



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, June 4, 2019

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 JUNE 4, 2019
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Presentations: None

Public Hearings:

- 1. Community Development Block Grant:** The Town of Smithfield is considering submitting a Small Cities Community Development Block Grant Program (CDBG) – Neighborhood Revitalization Program Application in the amount of \$750,000 for housing revitalization
(Town Manager – Michael Scott) See attached information.....1
- 2. ZA-19-02 Town of Smithfield:** The Planning Department is requesting an amendment to the UDO Article 6, Section 6.5 Table of Uses and Activities to allow food trucks in the O/I (Office/Institutional), B-1 (Business), and B-2 (Business) zoning districts and Article 7, Section 7.25 Food Trucks to revise the supplemental standards for food trucks.
(Planning Director – Stephen Wensman) See attached information.....7
- 3. FY 2019-2020 Budget:** In accordance with NCGS 159 -12 (b), Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.
(Town Manager – Michael Scott) See attached information.....21

Citizens Comments

Consent Agenda Items

- 1. Approval of Minutes:**
 - a. April 15, 2019 – Budget Session
 - b. April 30, 2019 – Budget Session
 - c. May 7, 2019 – Regular Meeting.....23

2. Career Ladder: The Police Department is requesting approval to promote an employee from the rank of Police Officer II to Master Police Officer (Chief of Police – R. Keith Powell) See attached information.....55

3. Consideration and request for approval to place two “One-Way” signs at the entrance to Rose Manor Subdivision on West Market Street (Chief of Police – R. Keith Powell) See attached information.....67

4. Consideration and request for approval to place the “No Through Truck” signs on Powell Street (Chief of Police – R. Keith Powell) See attached information.....69

5. Bid Award to Lee Electrical Construction in the amount \$78,021.17 to construct Phase I of the North Electric Circuit (Public Utilities Director – Ted Credle) See attached information.....71

6. Consideration and request for approval to adopt Resolution #643 (10-2019) approving the NCDOT Lighting Plan for Exit 95 (Town Manager – Michael Scott) See attached information.....75

7. New Hire Report (Human Resources Director – Tim Kerigan) See attached information.....79

Business Items:

1. Consideration and request for approval of various fiscal year end budget amendments (Finance Director – Greg Siler) See attached information.....81

2. FY 2019-2020 Budget Discussion (if needed) (Town Manager – Michael Scott)

Councilmember’s Comments

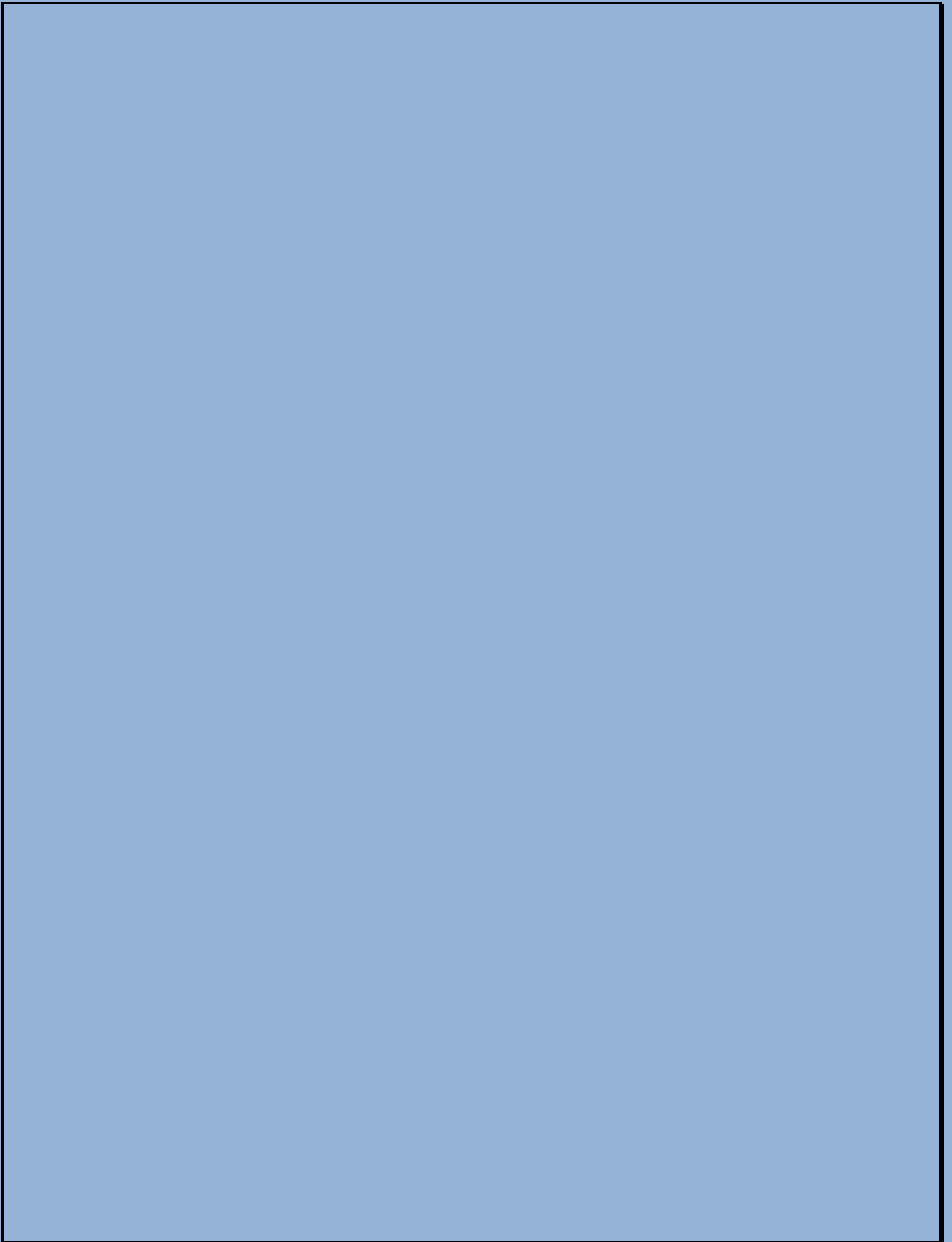
Town Manager’s Report

- Financial Report (See attached information).....83
- Department Reports (See attached information).....87
- Manager’s Report (Will be provided at the meeting)

Close Session Pursuant to NCGS 143-318.11 (a)(4) *To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations*

Adjourn

Public Hearings





Request for Town Council Action

Public Hearing: **Public Hearing CDBG**
Date: 06/04/2019

Subject: Public Hearing Community Development Block Grant
Department: General Government
Presented by: Town Manager Michael Scott
Presentation: Public Hearing

Issue Statement

The Town Manager is requesting approval to apply for a Community Development Block Grant (CDBG) for Housing Rehabilitation within the Town.

Financial Impact

None. The grant is up to \$750,000 with no matching funds required.

Action Needed

Hold a Public Hearing and Approve applying for the grant. Approve Johnston, Lee, Harnett Community Action (JLHCA) as the Town's Housing Selection Committee.

Recommendation

Complete Public Hearing and Approve applying for CDBG funds and approve JLHCA as the Town's Housing Selection Committee.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. CDBG Support Information



Staff Report

**Public CDBG
Hearing:**

The Town of Smithfield is interested in seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG). The CDBG program is administered by the North Carolina Department of Commerce and the North Carolina Department of Environment and Natural Resources. The State of North Carolina's CDBG Program permits grant funds to be used toward infrastructure projects that address health/safety needs (public water and sewer projects); neighbor revitalization needs (housing development, acquisition, disposition, clearance and remediation activities, relocation, public facilities (senior center, housing for homeless persons, housing or shelters for victims of domestic violence, transitional housing facility, community/neighborhood/ recreation facility, other), and public infrastructure or support Economic Development (public infrastructure; building demolition; and vacant building renovation) projects. Applications for Economic Development must show that in excess of 60% of the CDBG will benefit low or moderate-income persons through job creation or retention. Applications for other CDBG programs must show that funded activities: (1) will provide greater than a 50% benefit to low or moderate income persons; (2) benefit identified special need populations; (3) address health and safety needs; or (4) eliminate slum & blight.

The request includes a grant proposal for Housing Rehabilitation which begins as a forgivable loan for the owner/occupied structures of low to moderate income families. The Town has enlisted the assistance of Skip Green to assist in authoring the grant. A portion of this process also requires us to enlist the assistance of a non-profit organization who has experience in administering the grant and evaluating, scheduling, and inspecting repairs of houses that receive an individual award. This organization will be selected following a bid process that meets the requirements of the grant. The bid process has already begun and has been advertised. Bids are due July 17, 2019. As part of this process we must also create a housing selection committee. After meeting with representatives of Johnston, Lee, Harnett Community Action (JLHCA), we believe they hold the necessary prerequisites and experience to fulfill this need. As part of grant submission approval, staff also requests approval of JLHCA to be used as our housing selection committee.

Attached is additional information regarding grant requirements and disbursements. The grant application is in excess of seventy pages and is available upon request from the Town Clerk.

**TOWN OF SMITHFIELD
CDBG NEIGHBORHOOD REVITALIZATION PROGRAM
HOUSING REHABILITATION FINANCIAL DESIGN POLICY**

The Town of Smithfield's Community Development Block Grant(CDBG) Housing Rehabilitation Program consists of the following policies adopted by _____, 2019 that includes Housing Selection, Housing Rehabilitation Financial Design, Relocation and Lead Based Paint policies. The CDBG Housing Rehabilitation Program is to direct the use of CDBG funds to owner occupied housing rehabilitation as permitted by the CDBG Neighborhood Revitalization Program.

BASIC REQUIREMENTS:

- CDBG housing rehabilitation financial assistance is in the form of **a deferred forgivable loan that is proportionally forgiven over an applicable term of recapture.**
- CDBG funds are to be used to rehabilitate owner occupied houses.
- Homeowner must be current on all taxes (County and City at the time of the loan application and for the life of the loan).
- Homeowner must have current homeowner's insurance policy at the time of the loan application and for the life of the loan),
- Low -income property owners that also occupy the house to be rehabilitated are not required but, **may** contribute to the cost of rehabilitation for the life of the grant.
- The Town of Smithfield will review existing loan(s) on the property to determine whether the CDBG loan in conjunction with the existing loan(s) will create a situation that causes the loans to equal or exceed the value of the unit. In instances when this scenario occurs, the Town of Smithfield will inform the loan recipient of the circumstances in writing.
- The Town of Smithfield's Housing Selection Policy requirements include an acknowledgment signed by the potential housing rehabilitation participant that he/she **clearly understands** that Town CDBG assistance in a deferred forgivable loans whose term is based on the amount of CDBG assistance and all or a portion of the CDGB assistance will become payable if the property is sold or the recipient owner no longer occupies house before the end of the loan recapture period.
- As the level of CDBG assistance increases, the recapture period must lengthen according to the following table:

<u>CDBG Assistance</u>	<u>Recapture Period</u>
Less than \$12,000	5 years
\$12,001-16,000	6 years
\$16,001-\$20,000	7 years
\$20,001 or more	8 years

- In the event a portion of the deferred forgivable loan must be repaid, the amount to be repaid will be based on the number of remaining days the loan is to be deferred/forgiven divided by the total number of days in the recapture period times the amount of CDBG loan assistance. If the house is sold before the end of the recapture period, the applicable CDBG payment must be made to the Town within 30 days of the sale. If the house becomes vacant before the end of the recapture period, the applicable CDBG repayment must be made within 120 days of the house becoming vacated. If CDBG loan repayment is due to the recipient owner no longer occupying the house, if a financial need is found the Town may receive the loan repayment through a series of payments with the first payment due no more than 120 days from the date the house becoming vacant.
- After the rehabilitation project is completed, if other non-CDBG financial assistance for rehabilitation is obtained prior to the expiration of the CDBG recapture period or CDBG repayment period, the CDBG loan may be subordinated to the new rehabilitation loan.
- CDBG loans may not be subordinated to **any other type of loan** other than a first mortgage that existed prior to the rehabilitation. All CDBG loans must be secured with a Note and Deed of Trust that will be provided by the Town. A **Notice of the Right to Cancel** and a **Truth-in-Lending Statement** will accompany every Deed of Trust provided to each owner at closing.
- The Deed of Trust with must be filed with the Register of Deeds prior to signing a contract for rehabilitation.

NOTE AND DEED OF TRUST REQUIREMENTS

Per ***Bulletin 10-9***, all CDBG housing rehabilitation, reconstruction, and relocation loans must be secured with a Note and Deed of Trust along with the completion of a professional title search prior to any work commencing on the unit. The Note and Deed of Trust must be signed by the owner(s) *prior to or at same time as the rehabilitation contract is signed* by the homeowner, contractor and Town. Rehabilitation of the unit may begin on or after the date the Note and Deed of Trust is signed by the homeowner, contractor and Town. The Deed must have recapture provisions on rehabilitation activities. Urgent and emergency repair units are not required to have a Note and Deed of Trust unless the repair costs paid for with CDBG funds exceeds \$5,000.

Additionally, the Town is responsible for ensuring that the Note and Deed of Trust is filed within five (5) business days of the date the Note and Deed of Trust is signed by the homeowner(s), contractor and Town, and recorded with the Register of Deeds within sixty (60) calendar days of the filing date. In the event the Note and Deed of Trust is not recorded with the Register of Deeds within sixty (60) calendar days of the date the Note and Deed of Trust is filed; the grant funds will be frozen without further notice and the expended and encumbered funds for that specific dwelling may be consider a disallowed cost.

- Inclusion of design features and improvements which promote energy efficiency may be included.
- Inclusion of the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art.

- Facilities designed for use in providing shelter for persons having special needs are considered public facilities and are not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally disabled persons and temporary housing for disaster victims.
- Improvements such as parks, playgrounds, and greenways.

TERMS AND DEFINITIONS:

On July 19, 2010, REDD issued **Bulletin 10-2** to all CDBG Recipients. The purpose of the bulletin was to clarify the following program activity terms:

Reconstruction: Reconstruction is defined as the rebuilding of a structure on the **same lot** in substantially the same manner. Reconstruction will be used when a house because of high cost (lead base paint cost, high building material cost, etc.) makes rehabilitation not feasible and replacing it on the same site.

Rehabilitation: The purpose of rehabilitation is to take an existing unit and bring it up to the required standards set by HUD and REDD. To qualify as rehabilitation, parts of the existing house must be used in the process.

Relocation: Relocation is defined as a person(s) being displaced from their present lot and relocated to a **different lot**. Local governments should adopt and submit their Optional Coverage Relocation Plan to REDD that explains how the local government plans to handle the relocation activity.

Temporary Relocation: Temporary relocation can be given to person(s) who has/have voluntarily been displaced on a temporary basis while their unit is being treated on the same site. The activities associated with this occurrence are reconstruction or rehabilitation. The local unit of government must follow their adopted Optional Coverage Relocation Plan as to how the local government plans to carry out temporary relocation.

Clearance: Clearance is an activity that can be used in conjunction with both reconstruction and relocation.

Substantial Rehabilitation: Substantial rehabilitation is defined as rehabilitation that is estimated and determined to exceed the following cost estimates based on the following two standards: Total CDBG rehabilitation costs for the unit (1) exceed \$40,000 or (2) \$38.00 per square foot of heated, occupiable space. When these guidelines are exceeded, REDD approval must be obtained before proceeding. Once approved a new request is not needed if change orders do not exceed 10% of the cost.

LEAD-BASED PAINT REQUIREMENTS

Lead-Based Paint Regulations are found at 24 CFR Part 35 and N.C. General Statute §130A-453.01-453.11 – Lead-Based Paint Hazard Management Program. All CDBG grantees awarded funds to rehabilitate any houses constructed prior to 1978 are required to follow the regulations. Lead-based paint required activities depends on the lower per unit cost of either (1) the amount of rehabilitation “hard costs” per unit or (2) the amount of federal assistance per unit when there are other federal funds in the unit. “Hard costs” do not include such costs as administrative costs, relocation costs, environmental reviews, acquisition of the property, or the costs of lead hazard evaluation and reduction.

REDD Lead Based-Paint Requirements

- All units must have a risk assessment and paint inspection by a certified risk assessor;
- All units must be cleared by a certified inspector or risk assessor who must be a third-party entity;
- Local governments must use contractors trained in Safe Work Practices;
- Local governments that undertake temporary relocation must develop, adopt, and follow an Optional Temporary Relocation Policy.
- It is our policy that when lead-based paint is identified in a unit being rehabilitated, the lead based paint be abated whenever possible. Cost for abatement may be charged to the rehabilitation unit.
- Homeowners and occupants, when relocated, must be moved to a lead safe environment.



Request for Town Council Action

**Public
Hearing:** ZA-19-02
Date: 06/04/2019

Subject: Zoning Text Amendment
Department: Planning
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

The Planning Department is requesting an amendment to the UDO Article 6, Section 6.5 Table of Uses and Activities and Article 7, Section 7.25, supplementary standards for food trucks.

Financial Impact

None.

Action Needed

The Town Council is respectfully requested to review the request for the zoning text amendment and to make a decision whether to approve, approve with changes, or to deny the request.

Recommendation

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-19-02 with a statement declaring the request 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. Draft Zoning Text Amendment
2. Consistency Statement
3. Application
4. Planning Board Minutes
5. Legal Advertisement



Staff Report

Public Hearing: ZA-19-02

REQUEST:

The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 6, Section 6.5 Table of Uses and Activities to allow Food Trucks in the O/I District, B-1 District, and B-2 District as a permitted use with supplementary standards and to update the supplementary standards for food trucks, Section 7.5.

ANALYSIS:

Currently, food trucks are only permitted in the B-3 Zoning District with supplementary standards, Section 7.25. A recent request for a Temporary Event Permit in the O/I District was denied because it included a request for a food truck. Soon after the denial, Staff learned that the Parks and Recreation Department routinely has food trucks or slushy trucks operating in Town parks, in the O/I Zoning District. Food Trucks have also been in the B-1 and B-2 Districts with various events in the past, such as with the Ham and Yam Festival and some Town Council approved special events. This caused the Planning Department to review the Food Truck regulations and to request an amendment to the Table of Uses and Activities to allow food trucks in all the commercial districts.

Staff reviewed the supplementary standards, Section 7.25, and found a number of issues with the ordinance and has recommended a number of changes to reflect how Food Trucks have been regulated in the past and to make improvements to the standards.

Outside of temporary events and the flea market, there has been only one food truck operating in Town, and it is located at the Carolina Premium Outlets, in a B-3 Zoning District. Another is proposed in West Smithfield, also in the B-3.

PROPOSED AMENDMENT:

The Article 6, SECTION 6.5 TABLE OF USES AND ACTIVITIES is proposed to be amended to read as follows:

Uses	O/I	B-1	B-2	B-3	Supplemental Regulations
Food Trucks	<u>PS</u>	<u>PS</u>	<u>PS</u>	PS	Section 7.25

The Article 7, Section 7.25 Supplementary Standard for Food Trucks is proposed to be amended with the following changes (See attached draft text amendment):

- Amended to clarify exceptions to the supplementary standards
- 7.25.1, Food trucks to be permitted to operate from Town property or closed public right of way during a Town-sponsored civic event or Town Council approved special event.
- 7.25.2, Amending the duration of a food truck zoning permit from 20 days, three individual weekends events, to 90 days per calendar year. The change will be easier to monitor for Staff and would provide an opportunity for seasonal food trucks in some locations.
- 7.25.3, added to location for food trucks that they must be at least 100 feet from the front door of a restaurant or dining area during business hours and changed the text to allow within 5' of a public sidewalk.
- 7.25.4, with the zoning permit, the Town will require a Johnston County Application for a Mobile Food Unit when applicable, NC Sales and Use Certificate, NC Department of Agriculture Permit when applicable, location of approved grease disposal facility, proof of food truck storage location and a copy of the vehicle or trailer registration.
- 7.25.7, allowing a small sandwich board sign for food trucks, similar to what is allowed for other businesses in Town. Food trucks often have the menu on such signs.
- 7.25.8, increased the area in which food trucks must keep the property clean.
- 7.25.9.1, created an exception for food trucks operating at the flea market. The Town has currently been allowing such food trucks to operate under the zoning permit of the flea market like other vendors utilizing the same hours of operation.
- 7.25.9.2, created an exception on the number of food trucks and location of food trucks operating under a Town-sponsored civic event or Town Council approved special event.

CONSISTENCY STATEMENT:

The zoning text amendment as proposed is consistency with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

PLANNING BOARD RECOMMENDATION:

The Planning Board reviewed the zoning text amendment and recommended approval as drafted.

RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-19-02 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

DRAFT ORDINANCE # ZA-19-02
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 6, SECTION 6.5, TABLE OF USES AND ACTIVITIES
AND ARTICLE 7.25 FOOD TRUCKS

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to allow for expanded use of Food Trucks in all the O/I (Office Institutional) B-1 (Business) and B-2 (Business) and other Town sponsored events and other special events.

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:

[Revise Article 6, Section 6.5, to allow for the expanded use of Food Trucks in all the O/I (Office Institutional) B-1 (Business) and B-2 (Business) zoning districts and revise Article 7.25 Food Trucks that allow for the permitting of Food Trucks at Town sponsored events, Town Council approved special events and refinements to the supplemental standards for Food Trucks]

PART 1

SECTION 6.5 TABLE OF USES AND ACTIVITIES.

Uses	O/I	B-1	B-2	B-3	Supplemental Regulations
Food Trucks	<u>PS</u>	<u>PS</u>	<u>PS</u>	PS	Section 7.25

PART 2

SECTION 7.25 FOOD TRUCKS.

