



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, September 3, 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 SEPTEMBER 3, 2019
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance lead by Girl Scout Troop 614

Approval of Agenda

Page

Presentation:

1. Proclamation – Declaring September 17th – 23rd as Constitution Week in the Town of Smithfield
(Mayor – M. Andy Moore) See attached information.....1
2. Award of a Storm Resiliency Grant from Duke Energy Progress in the amount of \$22,000 to the Fire Department
(Fire Chief – John Blanton) See attached information.....3
3. Oath of Office for new Fire Fighter Walter Miller
(Mayor – M. Andy Moore) See attached information.....15
4. Clear Gov Financial Transparency Program Presentation
(Finance Director – Greg Siler) See attached information.....17

Public Hearing:

1. Annexation Request Reid Smith (ANX-19-01) Consideration and request for approval to Adopt Ordinance #500 extending the corporate limits of the Town of Smithfield pursuant to NCGS 160A-31
(Planning Director – Stephen Wensman) See attached information.....43

Citizens Comments

Consent Agenda Items

1. Approval of Minutes:
 - a. August 13, 2019 – Regular Meeting.....57

2. Consideration and request for approval to install two “Slow Children at Play” signs on Cedar Street and one additional 25 MPH speed limit sign at the corner of Cedar Street & Willow Street (Chief of Police – R. Keith Powell) <u>See</u> attached information.....	73
3. Consideration and request for approval to retain outside council for the purpose of conditional zoning advice (Town Manager – Michael Scott) <u>See</u> attached information.....	75
4. Consideration and request for approval of various budgets amendments (Finance Director – Greg Siler) <u>See</u> attached information.....	79
5. Board Appointments	
a. Stephen Upton has submitted an application to be reappointed to the Planning Board for a fifth term.	
b. Jackie Bryant has submitted an application to be reappointed to the Parks and Recreation Advisory Commission for a third term (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	87
6. New Hire Report (Human Resources Director – Tim Kerigan) <u>See</u> attached information.....	93

Business Items:

1. Consideration and request for approval to enter into a supplemental agreement with NCDOT for roadway improvements to Kellie Drive (Town Manager – Michael Scott) <u>See</u> attached information.....	95
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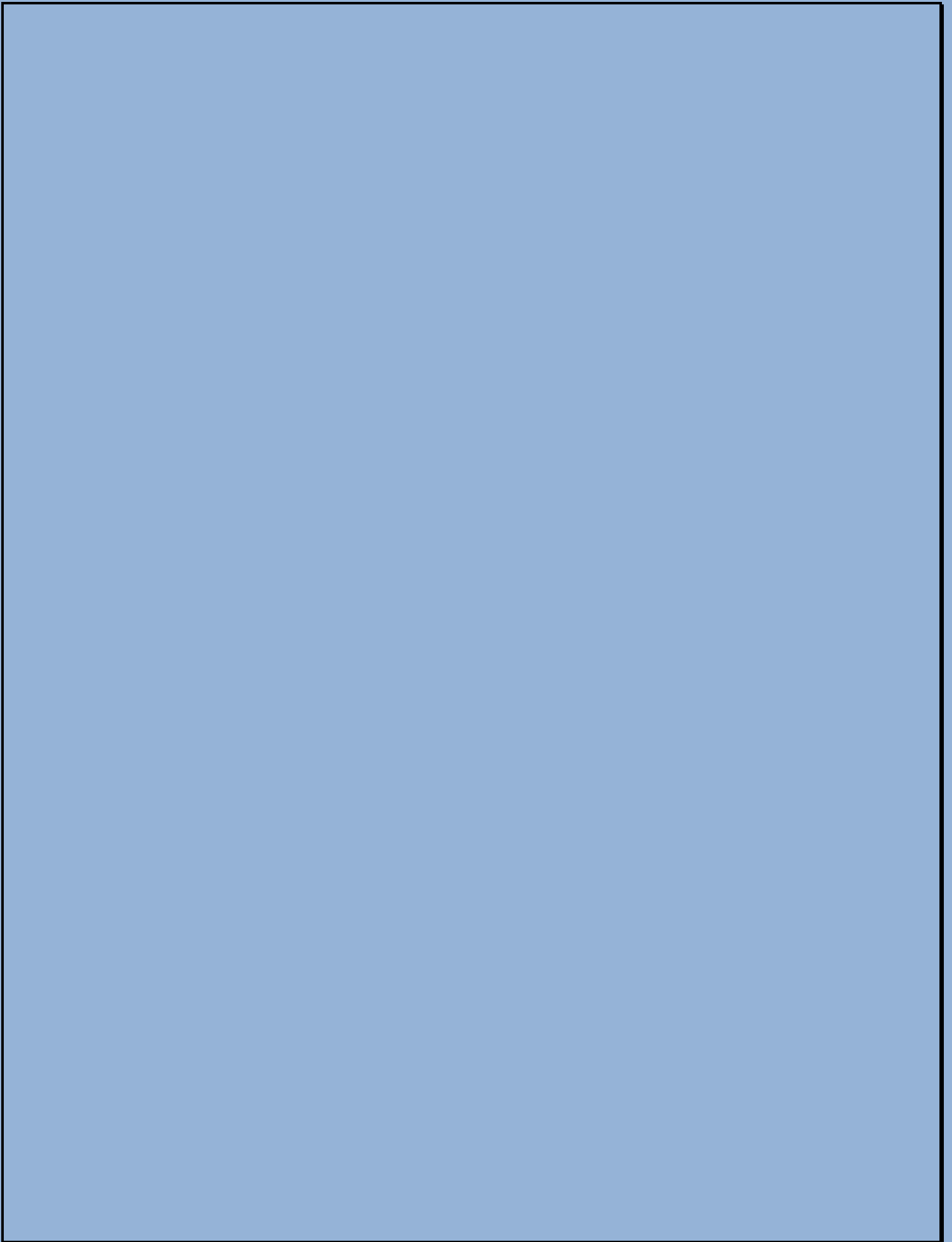
Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information).....109
- Department Reports (See attached information).....113
- **Manager’s Report** (Will be provided at the meeting)

Adjourn

Presentations



**Proclamation
Constitution Week
September 17 – 23, 2019
In the Town of Smithfield, North Carolina**

Whereas, September 17, 2019 marks the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a Proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim September 17 through 23, 2019 to be

CONSTITUTION WEEK

in the Town of Smithfield and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained



M. Andy Moore, Mayor



Request for Town Council Action

Presentations: Grant
Acceptance
Date: 09/03/2019

Subject: Acceptance of the Duke Energy Foundation Storm Resiliency Grant

Department: Fire Department

Presented by: John Blanton / Marty Clayton

Presentation: Presentation

Issue Statement

Acceptance of the Duke Energy Foundation Storm Resiliency Grant, that the Town of Smithfield Fire Department received the grant in the amount of \$22,000.00.

Financial Impact

N/A

Action Needed

Accept the grant, as presented by the Duke Energy Foundation

Recommendation

Staff recommends acceptance of the grant

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. Grant Application



Staff Report

Presentations: Grant
Acceptance

The Fire Department applied for the Duke Energy Foundation Storm Resiliency Grant in June of this year. This Grant is a non-matching grant funded through the Duke Energy Foundation. They announced \$1 million in funding to help North Carolina communities increase their resiliency to these major weather events with advanced preparation and planning through the Powerful Communities: Storm Resiliency grant program.

