



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

# Town Council Agenda Packet

Meeting Date: Tuesday, February 6, 2018

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING FEBRUARY 6, 2018  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations**

- 1. Update on the Sewer Smell**  
(Public Utilities Director Ted Credle & Johnston County Public Utilities Director Chandra Cox Farmer) See attached information.....1
- 2. Town Survey Results presented by ETC Institute**  
(Town Manager – Michael Scott) See attached information.....3

**Public Hearings**

- 1. ZA-17-07 Steve Bryant:** The applicant is requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO) Article 6.5, Table of Uses and Activities to allow for restaurants as a permitted use by right within the OI (Office & Institutional) zoning district.  
(Planning Director – Stephen Wensman) See attached information.....13
- 2. SUP-18-02 Boykin Investments, LLC:** The applicant is requesting an amendment to an existing special use permit to expand an auto repair shop and to allow car rental in association with the existing uses. The property is considered for approval Southeast side of the intersection of Brogden Road and Interstate 95 a further identified as Johnston County Tax Identification # 15K11013.  
(Planning Director – Stephen Wensman) See attached information.....35

**Citizens Comments**

**Consent Agenda Items**

- 1. Approval of Minutes:**
  - a. January 2, 2018 – Special Meeting
  - b. January 2, 2018 – Regular Meeting.....57
  
- 2. Consideration and approval to allow the Martin Luther King Jr parade to take place on Saturday, February 24<sup>th</sup> at 3:00 pm**  
(Town Clerk – Shannan Parrish) See attached information.....73
  
- 3. Consideration and approval to amend the fee schedule to include fees at the Sarah Yard Community Center and HOA Fees for SRAC Membership**  
(Town Manager – Michael Scott ) See attached information.....77
  
- 4. Consideration and approval to amend the contract with Thompson, Price, Scott, Adams & Co., P.A. to complete the Town of Smithfield audit for fiscal year ending June 30, 2017 by January 31, 2018.**  
(Finance Director – Greg Siler) See attached information.....87
  
- 5. Consideration and approval of various budget amendments**  
(Finance Director – Greg Siler) See attached information.....99
  
- 6. Consideration and Approval to apply for a Golden Leaf Grant in the amount of \$500,000 for Water Delivery Initiative**  
(Public Utilities Director – Ted Credle) See attached information.....103
  
- 7. Consideration and approval to accept a \$4,000 matching grant from Electricities for marketing materials**  
(Economic Development Liaison – Tim Kerigan) See attached information.....117
  
- 8. Career Ladder Promotion – Police Department:** The Police Department is requesting approval to promote a Police Officer II to the rank of Master Police Officer.  
(Chief of Police – R. Keith Powell) See attached information.....121
  
- 9. Career Ladder Promotion – Police Department:** The Police Department is requesting approval to promote a Police Officer I to the rank of Police Officer II.  
(Chief of Police – R. Keith Powell) See attached information.....133
  
- 10. Advisory Board Appointments**
  - a. Stephen Upton has submitted an application for consideration to be reappointed to a third term on the Board of Adjustment.

- b.** Earl Marett has submitted an application for consideration to be reappointed to a fifth term on the Parks and Recreation Advisory Board
- c.** Tim Johnson has submitted an application for consideration to be reappointed to a second term on the Parks and Recreation Advisory Board
- d.** Teresa Daughtry has submitted an application for consideration to be reappointed to a third term on the Planning Board  
(Town Clerk – Shannan Parrish) See attached information.....143

**11. New Hire Report**

(Human Resources Director/ PIO – Tim Kerigan) See attached information.....153

**Business Items**

**1. Council Appointments**

- a.** Triangle J. Council of Governments Delegate
- b.** Upper Coastal Plain Area Rural Planning Organization – Rural Transportation Advisory Committee
- c.** Appearance Commission
- d.** Parks and Recreation Advisory Board  
(Mayor Andy Moore/Town Manager – Michael Scott )  
See attached information.....155

**2. FY 2016-2017 Audit Presentation**

(Finance Director – Greg Siler) See attached information.....167

**Councilmember’s Comments**

**Town Manager’s Report**

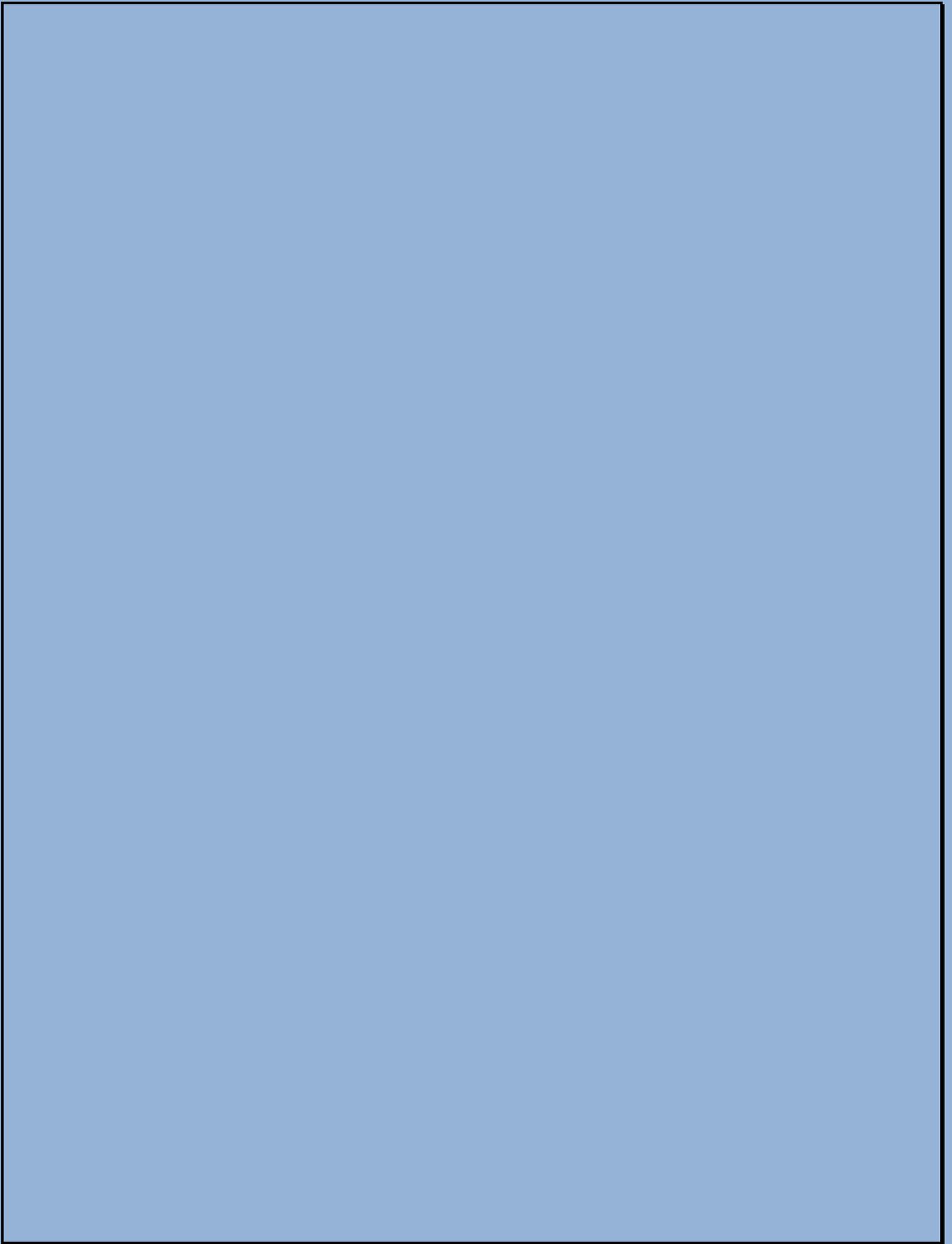
- Financial Report (See attached information).....189
- Department Reports (See attached information).....193
- Manager’s Report (Will be provided at the meeting)

**Closed Session: Pursuant to NCGS 143.318-11 (a)(3):**To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

**Adjourn**



# Presentations





# Request for Town Council Action

**Presentation** **Sewer  
Smell  
Update**  
Date: 02/06/2018

---

**Subject:** Sewer Smell Update  
**Department:** Water and Sewer Utility  
**Presented by:** Town Utilities Director Ted Credle & Johnston County Public  
Utilities Director Chandra Cox Farmer  
**Presentation:** Presentations

---

## Issue Statement

There have been multiple complaints of a strong sewer smell in areas of South Smithfield. Town Staff and Johnston County Staff are working together in an attempt to identify any problem that might be associated with the increase in sewer smell in this area. The Johnston County Utility Director has agreed to partner with the Town's Utility Director to provide information as to the measures being taken to identify the source of these complaints.

## Financial Impact

None

## Action Needed

None

## Recommendation

Receive Public Presentation.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report



# Staff Report

**Presentation Sewer  
Smell  
Update**

---

Complaints of an increased sewer smell in South Smithfield have been received sporadically since Hurricane Matthew. Initially, the smell was thought to be the result of the **Waste Water Treatment Plant's failure due to the flooding. However, during the last few months** complaints have increased resulting in the Town attempting to address the concerns during the January Council Meeting.

Since that time, town and county staff have been working to identify the source of the complaints. The Smithfield Town Utilities Director, Ted Credle will present information detailing the steps being taken to identify potential **problem areas within Smithfield's** infrastructure. Johnston County Public Utilities Director, Chandra Cox Farmer, has also agreed to be present and identify steps the Johnston County Utilities Staff is taking to assist in this matter. **County Manager Rick Hester will also be in attendance.**

No action is required of the Council. This presentation is an update to the information presented in January.



# Request for City Council Action

**Presentation:** Survey  
**Review**  
Date: 02/06/2018

---

**Subject:** Town Survey

**Department:** General Government

**Presented by:** Mike Scott, Town Manager, Jason Morado, ETC Institute

**Presentation:** Presentations

---

## Issue Statement

During the FY, 2017 budget, the Council approved the completion of a Town Wide Survey of services to be completed by ETC Institute. Jason Morado, from ETC Institute will be present to provide information regarding the findings of that survey.

## Financial Impact

No additional costs.

## Action Needed

No Action Required

## Recommendation

None

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Survey – Executive Summary



# Staff Report

**Presentation: Survey  
Review**

---

During the end of FY 2017, the Town Manager requested the Council allow the expenditure of excess, budgeted funds to be used to complete a survey of Town residents, in order to ascertain their satisfaction of town services, and their priorities moving into the FY 2018 budget process.

The completed results include about 800 pages of data and statistics from 400 completed surveys of town residents. As part of the contract with ETC Institute to complete the survey, Jason Morado, a representative of ETC Institute, will provide a presentation of the survey results and answer questions from the Council regarding best practices, results and the mechanics of the survey.

---

# 2017 Town of Smithfield Citizen Survey

## Executive Summary

---

### Purpose and Methodology

ETC Institute administered a survey to residents of the Town of Smithfield during the fall and winter of 2017. As the Town plans for continued economic growth, as well as residential growth, they want to include residents in the planning process by conducting a Citizen Survey. The purpose of the survey was to help the Town of Smithfield ensure that the Town's priorities continue to match the needs and desires of residents.

The seven-page survey, cover letter and postage paid return envelope were mailed to a random sample of households in the Town of Smithfield. The cover letter explained the purpose of the survey and encouraged residents to either return their survey by mail or complete the survey online. At the end of the online survey, residents were asked to enter their home address, this was done to ensure that only responses from residents who were selected for the random sample were included in the final survey database.

Ten days after the surveys were mailed, ETC Institute sent emails and placed phone calls to households who received the survey to encourage participation. The emails contained a link to the on-line version of the survey to make it easy for residents to complete the survey. To prevent people who were not selected for the random sample from participating, everyone who completed the survey on-line was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered on-line with the addresses that were originally selected for the sample. If the address from a survey completed on-line did not match one of the addresses selected for the random sample, the on-line survey was not counted. The overall results for the sample of 400 households have a precision of at least +/-4.9% at the 95% level of confidence.

The percentage of "don't know" responses has been excluded from many of the graphs shown in this report to facilitate valid comparisons of the results from Smithfield with the results from other communities in ETC Institute's *DirectionFinder*® database. Since the number of "don't know" responses often reflects the utilization and awareness of town services, the percentage of "don't know" responses has been provided in the tabular data section of this report. When the "don't know" responses have been excluded, the text of this report will indicate that the responses have been excluded with the phrase "*who had an opinion.*"

This report contains:

- An executive summary of the methodology for administering the survey and major findings,
- charts showing the overall results for most questions on the survey,
- benchmarking data that shows how the results for Smithfield compare to other communities,

- importance-satisfaction analysis; this analysis was done to determine priority actions for the Town to address based upon the survey results,
- tables that show the results of the sample for each question on the survey,
- a copy of the survey instrument.

## Overall Perceptions of the Town

Seventy percent (70%) of the residents surveyed, *who had an opinion*, indicated the overall quality of Town services are either “excellent” or “good”, this is well above both the Atlantic Regional and U.S. averages. The Town of Smithfield also rated significantly higher than the Atlantic Regional and U.S. averages in the overall value that residents receive for Town tax dollars and fees (Smithfield - 48% vs. Atlantic Region - 39% vs. U.S. - 38%)

## Overall Satisfaction with Town Services

The major categories of Town services that had the highest levels of satisfaction, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: the overall quality of fire services and fire dept. response to medical emergencies (90%), the overall quality of trash, recycling, and yard waste services (82%), the overall quality of police services (82%), and the quality of customer service received from Town employees (80%). For 11 of the 15 major categories of Town services that were rated, 50% or more of residents *who had an opinion* were “very satisfied” or “satisfied”, Town leaders have done a great job of ensuring overall satisfaction among residents is very high.

## Feelings of Safety

Ninety-one percent (91%) of respondents, *who had an opinion*, either feel “very safe” or “safe” in their neighborhood during the day. Seventy-four percent (74%) of residents, *who had an opinion*, feel “very safe” or “safe” overall, and 72% feel safe in their neighborhood during the night. Only 32% of respondents indicated there are areas of town where they do not feel safe.

## Satisfaction with Specific Town Services

- **Public Safety and Emergency Services.** The highest levels of satisfaction with public safety and emergency services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: how quickly fire personnel respond to emergencies (89%), the professionalism of fire personnel (85%), and how quickly police respond to emergencies (84%).
- **Neighborhood Services.** The highest levels of satisfaction with neighborhood services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: the appearance of your neighborhood (70%) the appearance of Downtown (69%), and the enforcement of sign regulations (51%).

- **Transportation and Roadway Services.** The highest levels of satisfaction with transportation and roadway services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: ease of traveling from home to regional roadways (82%), the maintenance of street signs (76%), the ease of getting across town in Smithfield (75%), and traffic signal coordination on major streets (65%). Sixty percent (60%) of respondents indicated they feel it is “very important” (39%) or “somewhat important” (21%) for the Town of Smithfield to provide public transportation services.
- **Environmental and Utility Services.** The highest levels of satisfaction with environmental and utility services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: residential trash collection service (94%) leaf, yard waste, and brush removal services (86%), and bulk trash pickup/removal services (86%).
- **Town Communication.** The highest levels of satisfaction with Town communication services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: the quality of printed materials (57%), the quality of utility bill inserts (55%), and Town efforts to keep residents informed about local issues (47%).
- **Culture and Recreation.** The highest levels of satisfaction with culture and recreation services, based upon the combined percentage of “very satisfied” and “satisfied” responses among residents *who had an opinion*, were: appearance and maintenance of Town parks (74%), the Neuse Little Theater (69%), and library programs (69%). Seventy-seven percent (77%) of respondents indicated they have not visited the Ava Gardner Museum in the past 12 months.

## Additional Findings

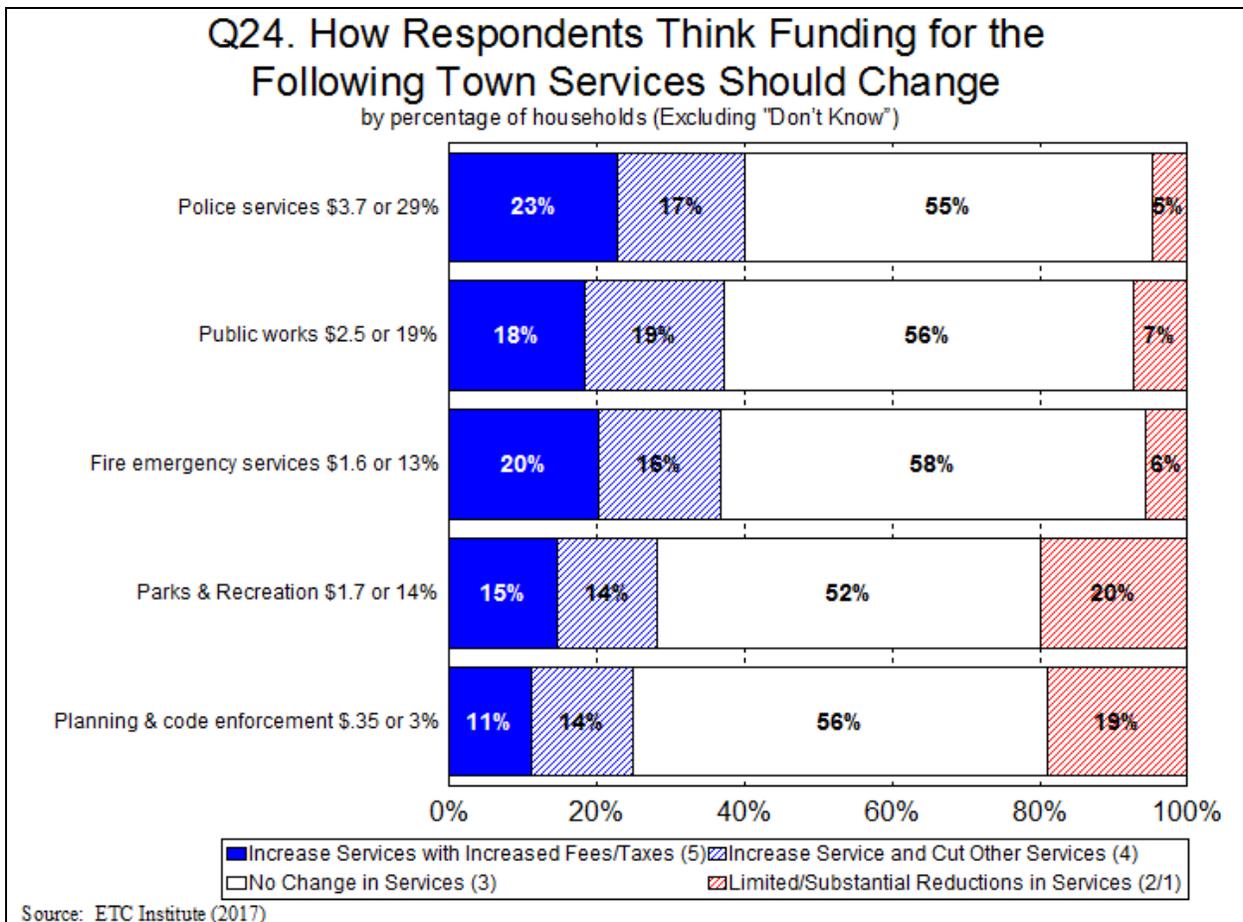
- Fifty-four percent (54%) of respondents indicated they have contacted the town during the past year. The highest levels of satisfaction with employee customer services, based upon the combined percentage of “always” and “usually” responses among residents *who had an opinion*, were: employees were courteous and polite (92%), employees gave prompt, accurate, and complete answers to questions (85%), services were provided at a time that accommodated the respondent’s schedule (84%), and employees did what they said they would do in a timely manner (83%).
- The most important issues facing the Town of Smithfield, based upon the combined percentage of “very important” and “important” responses from respondents *who had an opinion*, were: providing incentive to attract and retain businesses and industries (91%), the future well-being of Johnston Community College (89%), providing incentives to attract new full-time private sector jobs (89%), and providing incentives to attract and retain new retail development and restaurants (86%).

## How the Town of Smithfield Compares to Other Communities Nationally

Satisfaction ratings for The Town of Smithfield **rated the same as or above the U.S. average in 42 of the 61 areas** that were assessed. The Town of Smithfield rated significantly higher than the U.S. average (difference of 5% or more) in 32 of these areas. Listed below are some of the comparisons between the Town of Smithfield and the U.S. average:

Service	Smithfield	U.S.	Difference	Category
Bulk trash pickup/removal service	86%	51%	35%	Environmental and Utilities
Quality of customer service from Town employees	80%	47%	33%	Overall Services
They helped you resolve your issue to your satisfaction	80%	50%	30%	Customer Service
They gave prompt, accurate, & complete answers to questions	85%	57%	28%	Customer Service
Leaf, yard waste & brush removal services	87%	61%	26%	Environmental and Utilities
They did what they said they would do in a timely manner	83%	59%	24%	Customer Service
They were courteous & polite	91%	68%	23%	Customer Service
Residential trash collection service	95%	73%	22%	Environmental and Utilities
Overall quality of Town services	70%	49%	21%	Perceptions
How quickly police respond to emergencies	85%	65%	20%	Public Safety and Emergency
Quality of trash/recycling/yard waste	83%	69%	14%	Overall Services
Quality of police services	82%	70%	12%	Overall Services
Maintenance of streets/sidewalks/infrastructure	53%	41%	12%	Overall Services
Condition/maintenance of streets in your neighborhood	59%	48%	11%	Transportation and Roadway
Effectiveness of communication with the public	58%	47%	11%	Overall Services
Flow of traffic/ease of getting around	61%	51%	10%	Overall Services
Overall value that you receive for your Town tax & fees	48%	38%	10%	Perceptions
It was easy to contact the person you needed	75%	65%	10%	Customer Service
Cleanliness/maintenance of stormwater drains in your neighborhood	54%	46%	8%	Environmental and Utilities
Landscaping of medians/public areas along streets	62%	54%	8%	Transportation and Roadway
Quality of parks & rec programs/facilities	71%	64%	7%	Overall Services
Fire building inspection program	64%	57%	7%	Public Safety and Emergency
Quality of fire services/response to med. emergencies	90%	83%	7%	Overall Services
Condition/maintenance of major streets	57%	50%	7%	Transportation and Roadway
Adequacy of Town street lighting	63%	56%	7%	Transportation and Roadway
Appearance of Downtown	69%	63%	6%	Neighborhood Services
Water pressure in your home	77%	71%	6%	Environmental and Utilities
Town public safety education programs	59%	54%	5%	Public Safety and Emergency
Quality of library services	79%	74%	5%	Overall Services
Maintenance of street signs	76%	71%	5%	Transportation and Roadway
How quickly fire personnel respond to emergencies	89%	84%	5%	Public Safety and Emergency
Maintenance of sidewalks	52%	47%	5%	Transportation and Roadway
Appearance/maintenance of Town parks	74%	70%	4%	Culture and Recreation
Quality/availability of outdoor athletic fields	69%	65%	4%	Culture and Recreation
Efforts to enforce local traffic laws	67%	64%	3%	Public Safety and Emergency
Enforcement of mowing & cutting of weeds on private property	44%	41%	3%	Neighborhood Services
Quality of water/sewer utilities	65%	63%	2%	Overall Services
Quality of animal control	60%	58%	2%	Public Safety and Emergency
Town efforts to keep you informed about local issues	47%	46%	1%	Communication
Enforcement of Town codes & ordinances	53%	52%	1%	Overall Services
Curbside recycling service	69%	69%	0%	Environmental and Utilities
Overall as a place to live	70%	70%	0%	Perceptions

- Respondents were asked to indicate how often they typically go outside Smithfield Town limits to shop: 4% go every day, 17% a few times per week, 19% at least once a week, 26% a few times per month, 20% a few times per year, and 13% indicated they seldom or never go outside Smithfield Town limits.
- Only 23% of respondents indicated they would be “very willing” (6%) or “somewhat willing” (17%) to pay additional taxes for improvements to the stormwater system. Twenty-three percent (23%) of respondents were gave “neutral” responses, 16% gave “not willing responses”, 18% were “not at all willing”, and 19% of respondents were “not sure”.
- Respondents were asked to indicate how they think funding for various town services should change. They were first informed that it has been determined that reductions in services are necessary to avoid increases in property taxes. The table below shows the change of services respondents would most prefer for five aspects of Town services. Overall, respondents are most in favor of not changing the level of any services, however they are most in favor of limiting parks and recreation or planning and code enforcement services.



## How the Town of Smithfield Compares to Other Communities Regionally

Satisfaction ratings for The Town of Smithfield rated the same or above the average for communities in the Atlantic Region in 41 of the 61 areas that were assessed. The Town of Smithfield rated significantly higher than this average (difference of 5% or more) in 28 of these areas. Listed below are some of the comparisons between the Town of Smithfield and the average for the Atlantic Region:

Service	Smithfield	Atlantic	Difference	Category
Quality of customer service from Town employees	80%	45%	35%	Overall Services
Bulk trash pickup/removal service	86%	52%	34%	Environmental and Utilities
They helped you resolve your issue to your satisfaction	80%	48%	32%	Customer Service
They gave prompt, accurate, & complete answers to questions	85%	57%	28%	Customer Service
Leaf, yard waste & brush removal services	87%	63%	24%	Environmental and Utilities
They were courteous & polite	91%	69%	22%	Customer Service
They did what they said they would do in a timely manner	83%	63%	20%	Customer Service
Residential trash collection service	95%	75%	20%	Environmental and Utilities
Overall quality of Town services	70%	51%	19%	Perceptions
How quickly police respond to emergencies	85%	67%	18%	Public Safety and Emergency
Flow of traffic/ease of getting around	61%	45%	16%	Overall Services
Quality of trash/recycling/yard waste	83%	69%	14%	Overall Services
Appearance of Downtown	69%	57%	12%	Neighborhood Services
Condition/maintenance of streets in your neighborhood	59%	48%	11%	Transportation and Roadway
Quality of police services	82%	73%	9%	Overall Services
Maintenance of streets/sidewalks/infrastructure	53%	44%	9%	Overall Services
Overall value that you receive for your Town tax & fees	48%	39%	9%	Perceptions
Condition/maintenance of major streets	57%	48%	9%	Transportation and Roadway
Enforcement of mowing & cutting of weeds on private property	44%	35%	9%	Neighborhood Services
Cleanliness/maintenance of stormwater drains in your neighborhood	54%	46%	8%	Environmental and Utilities
Efforts to enforce local traffic laws	67%	59%	8%	Public Safety and Emergency
Quality of stormwater management system	54%	47%	7%	Overall Services
It was easy to contact the person you needed	75%	68%	7%	Customer Service
Landscaping of medians/public areas along streets	62%	56%	6%	Transportation and Roadway
Effectiveness of communication with the public	58%	52%	6%	Overall Services
Quality/availability of outdoor athletic fields	69%	63%	6%	Culture and Recreation
Adequacy of Town street lighting	63%	57%	6%	Transportation and Roadway
Quality of library services	79%	74%	5%	Overall Services
Quality of parks & rec programs/facilities	71%	67%	4%	Overall Services
Fire building inspection program	64%	60%	4%	Public Safety and Emergency
Maintenance of street signs	76%	72%	4%	Transportation and Roadway
Quality of fire services/response to med. emergencies	90%	87%	3%	Overall Services
Maintenance of sidewalks	52%	49%	3%	Transportation and Roadway
Quality of water/sewer utilities	65%	63%	2%	Overall Services
How quickly fire personnel respond to emergencies	89%	87%	2%	Public Safety and Emergency
Enforcement of clean-up of junk cars & debris on private property	40%	39%	1%	Neighborhood Services
Town's efforts to manage (plan for) growth	42%	41%	1%	Neighborhood Services
Town efforts to keep you informed about local issues	47%	46%	1%	Communication
Town public safety education programs	59%	58%	1%	Public Safety and Emergency
Quality of animal control	60%	59%	1%	Public Safety and Emergency
Appearance/maintenance of Town parks	74%	74%	0%	Culture and Recreation

## Investment Priorities

**Recommended Priorities for the Next Two Years.** In order to help the Town identify investment priorities for the next two years, ETC Institute conducted an Importance-Satisfaction (I-S) analysis. This analysis examined the importance residents placed on each Town service and the level of satisfaction with each service. By identifying services of high importance and low satisfaction, the analysis identified which services will have the most impact on overall satisfaction with Town services over the next two years. If the Town wants to improve its overall satisfaction rating, the Town should prioritize investments in services with the highest Importance Satisfaction (I-S) ratings. Details regarding the methodology for the analysis are provided in Section 3 of this report.

**Overall Priorities for the Town by Major Category.** This analysis reviewed the importance of and satisfaction with major categories of Town services. This analysis was conducted to help set the overall priorities for the Town. Based on the results of this analysis, the major services that are recommended as the top priorities for investment over the next two years in order to raise the Town’s overall satisfaction rating are listed below:

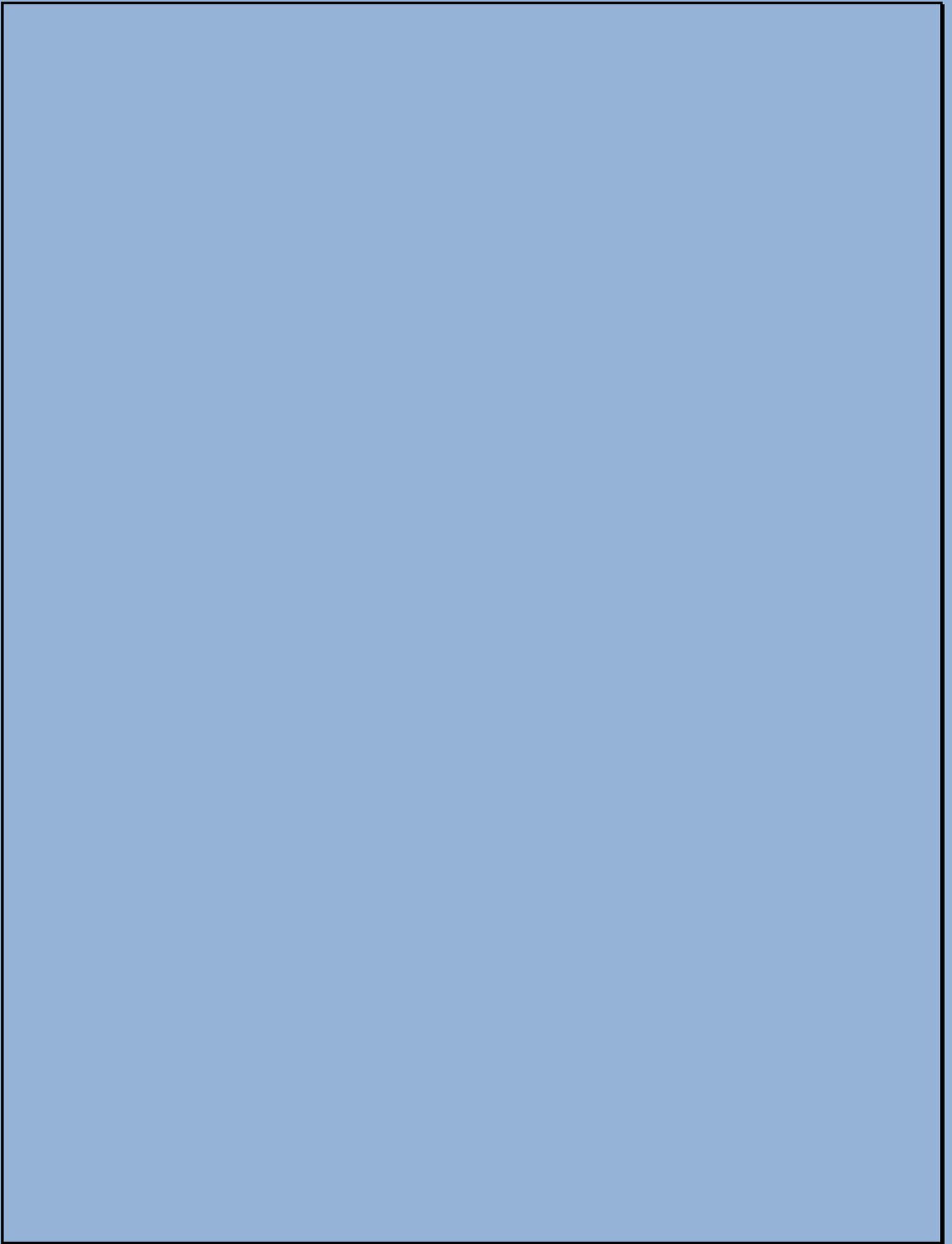
- Overall quality of economic development (IS Rating = 0.1919)
- Overall maintenance of Town streets, sidewalks, & infrastructure (IS Rating = 0.1821)

The table below shows the importance-satisfaction rating for all 15 major categories of Town services that were rated.

2017 Importance-Satisfaction Rating Town of Smithfield Major Categories of Town Services						
Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<b>High Priority (IS .10-.20)</b>						
Overall quality of economic development	33%	2	42%	15	0.1919	1
Overall maintenance of Town streets, sidewalks, & infrastructure	39%	1	53%	13	0.1821	2
<b>Medium Priority (IS &lt;.10)</b>						
Overall enforcement of Town codes & ordinances	21%	3	53%	14	0.0979	3
Overall flow of traffic & ease of getting around Town	19%	4	61%	10	0.0755	4
Overall effectiveness of Town communication with the public	18%	5	58%	11	0.0751	5
Overall quality of Town's stormwater management system	15%	10	54%	12	0.0692	6
Overall quality of Town water & sewer utilities	18%	7	65%	9	0.0618	7
Overall quality of Town parks & recreation programs & facilities	17%	8	71%	7	0.0484	8
Overall quality of Town electrical utility services	16%	9	69%	8	0.0479	9
Overall quality of police services	18%	6	82%	3	0.0319	10
Overall quality of trash, recycling & yard waste services	9%	12	83%	2	0.0154	11
Overall appearance of Town facilities	5%	13	72%	6	0.0127	12
Overall quality of fire services & fire dept response to medical emergencies	10%	11	90%	1	0.0102	13
Overall quality of library services	4%	14	79%	5	0.0093	14
Overall quality of customer service you receive from Town employees	4%	15	80%	4	0.0079	15



# Public Hearings





# Request for Town Council Action

**Application  
for Unified  
Development  
Ordinance  
Text  
Amendment  
ZA-17-07**  
Date: 02/06/2018

---

**Subject:** Unified Development Ordinance Text Amendment  
**Department:** Planning  
**Presented by:** Stephen Wensman ALA, AICP, Planning Director  
**Presentation:** Business Item

---

## Issue Statement

Steve Bryant is requesting the an amendment to the Unified Development Ordinance (UDO) that would allow for restaurants as a permitted use in the O/I Office/Institutional District.

## Financial Impact

There will be no financial impact to the Town.

## Action Needed

To review the requested application, hold a public hearing, and to make a decision on the proposed Unified Development Ordinance text amendment.

## Recommendations

The Planning Department and Planning Board recommend the Town Council approve the proposed amendment to Article 6 of the UDO and recommend the Town Council approve a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Ordinance
3. Application and Petition for Amendment to the UDO



# Staff Report

**Application  
for Unified  
Development  
Ordinance  
Text  
Amendment  
ZA-17-07**

**Public  
Hearing:**

---

Steve Bryant is requesting a text amendment to Article 6 of the Town of Smithfield Unified Development Ordinance (UDO) that will allow restaurants as a permitted use in the O/I Office/Institutional District.

### **Analysis:**

The proposed zoning ordinance amendment will allow an additional use in the Office/Institutional District that:

- Supports the O/I District;
- Provides another option for reuse of existing structures within the District, thus preserves the **historically significant structures which reflect the town's heritage**;
- **Preserves the** character of the neighborhood (old period homes);
- Supportive of the Central Business District; and
- Creates no land use conflicts.

The current comprehensive land use plan guides Office/Institutional land uses in areas that have already been developed or require buffering to prevent potential conflicting land uses. The O/I District is intended to buffer residential areas from commercial ones. The Comprehensive Land Use Plan provides caution about commercial infringement into **established residential neighborhoods. The Plan states the infringement, "can damage the appearance of the neighborhood, diminish community pride, and cause unsafe traffic conditions for both motorists and pedestrians. Rezoning adjacent to residential uses, particularly those in conflict with the future land use map contained in this plan, should be done with great caution"**.

Much of the existing O/I District is comprised of existing homes converted into office uses adjacent to the Central Business District. Other areas in the zoning district are in locations of parks, schools, the Johnston County Community College, the hospital and clinics, and government offices. There remain some single family homes within the O/I District in the area adjacent to the Central Business District. Staff believes restaurants to be a compatible use within the O/I District in that it will serve the district by providing eating options within

walking distance while providing another opportunity to utilize the existing homes for non-residential use, thus preserving the existing character of the area. The allowance of restaurants will also contribute to the vitality of the nearby Central Business District.

Staff also believes that allowing restaurants in the O/I District will not create a nuisance or create traffic that is detrimental to the area. The district is well served with roads, on-street parking, sidewalks and other urban amenities such that the use will blend in with the current mix of land uses.

---

**CONSISTENCY STATEMENT:**

In order to approve the zoning text amendment, the Town Council must find the zoning text amendment consistent with Town Plans and Policies. Staff finds the application consistent with Town Plans and Policies:

- o Consistency with the Comprehensive Growth Management Plan

The zoning text amendment will support the Comprehensive Growth Management Plan for the Town

- o Consistency with the Unified Development Code

The zoning text amendment will be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance.