Food trucks shall be permitted in accordance with Section 6.5 ~~the Table of Uses and Activities, and~~ subject to the following standards:

7.25.1. ~~Exceptions to the Process.~~7.25.1.1. Food trucks may conduct sales while parked on a public street when the Town Council has approved a temporary street closing or on property owned by the Town for a Town-sponsored or civic event such as a street festival/fair, or Town Council approved special event.

7.25.1.2. Food trucks may operate on an individual private property for a maximum of ~~twenty (20) days, three individual weekend events, or both~~ 90 days, each calendar year when utilizing a temporary event permit for each individual parcel on which the food truck is located.

7.25.23. Food Truck Location.

Food trucks must be located at least 100 feet from the front door of any restaurant and outdoor dining area during restaurant business hours and at least 50 feet from any permitted mobile food vending cart location. Additionally, food trucks are prohibited ~~must be from parking~~ closer than at least 15 feet of a to any fire hydrant, and closer than 5 feet of a from any driveway, sidewalk, utility box or vault, handicapped ramp, building entrance or exit, or emergency call box. These minimum distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered point, or in the case of a restaurant measured from the closest point of the restaurants main entrance. If a zoning permit is issued and a restaurant subsequently opens within 100 feet (measured from the restaurants main entrance) of the approved food truck location, the food truck may continue to operate until the permit expires.

7.25.34. Zoning Permit.

A zoning permit is required for each site and must be signed by the property owner, and completed and submitted along with a site plan or plot plan. If a property owner has a property large enough to accommodate more than one food truck, only one zoning permit is required to be submitted showing the location of all food trucks. The plot plan must show the limits of the property, the location(s) of the proposed food truck, and label adjoining uses on neighboring properties. The applicant must also submit a copy of a Johnston County Application for a Mobile Food Unit when applicable, NC Sales and Use Certificate, NC Department of Agriculture Permit when applicable, location of approved grease disposal facility, proof of food truck storage location and a copy of the vehicle or trailer registration.

7.25.45. Parking.

Food trucks may not occupy any required parking stall for the primary use while the primary use is open to the public. Food trucks and the primary use may share parking spaces when having separate hours of operation. Parking stalls that are overflow or extra according to the regulations in the UDO may be used to park a food truck; however, parking stalls leased to another business or adjacent use may not be used unless the food truck is operating under separate hours of operation. Food trucks may not park in handicapped accessible parking spaces, nor can they park in access or drive aisles. The approved location for the parking trucks, as shown on the zoning permit, must be physically marked. The food truck parking space can be marked with paint, tape or other easily identifiable material. Food trucks may not be parked in an approved location after hours of operation.

7.25.56. Hours of Operation.

Food trucks may operate between the hours of 6 a.m. and 10 p.m., unless the food truck is located within 150 feet of a property with a single- or two-family residential dwelling. When located within 150 feet of this residential dwelling, the hours of operation shall be between 7 a.m. and 6 p.m. This measurement is taken from the property line of the residential dwelling in a straight line to the closest point of the approved food truck location.

7.25.67. Prohibitions.

Food trucks may not use audio amplification. ~~Freestanding signage shall be limited to a single sandwich board sign of a maximum height of four (4) feet and a maximum length of three (3) feet.~~ All equipment and signage associated with the food trucks must be located within three (3) feet of the

food truck. The food truck operator is responsible for disposing of all trash associated with the operation of the food truck. Town trash receptacles may not be used to dispose trash or waste. All areas within fifteen (15) five (5) feet of the food truck must be kept clean. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets. Food trucks are all subject to the Town-wide noise ordinance.

7.25.78. Maximum Number of Trucks Per Property.

7.25.78.1. Maximum of two (2) food trucks on lots of one-half acres or less.

7.25.78.2. Maximum of three (3) food trucks on lots between one-half acre and 1 acre.

7.25.78.3. Maximum of four (4) food trucks on lots greater than 1 acre.

7.25.78.4. Outdoor seating associated with a food truck is only permitted on lots at least two acres in size or greater.

7.25.9. Exceptions.

7.25.9.1. Food Trucks when located at outdoor flea markets are exempt from Section 7.25.2 and Section 7.25.4. Food trucks at outdoor flea markets shall operate under a valid zoning permit for the flea market and are permitted to operate under the same hours of operation.

7.25.9.2. The number and location of Food Trucks operating with a Town-sponsored or civic event such as a street festival/fair, or Town Council approved special event shall be regulated with the permit.

PART 3

That the Unified Development Ordinance shall be page numbered and revision dated as necessary to accommodate these changes.

PART 4

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

Duly adopted this the ___ day of ____, 20__.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-19-02**

Whereas the Smithfield Town Council, upon acting on a zoning ordinance 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 zoning ordinance 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 ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT,

That the final action regarding zoning ordinance amendment ZA-19-02 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 Town Council and information provided at the regularly scheduled meeting of Town Council; and

It is the objective of the Town of Smithfield Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance 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 Town Council at their regularly scheduled meeting. Therefore, the ordinance amendment is reasonable and in the public interest.

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE FAILS,

That the final action regarding zoning ordinance amendment ZA-19-02 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 Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning ordinance amendment does not promote this and therefore is neither reasonable nor in the public interest.



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

Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

TOS PLANNING DEPT 350 E. MARKET ST
 Petitioner's Name Address or PO Box

SMITHFIELD _____
 City, State, Zip Code Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

AMEND UDO TO PERMIT FOOD TRUCKS IN O/I, B-1 & B-2
DISTRICTS & AMEND SUPPLEMENTARY STANDARDS
 (Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

Joseph Uller 5/21/19
 Signature of Petitioner Date

FOR OFFICE USE ONLY

File Number: 2A-19-02 Date Received: N/A Amount Paid: N/A

**Draft
Town of Smithfield
Planning Board Minutes
Thursday, May 2, 2019
6:00 P.M., Town Hall, Council Chambers**

Members Present:

Chairman Stephen Upton
Oliver Johnson
Ashley Spain
Leslie Lazarus
Michael Johnson
Teresa Daughtry

Members Absent:

Vice Chairman Mark Lane
Alisa Bizzell

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

CALL TO ORDER

Chairman Stephen Upton asked each board member to acknowledge themselves.

APPROVAL OF MINUTES from March 7, 2019

Oliver Johnson made a motion, seconded by Ashley Spain, to approve the minutes as written. Unanimously approved

APPROVAL OF THE AGENDA

Ashley Spain made a motion, seconded by Michael Johnson. Unanimously approved

NEW BUSINESS

RZ-19-02 Town of Smithfield:

Mr. Helmer stated that the Planning Department is requesting an amendment to the UDO Article 6, Section 6.5 Table of Uses and Activities to allow food trucks in the O/I (Office/Institutional), B-1 (Business), and B-2 (Business) zoning districts and Article 7, Section 7.25 Food Trucks to revise the supplemental standards. Currently, food trucks are only permitted in the B-3 zoning district with supplementary standards. Food Trucks have currently been operating in Town parks and other commercial districts with Town Council issued special events permit. In 2016 the revised UDO had added the food truck ordinance. Prior to that, we had a food cart vending ordinance which allowed food carts on sidewalks in major shopping centers, but no food trucks in the parking lots except at flea markets with a special use permit for outdoor sales.

The Article 7, Section 7.25 Supplementary Standard for Food Trucks is proposed to be amended with the following changes:

- Amended to clarify exceptions to the supplementary standards
- 7.25.1, Food trucks to be permitted to operate from Town property or closed public right of way during a Town-sponsored civic event or Town Council approved special event.

- 7.25.2, Amending the duration of a food truck zoning permit from 20 days, three individual weekend events, to 90 days per calendar year. The change will be easier to monitor for Staff and would provide an opportunity for seasonal food trucks in some locations.
- 7.25.3, Added to location for food trucks that they must be at least 100 feet from the front door of a restaurant or dining area during business hours and changed the text to allow within 5' of a public sidewalk.
- 7.25.4, With the zoning permit, the Town will require a Johnston County Application for a Mobile Food Unit when applicable, NC Sales and Use Certificate, NC Department of Agriculture Permit when applicable, location of approved grease disposal facility, proof of food truck storage location and a copy of the vehicle or trailer registration.
- 7.25.7, Allowing a small sandwich board sign for food trucks, similar to what is allowed for other businesses in town. Food trucks often have the menu on such signs.
- 7.25.8, Increased the area in which food trucks must keep the property clean.
- 7.25.9.1, Created an exception for food trucks operating at the flea market. The Town has currently been allowing such food trucks to operate under the zoning permit of the flea market like other vendors utilizing the same hours of operation.
- 7.25.9.2, Created an exception on the number of food trucks and location of food trucks operating under a Town-sponsored civic event or Town Council approved special event.

Mr. Helmer said that the zoning text amendment as proposed is consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Planning Staff recommends the Planning Board recommend approval of the zoning text amendment ZA-19-02 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Mrs. Daughtry had a question concerning 7.25 and 7.25.9.2. She would like to know how the event put on by local attorneys each year would fall under this revised ordinance. It isn't a civic group, just citizens holding on event.

Mr. Helmer said there are three classes. One would be food trucks parked in a shopping center parking lot, then you have town sponsored events such as Ham and Yam or an event held at Smithfield Community Park. The third class would be a gentleman that wants to throw a party and have a food truck on private property. That's a special event, probably used in connection with live music; in that case special events aren't permitted to have food trucks in the public right-of-way.

Mr. Oliver Johnson referenced 7.25.4 and asked when a Johnston County Application for a Mobile Food Unit wouldn't be applicable.

Mr. Helmer said food trucks that use prepared foods such as a taco truck, are regulated by Johnston County Environmental Health and held to a similar standard such as a restaurant. They have to be associated with a commissary and have somewhere to go to clean their equipment. There is an inspection process similar to the way restaurants have to comply. There

are cases where Johnston County doesn't issue a permit, but the sale of the product is regulated through the Department of Agriculture. Packaged foods wouldn't be regulated by Johnston County Environmental Health.

Mr. Oliver Johnson asked if food trucks are allowed to sell beer and wine.

Mr. Helmer said they are allowed but he doesn't know under what restrictions or guidelines. He will look into it and report back to the board.

Mr. Upton said the ABC Commission of NC would have to issue a permit for beer or wine.

Mrs. Daughtry asked if an applicant would have to show their permit to sell beer or wine to the Town.

Mr. Helmer answered yes they would. At the end of the day it is like a restaurant on wheels and we're trying to get the ordinance changed so that uses involving alcohol may be easier to get approved.

Mr. Spain asked if a food truck applicant would be required to have a certain amount of seating.

Mr. Helmer said no, it isn't required they would be allowed to have some seating.

Teresa Daughtry made a motion to recommend the Town Council approve ZA-19-02, amending Article 6, Section 6.5, and Article 7, Section 7.25., finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Oliver Johnson. Unanimously approved.

Old Business

Mr. Upton brought up the meeting between the Planning Board and the Town Council that took place on February 21st about the UDO. He would like an update on the Planning Board holding public hearings again.

Mr. Helmer stated it was a complicated request. We have a couple ideas and we're trying to evaluate the approach that we should take. We need to be mindful that we chose a process that will actually be used. Right now staff isn't clear how we could move forward with another process that would put quasi-judicial hearings in front of Planning Board.

Mr. Upton stated there are other towns that hold these public hearings and are doing it legally; therefore it is hard for him personally to understand why the decision is taking so long. You either do it or you don't, it's as simple as that.

Mr. Helmer stated the Town is exploring its options. He said if we went with the conditional use districts as in the past, we have to ask why people didn't take advantage of it.

Mr. Upton stated that applicants have a choice, they can come to a public hearing or not. The choice belongs to them.

Mrs. Daughtry said she doesn't see what's so hard in saying we're going to do it or not. She said we always seem to never get a clear answer and things are muddled around.

Mr. Upton asked Mr. Helmer if he would discuss this with the Town Manager or the Planning Department and let us know by email before our next meeting if possible.

Mr. Helmer said I know you mentioned about other towns using this process but when staff went back and reviewed the towns' ordinances it didn't seem to staff it was the best route to take.

Mr. Upton asked if Mr. Helmer could give reasons for the statements he was bringing before everyone so they will better understand. We as a board have heard nothing.

Mr. Helmer said we just need a process that will be beneficial to all parties and we will expedite all these reviews. We don't want a process that adds additional time without getting a better product in the end.

Mr. Upton said you're talking about additional time and this board here gives their time which is commendable to the Town of Smithfield. If the public doesn't come then they just don't but if they do they deserve our time to receive more info and input on the situation before them.

Mr. Helmer said legislative type decisions are a straightforward change we could make right away. As far as quasi-judicial we still have that question of ex parte communication.

Mr. Upton said just because they come here and give their opinions doesn't mean we give them recommendations; we give those to the Town Council.

Mrs. Daughtry said I see growth all over and if this process didn't work in other Towns they wouldn't be doing it. Smithfield must get on the bandwagon and make it easier for the public and developers.

Mr. Helmer mentioned the site plan for American Pride Express Carwash. He stated it was an administrative site plan approval, comments have been sent out. We're now waiting for the applicant to respond. The applicant is talking about tearing down the existing self wash and adding in a tunnel.

Mrs. Lazarus mentioned at the last Planning Board meeting John Whitley's rezoning passed at the most recent Town Council meeting. She wanted to point out that the Planning Board votes came up at the meeting that night. She said even though she voted against it, the votes did matter. She said what we do here as a board might not make a big difference but it does matter. We need to look at what the UDO says now not previously before it was amended. We need to follow that so we don't have mishmash and hinder growth.

Adjournment

Being no further business, Ashley Spain made a motion seconded by Michael Johnson to adjourn the meeting. Unanimous approved.

Respectfully Submitted,



Julie Edmonds
Administrative Support Specialist



PLANNING DEPARTMENT

Mark E. Helmer, AICP, CZO
Senior Planner

Notice of Public Hearing

Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, June 4, 2019 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

ZA-19-02 Town of Smithfield: The Planning Department is requesting an amendment to the UDO Article 6, Section 6.5 Table of Uses and Activities to allow food trucks in the O/I (Office/Institutional), B-1 (Business), and B-2 (Business) zoning districts and Article 7, Section 7.25 Food Trucks to revise the supplemental standards for food trucks.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at www.smithfield-nc.com.

Run legal “ad” in the Johnstonian News on 5/22/19 and 5/29/2019



Request for Town Council Action

Public Hearing Item: FY 2019-2020 Budget
Date: 6/04/2019

Subject: FY 2018-2019 Budget Proposal

Department: General Government

Presented by: Michael Scott, Town Manager, Greg Siler, Finance Director

Presentation: Public Hearing

Issue Statement:

The Manager's Proposed Budget was provided to the Town Council on May 24, 2019. The following presentation is in accordance with the public hearing requirement of NC General Statute, 159-11(b) and 159 -12.

Financial Impact:

Total Town Budget for FY20.

Action Needed:

Hold a Public Hearing for the Proposed FY 2019-20 Budget for the Town of Smithfield.

Recommendation:

Complete the Presentation and Public Hearing

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report

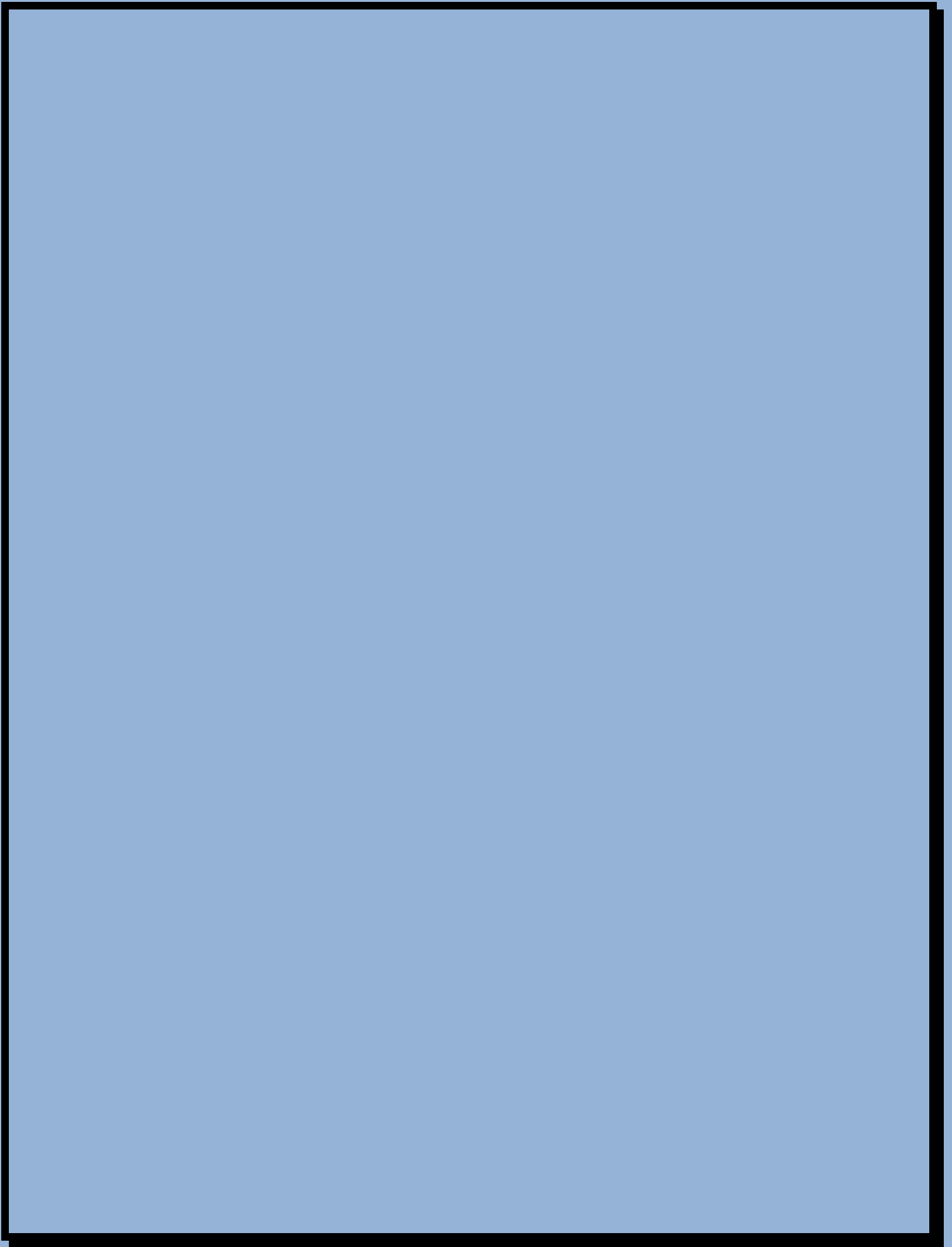


Staff Report

FY
Public Hearing: **2019-**
2020
Budget

Town staff has worked since November, 2018 to create a draft budget. This draft budget was provided to the Town Council on April 11, 2019 and a series of budget workshops were held in April and May. Following these meetings additional changes were made culminating in the proposed budget provided to the Mayor and Town Council on May 24, 2019, with a copy for public viewing maintained in the Smithfield Town Clerk's office, as required in NC General Statute 159-11(b). The revenue neutral tax rate was clearly identified in the Manager's Budget Message as \$.523. A presentation will be made to the Mayor, Town Council and the Public at the Council Meeting on June 4, 2019. A Public Hearing must be held in conjunction with this presentation in order to fulfill the requirements of NC General Statute 159-12. A Balanced Budget must be adopted by a majority of the Town Council before July 1, 2019.

Consent Agenda Items



The Smithfield Town Council reconvened its April 11, 2019 meeting on Monday, April 15, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem
 Marlon Lee, District 1
 David Stevens, District 2
 Dr. David Barbour, District 4
 Emery Ashley, At-Large
 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
 Gary Johnson, Parks & Rec Director
 Shannan Parrish, Town Clerk
 R. Keith Powell, Chief of Police
 Greg Siler, Finance Director
 Stephen Wensman, Planning Director

Reconvene: April 11, 2019 Meeting

Mayor Moore reconvened the meeting at 7:00 pm

FY 2019 – 2020 Budget

Town Manager Michael Scott explained the Council's priorities for FY 2019-2020 General Fund Capital Items. General Fund Capital Items included in the budget are as follows:

Item	Department	Cost
3 Stand Up Desks	Finance	\$1,200
Office Remodel	Planning	\$12,000
5 Police Cars	Police	\$137,000
13 Portable Radios	Police	\$37,000
19 Air Packs	Fire	\$160,000
Station 2 Upgrades	Fire	\$14,500
Splash Pad at Smith Collins	P & R	\$125,000
Mower Deck for Ventrac	P & R	\$9,000
New Server	Gen. Gov/IT	\$10,000
K-9 Replacement	Police	\$13,000
Brush Truck Equipment	Fire	\$19,500
John Deere Tractor	P & R	\$26,500
Repair Playground at Community Park	P & R	\$10,000
2 Shade Structures at Dog Park	P & R	\$9,000
Kayak Launch	P & R	\$5,000
Gym Curtain Divider	SRAC	\$7,500
Wibit Features for SRAC	SRAC	\$6,000
Restroom Partitions	SYCC	\$7,500
Total Capital Item Included in the budget		\$600, 700

General Fund Capital Items not included in the budget are as follows:

Item	Department	Cost
Town Hall Interior Painting	Gen Gov	\$15,000
Town Hall Kitchen	Gen Gov	\$9,000
Fire SUV	Fire	\$45,000
Station 1 Repairs	Fire	\$16,500
¾ Ton Pickup	PW	\$35,000
Christmas Decorations	PW	\$10,000
Shelter & Flags at Boat Ramp	P & R	\$30,000
Fitness Stations at Community Park	P & R	\$25,000

Parking Lot Paving	SYCC	\$15,000
\$Archive Social	Gen. Gov/IT	\$4,800
Mini Excavator	PW	\$90,000
2 Post Lift	PW	\$12,000
2 Dug Out Covers at Smith Collins	P & R	\$9,000
New Tables	SRAC	\$5,200
2 Health Kiosks	Gen. Gov./IT	\$2,000
Knuckleboom	PW	\$160,000
Total Capital Items Not Included in the Budget		\$483,500

1. General Fund

a. General Government

Town Manager Michael Scott informed the Council capital items not included in the budget were the painting of Town Hall, renovations to the kitchen area, Archive Social and two health kiosks. Mayor Pro-Tem Scott questioned where the two health kiosks would be located. Human Resources Director Tim Kerigan replied one would have been installed at the Operations Center and the other would have been installed at the Public Works facility.