This grant became available as a one-time-only opportunity to apply for up to \$50,000.00 in Storm **Resiliency grants, as part of the Foundation's annual State Strategic Impact** grant cycle. Grant applications may include, but are not limited to, projects that focus on:

- Specialized training for first responders for severe weather scenarios.
- Organized planning initiatives for communities to prepare for extreme weather.
- Equipment necessary for severe weather rescues to preserve human life.
- Community storm preparedness training, materials, kits or shelters.
- Emergency communication tools for severe weather scenarios.
- Improved outcomes for low-income communities experiencing extreme weather

The grant application was submitted to the Duke Energy Foundation for the opportunity to be awarded the Storm Resiliency Grant of up to \$50,000.00. We were notified by phone on August 14th by Mr. Marty Clayton that the Town had been approved to receive \$22,000.00 from this Grant. We submitted this application in hopes of being awarded to assist the Fire Dept. in our water rescue capabilities to further assist in water rescues as we have experienced many calls for this service and not being able to help our citizens in a timely manner has hampered capabilities in the past. With this grant opportunity we will now be able to purchase two additional rescue boats and loose equipment to assist our citizens much faster.

Originally we asked for \$42,113.00, this included 2 - inflatable rescue boats, 2 - 40hp boat motors, 2 - water rescue props for the motors, 2 - boat trailers to transport the boats, an additional 60-hp boat motor to upgrade our current boat, water rescue prop and installation fees, and swift water and flood water rescue technician classes.

We were awarded \$22,000.00 which will allow us to purchase 2 - inflatable rescue boats, 2 - 40-hp boat motors, 2 - water rescue props for the motors, and 2 - boat trailers to transport the boats.

We will not be able to purchase the additional 60-hp boat motor to upgrade our current boat, water rescue prop and installation fees, nor the swift water and flood water rescue technician classes.

The water rescue training courses will be received through the community college system once the equipment has been received. These classes are fee exempt to the Fire Service through the college system.



Online Grant Application for the Duke Energy Foundation

Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. [Click here to return to the Welcome page.](#)

Contact Information

*First Name	William
*Last Name	Piper
*Contact Title	Fire Engineer
*Address	111 South Fourth St.
*City	Smithfield
*Zip	27577
*State	North Carolina
*E-mail Address	apiper.smithfieldfire.nc@gmail.com
*Telephone	9199342468
*Contact Type	Other

Organization Information

*Legal Name	Town of Smithfield
Official Name	
*Address	111 South Fourth St
*City	Smithfield
*State	North Carolina
*Zip	27577
Mission Statement	Smithfield Fire Department is committed to protecting life, property and the environment. We will be responsive to the needs of our resident by providing rapid, professional, emergency services to the health, safety and well-being of the community. We will accomplish our mission through prevention, education, fire suppression, medical services, hazard mitigation and other related activities. We will actively participate in our community and strive to effectively and efficiently employ all of the necessary resources to provide a service deemed excellent by the people we serve.

*President/Executive Director Name John Blanton

Organization's current board members Mayor Andy Moore, Mayor Pro-Tem Travis Scott, Council Emery Ashley, Council John Dunn, Council Stephen Rabil, Council Marlon Lee, Council David Stevens, Council David Barbour

Conflict of Interest Disclosure N/A

*EIN (5013c3 Organizations Only) 56-6001335

Upload 501 (c) (3) Declaration Letter or Other Documentation • Duke Energy.pdf (172.1 K), uploaded by Jonathan Miller on 06/10/2019

Organization Detail

*Type Of Organization Governmental (Municipal, County, State Agency)

Annual Operating Budget • Operating Budget.pdf (305.71 K), uploaded by Anthony Piper on 06/10/2019

Please list the percentage of total contributions to the organization for the most recent fiscal year (Total must equal 100%) 100% Government

Have you run a deficit within the past five years? No

Explain Deficit Reasons

Website Address www.smithfield-nc.com

*Does your organization have a LINKEDIN account? No

Organization LINKEDIN

*Does your organization have a Facebook account? Yes

Organization Facebook https://www.facebook.com/smithfieldfire/

Facebook Page # of Likes 4576

*Does your organization have a Twitter account? No

Does your organization have an Instagram account? No

Organization Instagram Page

Program Information

*Program Title Life Safety equipment for water rescues

*Select the area of focus for this grant. NC Storm Resiliency Grant Category

*Grant Program Summary This grant would allow us to provide certified personnel and life safety equipment necessary for severe weather rescues to be efficient in rescues to preserve human life.

Grant Program Detail If awarded the Duke Energy Storm Resiliency Grant, it would allow us to purchase the necessary equipment to perform severe weather rescues during flooding. The Smithfield Fire district is made up of 34 square miles of district. The town is made up of 14 square miles and the rural district is made up of 18 square miles. We have a daytime population of over 22,000 people due to Smithfield being the county seat of Johnston County. We have night time population of around 13,000 people. The Smithfield Fire district is cut in half by North Carolina's third largest river. The Neuse River separates the Town of Smithfield and the Smithfield Fire District. We protect 12 miles

of the Neuse River. The Neuse River during Hurricane Matthew reached new levels at over 29 feet. Flood stage for Smithfield is 15 feet. During Hurricane Matthew we responded to over 40 water rescues incident in which we rescued citizens from their homes and cars. One person was not able to be rescued due to the lack of adequate equipment and training needed to perform the rescue. Being the Smithfield Fire district is split by the Neuse River, once the river reaches flood stage the river cuts off several roads in our districts and makes them in passable. Being the roads are unpassable we are requesting the funds to purchase equipment and training for the members of the fire department to be able to effectively perform severe weather rescues during flooding. We are requesting 2 water rescue boats, 2 boat motors, and life jackets so that we can provide coverage to both sides of the river during flooding events. We are also seeking funding to send members to a water rescue class to operate the equipment and to be fully certified. If funding is received to purchase this equipment we would be able to provide coverage for all the people in the fire district. This equipment and the trained personnel would be available for the whole county if needed and would also be available as a state resource.

- Grant Program Goal #1 Purchase water rescue equipement
- Grant Program Benefit #1 Preserve human life.
- Grant Program Goal #2 Water rescue training
- Grant Program Benefit #2 Certified Personnel to operate the equipement
- Grant Program Goal #3
- Grant Program Benefit #3

*Why is your nonprofit best suited to conduct this grant program?

We are best suited to receive this grant program by being responsive to the needs of our residents by providing rapid, professional, emergency services to the health, safety and well-being of the community.

*Grant Program Start Date 06/01/2019

*Grant Program End Date 11/30/2019

*Select the primary county of the State the grant would principally serve from the dropdown below.

- Select all counties served by this program:
- Alamance, NC
 - Alexander, NC
 - Anson, NC
 - Avery, NC
 - Beaufort, NC
 - Bladen, NC
 - Brunswick, NC
 - Buncombe, NC
 - Burke, NC
 - Cabarrus, NC
 - Caldwell, NC
 - Carteret, NC
 - Caswell, NC
 - Catawba, NC
 - Chatham, NC
 - Cherokee, NC
 - Chesterfield, NC
 - Clay, NC
 - Cleveland, NC
 - Columbus, NC
 - Craven, NC

---Cumberland, NC
---Davidson, NC
---Davie, NC
---Duplin, NC
---Durham, NC
---Edgecombe, NC
---Forsyth, NC
---Franklin, NC
---Gaston, NC
---Graham, NC
---Granville, NC
---Greene, NC
---Guilford, NC
---Halifax, NC
---Harnett, NC
---Haywood, NC
---Henderson, NC
---Hoke, NC
---Iredell, NC
---Jackson, NC
---Johnston, NC
---Jones, NC
---Lee, NC
---Lenoir, NC
---Lincoln, NC
---Macon, NC
---Madison, NC
---McDowell, NC
---Mecklenburg, NC
---Mitchell, NC
---Montgomery, NC
---Moore, NC
---Nash, NC
---New Hanover, NC
---Onslow, NC
---Orange, NC
---Other - North Carolina
---Pamlico, NC
---Pender, NC
---Person, NC
---Pitt, NC
---Polk, NC
---Randolph, NC
---Richmond, NC
---Robeson, NC
---Rockingham, NC
---Rowan, NC
---Rutherford, NC
---Sampson, NC
---Scotland, NC
---Stanly, NC
---Stokes, NC
---Surry, NC
---Swain, NC
---Transylvania, NC
---Union, NC