- o Compatibility with Surrounding Land Uses

The zoning text amendment will not impact surrounding land uses. The restaurant use is complementary to the district and the use will allow reuse of existing structures in the district for restaurant uses, preserving existing character of the area.

---

**PLANNING DEPARTMENT RECOMMENDATION:**

The Planning Department and Planning Board recommend the Town Council approve the proposed amendment to Article 6 of the UDO and recommend the Town Council approve a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

**ACTION REQUESTED:**

To review the requested application, hold a public hearing, and make a decision on the proposed Unified Development Ordinance text amendment.



## **Petition for Amendment to the Unified Development Ordinance**

Petitioner: Steve Bryant, 252 Lakeview Drive, Four Oaks, N.C. 27524

Current property owners: Bobby J. and Anne P. Eason, 716 Chestnut Drive, Smithfield, N.C. 27577

Property: 216 S. Third St., Smithfield, N.C. 27577  
The property is for sale and is now under contract.

Zoning: Office and Institution (O&I)

Request is made by the buyer, Steve Bryant, to allow a restaurant in this zoning. The current owners have agreed to this request.

### **Statement of Justification.**

In keeping with a goal of the Town of Smithfield to encourage quality development in the downtown business area, this petitioner seeks to advance the goal with a re-use of an existing building. The petitioner plans to have a restaurant. It will not create a conflicting use within the district but an enhancement. It will serve the public interest by providing a complementary use and service to the existing businesses and people already there.

It is hoped that this re-use of a building--in an area already developed--will strengthen the district and become a model that could encourage other property owners to do the same with their existing buildings. It may also encourage more creative uses for existing structures in the district.

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
TEXT AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD PLANNING BOARD  
ZA-17-07**

**Whereas** the Smithfield Town Council, upon acting on a text amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

**Whereas** the Smithfield Town Council, upon acting on a text amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

**NOW THEREFORE, BE IT RECOMMENDED FOR ADOPTION BY THE SMITHFIELD PLANNING BOARD AS APPROPRIATE:**

**IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE IS ADOPTED,**

That the final action regarding text amendment ZA-17-07 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Planning Board and information provided at the public meeting; and

It is the objective of the Town of Smithfield Planning Board to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The text amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Planning Board and information provided at the public meeting. Therefore, the amendment is reasonable and in the public interest.

**IN THE EVENT THAT THE MOTION TO APPROVE THE ORDINANCE FAILS,**

That the final action regarding text amendment ZA-17-07 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Planning Board to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The text amendment does not promote this and therefore is neither reasonable nor in the public interest.

**DRAFT ORDINANCE # ZA-17-07**  
**AN ORDINANCE TO AMEND ARTICLE 6 OF THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT**  
**ORDINANCE TO ALLOW RESTAURANTS AS A PERMITTED USE IN THE O/I OFFICE/INSTITUTIONAL**  
**DISTRICT.**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to Article 6 to allow restaurants as a permitted use in the O/I District; and

**WHEREAS**, it is the objective of the Smithfield Town Council to have the UDO promote regulatory efficiency and consistency and the health, safety, and general welfare of the community;

**NOW, THEREFORE**, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

**PART 1**

# ARTICLE 6. ZONING DISTRICTS

## SECTION 6.5 TABLE OF USES AND ACTIVITIES.

P - Permitted Use      PS - Permitted Use with Supplemental Regulations      Blank - Not Permitted  
 S - Special Use      SS - Special Use with Supplemental Regulations

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations	
	R-20A	R-10	R-8	R-6	R-MH	R-PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO		
<b>ACCESSORY USES/BUILDINGS</b>																		
Accessory structures/buildings	P	P	P	P	P		P	P	P	P	P	P	P		P			
Accessory uses incidental to any permitted use	PS	PS	PS	PS	PS		PS	PS	PS	PS	PS	PS	PS					Section 7.3
Child care center (as an accessory use for a principal business)							PS	SS	SS	SS	PS	PS						Section 7.4.1
Dwelling in principal business as an accessory use							SS	SS	SS	SS								Section 7.5
Granny pods/temporary health care structures	PS	PS	PS	PS	PS		PS								PS			Section 7.6
Home occupations	PS	PS	PS	PS	PS		PS	PS	PS						PS			Section 7.7
Public or neighborhood swimming pools	S	S	S	S	S		S								S			
Public or private neighborhood tennis courts	S	S	S	S	S		S	P	P	P					S			
Public or private neighborhood basketball courts	S	S	S	S	S		S	P	P	P					S			
Solar energy generating facility, accessory	PS	PS	PS	PS	PS		PS	PS	PS	PS	PS	PS						Section 7.8
Temporary storage facility (portable storage units)	PS	PS	PS	PS	PS		PS	PS	PS	PS	PS	PS						Section 7.9
Wind energy generating facility, accessory	PS	PS	PS	PS	PS		PS	PS	PS	PS	PS	PS						Section 7.10
<b>EDUCATIONAL</b>																		
Community college	S						S	S	S	S	S	S						

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
Libraries								P	P	P							
Schools, public and private	S	S	S	S	S			P		P							
<b>INSTITUTIONAL</b>																	
Armories								P									
Buildings, governmental								P	P	P	P	P	P				
Cemeteries	S							P									
Churches/places of worship	S	S	S	S	S			S		SS	SS						Section 7.32
Civic and fraternal meeting halls								S		S	S						
Clubs, public or private										S	S						
Community centers																	
Country clubs	S	S	S	S	S												
Crematory											P	P				P	
Electric substations	S	S	S	S	S			S	S	S	S	S	S	S	S	S	
Governmental uses (i.e., police, fire)	S	S	S	S	S			P	P	P	P	P					
Hospitals								P		P							
Public uses not otherwise listed	S	S	S	S	S			S	S	S	S	S	S	S	S		
Public utility storage or service yards										S	S	P					
Public utility substations/switching stations	S	S	S	S	S			S	S	S	S	S	S	S			
Pump stations (municipally owned)	P	P	P	P	P			P	P	P	P	P	P	P	P		
US postal services								S	S	P	P	P	P	P			

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO	
Utility stations	S	S	S	S	S		S	S	S	S	P	P	S	S			
<b>MANUFACTURING AND INDUSTRIAL</b>																	
Asphalt and concrete batch plant												P					
Artisan=s workshop (3,000 square feet or less)	PS						PS	PS	PS	PS	PS						Section 7.11
Artisan=s workshop (greater than 3,000 square feet)										SS	SS	SS					Section 7.11
Bakery products, candy, confectionary manufacturing									S	S	P	P					
Building materials sales and storage									S	S	P	P					
Carpet and upholstery cleaners										P	P						
Clothing and finished fabric products, manufacture of											P	P					
Contractors, building (with outdoor storage)										P	P	P					
Contractors, building (no outside storage)							P	P	P								
Contractors, equipment												P					
Contractors, heavy construction												P					
Contractors, special trades (no storage)								P	P	P	P	P					
Electric motor repair												P					
Electrical and electrical machinery, equipment and supplies								S	S			P					

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations	
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO		
Food processing facilities												P						
Fuel and ice dealers											S	S						
Gas companies with propane/bulk storage										S		S						
Industrial research offices and laboratories											P	P						
Industrial uses not having an injurious effect on the town and not otherwise listed/identified												S						
Light manufacturing uses involving fewer than 35 employees and not otherwise listed/identified										S	S	P						
Lumber and wood products, sales										P		P						
Machinery (engines, construction tools)										S	S	P						
Manufacturing (textiles, clothing, scientific instruments, and small machine assembly)												P						
Manufacturing, processing, or warehousing or transportation use or public use or utility												PS	SS					Section 7.12
Modular office units/temporary office units									PS	SS	SS	PS						Section 7.13
Motion picture production and distribution											P	P						
Motor freight terminals											P	P						
Outlet stores for industrial manufacturing establishments										PS	PS	PS						Section 7.14
Paperboard containers and boxes												P						

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
Refrigeration, heating, and air conditioning machinery (production)									S	S		P					
Research laboratories							S	P	P		P	P					
Screw machine products (bolts, nuts, screws)											P	P					
Small engine repair									S	P	P	P					
Tanning, leather											S						
Textiles												P					
Welding repair									S	S	P	P					
<b>OFFICES, PROFESSIONAL AND SERVICES</b>																	
Clinics										P	P	P					
Electronic data processing								P	P	P	P	P					
Engineering, architectural, and surveying offices								P	P	P	P	P					
Financial institutions								P	P	P	P	P					
Labor unions								P	P	P	P	P					
Office, computing and accounting machines (sales)								P	P	P	P	P					
Office, professional								P	P	P	P	S					
Offices (primary uses, not accessory)								P	P	P	P	P					
Opticians and optical goods								P	P	P	P	P					

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
<b>RECREATIONAL</b>																	
Billiard and pool halls							S	S	S	S							
Boat ramps	S	S	S	S	S		S	S	S	S			S				
Bowling alleys							S	S	S	S							
Dinner theatres							S	S	S	S							
Fairgrounds	SS												SS				Section 7.15
Golf courses	S	S	S	S	S												
Health clubs							P	P	P	P	P						
Mechanical rides (ferris wheels, roller coasters, bumper cars, etc.)									S	S							
Miniature golf/driving ranges									S	S							
Movie theaters								P	P	P							
Nature observation points	S	S	S	S	S		S	S	S	S			S				
Parks and recreation areas	S	S	S	S	S		P	P	P	P							
Playgrounds	S	S	S	S	S		P	P	P	P							
Recreation buildings and facilities for residential developments	S	S	S	S	S					S							
Skating rinks							S	S	S	S							
Video arcades							S	S	S	S							
<b>RESIDENTIAL</b>																	

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations	
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO		
Dwelling, multi-family/townhouses/condominiums			S	S	S			S	S	S								
Dwelling, single-family	P	P	P	P	P		S	S	S				P		P			
Dwelling, two family			P	P	P			S	S									
<u>Licensable Facilities:</u> Adult care home	S		S	S														
Family care home	PS	PS	PS	PS	PS		PS											Section 7.16
Family child care home	SS	SS	SS	SS	SS		SS											Section 7.4.2
Family foster home	S	S	S	S														
Multi-unit assisted housing with services	S						S											
Residential child-care facility				S														
Small child care center		PS	PS	PS														Section 7.4.2
Loft and studio apartments							S	S	S									
Manufactured home, Class A on individual lot	PS				PS													Section 7.17
Manufactured home, Class B on individual lot	SS				PS													Section 7.17
Manufactured home park					SS													Section 7.18
Mixed use developments and unified commercial developments								S	S	S								
Planned residential development	S	S	S	S	S		S	S	S									
Recreational vehicle parks											PS							Section 7.33

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations
	R-20A	R-10	R-8	R-6	R-6 MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO	
Residential cluster development	SS	SS	SS	SS													Section 7.34
Temporary emergency, construction, and repair residences	SS	SS	SS	SS	SS		PS	PS	PS	PS	PS	PS					Section 7.19
Tiny houses				PS													Section 7.20
<b>RETAIL SALES AND SERVICES</b>																	
Adult businesses												SS					Section 7.21
Animal hospitals/ veterinarians									S	S	S						
Antique shops								P	P	P							
Any use which employs, as incidental or subordinate to the primary use of the property, more than 5 coin-operated amusement devices								S	S	S							
Art galleries							P	P	P	P							
Automobile and truck dealers									S	S							
Automobile parts and supply store								P	P	P							
Automobile renting and leasing									S	S							
Automobile sales and automobile broker									S	S							
Automobile service stations									PS	PS		PS					Section 7.22
Barber or beauty shops							P	P	P	P							
Battery charging station							PS	PS	PS	PS	PS	PS					Section 7.23
Battery exchange station							PS	PS	PS	PS	PS	PS					Section 7.23

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
Bed and breakfast	S	S	S	S	S		S	S	S	S							
Boat sales and service									S	S							
Car washes										P							
Carpet and rug dealers								P	P	P							
Catering establishments								P	P	S	P						
Commercial animal kennels/boarding facilities including accessory grooming (indoor facilities only)	S								S	S							
Commercial animal kennels/boarding facilities, outdoor kennels										P	S						
Commercial condominiums										S							
Convenience food stores								P	P	P							
Convenience stores with gas pumps								S	S	S							
Distilleries								PS		SS	PS						Section 7.24
Drug stores							S	P	P	P							
Exterminating services									S	S		P					
Farmer=s market								S	S	S							
Flea markets/vendor markets									S	S							
Floral and gift shops								P	P	P							
Food stores								P	P	P							
Food trucks										PS							Section 7.25

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
Fortune tellers (to include palm readers, crystal ball reading, tarot card reading, and similar fortune telling techniques).										S							
Funeral homes							S		S	S	S						
Furniture and fixtures								P	P	P							
Gas pumping stations (unmanned, credit cards only)									PS	PS							Section 7.22
Glass and mirror repair sales									P	P		P					
Greenhouses and plant nurseries	P								S	S	P	P					
Hardware stores								S	S	S							
Kennels, private	S																
Laundry and dry cleaning establishments with drive-in windows								SS	SS	SS							Section 7.26
Laundry and dry cleaning establishments without drive-in windows								PS	PS	PS	PS						Section 7.26
Lawn and garden stores									P	P							
Leather products (no tanning or production)								P	P	P							
<u>Licensable Facilities:</u> Child care center								SS	SS	SS	SS	SS					Section 7.4.1
Day care facilities, adult								S	S	S	S	S					
Nursing homes	S						S		S	S							
Locksmith, gunsmith								P	P	P	P						

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts													Overlay Districts			Supplemental Regulations
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS	RHO	ECO	
Measuring, analyzing, controlling, and optical goods, watches, clocks								P	P	P	P						
Microbrewery								PS	SS	SS							Section 7.24
Mobile food vending cart								PS	PS	PS	PS	PS					Section 7.3.2
Motels/hotels							S	S	S	S							
Motorcycle sales and services									S	S							
Movers, van lines, and storage										S	P	P					
Museums								P	P	P							
Newspaper printing and publishing services								S	S	S	P	P					
Package delivery services, commercial								S	S	S		P					
Parking lots, commercial								S	S	S	P	P					
Parking structures and underground parking garages, commercial								S	S	S	S	S					
Pawnshop or used merchandise store								P	P	P							
Photographers								P	P	P							
Pottery and related products								P	P	P	P	P					
Printing and publishing								P	P	P	P	P					
Radio and television broadcasting studios								P	P	P	S	P					
Repair shops (radio, television, small appliances, shoes, etc.)								P	P	P							
Restaurants								P	P	P	P						

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-6 MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
Restaurants and cafeterias primarily for employees, patients, or students located in same building as another use and having no outside advertising or drive-in facilities								P	P	P	P	P					
Retail businesses								P	P	P							
Shopping center, major									S	S							
Shopping center, minor									P	P							
Signs in accordance with Article 10, Part III	P	P	P	P	P			P	P	P	P	P					
Street vendors									PS								Section 7.27
Studios for artists, designers, and photographers, and studios for the performing arts								P	S	S	S	S					
Tattoo and body piercing establishments										S	S						
Tire dealers and service									S	S	S	P					
Upholstery shops									S	P	P	P					
Vehicle storage in conjunction with repair										S	S	P					
Video rental									P	P	P						
<b>TRANSPORTATION</b>																	
Bus stations										P	P						
Taxi stands limited to 5 taxis								S	S	S	S						
Tool, car, truck rental								S	S	S	S	P					
Towing services											S	P					

# ARTICLE 6. ZONING DISTRICTS

P - Permitted Use  
S - Special Use

PS - Permitted Use with Supplemental Regulations  
SS - Special Use with Supplemental Regulations

Blank - Not Permitted

Uses	Primary Zoning Districts											Overlay Districts			Supplemental Regulations		
	R-20A	R-10	R-8	R-6	R-MH	PUDS	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AD	OS		RHO	ECO
<b>WHOLESALE SALES AND WAREHOUSING</b>																	
Automobile junkyards												S					
Boat storage									S	S							
Fruit and vegetable markets, wholesale									P	P							
Outdoor sales, service, or storage areas								S	S	S	P	P					
Salvage yards											S						
Warehousing uses, including mini-storage									S	S	S	P	S				
Wholesale merchants										P	P						
Wholesale storage of gasoline or bulk terminal plants											S						
<b>OTHER USES</b>																	
Agricultural and forestry uses	P												P				
Bona fide farms and their customary appurtenances	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			Section 7.28
Solar farms	SS										SS	SS					Section 7.29
Telecommunication facilities	S	S	S	S	S		S	S	S	S	S	S	S	S			
Temporary office units	PS	PS	PS	PS	PS		PS	PS	PS	PS	SS	SS	SS	SS			Section 7.13
Temporary uses	SS	SS	SS	SS	SS		SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	Section 7.30
Wind farms	SS										SS	SS	SS	SS			Section 7.31

**PART 2**

That these amendments of the Unified Development Ordinance shall become effective upon adoption.

Duly adopted this the 6th day of February, 2018.

---

M. Andy Moore, Mayor

ATTEST

---

Shannan L. Williams, Town Clerk



# Request for Town Council Action

**Public Hearing:** Application  
for Special  
Use Permit  
SUP-18-01

**Subject:** Special Use Permit for Auto Rental  
**Department:** Planning  
**Presented by:** Stephen Wensman, Planning Director  
**Presentation:** Public Hearing

**Issue Statement:**

Boykin Auto located at 1195 Brogden Road has an existing special use permit for outside storage of autos and auto sales. They are requesting a special use permit to allow auto rental on the property.

**Financial Impact:**

There will be no financial impact to the Town.

**Action Needed:**

To review the application for special use permit, hold a public hearing and make a decision on the permit and any reasonable and appropriate conditions or safeguards if approved.

**Recommendation:**

The Planning Department recommends approval of the special use permit with three conditions; and recommends that the Town Council approve a consistency statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and findings of fact that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Application
3. **Finding of Fact**
4. Site Plan
5. Map



Town of Smithfield  
Planning Department  
350 East Market Street  
P.O. Box 761  
Smithfield, NC 27577  
Phone: 919-934-2116  
Fax: 919-934-1134

**STAFF REPORT**

**Application Number:** SUP-18-01  
**Project Name:** Auto Rental  
**TAX ID number:** 15K11013  
**Town Limits/ETJ:** ETJ  
**Applicant:** Joey Boykin  
**Property Owner:** Boykin Investments, LLC  
**Agents:** N/A

---

**LOCATION:** 1195 Brogden Road (NE quadrant of I-95 and Brogden Road).

---

**REQUEST:** The applicant is requesting an amendment to their existing special use permit to allow a car rental business on the property in conjunction with their existing auto repair (to be expanded), sales and storage (special use permit 01-17).

---

**SITE/DEVELOPMENT DATA:**

**Address:** 1195 Brogden Road  
**Tax ID:** 15K11013  
**Acreage:** 8 acres  
**Present Zoning:** B-3 Highway Entrance Business District  
**Existing Uses:** Auto repair, sales and storage  
**Proposed Use:** Auto rental, sales, storage and repair  
**Fire Protection:** Town of Smithfield  
**School Impacts:** NA  
**Parks and Recreation:** NA  
**Access:** Brogden Road near the I-95 entrance ramp  
**Water and Sewer Provider:** N/A  
**Electric Provider:** Town of Smithfield

**ADJACENT ZONING AND LAND USES:**

North:           Zoning:           I-95  
                  Existing Use: I-95

South:           Zoning:           R20-A  
                  Existing Use: Single Family Residential and Vacant (farming)

East:            Zoning:           B-3 Highway Entranceway Business District  
                  Existing Use: Vacant

West:            Zoning:           B-3 Highway Entranceway Business District  
                  Existing Use: Vacant

---

**STAFF ANALYSIS AND COMMENTARY:**

Boykin Investments, LLC is requesting an amendment to their existing special use permit to expand their auto repair shop and to allow car rental in association with the existing uses of auto repair, sales and storage. Amendments to special use permits are processed as new special use permits (Section 4.9.7). On December 4, 2001, Special Use Permit (SUP-01-17) was approved for the outside auto storage and auto sales business. Auto repair is a permitted use.

**Existing Conditions:**

The 8 acre property is substantially paved and contains three existing buildings, a 7,000 sq. ft. auto repair building, and 4,225 sq. ft. and 1,300 sq. ft. office buildings. The site was landscaped in 2006 consistent with the site plan approval for the addition of the 4,225 sq. ft. office building. Much of the landscaping has survived and is in good shape. The business has a changeable monument sign adjacent the Brogden Road frontage and a pole sign along the I-90 freeway ramp. A second unused pole for a pole sign is also located along the freeway frontage currently in violation of UDO Section 10.33 which requires unused signs to be removed. With the construction of the office building in 2006, the parking lot was striped, including handicapped parking stalls as required. The applicant keeps a tractor trailer behind the 7,000 sq. ft. repair building for tire storage. Since receiving special use permit approval and site plan approval for the office building, there are 5 carport facilities on site (as indicated on the site plan submitted with this application). The applicant proposes keeping one of them as a trash corral. No building or zoning permits were issued for the carports. Staff is recommending that the carports be removed from the site as a condition of approval, unless they are properly permitted.

**Auto Repair Expansion:**

The auto repair is a permitted use in the Unified Development Ordinance (UDO) and the auto repair use is conducted within the 7,000 sq. ft. building located on the site. The applicant is proposing a 3,600 sq. ft. expansion of this building to accommodate a paint spray booth. The paint spray facility addition will require a building permit. There are no restrictions in the Unified Development Ordinance UDO for a paint spray facility. The auto repair expansion is less than 25% of the gross floor area and is therefore exempt from any additional landscape requirements.

**Proposed Auto Rental:**

The applicant is proposing to add auto rental services in conjunction with the auto repair business on the site. Auto rental requires a special use permit. The applicant has identified on the site plan a 45' x 135' area that will accommodate 26 rental cars. This area is well screened from the adjacent residential zoning/vacant agricultural area. The Proposed car rental parking area is already paved, although not striped, and is therefore, exempt from landscaping requirements. The site parking area is substantial and Staff does not believe any additional parking will be needed to accommodate the rental business. The existing parking lot striping is worn. Staff recommends two conditions pertaining to the auto rental use: 1) that the car rental be limited to 26 rental cars; 2) that the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.

**Utilities:**

Town water and sewer are available across Brogden Road. The site is currently served by the Town's electrical service. The proposed use is not anticipated to have any impact on existing utilities.

**Landscaping:**

As indicated above, the building addition and the auto rental use are exempt from any additional landscape requirements (Section 10.8.2). The existing landscaping provides adequate screening of the auto rental parking from adjacent vacant farm fields and residential zoning.

**Site Access:**

Access to the site is located very near the I-95 entrance ramp. There will be no change to this access. Staff recommends the parking lot be restriped to help with internal circulation and parking.

**Environmental:**

The site is outside of the floodplane and there should be no environmental threats. Any environmental issues related to the paint spray booth will be addressed with the building code.

**Signs:**

The applicant has not proposed any new signs at this time. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development Ordinance and shall be located within the boundaries of the subject property.

**Stormwater Management:**

The proposed addition will occur in an area currently paved. The parking area for the rental use is also in an existing paved area. The proposal will add no additional impervious area and is therefore exempt from on-site detention.

---

## Findings of Fact

Staff findings are italicized and bold

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare. ***The additional rental operation will have no impact to health, safety or welfare as long as the parking lot is restriped, making clear where guest can park and where car rental cars are to be parked.***
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located. ***The use will not be noticeable and the parking area is well screened by natural vegetation.***
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. ***The use is a conditional use in the B-3 zoning district and the use will have no impact on surrounding properties.***
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. ***The will be no changes that impact utilities, access drainage and parking will be addressed.***
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. ***The use will have no additional impact on adjacent streets.***
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. ***The special use will conform to all applicable regulations with a valid permit.***
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. ***The access to the site will not change.***
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council. ***The proposed use is in conformity with the plans for the Town.***

---

## PLANNING DEPARTMENT RECOMMENDATIONS:

The Planning Department recommends approval of the special use permit for auto rental with the following conditions:

- 1) That all carports be removed from the site unless inspected and permitted by the Johnston County Building Official;
- 2) That the car rental be limited to 26 rental cars; and

- 3) That the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.

---

**TOWN COUNCIL ACTION REQUESTED:**

The Town Council is requested to review the petition and make a decision in accordance with the finding of fact for auto rental on the property located at 1195 Brogden Road within the B-3 Highway Entrance Business District.



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

## SPECIAL USE PERMIT APPLICATION

*Pursuant to Article 4, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Special Use. Special Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.*

*Special Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans and one (1) digital copy of all required documents, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.*

### SITE INFORMATION:

Name of Project: Vehicle repair, sales, storage & rental facility      Acreage of Property: 8 ac  
 Parcel ID Number: 169314-43-7770      Tax ID: 15K11013  
 Deed Book: 02794      Deed Page(s): 0900  
 Address: 1195 Brogden Road, Smithfield, NC 27577  
 Location: Northeast quadrant of I-95 and Brogden Road

Existing Use: Auto sales, repair, storage      Proposed Use: Same + body shop, paint booth, rental cars  
 Existing Zoning District: B-3 Commercial

Is project within a Planned Development:      ~~Yes~~      No  
 Planned Development District (if applicable): \_\_\_\_\_  
 Is project within an Overlay District:      ~~Yes~~      No  
 Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: SUP-18-01      Date Submitted: 1-5-18      Date Received: 1-5-18      Amount Paid: \$300.00



## REQUIRED FINDING OF FACT

*Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a Special Use Permit to address the following findings. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which this section requires. The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:*

- 1) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

See Attachment B

- 2) The special use will be in harmony with the existing development and uses within the area in which it is to be located.

See Attachment B

- 3) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

See Attachment B

- 4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

See Attachment B

- 5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

See Attachment B

- 6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

See Attachment B

- 7) Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

See Attachment B

- 8) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

See Attachment B

## REQUIRED SITE PLAN INFORMATION

*Article 5 of the Town of Smithfield Unified Development Ordinance requires a site plan be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan. The site plan shall contain the following information, if applicable as determined by the UDO Administrator:*

- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
- 3) Parcel Identification Numbers (PIN) for site and adjacent properties.
- 4) Deed book and page reference demonstrating ownership of property.
- 5) Location of all existing and proposed structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- 6) Building setback, side line, and rear yard distances.
- 7) Location of watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- 8) All existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level, and significant soil conditions.
- 9) Topography showing existing and proposed contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- 10) The zoning of the property, including zoning district lines where applicable.
- 11) Lot line dimensions and property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).
- 12) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part I.
- 13) Types of surfaces for drives, sidewalks, and parking areas.
- 14) Location and design of existing and proposed sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- 15) Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television.
- 16) Location of all US Clean Water Act Section 404 wetland areas, located of detention/retention ponds (Best Management Practices), riparian buffers and impervious surface areas with area dimensions, and ratios of impervious surface to the total size of the lot.
- 17) The location of all common areas.
- 18) The location and dimensions of all areas intended as usable open space, including all recreational areas. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 19) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 10, Part II. The plan shall include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name.
- 20) Proposed site lighting.

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.*

Joey Boykin

Print Name



Signature of Applicant

1/5/18

Date

# OWNER'S CONSENT FORM

Name of Project: \_\_\_\_\_ Submittal Date: **1-5-18**

## OWNERS AUTHORIZATION

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

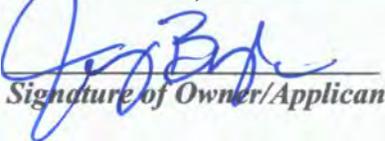
\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

  
*Signature of Owner/Applicant*

**Joey Boykin**  
*Print Name*

**1/5/2018**  
*Date*

## FOR OFFICE USE ONLY

File Number: **SUP-18-01** Date submitted: **1-5-18** Date received: **1-5-18**

## Vehicle Repair, Sales, Storage & Rental Facility

### Statement of Justification

The Smithfield Town Council is asked to grant a Special Use Permit to allow for the expansion of uses to allow for a 1.) **vehicle body shop**, 2.) **a paint booth** and 3.) **a rental car facility** on an eight-acre property located at the intersection of Brogden Road and the I-95 northbound on ramp. The property is presently being used as a vehicle sales lot, vehicle repair facility, outdoor storage of vehicles, indoor storage facility and a soccer field.

The **body shop** is proposed to be located in a new 40' x 90' addition to the existing 70' x 100' vehicle repair facility (see site plan). The **paint booth** will be housed in the 25' x 70' bay inside of the existing vehicle repair facility closest to I-95. Storage for vehicles waiting for repair will be in the same locations as they are presently being parked. New employee parking is proposed on the west side of the existing vehicle repair facility adjacent to I-95. Striping of the existing pavement will accommodate 10 new employee parking spaces including one H/C space. On the opposite side (east) of the existing vehicle repair facility it is proposed to locate a wrecked vehicle holding area for vehicles awaiting insurance approval. This same area will also hold body parts. Tires are proposed to be stored in a 53' -trailer as they are presently. The proposed **vehicle rental facility** will be housed in the existing office and will share space with the vehicle sales office. On the north side of the office, provisions for 6 parking spaces for a rental car ready parking lot are shown on the site plan. To the rear of the office toward the eastern property line it is proposed to provide for a rental car conditioning area where vehicles will be cleaned and serviced after they are returned. In addition, provisions have been made for a future 26 rental car storage lot to the north of the existing vehicle repair facility adjacent to the trash corral and the rear property line.

Generally, all other areas and facilities on the site plan will continue to be used as they presently are being used. The 40' x 100' storage building to the far northern end of the property will remain as a storage facility. The remaining three bays of the vehicle repair facility (70' x 75') will remain in use for mechanical repair of vehicles. The two offices (65' x 65') and (20' x 65') will remain in office use after inclusion on the rental office. The bulk of the existing vehicle storage area and the auto sales area will remain in the existing site configurations. The soccer field will not be used at the present time but will be held for future development. The three existing carports and the one abandon non-conforming sign will be removed as part of the permitting process.

## Vehicle Repair, Sales, Storage & Rental Facility

### Finding of Fact

- 1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety or general welfare.**

During the last 16 years the current use of the property (vehicle repair, sales and storage) permitted by a Conditional Use permit in 2001 has not proven to be detrimental to the public health, safety or general welfare of the public. The Special Use Permit requested is a continuation/extension of those same uses approved in 2001, therefore it can be assumed that there will be no detriment to the public health safety or general welfare. The inclusion of a body shop, a paint booth and a vehicle rental facility will not increase the ground foot print established in the conditional use permit issued in 2001. There will be no increase in impervious area (since the proposed addition for the body shop will be located on an existing building slab adjacent to the existing garage) so there will be no additional impact on storm water. Air quality will not be impacted by paint booth emissions because the paint booth will be constructed to EPA standards and will also be monitored and maintained to EPA and State standards. No hazardous waste will be generated by the proposed uses. Vehicle oils and fluids will be collected and disposed of per regulatory standards.

- 2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.**

Since the special use permit does not increase the existing ground footprint and there is not actually a change of use from the present use but rather a modification of those existing uses by adding a body shop, paint booth and the vehicle rental facility the request should not add to the existing impacts of adjacent properties. The current use to the west is I-95 and the proposed special use request will have no impact to the I-95 right of way. To the south across Brogden Road the present use is vacant commercially zoned property which should experience little if any impact from the granting of the Special Use Permit due to existing buffers and setbacks present on the property. To the north and to the east the bulk of the existing land use is either farmland or woodlands, the property is zoned R-20A and should experience very little impact by granting the permission for the proposed uses, again to adequate buffers and setbacks. To the east immediately adjacent to Brogden Road there is a residential property that has been located adjacent to the existing vehicle sales/office since before the issuance of the original permit in 2001. This particular property due to its location should not experience any additional impacts and should remain in harmony with the development as it has the past 16 years.

- 3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The special use request if granted will not impede the development of the surrounding property. The property has an existing conditional use permit that was obtained in 2001 that established the setbacks, buffers, and entitlements associated with storm water and access and egress. The current request does not require any modifications of setbacks, buffers or entitlements and should therefore not impact the development of other properties.

**4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.**

The property associated with the special use permit request is presently served by a 12" water line and a 4' sewer force main line located in the right of way of Brogden Road. There is an onsite sewer collection system that discharges into a small private pump station and is pumped under pressure into the force main. There is an existing Town of Smithfield electrical service to the property. Adequate parking with H/C spaces are provided on site for employees and customers. Overflow parking is also available in designated parking spaces adjacent to the soccer field. No storm water management facilities are required due to the property being developed as a truck stop prior to adoption of the Town's Storm Water Management Ordinance. The impervious area that exists on the property today was present at the time of the truck stop and was deemed as a legal non-conforming use.

**5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

Access to the property is provided by one driveway entrance that was permitted at the time of the 2001 Conditional Use Permit issuance. The driveway entrance is located immediately adjacent to the I-95 north bound ramp. At that time (2001) NCDOT required that an existing secondary entrance further to the east be closed. Therefore, it can be assumed that since there is no land use change or intensity of development occurring with the Special Use Permit request that NCDOT will not require the existing access to the property to be redesigned.

**6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.**

The existing structures with the exception of three temporary (pre-engineered) carports and one abandoned sign either meet the existing setbacks or are assumed to be legal non-conforming structures. The three carports and the abandon sign will be removed as part of the permitting process. Since the proposed structure (body shop) is less than 25% of the total existing building square footage it will not trigger bringing the site coming into compliance with the landscape code. In a similar manner since there is no increase in impervious area the storm water ordinance does not get triggered by increasing the impervious more than one half acre. New signage will be permitted in accordance with the newly adopted UDO. There will not be a requirement for an erosion control permit since there is no land disturbing activity associated with the construction of the body shop.

**7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking shall govern.**

Since this special use permit request is to be attached to an existing site that already has a NCDOT permitted access and adequate permitted parking including H/C, no new parking facilities are proposed. However, since the property is already paved it is proposed to incorporate addition employee parking associated with the paint booth and the body shop by stripping existing pavement. A total of 10 new employee spaces are proposed including one H/C space. In addition, 6 spaces are proposed for a rental car ready area associated with the office. Another 26 spaces are proposed for the rental car holding area to the north of the body shop addition adjacent to the eastern property line and trash corral.

**8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.**

The existing use of the property is already in conformity with the land use plan and thoroughfare plan by virtue of the existing zoning and previously issued conditional use permit (2001). The proposed modifications for the paint booth, the body shop and the vehicular rental are all allowable uses within the B-3 Zoning District. With the issuance of the requested Special Use Permit these uses which are actually extensions of similar existing uses that presently exist on the property will also be in conformity.

**Town of Smithfield  
Special Use Permit Application  
Finding of Fact / Approval Criteria**

**Application Number:** SUP-18-01    **Name:** Auto Rental

**Request:** Applicant seeks a SUP for auto rental on property located at 1195 Brogden Road within the B-3 Highway Entranceway Business zoning district.

In approving an application for a special use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Town Council may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Town Council. The Town Council shall include in its comments a statement as to the consistency of the application with the Town's currently adopted Comprehensive Plan. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which the below requires.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare;
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located;
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided;
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located;
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern; and
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**Once all findings have been decided one of the two following motions must be made:**

**Motion to Approve:** *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Special Use Permit Application # **SUP-18-01** with the following conditions:*

- 1) *That all carports be removed from the site unless inspected and permitted by the Johnston County Building Official;*
  - 2) *That the car rental be limited to 26 rental cars; and*
  - 3) *That the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.*
- 
- 

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # **SUP-18-01** for the following stated reason:*

---

---

**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-18-01 is hereby:**

\_\_\_\_\_ approved upon acceptance and conformity with the following conditions:

- 1) **That all carports be removed from the site unless inspected and permitted by the Johnston County Building Official;**
  - 2) **That the car rental be limited to 26 rental cars; and**
  - 3) **That the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan; or,**
- 
- 

\_\_\_\_\_ denied for the noted reasons.