Town Manager Michael Scott highlighted some line items in the proposed FY 19-20 General Government Budget. They are as follows:

- Salaries (Council) – Increase in this line item due to increasing the salary of the Mayor to \$7,000 and the salary of each Councilmember to \$5,000. Following research of other municipalities, it was determined the Mayor and Town Council were being compensated at a rate less than other neighboring communities.

Councilman Ashley questioned the 16% increase in retirement benefits. The Town Manager explained the State mandated a 9% increase in retirement benefits. Since it was mandated by the State retirement system, the Town had to budget for the contribution. It was also expected to increase next year.

- Group Insurance – 8% increase in this line item. The Town Manager explained included in every Department's group insurance line item was an 8% increase. Although final costs were unknown at this time, staff anticipated an increase of no more than 8%.
- Legal fees – An additional \$10,000 was added to this line for additional legal advice that may be needed.
- Supplies and Operations – Increase in this line due to additional supplies needed for the new Marketing and Communication Specialist position.
- Supplies/IT – Increase in this line due to Microsoft 365 renewals and security.
- Capital Outlay – No capital items were included in the budget for this department. Mayor Pro-Tem Scott questioned if the painting of Town Hall would be included in the capital items. The Town Manager responded it would have been included in the capital items, but it was not high on the priority list therefore it was not included in the budget. Councilman Barbour stated some of the smaller capital items could be taken out of the reserve fund. The Town Manager responded \$285,000 of fund balance was already appropriated for

the Fire Department's air packs and the Splash Park at Smith Collins Park.

b. Non-Departmental

Town Manager Michael Scott explained most line items in the Non-Departmental budget remained status quo. During a future budget meeting, all organizations who requested funding would be permitted to make a short presentation to the Council.

- Downtown Development Expense – This line was reduced by \$11,684. The Town Manager explained there were some difficulties separating motor vehicle tax for the Downtown area; as a result, a lot more of those tax revenues were being designated for Downtown. Due to the increase in motor vehicle revenue, the Town would reduce its contribution to the DSDC.
Councilman Ashley stated since the Chamber was no longer the Smithfield-Selma Chamber of Commerce, the Council might consider reducing its contribution to the Chamber and providing those funds to the DSDC.
- Public Library – There was an 8% increase in this line due to needed repairs at the Library.

c. Debt Service

Town Manager Michael Scott explained the Town would retire the debt of 2014 equipment purchases in May of 2020. The debt payment amount for this loan was \$29,210. Included in this budget were the first debt payments for the rolling stock and ladder truck loans. No new debt was proposed for FY 2019-2020.

d. Finance

Town Procurement Cards

Finance Director Greg Siler informed the Council he had been negotiating with First Citizen Bank on the replacement of Town credit cards with Town procurement cards. The procurement cards would be similar to credit cards. Some of the major differences were the procurement card would allow the Finance Director to view transactions in real time and also allow him to temporarily increase the card limit in a case of an emergency. The goal was to expand the Town's use of credit cards with its vendors instead of issuing checks. Once the Town spends \$1 million, First Citizens Bank will pay \$50,000 to the Town. Councilman Rabil questioned how long it would be before the Town met the \$1 million threshold. Mr. Siler responded he felt the Town could reach the threshold in two to three years.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to allow staff to move forward with the procurement card program. Unanimously approved.

Finance Director Greg Siler highlighted some line items in the proposed FY 19-20 Planning Department Budget. They are as follows:

- Salaries and Wages – There was an increase in this line item due to the hiring of an Assistant Finance Director. The salary for this position would be shared by all three funds with the hiring to take place January 1, 2020.
Councilman Stevens questioned the need for an Assistant Finance Director. Mr. Siler responded he was set to retire in five years and would like to have a succession plan in place. The Town Manager stated Mr. Siler spent a lot of his time with utility customers and was not able to focus his attention on the overall management of the Finance Department. The idea would be to have the Assistant Finance Director be trained on how to perform all functions of the Finance Department (utility billing, payroll and accounts payable) because

currently there is one employee performing one major function. Mayor Pro-Tem Scott questioned if it was possible to implement a career ladder program for the Finance Department. Mr. Siler responded he and the Town Manager have thought about that possibility, but have found no way to implement it.

- Capital Outlay – Proposed in this budget were three standing desks. Mayor Pro-Tem Scott questioned if this was a request by an employee. Mr. Siler responded this request was made by three employees. The Town Manager stated these desks would especially benefit the two cashier windows since they routinely stand when waiting on customers at the windows. Mayor Pro-Tem Scott questioned if this should be offered to other employees. The Town Manager responded that given the cost, any reasonable request could be granted during the budget process.

e. Planning

I-95 Exit 95 Ramp Lighting

Town Manager Michael Scott informed the Council that NCDOT wanted to know how the Town wished to proceed with payment for the lighting of the new 95 interchange. Planning Director Stephen Wensman explained if NCDOT installed the lights and the Town chose to contribute to the installation, the Town would pay a one-time fee of \$93,000. Under this scenario, NCDOT would pay the utility bill for the lights in perpetuity. If the Town chose to pay for the utility bill, the Town would pay an upfront cost of \$16,000 and an estimated annual cost of \$6,200 for utilities. The Town Manager explained the NCDOT would pay approximately \$226,000 for this project. Councilman Barbour questioned if NCDOT would pay for the entire project. The Town Manager responded they would not fund the entire project, but are funding 70% of the total project. Mayor Pro-Tem Scott stated this was an important project, but he felt the Council should know what they were agreeing to. He asked staff to request the lighting plan for the project. Mayor Moore explained that well-lit exits off I-95 are more appealing and will cause more people to use the exit.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to pay the one time installation cost of \$93,000 with the understanding that NCDOT will pay for the utilities. Staff is also to seek more information from NCDOT on the proposed lighting plan for Exit 95. Mayor Pro-Tem Scott, Councilman Ashley, Councilman Lee, Councilman Stevens, Councilman Dunn, Councilman Rabil voted in favor of the motion. Councilman Barbour voted against the motion. Motion passed 6 to 1

Planning Director Stephen Wensman highlighted some line items in the proposed FY 19-20 Planning Department Budget. They are as follows:

- Salaries and Wages – There was a decrease in this line because the Code Enforcement Officer was now being paid out of the Police Department's budget.
- Professional Fees – There was a decrease in this line because the Planning Director was eliminating his landscape architect license because he was not using it in his current position.
- Service Contracts – There was \$15,000 included in this line for a bike and pedestrian plan. Having this plan will allow the Town to seek grant funding for these types of projects.

- Condemnations – Funds were included in this line for condemned structures unable to be used by the Fire Department as controlled burn exercises. So far the Town has been fortunate enough that many condemned houses have been burned down by the Fire Department.
- Capital Outlay – \$12,000 has been included in this line for office renovation. Mr. Wensman explained his office would be reduced to accommodate a separate room for filing.

Councilman Dunn questioned why the Code Enforcement Officer's salary was being moved back to the Police Department's budget. The Town Manager responded under the State retirement system, the only way the employee could continue to work for the Town was to be a certified Police Officer. Mayor Pro-Tem Scott stated this was not an uncommon practice. Councilman Barbour questioned if the Town had enough employees to enforce the Town's code. The Town Manager responded the Code Enforcement Officer only responds to complaints. The part-time assistant's primary responsibility was to deal with grass violations in the summer months. Mr. Wensman responded he personally was doing a lot more zoning enforcement.

Mayor Pro-Tem Scott questioned if the Town could investigate a community golf cart policy which allowed citizens to use their golf carts on Town streets. Chief of Police Keith Powell stated the golf cart would need to be licensed and insured to be on Town streets.

f. Police

Chief of Police R. Keith Powell highlighted some line items in the proposed FY 19-20 Police Department Budget. They are as follows:

- Employee Separation Allowance – There was an increase in this line due to the retirement of Bruce Gentry
- Telephone – There was an increase in the line due to the K-9 Officer receiving a lot of works related calls on his personal cell phone.
- Equipment Maintenance and Repair – There was an increase in this line due to the purchase of additional traffic cones.
- Training and Education – There was an increase in this line due to CALEA and in-service training.
- Supplies and Operations – There was an increase in this line due to the replacement of service weapons and the purchase of NARCAN.
- Service Contracts – There was an increase in this line due to the implementation of Microsoft 365 for email capabilities. The Police Department was on its own email system which posed problems with sending and receiving large files. The Police Department now utilizes the same email system the rest of the Town utilizes.
- Community Policing Projects – There was an increase in this line because the Community Policing Officer was doing more projects. The Officer has also received a lot of grant funding for some of the projects.

- Capital Outlay – Included in this line for the total budgeted amount of \$187,000 were replacement of 3 existing patrol cars, replacement of 2 unmarked patrol cars, 13 portable radios and replacement of 1 K-9.

Mayor Moore questioned the age of the K-9. Chief Powell responded the K-9 was nine years old and recently had major surgery.

Town Manager Michael Scott informed the Council the building expansion in the amount of \$530,000 and the hiring of four additional Police Officers were not included in the budget.

Chief Powell explained the building expansion added on to the existing Police Department in the adjacent vacant lot. The expansion would be approximately 3500 square feet. The expansion would also provide additional parking at the Police and Fire Department. Councilman Ashley stated the need for the expansion was not the issue, but how the Town would pay for the expansion was the issue. The Town Manager responded the only way the Town could pay for the expansion was through loan proceeds.

Chief Powell explained with the four additional officers it would put the department back to its former staffing level. With the call volume, this was something that would have to be addressed in the future. The Town Manager stated the normal turn-over rate at the Police Department was five officers per year. It would be reasonable to increase the number of Police Officers by 2 without negatively impacting the budget since at some point during the year it was likely you would lose 2 officers.

Chief Powell stated to begin implementing a take home care policy for those officer who resided in the Town or the ETJ, he would need 2 additional cars for those officers. If other officers chose to reside in the Town or the ETJ, requests for additional cars would be addressed in the next budget following their relocation into the Town/ETJ. Mayor Pro-Tem Scott asked the Manager to include two take home cars in the budget for the two officers that reside in the Town and ETJ.

Councilman Barbour questioned if staff had considered adding a Police Substation on the west side of Town. The Town Manager responded in a community the size of Smithfield, it was not feasible or effective to split up the officers. However, it would be good to have a community police officer in each district.

g. Fire

Fire Chief John Blanton highlighted some items in the proposed FY 18-19 Fire Department Budget. They are as follows:

- Salaries and Wages – There was an increase in the line due to eligible career ladder advancements and the hiring of a full-time administrative support specialist to be hired January 1, 2020.
- Overtime – There was an increase in this line because of the increased call volume and storm preparedness. The Town Manager stated the Town did receive funds from FEMA for overtime during Hurricane Florence.
- Utilities – There was an increase in this line because of Station 2.
- Vehicle Supplies/ Maintenance – There was an increase in this line due to known repairs that would need to be addressed in the next six months.

- Uniforms – There was an increase in this line due to the replacement of six turn out gears.
- Capital Outlay – Included in this line for the total budgeted amount of \$194,000 were SCBA equipment, brush truck equipment and upgrades to Station 2.

The Town Manager explained the Fire Chief asked for an additional line item in the amount of \$15,900 be added for physicals for fire fighters. Chief Blanton explained that the fit for duty physicals were more exclusive for those fire fighters that use air packs. The physical includes spirometry and chest x-rays. Chief Blanton stated it was also an OSHA requirement. The physical was necessary for the health and wellness of the fire fighters.

Councilman Barbour questioned if the physical would be required for all fire fighters. Chief Blanton responded it would be required for all who wore air packs. Chief Blanton further responded not many Fire Departments are doing this because of the cost. He and another Fire Chief are trying to work with the hospital to determine if an employee's health insurance would pay for their annual physical and the Town could pay for the additional expense of the fit for duty physical. Councilman Barbour stated he would like the physicals be added back into the budget. The Town Manager reminded the Council this would be an ongoing expense.

Finance Director Greg Siler asked Chief Blanton to provide the Council with an update on the SAFER Grant. Chief Blanton explained in the first 2 years the grant paid for 75% of the salary for the three additional fire fighters. The last year of the grant will begin October 1, 2019 and the grant will pay for 35% of the salaries. Therefore, the Town is in the last year of the grant period.

Chief Blanton informed the Council that \$560,000 for the purchase of a new fire engine was not included in this budget. He explained this was an American LaFrance truck and when it broke down, finding the parts for it was nearly impossible due to the company being out of business. The Town Manager stated with the 5-year capital plan, staff will be seeking approval to purchase fire trucks in 2020, 2021 and 2023.

Also not included in the budget were six new fire fighter positions, an SUV and Station 1 repairs. The six additional fire fighters would put two additional fire fighters on each shift at Station 1. Call volumes have increased due to the Town's daytime population. The Smithfield Fire Department respond to more calls than Clayton because our daytime population increases dramatically. The replacement of a 2001 Ford Expedition can wait for another year, but it will have to be replaced at some point. The repairs at Station 1 include concrete repairs around the gas tanks and repairs to some areas in the front of the building.

Tax Rate

Mayor Moore questioned if the Council had any thoughts concerning the tax rate. Councilman Ashley stated he preferred the Town reduce the tax to the revenue neutral rate of \$.54. Mayor Pro-Tem Scott stated by looking at the needs of the Town, we could stay status quo. Councilman Barbour stated he didn't feel the Council could take any action on the tax rate until they knew the results of the salary study.

Recess

Mayor Pro-Tem Scott made a motion, seconded by Councilman Stevens, to recess the meeting until Tuesday, April 30, 2018 at 7:00 pm. The meeting recessed at approximately 9:14 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened its April 15, 2019 meeting on Tuesday, April 30, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Marlon Lee, District 1

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
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Reconvene: April 15, 2019 Meeting

Mayor Moore reconvened the meeting at 7:01pm

1. Non-Departmental / Nonprofit Requests

a. Annie D. Jones Child Enrichment Fund

Town Manager Michael Scott informed the Council that Executive Director Kayrese McDuffie was under the weather and could not attend tonight's meeting. He stated the Council was provided a letter by Mrs. McDuffie. The Town Manager stated the Annie D. Jones Child Enrichment Fund currently received \$3,000 and the same amount was requested for FY 2019-2020.

b. Ava Gardner Museum

Executive Director Lynell Seabold explained the Ava Gardner Museum's importance to the community and the economy of Smithfield. She explained the funds would be used to help support the salary of the Executive Director. According to the Johnston County Visitors Bureau, the Museum generated \$1.2 million to Downtown Smithfield. The Ava Gardner museum was requesting \$25,000. Funding included in FY 2019-2020 budget was \$22,000.

c. Community and Senior Services of Johnston County

Chairman Jimmy Parker explained Community and Senior Services of Johnston County provided services to older citizens. The requested funding would allow the organization to provide delivered meals to those in need. Community and Senior Services requested \$3,500. Funding included in the FY 2019-2020 budget was \$3,500.

d. Downtown Smithfield Development Corporation

Executive Director Sarah Edwards explained the partnership between the Town and the DSDC and the important roll the DSDC plays in Smithfield. She explained current and future projects. The DSDC requested \$55,000. Funding included in the FY 2019-2020 budget was \$43,316.

e. Harbor, Inc.

Executive Director Kay Johnson explained the mission of Harbor and explained the services provided. Harbor, Inc. requested \$2,500. Funding included in the FY 2019-2020 was \$2,500

f. Public Library of Johnston County and Smithfield

Library Board of Trustees Chairman Jeff Jennings informed the Council that after sixteen years of service, Executive Director Margaret Marshall would be retiring at the end of June. Mr. Jennings explained that over 9,000 residents of the Town are library patrons. Recently, the Library signed an agreement with the Johnston County Board of Education to begin a student access program. This program would allow all Johnston County school students access to all the resources of the library. The students would not have to have a library card, they could simply gain access to the library's resources by using their student identification card. Mr. Jennings explained the library was seeking funding in the amount of \$270,747 to assist with employee salaries and maintenance and

repairs. Mrs. Marshall stated the student access program was going to be a great program. Councilman Barbour questioned the percentage of Smithfield residents that visited the library. Mrs. Marshall responded there was no way to know that information. Mayor Pro-Tem Scott thanked Mrs. Marshall for her service. He questioned if there was any anticipated cost associated with the new student access program. Mrs. Marshall responded the only additional costs could potentially be the increased need to replace books. Mayor Pro-Tem Scott asked Mrs. Marshall to explain how decreased funding from the Town and/or County could affect the State's contributions to the Library. Mrs. Marshall responded the Library has a maintenance of effort that it must adhere. The State must see increases or steadiness in revenue in order to maintain the State's funding level. Funding included in the FY 2019-2020 budget was \$270,000.

g. Triangle East Chamber of Commerce

Economic Development Chair Mark McDonald addressed the Council on how the chamber can be a better resource for Smithfield. He and Executive Director Mike Mancuso explained to the Council that funding provided by the Town of Smithfield was solely used for economic development purposes. Last year, the Chamber used funding to recertify several sites in Smithfield. Mayor Moore questioned the \$1,250 spent on the Research Triangle Park Annual Event. Mr. Mancuso responded a delegation went to that event to market the area. Councilman Barbour questioned if it was more difficult for the chamber to focus on Smithfield since it added more Johnston County communities and changed its name from the Smithfield-Selma Chamber of Commerce to the Triangle East Chamber of Commerce. Mr. McDonald explained that he took full responsibility for the rebranding of the chamber because marketing each community individually was not appealing to investors, but to market the area as a region allows the chamber to represent all the communities. Councilman Ashley questioned if the Chamber worked with the area schools. Mr. Mancuso responded there were several programs and ideas the Chamber's Education committee was working on. Councilman Ashley suggested the Chamber sponsor a night at a SSS football game. The chamber could cover the admission cost. The Triangle East Chamber of Commerce requested \$4,000. Included in the FY 2019-2020 budget was \$4,000.

h. Innovation Academy

Principal Kelly Johnson and 7th Grade Science teacher Randy Parker explained the Innovation Academy was seeking \$3,500 in funding for robotics and creation of a virtual reality lab. Included in the FY 2019-2020 budget was \$1,000.

i. Neuse Charter School

Town Manager Michael Scott informed the Council that the Neuse Charter School requested \$1,000. Included in the FY 2019-2020 budget was \$1,000.

j. Smithfield Selma High School

Principal Dr. Allen informed the Council that funding this year would be used to appreciate SSS teachers and to assist with the Student Development Team. Smithfield Selma High School requested \$1,000. Included in the FY 2019-2020 budget was \$1,000.

k. Smithfield Middle School

Principal Heather Anders informed the Council that funding this year was used to purchase wall padding for the gym. FY 2019-2020 funds would be used for agenda books for the student and also staff appreciation week. In the agenda books, the Town would have the opportunity to advertise anything offered by the Town that would be of interest to the students or parents. Smithfield Middle School requested \$1,000. Included in the FY 2019-2020 budget was \$1,000.

l. South Smithfield Elementary

Hadley Lee explained the requested funding would help the school continue its efforts to build an all-inclusive community playground. The school was 1/5 of the way of achieving the funding goal. South Smithfield Elementary requested \$1,000. Included in the FY 2019-2020 budget was \$1,000.

m. West Smithfield Elementary

Principal Sharon Bryant explained the requested funding was to purchase soccer goals and soccer equipment. West Smithfield Elementary requested \$1,000. Included in the FY 2019-2020 budget was \$1,000.

2. General Fund Continued

a. Public Works

i. Streets

Public Works Director Lenny Branch highlighted some line items in the proposed FY 19-20 Public Works – Streets Department. They are as follows:

- Sidewalk/ Curb repairs – This line included additional sidewalk on Booker Dairy Road, Kellie Drive and Market Street per NCDOT agreements.
- Capital Request – Not included in the budget was the request to purchase a mini excavator at an estimated cost of \$90,000. Periodically, the Streets division encounters areas a backhoe cannot get into due to its size. On those occasions the Public Works Department has to rent a mini excavator at a cost of \$300 - \$600. Mayor Moore questioned if the Town had a mini excavator. The Town Manager responded Public Utilities has a mini excavator, but they are hesitant to share it with other Departments. Mayor Moore questioned why the two Departments couldn't share the mini excavator. Public Utilities Director Ted Credle responded it was difficult to predict when it would be needed by his staff because its use was dependent on service calls. Mr. Branch stated the Utilities Department does allow Public Works to use it but only with their employee can operate it. There could be times when one Department needs it and the other Department has it and vice versa.