- Vance, NC
- Wake, NC
- Warren, NC
- Watauga, NC
- Wayne, NC
- Wilkes, NC
- Wilson, NC
- Yadkin, NC
- Yancey, NC

Supporting Documentation • [Duke Energy NarrativePDF2.pdf \(24.2 K\)](#), uploaded by Anthony Piper on 06/15/2019

Financial Information

*Total Grant \$42,113.00
Program Budget Amount

*Upload the Overall Grant Program Budget • [Duke_Energy_Grant_Recommended_Budget_Worksheet.pdf \(63.25 K\)](#), uploaded by Anthony Piper on 06/14/2019

*Requested \$42,113.00
Funding Amount

Fund Use The Smithfield Fire Department would use the funds to purchase water rescue equipment and have trained personnel available to operate the equipment 24 hours a day, 7 days a week. The funds would be used to directly preserve human life during storm related events. To see that this project is success full would be the result of a life that was saved during a storm/water emergency. Often times it is said that equipment is paid for with the rescue of one life.

*Other Funders

We don't have any other funding organizations that will support this grant program.

Demographics

Please provide the total number of people being served DIRECTLY by this grant program: 168878

Please provide the total number of people being served INDIRECTLY by this grant program: 10247632

Funding To Serve Per Person
N/A

*Does the majority of funding for this grant program specifically seek to serve under-represented, low-income or diverse populations? Yes

Which under-represented, low-income or diverse populations will be served?

- African-American
- Asian/Pacific Islander
- Hispanic
- Native American
- Other (Non-Hispanic and/or Latino)
- Females/males in non-traditional learning areas (Example: Engineering for girls)
- Participants with incomes at or below 185% of the Federal Poverty Income

Levels
Persons with disabilities
Active military or veterans
LGBTQ community

Estimate the % of program participants that represent members of the underserved groups above. > 90%

Investment Priority Alignment And Impact

*Select the purpose area for your grant
Equipment necessary for severe weather rescues to preserve human life
Highlight any collaboration with other entities that will move the project forward.
EMS and Law Enforcement

*Select which metrics you will use to measure this grant program's success?
of disaster response organizations trained or equipped for storm related response
of first responders trained for severe weather scenarios

Impact
If Smithfield Fire Department didn't receive this grant we would be unable to provide for our community during storm water related incidents. We could potentially experience another loss of life due to flooding during a storm. Our community would see a increase in rescue times as we would have to use other resources to be able to rescue them.

Outcomes
The outcomes could be measured several different ways. One way would be the response time that it takes for someone to be rescued. Another way that this program can be measured for success would be that the training of the personnel to operate the equipment ensures that everybody goes home to their family and that everybody is rescued.

Recognition And Engagement

Please indicate how Duke Energy will be recognized as a funder of this grant program. (Please note: Duke Energy Foundation does not accept tangible benefits from grant recipients).
Distribute information via an organizational publication
Distribute organizational press release
Duke Energy logo used on grant program materials
Event recognition (recognition from podium, signage, speaking opportunities, etc.)
Share Social Media post cards, provided by Duke Energy
Tag Duke Energy in social media post about the grant program

If applicable, outline other recognition options not indicated above

If applicable, attached public relations plan.

- Media Release Plan.pdf (268.77 K), uploaded by Anthony Piper on 06/14/2019

Volunteer Opportunities

Thank you for allowing us to apply for the Duke Energy Storm Resiliency Grant. Smithfield Fire Department is seeking funding to purchase water rescue equipment and to provide each member with the certified training to operate the water rescue equipment during severe weather. During Hurricane Matthew we responded to over 40 water rescue calls. All lives were accounted for during the storm with the exception of one. We were unable to make access to that individual due to the flooding split our fire district in half and we were forced to take several alternate routes to make access to the incident. By receiving this grant we would be allowed to have one water rescue boat on each side of the river in our fire district to ensure that every attempt at a water rescue can be made in a timely manner. During the hurricane there were several times that we would request a boat to assist in a water rescue and were told that it would be 30-45 mins before we could have one at our location due to impassable roads or they were tied up on a water rescue incident. We have one large boat now but it is very underpowered and we are seeking funding to also replace the motor with a larger one that would make that boat more usable during swift water incidents. The two smaller boats that we are seeking funding for are a lot smaller than our current boat and the smaller boats would be more user friendly during events where the bigger boat isn't usable due to its size. Training would be for the paid staff on the department. Members would attend a swift water and flood water technician class, after that they would go to an advanced swift water and flood water technician class. Our goal at the end of the training would be to allow all of the members to be certified to operate the equipment. The water rescue equipment and the trained personnel would be available to not only the Smithfield Fire district but also to the Johnston County. The equipment and trained personnel would also be available as a state resource and be able to assist in other parts of the state during flooding events. Once again thank you for allowing us to apply for this grant with the attempt of achieving a goal for our department. We would not be allowed to achieve this goal without the assistance of the Duke Energy Storm Resiliency Grant. If we were to receive the funding requested we are committed to ensure Duke Energy is recognized for their hard work and dedication to protecting the community.

Once again,

Thank You

PROGRAM/PROJECT BUDGET

THIS IS THE PREFERRED BUDGET FORM. IF AN ALTERNATE FORM IS USED, PLEASE BE SURE TO INCLUDE ALL INCOME AND EXPENSE ITEMS. AMOUNTS SHOULD MATCH THE FUNDING OUTLINED ON THE GRANT APPLICATION.

Enter your organization's name here: Smithfield Fire Department Smithfield, NC
 Total Program/Project Amount: 42,113
 Total Amount Requested: 42,113



Please enter the income and expenses related to the program/project for which you are requesting funding.
 INCOME: Please enter other Funding Sources for this Program/Project. Be specific. If funding is pending, note expected notification date.

Funding Sources (Including in-kind donations)	Amount Requested/ Received	Status of Funding (Pending or Committed?)	Explanatory Notes (Optional)
Total Income	\$ -00.	\$ -00.	
EXPENSES: Please itemize expenses for the total program/project amount, listing the total cost of each item and the amount requested from Duke Energy.			
Expense Items Specify items. Do not categorize.	Item Cost	Amount Requested from Duke Energy grant program	Explanatory Notes (Optional)
INMAR 470-SR	\$3,499	\$3,499	Inflatable Boat
INMAR 470-SR	\$3,499	\$3,499	Inflatable Boat
40HP Mercury Motor	\$4,650	\$4,650	Boat Motor
40HP Mercury Motor	\$4,650	\$4,650	Boat Motor
Prop/Gear	\$550.00	\$550	Propeller
Prop/Gear	\$550.00	\$550	Propeller
Boat Trailer	\$1,650	\$1,650	
Boat Trailer	\$1,650	\$1,650	
60HP ELPT Mercury Motor	\$5,715	\$5,715	Upgrade Existing Boat Motor to higher horse power
Prop/Gear	\$550	\$550	Propeller
Install of equipment	\$750	\$750	Installation of new motor on existing rescue boat
Swiftwater & Flood Rescue Tech. Class	\$14,400	\$14,400	Training for All Paid Staff \$800.00 Per Person x 18 Firefighters on shift.
Total Expenses	\$ 42,112.50	\$ 42,113.00	



Request for Town Council Action

Firefighter
Presentation: Oath of
Office
Date: 09/03/2019

Subject: Firefighter Swear In
Department: Fire Department
Presented by: Chief John Blanton
Presentation: Presentation

Issue Statement

The Fire Department is asking that Walter C. Miller a Volunteer Firefighter with the Town of Smithfield Fire Department and that he has earned his permanent status with the Fire Department. Walter Curtis Miller has completed all the departmental testing and required probation time to become a Volunteer Firefighter. Firefighter Miller has proven to be a valuable asset to our department and our community.