---

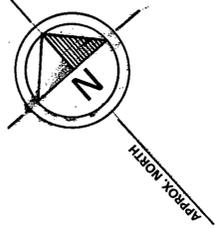
---

**Decision made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ while in regular session.**

\_\_\_\_\_  
**M. Andy Moore, Mayor**

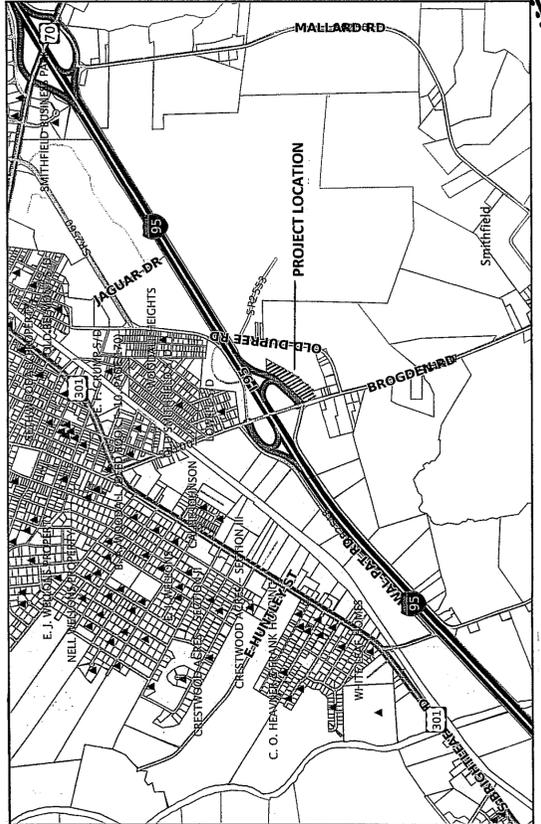
**ATTEST:**

\_\_\_\_\_  
**Shannan L. Parrish, Town Clerk**



SCALE: 1" = 40'

WILLIAM W. SMITH, JR.  
ALEXANDER P. SMITH  
6317 BAYWATER TRAIL  
RALEIGH, NC 27612  
R-20A AGRICULTURAL/RESIDENTIAL  
NCPIN 169300-84-6673

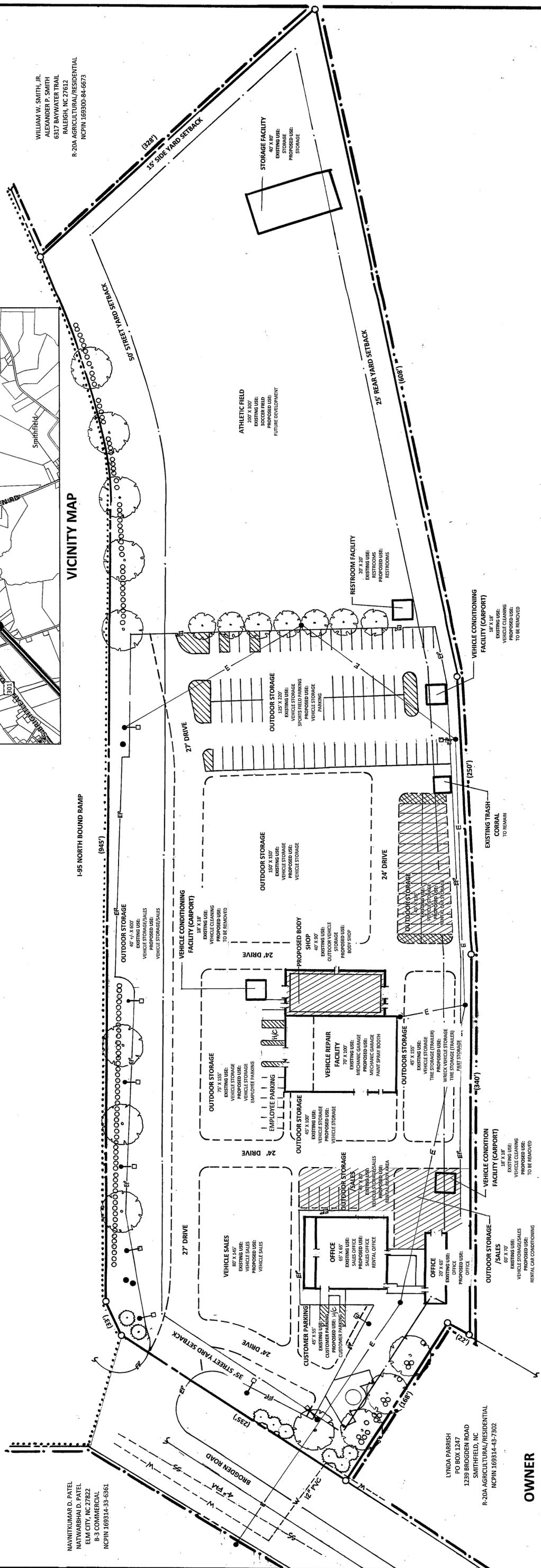


VICINITY MAP

1-95 NORTH BOUND RAMP  
(845')

NAVITKUMAR D. PATEL  
NATYARBHAI D. PATEL  
ELM CITY, NC 27822  
B-3 COMMERCIAL  
NCPIN 169314-33-6361

- LEGEND**
- W WATER LINE
  - SS SEWER LINE
  - E ELECTRICAL LINE
  - SD STORM DRAIN LINE
  - EP EDGE OF PAVEMENT
  - PL PROPERTY LINE
  - RL RIGHT OF WAY LINE
  - ZL ZONING LINE
  - CL CITY LIMIT LINE
  - ES EXISTING SHRUB
  - ET EXISTING TREE
  - UT EXISTING UNDERSTORY TREE



WILLIAM W. SMITH, JR.  
ALEXANDER P. SMITH  
6317 BAYWATER TRAIL  
RALEIGH, NC 27612  
R-20A AGRICULTURAL/RESIDENTIAL  
NCPIN 169300-84-6673

**OWNER**  
BOYKIN INVESTMENTS, LLC  
1195 BROGDEN ROAD  
SMITHFIELD, NORTH CAROLINA 27577  
919.868.5834  
joey@boykinmotors.com

**APPLICANT**  
JOEY BOYKIN  
BOYKIN INVESTMENTS, LLC  
1195 BROGDEN ROAD  
SMITHFIELD, NORTH CAROLINA 27577  
919.868.5834  
joey@boykinmotors.com

**SITE DATA**  
NCPIN: 169314-43-7770  
TAX ID#: 15K11013  
BOOK: 02794 PAGE 0900  
ACERAGE: 8 ACRES  
ZONING: B-3 COMMERCIAL  
OVERLAY DISTRICT: N/A  
BUILDING SETBACKS:  
STREET YARD 35' (BROGDEN); 50' (1-95 RAMP)  
SIDE YARD 15'  
REAR YARD 25'

**VEHICLE REPAIR, SALES, STORAGE & RENTAL FACILITY**

**BOYKIN INVESTMENTS**  
1195 BROGDEN ROAD  
SMITHFIELD, NORTH CAROLINA 27577

December 12, 2017

PLANS/APPLICATION PREPARED BY:  
**PAUL C. EMBLER, JR. ASLA**  
LANDSCAPE ARCHITECT/PLANNER  
SMITHFIELD, NORTH CAROLINA 27577  
919.219.3410

**SUP-18-01**

SPECIAL USE PERMIT

# 1100 Block of Brogden Road



Project Name:  
Boykin Investment, LLO

Proposed Use:  
Automobile Sales,  
Repair and Storage

File Number:  
SUP-18-01

Property Owner:  
Boykin Investment, LLO

Applicant:  
Joey Boykin

Location:  
Brogden Road & 195

Tax ID#  
15K11013

Zoning District:  
B-3

Map created by the  
Mark E. Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 1/22/2018

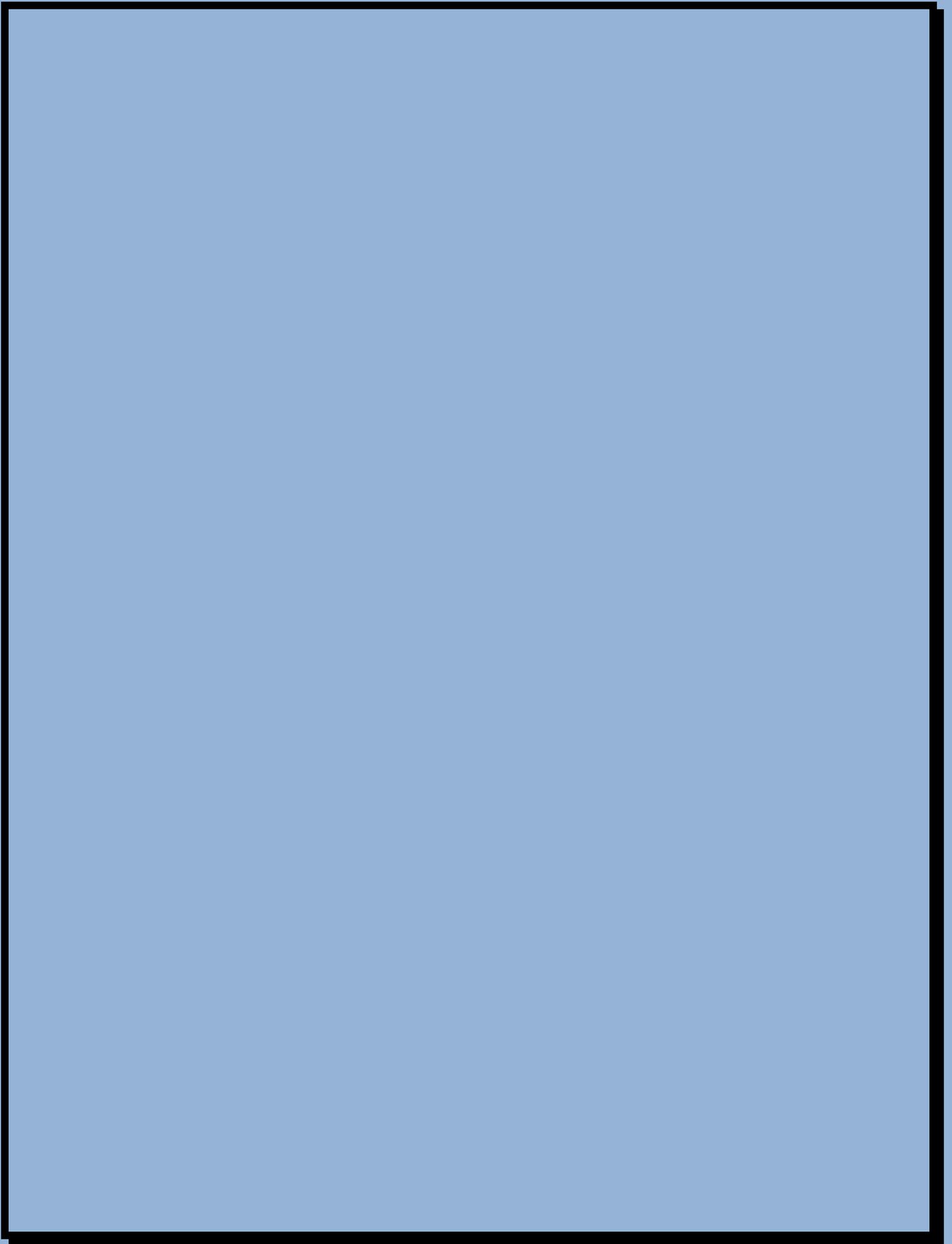
1 inch = 50 feet



Location of Proposed  
Automobile Sales, Repair and Storage



# Consent Agenda Items



The Smithfield Town Council met in special session on Tuesday, January 2, 2017 at 10:00 am. in the Johnston County Board of Commissioners' Meeting Room, Johnston County Courthouse located at 207 E. Johnston Street, Smithfield, NC 27577, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Administrative Staff Present

Michael Scott, Town Manager  
Tim Kerigan, Economic Development Liaison  
Shannan Parrish, Town Clerk  
Stephen Wensman, Planning Director

This meeting was held in concurrence with the Johnston County Board of Commissioners

Mayor Moore called the meeting to order at 10:10 am.

**Approval of Agenda:**

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the agenda as submitted. Unanimously approved.

**Public Hearing:**

**1. Economic Development Incentive NCGS 158-7.1 (a): Penn Compression Moulding requested an economic development incentive grant to assist with the expansion of its production facility in the Town of Smithfield**

Councilman Lee made a motion, seconded by Mayor Pro-Tem Scott, to open the Public Hearing. Unanimously approved.

Johnston County Economic Development Director Chris Johnson addressed the Johnston County Board of Commissioners and the Smithfield Town Council on economic development incentives for the expansion of Penn Compression Moulding. Mr. Johnson explained the project consisted of a new manufacturing facility of approximately 30,000 square feet for molding of thermoset composites compounds, with full support including finishing, subassembly, and tooling. The project will be developed on the company's existing property located 309 Component Drive in the Town of Smithfield, Johnston County, North Carolina with a total investment of \$2.5 million. The company expects the project to require the creation of 30 net new jobs.

The company has proposed the expansion in Smithfield in exchange for certain economic incentives in the form of annual cash grants paid from General Town funds over the next three years. The Town of Smithfield believes this project will help stimulate the local economy, result in new taxable capital investments in real and personal property, and the creation by the company of a substantial number of new, permanent jobs in the Town. It is the preliminary intention of the Town Council to approve the grant of these incentives to the company in exchange for the company's commitments to (1) operate the expanded facilities, (2) create thirty new, permanent full-time jobs and (3) invest \$2.5 million in net taxable real and business personal property additions that will return property tax revenues substantially in excess of the Town's investment. The cash grants are contingent upon, among other things, the company's entry into a local economic development agreement with the Town containing the obligations and agreements of the company and the Town.

Town of Smithfield Economic Development Liaison Tim Kerigan expressed his appreciation to Johnston County for the partnership opportunity.

Mr. Kerigan explained that the incentives for investment in business property improvements are cash payments for 3 years equivalent to \$2.85 per \$1,000 in assessed value of business property on January 1 of the year immediately preceding Grant Year 1 and incentives for investment in real property improvements are cash payments for 3 years equivalent to \$2.85 per \$1,000 in assessed value of improvements on January 1 of the year immediately preceding Grant Year 1.

Mr. Daniel Leslie, owner of Pen Compression Moulding, stated this was the biggest investment of the company. He expressed his appreciation to Johnston County and to the Town of Smithfield for their support on this expansion.

Mayor Moore asked if there were any comments from those in attendance that would like to speak on the matter. There were none.

Councilman Dunn made a motion, seconded by Councilman Rabil, to close the Public Hearing. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve Resolution # 614 (01-2018) authorizing incentives for economic development. Unanimously approved.

**RESOLUTION # 614 (01-2018)**  
**TOWN OF SMITHFIELD TOWN COUNCIL**  
**AUTHORIZING INCENTIVES FOR ECONOMIC DEVELOPMENT**

**WHEREAS**, Penn Compression Moulding, Inc. (the Company) has planned to expand its industrial and commercial operations (Facility) in the Town of Smithfield in exchange for the grant by the Town of certain economic incentives set forth below and in the Project Summary attached to this resolution (the Incentives);

**WHEREAS**, North Carolina General Statute 158-7.1(a) authorizes the Town to make appropriations to aid and encourage the location of manufacturing enterprises, industrial and commercial plants within the Town of Smithfield and other purposes which will increase the population, taxable property and business prospects of the Town; and

**WHEREAS**, the Town Council has determined that granting the Incentives in exchange for the commitment of the Company to expand and operate the Facility in the Town of Smithfield would be beneficial to the Town's efforts to increase economic opportunities for its residents, its population, *ad valorem* tax revenues, sales tax revenues, and business prospects in general, including the creation of a substantial number of jobs; and

**WHEREAS**, the Town Council has, pursuant to the notice and hearing requirements of North Carolina General Statute 158-7.1, held a public hearing to consider whether to grant the Incentives in exchange for the commitment of the Company to locate and operate the Facility in the Town of Smithfield on terms not materially inconsistent with the Project Summary attached to this resolution (the Summary);

**NOW THEREFORE**, I, M. Andy Moore, Mayor of the Town of Smithfield along with the Members of the Smithfield Town Council:

Authorize the Mayor and, alternatively, the City Manager, to enter into an economic development agreement on behalf of the Town of Smithfield for the Town to grant Incentives on terms not materially inconsistent with the Summary in exchange for the commitment by the Company to (1) invest \$2.5 Million Dollars (\$2,500,000) in real and personal property for the construction and outfitting of the Facility, (2) employ approximately 30 new full-time workers to operate the Facility, and (3) operate the Facility and employ that number of full-time workers to do so for a term not less than three (3) years.

Adopted this the 2<sup>nd</sup> day of January, 2018.

## **PROJECT SUMMARY**

### **COMPANY – TOWN OF SMITHFIELD**

#### **January 2018**

- Schedule: Grant Year 1 – 2020  
Grant Year 2 – 2021  
Grant Year 3 - 2022
- The Project
  - The Project consists of a new manufacturing facility of approximately 30,000 square feet for molding of thermoset composites compounds, with full support including finishing, subassembly, and tooling. The Project will be developed on the company's existing property located 309 Component Drive in the Town of Smithfield, Johnston County, North Carolina with a total investment of \$2.5 million. The company expects the project to require the creation of 30 net new jobs.
- Investment by Company
  - Net New Capital Investment for the Project of \$2.5 million
  - 30 net new full-time employees hired for the Project with an entry level salary of \$25,000 with benefits
  - Retention of those facility improvements, business property and net new jobs counts through Grant Year 3
- Other Incentives for Completion and Operation of Investment by Company
  - Payment and performance of incentives by The Town of Smithfield are conditional on Company not being in default of any obligation to Town, including the taxes and contracts
  - Company to begin its receipt of monetary incentives in Grant Year 1.
  - Incentives for investment in business property improvements are cash payments for 3 years equivalent to \$2.85 per \$1,000 in assessed value of business property on January 1 of the year immediately preceding Grant Year 1
  - Incentives for investment in real property improvements are cash payments for 3 years equivalent to \$2.85 per \$1,000 in assessed value of improvements on January 1 of the year immediately preceding Grant Year 1
- Incentives for investment in business property and real property will be adjusted for then-current economic trends in the Town of Smithfield, correlated dollar for dollar to changes in the Town's *ad valorem* tax rate.

#### **Adjourn:**

Councilman Dunn made a motion, seconded by Councilman Ashley, to adjourn the Special Meeting. Unanimously approved.

The meeting adjourned at approximately 10:17 am.

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council met in regular session on Tuesday, January 2, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:  
Emery Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present  
Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Stephen Wensman, Planning Director

Present:  
Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

Administrative Staff Absent  
Greg Siler, Finance Director

Mayor Moore called the meeting to order at 7:00.

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Councilman Ashley made a motion, seconded by Councilman Lee, to approve the agenda with the following amendment:

*Move from the Consent Agenda: Item # 3 Bid award to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10 to Business Item #6.*

Unanimously approved.

Prior to the Presentations Mayor Moore read the following statement:

“I am pleased to announce that the national manufacturer, Penn Compression Moulding, maker of custom molding thermoset composites plans to add 30,000 sq. ft. of production space, which will result in the addition of 30-40 new jobs in Smithfield. A couple of weeks ago I had a Facebook Memory from December 11, 2015 pop up on my cell phone. It was from the Welcome Board in the front lobby of Penn Compression Molding, Inc. It stated Welcome Mayor Andy Moore, Councilman Perry Harris and Chris Johnson, Director of Johnston County Economic Development. This marked my first official industry visit as Mayor promoting our Economic Development initiative. In most cases Economic Develop doesn't just happen overnight, sometimes it takes years of planning, meeting, negotiating, and more planning before projects ever get off the ground. In this particular case, it took approximately 2 years. The main thing is that we continue to progress, cross hurdles and move forward together – businesses and government hand in hand!

The Town of Smithfield is eager to continue to partner with and collaborate with county leaders and businesses in efforts to grow our local economy. The expansion of a major industry like Penn Compression highlights the convenience, cost competitiveness, workforce quality and other advantages available to businesses of all kinds in our community. We are thrilled that Penn Compression CEO Daniel Leslie has chosen Smithfield for his company's expansion. It has been one of my goals as Mayor to boost our local economy. Investing in our community and providing our citizens job opportunities ultimately improves their quality of life and that of the town as a whole. I want to thank Tim Kerigan, Mike Scott, Chris Johnson, Perry Harris, the Town Staff, the Town Council, Chairman Jeff Carver and the Johnston County Commissioners for making this happen, and for helping to make

Smithfield an even better place to live, work, play and stay. There are many other great things yet to come – stay tuned and Stay focused and stay Involved!

## **PRESENTATIONS:**

### **1. Recognition of Police Officer Ricky Parker for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission**

Captain James Grady informed the Council that Officer Parker had received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Parker joins sixteen other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Parker holds a Bachelors Degree in Religious Studies from San Jose State. Officer Parker with his degree needed an additional 24 training points (480 hours of training) as well as 6 years continuous law enforcement service to obtain this certificate. Officer Parker has been with the Smithfield Police Department over 4 years. Before working in Smithfield, he worked for the Raleigh Police Department. He has worked in the Patrol Division and is currently assigned to Johnston Community College as a School Resource Officer.

Mayor Moore, Captain Grady and Chief of Police R. Keith Powell presented Officer Parker with a framed Advanced Law Enforcement Certificate.

### **2. Recognition of Police Officer Joey Wheeler for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission**

Captain James Grady informed the Council that Officer Wheeler had received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Wheeler joins seventeen other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Wheeler holds a Bachelors Degree in Criminal Justice Studies from Mount Olive College. Officer Wheeler with his degree needed an additional 24 training points (480 hours of training) as well as 6 years continuous law enforcement service to obtain this certificate. Officer Wheeler has been with the Smithfield Police Department for 8 years. He has worked in the Patrol Division and is currently assigned to the Support Services Division

Mayor Moore, Captain Grady and Chief of Police R. Keith Powell presented Officer Parker with a framed Advanced Law Enforcement Certificate.

## **PUBLIC HEARINGS:**

Town Clerk Shannan Parrish administered affirmations to those that wished to offer testimony during the Public Hearing

### **1. Special Use Permit Request – Boykin Investments, LLC (SUP-17-11)**

Councilman Ashley made a motion, seconded by Councilman Rabil, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Boykin Investments, LLC. The applicant was requesting a special use permit to operate a motor vehicle reconditioning facility with outdoor storage of motor vehicles on property located within a B-2 (Business) zoning

district. The property considered for approval was located on south side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard and further identified as Johnston Tax ID #15041018.

Mr. Wensman explained the proposed automotive reconditioning facility will occupy a portion of the historic Farmers Cotton Warehouse Company site. This warehouse and the adjacent warehouse to the north represent two of only a few remaining early 20th century brick warehouses left within the Town of Smithfield. Utilities are provided to the site through existing water and sewer mains within the right of way of East Rose Street. An existing fire hydrant is located on the northeastern side of the intersection of South Bright Boulevard and East Rose Street. An existing fire loop around the building perimeter is shown on the plan. Electrical service is provided by the Town of Smithfield. The applicant was proposing a paved parking area with 18 parking spaces that will serve the proposed use, its employees and customer parking. In accordance with Town of Smithfield Unified Development Ordinance (UDO), Article 10.5.5 all proposed automobile storage facilities with more than four (4) spaces are required to be paved. The plan currently shows a graveled area designated for future paving. The UDO does not allow this graveled area to be used for automobiles storage and should be removed from the plan or paved with bituminous. No other outdoor storage is permitted at this time. Landscape buffering on the western property line was shown on the plan in accordance with UDO Article 10.14. The site plan as drawn does not meet the requirements of UDO Article 10.13.1, which states that no parking space shall be further than 75 feet from a trunk of a tree. The site plan as drawn does not meet UDO Article 7.2.1. which requires parking, access, and circulation lanes between the principal building and street be separated from required yards or open areas by continuous curbing or some other acceptable method of separation. Access to the site is provided by the existing unpaved right-of-way of East Rose Street. A new secondary access is being requested in the form of a gravel driveway to be constructed within the unimproved right-of-way of East Holt Street. The NCDOT has been consulted and they have no objections to the location of the driveway because there is an existing driveway curb cut in that location. The use of the right-of-way for a private driveway will require Council approval of a Comprehensive Declaration of Easements Agreement. The UDO Article 10.6.1 requires all driveway access to and from the property be paved with asphalt or concrete or other robust material such as brick pavers. The stormwater from the proposed paving is shown to sheet flow to the existing ditch located along the E. Holt right-of-way. There are several catch basins located on the north side of the warehouse building which carry some stormwater toward Rose Street. It appeared that the proposed paving was less than ½ acre and was therefore exempt from on-site detention. The Town Engineer requested pre and post stormwater calculations to confirm that the project is exempt. If not exempt, detention of stormwater will be required. An Access Agreement recorded against the two properties will provide for legal cross access. The proposed automotive reconditioning facility is consistent with the recommendations of the Comprehensive Growth Management Plan Future Land Use Map which recommends industrial uses at this location. An automotive reconditioning facility at this location should not pose a compatibility issue with surrounding land uses to include an automotive sales lot to the west and the undeveloped property to the south.

The Planning Department determined the application was consistent with applicable adopted plans, policies and ordinances and, should the Town Council find that all Findings of Fact can be affirmatively made, the application should be approved. If the Special Use Permit was granted, the Planning Department recommends the site plan be approved subject to the submittal of a complete stormwater management plan, recording of a cross access agreement, recording of the Comprehensive Declaration of Easements Agreement and compliance with the UDO.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the January 2, 2018 agenda packet.

Councilman Ashley stated that Mr. Wensman was not asking for the Council to approve the site plan, but simply the use. Mr. Wensman responded that was correct.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant, Joey Boykin, stated he was in agreement with the testimony provided. He requested that the Town Council consider not requiring the paving of the access at this time. Mr. Boykin

explained that the adjacent property owner will require any developer to pave and curb the access at the time the property is developed.

Councilman Ashley responded that he felt that request was reasonable because Mr. Boykin would be funding the entire improvement.

Councilman Barbour questioned if Mr. Boykin would be doing something different than he was currently doing. Mr. Boykin responded that he simply needed more room to expand his current operations.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony.

Speaking on behalf of the applicant, Paul Embler stated that Mr. Boykin intended to fill in the potholes in the existing gravel drive. Mr. Embler stated that the Planning Department was recommending a Comprehensive Stormwater Management Plan, but the property is not subject to a stormwater plan. He proposed submitting the necessary calculations to the Planning Director instead of the stormwater plan.

Mayor Moore questioned the maximum amount of vehicles that will be stored onsite. Mr. Boykin responded that approximately 20 cars could be housed in the warehouse.

Mayor Moore asked if there were additional questions from Council. There were none.

Councilman Ashley made a motion, seconded by Councilman Stevens, to close the Public Hearing. Unanimously approved.

### **The Written Finding**

Councilman Ashley made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below eight Findings of Fact. Unanimously approved.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**Record of Decision: Approval of Conditional Use Permit Application Number SUP-17-11**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, based upon satisfactory compliance with the above eight stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to recommend approval of Special Use Permit Application # SUP-17-11. Unanimously approved.

**2. Ordinance Text Amendments to the Unified Development Ordinance (UDO) ZA-17-05  
Town of Smithfield**

Councilman Ashley made a motion, seconded by Councilman Lee, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a proposed text amendment to Article 5 of the Town of Smithfield Unified Development Ordinance (UDO). This amendment will authorize the UDO Administrator or his designated representative approving authority on all site plans provided that minimum developments standards of UDO are met. The proposed ordinance amendment will be a return to the process that was in place prior to UDO updates that were adopted on August 2, 2017.

Mr. Wensman further explained that the proposed zoning ordinance amendment would serve to create: a time and cost saving development friendly process, simplified review process that is allowed by State statute, opportunities for express review of existing development expansions, a reduction in the Town Council's work load and a reduction in required paper work for both applicant and staff.

A multi-disciplinary technical review committee as described in Article 5.5.4, that may include but is not necessarily limited to, the Town Manager, Planning Department, Public Utilities Department, Fire Department, Johnston County Building Inspections and the North Carolina Department of Transportation will continue to review major site plans for compliance with published standards. Upon site plan approval, the UDO Administrator will issue a certificate of zoning compliance in accordance with Article 5.5.5 of the Town of Smithfield UDO.

The Planning Board held a public hearing and reviewed the zoning text amendment on December 7, 2017 and recommended approval by a unanimous vote of 7-0. No residents were in attendance or during the public hearing and the Planning Department received no comments for or against.

Councilman Ashley explained that the UDO Committee discussed this and he did not understand how this got changed.

Mayor Pro-Tem Scott stated the Town has had some issues in the past with being business friendly. He stated he hoped staff was working to encourage growth and development.

Mayor Moore asked if there were any comments/questions from those that wished to speak. There were none.

Councilman Ashley made a motion, seconded by Councilman Dunn, to close the Public Hearing. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Dunn, to approve Text Amendment ZA-17-05 amending Article 5 of the Unified Development Ordinance to allow for administrative approval of Site Plans and Final Plats. Unanimously approved.

{Attached by reference and made a part of these official minutes is a copy of UDO Text Amendment ZA-17-05 which is on file in the Office of the Town Clerk}

**CITIZENS' COMMENTS: There were none**

**CONSENT AGENDA:**

Mayor Pro-Tem Scott made a motion, seconded by Councilman Lee, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes: December 5, 2017 – Regular Meeting
2. Approved the submission of an Assistance to Firefighters Grant (AFG) Application to replace aging Air-Packs (SCBA's) and the aging air compressor.
3. The following budget amendments were approved by the Town Council

**GENERAL FUND**

**1. Expenditures**

10-30-5600-5300-7300 Streets - Sidewalks	\$ -		\$ 47,866		\$ 47,866
10-00-9990-5300-0000 General Fund Contingency	<u>212,381</u>		<u>(47,866)</u>		<u>164,515</u>
	<u>\$ 212,381</u>	#	<u>\$ -</u>	#	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Kellie Drive, between Buffalo Road and Neuse Charter School Access, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$159,554 with NCDOT contributing \$111,688 (70%) and The Town \$47,866 (30%) using contingency funds

**2. Expenditures**

10-30-5600-5300-7300 Streets - Sidewalks	\$ 47,866		\$ 56,040		\$ 103,906
10-00-9990-5300-0000 General Fund Contingency	<u>164,515</u>		<u>(56,040)</u>		<u>108,475</u>
	<u>\$ 212,381</u>	#	<u>\$ -</u>	#	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Booker Dairy Road, between Buffalo Road and Bradford Street, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$186,800, with NCDOT contributing \$130,760 (70%) and The Town \$56,040 (30%) using contingency funds

4. J. Perry Harris was appointed to serve a first term on the Appearance Commission
5. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Instructor	P & R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$10.75/hr. (\$22,360.00/yr.)

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

Unanimously approved.

## **BUSINESS ITEMS:**

### **1. Approval of an Encroachment Agreement with Boykin Motors**

Planning Director Stephen Wensman addressed the Council on a request by Boykin Motors for the use of the unopened East Holt Street right-of-way to provide a secondary access to a property associated with the application for SUP 17-11. Mr. Wensman explained the Holt Street right-of-way between Brightleaf Boulevard and the railroad tracks is an unimproved and unopened right-of-way. There is a curb cut at that location and the right-of-way has been used in the past for access and most recently has been encroached upon by Jackson Automotive, an auto sales lot. The right-of-way is unimproved, however, much of it is hard packed with old gravel and grass. Boykin Motors was proposing a gravel driveway in the right-of-way to the old warehouse building adjacent the railroad tracks with their application for SUP 17-11. NCDOT has no objections to the access because there is an existing driveway access at that location. The UDO requires a concrete driveway apron be installed and the UDO requires commercial driveways providing access to a property be paved. Mr. Wensman further explained the encroachment agreement re-affirms the right-of-way dedication by adjacent property owners; defines uses for the street as for public travel including driving and walking, parking, surface water drainage and piping systems, underground and above ground utilities, and such other development as is consistent with the use of the Street as a public right of way when developed into the town system and as a private right of way by an adjacent property owner; and affirms that the Town will have no maintenance obligations unless the right-of-way is improved to Town street standards and is opened by the Town Council. Staff requested the Town Council approve the request and approve the Declaration of Easements Agreement.

Councilman Ashley questioned if the street had ever been dedicated. Mr. Wensman responded that fact was unclear. Town Attorney Bob Spence responded that there are no records that the Town of Smithfield ever accepted the street.

Councilman Ashley questioned the Town's liability. Town Attorney Bob Spence responded that with this agreement, the Town would not be assuming any liability or control. The private driveway would be maintained by the property owners.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the encroachment agreement with Boykin Motors. Unanimously approved.

### **2. Approval to enter into a contract with Jewell Engineering to prepare the Stormwater Program Action plan for the Town of Smithfield**

Planning Director Stephen Wensman addressed the Council on a request to enter into a contract with Jewell Engineering in the amount of \$29,645 to prepare the Stormwater Action Plan. Mr. Wensman explained that earlier in 2017, the Town Council budgeted \$30,000 to have a Stormwater Program Action Plan prepared and directed staff to prepare a Request for Proposals. Two firms submitted proposals and both were interviewed. Staff unanimously selected Jewell Engineering to prepare the Town of Smithfield Stormwater Program Action Plan. Jewell Engineering will begin no later than May 31<sup>st</sup> and will have the plan completed before the end of the fiscal year.

Councilman Dunn made a motion, seconded by Councilman Barbour, to approve entering into a contract with Jewell Engineering to prepare the Stormwater Action Plan for the Town of Smithfield. Unanimously approved.

*{Attached by reference and made a part of these official minutes is a copy of the Contract between the Town of Smithfield and Jewell Engineering which is on file in the Office of the Town Clerk}*

### 3. Approval to Update the Public Utilities Capital Improvement Plan

Public Utilities Director Ted Credle addressed the Council on a request to update the Public Utilities Capital Improvement Plan. Mr. Credle explained that in order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the utility. The current 5-year CIP was approved in January of 2017. The updated version is a 10-year plan because the state adjusted its scoring for financing to award municipalities. This plan addressed the long-term direction of the Department; as well as, addressed future Town needs in the areas of growth management and stability of water supply. The updated CIP also furthers the long running issues of electric voltage conversion, I&I in the sewer collection system, and the upgrade of the Town utility infrastructure. The Public Utilities Department recognized that any funding for a capital improvement project must be approved by Town Council as part of the fiscal year's budget process and that the 10-year CIP is a projected road map of where the Department believes future capital expenditures will be needed. The plan is simply a roadmap and not a funding commitment by the Town Council.

Mayor Pro-Tem Scott requested an update on the water pressure of West Smithfield due to the installation of the altitude valves. Mr. Credle responded that citizens should have seen some improvements. Additional work is being done by the contractors on these projects.

Mayor Pro-Tem Scott asked if the load management project could be added to the Capital Improvement Plan. Mr. Credle responded that it could be added if the Council chose to make a significant investment into the project, but he did not consider it a capital item because it is a voluntary program. Mr. Credle explained that with the Nexgrid meters, they can assist with load management.

Mayor Moore suggested that Mr. Credle provide a proposal to the Council on encouraging utility customers to enroll in the load management program.

Councilman Barbour questioned the plan for the 16"-18" pipe along Durwood Stephenson Drive. Mr. Credle explained the only line that currently crosses the Neuse River was located at Market Street. The additional pipe would be a benefit to the water system because it would create a loop in the Town water transmission line. The loop would leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Councilman Barbour questioned why the Wilson's Mills Road storage tank was not included in the proposed ten year plan. Mr. Credle responded that the tank would not increase pressure significantly and the funds for that project could be used elsewhere.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to approve the update to the Public Utilities Capital Improvement Plan. Unanimously approved.

*{Attached by reference and made a part of these official minutes is a copy of the Public Utilities Ten Year Capital Plan which is on file in the Office of the Town Clerk}*

### 4. Discussion Concerning the expansion of the Water Plant

Public Utilities Director Ted Credle provided information to the Council on the future expansion of the Water Plant. Mr. Credle explained that it was widely accepted that the Town of Smithfield would be undergoing growth in the coming years. The growth was already being felt in the northern end of the County. In order to meet the coming water supply needs, the Town will need to expand the Water Treatment Plant so more potable water will be available for the Town's customers, as we grow.

Mr. Credle explained this would be the first presentation explaining the impact of the plant expansion. The purpose was to make the Council aware of what the next few years will entail and how the expansion will affect the citizens. Mr. Credle explained the following: why the Town needed the expansion, what steps needed to be taken by the Town for the expansion, what the expansion entailed, and how to pay for the expansion.

Mayor Pro- Tem Scott questioned if the additional tank was needed for capacity. Mr. Credle

responded it was needed for capacity.

Mayor Pro-Tem Scott questioned the closing of the Neuse River Greenway. Mr. Credle responded that the Greenway would need to be relocated to facilitate the expansion of the Water Plant. This would be a permanent relocation and the existing section of the Greenway would be permanently closed. Mr. Credle explained that before any expansion could occur, Second Street to Hospital Road would have to be permanently closed and the Greenway would have to be relocated.

Mayor Pro-Tem Scott questioned if it would be beneficial for the Town to hire a grant writer. Town Manager Michael Scott responded that staff has been successful in acquiring grant funds. If a grant writer was hired then it was possible that more grant funds could be secured.

No action taken by the Town Council

## **5. Approval to update the Parks and Recreation Master Plan**

Parks and Recreation Director Gary Johnson addressed the Council on a request to update the Parks and Recreation Master Plan. Mr. Johnson explained at the regularly scheduled meeting of the Smithfield Town Council for September, 2016, the Council approved for the Recreation Resource Service and the Department of Parks, Recreation and Tourism at North Carolina State University to conduct a Master Plan Update for the Parks and Recreation Department. The purpose of the Master Plan was to help plan and provide the optimum recreational opportunities as it serves as a guide for the future development of parks, facilities, amenities and programs. The Parks and Recreation Department Master Plan was last updated in 2009 and is recognized as current for five years. The Master Plan is also an integral part for grant applications and current plan is usually required. As part of the Master Plan Update, stakeholders were engaged, existing parks were inventoried for current and future updates and suggestions made for existing conditions and future growth development of recreation facilities, greenways and parks.

Pete Armstrong of Recreation Resource Service provided the Council with an update to the parks and recreation Master Plan.

Councilman Lee questioned if the Sarah Yard Community Center was incorporated into this plan. Parks and recreation Director Gary Johnson explained that the building was not owned by the Town at the time of the update. It will however be added to the Master Plan.

Councilman Lee also questioned the comments received concerning the Eva Ennis Pool and replacing it with a Splash Park. Mr. Armstrong responded those were comments received from the citizens.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott, to approve the update to the Parks and Recreation Master Plan. Unanimously approved.