1. Equity Drive

The Town Manager informed the Council repairs to Equity Drive are estimated to cost \$1 million. Public Works Director Lenny Branch reminded the Council that Equity Drive was listed as the second worst street in the Town. Other than the base, parking on the street will continue to deteriorate the condition of the road. To repair Equity Drive, the Town will utilize the FDR process as it did with Venture Drive. The design will include curb and gutter which will utilize existing ditch swales. The design would also include sidewalks on the interior perimeter of the road. The estimated cost does not include contingency funds. Councilman Ashley stated the road needed to be repaired. He questioned how the construction would be done to minimize any impact to the businesses. Mr. Branch responded construction would have to be done one lane at a time. Mayor Pro-Tem Scott questioned if the Town could incorporate a lighting plan for the area. Mr. Branch responded utilities in the area were controlled by Duke Energy Progress and he didn't feel a lighting plan was necessary. Mayor Pro-Tem Scott stated the property owners paid \$352,000 in property taxes annually and they felt that was sufficient funds to repair the road.

Councilman Barbour stated sidewalks were needed on Wilson's Mills Road because it was more dangerous than Equity Drive. While he was not opposed to repairing Equity Drive, he was not in agreement with the Town paying for amenities like sidewalks. Councilman Ashley stated the Town did not own/control Wilson's Mills Road because it was controlled by NCDOT. Councilman Barbour responded the Town should do whatever it needed to do to purchase the land needed to construct the sidewalks on Wilson's Mills Road. Councilman Barbour suggested the Town find out if the business owners along Equity Drive would consider some type of cost sharing with the Town for the constructions of the sidewalks along Equity Drive. Councilman Ashley requested staff to provide a breakdown of the cost.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to identify this project as a propriety and provide the Council will a solid cost estimate and project breakdown. Unanimously approved

ii. General Services

Public Works Director Lenny Branch highlighted some line items in the proposed FY 19-20 Public Works – General Services Department. They are as follows:

- Temporary Labor – There was an increase in this line due to the need for additional assistance with grass cutting for three additional months.

- Supplies and Operation – There was an increase in this line due to additional mulch material needed for mulching landscape beds twice a year instead of once a year.
- Capital Outlay – Not included in this budget was a ¾ ton 4 door crew cab pickup truck and additional Christmas decorations at an estimated cost of \$45,000. The pickup truck would be replacing an 11 year old truck. The Christmas decorations would be for some additions and replacements of decorations on the west side of Town.

iii. Garage

Public Works Director Lenny Branch highlighted some line items in the proposed FY 19-20 Public Works – Garage. They are as follows:

- Salaries and Wages – There was an increase in this line due to the employee surpassing his probationary period.
- Capital Outlay – Not included in the budget was a 2 post lift at an estimated cost of \$12,000. The Town Manager explained the 2 post lift was a new lift for the second bay and it was a very important piece of equipment. He asked the Council to consider adding it back into the budget.

Councilman Barbour made a motion, seconded by Councilman Ashley, to put funds in the budget for the purchase of the 2 post lift for the garage. Unanimously approved.

iv. Powell Bill

Public Works Director Lenny Branch informed the Council the Powell Bill budget was a status quo budget.

Mayor Pro-Tem Scott questioned if additional funds were placed in the Powell Bill line as they were last year. The Town Manager responded no additional funds were added. Mayor Pro-Tem Scott further questioned if the additional funding made the street resurfacing project more successful. The Town Manager responded the Town has had some difficulties with the contractor's subcontractor on the resurfacing project.

v. Sanitation

Public Works Director Lenny Branch highlighted some line items in the proposed FY 19-20 Public Works – Sanitation. They are as follows:

- Fuel – There was an increase in this line due to increased fuel costs.
- Supplies and Operation – There was an increase in this line due to the need for 100 new roll out containers. These are needed for the anticipated residential growth of the Town.
- Landfill Fees – There was an increase in this line due to the anticipated growth in the Town. The Town Manager stated revenues would also increase.
- Capital Outlay – Not included in the budget was the purchase of a Knuckle boom truck at an estimated cost of \$160,000. This equipment was needed to replace the 2005 which was the oldest in the fleet. If allowed, the new truck would go into the daily rotation, the 2005 would be surplussed and the 2007 would become the back-up truck. The Town Manager explained this equipment would need to be purchased at some point. Currently, knuckle boom trucks are on a ten year replacement. Staff has been utilizing them longer than they anticipated they would

Councilman Ashley made a motion, seconded by Councilman Rabil, to add the purchase of a knuckle boom truck back into the budget. Unanimously approved.

b. Parks and Recreation

Parks and Recreation Director Gary Johnson highlighted some line items in the proposed FY 19-20 Park and Recreation Department. They are as follows:

- Temporary Labor – There was an increase in this line due to the need for additional assistance during the grass cutting season.
- Vehicle Supplies and Maintenance – There was an increase in this line due to aging vehicles.
- Capital Outlay – Included in the budget was a Splash Pad at Smith Collins for an estimated cost of \$125,000. Council discussion included the cost of water to operate the splash pad.
- Also included in the Capital Outlay for the Parks and Recreation Department included the following: Mower Deck for Ventrac, John Deere Tractor, Community Park Playground Repair, 2 Shade Structures at Dog Park and Kayak Launch at the Boat ramp.
- Capital Outlay Not included in the budget: Shelter and Flags at Boat Ramp \$30,000, Fitness Stations at Community Park \$25,000 and 2 Dug Out Covers at Smith Collins \$9,000

Mr. Johnson explained the fitness stations were needed because of the DAV Trail that had to be constructed this year due to grant funding requirements. Councilman Barbour stated the fitness station and dug out covers should be added back into the budget.

Councilman Barbour made a motion, seconded by Councilman Ashley, to put the \$25,000 back into the budget for the fitness stations and \$9,000 for 2 dug out covers at Smith Collins Park. Unanimously approved.

c. SRAC

Parks and Recreation Director Gary Johnson highlighted some line items in the proposed FY 19-20 SRAC. They are as follows:

- Temporary Labor – There was an increase in this line for event and weekend janitorial services.
- Service Contracts – There was a decrease in this line because of the software now being utilized in the facility.
- Capital Outlay – Included in the budget were a Gym Curtain Divider and Wibit Pool Features. Not included in the budget were tables for the banquet room

d. Sarah Yard Community Center

- Capital Outlay – Included in the budget were restroom partitions. Not included in the budget was the parking lot pavement

Councilman Ashley stated more programs were need at the Sarah Yard Community Center.

Neuse Amphitheater

Parks and Recreation Director Gary Johnson informed the Council the Johnston County Visitors Bureau (JCVB) was interested in moving forward with this project. Before USDA will approve any loan for this project, an environmental study must be completed. This was needed to determine if it would be possible to do the project and to also determine if USDA would be able to fund the project through loan proceeds. The JCVB has \$300,000 in reserve funds for this project and they would also use occupancy tax funds to pay the annual debt service of \$56,000 for twenty years. The Town Manager explained the Town does not spend a lot of the occupancy tax funds because they can only be used for tourism related items. If this project were to be approved by the Council, it would essentially tie up all occupancy tax dollars for twenty years. Also, since the JCVB is not considered a government entity, the Town

would have to apply for the loan and pay the debt service. The JCVB would have to pay the Town and the Town would have to pay the debt service. The Town Manager stated he would be more comfortable if the JCVB could acquire the loan for the project. Mayor Moore explained he was concerned about the funding source because should there be a change in the occupancy tax, the Town would be responsible for the annual debt service payment. Also, in the event the General Assembly were to change the parameters of how occupancy tax funds could be used, the Town would already have funds tied up for twenty years. Mayor Pro-Tem Scott expressed his concerns about the amphitheater being located in a flood zone. Mr. Johnson responded if the Town wished to move forward with the project, an environmental study had to be conducted. Councilman Barbour expressed his support for the project stating it would add value to the Town of Smithfield. No decision was made by the Council

Burlington Park

Parks and Recreation Director Gary Johnson informed the Council he would like to remove the play structures from this park and turn it into a passive area. He explained this park was completely underutilized. No decision was made by the Council.

Mayor Pro-Tem Scott questioned the cost savings realized from the reduction in employee health costs from the 8% estimate to the 5% actual. The Town Manager responded after changing all the employee health insurance line items throughout the budget, it still was not enough to fund the two additional cars for the Police Department (take home car program) and the Fit for Duty physicals for the Fire Department.

The Town Manager explained he had to have a proposed budget to the Town Council by May 17th in order to advertise the public hearing for the June Council meeting. He assumed the Council would like for the results of the salary study to be presented at a budget meeting. A representative from Piedmont Triad Regional Council was available on May 14th to deliver the results of the salary study. Mayor Pro-Tem Scott stated he would be out of Town on May 14th.

Adjourn

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to adjourn the meeting. The meeting adjourned at approximately 9:55 pm.

ATTEST:

Shannan L. Parrish, Town Clerk

M. Andy Moore, Mayor

The Smithfield Town Council met in regular session on Tuesday, May 7, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Emery Ashley, At-Large

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
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:02.

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Dunn made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendments:

Remove from the Presentations:

Proclamation – Recognizing Anita Liverman’s dedicated service to the Appearance Commission

Add to the Consent Agenda

- Bid Award to Carolina Industrial Equipment in the amount of \$212,840.00 for the purchase of a 2020 Hook Lift truck with Leaf Box to be utilized by the Public Works- Sanitation Department.
- Consideration and request for approval to appoint a one-time three member Personnel Advisory Committee in response to an employee’s request for a grievance hearing.

Mayor Moore asked that the Presentation for Paul Worley be moved to the end of the meeting since Mr. Worley was not present. Unanimously approved

PRESENTATIONS:

1. Administering Oath of Office to Newly Promoted Police Lieutenant Jason Beyer

Mayor Moore administered the Oath of Office to newly promoted Police Lieutenant Jason Beyer.

2. Administering Oath of Office to Newly Promoted Police Sergeant William T. Lee

Mayor Moore administered the Oath of Office to newly promoted Police Sergeant William Lee.

Town Clerk Shannan Parrish administered affirmations to those that wished to testify during any of the public hearings.

PUBLIC HEARINGS:

1. **Special Use Permit Request – Daniel Evans (SUP-19-02):** The applicant was requesting a special use permit to allow for a U-Haul rental facility on property located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval was located on the east side of South Brightleaf Boulevard, approximately 120 feet north of its intersection with Wellons Street and further identified as Johnston County Tax ID# 15052011.

Mayor Pro-Tem Scott made a motion, seconded Councilman Stevens to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman testified that the 0.663-acre property was currently zoned B-3 and contained two one-story multi-tenant office buildings and a paved parking lot with no parking lot striping. The condition of the pavement was poor. The parking lot had no curb or gutter and the paving extended to the property lines on the north and south sides with no landscape buffer yards. The property was approximately 105 feet wide and the existing driveway entrance was approximately 80 feet wide, exceeding Town and NCDOT standards. Where the driveway intersects with Brightleaf Boulevard, only right-in and right-out was permissible given the existing median in that location. The driveways on the north and south side of the building were narrow and only suitable for one-way traffic. The primary and largest building was approximately 4,000 sq. ft in size and the smaller approximately 2,000 sq. ft. in size. The largest building currently has 3 tenants: Lions Pride LLC, Lions Den Income Tax Service and Primary Health Choice Inc. It appeared as though half the larger building was currently vacant. The smaller, 2,000 sq. ft. building, was currently vacant and contained 2 units.

Mr. Wensman testify that Code enforcement discovered the U-Haul business operating without an approved special use permit from the Town Council. The business has been in operation for quite some time with no apparent complaints or issues other than the use is in violation of Article 6 of the Unified Development Ordinance (UDO) which required a special use permit for vehicle rental. The required parking for office uses was 4 parking stalls per 1000 sq. ft. The building was a little over 6,000 sq. ft. in size which required a parking lot with at least 24 parking stalls. The proposed parking lot striping showed parking for 24 vehicles, including the U-Haul parking. The plans showed 5 oversized parking stalls to accommodate U-Haul trucks. The applicant was also asking to park up to 5 U-Haul trailers on the site. If the office buildings were fully occupied, there could be a shortage of parking stalls on the site. There are no curb stops in the parking lot and the paving extends to the adjacent property line. If the special use permit was approved, Staff recommended curb stops be installed to prohibit parked vehicles from encroaching onto the adjoining property. The drive lane on the north side of the building was labeled 18' wide, however, a 5-foot-deep entrance canopy is located on that side of the building which reduces the drive lane to 13 ft. wide. The drive lane on the southwest side of the building was 10' wide with 5 feet of grass between it and the building. The required minimum drive lane width was 16 feet according to Section 10.2.4.3. If the special use permit was approved, Staff recommended relocating the oversize truck parking to the rear of the building where there was adequate paving width, or recommended removal of the entrance canopy. There were no street, side or rear landscape/buffer yards. The paving extended to the property line on the front and sides of the property. There was a small grassy area at the front of the primary building and a small one towards the rear lot line. The only trees located on the site are adjacent to and behind the rear office building. The U-Haul trucks would have no screening from adjacent properties.

Mr. Wensman reviewed staff's findings. They are as follows:

STAFF'S FINDINGS OF FACT

1. The rental use will not be detrimental or endanger the public health, safety, or general welfare. The use has been in operation for quite some time and there has been no known issues. Conditions have been added to address issues related to the parking of oversized vehicles.
2. The district is B-3 business which allows a variety of uses. The rental is in keeping with other business in the area. The building is primarily office uses and mostly vacant.
3. The use will not have any impact on the orderly development of adjacent property. The Food Lion site is fully developed and the adjacent office building is used for medical purposes and is fully occupied.
4. Adequate utilities, access, drainage and parking are all present.
5. The rental business will utilize the existing ingress and egress to the paved parking lot. The use generates a light amount of traffic, mostly on weekends and at the end of the month.
6. The use will be in conformance with regulations. The site has many nonconforming situations and the U-Haul business does not trigger conformity with the UDO, nor does it increase the nonconforming situations.
7. The use will have no impact on the public access. The site is currently underutilized and there is excess parking for the actual leased office spaces. The type of office uses that exist and are likely to exist are low traffic uses.
8. The proposed use is consistent with town plans.

The Planning Department recommends approval of the Special Use Permit, SUP-19-02, with the following condition:

- That the rental be limited to a maximum of 5 U-Haul trucks and 4 U-Haul trailers of any size and that the U-Haul trucks and trailers be parked in designated and striped parking stalls.
- That the entire parking lot be striped for parking stalls and one-way traffic flow as shown on the approved site plan.
- That the awning on the northeast side of the building be removed to allow for a minimum 16 ft. wide one-way drive aisle, or the oversized U-Haul parking stalls be relocated to the rear of the building where there is adequate space to accommodate the parking and drive lanes.
- That curb stops be installed to prohibit parked vehicles from encroaching on adjacent property.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the May 7, 2019 agenda packet.

Mayor Moore asked if there were any questions from the Council. Mayor Pro-Tem Scott questioned how the parking lot could be striped since the pavement was in such poor condition. Mr. Wensman responded the striping would not last and would have to periodically be restriped.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter. There was no one in attendance that wished to testify on the matter.

Councilman Barbour made a motion, seconded by Councilman Rabil, to close the public hearing. Unanimously approved.

The Written Finding

Councilman Barbour made a motion, seconded by Councilman Dunn, to vote in the affirmative to all of the below eight stated Finding 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-19-02

Councilman Barbour made a motion, seconded by Councilman Dunn, 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-19-02 with the following conditions:

1. That the rental be limited to a maximum of 5 U-Haul trucks and 4 U-Haul trailers of any size and that the U-Haul trucks and trailers be parked in designated and striped parking stalls.
2. That the entire parking lot be striped for parking stalls and one-way traffic flow as shown on the approved site plan.
3. That the awning on the northeast side of the building be removed to allow for a minimum 16 ft. wide one-way drive aisle, or the oversized U-Haul parking stalls be relocated to the rear of the building where there is adequate space to accommodate the parking and drive lanes.
4. That curb stops be installed to prohibit parked vehicles from encroaching on adjacent property.

Unanimously approved.

2. **Special Use Permit Request – Xtra Mile Motors (SUP-19-06):** The applicant was requesting a special use permit to allow for an automobile dealership on properties located within a B-3 (Highway Entrance Business) zoning district. The properties considered for approval was located on the north side of West Market Street approximately 500 feet east of intersection with NC Highway 210 and further identified as Johnston County Tax ID# 15080019 and 15080055.

Councilman Dunn made a motion, seconded by Councilman Stevens to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman testified this application was reviewed by the Town Council in 2016 as CUP-16-01 and was approved, however, the project never moved forward as a result of Hurricane Matthew. The applicant and owner would now like to move forward with the sale lot; however, the CUP-16-01 has expired due to disuse. The current application was identical to the 2016 application. The proposed automobile sales lot was a permitted use within the B-3 (Business) zoning district with an approved special use permit. The site was developed with a paved parking area with 14 parking stalls to the east of the building plus a handicapped parking stall and two paved stalls to the west. A fence was installed to screen the parking lot for the auto sales from the trucking and auto storage yard in the rear of the property. The approved permit, CUP-16-01, was for an automobile sales lot to accommodate no more than ten automobiles for sale.

Mr. Wensman reviewed staff's findings. They are as follows:

STAFF'S FINDINGS OF FACT

1. The establishment or operation of a sales lot will not be detrimental to the public health, safety or welfare. Similar auto sales uses already exist nearby and they are not detrimental.
2. Similar auto sales uses already exist nearby.
3. The special use will not impede normal and orderly development and improvement of the surrounding property. The site was improved for the use in 2016 with paved parking and screening to a standard that is desired for existing nonconforming uses nearby.
4. Adequate utilities exist, access was improved with defined driveways, drainage meets requirements, and parking was improved.
5. Driveway access was improved by creating defined driveways.
6. The proposed use conforms to the minimum standards.
7. Plan conforms.
8. The comprehensive plan calls for conservation/open space in this area within the 100-year flood elevation; however, the site is already developed and the proposed use is less intensive than other potential uses.

The Planning Department recommends approval of the Special Use Permit, SUP-19-06, with the following condition:

- That no more than ten cars for sale be on the lot at any one time and that they are parked within striped parking stalls.
- That dead or damaged plantings be replaced and that the landscaping on site and on the boulevard be maintained accordance with Article 10, Section 10.11.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the May 7, 2019 agenda packet.

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

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant Seamus Costello of 59 Holiday Island Drive, Garner, NC testified he was in agreement with the testimony provided by Mr. Wensman. Mr. Costello further testified there would never be more than ten vehicles on the lot because most of the cars are presold. There would not be any auto repairs on site and all landscaping would be maintained.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter. There was no one in attendance that wished to speak on this matter.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott, to close the public hearing. Unanimously approved.

The Written Finding

Councilman Barbour made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below eight stated Finding 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-19-06

Mayor Pro-Tem Scott 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-19-06 with the following conditions:

1. That no more than ten cars for sale be on the lot at any one time and that they are parked within striped parking stalls.
2. That dead or damaged plantings be replaced and that the landscaping on site and on the boulevard be maintained accordance with Article 10, Section 10.11.

Unanimously approved.

- 3. Special Use Permit Request – Hilce Sierra (SUP-19-07):** The applicant was requesting a special use permit to allow for a residential dwelling on property located within a B-2 (Business) zoning district. The property considered for approval was located on the east side of South Seventh Street approximately 120 feet south of its intersection with of Woodall Street and further identified as Johnston County Tax ID# 15031049.

Councilman Rabil made a motion, seconded by Councilman Barbour, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman testified the .012-acre property was formerly a single-family residence that had been used as a salon. The property was the only building on the east side of the block fronting on 7th Street and the only building on that side of the block that does not front on Brightleaf Boulevard. The proposed single-family residential use required a special use permit approved by the Town Council. It was an old home located on a nonconforming lot (approximately 50 ft. x 100 ft.) between an existing tobacco warehouse and office retail uses. The property has frontage and driveway access off 7th Street. The existing access was currently a gravel/dirt driveway that led to a concrete pad in the back yard. Most of the back yard has been used for parking. There was no discernable boundary line between the applicant's property and other commercial properties. To prevent trespassing and other conflicts between the commercial and residential uses, Staff recommends a fence be installed along the periphery of the property.

Mr. Wensman reviewed staff's findings. They are as follows:

STAFF'S FINDINGS OF FACT

1. The use of the structure and property for single family residential is will not be detrimental or create endangerment to public health, safety or welfare as conditioned.
2. The use of the property for single family residential use is consistent with the use of the adjacent properties to the west, and those that front on 7th Street, therefore, in harmony with existing development.
3. The use will not have an impact on the normal and orderly development and improvement of the surrounding property for uses permitted in the district. Single family residential is a special use in the district with a valid permit. Portions of the block are currently used for commercial and residential.
4. Adequate utilities are present. The use will have no impact on the utilities.
5. The single family use has adequate ingress and egress with a direct access to South 7th Street.
6. The use will be in conformance with regulations.
7. The use will have no impact on the public access.

8. The proposed use is consistent with town plans.

The Planning Department recommends approval of the Special Use Permit, SUP-19-07, with the following conditions:

- The applicant shall use the property strictly in accordance with the plans submitted and approved by the Smithfield Town Council.
- That the applicant fences the side and rear of the property.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the May 7, 2019 agenda packet.

Mayor Moore asked if there were any questions from the Council.

Mayor Pro-Tem Scott questioned where the recommended fence would be installed. Mr. Wensman responded the fencing would be constructed to the side and rear of the property. Mayor Pro-Tem Scott further questioned the required type of fencing. Mr. Wensman responded he was not specifying the type of fencing, but felt a screening fence would be better.

Mayor Moore asked the applicant if she was in agreement with the testimony provided by Mr. Wensman. The applicant, Hilce Sierra, testified she was in agreement with the testimony provided by Mr. Wensman. She further testified it was very hard to have a business in this location and wished to renovate it to serve as rental property.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter. There was no one in attendance that wished to testify on this matter.