Financial Impact

N/A

Action Needed

Walter Curtis Miller needs to be sworn in and welcomed to the Smithfield Community.

Recommendation

Walter Curtis Miller to be sworn in and welcomed to the Smithfield Community.

Approved: Town Manager Town Attorney

Attachments:

1. Oath of Office



Staff Report

Firefighter
Presentation Oath of
Office

OATH OF OFFICE SMITHFIELD FIRE DEPARTMENT

"I, Walter Curtis Miller, as a Firefighter for the Town of Smithfield Fire Department, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of North Carolina; and

I will faithfully, honestly and impartially discharge the duties of Firefighter for the Town of Smithfield; and

I pledge to carry out the duties of Firefighter to the best of my ability, and will honor and respect the mission, goals, purpose and policies of the Smithfield Fire Department; and

I recognize the badge of my office as a symbol of public faith and trust, and I accept so long as I am true to the ethics of the fire service and make these **promises so solemnly, freely, and upon my honor, so help me God."**

Signature

Date

Sworn to and subscribed before me this the _____ day of _____,
_____.

Judge/Clerk

Commission Expires



Request for Town Council Action

Presentation: ClearGov

Date: 09/03/2019

Subject: ClearGov Overview Presentation

Department: Finance

Presented by: Greg Siler

Presentation: **Presentation**

Issue Statement: The Finance Director endeavors to build a more modern community of transparency **that's data driven**. It is important for government agencies, at all levels, to be transparent about their processes.

Financial Impact: ClearGov comes at an annual cost of \$5,575.

Action Needed: Preview data prepared by ClearGov for approximately 60 days and decide **if it's of benefit to the Town**.

Recommendation: None. Council to decide if a good fit and useful for the Town.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. ClearGov Overview



Staff Report

Presentation: ClearGov

In the last decade or so there has been a seismic shift in the way we as a society receive **and share information. We've come to expect instant access to data. We want things at our fingertip** and we want it right away. News spreads quickly and misinformation spreads even faster. All of this erodes public trust in institutions, which make our job as municipal leaders that much more difficult.

The goal of transparency is to drive trust and support, and simply providing an 82-page audit report misses the mark. Agencies like ClearGov work to translate complex fiscal data into compelling information graphic based profiles that everyone can understand. These interactive profiles **show where money comes from and how it's spent.** In addition, they allow us to fill in the gaps with valuable context and important detail that standard financial statements fail to convey. Agencies like ClearGov will help the Town of Smithfield in telling our story – our whole story, in a way that makes better sense to everyone. This kind of clarity helps reduce information requests, builds public trust and support, and equips residents and other stakeholders with the data they need to make better, informed decisions.



CLEARGOV OVERVIEW

PREPARED FOR

Greg Siler
Finance Director
Town of Smithfield, NC

PREPARED BY

Anna Balcora
ClearGov, Inc.
abalcora@cleargov.com
508-365-2063

PREPARED ON

8/22/19





8/22/19

Greg Siler
Finance Director
Town of Smithfield, NC
350 East Market Street
Smithfield, NC 27577

Dear Greg,

Per our discussions, I am pleased to provide you and your team at Smithfield with the attached ClearGov overview.

Our mission is to help build a community of transparent, data-driven, modern governments. We are committed to actively listening to the needs of our customers and developing solutions specifically designed to help local agencies communicate and operate more effectively and efficiently. ClearGov solutions are user-friendly, flexible, and affordable. And, we pride ourselves on delivering world-class service and turnkey implementations — we do the heavy lifting for you.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this document. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov Insights product and even more impressed by how hard we work to make you happy.

I look forward to working with you.

Sincerely yours,

Anna Balcora
ClearGov, Inc.
abalcora@cleargov.com
508-365-2063



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EXECUTIVE SUMMARY

Mission

ClearGov's mission is to build a community of transparent, data-driven, modern governments. We pursue this mission by providing a suite of turnkey solutions to help local governments operate and communicate more effectively and efficiently.

Solutions Overview

ClearGov Insights Suite

- Transforms complex government financials into easy-to-understand infographics
- Publishes the budget in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Implementation Plan

While ClearGov solutions are designed to be turnkey, we offer dedicated Client Success resources to help you get up and running quickly and efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management

- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support.

Scope of Work

- ClearGov provides comprehensive onboarding services — at no additional charge — to ensure that you hit your launch targets and get the most value out of your ClearGov investment.

Launch Timeline

- Launch generally takes approximately 2 – 4 weeks from the time that you provide your Client Data Report(s) to ClearGov, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Data Onboarding Requirements

- ClearGov will handle all importing, onboarding, and mapping of data. In short, we'll take your raw financial information, sort it, and upload it to the ClearGov platform so it perfectly matches your chart of accounts. The only thing you have to do is supply your data, which generally involves running a few simple reports from your existing accounting system. We'll walk you through the process..

Training and Support

- ClearGov provides unlimited training and support throughout implementation and the life of your contract. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Smithfield, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours “make democracy work better.” And while that may sound lofty, “democracy” is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome Smithfield into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.



SOLUTIONS OVERVIEW

ClearGov provides government with a full suite of software solutions that help local officials leverage their fiscal and performance data to build community trust and drive new efficiencies in their financial operations. At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large.

Our focus is on meeting the needs of small to medium-sized governments, not state and federal agencies. Therefore, our software is:



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



TURNKEY

We understand that in small to medium-sized governments, staff is almost always stretched too thin. That's why we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your data. We'll take care of the rest. When you login to ClearGov for the first time, you'll find that everything is right where it should be.



AFFORDABLE

ClearGov is built and priced for small to medium-sized governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

Our goal is to delight our customers with unbeatable value in everything we do.

INSIGHTS SUITE

A Government Communications Platform for the Information Age

ClearGov Insights is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages, and department dashboards ClearGov Insights helps you tell your story and show your work.

[Watch a 2 minute video demo here](#)



"We wanted the public to see at-a-glance not just how their tax dollars were being spent, but how the Village's finances stacked up against similar-sized communities nearby. ClearGov gives Lemont residents an easy-to-understand visual snapshot of where we are financially so they don't have to scour a 300-page budget book for the fiscal insights they need to make informed decisions."

Christina Smith
Finance Director
Village of Lemont, IL
Population: 16,780

ClearGov Insights Suite Modules



INSIGHTS SUITE

Financial Transparency Module

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.



Why does Smithfield need this?

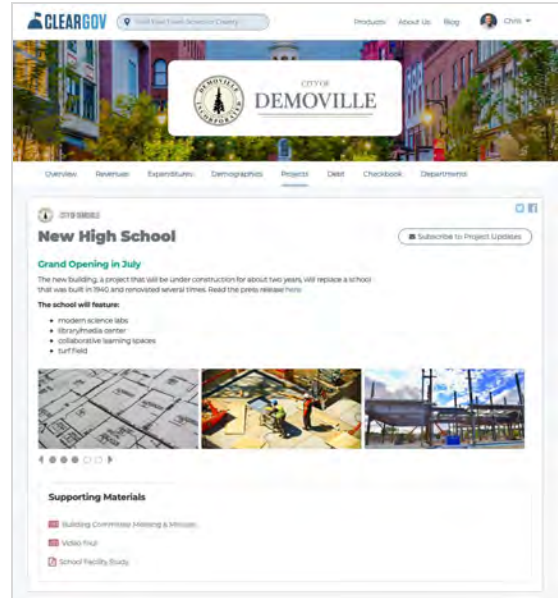
- **Build public trust:** According to the Pew Research Center, only 18 percent of Americans say they trust the government to do what is right. By proactively opening up your data for public consumption, you show you have nothing to hide.
- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs **reduce citizen information requests by 30 percent**. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.