*{Attached by reference and made a part of these official minutes is a copy of the Updated Parks and Recreation Master Plan which is on file in the Office of the Town Clerk}*

## **6. Bid award to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10**

Parks and Recreation Director Gary Johnson addressed the Council on a request to award a bid to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10. Mr. Johnson explained in the current fiscal year, the Parks and Recreation Department was allocated \$25,000 to resurface tennis courts at Smithfield Community Park. After the budget was adopted, the Town was awarded a grant for up to \$12,500 (\$1 for \$1 match) from the Johnston County Visitor's Bureau to assist with the resurfacing project. Staff would like to take the unused funds allocated by the Town

and reallocate them to resurface the courts at Smith-Collins Park. Total possible funds available for the project would then be \$ 37,500.00

Requests for quotes were sent to several reputable contractors and two submitted proposals:

- North State Resurfacing \$ 33,150.00
- Outer Banks Tennis Contractors \$ 35,564.10

Mr. Johnson explained that even though the Outer Banks bid was higher by \$ 2,414.10, their proposal provides for a more economical solution to repairing the structural cracks within the courts and is included in their bid. Their method is to heat the cracks for the cracked asphalt to adhere from the stone base up and patch and level. North State's bid included an additional \$ 6750.00 option to repair the cracks within the courts with Guardian Crack Repair.

Councilman Ashley made a motion, seconded by Councilman Barbour, to award the bid to Outer Banks Tennis Contractors in the amount of \$35,564.10 to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park.

### **Councilmembers Comments**

- Mayor Moore expressed his appreciation to the Parks and Recreation Department, to Downtown Smithfield Development Corporation for the success of the Christmas Tree Lighting Ceremony and the Christmas Parade. He expressed his appreciation to the Smithfield Police Department and the Johnston County Sherriff's Department for their presence at the Christmas Parade.

Mayor Moore informed the public of the following upcoming events: The Martin Luther King, Jr. Parade to be held on Friday, January 12<sup>th</sup> at 6:00 pm on Market Street and the Annual Martin Luther King, Jr. Prayer Breakfast to be held on Saturday, January 13<sup>th</sup> at 8:00 am in the Paul A Johnston Auditorium.

Mayor Moore asked that everyone be careful and be safe during inclement weather stating that two structure fires were the result of heat sources.

- Councilman Ashley stated that the Town of Smithfield's heritage should be preserved and honored. He cited Mr. Smith and Mr. Collins for whom the Smith-Collins Park was named. He suggested that plaques be erected to honor those that served the community.
- Councilman Lee stated that during the Christmas break, many children in the East Smithfield community could have benefitted from the opening of the Sarah Yard Community Center. He questioned when the idea of switching the function of the building went from a Police substation to a Parks and Recreation Center. Town Manager Michael Scott responded that during the budget process, the Council decided to use the building as a rec center with a Police substation. It was his idea that the Police Officer assigned to the center would become involved as much as possible with the community. Also, during the budget process, funds were budgeted for capital items to renovate the building and utilities were budgeted. Since no funds were budgeted for programs, the Parks and Recreation Department has been using existing funds for programs at the Sarah Yard Community Center. The Town Manager stated that the Center was supposed to be a recreation center and not a day care center. Currently, the committee is discussing if and what fees should be charged for the use of the facility. The objective was to keep costs affordable.
- Councilman Barbour expressed his appreciation to Town Manager Michael Scott and staff for assisting him with his new role as a member of the Town Council. He also expressed his appreciation to Public Works Director Lenny Branch and his sanitation staff for their hard work

### **Town Manager's Report:**

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Shelter are open for anyone in need during the extreme cold temperatures and inclement weather.
- Inclusion/Kiddee Park: Playground equipment is about 75% complete for the inclusion park. The Miracle League Field is about 95% complete. The JC Kiddee Park is also about 98% complete with only some seeding and signage left to complete. A grand opening for the inclusion park and miracle league field is scheduled for April 14<sup>th</sup>.
- Water Plant Award: The Smithfield Water Plant has received notice from the North Carolina Department of Environmental Quality (DEQ), formerly DENR, the Department of Environment and Natural Resources, that it is receiving this years, Area Wide Optimization Award. Smithfield's Water Plant has not received this award since 2004. A representative from DEQ is planning to attend February's regular council meeting to present the award.
- The Boat ramp is almost completed
- Pavement Analysis: The pavement study is beginning next week. Vehicles that will be used for the study are white pickup trucks with "Withers & Ravenel" posted on the sides and "Pavement Condition Survey" on the tail gate. It is likely these vehicles and their occupants will be seen throughout the community in the upcoming weeks. The study should be complete so the information can be used for our annual repaving project in the spring.
- Street Sweeper: Due to the current cold weather, the Street Sweeper is not in use. Because the sweeper uses a water reservoir that is self-contained, the sweeper is freezing up in these types of extreme temperatures. Once the ambient temperature rises above the freezing mark (32 degrees) we will continue our normal routes.

Councilman Lee questioned if there were many accidents at the intersection of Fifth Street and Brogden Road because the intersection is pretty dangerous. Chief of Police Keith Powell responded that there have been no reports of accidents in the area.

Mayor Moore informed the public that he has asked that the snowflakes remain in the downtown area during the winter months. All other Christmas decorations have been removed.

Mayor Moore stated that he has received many complaints about the sewer smell in South Smithfield. Public Utilities Director Ted Credle responded that he has no new information to offer. He met with Johnston County because it is their issue. The County will continue to keep the Town updated on this issue.

### **Department Reports**

A highlight of each department's monthly activities was given to the Council

### **Adjourn**

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 9:34 pm.

---

M. Andy Moore, Mayor

ATTEST:

---

Shannan L. Parrish, Town Clerk





# Request for Town Council Action

**Consent  
Agenda  
Item:** **Special  
Event**  
Date: 02/06/2018

---

**Subject:** Martin Luther King Jr Parade Revision  
**Department:** Planning and Zoning  
**Presented by:** Michael Scott  
**Presentation:** Consent

---

## Issue Statement

During the September 1, 2015 Council Meeting the Council approved this parade as an annual event. This year's event was scheduled for January 12<sup>th</sup>, but was cancelled due to inclement weather. The petitioner is requesting to amend the previously approved date and time to Saturday, February 24<sup>th</sup> at 3:00 pm

## Financial Impact

Police Department Overtime to manage traffic and security for the parade which has been included in the FY 17-18 Budget

## Action Needed

Approve revisions as stated for parade.

## Recommendation

Approve revision as requested

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Parade Permit



# Staff Report

**Consent  
Agenda  
Item:** **Special  
Event**

---

The petitioner is requesting the approval of an annual march to honor and remember the late Dr. Martin Luther King. The parade is proposed to begin at 3:00 pm on Saturday, February 24<sup>th</sup>. Staging for the parade is proposed to begin at approximately 2:15 pm with the parade lasting approximately thirty minutes. There will be a number of units in the parade including floats, vehicles and bands. The proposed route will be the same as the Town Christmas parade. Staging will be on South Sixth Street with the parade route exiting from Sixth Street onto Market Street and proceeding west on Market Street exiting onto South Second Street.

There is anticipated need for security and traffic control by the Police Department. The route of the parade will require street closure as well as traffic control by the Police Department. Traffic will be rerouted in the same manner as it is for the Christmas Parade. Barricades and cones will be provided by the Public Works Department.

Food will not be sold. No fireworks will be allowed. Pets will not be allowed.



# SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577  
Phone: (919) 934-2121 • Fax: (919) 934-0223



Robert K. Powell  
Chief

## APPLICATION FOR PARADE PERMIT

Permit Number: \_\_\_\_\_

I, Barbara L. Monk, address 115 Lafayette Drive, Clayton, NC, telephone (H) 919 585 6707 (M) 1-301 461-9118, do hereby make application for a parade permit to conduct a parade within the corporate limits of the Town of Smithfield as provided by Chapter 17 of the Smithfield Code of Ordinances.

It is understood and agreed that any permit issued to this application is issued on condition that the answers to the following questions are true and correct to the best of the knowledge, information and belief of the applicant.

- (1) If an organization, the name and address: NAACP Johnston County Branch  
Principal officers and addresses: P.O. Box 2547 Smithfield, NC, 27577  
Dr. Betty's Cohen, Jr. President + Mrs. Doris Wallace - Chair *Political Affairs Committee*  
Does applicant have authorization to act on behalf of the organization?  Yes  No
- (2) Name, address and telephone number of the person who will be the parade chairman and who will be directly responsible for its conduct: Barbara Monk - Parade organizer
- (3) The purpose, objective and reasons for conducting such parade: Dr. Martin Luther King, Jr Celebration
- (4) Date of Parade 2/24/18 Formation Time 2:15 pm  
Start Time 3:00 pm End Time 4:30 pm
- (5) Is the route for the parade described completely on the reverse of this application? Same as Christmas Parade
- (6) The approximate number of units in the parade include: 30-40  
Number of Persons: As needed  
Number of Vehicles: As needed Type: Cars, trucks, vans  
Number of Animals: None Type: \_\_\_\_\_
- (7) Is parade route deviation requested? no  
Is deviation request letter to City Manager included? \_\_\_\_\_  
Is petition attached? \_\_\_\_\_
- (8) Name and address of person who will accompany the parade and carry the permit at all times:  
Barbara Monk 115 Lafayette Drive, Clayton, NC
- (9) The interval of space to be maintained between units is: as needed
- (10) Will the parade occupy all or only a portion of the width of the streets proposed to be traveled?  
As needed, mostly entire width.
- (11) I hereby agree that I will provide N/A monitors along the parade route as required by the City, under the terms of the permit issued, in order that adequate provision can be made for the safe and orderly movement of the parade.

Subscribed and sworn before me  
 on 23rd day of January, 20 18.  
  
Shanna Parrish  
 Notary Public  
 My Commission Expires: 5-20-2022

Barbara L. Monk  
Applicant

Investigated By:  
\_\_\_\_\_  
Chief Of Police  
RK Powell



# SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577  
Phone: (919) 934-2121 • Fax: (919) 934-0223



Robert K. Powell  
Chief

## PARADE PERMIT APPLICATION AGREEMENT AND RELEASE

(Town Code Section 17-71)

This agreement made this 20th day of October, 2017, by and between the Town of Smithfield, hereinafter called Town, and Dr. Gettys Cohen, Jr., hereinafter called Applicant. It is specifically understood that if this application is made on behalf of an organization that all terms herein apply to each member of such organization who will participate in the event for which the permit is issued.

### WITNESSETH:

In consideration of Town's granting an appropriate permit to Applicant to sponsor or conduct a parade which will require utilization of Town personnel, Applicant agrees to waive, release from and hold harmless the Town as to any and all claims, of whatever nature in law or equity which may be alleged by Applicant to arise as result of or as part of the event for which this permit is issued, excepting injury or damage found to have been proximately caused by the Town.

Applicant further agrees to defend and indemnify the Town, its agents and employees, from any claims, judgments or other remedy that any third person may seek arising from the conduct of the Town regarding the event for which this permit is issued, excepting injury or damage found to have been proximately caused by Town.

It is specifically understood that the Town, in issuing this permit, is in no way a sponsor of this event.

Applicant whose signature appears below, in executing this agreement certifies that he is duly authorized to bind himself and all others who will participate in the proposed event and does hereby bind same to the terms of this agreement.

This 20th day of October, 2017.

Gettys Cohen Jr

Applicant

Town of Smithfield

Before me this 20<sup>th</sup> day of October, 2017, the persons whose signatures appear above identified themselves as same and executed this document in my presence.

Antenor D. Nixon  
Notary Public

My Commission Expires: 4-8-22

ANTENOR D. NIXON  
NOTARY PUBLIC  
JOHNSTON COUNTY, N.C.  
My Commission Expires 4-8-22



# Request for Town Council Action

**Consent**   **Fee**  
**Agenda**   **Schedule**  
**Item:**   **Additions**  
Date: 02/06/2018

---

**Subject:** Changes in Fee Schedule  
**Department:** Parks and Recreation  
**Presented by:** Mike Scott & Gary Johnson  
**Presentation:** Consent

---

## Issue Statement

The Town Staff continues to monitor and make recommendations in changes to the Fee Schedule. Staff is recommending adding fees for the new Sarah Yard Community Center and for Home Owner Associations responsible for 100% of its members.

## Financial Impact

Increased revenues for the Town. The amount is undetermined.

## Action Needed

Approve additions to the Fee Schedule.

## Recommendation

Approve additions to the Fee Schedule.

Approved:  Town Manager  Town Attorney

Attachments:

1. Fee Schedule with recommended changes.
2. Staff Report



# Staff Report

**Consent** **Fee**  
**Agenda** **Schedule**  
**Item:** **Additions**

---

The ad-hock committee advising on programing and best practices for the new Sarah Yard Community Center met with Parks and Recreation Staff and Town Administration and is recommending the following new fees for use of the Sarah Yard Community Center:

- Resident Fees
  - \$2.00/day
  - \$15.00/Quarter
  - \$60.00/Year
  
- Non Resident Fees
  - \$3.00/Day
  - \$25.00/Quarter
  - \$100.00/Year

The Town Manager is also requesting a new fee be implemented for Smithfield Home Owners Associations with 100 or more member properties requesting annual memberships to the Smithfield Recreation and Aquatic Center at a monthly fee of \$26.50 per member/family. (New subdivisions will be measured by the approved residential site plan.) To utilize this rate, the HOA properties must be within the town limits of Smithfield, every member property belonging to the HOA must participate (100% participation), HOA members must pay the SRAC fees to their HOA as part of their HOA expenses and the HOA must issue one monthly check to the SRAC as part of an annual contract.

- HOA Fee
  - \$26.50/ month or \$318 annually per family

**TOWN OF SMITHFIELD**  
**FY 2017-2018**  
**Excerpt of the Adopted**  
**DEPARTMENTAL FEE SCHEDULE**

*PROPOSED AMENDMENT 02/06/2018  
 To include fees for the Sarah Yard Community  
 Center Admission & HOA SRAC Membership*

**Property Tax Rate**

Rate.....	\$0.57/\$100 valuation
Downtown Smithfield Tax District .....	\$0.19/\$100 valuation
Smithfield Fire District.....	\$0.12/\$100 valuation

**Administrative Services**

**Miscellaneous Fees and Charges**

Fee for document reproduction(s)	
Black & White 8.5 x 11 Copies.....	\$ .10/per page
Color 8.5x 11Copies.....	\$ .15/per page
Black & White 8.5 x 14 Copies.....	\$.20/per page
Color 8.5 x 14 Copies .....	\$.25/per page
CD Copy.....	\$1.50
This fee is for the cost of the CD	
Reproduction of a video copy of any Town Council Meeting.....	\$2.00
This fee is for the cost of the DVD only.	
IT Services needed for compiling information relating to any public record request.....	\$14.00/per hr.
Flash Drives – Actual cost of the Flash Drive	
Any other electronic storage devices shall be charged the actual cost of the device.	

**Cemetery Services**

**Mausoleum Crypts**

Row D, Top.....	\$1600.00
Row C .....	\$1700.00
Row B .....	\$1800.00
Row A, Bottom.....	\$2000.00
Crypt Opening and Closing Services.....	\$700.00

**Lot Sales: Sunset Memorial Park**

Single Grave .....	\$1000.00
Two Grave Lot .....	\$2000.00
Four Grave Lot .....	\$4000.00

Six Grave Lot .....	\$6000.00
Grave Opening and Closing Services .....	\$700.00
Burial under 36" in length (including cremations) .....	\$400.00

**Lot Sales: Riverside Extension Cemetery**

Single Grave Lot .....	\$1250.00
Two Grave Lot .....	\$2500.00
Four Grave Lot .....	\$5000.00
Six Grave Lot .....	\$7500.00
Grave Opening and Closing Services .....	\$700.00
Burial under 36" in length (including cremations) .....	\$400.00

**Public Works**

**Overgrown Lot Clearance**

First hour or fraction thereof .....	\$150.00
Each additional quarter hour .....	\$25.00
Contractor clearance .....	actual expense or \$100.00, whichever is greater

**Fire Department Fees**

**Fire Inspections (all occupancies)**

Less than 50,000 sq. Ft. ....	\$50.00
50,000 - 100,000 sq. Ft. ....	\$100.00
More than 100,000 sq. Ft. ....	\$200.00
First Re-Inspection .....	No Charge
Each subsequent re-inspection .....	\$25.00 ea.

**Special Permits**

Special Events .....	\$100.00
Underground Storage Tank Installation / Removal (per Tank) .....	\$75.00
Fireworks Sales .....	\$75.00
Fireworks Public Display (permit & stand-by) .....	\$150.00
Temporary Tent or Air Supported Structure permit .....	\$75.00
Carnival or Circus Permit and Inspection (Pending City Mgr/Council Approval) .....	\$100.00

**Note:** Non-Profit organizations are exempt from Fire Department Fees if the proper documentation confirming non-profit status is provided to the inspector.

**Citations**

Fire Lane Citation .....	\$25.00
Fire Code Citation .....	\$50.00

**Mileage Reimbursement**

Rate (Federal) .....	Per Federal Rate Schedule
----------------------	---------------------------

**Parks/Recreation**

<b><u>Late registration Fee</u></b> .....	\$10.00
---	---------

**Sarah Yard Community Center Admission**

	<b>Resident</b>	<b>Nonresident</b>
Day.....	\$2.00	\$3.00
Quarter.....	\$15.00	\$25.00
Annual.....	\$60.00	\$100.00

**Administration Fee for Participant Withdrawal Without Cause** ..... \$10.00

<b>Adult Team Sports</b>	<b><u>Resident</u></b>	<b><u>Nonresident</u></b>
Softball.....	\$475.00	\$522.50
Basketball.....	\$475.00	\$522.50
Volleyball.....	\$475.00	\$522.50

**Youth Team Sports** (Boys and Girls)

<b>T-Ball</b>		
Resident .....		\$30.00 per player
Nonresident .....		\$60.00 per player
<b>Baseball (9-18), Girls Softball, Coach Pitch, Soccer, Volleyball</b>		
Resident.....		\$35.00 per player
Nonresident .....		\$70.00 per player
<b>Football, Basketball</b>		
Resident.....		\$40.00 per player
Nonresident .....		\$80.00 per player

**Kinder - Sports Programs**

Resident.....	\$20.00 per player
Nonresident .....	\$40.00 per player
<b>Cheerleading</b>	
Resident.....	\$25.00
Nonresident .....	\$50.00

**Group Tennis Lessons**

Adult Resident.....	\$25.00
Adult Nonresident .....	\$50.00
Youth Resident.....	\$20.00
Youth Nonresident.....	\$40.00

Athletic Camps (Offered through P&R by individuals & Organizations).....10% of gross

**Athletic Field Rental** (includes club teams, i.e. AAU, CASL, JUSA etc)

Up to 2 hours (day hours) - Resident.....	\$25.00
Up to 2 hours (day hours) - Nonresident .....	\$50.00
Up to 2 hours (night hours) - Resident .....	\$40.00
Up to 2 hours (night hours) - Nonresident.....	\$80.00

2 - 4 hours - Resident (day hours) .....	\$45.00
2 - 4 hours - Nonresident (day hours).....	\$90.00
2 - 4 hours - Resident (night hours).....	\$90.00
2 - 4 hours - Nonresident (night hours) .....	\$148.50
4 hours - All Day - Resident.....	\$150.00
4 hours - All Day - Nonresident .....	\$220.00

**\* \$30.00 - \$50.00 Field Preparation Fee for games (not practices)**

**Tournaments Fee for Resident** ..... \$150 /day/field  
or 1/2 of gate admission if charged

**Tournament Fee for Nonresident**..... \$165 /day/field  
or 1/2 of gate admission if charged

**\*\$200.00 Deposit for Tournament Field Rental – NON-REFUNDABLE**

**Picnic Shelters (except Rotary Shelter)** (\$75.00 clean-up deposit required)

Up to 2 hours - Resident .....	\$25.00
Up to 2 hours - Nonresident .....	\$50.00
2 - 4 hours - Resident.....	\$50.00
2 - 4 hours - Nonresident .....	\$100.00
4 hours - All Day - Resident.....	\$80.00
4 hours - All Day - Nonresident .....	\$160.00

**Rotary Picnic Pavilion (Large Shelter)** (\$100.00 clean-up deposit required)

**Up to 2 hours:**

Entire Shelter

Resident .....	\$75.00
Nonresident .....	\$150.00

**1/2 Shelter**

Resident.....	\$40.00
Nonresident .....	\$80.00

**Up to 4 hours:**

**Entire Shelter**

Resident.....	\$90.00
Nonresident .....	\$180.00

**1/2 Shelter**

Resident.....	\$60.00
Nonresident .....	\$120.00

**Up to 8 hours:**

**Entire Shelter**

Resident.....	\$125.00
Nonresident .....	\$250.00

**Town Hall Park Use**

**Up to 2 hours:**

Resident.....	\$25.00
---------------	---------

Nonresident .....\$50.00

**Rental fee for 2-4 hours**

Resident..... \$35.00  
 Nonresident ..... \$70.00

**Rental fee for 4-8 hours**

Resident..... \$60.00  
 Nonresident ..... \$120.00

**Additional Rental Fee for each hour over 8 hours** .....\$25.00/hour

**Recreation & Aquatics Center**

Membership Rates are based on annual agreements.

**Amenities Fee:** \$9.00 Annual unlimited use of bath towels, sweat towels, shampoo, conditioner, body wash, lotions, hair dryers, etc. Fee billed on annual enrollment date, by draft or upon membership renewal.

Members receive a 10% discounts on services and programs.

Smithfield Residents are those persons living within the corporate limits of Smithfield.

Enrollment Fee: ..... \$35.00  
 Monthly Drafts/Annual Payment .....10% Discount

<b>Membership Type</b>	<b>Smithfield Residents</b>		<b>Non-Resident Rates</b>	
	<b>Community</b>	<b>Corporate</b>	<b>Community</b>	<b>Corporate</b>
<b>Individual</b>	\$40.00 / \$432.00	\$35.00 / \$378.00	\$57.20 / 617.76	\$51.70 / \$558.36
<b>Family (max 2)</b>	\$50.00 / \$540.00	\$43.00 / \$464.40	\$68.20 / \$736.56	\$60.50 / \$653.40
<b>Family (max 4)</b>	\$60.00 / \$648.00	\$53.00 / \$572.40	\$79.20 / \$855.36	\$71.50 / 772.20
<b>Senior (Ind)</b>	\$27.00 / \$291.00	\$24.00 / \$259.20	\$42.90 /\$463.32	\$39.60 / \$427.68
<b>Senior (Fam)</b>	\$37.00 / \$399.60	\$32.00 / \$345.60	\$53.90 / \$582.12	\$48.40 / \$522.72
<b>Family add-on (per)</b>	\$10.00 / \$120.00 (per)	\$10.00 / \$120.00 (per)	\$11.00 / 132.00 (per)	\$11.00 / 132.00 (per)

*New rates apply upon renewal of contract*

**Daily Admission**

**Children 2 and under**

Resident .....Free

Nonresident .....	Free
<b>Youth 3 – 17</b>	
Resident.....	\$4.00
Nonresident.....	\$7.70
<b>Adult 18-58</b>	
Resident.....	\$6.00
Nonresident.....	\$11.00
<b>Seniors 59+</b>	
Resident.....	\$4.00
Nonresident.....	\$7.70
<b><u>Punch Cards – 10 Visits</u></b>	
Resident.....	\$55.00
Nonresident.....	\$99.00

**Special Membership Rates**

**Town of Smithfield Employee Membership Rate**

Full-time Town employees shall pay ½ the residential corporate rate for SRAC memberships & events.

**Johnston County School Employee Membership Rates**

- 25% Discount off of residential corporate rate
- 10% discount if paid in full upfront
- \$35.00 enrollment fee
- \$9.00 annual amenities fee

**Johnston Community College Student Membership Rates**

- 9 month membership commitment from August 15 to May 15 (consistent with academic calendar)
- Must show current student ID/tuition info., etc.
- \$25.00 per month/\$225.00 for the 9 month term
- 10% discount if paid in full upfront
- \$35.00 enrollment fee
- \$9.00 annual amenities fee

**HOA Membership Rates ( Smithfield City Limits Only)**

**\$26.50 per household for residential subdivision of 100 or more residences.**

**Aquatics Program Fees**

**Swim Lessons**

Base Lesson Rate is \$15.00/ per lesson  
 Non-Resident Upcharge is 62% (current rate)

**3 Lessons**

Resident .....	\$45.00
Non Resident.....	\$73.00

**5 Lessons**

Resident.....	75.00
Non Resident.....	\$121.50

**Summer Swim Team**

Resident.....	\$70.00
Nonresident.....	\$104.50

**Lane Rental**..... \$10.00 per lane/ per hour

**Day Care Rental**..... \$5.00 per child for 1 ½ hours in pool area

<b><u>Swim Meet Rental</u></b>	<b><u>Resident</u></b>	<b><u>Nonresident</u></b>
Timing System per day.....	\$500.00.....	\$550.00 per day
Pool Rental.....	\$900.00.....	\$990.00 per day

**SRAC Programs**

**Birthday Pool Parties**

Resident.....	\$125.00/ 25 children
Nonresident.....	\$165.00/ 25 children
After Hours Fee (if party booked past regular operating hours).....	\$75.00
Extra Rental (1/2 basketball court, other pool).....	\$50.00

**Summer Camp (8:30 am – 4:30 pm)**

Resident.....	\$100.00/week
Nonresident.....	\$137.50/week
(10% off after first child, if SRAC Member)	
Early Drop Off/ Late Pick up.....	\$25.00/ week

**Facility Rental Rates**

Trash Deposit.....\$50.00 clean-up deposit required for facility use.  
 (Refundable if trash is picked up and areas are left as deemed due to normal wear and tear)

Cancellation Policy .....24 hour notice prior to event.  
 (If cancellation is received prior to usage, a credit can be applied to a future facility use)

<b><u>Multi-Purpose</u></b>	<b><u>(Monday – Thursday)</u></b>	<b><u>Resident</u></b>	<b><u>Nonresident</u></b>
Up to 2 hour.....		\$40.00.....	\$66.00
2-4 hours.....		\$60.00.....	\$88.00
4 hours – All Day.....		\$100.00.....	\$137.50

<b><u>Multi-Purpose</u></b>	<b><u>(Friday – Sunday)</u></b>	<b><u>Resident</u></b>	<b><u>Nonresident</u></b>
Up to 2 hour.....		\$100.00.....	\$137.50

<b><u>Gymnasium</u></b>	<b><u>Resident</u></b>	<b><u>Nonresident</u></b>
Up to 2 hours.....	\$250.00.....	\$330.00
2-4 hours.....	\$400.00.....	\$550.00
4 hours – All Day.....	\$600.00.....	\$825.00





# Request for Town Council Action

**Consent Agenda Item:** Amended Audit Agreement  
Date: 02/06/2018

---

**Subject:** Amended Contract consideration with Thompson, Price, Scott, Adams & Co., P.A. to complete the Town of Smithfield audit for fiscal year ending June 30, 2017 by January 31, 2018.

**Department:** Finance  
**Presented by:** Greg Siler  
**Presentation:** Consent Agenda

---

**Issue Statement:** During the June 6, 2017, Town Council approved an agreement with Thompson, Price, Scott, Adams & Company, P.A. to audit all statements and disclosures required by GAAP for Fiscal Year ending June 30, 2017. The audit was to be completed by October 31, 2017.

**Financial Impact: N/A**

**Action Needed:** Approve amended contract to audit accounts with Thompson, Price, Scott, Adams & Company, P.A.

**Recommendation:** Authorize Town Manager to execute the amended agreement.

Approved:  Town Manager  Town Attorney

**Attachments:**

1. Amended Contract Addressing Revised Completion Date and Explanation
2. Original Contract Agreement – see item 13 under "Steps to Completing the Audit Contract"



# Staff Report

**Consent Amended  
Agenda Audit  
Item: Agreement**

---

Per the audit **agreement the Town's audit was to be completed by October 31, 2018.** The Local Government Commission requires units for which the annual audit is still outstanding after 7AM on Monday, December 18, 2017, to submit a completed audit contract amendment form that includes an explanation as to why the audit was late and a revised completion date. The amendment form must be signed by both unit representatives and representatives of the audit firm.

## CONTRACT TO AUDIT ACCOUNTS

Of \_\_\_\_\_  
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

Auditor: \_\_\_\_\_ Auditor Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Hereinafter referred to as The Auditor

and \_\_\_\_\_ (Governing Board(s)) of \_\_\_\_\_  
(Primary Government)

and \_\_\_\_\_ : hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning \_\_\_\_\_, \_\_\_\_\_, and ending \_\_\_\_\_, \_\_\_\_\_. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, (Uniform Guidance)* and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated **audit documentation** may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).  
  
County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB **Uniform Guidance** for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards, 2011* revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

*Auditing Standards.* The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: \_\_\_\_\_, \_\_\_\_\_. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Discretely presented component units if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW***

\_\_\_\_\_ - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

**Audit** \_\_\_\_\_

**Preparation of the annual financial Statements** \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_

\*\* NA if there is to be no interim billing

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**Audit Firm Signature:**

\_\_\_\_\_

Name of Audit Firm

By \_\_\_\_\_

**Authorized Audit firm representative name:** Type or print

\_\_\_\_\_  
Signature of authorized audit firm representative

Date \_\_\_\_\_

\_\_\_\_\_

Email Address of Audit Firm

**Governmental Unit Signatures:**

\_\_\_\_\_

Name of Primary Government

By \_\_\_\_\_

**Mayor / Chairperson:** Type or print name and title

\_\_\_\_\_  
Signature of Mayor/Chairperson of governing board

Date \_\_\_\_\_

By \_\_\_\_\_

**Chair of Audit Committee** - Type or print name

\_\_\_\_\_ \*\*

Signature of **Audit Committee Chairperson**

Date \_\_\_\_\_

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

\_\_\_\_\_ **PRE-AUDIT CERTIFICATE: Required by G.S. 159-28**

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

**Primary Governmental Unit Finance Officer:**

Type or print name

\_\_\_\_\_  
**Primary Government Finance Officer Signature**

Date \_\_\_\_\_

*(Pre-audit Certificate **must be dated.**)*

\_\_\_\_\_

**Email Address of Finance Officer**

\_\_\_\_\_  
**Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a )**

\_\_\_\_\_

**\*\* This page to only be completed by Discretely Presented Component Units \*\***

**FEES**

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** \_\_\_\_\_

**Audit** \_\_\_\_\_

**Preparation of the annual financial Statements** \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

**The 75% cap for interim invoice approval for this audit contract is \$** \_\_\_\_\_

**\*\* NA if there is to be no interim billing**

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**DPCU Governmental Unit Signatures:**

\_\_\_\_\_

Name of Discretely Presented Component Unit

By \_\_\_\_\_

**DPCU Board Chairperson:** Type or print name and title

\_\_\_\_\_  
Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By \_\_\_\_\_

**Chair of Audit Committee -** Type or print name

\*\*

\_\_\_\_\_  
Signature of Audit Committee Chairperson

Date \_\_\_\_\_

*\*\* If Governmental Unit has no audit committee, mark this section "N/A"*

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28**

**(a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

**DPCU Finance Officer:**

Type or print name

\_\_\_\_\_  
**DPCU Finance Officer Signature**

Date \_\_\_\_\_

*(Pre-audit Certificate must be dated.)*

\_\_\_\_\_  
*Email Address of Finance Officer*

**Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)**

\_\_\_\_\_

### Steps to Completing the Audit Contract

1. Complete the Header Information – **NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government’s audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.**
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – **NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.**
6. Item No. 16 – **NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?**
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control.”*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.  
Please call or email Darrus Cofield at 919-814-4299 [darrus.cofield@nctreasurer.com](mailto:darrus.cofield@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a). NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU must also sign the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.**
  9. Please place the date the Unit’s Governing Board and the DPCU’s governing Board (if applicable) approved the audit contract in the space provided.
    - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
    - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
    - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
  10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
  11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
  12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer’s web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
  13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new “Amended LGC-205” form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

**AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS**

Whereas, THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A. and TOWN OF SMITHFIELD  
Audit Firm Primary Governmental Unit

and N/A entered into a contract dated MAY 15, 2017,  
Discretely Presented Component Unit (DPCU) if applicable

in which the auditor agreed to audit the accounts of TOWN OF SMITHFIELD and  
Primary Governmental Unit

N/A for fiscal year ended JUNE 30, 2017  
Discretely Presented Component Unit (DPCU) if applicable

and to render its audit report on or before OCTOBER 31, 2017. It is now necessary that the audit completion and report submission be delayed past this date for the following reason (s):

THIS WAS A FIRST YEAR AUDIT FOR TPSA. AS PART OF TESTING OPENING BALANCES, SEVERAL ADJUSTMENTS WERE IDENTIFIED THAT SHOULD BE POSTED TO CORRECT BEGINNING BALANCES. ADDITIONAL TIME WAS REQUIRED TO CALCULATE THOSE DIFFERENCES, COMMUNICATE WITH THE PREDECESSOR AUDITOR, ETC. IN ADDITION, IN EARLY OCTOBER, TPSA EXPERIENCED A VIRUS THAT LOCKED OUR FILES. IT TOOK OUR I.T. STAFF SEVERAL DAYS TO RETRIEVE AND THEN REBUILD THE FILES, THEREBY DELAYING OUR ABILITY TO WORK ON ENGAGEMENTS, CREATING A TIMING ISSUE FOR OUR ENGAGEMENTS.

The auditor, the Governmental Unit, and DPCU if applicable, agree that the time for completion of the audit and submission of the audit Report by the auditor to the Governmental Unit and the Local Government Commission is extended to

JANUARY 31, 2018.

Contract to Audit Accounts (cont.)

TOWN OF SMITHFIELD

Governmental Unit

N/A

Discretely Presented Component Units (DPCU) if applicable

**Audit Firm Signature:**

THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.

Name of Audit Firm

By ALAN W. THOMPSON

Authorized Audit firm representative name: Type or print

*[Handwritten Signature]*  
Signature of authorized audit firm representative

Signature Date 1/12/2018

alanthompson@tpsacpas.com

Email Address of Audit Firm

By N/A

Chair of Audit Committee - Type or print name

\*\*Signature of Audit Committee Chairperson

Signature Date N/A

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

N/A

**Governmental Unit Signatures:**

TOWN OF SMITHFIELD

Name of Primary Government

By ANDY MORE, MAYOR

Mayor / Chairperson: Type or print name and title

*[Handwritten Signature]*  
Signature of Mayor/Chairperson of governing board

Signature Date *[Handwritten]*

Date Primary Government Governing Body Approved Amended Audit Contract - G.S. 159-34(a )

*[Handwritten X]*

**Pre-Audit Certificate to be completed if the Primary Government audit fee is changed in the Amended Contract:**

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By GREG SILER

**Primary Governmental Unit Finance Officer:**

Type or print name

*[Handwritten Signature]*  
Primary Government Finance Officer Signature

Date *[Handwritten]*

*(Pre-audit Certificate must be dated.)*

GREG.SILER@SMITHFIELD-NC.COM

Email Address of Finance Officer



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Budget  
Amendments**  
Date: 02/06/2018

---

**Subject:** Budget Amendment to Move Funds From the Contingency Line Item Into Service Contracts and Budget Amendment for Neuse River Bank Repairs

**Department:** Finance & Public Utilities

**Presented by:** Greg Siler & Ted Credle

**Presentation:** No

---

## Issue Statement

Budget amendments to move Water Fund Contingency Funds to Service Contracts line item, to repair streets and water lines caused by extreme cold.

Budget amendment to transfer General Fund Contingency to partially fund repairs to the Neuse River Bank (impeding on the Neuse River Trail) in excess of grant funding.

## Financial Impact

Estimated \$60,000 for the water lines repairs

\$35,817 of Contingency Budget for the repairs to the Neuse River Bank

## Action Needed

Approve the attached amendment

## Recommendation

Staff recommends the approval of the proposed amendment

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Proposed budget amendments



# Staff Report

**Consent  
Agenda  
Item:** **Budget  
Amendments**

---

The recent extreme cold caused too many water line breaks for Town staff to handle. The Town enlisted the help of a local contractor to expedite repairs. This unforeseen expense was not budgeted. This event meets the intent of Contingency. There are sufficient funds in the line item to cover the need.

The Neuse River Bank Greenway Repair Project was approved by Council at the December 05, 2017 Council meeting. The \$75,817 project is funded using \$40,000 in State Grants and \$35,817 of General Fund Contingency.

**BUDGET AMENDMENTS**  
**February, 2018**

<u>WATER/SEWER FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. <u>Expenditure</u>			
30-00-9990-5300-0000 Contingency	\$ 140,815	\$ (60,000)	\$ 80,815
30-71-7220-5300-4501 Water/Sewer Distribution - Contract Services	<u>\$ 142,000</u>	<u>\$ 60,000</u>	<u>\$ 202,000</u>

To fund higher than normal water line breaks and street repair due to extreme cold

APPROVED: \_\_\_\_\_  
M. Andy Moore, Mayor

VERIFIED: \_\_\_\_\_  
Shannan Parrish Town Clerk

**BUDGET AMENDMENTS**  
**February, 2018 (2)**

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. <u>Expenditure</u>			
10-00-9990-5300-0000 Contingency	\$ 108,475	\$ (35,817)	\$ 72,658
10-60-6200-5700-7400 Parks and Rec Capital Expenditure	<u>\$ 40,000</u>	<u>\$ 35,817</u>	<u>\$ 75,817</u>

To fund actual cost for repairs to the Neuse River Bank

APPROVED: \_\_\_\_\_  
M. Andy Moore, Mayor

VERIFIED: \_\_\_\_\_  
Shannan Parrish, Town Clerk



# Request for Town Council Action

**Consent**   **Approval of**  
**Agenda**   **GLF**  
**Item:**   **Application**  
Date:   02/06/2018

---

**Subject:** Approve the submittal of a Golden Leaf Foundation Grant Application

**Department:** Public Utilities

**Presented by:** Ted Credle

**Presentation:** Consent

---

## Issue Statement

The approval of the Golden Leaf Foundation grant application to help fund a water line in Town.