Councilman Barbour made a motion, seconded by Councilman Dunn, to close the public hearing. Unanimously approved.

The Written Finding

Councilman Dunn made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below eight stated Finding 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-19-07

Mayor Pro-Tem Scott 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-19-07 with the following conditions:

1. The applicant shall use the property strictly in accordance with the plans submitted and approved by the Smithfield Town Council.
 2. That the applicant install a screen fence along the side and rear of the property.
- Unanimously approved.

CITIZENS' COMMENTS:

- Emma Gemmell of 204 Hancock Street addressed the Council on water and sewer distribution problems. Mrs. Gemmell expressed her concerns on excessive water loss in 2017. This information was based on a report filed with the NC Local Water Supply Commission. Mrs. Gemmell expressed her concerns about sewer leaks in Smithfield. She stated staff should expedite finding the leaks because it was costing the consumers and the Town. She questioned if the Town had prepared for when the County and Clayton built their own sewer plants.
- Emma Gemmell of 204 speaking on behalf of Pam Lampe of 415 North Second Street shared her thoughts on the water plant expansion, water tanks, and water and sewer distribution issues. Mrs. Gemmell questioned how the expansion was justified by the Town's need. Mrs. Gemmell and Mrs. Lampe requested more information be provided on the need for the finishing tank. Mrs. Gemmell stated Mrs. Lampe would like to be involved when UFS completes its water rate study. Mrs. Gemmell also asked had the Town considered how satellite annexation effects the water and sewer lines. Mrs. Gemmell stated the residents of North Smithfield would like the whole area around the water plant and operation center be better landscaped and a berm installed.
- Trevor Fraser of Johnston Family Dentistry located at 606 Buffalo Road, Smithfield informed the Council about a Free Dental Day to be held on Friday, May 17th from 8:00 am until 12:00 pm. This was a free service for anyone that currently did not have dental insurance or a dentist.
- Jud Patterson of 418 Westerman Place addressed the Council on the Third Street parking issue. He explained he had been advised the Town would need a recommendation from the DSDC board proposing the one-way street on Third Street from Market Street. Mr. Patterson questioned if a decision had been made by the Town. Town Manager Michael Scott responded the Town Council needed a formal request by the DSDC Board to make that portion of Third Street a one-way street. Once we have the request, the Town can see how that recommendation integrates into the Transportation Plan and evaluate the steps the Town would have to go through to make Third Street a one-way street. Usually if you have a one-way direction on one street, you would have a way one street going in the opposite direction a block away to create a loop.

CONSENT AGENDA:

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve the following items as listed on the Consent Agenda:

1. The following minutes were approved
 - April 2, 2019 – Regular Meeting
 - April 2, 2019 – Close Session
 - April 11, 2019 – Special Session (Budget)
2. Special Event – Community Fun Day Festival: Approval was granted to allow the Greater Vision Worship Center to hold a Community Fun Day Festival at Smith Collins Park on May 25, 2019. This event will have amplified sound.
3. Special Event – Ava Gardner Festival: Approval was granted to allow the Ava Gardner Museum to hold its annual festival on May 31st and June 1st. This event required the closure of the parking lot between the Ava Gardner Museum and the adjacent building, amplified sound and alcohol consumption in the event area.
4. Career Ladder Promotion Fire Department: Approval was granted to promote a Fire Fighter I to the rank of Firefighter II
5. Approval was granted to allow employees to donate sick time to an employee in the Public Utilities Water Plant Department
6. Approval was granted to create a “No Parking Zone” on Towne Centre Drive.
7. Approval was granted to enter into a contract with Thompson, Price, Scott, Adams & Co. PA to perform the Town’s audit for fiscal year ending June 30, 2019
8. Approval was granted to adopt resolution #639 (064-2019) Supporting House Bill 396 – Municipal Local Option sales Tax

TOWN OF SMITHFIELD
RESOLUTION # 639 (06-2019)
SUPPORTING HOUSE BILL 396
MUNICIPAL LOCAL OPTION SALES TAX

WHEREAS, The Town Council of Smithfield completed a community wide survey in 2017 and the primary recommendation among citizens was additional street repairs and resurfacing; and

WHEREAS, Smithfield is located on Interstate 95, US Highway 301 and US Highway 70 and is home to retail shops, hotels, restaurants and tourist destinations, as well as the County Seat of Johnson County; and

WHEREAS, This additional visitor traffic weighs heavily upon the streets and roads and emergency services of Smithfield and increases the need for road repairs and emergency personnel; and

WHEREAS, Current sales tax revenues are divided ad valorem within the County, sending the large majority of this money to areas outside of Smithfield leaving most infrastructure repairs and cost of emergency services to the property tax payer; and

WHEREAS, House Bill 396 would allow the Town to place a referendum on the ballot to levy a one-quarter cent municipal sales and use tax for the Town of Smithfield; and

WHEREAS, voters of the Town of Smithfield would be given the opportunity to decide

if this additional revenue was in the best interest of the Town; and

WHEREAS, House Bill 396 would provide additional revenue to assist the Town with not only improvements to public infrastructure, but also to assist with public facilities, affordable housing, economic development and police, fire and rescue services.

THEREFORE, BE IT RESOLVED that the Town of Smithfield endorses and supports passage of House Bill 396 Municipal Local Option Sale Tax and urge our Representatives to support this bill.

9. Approval was granted to adopt Resolution #640 (07-2019) adopting the Smithfield South Water District's Local Water Supply Plan

TOWN OF SMITHFIELD
RESOLUTION #640 (07-2019)
APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Smithfield South Water District, has been developed and submitted to the NCDEQ for approval; and

WHEREAS, the NCDEQ finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Smithfield South Water District, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Local Water Supply Plan entitled, Smithfield South Water District dated 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

10. Approval was granted to adopt Resolution #641 (08-2019) adopting the Town's Local Water Supply Plan

TOWN OF SMITHFIELD
RESOLUTION # 641 (08-2019)
APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems,

prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Smithfield, has been developed and submitted to the NCDEQ for approval; and

WHEREAS, the NCDEQ finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Smithfield, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Local Water Supply Plan entitled, Town of Smithfield dated 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

11. Approval was granted to adopt Resolution #642 (09-2019) adopting the North Carolina Department of Natural and Cultural Resources Records Retention and Disposition Schedule

TOWN OF SMITHFIELD
RESOLUTION # 642 (08-2019)

- (1) ADOPT THE 2019 GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES;
(2) REAFFIRM THAT PORTIONS OF THE PREVIOUSLY ADOPTED 2012 SCHEDULE ARE STILL IN EFFECT; AND (3) ADOPT THE TOWN OF SMITHFIELD'S RECORD RETENTION AND DISPOSITION SCHEDULE FOR MUNICIPALITIES CONCERNING WHEN ADMINISTRATIVE/REFERENCE VALUE ENDS

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies, which supersedes parts of the Municipal Retention and Disposition Schedule which it is charged with issuing; and

WHEREAS, NCGS Section 121-5 and NCGS Section 132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the NC Division of Archives and Records; and

WHEREAS, the document attached to this Resolution is the form acknowledging the approval of the schedule as required by the NC Division of Archives and Records, Government Records Section; and

WHEREAS, to reduce the burden and costs of record retention and maintain efficient Town records management, the Town Council finds and determines that this Resolution should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT THE TOWN COUNCIL:

1. Adopt the General Records Schedule for Local Government Agencies;
2. Reaffirm that portions of the Previously Adopted 2012 Schedule are still in effect; and
3. Adopt the Town of Smithfield's Records Retention and Disposition Schedule for Municipalities Concerning when Administrative /Reference Value ends.

12. The following advisory board appointments were approved:

- Martin Lazarus was appointed to serve a first term on the Board of Adjustment
- Mary Foy Ragsdale was appointed to serve a first term on the Appearance Commission.

13. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-20-5100-5100-0200	\$16.85/hr. (\$37,676.60/yr.)
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$11.07/hr. (\$23,025.60/yr.)
Water Plant Trainee	PU – Water Plant	30-71-7200-5100-0200	\$13.49/hr. (\$28,059.20/yr.)
Zoning Compliance Asst.	Planning	10-10-4900-5100-0200	\$12.00/hr.

Current Vacancies

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

14. Bid was awarded to Carolina Industrial Equipment in the amount of \$212,840.00 for the purchase of a 2020 Hook Lift truck with Leaf Box to be utilized by the Public Works- Sanitation Department. Bids received were as follows:

- Carolina Industrial Equipment \$212,840.00
- Southern Vac. \$221,825.00
- Carolina Environmental Systems Inc. \$260,082.00

A budget amendment for this purchase was also approved

15. Approval was granted to appoint a one-time three members Personnel Advisory Committee in response to an employee's request for a grievance hearing

Mayor Moore requested that the Proclamation honoring Mr. Worley be added to this portion of the meeting instead of waiting until the end of the meeting.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott to move the presentation for Mr. Worley to this portion of the meeting. Unanimously approved.

PRESENTATION:

1. Proclamation – Recognizing Paul Worley's dedicated service to the Board of Adjustment

Mayor Moore presented a Proclamation to Paul Worley for his dedicated service to the Board of Adjustment.

PROCLAMATION
In Honor of Paul Worley's Dedicated Service
To the Town of Smithfield's Board of Adjustment

WHEREAS, Paul Worley, a resident of the Town of Smithfield has dedicated his time and attention by serving on the Board of Adjustment for over fifteen years; and

WHEREAS, during his tenure, Paul Worley served as Chairman of the Board of Adjustment; and

WHEREAS, Paul Worley provided exemplary and invaluable service towards the future

development and vision of Smithfield; and

WHEREAS, the citizens are so fortunate to have had a person of such experience dedicate so many years of service to the Town of Smithfield's growth and prosperity; and

WHEREAS, The Town Council deeply appreciates the important contributions Paul Worley has made to the Town of Smithfield for its citizens.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Paul Worley for his distinguished service to the Town of Smithfield

BUSINESS ITEMS:

1. Special Use Permit Request – Bonnie Godwin (SUP-19-05)

This item was tabled at the April 2, 2019 Regular Town Council Meeting

Planning Director Stephen Wensman reminded the Council that at the April 2, 2019 meeting, the Council tabled this special use permit request to determine if the applicant and the adjacent property owner could come to an amicable solution concerning the petition. Mr. Wensman informed the Council that since the meeting, Ms. Godwin has had a surveyor identify the location of the property line. In spite of efforts on behalf of Ms. Godwin, there appeared to be no willingness by Dr. Lee to compromise. Dr. Lee was still opposed to the residential use and Ms. Godwin still wished to move forward with the residential use. The survey Ms. Godwin had completed showed the distance from the home to the property line was 12' and the distance from Dr. Lee's building to the property line was 6' when measured from the chimney. Dr. Lee's handicapped accessible ramp accesses the driveway and would have to be rerouted to the other driveway.

Mayor Moore questioned if there was a shared driveway agreement that had been recorded. Mr. Wensman responded no agreement could be found. Mayor Moore stated technically either property owner could install a fence along the property line in accordance with the Town Ordinance. Mr. Wensman responded in the affirmative. Mayor Moore further stated that either property owner could prohibit the usage of the driveway with the installation of a fence. Town Attorney Bob Spence responded they could in part. Mr. Spence explained the character of this driveway by usage over the years could be classified as joint property as a matter of right. You could end up litigating the rights of the driveway.

Councilman Barbour questioned the Planning Board's recommendation. Mr. Wensman responded since this was a special use permit request, the Planning Board did not hear this case. Staff provided the following recommendation: the applicant shall use the property strictly in accordance with the plans submitted and approved by the Smithfield Town Council

Mayor Moore informed the applicant Bonnie Godwin and Dr. Lee that the public hearing last month was closed, but he would allow the parties to speak on the matter.

After consulting with the Town Attorney, it was determined it was in the best interest of all parties to reopen the public hearing.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to reopen the Public Hearing that was continued from the April 2, 2019 meeting. Unanimously approved.

Dr. Richard Lee submitted a petition from approximately sixty business owners who opposed the change of use from commercial to residential. Dr. Lee explained the sloped parking lot behind the property would be a hazard for children playing with any toy or sports equipment that could roll downhill. He stated his major concerns were patient safety and child safety.

Dr. Lee also stated only one vehicle could access the driveway at a time. The driveway between his property and Ms. Godwin's property had the only entrance way into his practice via the handicapped ramp. For all purposes, this has and continues to be a shared driveway. The driveway cannot be blocked because that would limit patient care. Dr. Lee stated the entire area was commercial in nature and not family friendly. Children cannot play in the backyard because they would be intermingled with vehicles. He asked the Council to give consideration to those who have been in practice in that area for many years. Town Attorney Bob Spence questioned if Ms. Godwin was not permitted to rent to those who had children, would he still object to the petition. Dr. Lee responded if it was rented for a commercial use, he would not oppose it. Anything other than a commercial use, he would possibly oppose it.

Mayor Pro-Tem Scott stated the Council postponed making a decision on this request in an effort to see if the property owners could work out their differences. He questioned if there was any written agreement for the driveway. Dr. Lee responded the driveway had always been shared. Mayor Pro-Tem Scott further stated that the applicant has a right to do what she wishes with her property with the Town's blessing as does any resident or commercial property owner. You are forcing the Town to make a decision because you can't work out your differences.

Councilman Stevens questioned the ownership of the other driveway adjacent to Dr. Lee's property. Dr. Lee responded it was owned by both he and the hospital. Dr. Lee stated he could not utilize that driveway for his patients. Mayor Moore questioned if the reason that driveway could not be used for patients was because of the way the handicapped ramp was configured and could the ramp be reconfigured to go towards the other driveway. Dr. Lee responded the ramp could not be reconfigured because he would have to build an addition onto his building or tear everything down and start again.

Councilman Barbour questioned the amount of time Dr. Lee had practiced in this building. Dr. Lee responded over twenty years. Councilman Barbour further questioned if Dr. Lee had ever had any issues with any of the other adjacent property owners/tenants and had the area always been zoned for commercial uses. Dr. Lee responded the properties surrounding his property had always been zoned for commercial uses. Councilman Barbour asked if altering the adjacent use would alter Dr. Lee's business. Dr. Lee responded he felt it would alter his practice. Dr. Lee stated he did try to contact Renee in order to speak with her Ms. Godwin.

Bonnie Godwin of 778 Napoleon Rd. Selma, NC informed the Council that after the last meeting she had a survey of the property conducted. The survey concluded that Ms. Godwin owned 12 feet of the driveway and Dr. Lee owned 6 feet at its widest point. Based on the survey results, Ms. Godwin concluded the driveway was not a shared driveway. Ms. Godwin explained the property was purchased on June 29 2017 and we have never been able to rent it. It was shown to a commercial customer, but they were not interested in using an old house for their business. There was more of a need for residential dwellings in the County than there was a need for commercial structures in the County. Ms. Godwin stated she has done everything she could do.

Councilman Stevens questioned how an ambulance would access from the back of the property to be able to drop patients off at the handicapped accessible ramp. Ms. Godwin explained there were several different access points. Councilman Stevens inquired if all the properties adjacent to Ms. Godwin's property was commercial in nature. Ms. Godwin responded the two to the left of her property were residential and the others on the right were commercial.

Dr. Renee Watson testified she was the Daughter of Bonnie Godwin and a practicing physician at Johnston Family Medicine. Her office was located one road over from Dr. Richard Lee's office. She testified she was aware of the traffic pattern at her practice and that of Dr. Lee's practice. She explained during an emergency situation at her practice, most ambulances or rescue squads accessed the office from the rear of the building because that was where our treatment areas are located. They do not remove patients via the front door or through the lobby where other patients are waiting. This was a standard practice for most physician's offices. Dr. Watson informed the Council that the telephone call to Richard was initiated by her. The focus of her call was to try to determine an amicable solution for both parties. Although Dr. Lee did mention the children safety, his main concern was how changing this use would devalue his property. Dr. Watson stated the County was in need of residential dwellings and they were simply trying to fill that need. Dr. Lee

responded that he did mention to Dr. Watson his concern about the residential use devaluing his property. He explained he invested a lot of money into his building and his patients needed to be able to get into his office. He suggested Ms. Godwin renovate her property to make it more appealing to commercial customers.

Councilman Dunn questioned if Ms. Godwin considered installing a fence to segregate the back yard area. Ms. Godwin did not feel it was necessary to install a fence at this time, but she would consider it if it was needed. Councilman Dunn stated Ms. Godwin was requesting a special use permit and not a rezoning request because she would have the option of renting it commercially if she was able to. Ms. Godwin responded in the affirmative. Councilman Dunn stated that with special use permit requests, the Council was allowed to place reasonable conditions on the permit. He questioned if Ms. Godwin was willing to install a fence from the rear of the property to the rear of the building. Ms. Godwin stated she would be in agreement with that condition.

Councilman Barbour made a motion, seconded by Councilman Dunn, to close the public hearing unanimously approved.

The Written Finding

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to vote in the affirmative to all of the below eight stated Finding 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-19-05

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott, 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-19-05 with the following conditions:

- That a fence be installed from the rear of the property line to the rear of the dwelling.

Unanimously approved.

Town Attorney Bob Spence questioned if the fence would be installed from the rear of the property line to the corner of the building. Councilman Dunn responded in the affirmative

(See below for additional discussion)

2. FY 2019-2020 Budget Discussion

Town Manager Michael Scott informed the Council this item was on the agenda to enable the Council to recess the meeting to at a date and time specific to conduct a budget work session. Mayor Moore questioned if the Council wished to hold a budget this week or next week. Mayor Pro-Tem Scott stated he would be on vacation, but he would be available to meet on May 16th. Mayor Moore informed the Council they still had to review the Fee Schedule, discuss the items that were added back into the budget, discuss the tax rate and review the results of the salary study.

It was the consensus of the Council to take a short recess to allow staff to gather the Fee Schedule information

Fee Schedule

Town Manager Michael Scott informed the Council that all changes to the fee schedule were in red and highlighted. These were recommended changes by the staff. In the proposed fee schedule, the tax rate remained unchanged simply because Council had not made a decision on this topic.

Parks and Recreation

Parks and Recreation Director Gary Johnson explained the proposed changes:

- Picnic Shelter Rentals: Due to software updates, classifications of the shelters were simplified. The fees for the rentals did not change.
- Sarah Yard Community Center Fees: Proposing the daily admission to be free for residents and \$1.00 a day for nonresidents. When the Center was first opened, staff believed they would be inundated with children, but that has not happened.
- Aquatic Center: Proposing to add a commercial rental fee. The total fee would be the rental fee plus 10% of admission charged. For larger events such as MMA events, it cost more to clean up after those events and more staff is needed to work those larger events

Planning and Zoning

Planning Director Stephen Wensman informed the Council he conducted a lot of research on what other communities were charging for fees. Smithfield was well below all of the other local communities. Mr. Wensman explained most fees were increased \$100. Other proposed changes are as follows:

- Elimination of the payment in lieu of fees. This was removed from the fee schedule because it is included in the subdivision ordinance.
- Removed the tiered structure for Special Use Permits
- Removed some Special zoning Permits that were not included in the Town Ordinances
- Increased the Major subdivision preliminary plat fee and added a final plat fee

Mayor Moore questioned if the total cost for preliminary plat and final plat was \$750. Mr. Wensman responded that was correct because both require a lot of staff time. Mayor Moore stated he disagreed with charging a fee when staff was receiving a salary to review these types of things

Mayor Moore questioned the \$25 driveway permit fee. Mr. Wensman responded there were a lot of driveways that were not permitted and many that were installed incorrectly. Staff would physically go on site to inspect the driveway

Mayor Moore questioned the \$100 street vendor fee. Mr. Wensman responded it was included in the Town Code, but it did not apply to Town sponsored events.

Public Utilities

Public Utilities Director Ted Credle explained some of the proposed changes to the Fee Schedule

Electric

Contingent on the rate analysis by UFS, there were no proposed changes to the electric rates. Mr. Credle explained he felt the Town could continue to absorb the 1.2% bulk rate increase.

Water/ Sewer

- **Johnston County Wholesale Rate:** The bulk water rate will increase by 10% to \$2.20. The County has been notified of this change.
- **Sewer Rate Consumption Charges:** The County is proposing a 10% increase, this will be passed on to the consumer.
- **System Development Fees:** Mr. Credle explained these fees were in response to HB 436. As mandated by the law, the Town hired Envirolink to perform an economic analysis to determine what fees the Town could charge. The proposed fees were the recommended maximum, but the Council could reduce or eliminate the fees. System development fees were a one-time charge to new developments which helped pay for utility infrastructure. If system development fees were not collected, the fees would be born by existing customers. A ¾ inch standard residential line would cost \$650 for water and \$350 for sewer for a total cost of \$1,000 per lot. This could be collected at the time of plan approval or plat recordation. The County charges in excess of \$6,000 and the Town of Clayton charges in excess of \$5,000 for a ¾ residential line.

Continued Discussion on Special Use Permit Request – Bonnie Godwin (SUP-19-05)

Town Attorney Bob Spence asked to have clarification as to the order and location of the fence. Mr. Spence stated he did not see the purpose of the fence other than to protect children and divide the use. Councilman Dunn responded that was his intent. Mr. Spence stated he did not see any reason why the location would be as to block the driveway thus getting the Town into the middle of a driveway dispute. The fence could be constructed to go from the corner of Ms. Godwin's dwelling to the back of the property. Mr. Spence stated there was a substantial legal issue as to whether the driveway was a sole or shared driveway. The ambulances should not be hindered from accessing the driveway. Mayor Pro-Tem Scott stated the intent was to isolate a safe zone for children who lived in the residence.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to direct staff, in regard to the fencing, to create a safe zone for children with the recommendation by the Town to not hinder the flow of traffic in the driveway. Unanimously approved.