Capital Project Communications Module

Quickly and easily create and publish custom Project Pages to keep citizens in the loop with key data and updates about all of your key projects. Templated Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



Why does Smithfield need this?

- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Reduce incoming calls:** Stop fielding the same questions over and over again. Drive residents and other interested stakeholders to online Project Pages via your website and social media.
- **Build public support:** Right now, you may only hear from the squeakiest of wheels, but your community is full of smart, reasonable people. Engage them and invite their feedback in the comments section — a moderated forum that you control.
- **Provide a modern alternative to public meetings for busy constituents:** By publishing project data and updates online you can make it easier for engaged citizens to stay informed.



Department Dashboards Module

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.



Why does Smithfield need this?

- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.



PROJECT MANAGEMENT

ClearGov offers robust solutions that are easy to set up and operate. We understand that most local governments are pressed for resources, so we have designed an activation process that places the bulk of the work on ClearGov. From your perspective, the process will be completely turnkey. This section outlines the key project management roles and responsibilities.



"ClearGov did all the heavy lifting — we didn't have to add staff, data storage space, or anything like that. We just exported the data and ClearGov did the rest."

Carrie Arrenz
Budget Analyst
Sheboygan, WI

ClearGov Role & Responsibilities

ClearGov will assign a dedicated Client Success Manager or CSM to lead the implementation effort. Your CSM will:

- Coordinate and execute the development of the project plan.
- Ensure the timely delivery of items identified as "In scope" within this proposal.
- Train your staff to use ClearGov tools and applications.
- Track, communicate, and expediently resolve any implementation issues.
- Monitor project progress to ensure a timely and efficient launch.

All ClearGov CSM efforts will be performed remotely with direct email and phone contact as necessary.

Client Role & Responsibilities

We ask that you designate one individual as a primary point of contact to facilitate:

- Delivery of "Client Task" items (listed below) in a timely manner.
- Coordination of Client participants for Kick-Off and Training calls.
- Review and approval of onboarded Client Data to confirm launch.



SCOPE OF WORK

In addition to providing unlimited training and ongoing customer support, your dedicated Client Success Manager will coordinate all of the necessary onboarding and updating services required to suit your unique needs. Depending upon which features/functionality you wish to fully or partially leverage, the scope of work to be performed by the ClearGov Client Success team is outlined below.

ClearGov Insights Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance.	Up to 20 yrs of historical budgeted data
Import ongoing financial updates: You may regularly update audited and/or budgeted data at your discretion, e.g. you may post current FY budget and update periodically with actual spending.	Update monthly, quarterly (recommended) or annually
Import historical checkbook data: (Optional) You may choose to display detailed check data — either publicly or privately.	Up to 100,000 checks
Import ongoing checkbook updates (Optional): Checkbook data may be updated at your discretion.	Update weekly, monthly, quarterly (recommended) or annually
Project Page setup assistance: Although Project Pages are simple and quick to create, ClearGov is happy to walk you through your first Project Page.	Unlimited Project Pages
Department Dashboard setup assistance: Although Department Dashboards are simple and quick to create, ClearGov is happy to walk you through your first dashboard.	Unlimited Dashboards



TIME COMMITMENT

The ClearGov onboarding and activation process is designed to be turnkey and require limited effort on your part. The bulk of the onboarding effort involves uploading, mapping, and configuring your data — a process which is managed entirely by the ClearGov Client Success team. The only To-Do items on your list are A) to send us your data (i.e. run some reports and send us an email), and B) to validate our work.

The following outlines a typical implementation process with estimated Client time commitments.



Client Activation (ClearGov Task)

- Assign and introduce you to your dedicated CSM
- Your CSM will activate your subscription
 - NOTE: (You may access your ClearGov Account immediately upon activation.)
- Your CSM will schedule your kick-off call



Kick-Off Call (Shared Task)

- Your CSM will meet with you (via conference call) to confirm goals, review onboarding steps and deliverables, and establish a timeline
- Your CSM will explain data requirements and provide instructions



Client Data Report (Client Task)

- You run reports from your accounting platform to export necessary data (See *Client Data Requirements* below)
- You send exported reports to ClearGov



Data OnBoarding (ClearGov Task)

- ClearGov Client Success Team completes the onboarding and mapping of your data into the ClearGov platform

NOTE: The onboarding time varies based on the volume and complexity of your data as well as the current backlog of Client activations.



Client Data Review (Shared Task)

- Your CSM will present (via conference call) the mapped data for your review/approval.

NOTE: Generally speaking, there is a primary review call, followed by 1 or 2 additional calls, depending upon the complexity of the data and the number of iterations.



Training and Launch (Shared Task)

- Once you approve your data, ClearGov will activate it within the live platform and schedule the Launch Training call.
- The Launch Training call typically takes about an hour, and you may invite as many people from your team to attend as desired.

Timeline Summary

The overall launch timeline is heavily influenced by your ability to deliver the Client Data Report in a timely fashion. In short, the sooner we receive your data, the sooner we can get you up and running.

As you can see from the implementation process outlined above, the ClearGov implementation process is not a long, drawn-out process. As a general guideline, you can expect to be completely launched within 2 - 4 weeks of whenever you provide us with your Client Data Report, and of course, the bulk of the work during that time period rests on ClearGov's shoulders.

Launch Deadlines

If you have a specific hard launch deadline — such as coordinating with the launch of a new Website — please inform your ClearGov CSM during the kick-off call, and s/he will inform you what will be required to achieve your target launch date.



DATA REQUIREMENTS

The data that ClearGov needs to fully activate your account is relatively straightforward and can be readily accessed from any accounting/ERP system.

Required Files

ClearGov requires only two simple files from you:

Line Item Detail File(s)

- A simple report that provides the full account number, account description, fund, year, and total dollars collected/expended for each account/line item in your chart of accounts.
- Depending upon which accounting system you're using, this report is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- Another simple report that labels or describes the "segments" of each account number (e.g. funds, departments, objects, etc.).
- Depending upon which accounting system you're using, this report is often referred to as the Segment Report or Chart of Accounts.

Optional Files

Ultimately, you decide how the breadth and depth of data that you would like to provide to ClearGov. We recommend the following optional data sets:

Budgeted Revenue and Expense Data

- You can provide historical, current and/or upcoming fiscal year(s) budgeted revenue and expense data.

Checkbook Data

- If you wish to use the Open Checkbook feature, your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer.



TRAINING & SUPPORT

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training sessions are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will definitely share some key insights and best practices to help you ramp quickly. All ClearGov customers also receive unlimited access to a frequently updated online support center.

Training Sessions

Your dedicated CSM will work with you to schedule convenient training sessions expressly tailored to your needs. We often suggest training a core group of power users first (usually your finance and/or communications team) and then scheduling broader sessions to include department heads, but it's entirely up to you. We'll provide as much training as you think you need.

ClearGov uses modern web conferencing services to conduct live training sessions remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.



"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Client Success Expectations

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process as well as initial training. Your CSM will also be your primary point of contact for any ongoing support requirements or issues.

Service Level

Our CSMs are committed to responding to all support inquiries within **one business day**, and in most cases, you will receive a same-day response. You will also be provided an escalation

path in the event that you are ever dissatisfied with your CSMs performance or you have a time-sensitive issue that needs immediate resolution.

Client Support Portal

You and your team will have access to text and video training materials in the ClearGov Support Center. This online resource center is constantly updated with new content and best practices.



SECURITY OVERVIEW

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=tile>.



FAQs

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- **A:** Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly), which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- **A:** The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will most definitely provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides a video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- **A:** In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Time Commitment section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- **A:** Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- **A:** ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: <https://aws.amazon.com/security/?hp=tile>. See Security Overview section above for more details.

Q: Are there any accounting systems that are not compatible with ClearGov?