## Financial Impact

None – This resolution does not cost the Town any funds

## Action Needed

Approve the attached application

## Recommendation

Staff recommends the approval of the attached application

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Golden Leaf Foundation Application



# Staff Report

**Consent Approval of  
Agenda GLF  
Item: Application**

---

The Town will be seeking grant funding from the Golden Leaf Foundation to assist in the **construction of a 16" water line along the northern right-of-way** of Durwood Stephenson Highway. This project will assist the Town in getting an increased volume of water across the Neuse River and supplying both west Smithfield and Johnston County with a stable supply and pressure of potable water.

## FY2018 COMMUNITY BASED GRANTSMAKING INITIATIVE GRANT APPLICATION CHECKLIST & FORM

**Deadline for Receipt by Golden LEAF: Friday, January 19, 2018 at Noon**

**THE FOLLOWING IS A CHECKLIST OF INFORMATION NEEDED IN ADDITION TO THE APPLICATION FORM, ALSO BELOW. THE FORM AND ATTACHMENTS COMPRISE A COMPLETE APPLICATION.**

- Organization Information (Maximum length: 1 page)**  
Provide a detailed summary of your organization's history, current programs, activities and accomplishments, as well as its mission statement, goals and objectives.
- Proposal Description (Maximum length: 3 pages)**  
Provide a detailed, written description of the proposed project that:
- Explains how your project will meet one or more of the funding priorities of the Foundation, and will benefit tobacco-dependent, economically distressed and/or rural communities;
  - Identifies the geographic area and population your project will serve;
  - Explains how the population served will benefit from your project;
  - Describes how you will implement the project to achieve its desired outcomes; and,
  - Defines the specific role of any collaborating organizations involved in the project, including any in-kind contributions they will make to the project.
- Expected Outcomes (Maximum length: 1 page)**  
List the outcomes you expect the project to accomplish, both short-term and long-term. Describe how you will evaluate progress toward achieving those outcomes, the milestones that indicate the project is on track and how people and/or places will be better off economically as a result of this project.
- Agreement and Certification**  
Document should be signed and dated by two authorized officials of the applicant organization. For 501(c)(3) organizations, one signatory **must** be a member of the applicant's board of directors.
- Complete the certification and signature form below, and fill in the information needed to complete the form, being sure to obtain the required signatures.
  - Submit the completed form to Golden LEAF by one of the following methods:
    - ⇒ As an e-mail attachment, scan the completed form and attach it to an e-mail along with the completed application form and other required attachments.
    - ⇒ As a document sent by mail or delivery service.
- Board of Directors**  
List should include organization's board members along with their addresses and occupations.
- Staff**  
List of staff who will be involved in the project, their length of service, brief job descriptions, staff qualifications to do the job (for existing staff) and their roles in the implementation of the project
- Project Budget**  
Complete the project budget and narrative form identifying project expenses and funding sources for those project costs, including the request from Golden LEAF and how Golden LEAF dollars would be spent. The project budget is a separate Excel form.

**Project Management Plan – Required Golden LEAF form**  
A work plan for the project that identifies tasks to be accomplished and outcomes to be achieved. The Project Management Plan form, with instructions, is found at the end of the application form.

**Evidence of Tax-Exempt Status**  
For 501(c)(3) organizations, provide a copy of the current IRS exemption determination letter. For governmental entities, provide a description of governmental status.

**Budgets**

The organization’s budget for the current year  
 The organization’s budget for the period covered by the grant request, if available. If not available, provide a letter so stating.

**Financial Statements – Audited, if available**

*To include Balance Sheet, Statement of Financial Position and Statement of Cash Flows*

Most recent fiscal year-end financial statements [501(c)(3) and government entities]  
 Most recent management letter and/or reports on internal controls [501(c)(3) and government entities]  
 Prior two years of fiscal year-end financial statements [501(c)(3) organizations]

**Community/County Partners**

If applicable, attach a list providing contact information for your partners in the communities and/or counties served by your project. Provide the roles and responsibilities for each.

**Business plan/Strategic plan/Feasibility studies (as applicable and if available)**

**Format**

<b>Document formatting guidelines:</b>	
<ul style="list-style-type: none"> <li>▪ Use a font no smaller than 10 points.</li> <li>▪ Use only black as the font color—no colored text.</li> <li>▪ Documents should be single-spaced with 1” margins.</li> <li>▪ Format to standard, letter-sized paper (8.5” x 11”).</li> </ul>	<p><b>Additionally, if not sending by e-mail:</b></p> <ul style="list-style-type: none"> <li>▪ Print documents on white or off-white paper, without background patterns or designs</li> <li>▪ Do not staple or bind any part of the proposal</li> </ul>

**SUBMIT**

All Required documents must arrive at the Foundation office by the established deadline.

You may mail, hand-deliver or e-mail your proposal. E-mail is preferred. If you submit your application via e-mail, send it to Debbie Pennington at [dpennington@goldenleaf.org](mailto:dpennington@goldenleaf.org). If you submit your application by mail or hand-deliver it, please include one original and one copy of the entire proposal package, including the grant application form, narrative proposal, and attachments. Mail or deliver your completed grant application package to:

Golden LEAF Foundation  
Attn: Debbie Pennington  
301 North Winstead Avenue  
Rocky Mount, NC 27804

**The Public Records Act**

Information submitted to Golden LEAF is subject to the North Carolina Public Records Act and thus subject to inspection by the public. For information on limited exceptions to the Public Records Act, please contact Golden LEAF staff.



**SECTION I. THE APPLICANT ORGANIZATION**

**A. Name and address of the organization applying for grant**

Organization Town of Smithfield

Mailing Address 350 East Market Street, PO Box 761

City Smithfield County Johnston

State North Carolina Zip Code 27577-

Phone (919) 934 - 2116 Ext. Fax (919) 934 - 1134

E-mail \_\_\_\_\_ Web site www.smithfield-nc.com

**B. Officer, employee or contact person responsible for your grant request**

Title Mr. Name Walter E Credle

*First Middle/Initial Last*

Phone (919) 934 - 2798Ext. E-mail Ted.credle@smithfield-nc.com

Position: Director of Public Utilities

**C. Project Director (person responsible for implementing the project, if different from above)**

Title Mr. Name Walter E Credle

*First Middle/Initial Last*

Position: Director of Public Utilities

Mailing Address 350 East Market Street

City Smithfield County Johnston

State North Carolina Zip Code 27577-

Phone (919) 934 - 2798Ext. Fax (919) 934 - 1688

E-mail: Ted.credle@smithfield-nc.com

**D. Applicant's tax-exempt status (Please check one)**

- (501)(c)(3) organization  Governmental unit

Federal Tax ID Number 56-6001335

- **Please include a copy of your organization's current IRS tax-exempt status determination letter or designation as a governmental agency.**

- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_  
- \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II. PROPOSAL DESCRIPTION** – You **must** answer the following questions in the space provided below. **Limit your responses to the space provided on this page only. Answers to these four questions combined should not exceed one page.** Further detail can be provided in the required narrative attachment.

**A. What is the proposed plan of action?** In 150 words or less, please describe the need or problem the project will address and the project’s plan of action and expected deliverables or results.

Johnston County has immediate needs for potable water and the Town of Smithfield has the ability to provide more. Although the Town cannot supply enough water to meet all of the County’s current and projected needs, the Town can certainly help in the more critical area – Clayton. This project will deliver more water, at a more stable pressure through the western section of Smithfield to the Town’s delivery point. In turn, the County will use this water to serve immediate and growth needs along the US-70, rural corridor between Smithfield and Clayton. Further, since Smithfield will be able to supply potable water to this area, the County will be able to supply a more stable supply to the southern end of Clayton, which is seeing substantial industrial growth from multiple pharmaceutical companies.

Over the course of the next 12 months, this project will construct a 16” water line to address supply and pressure issues that have developed due to growth both in the Town and in the County.

The outcome will be the construction of the water line and the flow of water to the delivery point. Certification of construction will be the required deliverable by the North Carolina Department of Environmental Quality (NCDEQ).

**B. Who benefits?** In 100 words or less, please describe the population to be served and/or affected by this project. Please indicate how this project benefits tobacco-dependent, economically distressed and/or rural communities.

The benefactors of this initiative are not only the people of west Smithfield, but also all the people in the rural corridor between Smithfield and Clayton. By providing a stable supply and pressure of water to this area, it enables the growth of housing and commercial development. The immediate impact is the betterment of the existing residents by ensuring their quantity and quality of potable water. The secondary benefit is the opening of the corridor along US-70m to potential growth.

**C. What difference will the project make and how will success be measured?** In 100 words or less, describe the project’s goals and what you will measure to know if you are achieving them. Describe how you will monitor progress and results over the short-term and long-term.

This project has a very specific goal – the delivery of a stable water supply to a portion of the Town (and rural area of Johnston County) that is in need. The project outcome will be easily measured; by opening a fire hydrant and testing both flow and pressure, the Town will show that adequate potable water is reaching the targeted area of Smithfield. Since this water line is the eventual supply for one of the water delivery points to Johnston County, the County will also be receiving a more stable supply for the rural corridor between Smithfield and Clayton.

**D. How will Golden LEAF funds be utilized?** In 100 words or less, describe how grant funds will be expended.

Golden Leaf funds will be used for the purchase of project material (pipe, hydrants & appurtenances) and as partial payment to the selected contractor who will perform the installation.

**Section III: PROJECT OUTCOMES AND IMPACT**

**A. Expected economic impact and outcomes** *(Based on the measures outlined in your letter of inquiry, please list the primary indicators that will be used to measure the success of the project and sources of data that will be utilized to verify the project results.)*

**Other:** List any other indicators of your project’s success. How will you know change has occurred?

Complete the Project Management Plan form found at the end of this application.

**B. Geographic area in North Carolina this project will serve** *(Where will project work be conducted? Please select one and list all areas directly affected by the project.)*

Statewide

**Or**

County or counties Johnston

**Or**

Community or communities Smithfield

➤ **Please attach contact information for representatives of the communities/counties your project will serve.**

**C. Project Timeframe**

Begin 3/1/2018 End 1/31/2019

**D. Grant Timeframe** *(the timeframe for expenditure of grant funds)*

Begin 7/1/2018 End 1/31/2019

The project management plan is among the required submissions to complete Golden LEAF grant application. It complements but does not replace the narrative descriptions of project implementation and expected outcomes. Whereas the narratives should provide an overview of what the project is, how the project will be implemented, what ultimate effects will be and on whom, the completed project management plan will provide the necessary detail.

The proposed outcomes and activities in the project management plan reflect some of the measures against which progress and performance of the project could be evaluated if a grant were awarded—subject to any special terms and conditions outlined by the Golden LEAF Board of Directors.

## Project Management Plan

Fill in the cells in the tables on the following page. Use the “Tab” key to move from cell to cell or to add a new line. Submit the completed document with the full application.

**Activity:** A project task that leads to a proposed outcome or outcomes.

**Baseline data:** The value against which progress on project outcomes will be measured. The baseline values recorded in this column should be the value for those measures on the chosen “Date of baseline data”.

**Date of baseline data:** The effective date of the value against which progress on project outcomes will be measured. The date of baseline data could be the last day of the fiscal year or quarter immediately preceding implementation of the project.

**Outcome:** That which will increase, decrease or otherwise change as a result of the project. A project will likely have several outcomes.

**Outcome(s) directly affected:** The number that identifies the outcome(s)—listed in the table above the activities table—that the activity advances. More than one outcome can be directly affected by a single activity.

**Source of data or tool used:** The report, system, agency, calculation, method, etc. from which baseline data was and future outcome data will be derived.

**Target achievement date:** The date by which an outcome will be achieved.

**Target completion date:** The date by which an activity will be completed.

Example: A grant is requested to help a community college buy equipment to train welding techniques required by expanding businesses in the region. The project will provide a pool of skilled applicants for the positions that are available in regional companies. The skills are transferable across multiple industries that require this level of welding skill. The companies have agreed to interview, if not hire, participants who complete the training.

Applicant Name: Town of Smithfield  
Project Title: Smithfield Water Delivery Initiative

	<b>Outcome</b>	<b>Target achievement date</b>	<b>Source of data or tool used</b>	<b>Baseline data</b>	<b>Date of baseline data</b>
1	<i>Example: 95% of 200 people enrolled (100 per session is capacity) in new advanced welding certification class will successfully complete it, earning industry-recognized certification.</i>	12/31/2020	Registrar's student data	0	08/30/2017
1	Design plans for ~4,800 linear feet of 16" water line	05/31/2018	Engineering	No line currently exists	01/01/2018
2	Place the construction project in open Bid and select a designated contractor	07/01/2018	Engineering	No line currently exists	01/01/2018
3	Installation of ~4,800 linear feet of 16" water line	12/31/2018	Engineering	No line currently exists	01/01/2018
4	Project Certification with NCDEQ and funding source(s)	01/31/2019	Engineering	No line currently exists	01/01/2018
5					
6					
7					
S8					

Within the *Outcome* table, <TAB> to move from cell to cell. <ENTER> to start a new line within a cell. Text will automatically wrap within a cell. <TAB> from the last cell on the last row to add a row.

<b>Activity</b>	<b>Outcome(s) directly affected</b>	<b>Target completion date</b>
<i>Example: Offer new advanced welding classes (summer, fall, spring)</i>	1	01/15/2019
Obtain Design Approval from the NCDEQ	1	05/31/2018
Bid & Award the Construction to a Selected Contractor	2	07/01/2018
Construct the water line	3	12/31/2018
Project Close out	4	01/31/2019


Within the *Outcome* table, <TAB> to move from cell to cell. <ENTER> to start a new line within a cell.  
Text will automatically wrap within a cell. <TAB> from the last cell on the last row to add a row.





# Request for Town Council Action

**Consent Agenda Item:** **Economic Development Grant**  
Date: 02/06/2018

---

<b>Subject:</b>	Economic Development Grant
<b>Department:</b>	Non-Departmental (Economic Development)
<b>Presented By:</b>	Economic Development Liaison – Tim Kerigan
<b>Presentation:</b>	Consent Agenda

---

## Issue Statement

Staff is proposing that Council considers receiving and matching a grant being offered by Electricities in the amount of \$4,000 from each party utilizing Economic Development funds (totaling \$8,000). This would be an equal match scenario. As **previously presented, "The design and production of targeted marketing materials for multiple areas.** Those areas will include attracting young professionals to locate in the town, reversing a negative trend in that critical age cohort. Other areas include existing industry retention and expansion, and new business recruitment. It is envisioned that there will be one common folder with interchangeable inserts for each **focus area."**

## Financial Impact

\$4,000 from previously budgeted funds, per Council approval. There will be an equal \$4,000 match from Electricities.

## Action Needed

Council approval to award the proposed grant.

## Recommendation

Staff recommends awarding the proposed grant as outlined.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Smart Communities Brochure



## Staff Report

**Consent** **Economic**  
**Agenda** **Development**  
**Item:** **Grant**

---

Staff is proposing that Council considers receiving and matching a grant being offered by Electricities in the amount of \$4,000 from each party utilizing Economic Development funds (totaling \$8,000). This would be an equal match scenario. As previously **presented**, "The design and production of targeted marketing materials for multiple areas. Those areas will include attracting young professionals to locate in the town, reversing a negative trend in that critical age cohort. Other areas include existing industry retention and expansion, and new business recruitment. It is envisioned that there will be one common folder with **interchangeable inserts for each focus area.**"



## Let ElectricCities Help Prepare Your Community for Industrial and Commercial Growth.

Smart Communities, an Economic Development assistance tool from ElectricCities, was created to help NCMPA1 and NCEMPA Participants attract and retain commercial and industrial customers.

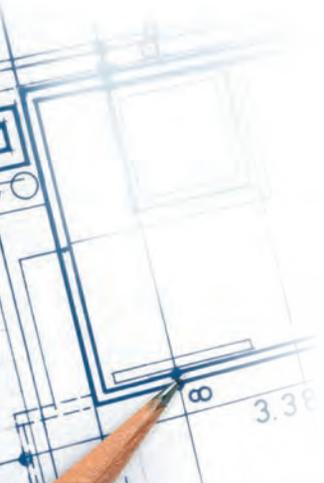
NCEMPA and NCMPA1 Participants are eligible to receive a \$4,000 matching grant to be used towards specific economic development projects. Smart Communities grants are matching funds and must involve local funding. In 2014, grant awards are limited to 10 NCEMPA Participants and 10 NCMPA1 Participants. Grants will be awarded based on the strength of the overall project and impact to the community. Grant applications will be reviewed continuously with awards made as applications are approved. Once the project funding is spent, no further applications will be considered in that calendar year.

# Smart Communities

ElectricCities Economic Development

**ELECTRICITIES**  
of NORTH CAROLINA, INC.

**ELECTRICITIES**  
of NORTH CAROLINA, INC.  
www.electricities.com | 800-768-7697 ext. 6363



Grants are available in the following areas:

- **Brownfield Remediation**
- **Building/Parcel Layouts**
- **Business Retention**
- **Downtown Revitalization**
- **Facade Upgrades**
- **Grant Writing**
- **Infrastructure Plans**
- **Rail Study**
- **Signage**
- **Site Certification**
- **Site Plan Development**
- **Strategic Planning**
- **Website Design**
- **Tourism Related Activities**
- **Other**

*(Partial List)*



## Smart Communities Snapshot

### What is Smart Communities?

Smart Communities is a grant program available through ElectriCities Economic Development that provides funding for specific economic development projects.

### Who is eligible for Smart Communities grants?

All NCEMPA and NCMIPA1 Participants.

### What is the maximum funding?

\$4,000 maximum is available per community and does require a 50/50 match from the city or town.

### How many awards will be made?

In 2014, 10 \$4,000 awards are available for each Power Agency (10 for NCEMPA and 10 for NCMIPA1).



### When are applications due?

Applications are accepted at any time and will be reviewed as they are received. If the maximum funding is exhausted before December 31, 2014, no more applications will be accepted. If this happens, the website will be updated and the application will be removed.

### Where do I find an application?

Find applications online at [www.electricities.com](http://www.electricities.com).

### Who do I contact for information or questions?

Contact Brenda Daniels at 800-768-7697 ext. 6363 or [bdaniels@electricities.org](mailto:bdaniels@electricities.org)

**To apply for a Smart Communities grant, complete the short application and submit to:**

Brenda Daniels  
Manager, Economic Development  
ElectriCities of NC  
[bdaniels@electricities.org](mailto:bdaniels@electricities.org)  
Fax: 919-760-6050





# Request for Town Council Action

**Consent** **Police**  
**Agenda** **Department**  
**Item:** **Promotion**  
Date: 02/06/2018

---

**Subject:** Promotion  
**Department:** Police Department  
**Presented by:** Chief R.K. Powell  
**Presentation:** Consent Agenda

---

## Issue Statement

The request is to promote one officer from the rank of Police Officer II (PO II) to Master Patrol Officer (MPO), moving from pay grade 17 to pay grade 18. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

## Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the current budget year will be \$1,037.33 (annually starting next year \$ 2,489.00).

## Action Needed

This Officer has followed the attached career ladder policy previously approved by the Town Council found in the supporting documentation and has earned the promotion. The Police Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule (also see attached).

## Recommendation

It is requested this Officer be allowed this promotion

Approved:  Town Manager  Town Attorney

Attachments:

1. Officer Request for MPO
2. Department Policy
3. Salary Plan

January 10, 2018

To: Chief R. K. Powell  
Captain J. Grady  
Lieutenant B. T. Gentry

*R.K. Powell*  
*T.M. 1-10-18*

From: Officer

**Subject: Request for promotion to Master Police Officer from Police Officer II.**

As of this date I have met all the requirements per Chapter 500 Personnel Policy 504(F) & (G) in reference to the career ladder requirements necessary for the classification from Police Officer II to Master Police Officer.

They are as follows: I have been a sworn Police Officer since August of 2007. I have been employed with the Smithfield Police Department since 06/17/2013. In addition, I do have a Bachelor of Arts Degree from San Jose State University.

*In reference to the requirements for Police Officer One I have completed the following.*

- A) Officer Survival (Minimum 24 Hours) (See Certificates)**
- B) Standardized Field Sobriety Testing (See Certificate)**
- C) Public Speaking (See Mission College Transcript)**
  - In addition, I have 16 hours **Tactical Communications / Verbal Judo. (See Certificate)**

*In reference to the requirements for Police Officer Two I have completed the following.*

I have completed a total of 160 training hours, including:

- A) 40 hours of Community Policing Training**
  - 40 hours C.I.T. Training (See Certificate)
- B) 40 hours of Traffic Enforcement Training**
  - 40 hours of Radar Training (See Certificate)
- C) 40 hours of Investigations Training**
  - 40 hours of Basic Criminal Investigation (See Certificate)
- D) 40 hours of training in any law enforcement topic.**
  - 32 hours School Resource Officer (See Certificate)
  - 8 hours Community Policing (See Certificate)

Furthermore, in reference for the requirements for Master Police Officer I have completed the following.

**I) I have served as a Police Officer II since November of 2015.**

**II) I have completed an excess of the required 280 training hours, including:**

1) 40 hours of Management/Supervision Training:

a) Field Training Officer (See Certificate)

2) 80 hours of Community Policing Training (As allowed includes 40 hours as Police Officer II)

A) 32 hours Ethics for School Resource Officer (See Certificate)

B) 14 hours Advanced Community Officer (See Certificate)

C) 40 hours C.I.T. Training (See Certificate) (From Police Officer II)

**Total 86 Hours**

3) 160 hours of training in any law enforcement topic

A) 8 hours Photography Basics for Law Enforcement

B) 16 hours Traffic Law Refresher

C) 8 hours Intellectual Property Crimes

D) 16 hours Robbery Response Tactics

E) 40 hours First Line Supervision

F) 16 hours Aggressive Driving Enforcement

G) 40 hours Radar Recertification

H) 40 hours Chemical Analysis

**Total: 184 Additional Training Hours**

**III) I was awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission on November of 2014.**

In addition to the above requirements, I now have an **Advanced Law Enforcement Certification** and have earned an outstanding on my last two evaluations. Furthermore, I have had no disciplinary actions.

Thank You for your consideration.

 1142



**Chapter 500**  
**Personnel Policy 504: Promotions & Career Development**  
**Effective Date: January 1, 2014 Revised Date: September 1, 2015**  
**Approved by: Chief Michael L. Scott**

*Michael L. Scott*

**I. POLICY STATEMENT**

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

**II. COMMENTARY**

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

**III. PROCEDURES**

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
  - a) Maintaining authority over all phases of the process
  - b) Determining the skills, knowledge, and abilities required for each position
  - c) Initiating promotional processes on an as-needed basis
  - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Have completed a total of 80 hours of Management/Supervision Training;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

#### F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:
  - 40 hours of Community Policing Training
  - 40 hours of Traffic Enforcement Training
  - 40 hours of Investigations Training
  - 40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

### 3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

- 40 hours of Management/Supervision Training

- 80 hours of Community Policing Training (includes 40 hours as Police Officer II)

- 160 hours of training in any law enforcement topic

- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

# Town of Smithfield Salary Schedule

March 07, 2017

Police

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
9	Administrative Secretary/Receptionist -Police		3032	11.86	24674.21	37751.55
12	Administrative Support Specialist - Police		3045	13.76	28620.38	43789.19
12	Police Records Clerk		3040	13.76	28620.38	43789.19
16	Police Officer I (43 hr wk)		3043	15.58	34826.59	53284.70
17	Police Officer II (43 hr wk)		3049	16.36	36582.75	55971.61
18	Master Police Officer (43 hr/wk)		3047	17.19	38430.13	58798.10
19	Police Accreditation Manager		3033	19.41	40374.05	61772.30
19	Police Sergeant (43 hr wk)		3044	18.05	40368.74	61764.18
21	Police Lieutenant (43 hr wk)		3048	19.91	44519.65	68115.08
23	Police Captain	E	3057	23.613	49115.04	75146.01
28	Police Chief	E	3059	30.15	62714.50	95953.17





# Request for Town Council Action

**Consent** **Police**  
**Agenda** **Department**  
**Item:** **Promotion**  
Date: 02/06/2018

---

**Subject:** Promotion  
**Department:** Police Department  
**Presented by:** Chief R.K. Powell  
**Presentation:** Consent Agenda

---

## Issue Statement

This is a request to promote one officer from the rank of Police Officer I (PO I) to Police Officer II (PO II), moving from pay grade 16 to pay grade 17. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

## Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the current budget year will be \$923.64 (annually starting next year \$2,216.73).

## Action Needed

This Officer has followed the attached career ladder policy previously approved by the Town Council found in the supporting documentation and has earned the promotion. The Police Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule (also see attached).

## Recommendation

It is requested this Officer be allowed this promotion

Approved:  Town Manager  Town Attorney

Attachments:

1. Officer Request for MPO
2. Department Policy
3. Salary Plan

# Smithfield Police Department

## Interoffice Memorandum

Date: 01/12/2018

To: Chief Powell

From: Patrol Officer

Subject: Career Ladder Advancement to PO II

In accordance with General Order 504 (Career Ladder) of the Smithfield Police Department Policy and Procedure Manual, this memorandum is a formal request for advancement to Police Officer II. The following is the information required by General Orders to proceed with a request concerning the Career Ladder Program.

I have been employed with the Town of Smithfield for approximately 2 and ½ years and hold an Associate Degree in Criminal Justice. I have been an officer since 04/27/2015 in the Town of Smithfield.

Since starting my employment with the Smithfield Police Department, I have been involved in numerous training courses to help further my career and abilities in law enforcement with the community. I have received multiple training hours that would help my advancement from Police Officer I to Police Officer II.

40+ Hours (Community Policing):

- Crisis Intervention Team (40)

40+ Hours of Traffic Enforcement Training:

- DWI Detection and Standardized Field Sobriety Testing (24)
- Standardized Field Sobriety Testing Refresher (8)
- Alcohol Screening Test Device (8)

40+ Hours Investigation Training:

- Basic Criminal Investigation (40)

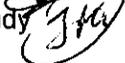
40+ Hours of Training in any Law Enforcement Topic:

- Officer Survival I (44)

I have had no disciplinary actions against me and received a rating of satisfactory or better on all yearly reviews.

I appreciate your time and consideration in this matter:

Sincerely,

CC: Sgt. Jeffery   
Lt. Jones   
Capt. Grady 



**Chapter 500**  
**Personnel Policy 504: Promotions & Career Development**  
**Effective Date: January 1, 2014 Revised Date: September 1, 2015**  
**Approved by: Chief Michael L. Scott**

*Michael L. Scott*

**I. POLICY STATEMENT**

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

**II. COMMENTARY**

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

**III. PROCEDURES**

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
  - a) Maintaining authority over all phases of the process
  - b) Determining the skills, knowledge, and abilities required for each position
  - c) Initiating promotional processes on an as-needed basis
  - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Have completed a total of 80 hours of Management/Supervision Training;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:
  - 40 hours of Community Policing Training
  - 40 hours of Traffic Enforcement Training
  - 40 hours of Investigations Training
  - 40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

40 hours of Management/Supervision Training

80 hours of Community Policing Training (includes 40 hours as Police Officer II)

160 hours of training in any law enforcement topic

- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

# Town of Smithfield Salary Schedule

March 07, 2017

Police

Grade	JOB TITLE	F L S A	Pos Code			7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
9	Administrative Secretary/Receptionist -Police		3032			11.86	24674.21	37751.55
12	Administrative Support Specialist - Police		3045			13.76	28620.38	43789.19
12	Police Records Clerk		3040			13.76	28620.38	43789.19
16	Police Officer I (43 hr wk)		3043			15.58	34826.59	53284.70
17	Police Officer II (43 hr wk)		3049			16.36	36582.75	55971.61
18	Master Police Officer (43 hr/wk)		3047			17.19	38430.13	58798.10
19	Police Accreditation Manager		3033			19.41	40374.05	61772.30
19	Police Sergeant (43 hr wk)		3044			18.05	40368.74	61764.18
21	Police Lieutenant (43 hr wk)		3048			19.91	44519.65	68115.08
23	Police Captain	E	3057			23.613	49115.04	75146.01
28	Police Chief	E	3059			30.15	62714.50	95953.17



# Request for Town Council Action

**Consent  
Agenda  
Item:** **Advisory  
Board  
Appointments**

Date: 02/06/2018

---

**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Town Clerk, Shannan Parrish  
**Presentation:** Consent Agenda

---

## Issue Statement

The Town Council is asked to consider reappointments to the Board of Adjustment, the Parks and Recreation Advisory Committee and the Planning Board

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the following reappointments: Stephen Upton to a third term on the Board of Adjustment, Earl Marett to a fifth term on the Parks and Recreation Advisory Committee, Tim Johnson to a second term on the Parks and Recreation Advisory Commission and Teresa Daughtry to a third term on the Planning Board.

## Recommendation

Staff recommends approval of this appointment.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Stephen Upton – Board Application
3. Earl Marett – Board Application
4. Tim Johnson – Board Application
5. Teresa Daughtry – Board Application



# Staff Report

**Consent  
Agenda  
Item** **Advisory  
Board  
Appointments**

---

## **Current Board vacancies are as follows:**

**Appearance Commission** – 2 positions

**Historic Properties** – 3 positions

**Parks and Recreation Advisory Commission**

- 1 In-Town Member
- 2 High School student positions (2 year term)

**Planning Board** – 1 ETJ Alternate

## **Board Reappointments**

1. Stephen Upton has submitted an application for consideration to be reappointed to a third term on the Board of Adjustment.
2. Earl Marett has submitted an application for consideration to be reappointed to a fifth term on the Parks and Recreation Advisory Board.
3. Tim Johnson has submitted an application for consideration to be reappointed to a second term on the Parks and Recreation Advisory Board.
4. Teresa Daughtry has submitted an application for consideration to be reappointed to a third term on the Planning Board.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Wpton Stephen (Steve) R
Home Address: 1203 Vermont St - Smithfield, NC 27577
Business Name & Address: Sikes - 231 Mill St. Prunk - S'field NC
Telephone Numbers: (Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident NOW SERVING
Planning Board ETJ Resident
Other:

Interests & Skills: Working - Golf

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: Sikes

Civic or Service Organization Experience: Rotary - J.C.'s - United Fund

Town Boards previously served on and year(s) served: Planning Board - In-town - (9 yrs?)

Please list any other Boards/Commissions/Committees on which you currently serve: Chairman Johnston County ABC Board (9 years)

Why are you interested in serving on this Board/Commission/Committee? create a Business Friendly  
Town of Smithfield - @ see that ALL set forth is  
done in a manner for ALL concerned

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Stephen (Steve) Richard Upton

Signature: [Handwritten Signature]

Date: 1-8-18

Return completed for to:

Shannan Parrish

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**



Town of Smithfield
Board, Commission, or Committee
Application

Name: George Abbott (Last) George (First) Earl (MI)

Home Address: 2 Wakelee Place Smithfield NC 27577

Business Name & Address:

Telephone Numbers: (Home) (Mobile) (Email)

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills:

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: Interim Social Services director P.H. Wakelee
Coaches Consultant WAKE HEALTH and HUMAN SERVICES

Civic or Service Organization Experience:

Town Boards previously served on and year(s) served: Parks and Recreation Commission

Please list any other Boards/Commissions/Committees on which you currently serve: Chair Smithfield
Parks and Recreation Commission

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed for to:

Shannan Parrish

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions  
and within the Town's ETJ for ETJ positions**



**Town of Smithfield**  
**Board, Commission, or Committee**  
**Application**

Name: Johnson (Last) Tim (First) \_\_\_\_\_ (MI)

Home Address: 1010 S Walnut DR

Business Name & Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) timjohnson957@gmail.com (Email)

Please check the Board(s) that you wish to serve on:

- |   |  |
|---|--|
| <input type="checkbox"/> Appearance Commission                | <input checked="" type="checkbox"/> Parks/Recreation Advisory Commission |
| <input type="checkbox"/> Board of Adjustment In Town Resident | <input type="checkbox"/> Planning Board In-Town Resident                 |
| <input type="checkbox"/> Board of Adjustment ETJ Member       | <input type="checkbox"/> Planning Board ETJ Resident                     |
| <input type="checkbox"/> Historic Properties Commission       | <input type="checkbox"/> Other: _____                                    |
| <input type="checkbox"/> Library Board of Directors           | _____  |

Interests & Skills: P+R

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: P+R ; State P+R ; LGFER

Civic or Service Organization Experience: Smithfield Fire Dept

Town Boards previously served on and year(s) served: P+R

Please list any other Boards/Commissions/Committees on which you currently serve: \_\_\_\_\_

Why are you interested in serving on this Board/Commission/Committee? I Love P+R!

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Tim Johnson

Signature:  Date: 1/8/18

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**



Town of Smithfield
Board, Commission, or Committee
Application

Name: Dawgthry (Last) Teresa (First) A (MI)

Home Address: 25 White Oak Dr.

Business Name & Address: Partners Commercial Realty

Telephone Numbers: (Home) (Mobile) tdaughtry@partnerec.com (Email)

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills:

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: Commercial Real Estate

Civic or Service Organization Experience: Central G.C. Rotary
Chamber of Commerce committee
Board member Triangle Commercial Assoc. Realtors

Town Boards previously served on and year(s) served: Smithfield 2 Years

Please list any other Boards/Commissions/Committees on which you currently serve: Planning

Why are you interested in serving on this Board/Commission/Committee? To continue helping Smithfield to move forward with new growth.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: TERESA DAUGHTRY

Signature: *Teresa Daughtry* Date: \_\_\_\_\_

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**



# Staff Report

**Consent  
Agenda  
Item:** **New  
Hire /  
Vacancy  
Report**

**Date of Meeting:** February 06, 2018

**Date Prepared:** January 26, 2018

**Staff Work By:** Tim Kerigan, HR Director

**Background**

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Facility Maintenance Specialist	P&R – Recreation	10-60-6200-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200

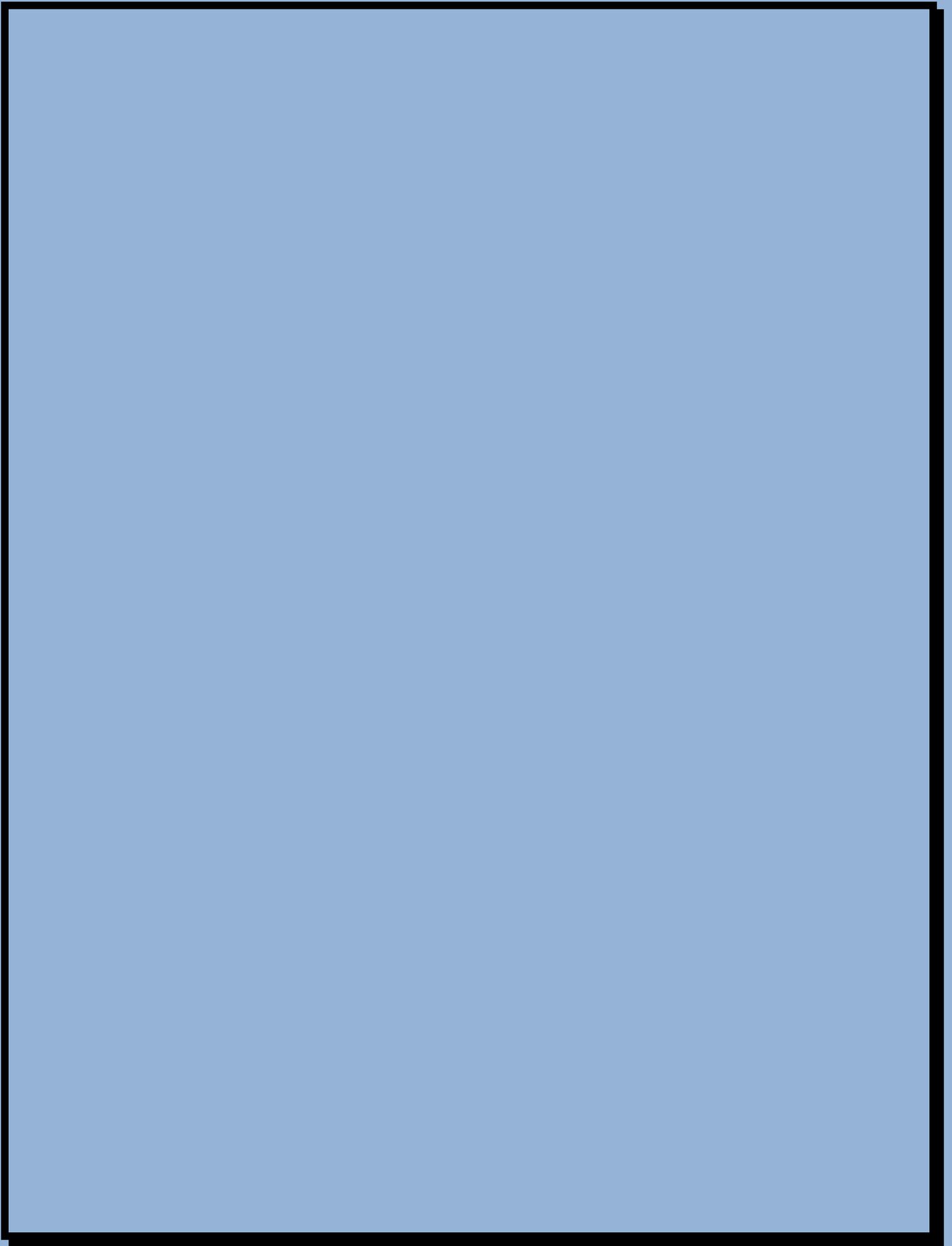
**Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Instructor	P & R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Scorekeeper	P & R – Recreation	10-60-6200-5100-0210	\$8.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.