Councilmembers Comments:

- Mayor Moore expressed his appreciation to DSDC Executive Director for all her hard work on the Ham and Yam Festival. He also expressed his appreciation to all the staff that participated.

Town Manager's Report:

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

- Movie in the Park will take place at Johnson Park on June 2nd beginning at dusk.
- End of the School Year Party will be held on May 31st at the Sarah Yard Community Center.
- The annual walk to school event for South Smithfield Elementary was scheduled for tomorrow, Wednesday at 7:30 am. Meet at Civitan Park to begin the walk to South Smithfield Elementary
- A highlight of each department's monthly activities was given to the Council

Close Session pursuant to NCGS 143-318.11 (a) (6): To discuss a personnel matter
The Council chose to postpone the close session until the budget meeting if it was deemed necessary.

Recess

Being no further business, Councilman Dunn made a motion, seconded by Councilman Rabil, to recess the meeting until May 16, 2019 at 6:30 pm. Unanimously approved. The meeting recessed at approximately 9:41 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

Consent **Police**
Agenda **Department**
Item: **Promotion**
Date: 06/04/2019

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 II (PO II) to Master Police 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 \$153.08 (annually starting next year \$1,990.04).

Action Needed

This Officer has followed the attached career ladder policy previously approved by the Council found in the support 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. Officers Request/Training
2. Career Ladder

Smithfield Police Department

Interoffice Memorandum

Date: May 29th, 2019
To: Chief R. K. Powell
From: Patrol Officer
Subject: Advancement to M.P.O. Career Ladder Position.

This memorandum is a formal letter requesting advancement to the level of M.P.O. The following is information required by General Orders to proceed with the consideration for this assignment.

I meet the minimum application requirements in that:

- I have been employed with the Smithfield Police Department since April of 2015.
- I have served as a Police Officer II since February of 2018.
- I have taken the following classes to comply with the Smithfield Police Department's General Orders:
 1. First Line Supervision at the NC Justice Academy.
Completed on 02/01/2019 (40 Hours)
 2. Field Training Officer at Wake Tech Community College.
Completed on 05/16/2019 (32 Hours)
 3. Crisis Intervention Team (CIT) Certification at JCC.
Completed on 11/03/2017 (40 Hours)
- I received a rating of "Better than Satisfactory" or higher on my last two annual performance appraisals.
- I have not had any disciplinary actions against me in the past 12 months.

Cc. Capt. J. Grady

Cc. Lt. J. Beyer

Cc. Sgt. J. Jeffrey

J. Grady
J. Beyer 1246
J. Jeffrey 1268

North Carolina Justice Academy

STATE of NORTH CAROLINA DEPARTMENT of JUSTICE

Awards this Certificate to

for completion of the course

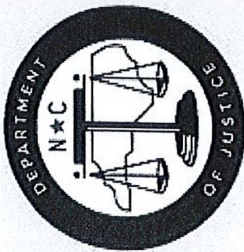
First Line Supervision

on

02/01/2019

40h 0m

Hours/Credits



Handwritten signature of Josh Stein.

Josh Stein, NC Attorney General

Handwritten signature of Trevor Allen.

Trevor Allen, NCJA Director



COMMUNITY COLLEGE
PUBLIC SAFETY EDUCATION CAMPUS



This Certifies That

Has successfully completed
Field Training Officer (F.T.O.)

May 13 - 16, 2019
(32 Hours)

Jeffrey Robinson
Public Safety Training Academy
Dean

Amber Israel
Instructor: Amber Israel
ID # 100112984





JOHNSTON COMMUNITY COLLEGE

One College • Endless Opportunities

Certifies

Has Successfully Completed the Requirement of

Crisis Intervention Team

October 30 – November 3, 2017 - 40 hours/credits

Johnston County Mental Health

Steve Godwin
Director of Law Enforcement Programs

Kevin Driver
B.L.E.T. School Director



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: September 4, 2018
Approved by: Chief Robert K. Powell

R.K. Powell

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) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- 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 completed a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Advanced 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.

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. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

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

- a) Have completed the following as a Police Officer I:
 - * Successfully completed one year probation and probationary requirements in as required in Police Officer I
 - * Receive Radar Certification
 - * Receive Standardized Field Sobriety Testing Certification
 - * Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) 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 one year
- b) Have completed training hours, including:
 - 40 hours of Management/Supervision Training
 - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
 - Completion of Crisis Intervention Team (CIT) Certification.

- 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.



Request for Town Council Action

Consent **One-way**
Agenda **Street**
Item: **Signs**
Date: 06/04/2019

Subject: One-way street signs
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent Agenda

Issue Statement

The department has received a request to place two "one-way" street signs at the entrance to Rose Manor subdivision. The street is divided by a median and has only one entrance and one exit onto West Market Street. Residents are concerned about vehicles using the exit side to enter into the subdivision from West Market Street. This creates a safety hazard for people and other vehicles. The Police Chief has reviewed this area and has no objections to the signage.

Financial Impact

Less than \$100.00

Action Needed

The Council's approval to place two "one-way" signs at the entrance to Rose Manor Subdivision at West Market Street.

Recommendation

I have reviewed this request and recommend the signs be placed at the entrance to the Rose Manner Subdivision at West Market Street.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent One-Way
Agenda Street
Item: Signs**

The department has received a request to place two "one-way street signs" at the entrance to Rose Manor subdivision. The street is divided by a median and has only one entrance and one exit onto West Market Street. Residents are concerned about vehicles using the exit side to enter into the subdivision from West Market Street. This creates a safety hazard for people and other vehicles. The police Chief has reviewed this area and has no objections to the signage.

The Chief of Police has reviewed this request and recommend the sign be placed at the entrance to the Rose Manner Subdivision at West Market Street.



Request for Town Council Action

**Consent
Agenda
Item:** **No
Through
Truck
Signs**
Date: 06/04/2019

Subject: Truck Traffic on Powell Street

Department: Police Department

Presented by: Chief R.K. Powell

Presentation: Consent Agenda

Issue Statement

The issue of semi-trucks using Powell Street as a cut through from Computer Drive to Wilsons Mills Road has been brought to the attention of the Police Chief. The semi-trucks have torn down cable lines several times, which resulted in a residence being damaged. The request has been made to prohibit semi-trucks on Powell Street. The Police Department is requesting that signage be created for "No Through Trucks" on Powell Street. The signs will be erected on both ends of Powell Street prohibiting same.

Financial Impact

Two signs will cost \$83.10

Action Needed

Approve the request and place the "No Through Truck" signs on Powell Street

Recommendation

Approve the request and place the "No Through Truck" signs on Powell Street

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent NoThrough
Agenda Truck
Item: Signs**

A semi-truck driving down Powell Street struck the cable lines that were hanging across the street. The cable lines were pulled down by the truck and pulled the cable box out of the residence on Powell Street. This is the second time this residence has been damaged due to the cable lines being struck. Dr. Barbour was approached by the resident on Powell Street about not allowing semi-trucks to drive down the street. Dr. Barbour asked this be made a "no through truck" street. I have reviewed this request and submitting it to council for your consideration and guidance.



Request for Town Council Action

**Bid Award &
Contract for
Consent
Agenda
Item: Phase I of
the North
Circuit
Date: 06/04/2019**

Subject: Award of Contract for Labor to Construct the North Circuit – Phase I

Department: Public Utilities

Presented by: Public Utilities Director - Ted Credle

Presentation: Consent Agenda

Issue Statement

Growth in the north side of Town has put a stress on electrical service in that area. The planned North Circuit was designed & bid by the consultant. The proposed contractor for installation & labor (Lee Electrical Construction) has supplied a low bid.

Financial Impact

Funding for this fiscal year will be taken from already approved capital project funds (Voltage Conversion). This will cover costs for this fiscal year and the future phases will be paid when the FY 2019-2020 budget is approved. The cost of labor shall be \$78,021.17 and the material cost is covered under separate bid.

Action Needed

Approve the award of Contract to the low bidder Lee Electrical Construction

Recommendation

Staff recommends the approval of the proposed low-bid Contractor

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Recommendation from Booth & Associates
3. Certified Bid Tab



Staff Report

**Bid Award &
Consent Contract for
Agenda Phase I of
Item: the North
Circuit**

The Brogden Road electrical substation was constructed with enough capacity to carry about twice as much load than the station currently is burdened. One advantage of having excess capacity is the ability to support growth. The Town will need a circuit along the Booker Dairy Road corridor to support growth in that area of Town, as it develops.

The Hospital Road substation is overburdened and cannot support additional load. As such, the North Circuit was included in the 10-year Capital Improvement Plan, approved by the Town Council in June of 2018.

Bids for the construction were received on May 1, 2019 to construct the electric circuit, per the approved plans. The low bidder for labor was Lee Electrical Construction in the amount of \$78,021.17

Staff is asking the Council to approve the low bid and authorize the Town Manager to execute a contract for labor to construct Phase I of the project, not to exceed \$78,021.17.

Booth & Associates, LLC

CONSULTING ENGINEERS

engineering for the future since 1960

May 6, 2019

VIA ELECTRONIC MAIL

Mr. David Wethington
Carolina Power & Signalization, Inc.
719A Mockernut Drive
Fayetteville, NC 28305

Subject: Town of Smithfield
Smithfield, North Carolina
Labor Contract
New Feeder North – Addition/Conversion-Underground
Tabulation of Bids and Recommendation

Dear Mr. Wethington:

On behalf of the Town of Smithfield, Booth & Associates, LLC opened formal sealed proposals at 2:00 p.m., E.D.S.T., Wednesday, May 1, 2019 for the subject project. The results of this bid opening are presented on the enclosed Tabulation of Bids.

While reviewing the proposals submitted, primary consideration was given to the following items:

- Adherence to Specifications
- Bid Balance
- Construction Schedule
- Mathematical Accuracy

Based on the aforementioned evaluation criteria, the Town of Smithfield has awarded the Contract to Lee Electrical Construction, Inc. of Aberdeen, North Carolina in the amount of \$37,108.97 and Adder 1 in the amount of \$40,912.20.

Thank you for your time and effort in preparing a proposal. Your continued interest in future quotations for the Town of Smithfield will be greatly appreciated.

If you have any questions, please call our office.

Sincerely,

BOOTH & ASSOCIATES, LLC


Bobby C. Fowler, PE

BCF/dmc

Enclosure

cc/enc: Mr. Ted Credle (T/O Smithfield)
Mr. James C. Turley, PE
Mr. David S. Huffstetler

**TOWN OF SMITHFIELD
SMITHFIELD, NORTH CAROLINA**

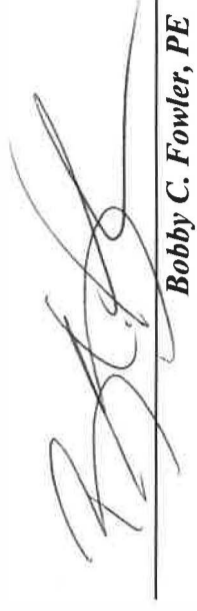
**LABOR CONTRACT
FOR THE
NEW FEEDER NORTH
ADDITION/CONVERSION-UNDERGROUND**

TABULATION OF BIDS

	C. W. Wright Construction Company	Carolina Power & Signalization	Davis H. Elliott Construction	Gaylor	Gregory Electric	Irby Construction Company	Lee Electrical Construction	MasTec North America	Pike Electric	Sumter Utilities	Volt Power
BIDDERS											
<i>Bid Bond or Check</i>	--	Yes	---			---	Yes			---	---
TOTAL – Distribution Assembly Units	Not Bidding	\$148,519.75	Not Bidding	Not Bidding	Not Bidding	Not Bidding	\$37,108.97	Not Bidding	Not Bidding	Not Bidding	Not Bidding
TOTAL –Adder 1	Not Bidding	\$166,219.25	Not Bidding	Not Bidding	Not Bidding	Not Bidding	\$40,912.20	Not Bidding	Not Bidding	Not bidding	Not bidding

THIS IS TO CERTIFY THAT AT 2:00 P.M., E.D.S.T., WEDNESDAY, MAY 1, 2019, THE BID TABULATED HEREIN WERE PUBLICLY OPENED, READ, CHECKED, AND THE ABOVE TOTALS ARE CORRECT. ALL RECOGNIZED BIDS WERE ACCOMPANIED BY AN ACCEPTABLE CHECK OR BID BOND. ANY IRREGULARITIES IN BIDS RECEIVED ARE NOTED UNDER REMARKS.

REMARKS:



Bobby C. Fowler, PE



Request for Town Council Action

**Consent
Agenda
Item:** NCDOT
Agreement
Date: 06/04/2019

Subject: Enter into Agreement with NCDOT for Lighting
Department: General Government
Presented by: Michael Scott, Town Manager
Presentation: Consent Agenda

Issue Statement

The North Carolina Department of Transportation (NCDOT) is making plans for replacing the bridge at exit 95 from Interstate 95. As part of this project the traffic lanes and ramps will be adjusted, as well as lighting replaced at the entrance and exit ramps. The Town agrees to enter into an agreement with NCDOT at a cost of \$93,000 for upgraded lighting.

Financial Impact

\$93,000 in FY 2020

Action Needed

Approve Draft Resolution # 643 (10-2019)

Recommendation

Approve Draft Resolution # 643 (10-2019)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Resolution



Staff Report

**Consent
Agenda
Item:** **NCDOT
Agreement**

The attached resolution is intended to approve an agreement with NCDOT to add additional lighting at Interchange 95 at Interstate 95, as part of an upcoming NCDOT Road Improvement Project. The enhanced lighting will include a cost share between NCDOT and the Town of Smithfield, with the Town paying \$93,000 and NCDOT paying, \$226,000 of the cost totaling \$319,000. NCDOT will be responsible for all future electricity expenses.

**TOWN OF SMITHFIELD
RESOLUTION NO. 643 (10-2019)
Partnership between NCDOT and the Town of Smithfield
for Lighting Construction at Exit 95 in Smithfield
(NCDOT Project I-5972)**

WHEREAS, the North Carolina Department of Transportation will be making roadway improvements at Interstate 95 and US 70 Business Interchange from Outlet Center Drive to West of Yelverton Grove Road in Smithfield, NC; and

WHEREAS, integrated into these improvements is a plan for enhanced lighting of Exit 95; and

WHEREAS, the Town of Smithfield supports the efforts of NCDOT for the installation of enhanced lighting at the most utilized Interstate 95 exit in the Town of Smithfield; and

WHEREAS, NCDOT has requested the Town of Smithfield enter into a cost-sharing partnership to improve the lighting at Exit 95; and

WHEREAS, the total estimated cost of the project is \$319,000 with NCDOT contributing 70% or \$226,000 and the Town of Smithfield contributing 30% or \$93,000 of the lighting construction cost; and

WHEREAS, NCDOT will own and maintain the interchange lighting system and will also be responsible for the annual electricity expense.

NOW, THEREFORE, BE IT RESOLVED THAT THE SMITHFIELD TOWN COUNCIL agrees to the following:

1. Contribute \$93,000 of the lighting construction cost.
2. Enter into a Municipal Agreement with NCDOT for the enhanced lighting of Exit 95 agreeable by both parties.

Adopted this the 4th day of June, 2019.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Staff Report

**Consent
Agenda
Item:** **New
Hire /
Vacancy
Report**

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:

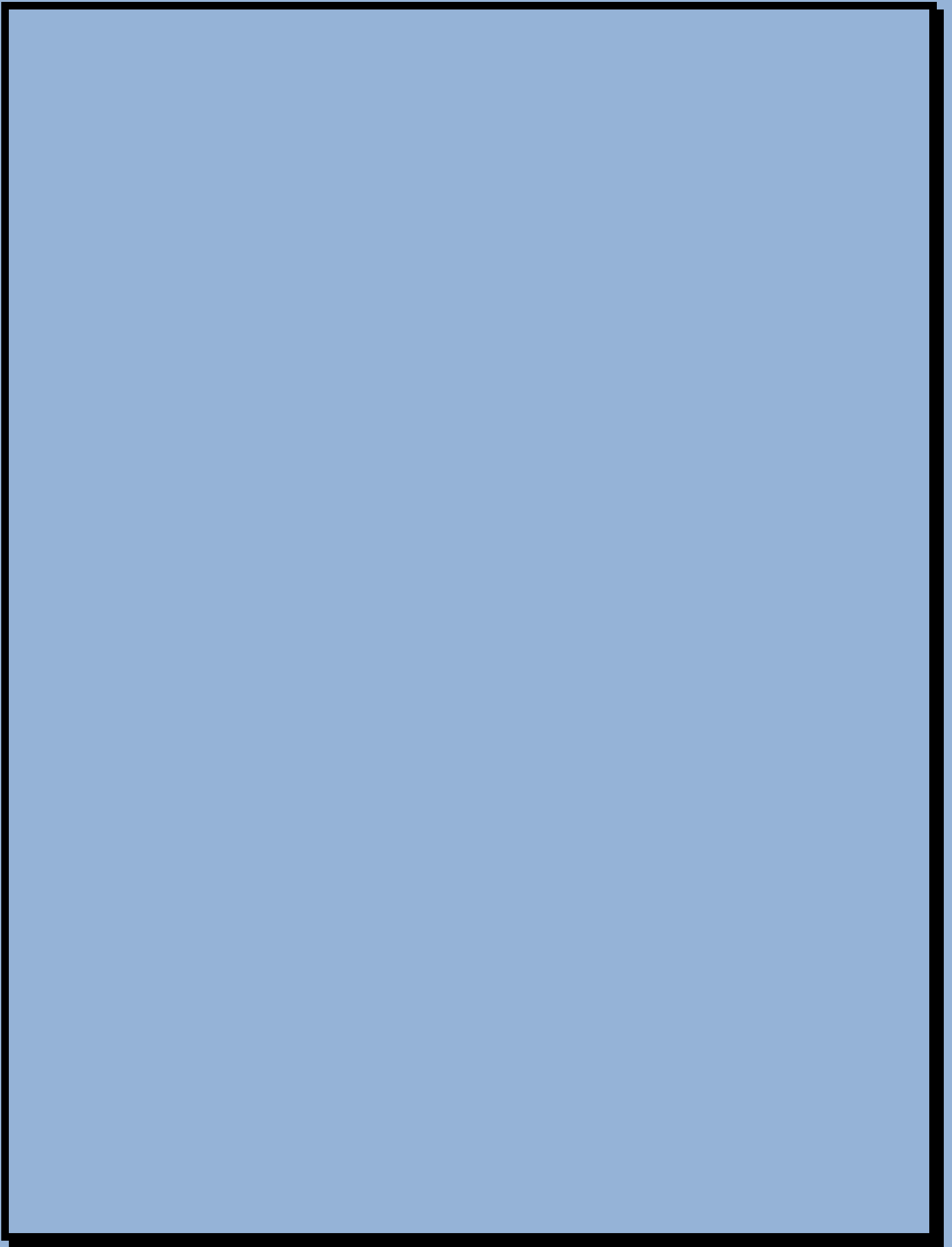
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

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>
Admin Support Specialist	General Government	10-10-4100-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200	\$14.17/hr. (\$29,473.60/yr.)
P/T Game Official	P&R – SRAC	10-60-6200-5100-0210	\$20.00/hr.
P/T SRAC Instructor	P&R – SRAC	10-60-6200-5100-0210	\$15.00/hr.
P/T SRAC Instructor	P&R – SRAC	10-60-6200-5100-0210	\$9.00/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
P/T Laborer	PU – Water/Sewer	30-71-7200-5100-0200	\$8.00/hr.

Business Items





Request for Town Council Action

Business **Year End**
Agenda **Budget**
Item: **Amendments**
Date: 06/04/2019

Subject: Year-End Budget Amendments and Encumbrances
Department: Finance
Presented by: Greg Siler
Presentation: Business Item

Issue Statement – The Finance Department is seeking approval for fiscal year-end budget amendments, encumbrances and purchase order encumbrances.

Financial Impact – Use of Contingency Funds or Other Revenue Not in Original Budget

Action Needed – Separate Board approval is required on each of the three attachments.