- **A:** The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Insights Suite Questions

Q: Where does ClearGov get its financial data?

- **A:** ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- **A:** ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
 1. ClearGov looks for municipalities with similar populations.
 2. ClearGov looks for municipalities with similar median home values as determined by census data.
 3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
 4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Insights Suite customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- **A:** On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that explains your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.
- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting "community activists"?

- **A:** It seems that every municipality has a small population of what we call "CAVE People" (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.

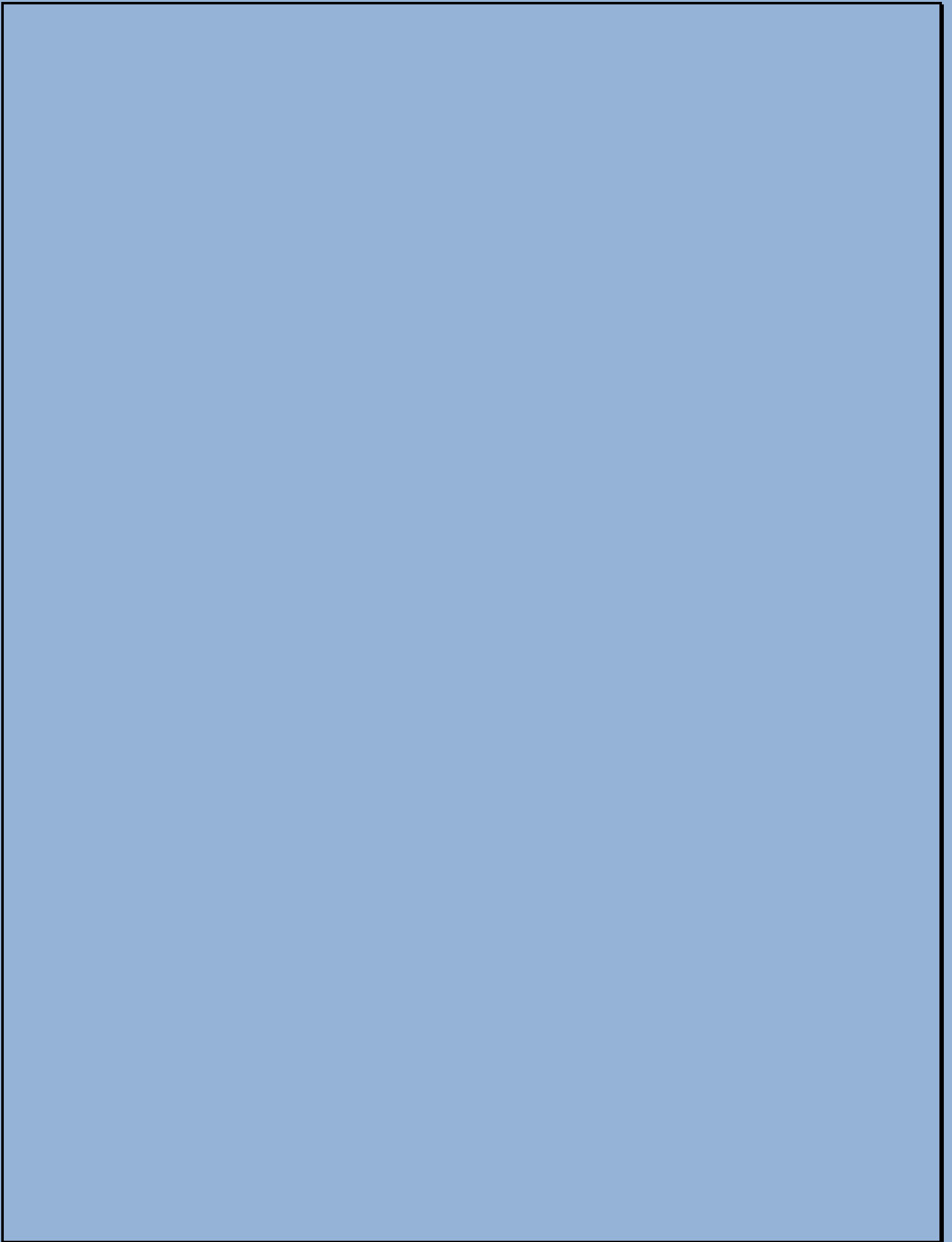


PUEBLO WEST
Colorado

“It’s our job to communicate our budget — the what and the why — in a way that isn’t confusing or overwhelming. We want to proactively engage citizens because what we’re doing directly affects them. ClearGov gives us an effective and visually compelling way to do that.”

Jay-Michael Baker
Community Engagement Manager
Metropolitan District of Pueblo West

Public Hearing





Request for Town Council Action

Public ANX-19-
Hearing: 01
Date: 09/03/2019

Subject: Contiguous Annexation Petition
Department: Planning & Administration
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing.

Issue Statement

The owner, Reid Smith is petitioning the Town to annex 68.16 acres of land into the **Town of Smithfield's corporate limits. The property considered for annexation is** located on Buffalo Road about 700 feet north of the intersection with Booker Dairy Road.

Financial Impact

See attached report

Action Needed

The Town Council is asked to hold a public hearing on the annexation and make a decision whether to approve or deny the annexation.

Recommendation

Adopt Ordinance #500 approving the annexation ANX-19-01

Approved: Town Manager Town Attorney

Attachments:

1. Annexation Report for East River
2. Annexation Petition
3. Map of the annexation area
4. Ordinance #500



Staff Report

Public ANX-
Hearing 19-01

Petition Description:

The owner, Reid Smith is petitioning the Town to annex 68.16 acres of land into the Town of Smithfield’s corporate limits. The property considered for annexation is located on Buffalo Road approximately 700 feet north of the intersection with Booker Dairy Road.

The applicant is requesting Town of Smithfield sewer, water, electric service for the construction of East River Subdivision, a Planned Unit Development consisting of 281 residential lots which was approved by the Smithfield Town Council on April 24th, 2018. A condition of Town Council approval is the development must request voluntary contiguous annexation prior to the final platting of individual lots of record.

The Smithfield Town Council, on December 4, 2018, approved the East River Preliminary Subdivision Plan. Planning staff, on February 2, 2019, approved East River phase one construction plans after making the determination that it conforms to the approved preliminary plan.

East River phase one is currently under construction and final plat approval will occur after all public improvements are found to meet the Town of Smithfield’s minimum development standards, or a bond is posted for any outstanding public improvements. Once a final plat is recorded, permits may be issued for the construction of new homes.

Anticipated Needs based on increased demands

Based on United States Census Bureau’s estimate of 2.49 persons per household, the total net population increase will be approximately 700 upon build out. It is also estimated that the time required for build-out of all 9 phases will be 10 years or more.

Town staff has attempted to formulate the cost associated with servicing 281 new homes and 700 new citizens. Anticipated expenditures and revenue are as follows:

Expenditures

Public Woks

Sanitation cost tipping fees cost	\$31,191.00
Additional fuel cost	\$6,500.00
Street sweeper broom cost	\$500.00
Additional Uniform cost	\$750.00

Roll out container fee		\$16,860.00
Parks		
Greenway maintenance cost		\$1,400.00
Police		
Four additional police officers		\$300,000.00
Four additional patrol cars		\$250,000.00
	total	\$607,201.00
Revenue		
Addition tax revenue		\$288,306.00
Additional Powell Bill revenue		\$15,772.00
Additional SRAC revenue		\$97,275.00
Additional gross revenue from utility sales		\$808,536.00
	Total	\$1,209,889.00

In accordance with GS 160A-31, Annexation by Petition, a petition for annexation filed with the Town shall contain a signed statement declaring whether or not zoning vested right with respect to the properties subject to the petition has been established. None have been claimed by the applicant.