# Business Items





# Request for Town Council Action

**Business Council  
Item: Appointments**  
Date: 02/06/2018

---

**Subject:** Council Appointments to the Triangle J. Council of Governments Board of Delegates, the Upper Coastal Plain Area Rural Planning Organization/Rural Transportation Advisory Committee, the Appearance Commission and the Parks and Recreation Advisory Committee

**Department:** General Government

**Presented by:** Town Manager – Michael Scott

**Presentation:** Business Item

---

## Issue Statement

Members of Council serve as alternates and ex-officio members on various Town Boards and other committees. Due to the recent election, several vacancies have occurred on various board.

## Financial Impact

N/A

## Action Needed

Appointment members of the Town Council to fill the vacated seats on the aforementioned advisory boards.

## Recommendation

Appointment members of the Town Council to serve on the various boards/committees

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Triangle J. Council of Governments Board of Delegates Information
3. Upper Coastal Plain Area Rural Planning Organization – Rural Transportation Advisory Committee



# Staff Report

**Business Council  
Item Appointments**

Members of Council serve as delegates, alternates and ex-officio members on various Town Boards and other committees. Currently, there is a vacant delegate position on the Triangle J. Council of Governments Board of Delegates, a vacant position on the Upper Coastal Plain Area Rural Planning Organization/Rural Transportation Advisory Committee, a vacant ex-officio position on the Appearance Commission and an a vacant ex-officio position on the Parks and Recreation Advisory Committee.

Attached is information concerning the Triangle J. Council of Governments Board of Delegates and Upper Coastal Plain Area Rural Planning Organization – Rural Transportation Advisory Committee.

## **The Appearance Commission**

Though not specifically referenced in the Town's Code of Ordinances, it has been the practice that a member of the Town Council serve on this advisory commission as an ex-officio member.

## **Parks and Recreation Advisory Committee**

Town of Smithfield Code of Ordinances Sec. 12-46. - Established; composition.

*There is hereby created a parks and recreation advisory committee composed of a maximum of thirteen (13) citizens of the town to be known as the parks and recreation advisory committee. Two (2) members of this advisory committee are to be composed of high school students whose terms are to be for no more than two (2) years.*

*The town council shall appoint one (1) member from its board to serve as an ex-officio member of the advisory committee.*

The Town Council is asked to review the information and consider appointing members to the various boards.



## TRIANGLE J COUNCIL OF GOVERNMENTS

### Delegate and Alternate Responsibilities

Representing your local government on the Board of Delegates can be a rewarding, satisfying experience that benefits your city, town, village, or county. To be sure you make the most of it, keep in mind the following responsibilities that you assume when accepting the appointment as a Delegate or Alternate:

**1. Regularly attend and participate in scheduled meetings of the Board of Delegates.**

Seven Board meetings are scheduled each year, typically on the fourth Wednesday of the month. *Note: Quorum to conduct business is 17 Delegates in attendance.* (The November meetings may be set a week earlier, to avoid the Thanksgiving holiday.) Dinner is served at 5:30 p.m.; the meeting begins at 6:15 p.m. and is generally scheduled to end by 8:00 p.m.

**2. Prepare for the meeting by reviewing the agenda and background materials in advance.**

The agenda packet is generally posted on our Website a week prior to the meeting. You will receive an e-mail message informing you when the agenda has been posted, along with a link to access the materials.

**3. Plan to arrive early,** in time to enjoy dinner and camaraderie with your colleagues before the meeting begins. The relationships formed by delegates are one of the most beneficial aspects of serving as a Delegate.

**4. RSVP to let our staff know you will (or will not) be coming.** This helps us plan catering and room arrangements, among other details.

**5. Notify your community's Alternate Delegate** (provided that one is appointed), if you will be unable to attend. Please give them time to become acquainted with the agenda – they will be entitled to vote, in your absence.

**6. If you are an Alternate Delegate, check with the Delegate in advance of each meeting,** to assure that your community will be represented. Alternates are welcome to attend all Board of Delegates meetings, but they are only entitled to vote when the Delegate is absent.

**7. Report back to your board or council colleagues** about the business conducted at the meetings. Our "After Action Report," sent to you by e-mail following each meeting, is an easy and convenient way to share this information, either orally or by forwarding via e-mail.

Anytime that you have questions about your role or responsibilities as a Delegate or Alternate, feel free to contact Renée Boyette at [rboyette@tjcog.org](mailto:rboyette@tjcog.org) or 919.558.9403.



## TRIANGLE J COUNCIL OF GOVERNMENTS

### APPOINTING YOUR TRIANGLE J DELEGATE AND ALTERNATE

With the many appointments that local governments must make each year, it's easy to lose sight of the particulars of each. As you consider the coming year's appointments for your Triangle J Delegates and Alternates, here are a few points to keep in mind:

**The Delegate you appoint is your voting member on the Board of Delegates** – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.

**The Delegate you appoint should be willing to regularly attend** and participate in all scheduled meetings of the Board of Delegates. Seven Board meetings are scheduled each year, typically on the fourth Wednesday of January, March, May, June, August, October, and November. Delegates should plan on two and one-half hours for each meeting, 5:30 p.m. until 8:00 p.m.

**Certain Delegates have additional responsibilities as members of the Executive Committee.** The Delegate appointed from each county also serves on the Executive Committee, along with one municipal delegate from each county. The Executive Committee meets in February, April, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m. Delegates who also serve on the Executive Committee should be willing to commit to 11 meetings each year. (Neither group meets in July.)

**The Delegate you appoint should prepare to participate** by reviewing the agenda and background materials in advance. The agenda packet is posted on our Website and emailed to delegates and alternate delegates prior to the meeting.

**Appoint an Alternate Delegate** to stand in for your Delegate when they are unavailable, to preserve your vote on Board of Delegates business. Alternate Delegates are invited to attend all Board of Delegates meetings, but may only vote when the Delegate is not present.

**If the Delegate cannot attend, they should notify the Alternate Delegate** (provided that one is appointed) to attend in their place.

**The Delegate you appoint should report back to their board or council colleagues** about the business conducted at the meetings. Our "After Action Report," sent to Delegates and Alternates by e-mail following each meeting, is an easy and convenient way for them to share this information.

**A good prospect to become a Delegate** is someone who is interested in regional collaboration, or who has a particular interest in long-range planning and/or environmental issues, including water quality and supply, since these issues are frequently discussed at the meetings.

If you or your potential appointees have any questions as you consider your appointments, please feel free to contact Renée Boyette, Assistant to Executive Director, at [rboyette@tjcog.org](mailto:rboyette@tjcog.org) or 919.558.9403.



## 2018 Calendar of Meetings TJCOG Board of Delegates and Executive Committee

---

Date	Meeting
January 24, 2018	Board of Delegates
February 28, 2018	Executive Committee
March 28, 2018	Board of Delegates
April 25, 2018	Board of Delegates
May 23, 2018	Board of Delegates
June 27, 2018	Executive Committee
July 2018	No Meeting
August 22, 2018	Board of Delegates
September 26, 2018	Executive Committee
October 24, 2018	Board of Delegates
November 28, 2018	Board of Delegates
December 19, 2018	Executive Committee

Board of Delegates: Informal discussion and dinner available at 5:30 p.m.; business meeting begins at 6:15 p.m.

Executive Committee: Dinner available at 6:00 p.m.; business meeting begins at 6:15 p.m.

Meetings are generally held on the fourth Wednesday of each month in either the TJCOG Large Conference Room (BOD), or Executive Conference Room (EC). The December meeting schedule has been adjusted due to the holidays.



**Upper Coastal Plain Area Rural Planning Organization – Rural Transportation  
Advisory Committee**

All meetings are scheduled for Wednesday's - 3:00 pm - 5:00 pm and are held at the Wilson's Operations Center in Wilson.

**Wilson's Operations Center  
1800 Herring Ave.  
Wilson, NC  
252-296-3341**

The current 2018 TAC meeting dates are scheduled for:

- 3/14/18
- 5/16/18
- 7/18/18
- 9/12/18
- 11/14/18

An agenda packet one week prior to each meeting and follow up with a reminder phone call on the Tuesday prior to each meeting.

**UCPRPO TAC Member Information:**

The Upper Coastal Plain Rural Planning Organization (UCPRPO) was established in 2001 to provide transportation planning for rural North Carolina. The organization is “a voluntary organization of local officials formed through a Memorandum of Understanding (MOU) to work cooperatively with the Department to plan rural transportation systems and to advise the Department on rural transportation policy”. The Upper Coastal Plain region consists of Edgecombe, Johnston, Nash, and Wilson Counties.

Attached is a handbook that helps explain the makeup of the UCPRPO and its function. Included is both the Bylaws and MOU. You may also wish to visit our web site for more information: <http://www.ucprpo.org>.

As a TAC member you will be required to complete the required Ethics Requirements **BEFORE** participating as a member of the TAC. You may attend the meeting in January but will not be allowed to vote and/or engage in meeting deliberations prior to completing the Ethics requirements.

North Carolina State Law requires all TAC members to complete **BOTH** the Statement of Economic Interest (SEI) AND the Real Estate Disclosure Form (RED) prior to participating as a member. This is an annual filing that coincides with the tax year and is due no later than April 15th of each year.

**TAC meeting is scheduled for:**

**Wednesday, March 14, 2018 (Note Jan 17 meeting canceled due to inclement weather)**

**3:00pm – 5:00pm**

**Wilson's Operations Center**

**1800 Herring Ave.**

**Wilson, NC**

**252-296-3341**

# Upper Coastal Plain Area Rural Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws

---

## ARTICLE I-NAME

The name of this committee shall be the Upper Coastal Plain Area Rural Transportation Planning Advisory Committee (RTAC), hereinafter referred to as the RTAC.

## ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and approve the Upper Coastal Plain Area RPO Prospectus.
- review and approve the Upper Coastal Plain Area RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the Upper Coastal Plain Area RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the Upper Coastal Plain Area RPO area.
- coordinate work efforts with the Upper Coastal Plain Area RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the Upper Coastal Plain Area Region.
- make recommendations to the respective local, state, and federal governmental agencies regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend transportation improvement projects, which support and enhance inter-county and intra-county transportation serving the Upper Coastal Plain Area RPO area.
- develop and prioritize transportation projects, which the Upper Coastal Plain Area RPO recommends for inclusion in the State Transportation Improvement Program (TIP).
- develop and amend as necessary the Upper Coastal Plain Area RPO Long-Range Transportation Plan.
- review and recommend to the North Carolina Department of Transportation (NC-DOT) changes to Transportation Plans for the units of government of the Upper Coastal Plain Area RPO.
- provide a forum for public participation in the rural transportation planning process.

## ARTICLE III-MEMBERS

### **Section 1-Membership:**

As specified in the Upper Coastal Plain Area RPO Memorandum of Understanding (MOU) between the Upper Coastal Plain Area RPO and North Carolina Department of Transportation (NC-DOT), the RTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Upper Coastal Plain Area planning area, which includes Edgecombe, Johnston, Nash and Wilson Counties, as well as the incorporated municipalities within each County that are members of the Upper Coastal Plain Area RPO. The initial voting membership shall include the following members:

- One County Commissioner and one at-large member with transportation interest representing Edgecombe County. Two municipal elected officials representing the municipalities within

Edgecombe County. The Edgecombe County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Edgecombe County that are members of the Upper Coastal Plain Area RPO.

- One County Commissioner and one at-large member with transportation interest representing Johnston County. Two municipal elected officials representing the municipalities within Johnston County. The Johnston County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Johnston County that are members of the Upper Coastal Plain Area RPO.
- One County Commissioner and one at-large member with transportation interest representing Nash County. Two municipal elected officials representing the municipalities within Nash County. The Nash County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Nash County that are members of the Upper Coastal Plain Area RPO.
- One County Commissioner and one at-large member with transportation interest representing Wilson County. Two municipal elected officials representing the municipalities within Wilson County. The Wilson County Board of Commissioners shall appoint the municipal representatives from among the municipalities within Wilson County that are members of the Upper Coastal Plain Area RPO.
- The North Carolina Board of Transportation member representing the North Carolina Department of Transportation Division 4.

**Section 2-Term of Membership:**

Term of office for all seats on the RTAC is two years. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial appointments from Edgecombe County and Johnston County to the RTAC shall be for one (1) year. All subsequent appointments shall be for two (2) years.

**ARTICLE IV-OFFICERS**

**Section 1-Officers Defined:**

The officers of the RTAC shall consist of a Chairman and a Vice-Chairman serving annual terms, but limited to two (2) consecutive terms. The Upper Coastal Plain COG Transportation Planner, as staff to the Upper Coastal Plain Area RPO, shall act as Secretary to the RTAC.

**Section 2-Duties of Officers:**

**2.1** The Chairman shall call meetings of the RTAC to order, and shall act as presiding officer of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the RTAC.
- Preside at all meetings of the RTAC.
- Decide all points of order or procedure.
- Transmit all recommendations of the RTAC to NC-DOT.
- With assistance from the Upper Coastal Plain COG Transportation Planner, draft the meeting agendas and make said available to the RTAC members in a timely manner.

**2.2** The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

2.3 The administrative coordination for the RTAC shall be performed by the Upper Coastal Plain COG Transportation Planner, as staff for the Upper Coastal Plain Area RPO. The Upper Coastal Plain Area RPO Transportation Planner shall:

- Keep minutes of the RTAC meetings in proper form for the approval of the RTAC at its next regular meeting.
- Mail notices of regular meetings of the RTAC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with North Carolina Open Meeting Law.
- Maintain all files, records, and correspondence of the RTAC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTAC shall appoint a Chairman Pro-Temp for that meeting or until such time the Chairman or Vice-Chairman can resume their responsibilities.

## ARTICLE V-MEETINGS

### **Section 1-Regular Meetings:**

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The RTAC shall meet on an as needed (on-call) basis as determined by the Chairman of the RTAC and at a time to be determined by the Chairman of the RTAC. Meeting notice and agenda are to be mailed no later than seven (7) days prior to a determined RTAC meeting date.

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members of the RTAC petitioning the Chairman. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

### **Section 3-Workshops:**

The RTAC may choose to hold workshops from time to time. Notification of all workshops shall be mailed to RTAC members in the same manner as regular meetings of the RTAC.

### **Section 4-Attendance:**

RTAC member are expected to attend each regular meeting and each special meeting of the RTAC. If a RTAC member is unable to attend a meeting, notice should be given by the member to be absent, to the Upper Coastal Plain Area RPO Transportation Planner. RTAC members are allowed to designate an alternate to attend meetings in their absence, providing such alternate member meets the same membership requirements as the absent member. Should a member fail to attend, or make arrangements for an alternate to attend, five (5) or more meetings in any one (1) fiscal year period (July to June), the RTAC Chairman shall contact said member to discuss consideration of a replacement member for that unit of government or organization.

### **Section 5-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the RTAC can place items on the agenda prior to its distribution, by notifying the RTAC Chairman and/or the Upper Coastal Plain Area RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the RTAC meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

### **Section 6-Voting Procedures:**

The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the RTAC shall have one (1) vote. Assuming a quorum, a majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTAC, except amendments to the By-Laws. Fifty percent (50%), or nine (9) of the voting members of the RTAC of the Upper Coastal Plain Area RPO shall constitute a quorum.

The Chairman is permitted to vote. In the event of a tie, where the Chairman has already voted, the Chairman cannot vote again to break the tie and the motion does not pass. Abstentions on issues requiring a vote is permitted, provided voting members desiring to abstain, obtain approval by the RTAC for said abstention by a majority vote of the RTAC members present. Unless an abstention has been approved, any member present and not voting shall be recorded as a positive vote on the motion. In the absence of any direction from these By-Laws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order (Newly Revised, 10 Edition) will designate procedures governing voting.

**ARTICLE VI-AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws shall require the affirmative vote of a 2/3 majority of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been mailed seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the Upper Coastal Plain Area RPO, which is the governing document for these By-Laws. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

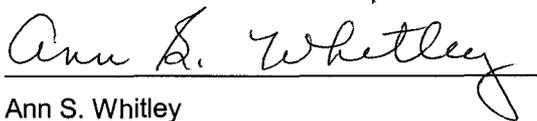
The Upper Coastal Plain Area RPO Rural Transportation Advisory Committee (RTAC) approved these By-Laws on the 13<sup>th</sup> day of February, 2003.



---

Vines Cobb  
Chairman  
Upper Coastal Plain Area RPO RTAC

**ATTEST:**



---

Ann S. Whitley  
Secretary  
Upper Coastal Plain Area RPO RTAC





# Request for Town Council Action

**Business  
Agenda  
Item:** Audit  
**Presentation**  
Date: 02/06/2018

---

**Subject:** Presentation of the 2016-2017 Annual Financial Report  
**Department:** Finance  
**Presented by:** Greg Siler  
**Presentation:** Business Items

---

**Issue Statement -** The Annual Financial Report provides readers (board/council members, citizens, bondholders, lenders, rating agencies, etc.) with information useful in assessing the financial condition of the town and for making decisions. The introductory section provides background and context that financial report users need to profit fully from the information presented in the financial section. The transmittal letter provides the opportunity for communication of much more information than the strictly prescribed format of the MD&A.

**Financial Impact –** N/A

**Action Needed –** N/A

**Recommendation –** N/A

Approved:  Town Manager  Town Attorney

Attachments

1. Power Point Presentation
2. Audit Results





## Town of Smithfield

ANNUAL  
FINANCIAL REPORT  
JUNE 30, 2017

*Town Council  
February 6, 2018*

---

---

---

---

---

---

---

---

## Fiscal Highlights

- General Fund Activity
- Governmental Fund Balance Position
- Governmental Fund Debt Position
- Water and Sewer Enterprise Fund
- Electric Enterprise Fund
- Audit Results
- Financial Condition Analysis
- Future Financial Challenges

---

---

---

---

---

---

---

---

## General Fund Revenues

2016 Revenue Total = **\$13.563 Million**

Increase of \$560,668 or 4.3% from 2016

### Primary Sources:

Property Taxes	45.9%
Sales Taxes	27.3%
Sales/Services	19.8%

---

---

---

---

---

---

---

---

### Property Taxes

2017 Total Assessed Taxable Property Value  
= **\$1.08 Billion**

Virtually no change from 2016

**Collection Rate = 99.89%** of gross levy collected

---

---

---

---

---

---

---

---

### General Fund Expenditures and Transfers

FY16 Expenditures and Transfers = **\$12.512 Million**

- Transfers of \$838,224
- Increase of \$539,787 or 4.5% from 2016
- Primarily due to cost of reconstructing Venture Dr.

Primary expenditure areas:

Public safety	38.0%
Cultural and Recreation	14.0%
General Government	12.4%
Streets / Public Works	11.0%
Sanitation	8.0%

---

---

---

---

---

---

---

---

### Governmental Fund Balance Position

2017 Unassigned Fund Balance = **\$7,161,461**

- Increase of \$474,083 from 2016
- Represents 56.3% of 2017 General Fund expenditures
- Exceeds Local Government Commission's Recommended Minimum of 8%
- Well Within Fund Balance Policy of no less than 25%

---

---

---

---

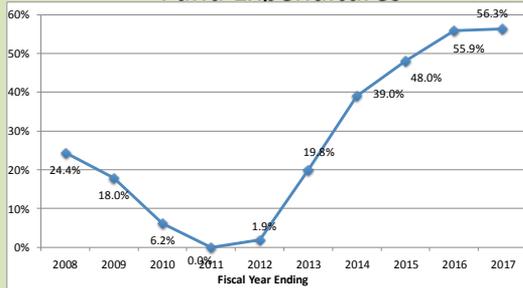
---

---

---

---

### Unassigned Governmental Fund –Fund Balance As A Percentage of General Fund Expenditures




---

---

---

---

---

---

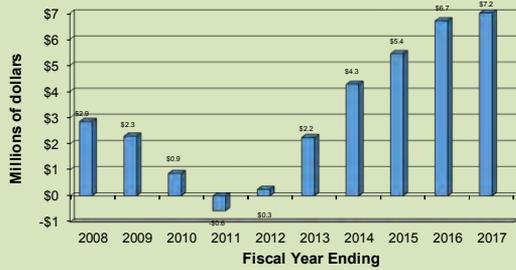
---

---

---

---

### Dollar Amount of Governmental Funds Unassigned Fund Balance




---

---

---

---

---

---

---

---

---

---

### Governmental Debt Position

2016 Outstanding General Fund Debt = **\$7,915,775** as of June 30, 2017

Net decrease in debt of \$962,586

\$0 New Debt  
 \$962,586 retired debt (Principal)

---

---

---

---

---

---

---

---

---

---

## Water/Sewer Enterprise Fund

Total Revenues = **\$7.091 million**  
(up \$1.3 million from FY16)

Total Expenditures = **\$5.787 million**  
(down \$208,231 from FY16)

- Unrestricted cash and investments of \$4.878 million (Up \$715,616 from FY16)
- Restricted cash and investments of \$1,751,535
- Current liabilities of \$1,317,415

---

---

---

---

---

---

---

---

## Water/Sewer Enterprise Fund transfers

- Revenues exceeded expenditures by \$1,303,184 (compared to a loss of \$218,904 last year and \$1,270,699 the prior year)
- Transferred to general fund = \$0

---

---

---

---

---

---

---

---

## Water/Sewer Debt Position

2017 Outstanding Water Fund Debt =  
**\$4,686,755** as of June 30, 2017

Net increase in debt of **\$1,649,070**  
\$2,037,249 new debt (Booker Dairy Road)  
\$388,179 retired debt (Principal)

---

---

---

---

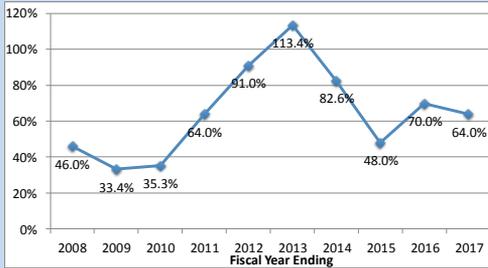
---

---

---

---

## Water/Sewer Fund –Fund Balance As A Percentage of W/S Fund Expenditures




---

---

---

---

---

---

---

---

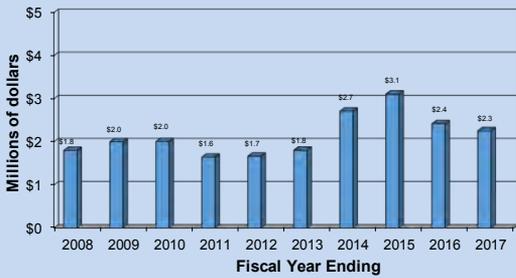
---

---

---

---

## Sewer Treatment Cost




---

---

---

---

---

---

---

---

---

---

---

---

## Electric Enterprise Fund

Total Revenues = **\$17.253 million**  
(down \$824,169 from FY16)

Total Expenditures = **\$15.376 million**  
(down \$58,578 from FY16)

- Unrestricted cash and investments of \$8.723 million (up \$439,221 from FY16)
- Restricted cash and investments of \$560,187
- Current liabilities of \$2,142,732

---

---

---

---

---

---

---

---

---

---

---

---

### Electric Fund transfers

- Revenues exceed expenditures by \$1,876,742
- Transferred to general fund = 86,214( \$86,214 for payment in lieu)

---

---

---

---

---

---

---

---

### Electric Debt Position

2017 Outstanding Electric Fund Debt = **\$3,189,213** as of June 30, 2017

Net decrease in debt of \$243,751  
\$0 new debt  
\$243,751 retired debt

---

---

---

---

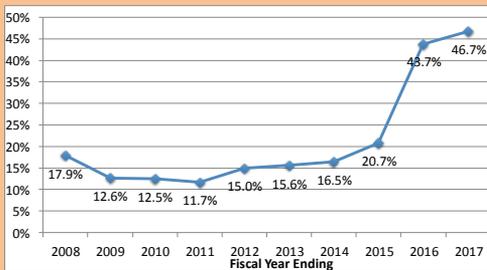
---

---

---

---

### Electric Fund –Fund Balance As A Percentage of Electric Fund Expenditures



---

---

---

---

---

---

---

---

### Single Audit And Grants

- Federal Expenditures were \$214,703. The majority were FEMA Reimbursements
- State Expenditures were \$849,635
- Single Audit covers both Financial and Program Compliance
- No Questioned Costs

---

---

---

---

---

---

---

---

### Audit Results

- Successful Audit Process – Used Unmodified Audit Opinion
- Auditors Performed Internal Control Tests–Material Weaknesses Found, but no Significant Deficiencies
- Overall Sound Financial Policies and Procedures
- GOOD or CLEAN Audit Opinion
- Findings, Recommendations And Responses.

---

---

---

---

---

---

---

---

### Future Financial Considerations

- Continued Smart Meter Conversions in both the Electric and Water Fund – 300-500k annually for FY18-21.
- Continued work on the Infiltration and Inflow problems in the sewer system to reduce our Treatment cost to the County. \$110k budgeted annually. Goal: reduce sewer treatment cost in FY 2018-2019 and future years.
- Town-wide Voltage Conversion – \$300k annually FY18-22
- Water Plant Expansion – To meet the increasing demand from County and anticipated growth 7- 8 Million
- Million Gallon Water Tank Replacement – \$900K over 2 years
- 500,000 Gallon Elevated Tank and System Improvements On South End - \$3 Million over 5 years

---

---

---

---

---

---

---

---

FY17 Audit Process Complete

---

---

---

---

---

---

---

---



## Presentation of Audit Results

Fiscal Year Ended  
June 30, 2017



Alan W. Thompson, CPA  
1626 S Madison Street  
PO Box 398  
Whiteville, NC 28472  
910.642.2109 phone  
910.642.5958 fax  
[www.tpsacpas.com](http://www.tpsacpas.com)

# TOWN OF SMITHFIELD

## Presentation Agenda

	<u>PAGE(s)</u>
I. GENERAL COMMENTS	
II. REQUIRED COMMUNICATIONS SAS 114	1-3
III. AUDIT RESULTS	4-10
IV. QUESTIONS AND COMMENTS	
V. CLOSE	



*Thompson, Price, Scott, Adams & Co, P.A.*

P.O. Box 398

1626 S Madison Street

Whiteville, NC 28472

Telephone (910) 642-2109

Fax (910) 642-5958

Alan W. Thompson, CPA

R. Bryon Scott, CPA

Gregory S. Adams, CPA

January 10, 2018

To the Town of Smithfield  
Smithfield, North Carolina

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Smithfield for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Uniform Guidance (if applicable), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 15, 2017. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Smithfield are described in Note 1 to the financial statements. We noted no transactions entered into by the Town of Smithfield during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimate(s) or assumptions noted during the audit.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. There are no such disclosures identified.

The financial statement disclosures are neutral, consistent, and clear.

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Some of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 10, 2018.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Auditing Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Smithfield's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We feel that the following items should be addressed to the board:

- The balance sheet needs to be reviewed each month, and the finance staff should ascertain that all accounts that should clear out have been appropriately reflected (in particular, payroll accounts, customer deposits, refunds payable, etc).
- The Town needs to review its aged accounts receivable balances to determine those accounts deemed uncollectible. Collection procedures should be reviewed to assure that every effort is made to collect overdue balances. In addition, these balances should be adjusted to the subsidiary ledger; otherwise, revenues reflected on the budget statements may be incorrect.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Town Commissioners and management of the Town of Smithfield and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

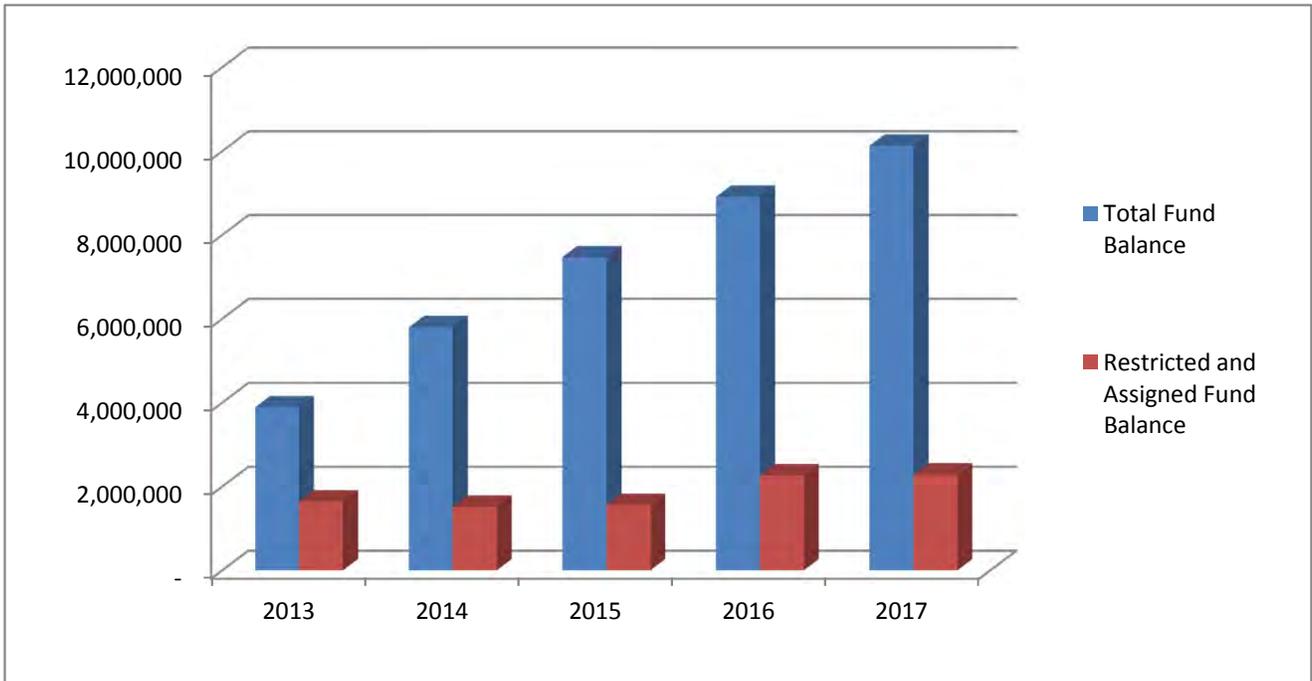
*Thompson, Price, Scott, Adams & Co., P.A.*

Thompson, Price, Scott, Adams & Co, P.A.

<b>TOWN OF SMITHFIELD</b>					
FINANCIAL INFORMATION FOR 5 YEARS					
	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Total Fund Balance - General Fund	10,130,869	8,913,863	7,475,665	5,797,039	3,891,791
Unavailable Fund Balance (Reserve for State Statute, Prepaid))	1,971,507	1,506,702	1,401,994	1,287,120	1,331,850
Restricted and Assigned Fund Balance	2,282,734	2,269,605	1,559,630	1,522,928	1,648,203
General Fund Expenditures (including transfers out)	12,512,751	11,972,964	11,343,664	10,942,231	11,300,338
Fund Balance Available as % of General Fund Expenditures	15.76%	12.58%	12.36%	11.76%	11.79%
Unassigned Fund Balance (Previously Unreserved and Undesignated Fund Balance)	7,848,135	6,644,258	5,916,035	4,274,771	2,243,588
Unassigned Fund Balance as % of General Fund Expenditures	62.72%	55.49%	52.15%	39.07%	19.85%
Revenues over (under) expenditures before contributions and transfers					
General Fund	1,888,598	1,029,493	1,528,708	1,727,780	1,293,223
Electric Fund	1,817,046	2,544,583	978,892	390,473	(646,512)
Water & Sewer Fund	1,233,693	(219,557)	(1,278,646)	(169,256)	1,025,833
Cash vs. Accumulated Depreciation - Water & Sewer Fund					
Total Fixed Assets	43,768,313	17,227,066	15,248,885	15,243,737	14,983,145
Accumulated Depreciation	10,350,317	9,782,471	6,346,321	8,785,234	8,380,523
Cash	6,629,940	5,592,664	3,840,991	4,993,742	5,303,126
Cash vs. Fund Balance					
Cash - General	8,604,897	7,900,709	6,639,944	4,956,408	2,939,727
Cash - Electric Fund	9,282,831	8,816,664	6,177,833	5,356,227	5,190,130
Cash - Water & Sewer Fund	6,629,940	5,592,664	3,840,991	4,993,742	5,303,126
Cash - Other Governmental	7,514	569,287	90,242	405,061	3,023,131
Fund Balance - General	10,130,869	8,913,863	7,475,665	5,797,039	3,891,791
Fund Balance - Electric Fund	15,850,535	14,924,575	12,379,992	11,514,023	11,123,550
Fund Balance - Water & Sewer Fund	10,845,401	9,583,897	9,803,454	11,204,437	11,373,693
Fund Balance - Other Governmental Funds	(683,769)	43,244	(446,411)	(114,171)	2,509,744
Property Tax Rates	0.57	0.57	0.57	0.57	0.57
Collection Percentages	99.89%	99.85%	99.73%	99.38%	99.00%
Collection Percentages (excluding Motor Vehicle)	99.88%	99.83%	99.71%	99.55%	99.65%
Total Property Valuation	1,081,032,456	1,070,620,137	1,070,002,580	1,012,741,549	1,024,491,550
Total Levy Amount	6,161,885	6,102,448	6,098,928	5,772,630	5,839,605
Breakdown of General Fund Revenues					
Ad Valorem Taxes	6,232,366	6,171,250	6,194,624	6,201,597	5,835,498
Other Taxes, License & Permits	298,455	258,171	253,750	318,690	283,006
Intergovernment Revenue	4,210,875	3,845,966	3,748,811	3,413,450	3,314,059
Sales and Services	2,681,040	2,600,634	2,516,261	2,538,634	2,792,478
Investment Earnings	13,628	9,955	4,752	1,511	4,108
Miscellaneous	126,761	116,481	154,174	196,129	364,412
Total	13,563,125	13,002,457	12,872,372	12,670,011	12,593,561
Breakdown of General Fund Expenditures					
General Government	1,552,265	1,397,652	1,337,361	1,070,208	1,336,975
Public Safety	4,754,200	4,378,854	4,543,545	4,326,485	4,487,769
Street and Public Works	1,381,381	1,388,761	1,377,268	1,333,246	1,067,039
Sanitation	997,160	1,000,433	961,077	992,136	1,011,286
Cultural & Recreational	1,754,115	1,660,323	1,652,845	1,685,257	1,648,251
Debt Service	1,235,406	1,985,821	1,212,677	1,511,857	1,675,112
Capital Outlay	-	161,120	258,891	23,042	73,906
Total	11,674,527	11,972,964	11,343,664	10,942,231	11,300,338