Recommendation – Approve Amendments

Approved: Town Manager Town Attorney

Attachments (all will be presented at council meeting)

1. Year-End Budget Amendments for 2018-2019
2. Year-End Encumbrances for 2018-2019; and
3. Year-End Purchase Order Encumbrances for 2018-2019



Staff Report

**Business Year End
Agenda Budget
Item: Amendments**

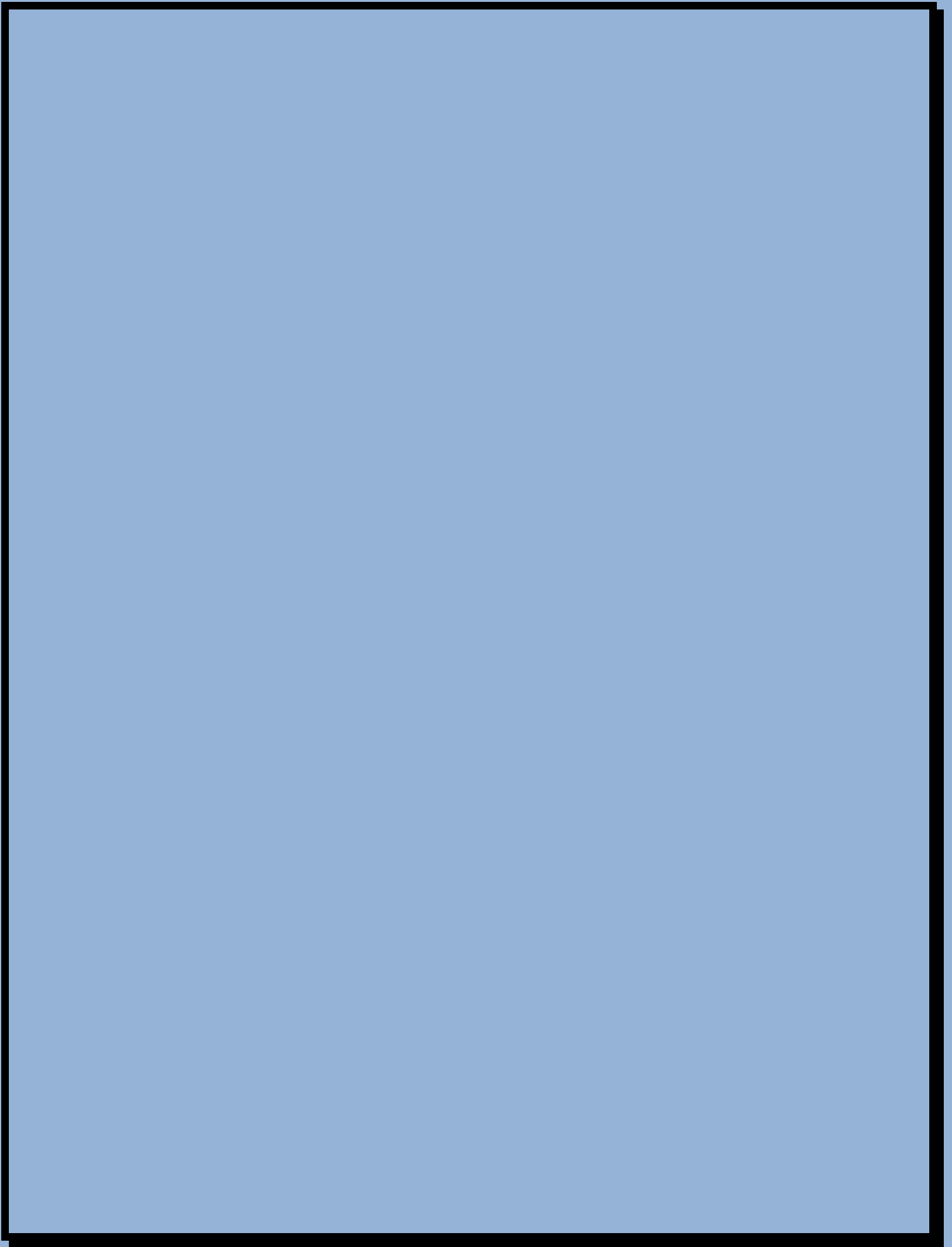
Year-end budget amendments are often required at year end to fund new accounts, adjust existing accounts and/or balance departmental budgets.

Encumbrances are needed to carry over budgets for ongoing projects or projects delayed, and items ordered with purchase orders.

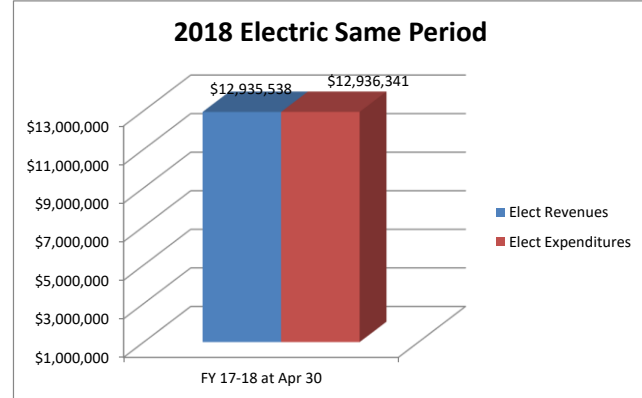
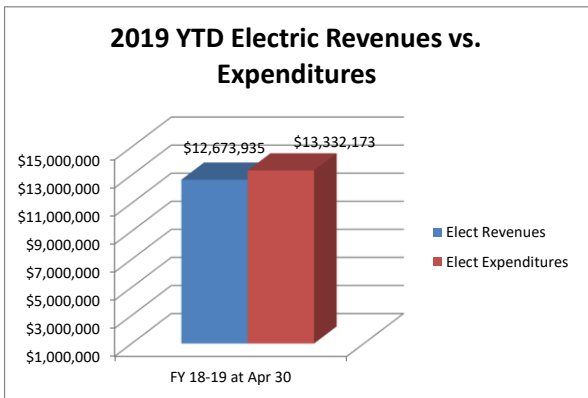
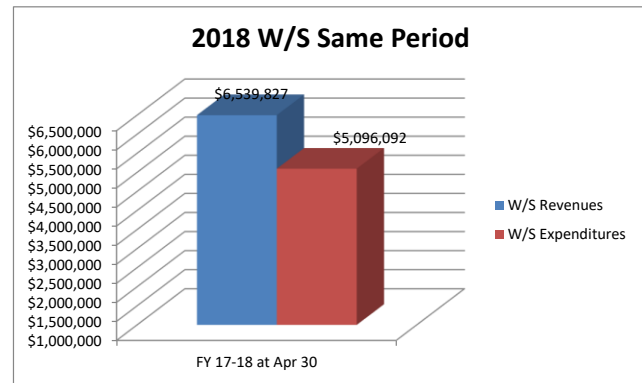
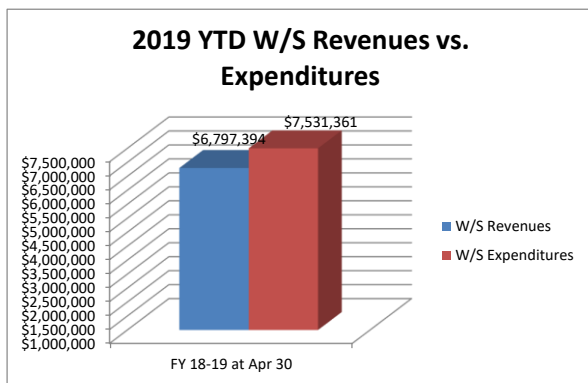
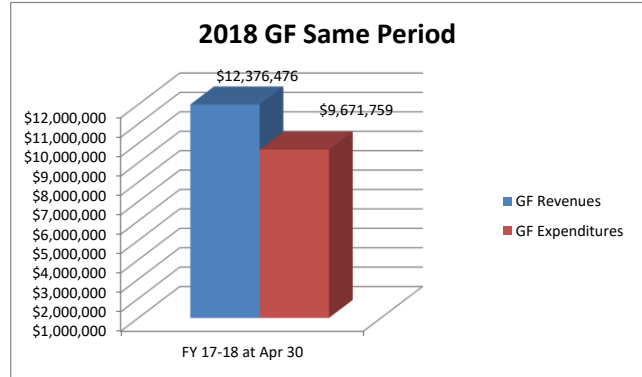
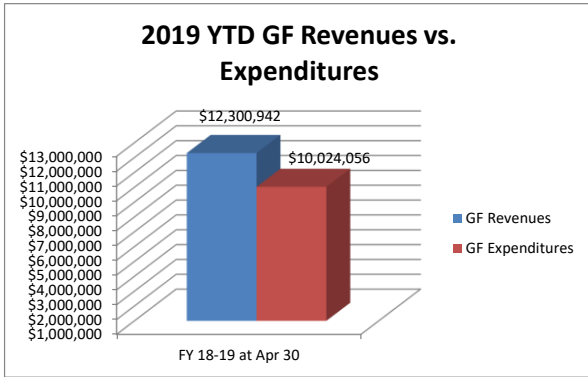
All budget increases could be accomplished using unbudgeted revenues or contingency dollars.

Budget Amendments will be provided to the Council at the June 4, 2019 meeting for consideration and approval.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
April 30, 2019
Gauge: 10/12 or 83.33 Percent

GENERAL FUND

Revenues	Frequency	Actual to Date	Budget	Actual to Date
		FY '17-18	FY '18-19	FY '18-19
Current & Prior Year Property Taxes	Monthly	\$ 5,633,367	\$ 5,663,000	\$ 5,676,158
Motor Vehicle Taxes	Monthly	391,007	515,000	468,989
Utility Franchise Taxes	Quarterly	714,357	975,000	740,754
Local Option Sales Taxes	Monthly	1,487,712	2,200,000	1,791,892
Aquatic and Other Recreation	Monthly	563,622	877,500	575,042
Sanitation (Includes Penalties)	Monthly	907,595	1,305,500	1,026,014
Grants		69,993	85,115	251,985
All Other Revenues		1,765,074	1,239,881	1,419,994
Loan Proceeds		-	88,500	88,500
Transfers (Electric and Fire Dist.)		261,614	261,614	261,614
Fund Balance Appropriated		-	1,374,837	-
Total		\$ 11,794,341	\$ 14,585,947	\$ 12,300,942

Expenditures	Actual	Budget	Actual to Date
	FY '17-18	FY '18-19	FY '18-19
General Gov.-Governing Body	\$ 271,799	\$ 488,406	\$ 343,449
Non Departmental	635,098	840,906	760,689
Debt Service	1,013,069	1,003,781	988,702
Finance	68,407	105,501	78,033
Planning	207,191	646,927	392,055
Police	2,406,569	3,790,500	2,600,392
Fire	1,267,662	2,106,953	1,708,908
EMS	-	-	5,920
General Services/Public Works	334,400	546,914	375,632
Streets	340,482	905,643	337,711
Motor Pool/Garage	45,941	92,582	63,176
Powell Bill	28,973	582,725	27,928
Sanitation	748,581	1,116,768	874,093
Parks and Rec	614,907	1,012,771	705,149
SRAC	658,415	969,779	743,584
Sarah Yard Center	-	40,600	18,635
Contingency	-	335,191	-
Appropriations/Contributions	-	-	-
Total	\$ 8,641,494	\$ 14,585,947	\$ 10,024,056

YTD Fund Balance Increase (Decrease)

- -

WATER AND SEWER FUND

Revenues	Actual	Budget	Actual to Date
	FY '17-18	FY '18-19	FY '18-19
Water Charges	\$ 1,730,568	\$ 2,852,000	\$ 2,059,965
Water Sales (Wholesale)	925,274	\$ 1,200,000	\$ 1,167,116
Sewer Charges	2,492,787	3,800,000	3,310,573
Tap Fees	10,340	13,000	1,265
All Other Revenues	35,950	599,000	110,388
Grants	250,710	-	148,087
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	626,432	-
Total	\$ 5,445,629	\$ 9,090,432	\$ 6,797,394

Expenditures	Actual	Budget	Actual to Date
	FY '17-18	FY '18-19	FY '18-19
Water Plant (Less Transfers)	\$ 1,269,863	\$ 1,811,936	\$ 1,331,492
Water Distribution/Sewer Coll (Less Transfers)	2,093,397	4,231,837	3,509,416
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	-	1,467,000	1,350,000
Debt Service	588,207	1,382,896	1,340,453
Contingency	-	196,763	-
Total	\$ 3,951,467	\$ 9,090,432	\$ 7,531,361

ELECTRIC FUND

Revenues	Actual	Budget	Actual to Date
	FY '17-18	FY '18-19	FY '18-19
Electric Sales	\$ 11,318,474	\$ 16,400,000	\$ 12,375,218
Penalties	269,485	320,000	122,615
All Other Revenues	62,998	59,000	161,028
Grants	-	-	15,074
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	120,075	-
Total	\$ 11,650,957	\$ 16,899,075	\$ 12,673,935

Expenditures	Actual	Budget	Actual to Date
	FY '17-18	FY '18-19	FY '18-19
Administration/Operations	\$ 1,484,402	\$ 2,195,899	\$ 1,694,502
Purchased Power - Non Demand	4,375,173	12,600,000	3,949,203
Purchased Power - Demand	4,108,239	-	5,187,496

Purchased Power - Debt	867,132	-	963,480
Debt Service	351,278	359,972	351,278
Capital Outlay	6,406	-	-
Contingency	-	441,990	-
Transfers to Electric Capital Proj Fund		1,215,000	1,100,000
Transfer to Electric Capital Reserve		-	-
Transfers to General Fund	-	86,214	86,214
Total	<u>\$ 11,192,630</u>	<u>\$ 16,899,075</u>	<u>\$ 13,332,173</u>

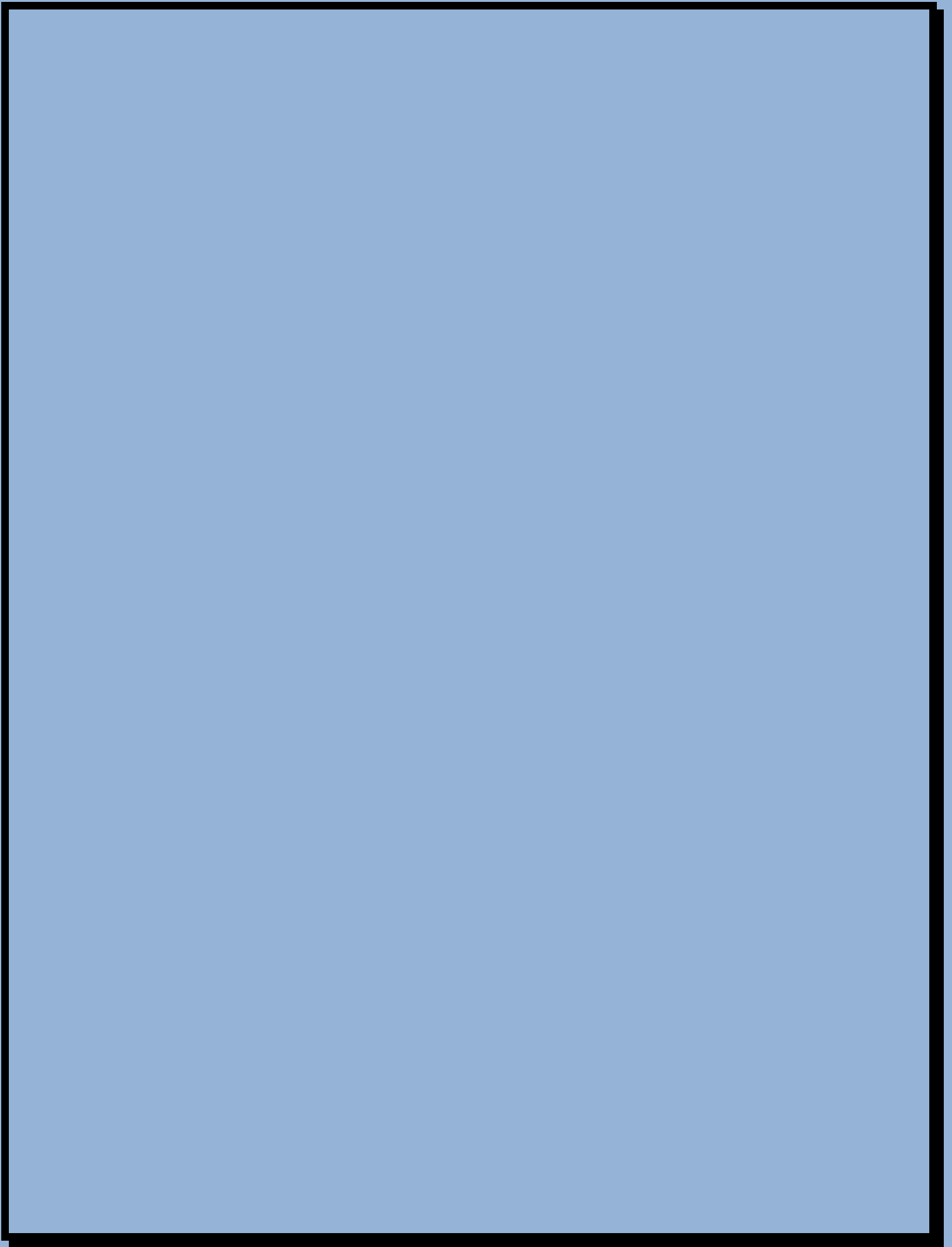
CASH AND INVESTMENTS

General Fund (Includes P. Bill)	12,897,740		
Water and Sewer Fund	6,095,952		
Electric Fund*	9,459,238		
JB George Endowment (40)	132,660		
Water Plant Expansion (43)	(487,260)		
Booker Dairy Road Fund (44)	448,850		
Capital Project Fund: Wtr/Sewer (45)	499,275		
Capital Project Fund: General (46)	531,131	1st CITIZENS	23,919,291
Capital Project Fund: Electric (47)	1,360,496	NCCMT	2,342,865
Firemen Relief Fund (50)	142,532	KS BANK	3,722,710
Fire District Fund (51)	13,850	UNITED COMM	1,290,135
General Capital Reserve Fund (72)	180,537	PNC BANK	-
Total	<u>\$ 31,275,001</u>		<u>\$ 31,275,001</u>

*Plug

Account Balances Confirmed By Finance Director on 5/28/2019

Department Reports





FINANCE DEPARTMENTAL REPORT FOR APRIL, 2019

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other.....	\$2,439,091
Franchise Tax.....	0
Sales & Use Tax.....	199,332
Powel Bill.....	0
Total Revenue	\$2,638,423

Expenditures: General, Water, Electric and Firemen’s Fund..... \$2,689,192

FINANCE:

- Compiled and submitted monthly retirement report on 4/30/2019
- Issued 52 purchase orders
- Processed 567 vendor invoices for payment and issued 358 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 4/5/2019 and 4/19/2019
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,216
- Processed 13 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$26,999.77 (EMS = \$8,621.54; SRAC = \$3,482.79; Utility= \$14,895.44; and Other = \$0).
- Invoiced 6 grave opening for a total of \$4,200.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$4,984.24 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$3,953.13 to PNC Bank for credit/debit card fees

FINANCE DIRECTOR

- Attended Town Council Meeting on April 2, 2019
- Met with Tim Cherry of FSI Office on March 8, 2019, to determine cost to convert lounge area in Finance department to office space
- Held departmental staff meeting on April 10, 2019
- Met with Lee Carter of North Carolina Capital Management Trust to review interest rate forecast
- Attended after hours budget meetings on April 11, 15 and 30, 2019
- Met with First Citizens Bank regarding lock box services on April 16th, 2019
- Signed Procurement Card Agreement with First Citizens Bank on April 16, 2019
- Created water/sewer adjustment log to track water/sewer adjustments as system is not currently tracking
- Payroll Clerk six month disciplinary probation ended on or about April 17, 2019
- Attended Department Head Meetings on April 2 and 23, 2019
- Met with First Citizens Bank on April 24, 2019 regarding procurement cards
- Met with Accounts Payable Clerk on Fix Assets on April 24, 2019
- Met with Tony West of Office Value Copiers on April 30, 2019



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 - 2019

April

Town Council

Zoning Map Ammendments	1
Special Use Permit	2
Zoning Ordinance Amendments	0
Major Subdivisions	0
Annexations	0
Special Events	3
Site Plan	0

Planning Board

Zoning Map Amendments	0
Zoning Ordinance Ammendments	0
Major Subdivisions	0

Board of Adjustment

Variance	0
Admin Appeal	0

Historic Properties Commission

Certificate of Appropriateness	0
Historic Landmarks	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 April 2019

		Permit Fees	Permits Issued
Zoning	Land Use	400.00	4
Site Plan	Minor Site Plan	\$50.00	2
Zoning	Sign	\$200.00	4
	Total:	\$650.00	10
Fiscal YTD Total:		\$15,050.00	200

Z19-000058	Zoning	Sign	Classic Ford	1324 North Brightleaf Boulevard
Z19-000057	Zoning	Sign	Bright Start Childcare	861 Berkshire Road
SP19-000019	Site Plan	Minor Site Plan	In-Ground Swimming Pool	320 Dogwood Street
Z19-000059	Zoning	Land Use	Walker Automotive Supply Inc.	926 North Brightleaf Boulevard
Z19-000060	Zoning	Sign	Hagar Outlet	1261 Outlet Center Drive
SP19-000020	Site Plan	Minor Site Plan	Above Ground Pool	1006 South Walnut St
Z19-000061	Zoning	Land Use	Book Warehouse	1025 Outlet Center Dr
Z19-000062	Zoning	Sign	Jimmy Gas Mart Sign package	3300 US 70 BUS Highway W
Z19-000063	Zoning	Land Use	Ready Set Escape, LLC	1294 West Market Street
Z19-000064	Zoning	Land Use	Landmark Financial Services, LLC	338 Venture Drive



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING April 30, 2019**

I. STATISTICAL SECTION

Month Ending April 30, 2019	April-19	April -18	Total 2019	Total 2018	YTD Difference
Calls for Service	1775	1805	6524	7271	-747
Incident Reports Completed	162	157	555	571	-16
Cases Closed	108	116	379	405	-26
Accident Reports	67	76	283	277	6
Arrest Reports	98	135	359	428	-69
Burglaries Reported	3	6	22	22	0
Drug Charges	26	40	124	134	-10
DWI Charges	9	5	31	21	10
Citations Issued	173	213	694	843	-149
Speeding	26	62	139	211	-72
No Operator License	47	39	175	178	-3
Registration Violations	14	40	81	151	-70

II. PERSONNEL UPDATE

The police department is currently short 4 positions currently. Three backgrounds are almost completed. The agency will only be short one officer in the very near future if all goes well with the backgrounds. Lt. O’branovich graduated from the 83rd Administrative Officers Management Program at NC State University on April 12, 2019.