Planning staff analysis has found the proposal meets the criteria for voluntary contiguous annexation by virtue of having approximately 285 linear feet of land adjacent to the existing Town of Smithfield's corporate limit line.

Town council Action Summary:

- The Town Council at its July 9, 2019 meeting unanimously voted to adopt a resolution directing the Deputy Town Clerk to investigate the sufficiency of petition for the annexation and set the date of the public hearing.
- The Town Council at its August 13, 2019 scheduled a public hearing on the annexation for its September 1, 2019 meeting.

Town Council Action Needed: The Town Council is respectfully requested to hold a public hearing on the annexation and make a decision whether to approve or deny the annexation.



Annexation Petition
 Submittal Checklist

Please include all of the following (check off). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:

<input checked="" type="checkbox"/>	Electronic Word document of the written metes and bounds must be e-mailed to: Stephen.Wensman@smithfield-nc.com or Mark.Helmer@smithfield-nc.com .	
<input checked="" type="checkbox"/>	Survey or Plat showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.	
<input checked="" type="checkbox"/>	Copy of Approved Preliminary Site Plan or Final Site Plan showing Town Permit number (Z-__-__, etc.) or <div style="text-align: center; margin-left: 100px;">2A-18-04</div>	Copy of Subdivision Plat submitted for lot recording approval with Town file number (S-____-__, etc.)
<input checked="" type="checkbox"/>	Projected Market Value of Development at build-out (land and improvements).	
<input checked="" type="checkbox"/>	General Annexation Area Data: Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.	
<input checked="" type="checkbox"/>	This application form completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines noted in section B of this application, page 2.	

Required, but often missing information. Please make sure to include the following:

<input checked="" type="checkbox"/>	Correct Parcel Identification Number(s) (PIN). Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for annexation is only a portion of an existing parcel.
<input checked="" type="checkbox"/>	Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u>
<input type="checkbox"/> N/A	Corporate Seal for property owned by a corporation.
<input checked="" type="checkbox"/>	Rezoning Application , if the property is currently outside Town of Smithfield.

Annexation Petition

Submittal Deadlines

Petitions for annexation are accepted by the Town of Smithfield Planning Department at any time. There is no fee required for submittal of an annexation petition. The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the Town Clerk.

(The Town of Smithfield reserves the right to make exceptions to this general processing schedule when necessary.)

Section C Summary Information / Metes and Bounds Descriptions

Development Project Name

EAST RIVER RID (ZA-18-04)

Street Address

1899 BUFFALO RD., SMITHFIELD, NC 27577

Town of Smithfield Subdivision approval #

(S- _____) or **(ZA-18-04)**

Building Permit Transaction #

_____ or _____

Site Plan approval # for multi-family

(SP- _____)

Johnston County Property Identification Number(s) list below

P.I.N.

169520-80-0490

P.I.N.

P.I.N.

P.I.N.

P.I.N.

P.I.N.

Acreage of Annexation Site

68.16 AC

Linear Feet of Public Streets within Annexation Boundaries

+/- 7,753

Annexation site is requesting Town of Smithfield

Water

and/or Sewer

ELECTRICITY

Number of proposed dwelling units

315 (MAX.)

Type of Units:

Single Family

Townhouse

Condo _____

Apartment _____

Building Square Footage of Non-Residential Space

N/A

Specific proposed use (office, retail, warehouse, school, etc.)

RESIDENTIAL RID

Projected market value at build-out (land and improvements) \$

53,671,000 TO \$60,165,000

Person to contact if there are questions about the petition

DONNIE ADAMS

Name

ADAMS & HODGE ENGINEERING, P.C.

Address

314 EAST MAIN ST., CLAYTON, NC 27520

Phone

919-763-7278

Fax #

N/A

Email

donnie@adamsandhodge.com

Annexation Petition

State of North Carolina, County of Johnston, Petition of Annexation of Property to the Town of Smithfield, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section C) respectfully request the annexation of said property to the Town of Smithfield, North Carolina. The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Unified Development Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners. The property to be annexed is:

<input checked="" type="checkbox"/>	Contiguous to the present corporate limits of the Town Of Smithfield, North Carolina, or
<input type="checkbox"/>	Not Contiguous to the municipal limits of the Town of Smithfield, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the Town of Smithfield, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967)

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? Yes No

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this _____ day of _____, 20____ by the owners of the property described in Section C.

Owner's Signature(s)

Signature <u><i>Reid Smith</i></u>	Date <u>6/19/19</u>
Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____

Corporate Seal

Print owner name(s) and information

Name <u>Reid Smith</u>	Phone <u>919-813-0123</u>
Address <u>114 West Main St Clayton NC 27520</u>	
Name _____	Phone _____
Address _____	
Name _____	Phone _____
Address _____	
Name _____	Phone _____
Address _____	

Above signature(s) attested by

Received by the Town of Smithfield, North Carolina, this _____ day of _____, 20____, at a Council meeting duly held.

Signature of Town Clerk _____

Metes and Bounds for Annexation Petition

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF
N: 650708.13', E: 2199713.25' (NAD83/NSRS2011)

THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE;
THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE;
THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE;
THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE;
THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE;
THENCE N 89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE;
THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE;
THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE;
THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE;
THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE;
THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE;
THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE;
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THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE;
THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE;
THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE;
THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE;
THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP;
THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE;
THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE;
THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE;
THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING;

HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES

AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018

AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.



- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES (U.S. SURVEY FEET)
 - 2) AREAS COMPUTED BY COORDINATE METHOD OF RECORD.
 - 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
 - 4) # 5 REBAR STAKES SET AT PROPERTY CORNERS UNLESS OTHERWISE NOTED.
 - 5) NO NC GEODETIC MONUMENTS FOUND WITHIN 2000' OF PROPERTY
 - 6) 50' RIPARIAN BUFFER MEASURED FROM THE TOP BANK EXISTING PONDS AND THE EXISTING DITCH ON THE EAST SIDE OF BUFFALO ROAD MAY BE SUBJECT TO RIPARIAN BUFFERS UPON EVALUATION AND HAVE NOT BEEN DETERMINED WITH THIS SURVEY.
 - 7) THE GRID COORDINATES SHOWN ON THIS PLAT WERE DERIVED BY VRS (VIRTUAL REFERENCE STATION) GPS OBSERVATIONS USING A DUAL FREQUENCY RECEIVER. THIS METHOD RESULTS IN NAD83/ NSRS2011 POSITIONS AND NAVD88 (MSL) ELEVATIONS USING THE CONTINUOUSLY OPERATING REFERENCE STATIONS (CORS) MAINTAINED BY NORTH CAROLINA GEODETIC SURVEY.
 - 8) THIS PROPERTY IS LOCATED WITHIN THE TOWN OF SMITHFIELD ETJ AND IS CURRENTLY ZONED R-8

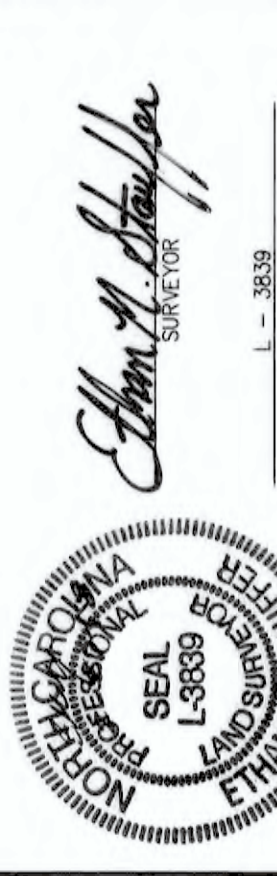
SURVEYORS STATEMENT:
THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED, BUT A NORTH CAROLINA LICENSED ATTORNEY-AT-LAW SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH AND LOCATION OF EASEMENTS, ANY CEMETERIES OR FAMILY BURYING GROUNDS NOT SHOWN ON RECORDED RECORDS OR RECORDS OF THIS SURVEY, AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION. NO RESPONSIBILITY OF ANY OTHER NATURE IS ASSUMED BY THE SURVEYOR FOR ANY CONDITIONS WHICH MAY PRESENTLY EXIST BUT ARE UNKNOWN SUCH AS: UNDERGROUND UTILITIES, WETLANDS, TOXIC OR HAZARDOUS WASTE MATERIALS, ETC.
BASE FLOOD ELEVATIONS SHOWN WERE INTERPOLATED FROM CROSS SECTIONS PUBLISHED IN FEMA FIRM MAP PANELS # 37201695400J & # 3720169500J EFFECTIVE DATE DECEMBER 2, 2005 ZONE AE (100 YEAR BASE FLOOD ELEVATIONS DETERMINED) VERTICAL DATUM USED IS NAVD 88 (NORTH AMERICAN VERTICAL DATUM OF 1988)