## TOWN OF SMITHFIELD

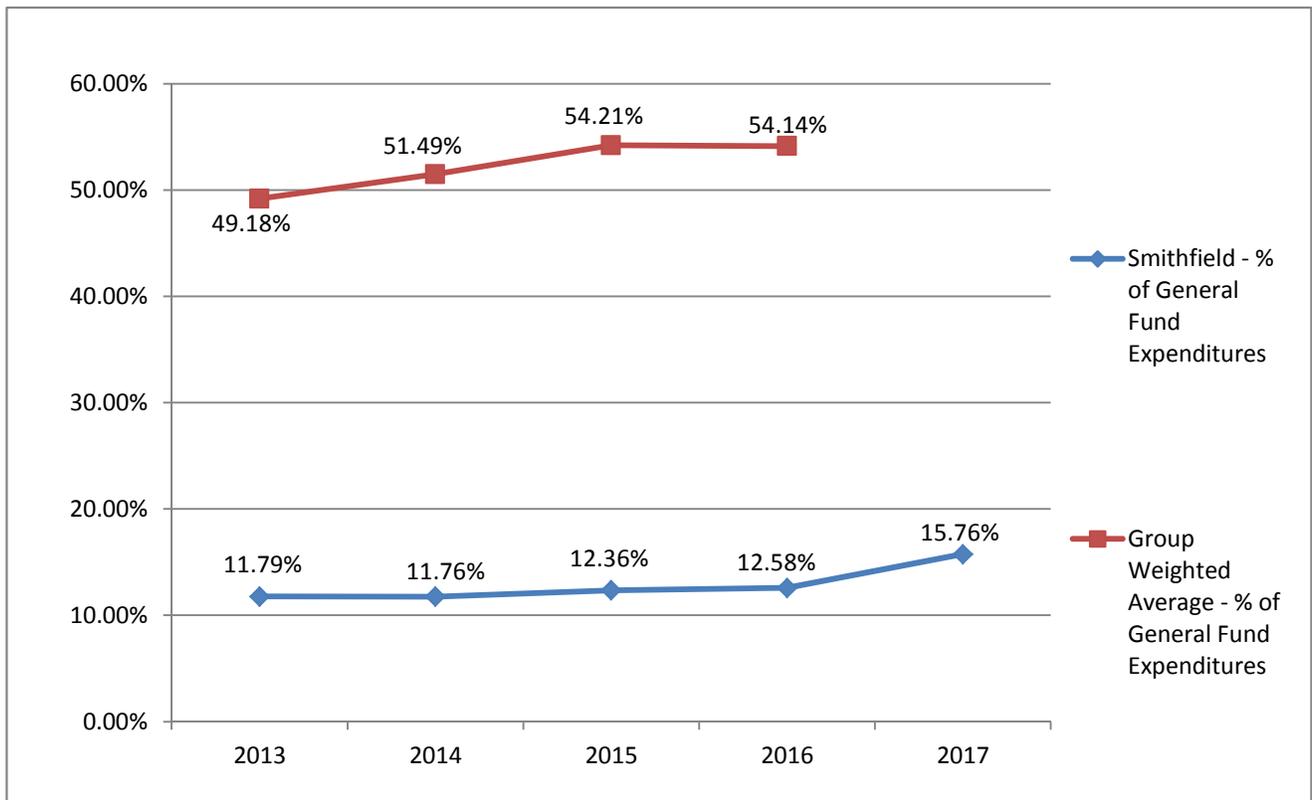
### Analysis of Fund Balance



## TOWN OF SMITHFIELD

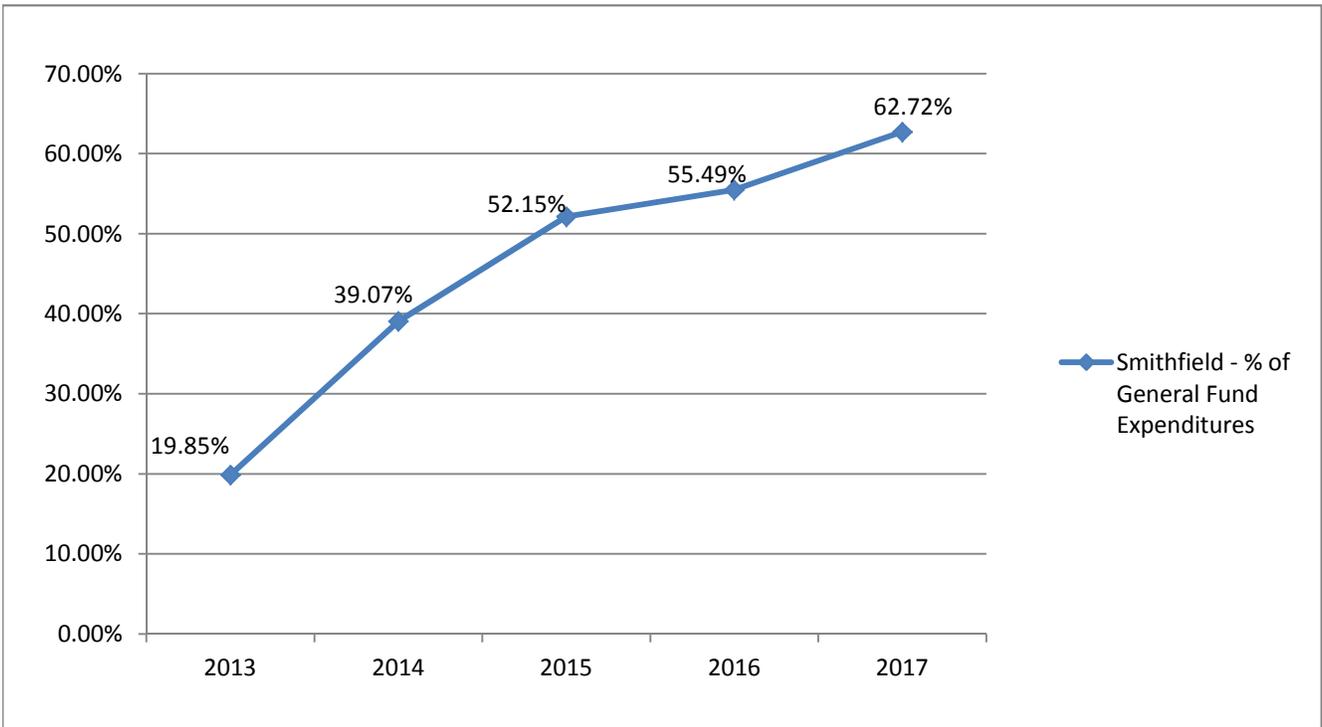
### Analysis of Fund Balance Available

(Note - 2017 Group Weighted Average Not Available at Date of Presentation)



## TOWN OF SMITHFIELD

**Analysis of Unassigned Fund Balance as a % of General Fund Expenditures**



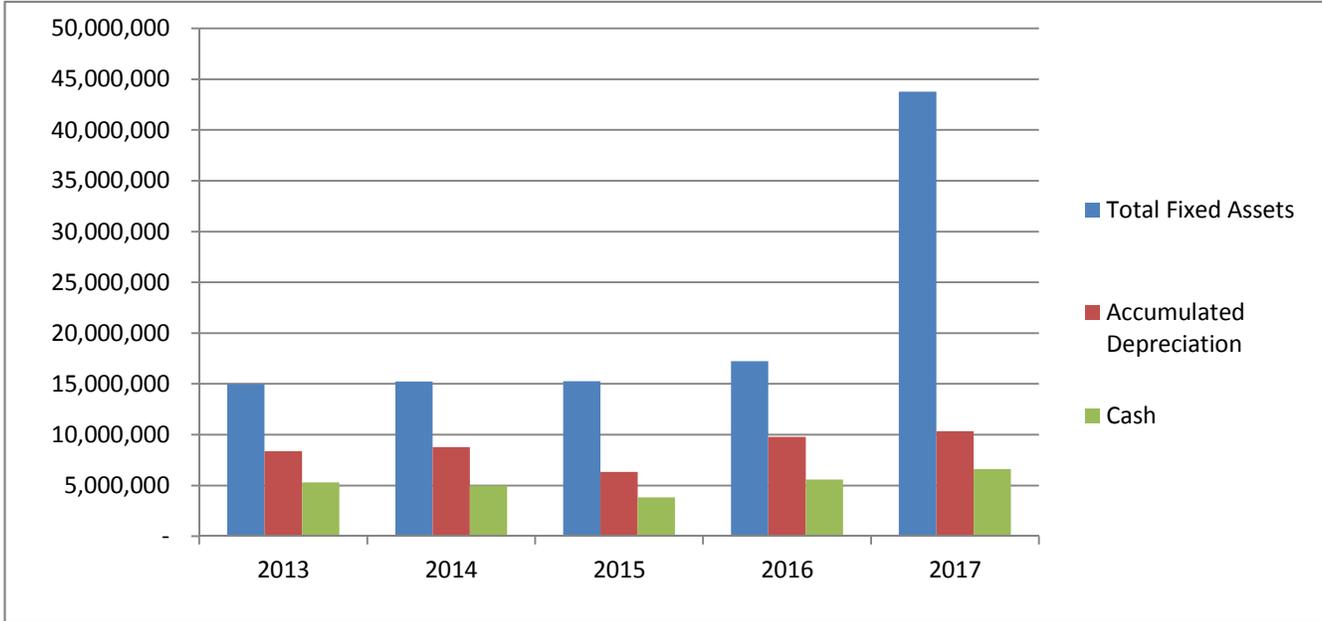
## TOWN OF SMITHFIELD

**Analysis of Revenues Over (Under) Expenditures before Transfers and Contributions**



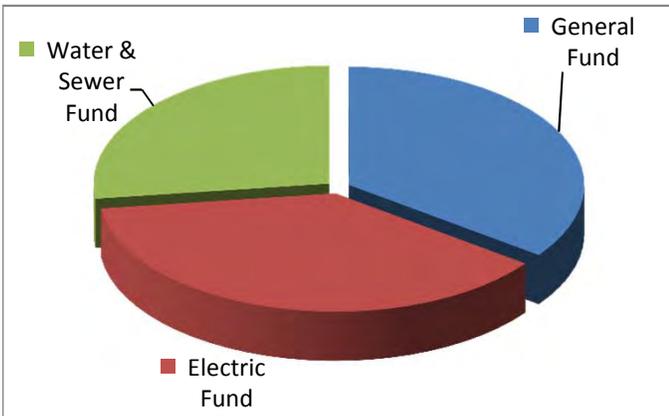
**TOWN OF SMITHFIELD**  
**Cash vs. Accumulated Depreciation**  
**(Funded Depreciation)**

**Water & Sewer Fund**

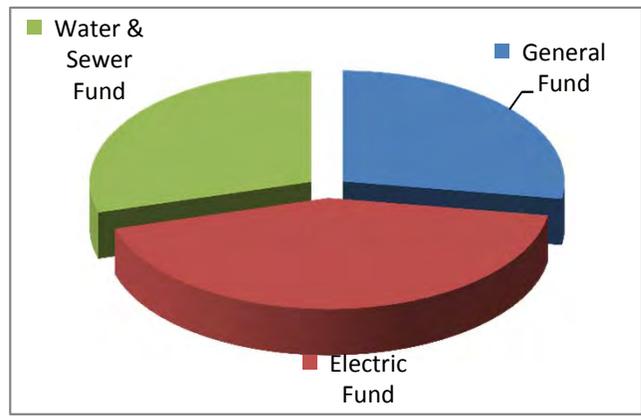


**TOWN OF SMITHFIELD**  
**Analysis of Cash and Fund Balances**  
**at June 30, 2017**

**CASH BALANCES**



**FUND BALANCES**

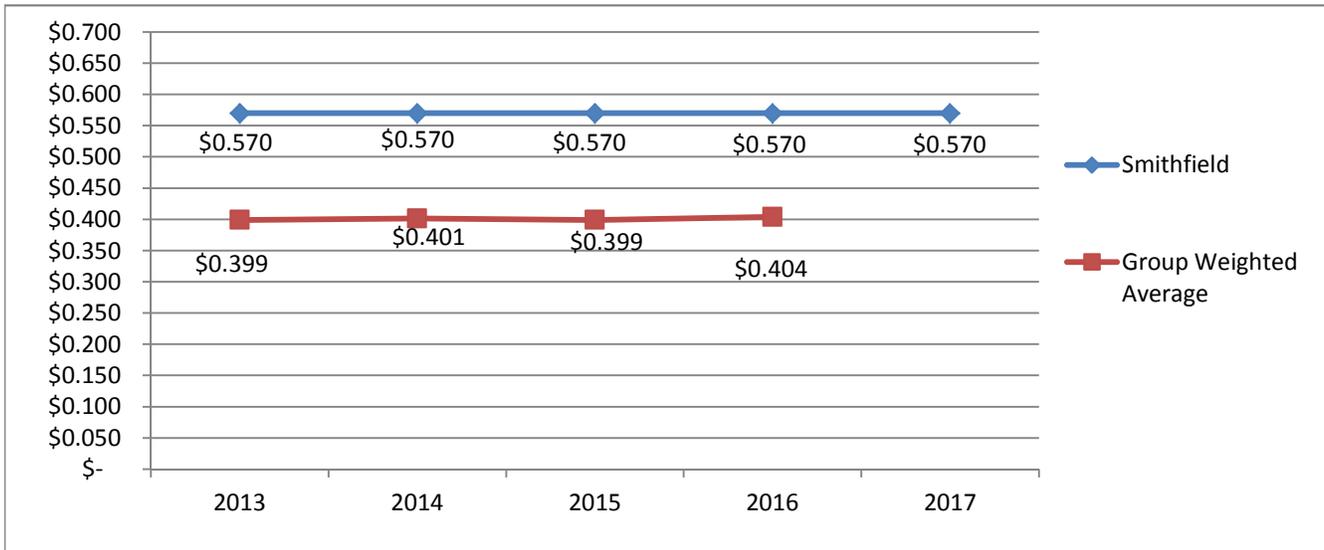


	2017	
	<u>Cash Balances</u>	<u>Fund Balances</u>
General Fund	\$ 8,604,897	\$ 10,130,869
Electric Fund	9,282,831	15,850,535
Water and Sewer Fund	6,629,940	10,845,401
<b>Total</b>	<b>\$ 24,517,668</b>	<b>\$ 36,826,805</b>

## TOWN OF SMITHFIELD

### Property Tax Rates

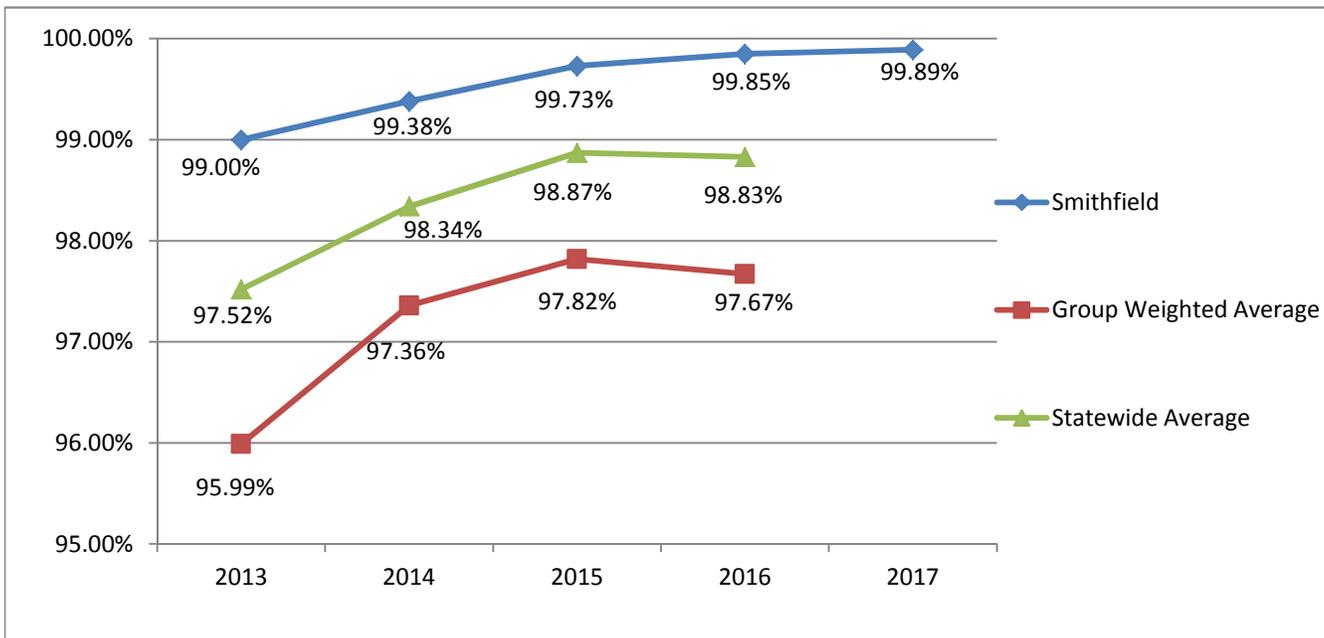
(Note - 2017 Group Weighted Average Not Available at Date of Presentation)



## TOWN OF SMITHFIELD

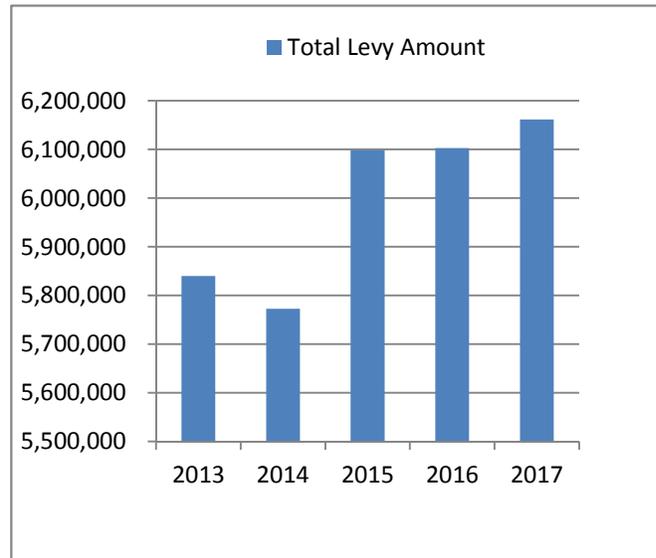
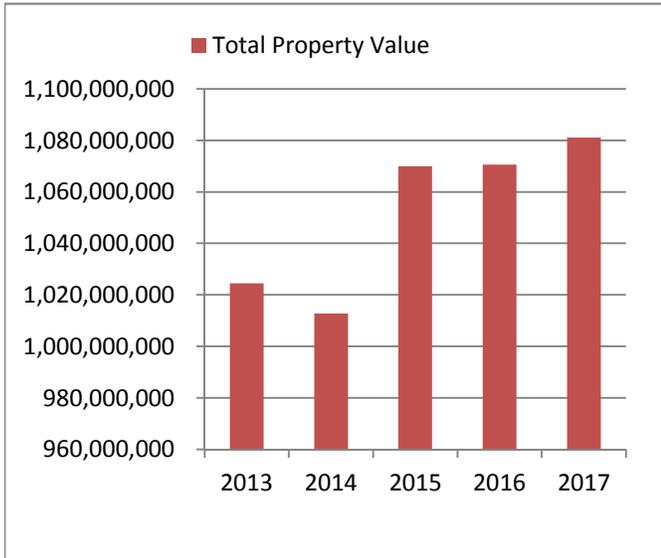
### Collection Percentages

(Note - 2017 Group/Statewide Weighted Average Not Available at Date of Presentation)



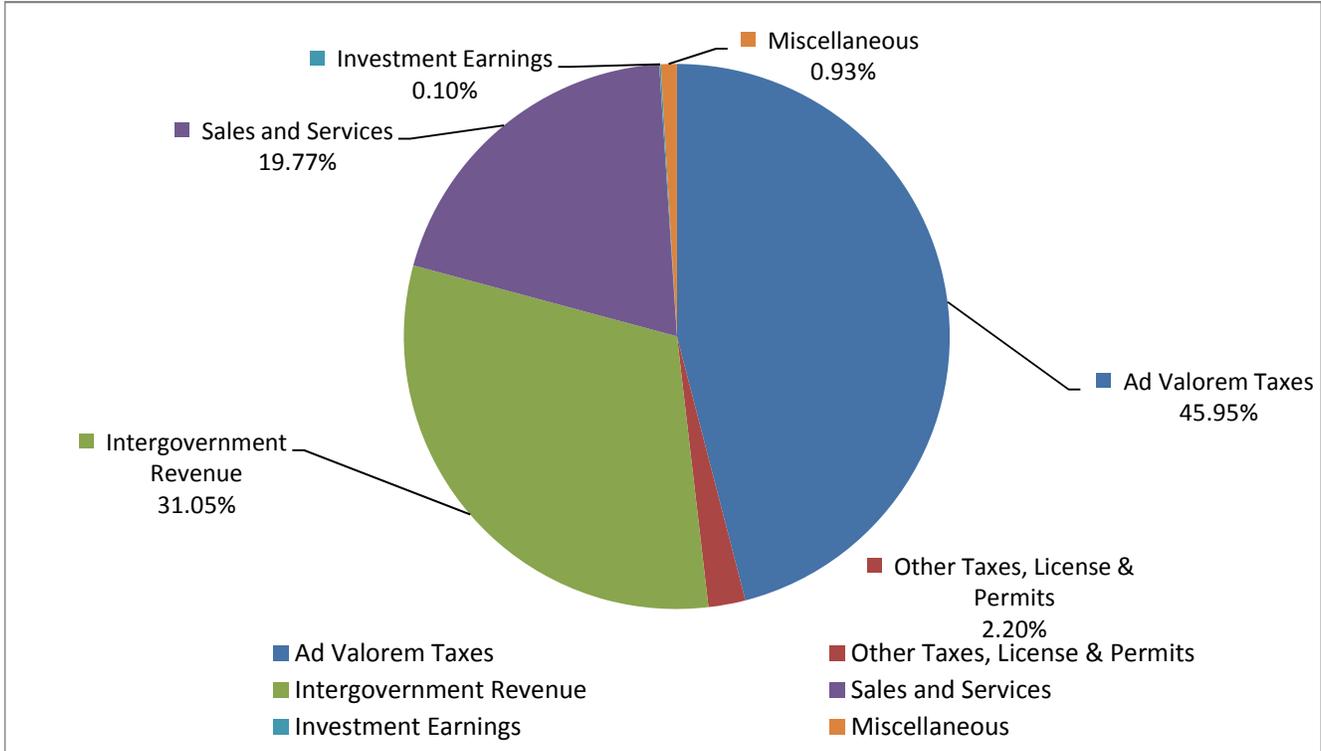
## TOWN OF SMITHFIELD

### Property Valuation and Levy Amount

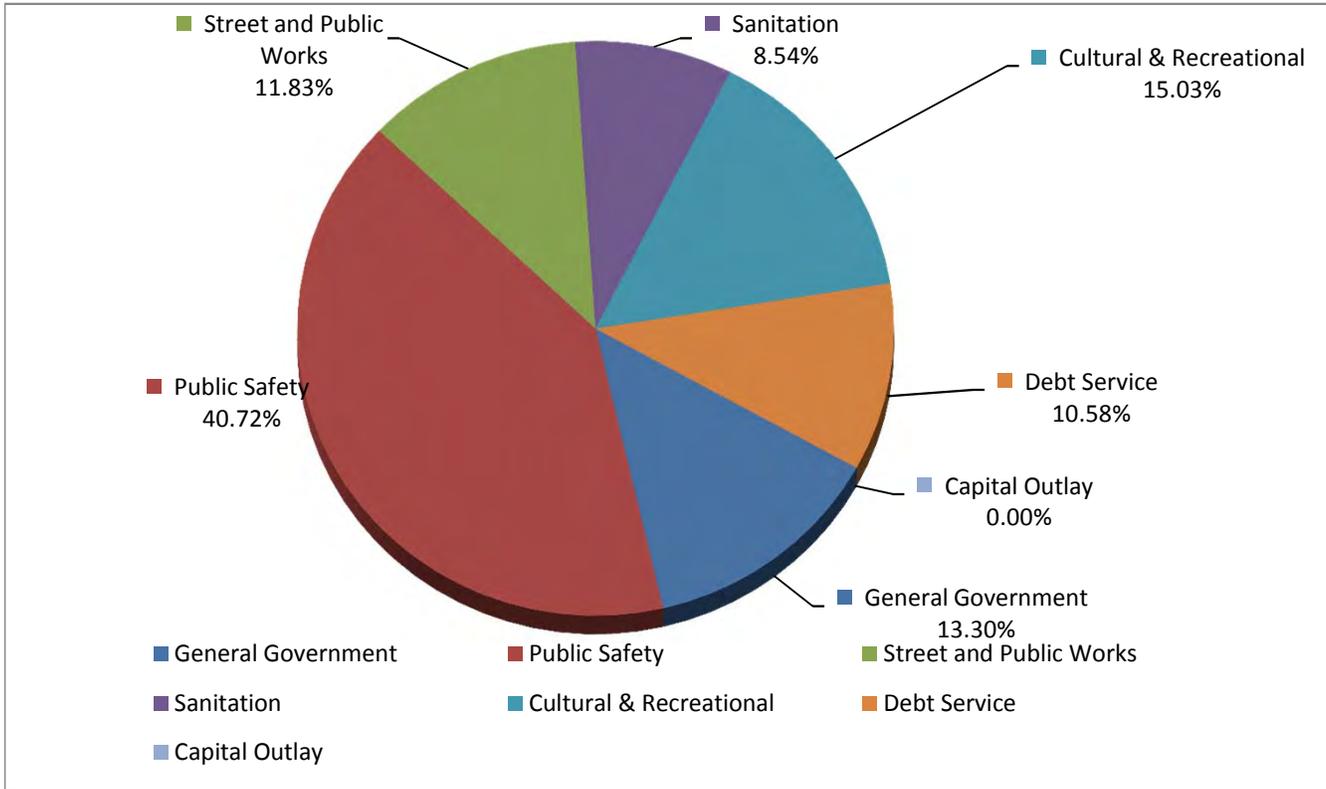


## TOWN OF SMITHFIELD

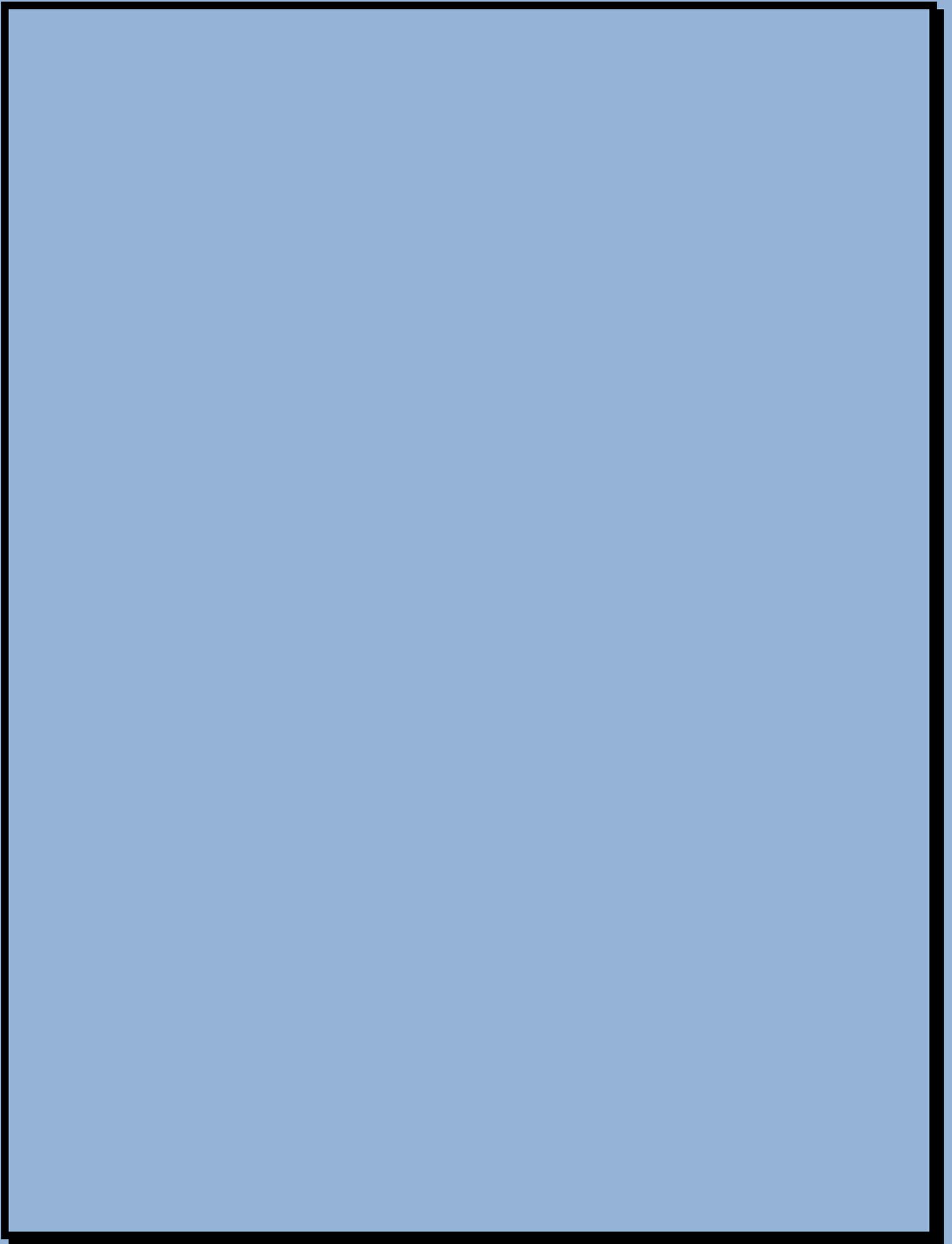
### Break Down of General Fund Revenue FYE June 30, 2017



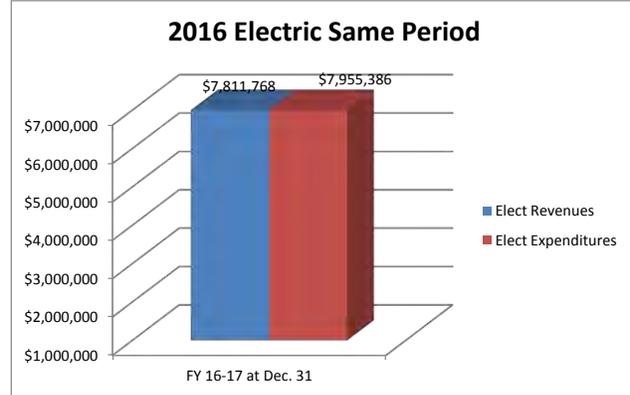
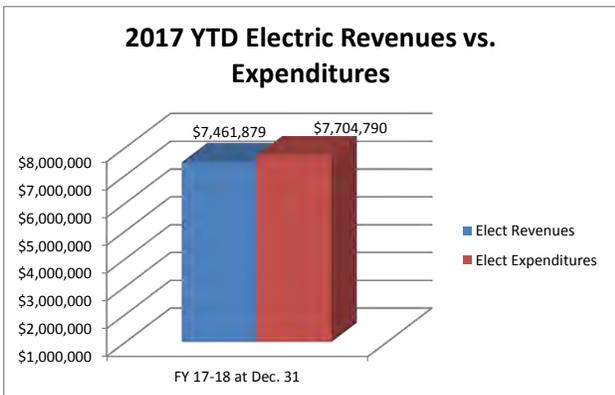
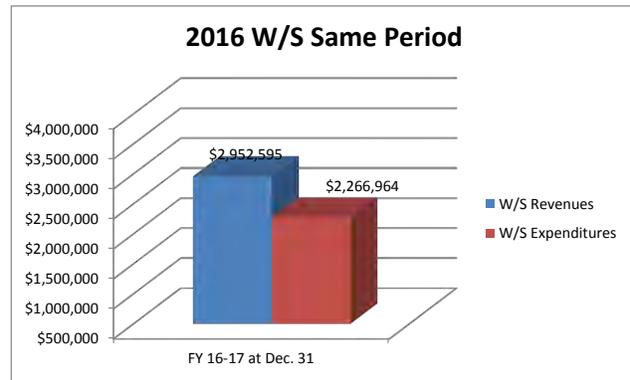
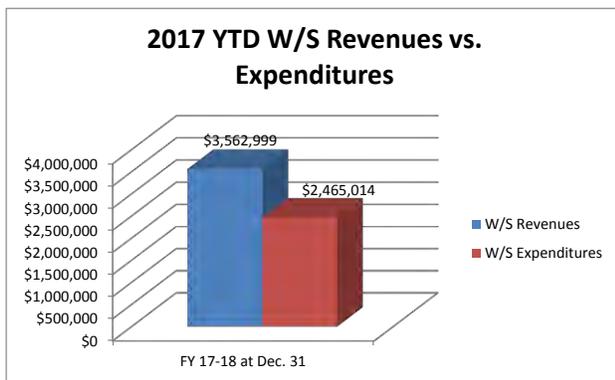
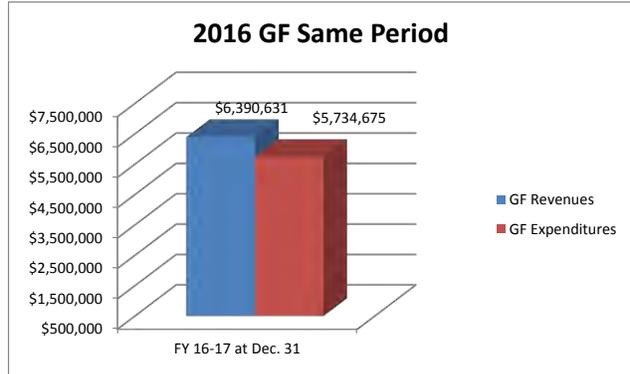
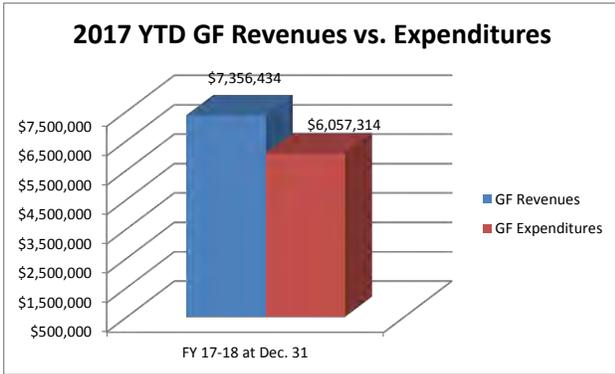
**TOWN OF SMITHFIELD**  
**Break Down of General Fund Expenditures**  
**FYE June 30, 2017**



# Financial Report



## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD  
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

**December, 2017**

**Gauge: 6/12 or 50 Percent**

**50.00%**

**GENERAL FUND**

	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '16-17	FY '17-18	FY '17-18	Collected
<b>Revenues</b>					
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,559,000	\$ 3,291,043	59.20%
Motor Vehicle Taxes	Monthly	-	500,000	274,756	54.95%
Utility Franchise Taxes	Quarterly	-	975,000	486,787	49.93%
Local Option Sales Taxes	Monthly	-	2,065,019	827,619	40.08%
Aquatic and Other Recreation	Monthly	-	765,100	378,361	49.45%
Sanitation	Monthly	-	1,305,500	577,445	44.23%
All Other Revenues		-	1,569,871	1,520,423	96.85%
Loan Proceeds		-	25,400	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	238,083	-	0.00%
Total		\$ -	\$ 13,264,587	\$ 7,356,434	55.46%

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
<b>Expenditures</b>				
General Gov.-Governing Body	\$ -	\$ 382,278	\$ 193,649	50.66%
Non Departmental	-	856,674	405,153	47.29%
Debt Service	-	1,342,760	744,251	55.43%
Finance	-	143,501	48,294	33.65%
Planning	-	453,138	146,776	32.39%
Police	-	3,745,925	1,724,585	46.04%
Fire	-	1,651,559	919,605	55.68%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	638,764	222,402	34.82%
Streets	-	570,388	215,612	37.80%
Motor Pool/Garage	-	91,391	36,363	39.79%
Powell Bill	-	322,725	20,405	6.32%
Sanitation	-	1,097,678	526,710	47.98%
Parks and Rec	-	927,002	392,674	42.36%
SRAC	-	932,329	460,831	49.43%
Contingency	-	108,475	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,264,587	\$ 6,057,310	45.67%

YTD Fund Balance Increase (Decrease)

-

-

50.00%

**WATER AND SEWER FUND**

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Water Charges	\$ -	\$ 2,560,000	\$ 1,126,490	44.00%
Water Sales (Wholesale)	-	\$ 955,000	\$ 571,530	59.85%
Sewer Charges	-	3,350,000	1,590,660	47.48%
Tap Fees	-	15,500	7,975	51.45%
All Other Revenues	-	121,000	266,344	220.12%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	99,017	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 3,562,999	50.18%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Water Plant (Less Transfers)	\$ -	\$ 1,751,006	\$ 795,703	45.44%
Water Distribution/Sewer Coll (Less Transfers)	-	3,906,658	1,320,998	33.81%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	585,000	-	0.00%
Debt Service	-	717,038	348,312	48.58%
Contingency	-	140,815	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 2,465,013	34.72%

**ELECTRIC FUND**

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Electric Sales	\$ -	\$ 16,400,000	\$ 7,228,715	44.08%
Penalties	-	315,000	200,053	63.51%
All Other Revenues	-	46,000	33,111	71.98%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	111,566	-	
Total	\$ -	\$ 16,872,566	\$ 7,461,879	44.22%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Administration/Operations	\$ -	\$ 2,048,433	\$ 983,299	48.00%
Purchased Power - Non Demand	-	12,800,000	2,945,228	23.01%
Purchased Power - Demand	-	-	2,841,752	#DIV/0!
Purchased Power - Debt	-	-	578,088	#DIV/0!
Debt Service	-	359,972	351,278	97.58%
Capital Outlay	-	103,672	5,154	
Contingency	-	609,275	-	

Transfers to Electric Capital Proj Fund	750,000	-		
Transfer to Electric Capital Reserve	115,000	-		
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 16,872,566	\$ 7,704,799	45.66%

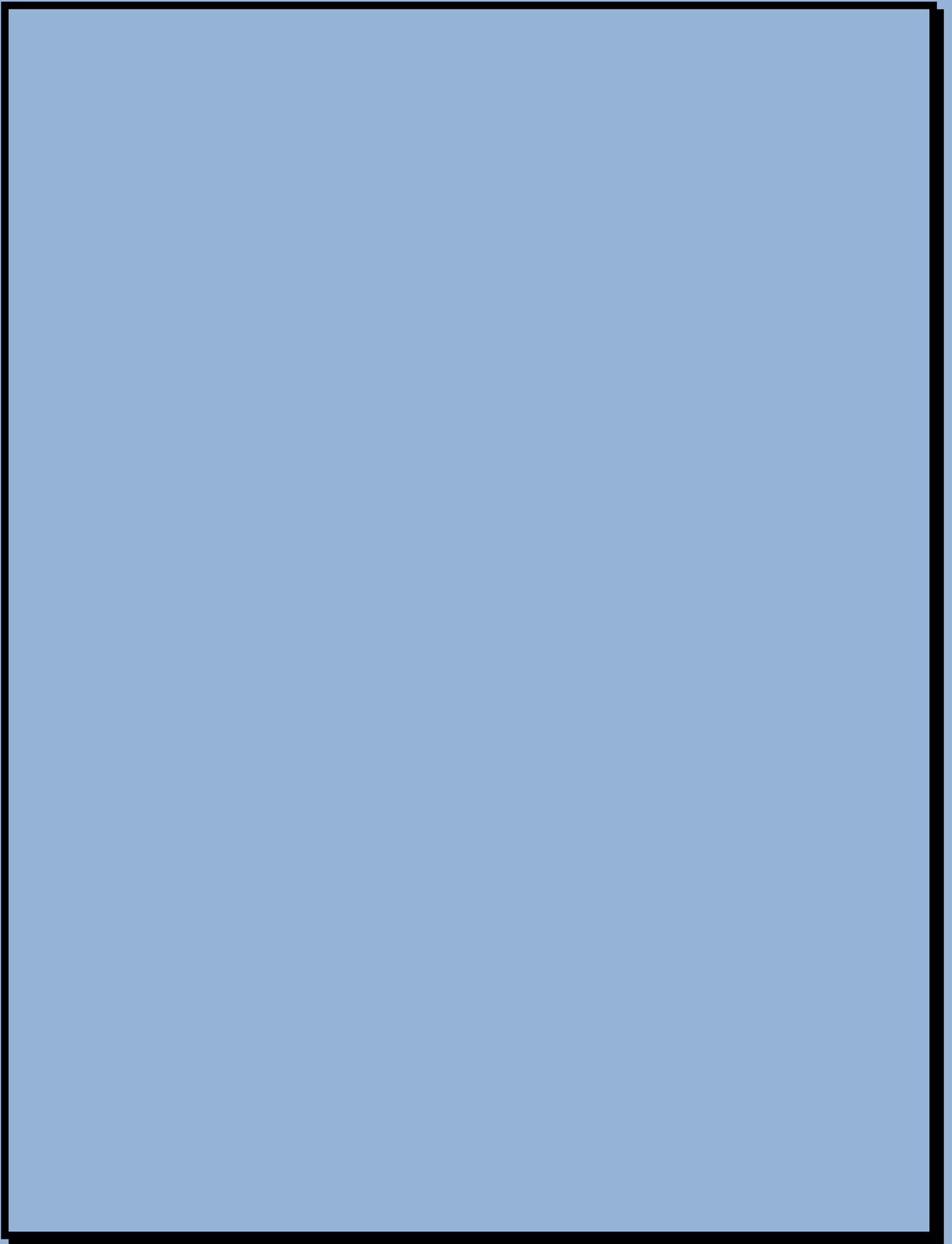
**CASH AND INVESTMENTS**

General Fund (Includes P. Bill)	10,400,949			
Water and Sewer Fund	5,798,003			Interest Rate
Electric Fund*	9,638,785			
Booker Dairy Road Fund (44)	(150,731)			
Capital Project Fund: Wtr/Sewer (45)	122,265	1st CITIZENS	18,554,217	0.20%
Capital Project Fund: General (46)	(569,870)	NCCMT	2,274,382	0.500%
Capital Project Fund: Electric (47)	259,278	STIFEL	-	Market
Firemen Relief Fund (50)	153,551	KS BANK	3,740,274	.2, .65, &.7
Fire District Fund (51)	76,187	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	130,591	PNC BANK	-	0.00%
Total	\$25,859,008		\$ 25,859,008	

\*Plug

**Account Balances Confirmed By Finance Director on 1/23/2018**

# Department Reports





# Staff Report

**Economic  
Development  
Update**

**Date of Meeting: February 06, 2018**

**Date Prepared: January 29, 2018**

**Staff Work By: Tim Kerigan, Economic Development Liaison**

## **Update**

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.