III. MISCELLANEOUS

Mandatory in-service training was continued in April, with most courses be completed on line. Officers participated in the Special Olympics that took place at SSS High School. The department has taken part in several special events with the race at Johnston Memorial Hospital. Participated in a medicine drop and the counties shred it day. The agency was examined by CALEA during April and passed once again. I attended the Cop Tube Graduation that was held at Triple SSS High School.

REPORTED UCR OFFENSES FOR THE MONTH OF APRIL 2019

PART I CRIMES	April	April	+/-	Percent	Year-To-Date		+/-	Percent
	2018	2019		Changed	2018	2019		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	3	3	N.C.
ROBBERY	1	2	1	100%	5	5	0	0%
Commercial	0	0	0	N.C.	1	1	0	0%
Individual	1	2	1	100%	4	4	0	0%
ASSAULT	3	9	6	200%	11	31	20	182%
* VIOLENT *	4	11	7	175%	16	39	23	144%
BURGLARY	6	3	-3	-50%	20	20	0	0%
Residential	4	2	-2	-50%	10	15	5	50%
Non-Resident.	2	1	-1	-50%	10	5	-5	-50%
LARCENY	42	43	1	2%	144	97	-47	-33%
AUTO THEFT	0	3	3	N.C.	2	6	4	200%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	48	49	1	2%	166	123	-43	-26%
PART I TOTAL:	52	60	8	15%	182	162	-20	-11%
PART II CRIMES								
Drug	33	22	-11	-33%	120	91	-29	-24%
Assault Simple	9	8	-1	-11%	47	27	-20	-43%
Forgery/Counterfeit	1	1	0	0%	14	11	-3	-21%
Fraud	2	2	0	0%	16	15	-1	-6%
Embezzlement	0	0	0	N.C.	1	1	0	0%
Stolen Property	3	0	-3	-100%	10	3	-7	-70%
Vandalism	5	11	6	120%	16	25	9	56%
Weapons	4	0	-4	-100%	9	1	-8	-89%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	1	3	2	200%
D. W. I.	5	9	4	80%	20	35	15	75%
Liquor Law Violation	1	0	-1	-100%	3	4	1	33%
Disorderly Conduct	3	4	1	33%	3	6	3	100%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	0	1	1	N.C.
All Other Offenses	6	29	23	383%	25	112	87	348%
PART II TOTAL:	72	87	15	21%	286	335	49	17%
=====								
GRAND TOTAL:	124	147	23	19%	468	497	29	6%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
April, 2019**

I. Statistical Section

Responded to	2019 Apr	Apr IN	Apr OUT	2018 Apr	2019 IN	2019 OUT	2019 YTD	2018 YTD
Total Structure Fires Dispatched	9	4	5	4	18	21	39	39
Confirmed Structure Fires (Our District)	1	1	0	2	9	0	9	14
Confirmed Structure Fires (Other Districts)	5	0	0	2	0	0	14	3
EMS/Rescue Calls	129	126	3	146	480	22	502	606
Vehicle Fires	1	1	0	4	2	1	3	12
Motor Vehicle Accidents	26	21	5	30	68	12	80	77
Fire Alarms (Actual)	12	12	0	12	36	2	38	44
Fire Alarms (False)	20	19	1	8	42	3	45	37
Misc./Other Calls	17	17	0	30	90	6	96	95
Mutual Aid (Received)	1	0	0	2	0	0	15	23
Mutual Aid (Given)	8	0	0	6	0	0	24	26
Overlapping Calls (Calls at the same time)	53	0	0	28	0	0	169	122
TOTAL EMERGENCY RESPONSES	211	197	14	234	736	51	787	910

* 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**).

	Apr	YTD
Fire Inspections/Compliance Inspections	38	153
Public Fire Education Programs	4	9
Children in Attendance	53	456
Adults in Attendance	85	202
Plans Review Construction/Renovation Projects	1	17
Fire Code Citations	1	2
Fire Lane Citations	0	0
Consultation/Walk Through	11	23
Re-Inspections	7	37

II. Major Revenues

	Apr	YTD
Inspections	\$1,050.00	\$5,110.00
False Alarms	\$1825.00	\$2,800.00
Fire Recovery USA	\$792.00	\$1,982.00
EMS Debt Setoff	\$0.00	\$0.00

Major Expenses for the Month:

III. Personnel Update:

IV. Narrative of monthly departmental activities:

- We participated in a Fire prevention/Training program's in the month of April:
 - First Baptist Church – Child Safety Seat Training
 - St. Paul's Episcopal Church - Defibrillator Training for staff
 - Dept. of Social Services – Assist with Child Abuse Awareness event
 - Fire Station 1 – Fire prevention program for children

Appearance Commission Monthly Report:

Removal of tree stumps

- Removed 2 tree stumps beside SoDoSo restaurant on Johnston Street
- Removed large tree stump in front of 310 E Johnston Street
- Removed 2 tree stumps at the intersection of N 3rd and Market

Concrete Work in the Downtown Area

- Replaced 60LF of grass area in front of 310 E Johnston Street with concrete

Community Garden Donation

- Donated and delivered a load of compost (from Power Mulch in Smithfield) to the Community Garden for future plantings.

**Town of Smithfield
Public Works Department
April 30, 2019**



136 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800.00

0 Cremation Burial, \$400.00 each = \$0.00

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

446.77 tons of household waste collected

204 tons of yard waste collected

6.81 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
April 30, 2019



I. Statistical Section

- 4 ___ Burials
- 3 ___ Works Orders – Buildings & Facilities Division
- 13 ___ Work Orders – Grounds Division
- 23 ___ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,800.00
Total Revenue:	\$2,800.00

III. Major Expenses for the Month:

None for the month.

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. Craig Tyner, Public Works Drainage Crew Leader led the Public Works monthly Safety Training on pre-trip and how to operate a Backhoe.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Apr. 30, 2019



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Replaced 60LF of sidewalk in front of 310 E Johnston Street.
- c. 1 - Work Order – 42 Linear Feet Drainage Pipe installed.
- d. Assisted other departments (cones and containers) with 3 special events.
- e. 14 - Work Orders – 1,500lbs. of Cold Patch was used for 40 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$3,250.00 to Barbour beaver control, \$1,447.53 to ADS for drainage pipe and materials, \$2,722.75 to Daughtry' s Repair Service for repairs to New Holland Tractor.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Craig Tyner, Public Works Drainage Crew Leader led the Public Works monthly Safety Training on pre-trip and how to operate a Backhoe.

**Town of Smithfield
Public Works Department
April 2019 Drainage Report**

Location: 4th and Market.
Starting Date: 4/1/2019
Completion Date: 4/1/2019
Description : Removed parking space near intersection. Painted curbs yellow at intersection as well.
Man-hours: 3.5hrs
Equipment: 401 pickup plus hand tools.
Materials: One gallon of Black and one gallon of yellow traffic paint.

Location: S 5th Street community garden, S 5th Street FEMA lots, Woodall and SBL, 3rd Street FEMA lot beside Travel Odyssey, Riverside Drive FEMA lot, College Rd and MLK, Martin Street lot, 2nd Ave lot, Blount Street lot, Berkshire Rd Right of Way, Intersection of Brogden and Rand Street.
Starting Date: 4/3/2019
Completion Date: 4/17/2019
Description: Cut FEMA lots, Right of Ways plus town owned lots.
Man-hours: 17.33hrs.
Equipment: Scag mowers, new Holland tractor with side arm cutter, weed eaters and blowers.
Materials: N/A

Location: White Oak Dr and Camelia, East St and South Ave, East St and North Ave, 701 A East St, 3rd and Johnston, N 6th and Caswell, 1051 Outlet Center Dr, Market and Strickland, 902 Berkshire Rd, Berkshire and Edgerton, 735-255-270-275 N Equity Dr.
Starting Date: 4/8/2019
Completion Date: 4/30/2019
Description: Repaired 40 potholes with Perma Patch asphalt.
Man-hours: 4.66hrs.
Equipment: 401 and 905 pickup plus hand tools.
Materials: 25 bags of Perma Patch asphalt.

Location: 414 10th Street.
Starting Date: 4/9/2019
Completion Date: 4/9/2019
Description: Removed obstructions from drainage culvert for positive drainage.
Man-hours: 2hrs.
Equipment: 401 pickup plus hand tools.
Materials: N/A

Location: Johnston Health 5K-10K run event, Outreach event at Johnson Park, Dog Park event.
Starting Date: 4/15/2019
Completion Date: 4/29/2019
Description: Provided event containers and traffic control devices for events.
Man-hours: 9.25hrs.
Equipment: 905 and 401 pickup plus cone trailer.
Materials: 69 cones, 20 rollout containers, 4 barricades and 9 safety vest.

Location: Gaston and South Bright.
Starting Date: 4/15/2019
Completion Date: 4/15/2019
Description: Dirt road was scraped due to holes and poor ride quality.
Man-hours: 2 hrs.
Equipment: 420 Cat backhoe.
Materials: N/A

Location: 303 Sunrise Ave.
Starting Date: Cleaned ditch bank for positive drainage. Hauled off debris from location.
Completion Date: 4/15/2019
Description: 4/15/2019
Man-hours: 4hrs.
Equipment: 420 Cat backhoe plus 408 dump truck.
Materials: N/A

Location: 430 MLK.
Starting Date: 4/15/2019
Completion Date: 4/15/2019
Description: Repaired sinkhole in drain line for positive drainage.
Man-hours: 1.5hrs.
Equipment: 401 pickup plus hand tools.
Materials: Four 80lbs. bags of concrete.

Location: 1909 Vermont Street.
Starting Date: 4/24/2019
Completion Date: 4/24/2019
Description: Removed obstructions from ditch bank for positive drainage.
Man-hours: 3hrs.
Equipment: 420 cat backhoe plus hand tools.
Materials: N/A

Location: 1107 Old Goldsboro Road.
Starting Date: 4/24/2019
Completion Date: 4/29/2019
Description: Installed drainage pipe in ditch bank for positive drainage.
Man-hours: 36.5hrs.
Equipment: 420 Cat backhoe, bobcat tractor with drag mat, 405 dump truck plus hand tools.
Materials: 42ft of 18" HDPE drain line, drop inlet, one Tee coupling, one convertor, three 18" couplings, 14.07 tons of 57 stone, two tandem truckloads of fill dirt and one tandem truckload of topsoil.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
April 30, 2019**



I. Statistical Section

- 5 Preventive Maintenances
- 0 North Carolina Inspections
- 27 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

A Winch was purchased from Northern Toole & Equipment for \$707.91.

IV. Personnel Update:

None for the month.

V. Narrative of monthly departmental activities:

Craig Tyner, Public Works Drainage Crew Leader led the Public Works monthly Safety Training on pre-trip and how to operate a Backhoe.

Town of Smithfield
Public Works Sanitation Division
Monthly Report
April 30, 2019



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 48 work orders
- b. Sanitation forces collected tons 446.77 of household waste
- c. Sanitation forces disposed of 102 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 1.48 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 3.25 tons of recyclable plastic
- h. Recycled 3680 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 2060 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 2400 lbs. of shredder steel for \$120 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,244.00 for disposal of yard waste and debris.
Paid \$7,432.00 to Gregory Poole for repairs to truck 301 heui pump and Injectors.

IV. Personnel Update:

Mario Hernandez was hired as sanitation laborer on April 3rd 2019.

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, Champion Run 5k. 10k run hosted by Johnston Heath, Mother and son Dance Family life center, Gertrude Johnson Park event West Smithfield and the Dog Park event in South Smithfield.

Craig Tyner, Public Works Drainage Crew Leader led the Public Works monthly Safety Training on pre-trip and how to operate a Backhoe.
Community Service Workers worked 28.30 hrs.



PARKS AND RECREATION

MONTHLY REPORT FOR APRIL, 2018

PROGRAMS STATISTICS	APRIL, 2019		APRIL, 2018	
NUMBER OF PROGRAMS	13		14	
TOTAL ATHLETICS PARTICIPANTS	423		306	
TOTAL NON/ATHLETIC PARTICIPANTS	1151		475	
NUMBER OF GAMES PLAYED	56		63	
TOTAL NUMBER OF PLAYERS (GAMES)	1462		1801	
NUMBER OF PRACTICES	82		88	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1206		1291	
	APRIL, 2019	18/19 FY YTD	APRIL, 2018	17/18 FY YTD
PARKS RENTALS	82	361	34	203
USERS (PARKS RENTALS)	2662	16582	2109	16929
TOTAL UNIQUE CONTACTS	6,904		5,982	
	APRIL, 2019	18/19 FY YTD	APRIL, 2018	17/18 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 3,734.50	\$ 59,376.50	\$ 6,157.00	\$ 75,090.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 55,415.00	\$ 592,981.00	\$ 62,070.00	\$ 543,170.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 15,000.00	\$ 112,168.00	\$ -	\$ 133,807.00
SARAH YARD CENTER	\$ 1,646.00	\$ 18,635.00		
HIGHLIGHTS	Hosted the First Annual Mother-Son Dance Hosted Poochapalooza and Dog Park Grand Opening			



SMITHFIELD RECREATION AND AQUATICS CENTER

SRAC MONTHLY REPORT FOR APRIL, 2018

PROGRAMS SATISTICS	APRIL, 2019		APRIL, 2018	
NUMBER OF PROGRAMS	24		30	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	4024		3024	
	APRIL, 2019	18/19 FY YTD	APRIL, 2018	17/18 FY YTD
SRAC MEMBER VISITS	3794	37596	4924	49833
DAY PASSES	1286	7995	966	7321
RENTALS (SRAC)	73	549	70	732
USERS (SRAC RENTALS)	3127	31117	5647	33070
TOTAL UNIQUE CONTACTS	12,231		14,561	
	APRIL, 2019	18/19 FY YTD	APRIL, 2018	17/18 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 57,404.00	\$ 510,161.00	\$ 60,214.00	\$ 554,696.00
SRAC EXPENDITURES	\$ 55,245.00	\$ 74,584.00	\$ 68,849.00	\$ 727,265.00
SRAC MEMBERSHIPS	2101		3235	
HIGHLIGHTS	HOSTED 2 BASKETBALL TOURNAMENTS HOSTED TEACHER'S WORKDAY PLAYDAY ALLIGATOR STEPS SWIM LESSON (1800+ LESSONS GIVEN)			



- **Statistical Section**

- Electric CP Demand 19,523 Kw relative to March's demand of 22,366 Kw.
- Electric System Reliability for was 99.995%, with two (2) recorded outage; relative to March's 99.998%.
- Raw water treated on a daily average was 3.771 MG relative to 3.699 MG for March; with maximum demand of 4.278 MG relative to March's 3.994 MG.
- Total finished water to the system was 104.660 MG relative to March's 104.896 MG. Average daily for the month was 3.376 MG relative to March's 3.384 MG. Daily maximum was 3.848 MG (April 18th) relative to March's 3.695 MG. Daily minimum was 3.199 (April 2nd), relative to March's 3.148 MG.

- **Miscellaneous Revenues**

- Water sales were \$215,284 relative to March's \$206,729
- Sewer sales were \$358,346 relative to March's \$341,091
- Electrical sales were \$1,237,731 relative to March's sales of \$1,250,416
- Johnston County Water purchases were \$118,456 for 59.228 MG relative to March's \$117,532 for 58.761 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$871,069 relative to March's \$946,002.
- Johnston County sewer charge was \$275,764 for 82.038 MG relative to March's \$295,248 for 87.872 MG.

- **Personnel Changes –**

- Glenn Anderson left employment as a Utility Line Mechanic on April 17



**Town of Smithfield
Electric Department
Monthly Report
April, 2019**

I. Statistical Section

- Street Lights repaired –9
- Area Lights repaired -5
- Service calls – 40
- Underground Electric Locates –119
- Poles changed out, installed or removed-4
- Underground Services Installed/Repaired -2

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Confined Spaces.

V. Miscellaneous Activities:

- Continuing conversion work on the south side of Town. (Holding St. to Wellons St.)
- Installed wire & transformer for JCC upgrade.
- Outlet Store electrical vehicle charging station is ready to go online.
- Installed new equipment for better communication of the AMI Nexgrid system.



WATER & SEWER APRIL 2019 MONTHLY REPORT

● DISCONNECT WATER	7
● RECONNECT WATER	2
● TEST METER	4
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	4
● LOW PRESSURE CALLS	2
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	15
● METER CHECKS	16
● METER REPAIRS	8
● WATER MAIN/SERVICE REPAIRS	6
● STREET CUTS	6
● REPLACE EXISTING METERS	1
● INSTALL NEW METERS	1
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	2
● SEWER REPAIRS	16
● CLEANOUTS INSTALLED	8
● INSPECTIONS	5

- SEWER MAIN CLEANED 600LF
- SERVICE LATERALS CLEANED 750LF
- SERVICE CALLS 132
- LOCATES 117

- 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 OF MARCH

- Corbett started redoing station #5.
- Had to have new bar screen and basket installed at station #1.

PERSONNEL UPDATES

- DJ resigned

UPCOMING PROJECTS FOR THE MONTH OF MAY

- Braswell will be continuing to work on Kellie Dr. water and sewer installation.
- JF Wilkerson is continuing the 16" water main extension on Durwood Stephenson, they should be finishing this month.
- McClungs will be starting the upgrades at SLS #5.



MONTHLY WATER LOSS REPORT

APRIL, 2019

(5) Meters with slow washer leaks

1 1/2" Line, 12" split – 3days

1 1/2" Line, 3" split – 1day

(2) 3/4" Line, 1/8" hole – 2days

6" Line, 6" split – 4days

6" meter gasket blown out – 4days

Fire Hydrant slow drip

Hydrant Flushing

Smithfield Water Plant

Distribution Sampling Site Plan

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	04/15/19	3	15	7965	10	North Street	04/16/19	2.8	15	17820	40
Computer Drive	04/15/19	3.4	15	31860	10	West Street	04/16/19	3	15	78030	50
Castle Drive	04/15/19	3.4	15	7965	10	Regency Drive	04/16/19	2.6	15	63720	60
Parkway Drive	04/15/19	3	15	63720	40	Randers Court	04/16/19	3.2	15	15930	40
Garner Drive	04/15/19	3.2	15	63723	40	Noble Street	04/16/19	3.4	15	15930	40
Hwy 210 LIFT ST.	04/15/19	3	15	15930	40	Fieldale Dr#1(L)	04/16/19	3.2	15	63720	40
Skyland Drive	04/15/19	3.4	15	7965	10	Fieldale Dr#2(R)	04/16/19	3.2	15	63720	40
Bradford Street	04/16/19	3.2	15	15930	10	Heather Court	04/16/19	3	15	15930	40
Kellie Drive	04/16/19	3.2	15	7965	10	Reeding Place	04/16/19	3.2	15	15930	40
Edgewater	04/16/19	2.8	15	7965	10	East Street	04/16/19	2.6	15	63720	40
Edgecombe	04/16/19	2.6	15	15930	40	Smith Street	04/16/19	3.4	15	63720	40
Valley Wood	04/16/19	3.2	15	63720	40	Wellons Street	04/16/19	2.8	15	63720	40
Creek Wood	04/16/19	3.2	15	63720	40	Kay Drive	04/10/19	3.2	15	38985	15
White Oak Drive	04/16/19	3.2	15	7965	10	Huntington Place	04/10/19	2.8	15	38985	15
Brookwood Drive	04/16/19	3.2	15	22515	5	N. Lakeside Drive	04/10/19	2	15	9750	15
Runnymede Place	04/16/19	3.4	15	31860	10	Cypress Point	04/10/19	2	15	34890	12
Nottingham Place	04/16/19	3.4	15	38985	10	Quail Run	04/10/19	2	15	8715	12
Heritage Drive	04/16/19	3	15	38985	10	British Court	04/10/19	2	15	8715	12
Noble Plaza #1	04/16/19	2.6	15	9750	10	Tyler Street	04/10/19	2.8	15	78030	60
Noble Plaza #2	04/16/19	2.6	15	9750	10	Yelverton Road	04/10/19	2	15	63720	40
Pinecrest Street	04/16/19	3.2	15	19500	10	Ava Gardner	04/10/19	1.8	15	63720	40
S. Sussex Drive	04/16/19	3.4	15	31860	10	Waddell Drive	04/09/19	3	15	7965	10
Elm Drive	04/16/19	3.4	15	9750	10	Henly Place	04/09/19	3.4	15	8715	12
	03/13/19					Birch Street	04/09/19	3.4	15	34890	12
Coor Farm Supply	04/15/19	3.2	15	7965	10	Pine Street	04/09/19	3.4	15	38985	15
Old Goldsboro Rd.	04/15/19	3.2	15	7965	10	Oak Drive	04/09/19	3.4	15	37695	14
Hillicrest Drive	04/15/19	3.4	15	31860	10	Cedar Drive	04/09/19	3.4	15	31860	10
Eason Street	04/15/19	3.2	15	38985	40	Aspen Drive	04/09/19	3.4	15	34890	12
Magnolia circle	04/15/19	2.8	15	78030	40	Furlonge Street	04/09/19	3.4	15	34890	12
Rainbow Drive	04/15/19	3	15	19500	60	Golden Corral	04/09/19	3.2	15	40290	16
Rainbow Circle	04/15/19	3	15	19500	60	Holland Drive	04/09/19	3	15	9750	15
Moonbeam Circle	04/15/19	2.8	15	19500	60	Davis Street	04/09/19	3.2	15	34890	12
Ray Drive	04/15/19	2.8	15	15930	60	Caroline Ave.	04/10/19	3.4	15	31860	10
Will Drive	04/15/19	3	15	63720	40	Johnston Street	04/10/19	3.4	15	38985	15
Michael Lane	04/15/19	2.8	15	63720	40	Ryans	04/10/19	3	90	9750	15
Ward Street	04/16/19	3.2	15	15930	40						

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