Please see the attached most recent Implementation Activities and Progress Matrix.

Going further, at the request of Council, staff will provide similar monthly summary and matrix updates.

## **Action Requested**

No action requested.

## Smithfield Economic Development Implementation Activities DEC 2017/JAN 2018

1. Received Smart Cities Grant Award check of \$4,000 from ElectriCities. The stated purpose of the funds is the design and production of marketing materials for multiple areas of the Town including existing industry retention and expansion, new business recruitment, and the attraction of young professionals to make Smithfield their home, etc. The grant requires a one-to-one match.
2. Identified marketing/advertising companies with experience in developing materials and campaigns focused on economic development. An RFP is begin developed to begin the process of selecting a company to assist in the development of marketing materials supported by the ElectriCities grant.
3. Reviewed information on incentives to promote residential revitalization and development. It was determined that, incentives as they are applied to industrial projects are not allowed to support residential expansions. However, there may be other methods to achieve the same goal and a conference call is being arranged with the town and Ernie Pearson to discuss ideas on this matter.
4. Met with Chris Johnson to finalize plans for the certification of an industrial park. Data gathering on the properties is expected to commence in early February.
5. Reviewed the Economic Development Program Plan of Work and reprioritized the items for the year. A calendar will be developed focused on the new priorities.

## SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-29JAN18

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program						
		Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
			Commercial Realtors		Maintaining on-going contact with realtors.	
			SEDAC		Maintaining on-going contact with SEDAC.	Made an update presentation of economic development activities to the SEDAC at their November meeting.
			East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
			Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support						
	Reestablish the Existing Industry Outreach Program					Reprioritization of Plan of Work will put a focus on Existing Business and Industry Support
		Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Developing an introductory letter to be mailed by January 2017			First batch of letters mailed 19JAN17.	
		Schedule visitations			Visitations have begun and will be on-going.	
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment						
	Attract new business investment and jobs	Identify needs of major companies in the County that Smithfield can capitalize on	JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	
					Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment	A committee has been formed and will meet in January to discuss strategies and steps forward.
Town Image/Gateways						
	Gateways					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	
			East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
			Business Community			
	Conduct a Visioning/Branding process					
			ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Met with Brenda Daniels to discuss the status of the Plan. A meeting with her and the VP of Communications to discuss the status of the Strategic Communications Plan and next steps, originally scheduled for December, rescheduled for January.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
<b>Product Development</b>						
	<b>Industrial Sites and Buildings</b>	Increase the Town's product inventory	County and SEDAC		Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	<b>Met with Chris Johnson to discuss the certification of the industrial properties. It is anticipated that the data gathering on the site for certification purposes will commence in February.</b>

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.	Efforts continue to contact and engage landowners of remaining key parcels.
Downtown Redevelopment						
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	
Internal/External Marketing						
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The ElectriCities Smart Communities Grant Award has been received. Advertising/Marketing companies with ED experience have been identified and an RFP is being developed to move the project forward.
Johnston Community College						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Identify JCC needs that can be translated into economic development activities	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	Follow-up with the college in regards to the building will be in February.
Incentives						
		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future projects	A conference call with Ernie Pearson, an attorney and SHEDC partner with extensive experiences in incentives was held to discuss practices and procedures.
Retirement Development						
		Determine interest in advancing this initiative				
Residential Development						
		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					The OTH was adopted by a graduate class of the UNC School of City and Regional Planning.	A conference call with Ernie Pearson and the town team is being scheduled to discuss the various ways that residential renovation/revitalization/development might be encouraged.
Retail Development						
		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	
Public Education						Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support



**FINANCE DEPARTMENTAL REPORT FOR DECEMBER, 2017**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other .....	\$3,650,904
Franchise Tax.....	288,690
Sales & Use Tax.....	202,907
Powel Bill.....	<u>161,572</u>
<b>Total Revenue</b>	<b>\$4,304,073</b>

Expenditures: General, Water, Electric and Firemen’s Fund..... \$2,956,640

**FINANCE:**

- Compiled and submitted monthly retirement report on 12/29/2017
- Issued 43 purchase orders
- Processed 667 vendor invoices for payment and issued 399 accounts payable checks
- Prepared and processed 3 regular payrolls. Remitted federal and state payroll taxes on 12/1/2017, 12/15/2017 and 12/29/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,026
- Processed 14 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,895 (EMS = \$10,424; SRAC = \$5,243; Utility= \$16,864; and Other = \$364).
- Invoiced three (3) grave openings for a total of \$2,100
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security
- Paid \$0 to First Citizens Bank for bank fees in December
- Paid \$1,816 to PNC Bank for credit/debit card fees
- Payroll Technician participated in W2 Training webinar on 12/1/2017

**FINANCE DIRECTOR**

- Attended Town Council Meeting on December 4, 2017
- Held Staff meeting on December 28, 2017 to review and discuss the utility transition to Tyler, transferred accounts, and crediting new accounts with zero usage on the 1<sup>st</sup> bill
- Jay Godwin, Elaine Andrews, Audrey Mitchell, Melissa Wilder and Greg Siler participated in Tyler system client data review Dec. 11-15, 2017
- Met with Tyler on Dec. 19, 2017 to resolve check clearing and bank reconciliation issues.
- Participated in transition status call on Dec. 20 and Dec. 28, 2017
- Converted, reentered, proofed and updated the month of December cash receipts for entry to our new Tyler Record Management System



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**BOARD ACTIONS REPORT - 2017**

	December	Calendar Year to date
<b>Town Council</b>		
Rezoning	1	4
Conditional Use / Special Use	0	11
Ordinance Amendment	0	4
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	12
Site Plan	1	3

<b>Planning Board</b>		
Rezoning		5
Condition Use	0	8
Ordinance Amendment	1	4
Subdivisions	0	0
Annexations	0	0
Major Site Plan		2

<b>Board of Adjustment</b>		
Variance	0	1
Admin Appeal	0	0

<b>Historic Properties Commission</b>		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



**Town of Smithfield**  
**Planning Department**  
**350 E. Market St Smithfield, NC 27577**  
**P.O. Box 761, Smithfield, NC 27577**  
**Phone: 919-934-2116**  
**Fax: 919-934-1134**

**Permit Issued for Decmeber 2017**

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	\$50.00	2
Zoning	Land Use	\$150.00	2
Zoning	Sign	\$250.00	5
Report Period Total:		\$450.00	9
Fiscal YTD Total:		\$8,375.00	124

Z17-000234	Zoning	Sign	EmergeOrtho	540 North Street
Z17-000225	Zoning	Land Use	Jymco Development Smithfield-Selma Chamber of Commerce	115 Ray Drive
Z17-000235	Zoning	Sign		1115 Outlet Center Drive
Z17-000236	Zoning	Sign	McDonald's	884 West Market Street
Z17-000237	Zoning	Sign	Jackson Hewitt Tax Service	823 North Brightleaf Boulevard
SP17-000049	Site Plan	Minor Site Plan	Single Family Dwelling	111 Cypress Point
SP17-000050	Site Plan	Minor Site Plan	Handicap Ramp	107 South SEVENTH Street
Z17-000238	Zoning	Sign	North Carolina Surgery	131 East Market Street
Z17-000239	Zoning	Land Use	Lions Den Tax Service	839 South Brightleaf Boulevard



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING December 31, 2017**

**I. STATISTICAL SECTION**

Month Ending Dec. 31, 2017	Dec-17	Dec-16	Total 2017	Total 2016	YTD Difference
Calls For Service	1877	1867	22887	20718	2169
Incident Reports Completed	140	171	1848	2175	-327
Cases Closed	105	124	1286	1685	-399
Accident Reports	94	74	896	879	17
Arrest Reports	134	150	1402	1606	-204
Burglaries Reported	6	5	111	144	-33
Drug Charges	39	37	364	458	-94
DWI Charges	12	7	110	105	5
Citations Issued	205	274	2269	2460	-191
Speeding	32	57	514	484	30
No Operator License	33	66	503	529	-26
Registration Violations	30	23	333	186	147

**II. PERSONNEL UPDATE**

The police department currently has two officers in field training. Two officers are currently awaiting the results of the Basic Law Enforcement exam. Kathy Russell retired on December 29, 2017 and her position has been filled by Crystal Hodge.

**III. MISCELLANEOUS**

The police department provided security for the Christmas Tree Lighting and the Town's Annual Christmas Parade. Both events were well attended , with no major issues. We assisted with the Grinch Run which collected toys for needed children. Several from the department helped Generosity Feeds prepare over 10,000 meals for children during the Christmas break from School. Officer Denoble also showed the Polar Express at the Sarah Yard Community Center and it was well attended.

## REPORTED UCR OFFENSES FOR THE MONTH OF DECEMBER 2017

PART I CRIMES	December	December	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	0	0	0	N.C.	1	0	-1	-100%
RAPE	0	1	1	N.C.	4	6	2	50%
ROBBERY	3	2	-1	-33%	16	22	6	38%
Commercial	1	1	0	0%	5	5	0	0%
Individual	2	1	-1	-50%	11	17	6	55%
ASSAULT	1	15	14	1400%	52	51	-1	-2%
* VIOLENT *	4	18	14	350%	73	79	6	8%
BURGLARY	4	6	2	50%	138	107	-31	-22%
Residential	3	6	3	100%	74	69	-5	-7%
Non-Resident.	0	0	0	N.C.	23	11	-12	-52%
Commercial	1	0	-1	-100%	41	27	-14	-34%
LARCENY	54	41	-13	-24%	603	495	-108	-18%
AUTO THEFT	2	1	-1	-50%	25	13	-12	-48%
ARSON	0	0	0	N.C.	4	1	-3	-75%
* PROPERTY *	60	48	-12	-20%	770	616	-154	-20%
PART I TOTAL:	64	66	2	3%	843	695	-148	-18%
PART II CRIMES								
Drug	34	24	-10	-29%	455	323	-132	-29%
Assault Simple	16	7	-9	-56%	157	151	-6	-4%
Forgery/Counterfeit	3	2	-1	-33%	39	53	14	36%
Fraud	7	7	0	0%	95	93	-2	-2%
Embezzlement	1	0	-1	-100%	19	15	-4	-21%
Stolen Property	2	2	0	0%	13	11	-2	-15%
Vandalism	5	6	1	20%	90	72	-18	-20%
Weapons	4	2	-2	-50%	25	31	6	24%
Prostitution	0	0	0	N.C.	1	0	-1	-100%
All Other Sex Offens	0	0	0	N.C.	6	14	8	133%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	4	2	-2	-50%
D. W. I.	7	12	5	71%	102	105	3	3%
Liquor Law Violation	0	0	0	N.C.	15	8	-7	-47%
Disorderly Conduct	1	0	-1	-100%	16	11	-5	-31%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	2	0	-2	-100%
All Other Offenses	8	6	-2	-25%	72	89	17	24%
PART II TOTAL:	89	68	-21	-24%	1112	978	-134	-12%
===== GRAND TOTAL:	153	134	-19	-12%	1955	1673	-282	-14%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
December, 2017**

**I. Statistical Section**

Responded to	2017 Dec.	Dec. IN	Dec. OUT	2016 Dec.	2017 IN	2017 OUT	2017 YTD	2016 YTD
<b>Total Structure Fires Dispatched</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>10</b>	<b>48</b>	<b>48</b>	<b>96</b>	<b>99</b>
*Confirmed Structure Fires (Our District)*	1	0	0	2	14	7	21	20
*Confirmed Structure Fires (Other Districts)*	2	0	0	2	0	0	26	13
<b>EMS/Rescue Calls</b>	<b>142</b>	<b>137</b>	<b>5</b>	<b>129</b>	<b>1552</b>	<b>92</b>	<b>1644</b>	<b>1670</b>
<b>Vehicle Fires</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>13</b>	<b>17</b>
<b>Motor Vehicle Accidents</b>	<b>24</b>	<b>21</b>	<b>3</b>	<b>16</b>	<b>176</b>	<b>36</b>	<b>212</b>	<b>207</b>
<b>Fire Alarms (Actual)</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>13</b>	<b>117</b>	<b>9</b>	<b>126</b>	<b>121</b>
<b>Fire Alarms (False)</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>9</b>	<b>109</b>	<b>7</b>	<b>116</b>	<b>112</b>
<b>Misc./Other Calls</b>	<b>21</b>	<b>12</b>	<b>9</b>	<b>22</b>	<b>224</b>	<b>36</b>	<b>260</b>	<b>323</b>
*Mutual Aid (Received)*	8	0	0	12	0	0	70	115
*Mutual Aid (Given)*	8	0	0	7	0	0	81	75
*Overlapping Calls (Calls at the same time)*	29	0	0	27	0	0	343	433
<b>TOTAL EMERGENCY RESPONSES</b>	<b>223</b>	<b>198</b>	<b>25</b>	<b>201</b>	<b>2238</b>	<b>229</b>	<b>2467</b>	<b>2549</b>

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Dec.	YTD
Fire Inspections/Compliance Inspections	41	572
Public Fire Education Programs	2	29
Children in Attendance	170	<b>2302</b>
Adults in Attendance	19	<b>688</b>
Plans Review Construction/Renovation Projects	6	38
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	6	329
Re-Inspections	10	274

**II. Major Revenues**

	Dec.	YTD
<b>Inspections</b>	<b>\$1,250.00</b>	\$18,446.00
<b>False Alarms</b>	<b>\$1,725.00</b>	\$3,625.00
<b>Fire Recovery USA</b>	<b>\$0.00</b>	\$22,365.39
<b>EMS Debt Setoff</b>	<b>\$0.00</b>	\$10,740.20
<b>Haz-Mat I-95 Recovery</b>	<b>\$0.00</b>	\$54,384.77

## **Major Expenses for the Month:**

### **III. Personnel Update:**

### **IV. Narrative of monthly departmental activities:**

- We participated in a public fire education programs, West Smithfield Elementary, (1 at the school)-(1 at the fire station).
- We participated in the NC-DOI 9/S inspection on December 18<sup>th</sup> 2017. This inspection is to confirm that we meet the standards to operate as a Fire Department. We successfully met all the requirements of this portion of the inspection.
- We are working to prepare for the upcoming NC-DOI Ratings Inspection (ISO) on January 9<sup>th</sup> 2018.

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**Dec. 31, 2017**



**I. Statistical Section**

- 6 \_\_\_\_\_ Burials
- 3 \_\_\_\_\_ Works Orders – Buildings & Facilities Division
- 6 \_\_\_\_\_ Work Orders – Grounds Division
- 30 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$2,000.00
Riverside Ext Cemetery Lot Sales:	\$1,250.00
Grave Opening Fees:	\$4,200.00
Total Revenue:	\$7,450.00

**III. Major Expenses for the Month:**

\$657.85 to Carolina Phone and Alarms for video and door controls in the Public Works Facility.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "7-Step MVA Accident Procedure."

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
Dec. 31, 2017**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Assisted Downtown Development with Tree lighting Ceremony.
- c. Assisted Police Department and Parks & Rec with Christmas Parade.
- d. Installed Bicycle repair station (near Girl Scout Hut) on Greenway.
- e. 20 Work Orders – 1,170lbs. of Cold Patch was used for 63 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$745.96 to Amick equipment for Knuckleboom blades, \$903.30 to Department of Corrections for u-channel poles and 25mph signs, \$1,082.00 to ODB for new impeller for yellow leaf machine, \$1,182.80 to Smithfield Diesel for starter plus repairs to the Green leaf machine, \$2,564.00 to WithersRavenel Inc. for Phase 1 of the Pavement Condition Survey.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was on "7-Step MVA Accident Procedure."

**Town of Smithfield  
Public Works Department  
Dec. 31, 2017 Drainage Report**

Location: 1110 Massey Street.  
Starting Date: 12/1/2017  
Completion Date: 12/1/2017  
Description: Filled in low areas beside street with topsoil.  
Man-hours: 1hrs.  
Equipment: 420 Cat backhoe plus hand tools.  
Materials: ½ yard of topsoil.

Location: Intersection of East and West.  
Starting Date: 12/1/2017  
Completion Date: 12/1/2017  
Description: Replaced stop sign.  
Man-hours: 30min.  
Equipment: 401 pickup plus hand tools.  
Materials: New 30x30 stop sign plus hand tools.

Location: East and West intersection, 701A-705-814 East Street, MLK and Collier intersection, North and Buffalo, East Ave and North Ave, East Ave and South Ave. MLK in front of school. 604 Hancock, 1051 Outlet Center Drive, 4<sup>th</sup> and North, 8<sup>th</sup> and North, 5<sup>th</sup> and North, North and NBL, Eden Woods subdivision, Town Hall parking lot, 1104 Fuller Street, Futrell and Fayetteville, 46 Towbridge.

Starting Date: 12/1/2017  
Completion Date: 12/15/2017  
Description: Repaired 63 potholes with 19.5 bags of cold patch.  
Man-hours: 13hrs  
Equipment: 905 and 401 pickup trucks plus hand tools.  
Materials: 19.5 bags of Perma patch asphalt.

Location: S 2<sup>nd</sup> Street and Johnston (West side of Street)  
Starting Date: 12/5/2017  
Completion Date: 12/5/2017  
Description: Restriped no parking areas near Fire Hydrant.  
Man-hours: 2hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: One gallon of yellow traffic paint.

Location: N 3<sup>rd</sup> and Market Street.  
Starting Date: 12/7/2017  
Completion Date: 12/7/2017  
Description: Assisted Downtown Development with cones and event containers for tree lighting ceremony.  
Man-hours: 2hrs.  
Equipment: 905 pickup with dump trailer.  
Materials: N/A

Location: Greenway near Girl Scout Hut.  
Starting Date: 12/12/2017  
Completion Date: 12/12/2017  
Description: Installed Bike repair station at the beginning of the Greenway trail.  
Man-hours: 6hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: ¼ yard of 3000psi concrete.

Location: N 4<sup>th</sup> Street in front of Rescue Squad B  
Starting Date: 12/12/2017  
Completion Date: 12/12/2017  
Description: Repaired concrete area around utility pole utility department.  
Man-hours: 1hr.  
Equipment: 401 pickup plus hand tools.  
Materials: ¼ yard of 3000psi concrete.

Location: N 5<sup>th</sup> and North Street.  
Starting Date: 12/12/2017  
Completion Date: 12/12/2017  
Description: Repaired sink hole between curb and sidewalk.  
Man-hours: 1hr.  
Equipment: 401 pickup plus hand tools  
Materials: ½ yard of 3000psi concrete

Location: 303 N 4<sup>th</sup> Street.  
Starting Date: 12/14/2017  
Completion Date: 12/14/2017  
Description: Repaired sinkhole around sewer cleanout for the utility department.  
Man-hours: 1hr.  
Equipment: 420 cat backhoe.  
Materials: ¼ bucket of topsoil.

Location: Market Street (Downtown)  
Starting Date: 12/14/2017  
Completion Date: 12/14/2017  
Description: Provided traffic control devices and event containers for Christmas parade.  
Man-hours: 4hrs.  
Equipment: 905 pickup plus utility trailer.  
Materials: 16 event containers plus 83 cones and barricades.

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Dec. 31, 2017**



**I. Statistical Section**

  5   Preventive Maintenances

  0   North Carolina Inspections

 14  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Carolina Phone & Alarms, Inc. was paid \$3,330 for a video surveillance system with door controls.

**IV. Personnel Update:**

Norman Hill shop mechanic is now on disability/retirement. Dillon Blanton has been helping in the shop in the absence of the shop mechanic. The shop mechanic job position was posted for employees who might want to apply internally.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was on "7-Step MVA Accident Procedure."

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**Dec. 31, 2017**



**I. Statistical Section**

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 44 work orders
- b. Sanitation forces collected tons 381.30 of household waste
- c. Sanitation forces disposed of 153 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.51 tons of recyclable plastic
- h. Recycled 2020 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2480 lbs. of plastics & glass (co-mingle) from the Convenient Site Center
- k. Recycled 48 gallons of used motor oil from the Convenient Site Center

**II. Major Revenues**

- a. Received \$90.11 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 1280 lbs. of shredder steel for \$67.20 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2673.00 for disposal of yard waste and debris.  
Cummins Atlantic Inc. was Paid \$529.79 for Sensor for truck 310 Garbage Truck.

**IV. Personnel Update:**

None

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC for the Grinch Run Dec 1 . Worked with Sarah Edwards on Tree Lighting Dec.7 and Christmas Parade Dec. 14. providing traffic control devices and cans. Delivered Cans to Sarah Yard community center Christmas program Dec. 15. The Public Works Department safety meeting was on "7-Step MVA Accident Procedure."

Community Service Workers worked 27 hrs.



## PARKS AND RECREATION

### MONTHLY REPORT FOR DECEMBER, 2017

#### PROGRAMS STATISTICS

NUMBER OF PROGRAMS	10
TOTAL ATHLETICS PARTICIPANTS	246
TOTAL NON/ATHLETIC PARTICIPANTS	1921
NUMBER OF GAMES PLAYED	0
TOTAL NUMBER OF PLAYERS (GAMES)	0
NUMBER OF PRACTICES	156
TOTAL NUMBER OF PLAYER(S) PRACTICES	1560

	DECEMBER, 2017	17/18 FY YTD	DECEMBER, 2016	16/17 FY YTD
PARKS RENTALS	2	117	0	120
USERS (PARKS RENTALS)	40	12969	0	8936
<b>TOTAL UNIQUE CONTACTS</b>	<b>2,323</b>			

FINANCIAL STATISTICS	DECEMBER, 2017	17/18 FY YTD	DECEMBER, 2016	16/17 FY YTD
PARKS AND RECREATION REVENUES	\$ 3,196.67	\$ 50,169.79	\$ 3,071.00	\$ 45,689.60
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 64,861.82	\$ 345,253.87	\$ 67,542.39	\$ 329,813.60
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 48,744.19	\$ 51,690.66	\$ 8,313.88	\$ 8,313.88

NOTES: HOSTED CHRISTMAS TREE LIGHTING (WITH DSDC)  
 HOSTED THE ANNUAL CHRISTMAS PARADE WITH MORE THAN 88 ENTRIES  
 HOSTED THE GRINCH RUN (WITH 185 RUNNERS/WALKERS)  
 PROCEEDS FROM EVENT GO TO BENEFIT DSS AND HARBOUR HOUSE)



**SMITHFIELD RECREATION  
AND AQUATICS CENTER**

**SRAC MONTHLY REPORT FOR DECEMBER, 2017**

**PROGRAMS SATISTICS**

NUMBER OF PROGRAMS	29
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1154

	DECEMBER, 2017	17/18 FY YTD	DECEMBER, 2016	16/17 FY YTD
SRAC MEMBER VISITS	3672	29773	3805	29486
DAY PASSES	414	4785	452	4854
RENTALS (SRAC)	57	295	120	398
USERS (SRAC RENTALS)	4735	18380	5880	22169
<b>TOTAL UNIQUE CONTACTS</b>	<b>9,975</b>	(DOES NOT INCLUDE SPECTATORS)		

**FINANCIAL STATISTICS**

	DECEMBER, 2017	17/18 FY YTD	DECEMBER, 2016	16/17 FY YTD
SRAC REVENUES	\$ 42,353.27	\$ 328,191.17	\$ 46,156.94	\$ 332,179.11
SRAC EXPENDITURES	\$ 92,554.14	\$ 456,560.95	\$ 74,623.94	\$ 439,352.95
SRAC MEMBERSHIPS	3153			

**NOTES:** HOSTED SWIM WITH SANTA CHRISTMAS EVENT  
HOSTED 4 HIGH SCHOOL SWIM MEETS (3A AND 4A)



- **Statistical Section**

- Electric CP Demand 25,278 Kw relative to November's demand of 21,438 Kw.
- Electric System Reliability for was 99.994%, with three (3) recorded outages; relative to November's 99.634%.
- Raw water treated on a daily average was 3.277 MG relative to 3.464 MG for November; with maximum demand of 3.895 MG relative to November's 3.828 MG.
- Total finished water to the system was 100.622 MG relative to November's 98.616 MG. Average daily for the month was 3.246 MG relative to November's 3.181 MG. Daily maximum was 3.771 MG (December 31<sup>st</sup>) relative to November's 3.712 MG. Daily minimum was 2.808 (December 12<sup>th</sup>), relative to November's 2.495 MG.

- **Miscellaneous Revenues**

- Water sales were \$206,503 relative to November's \$209,562
- Sewer sales were \$311,228 relative to November's \$300,325
- Electrical sales were \$1,346,269 relative to November's sales of \$1,219,839
- Johnston County Water purchases were \$130,922 for 65.461 MG relative to November's \$101,610 for 50.805 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,061,054 relative to November's \$925,397
- Johnston County sewer charge was \$139,064 for 43.981 MG relative to November's \$119,809 for 38.119 MG.

- **Personnel Changes –**

- Brandon Creech left employment on December 8, 2017



**Town of Smithfield  
Electric Department  
Monthly Report  
December, 2017**

**I. Statistical Section**

- Street Lights repaired –22
- Area Lights repaired -33
- Service calls – 33
- Underground Electric Locates –81
- Poles changed out, installed or removed 5
- Underground Services Installed/Repaired -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on General Ergonomics.

**V. Miscellaneous Activities:**

- Done some turn on & turn offs for Meter Dept.
- Plugged in all Christmas Decorations along Market St.



## WATER & SEWER

### DECEMBER 2017 MONTHLY REPORT

● DISCONNECT WATER	1
● RECONNECT WATER	7
● TEST METER	2
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	11
● METER CHECKS	27
● METER REPAIRS	10
● WATER MAIN/SERVICE REPAIRS	1
● STREET CUTS	2
● REPLACE EXISTING METERS	22
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	1
● SEWER REPAIRS	6

- CLEANOUTS INSTALLED 3
- SEWER MAIN CLEANED 4075LF
- SERVICE LATERALS CLEANED 410LF
- SERVICE CALLS 98
- LOCATES 71

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH

- NEXGRID METERS INSTALLATION.

## PERSONNEL UPDATES

## UPCOMING PROJECTS FOR THE MONTH OF DECEMBER

- BRASWELL STILL WORKING ON BOOKER DAIRY RD PROJECT.
- BRASWELL FINISHED FLOW METER ON HWY 70.



## **MONTHLY WATER LOSS REPORT**

**DECEMBER, 2017**

**(4) Meters with slow washer leaks**

**Fire Hydrant slow drip at nozzle-4hrs**

**1" Line, 1/8" hole – 2 days**

# Hydrant Flushing

1,384,815

## Smithfield Water Plant

Distribution Sampling Site Plan

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	10/13/17	32	15	15930	10	North Street	10/04/17	2.4	15	15930	40
Computer Drive	10/13/17	3.2	15	7965	10	West Street	10/04/17	2.2	15	71220	50
Castle Drive	10/13/17	3	15	7965	10	Regency Drive	10/09/17	1	45	58500	60
Parkway Drive	12/11/17	2.8	15	63720	40	Randers Court	11/14/17	1	25	26550	40
Garner Drive	12/11/17	3	15	7965	10	Noble Street	11/14/17	1	30	31680	40
Hwy 210 LIFT ST.	12/11/17	2	15	7965	10	Fieldale Dr#1(L)	12/19/17	1	30	31860	40
Skyland Drive	12/11/17	1.8	15	7965	10	Fieldale Dr#2(R)	12/19/17	1	30	31860	40
Bradford Street	12/11/17	1	15	7965	10	Heather Court	12/19/17	1	30	31860	40
Kellie Drive	12/11/17	1	15	15930	10	Reeding Place	12/19/17	1	30	31860	40
Edgewater	12/11/17	1	15	7965	10	East Street	12/19/17	2.2	15	63720	40
Edgewcombe	12/11/17	1	15	31860	40	Smith Street	12/19/17	2	15	7965	40
Valley Wood	12/11/17	1	15	15930	40	Wellons Street	12/19/17	2.2	15	15930	40
Creek Wood	12/11/17	1	15	15930	40	Kay Drive	12/19/17	1.2	15	77970	15
White Oak Drive	12/11/17	1	15	10620	10	Huntington Place	12/19/17	1	15	31860	15
Brookwood Drive	12/11/17	1	15	5310	10	N. Lakeside Drive	12/13/17	1.5	15	38985	15
Runnymede Place	12/11/17	2	15	5310	10	Cypress Point	12/13/17	1.6	15	34890	12
Nottingham Place	12/11/17	2.2	15	10620	10	Quail Run	12/11/17	1	15	31860	12
Heritage Drive	12/11/17	1	15	5310	10	British Court	12/11/17	1.6	15	31860	60
Noble Plaza #1	12/11/17	1	15	10620	10	Tyler Street	12/11/17	1.2	15	142440	40
Noble Plaza #2	12/11/17	1	15	10620	10	Yelverton Road	12/11/17	1	15	15930	40
Pinecrest Street	12/11/17	1	15	10620	10	Ava Gardner	12/11/17	0.5	15	47990	10
S. Sussex Drive	12/11/17	1	15	7965	10	Waddell Drive	12/11/17	1	15	7965	10
Elm Drive	12/11/17	2.8	15	5310	10	Henly Place	12/11/17	1	15	34890	12
Bradford Street	12/13/17	1	15	7965	10	Birch Street	12/11/17	2	15	34890	12
Coor Farm Supply	12/13/17	2	15	10620	10	Pine Street	12/11/17	1.8	15	38985	15
Old Goldsboro Rd.	12/13/17	2	30	10620	10	Oak Drive	12/11/17	1.9	15	37695	14
Hilcrest Drive	12/13/17	3.4	15	13275	10	Cedar Drive	12/11/17	1.7	15	31860	10
Eason Street	12/13/17	1	15	26550	40	Aspen Drive	12/11/17	1.9	15	34890	12
Magnolia circle	12/13/17	1	15	7965	10	Furlonge Street	12/11/17	2.2	15	34890	12
Rainbow Drive	12/13/17	2.2	15	26000	60	Golden Corral	12/11/17	2.4	15	10080	16
Rainbow Circle	12/13/17	2	15	19500	60	Holland Drive	12/11/17	1.8	15	16250	15
Moonbeam Circle	12/13/17	1.8	15	19500	60	Davis Street	12/11/17	3.1	15	8715	12
Ray Drive	12/19/17	1.6	15	26550	40	Caroline Ave.	12/11/17	3.2	15	63720	10
Will Drive	12/19/17	1.6	15	84960	40	Johnston Street	12/11/17	3	15	38985	15
Michael Lane	12/19/17	3.4	15	106200	40	Ryans	12/11/17	0.5	15	7965	15
Ward Street	12/19/17	2.6	15	15930	40						

**Town of Smithfield  
Water Treatment Plant**

All figures are in MGD.

**Dec-17  
Plant Totals**

<b>Date</b>	<b>Rate of Flow</b>	<b>Hrs. Operated</b>	<b>Raw Treated</b>	<b>Finish Metered</b>	<b>Plant Useage</b>	<b>Finish to Dist. System</b>	<b>% of RAW TREATED TO SYSTEM</b>
1	3.75	24.0	3.827	3.517	0.0540	3.463	90.49
2	3.75	20.5	3.148	3.190	0.0520	3.138	99.68
3	3.75	22.5	3.443	3.338	0.0530	3.285	95.41
4	3.75	21.5	3.205	3.159	0.0770	3.082	96.16
5	3.75	22.0	3.323	3.401	0.0900	3.311	99.64
6	3.75	23.5	3.714	3.245	0.0890	3.156	84.98
7	3.75	19.5	3.078	3.185	0.0880	3.097	100.62
8	3.75	20.0	3.110	3.045	0.0530	2.992	96.21
9	3.75	18.5	2.909	3.021	0.0760	2.945	101.24
10	3.75	22.5	3.512	3.399	0.0680	3.331	94.85
11	3.75	20.0	3.149	3.059	0.0780	2.981	94.66
12	3.60	21.5	3.246	2.869	0.0610	2.808	86.51
13	3.60	20.2	3.030	3.109	0.0750	3.034	100.13
14	3.50	24.0	3.528	3.665	0.0830	3.582	101.53
15	4.00	22.0	3.629	3.616	0.0680	3.548	97.77
16	4.00	23.5	3.895	3.430	0.0760	3.354	86.11
17	3.50	23.0	3.357	3.229	0.0650	3.164	94.25
18	3.50	19.5	2.864	3.238	0.0550	3.183	111.14
19	3.50	22.0	3.166	3.189	0.0540	3.135	99.02
20	3.50	23.0	3.346	3.362	0.0540	3.308	98.86
21	3.50	20.5	2.960	3.316	0.0850	3.231	109.16
22	3.50	22.0	3.182	3.406	0.0960	3.310	104.02
23	3.50	20.5	2.988	3.466	0.0960	3.370	112.78
24	3.50	22.5	3.302	3.274	0.0960	3.178	96.24
25	3.50	19.5	2.798	2.987	0.0920	2.895	103.47
26	3.50	20.5	2.964	3.285	0.0620	3.223	108.74
27	3.50	22.5	3.241	3.388	0.0940	3.294	101.64
28	3.50	20.5	2.985	3.392	0.0630	3.329	111.52
29	3.50	23.5	3.423	3.681	0.0730	3.608	105.40
30	3.50	24.0	3.492	3.599	0.0830	3.516	100.69
31	4.00	22.5	3.766	3.851	0.0800	3.771	100.13
<b>Total</b>	<b>112.95</b>	<b>671.7</b>	<b>101.580</b>	<b>102.911</b>	<b>2.289</b>	<b>100.622</b>	<b>99.06</b>
<b>Avg</b>	<b>3.64</b>	<b>21.7</b>	<b>3.277</b>	<b>3.320</b>	<b>0.074</b>	<b>3.246</b>	
<b>Max</b>	<b>4.00</b>	<b>24.0</b>	<b>3.895</b>	<b>3.851</b>	<b>0.096</b>	<b>3.771</b>	
<b>Min</b>	<b>3.50</b>	<b>18.5</b>	<b>2.798</b>	<b>2.869</b>	<b>0.052</b>	<b>2.808</b>	