CERTIFICATE OF FLOOD INFORMATION:
PROPERTY SHOWN HEREON IS IN A FEMA DESIGNATED 100 YEAR FLOOD PLAIN AS SHOWN ON COMMUNITY PANEL NUMBER 3720169400J AND COMMUNITY PANEL NUMBER 3720169500J EFFECTIVE DATE: DEC. 2, 2005

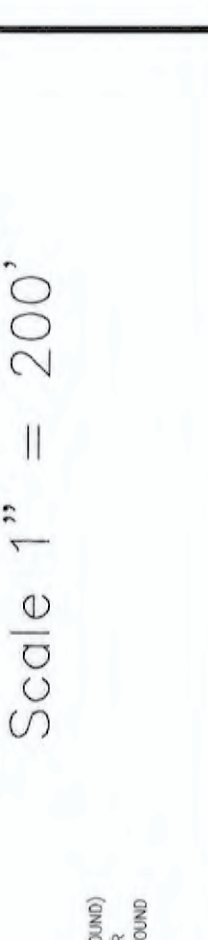
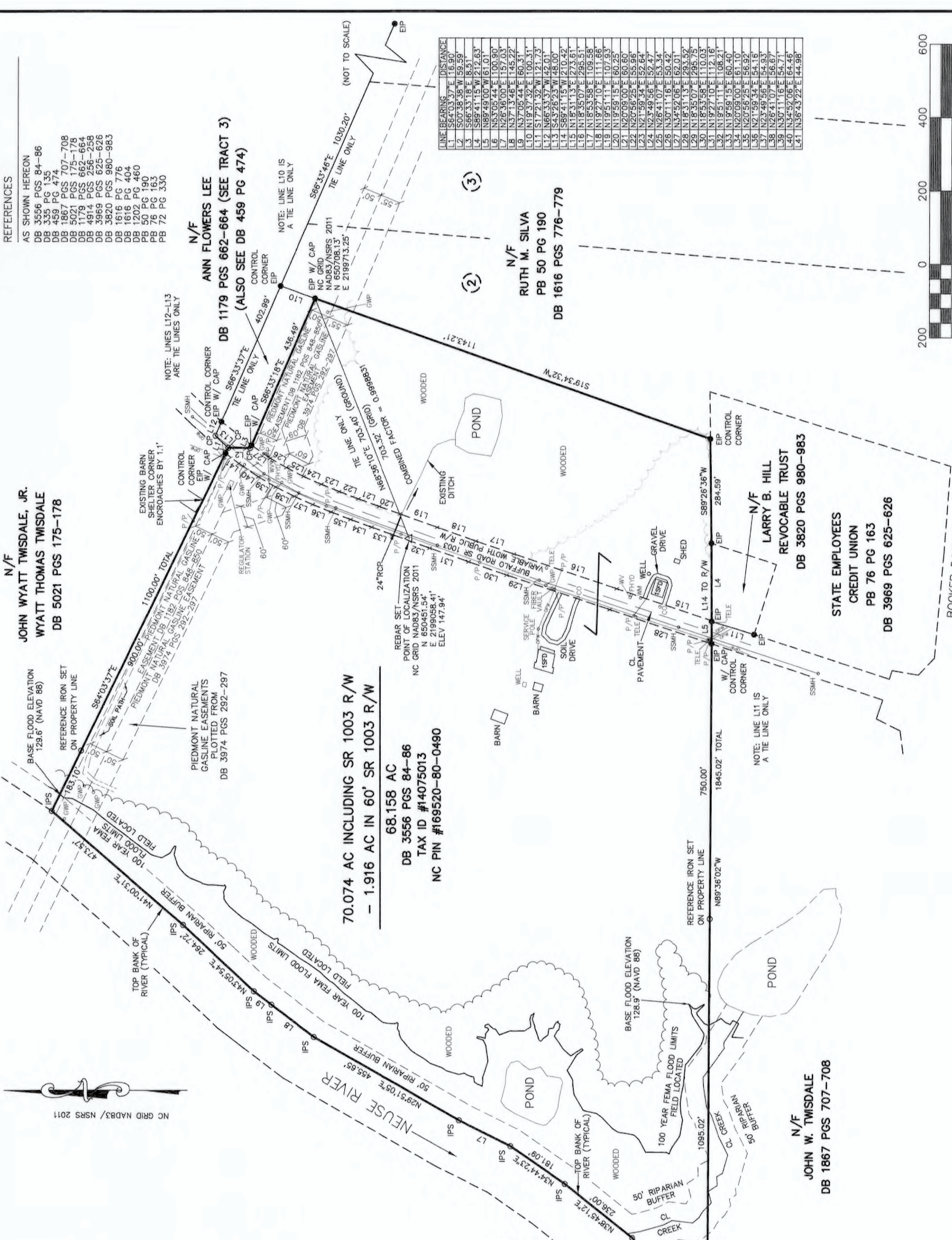
DATE: 2/23/18
SURVEYOR: Ethan A. Stauffer

THIS SURVEY: IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
DATE: 2/23/18
SURVEYOR: Ethan A. Stauffer

STATE OF NORTH CAROLINA, JOHNSTON COUNTY
LETHAN N. STAUFFER, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION SHOWN HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS 23RD DAY OF FEB., A.D., 2018



STATE OF NORTH CAROLINA, JOHNSTON COUNTY
THIS INSTRUMENT WAS PRESENTED FOR REGISTRATION AND RECORDING THIS _____ DAY OF _____ 2018 AT _____ BY _____ DEPUTY REG. OF DEEDS



GREENBROOK SURVEYING, P.C. C-4414
315 Summers Walk Circle
Garner, North Carolina 27529
919-427-8210
ethan@greenbrooksurveying.com

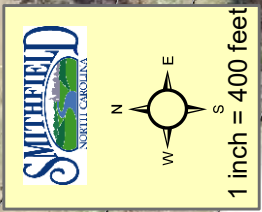
- LEGEND**
- EXISTING IRON PIPE/PIN FOUND
 - IRON PIN SET - # 5 REBAR
 - EXISTING RAILROAD SPIKE FOUND
 - MAG-NAIL FOUND
 - PINS PARKER-KALUM NAIL SET
 - CENTERLINE POINT
 - SSMH SANITARY SEWER MANHOLE
 - POWER POLE
 - POWER POLE TOWER
 - SQUARE FEET
 - AC
 - REINFORCED CONCRETE PIPE
 - CABLE TELEVISION PEDESTAL
 - TELEPHONE PEDESTAL
 - IRON PIPE
 - IRON PIPE
 - PLAT BOOK
 - OVER HEAD POWER WIRE
 - WATER VALVE
 - GASLINE WITNESS POST
 - ONE STORY FRAME DWELLING
 - LINES NOT SURVEYED

REVISIONS: PIEDMONT NATURAL GASLINE EASEMENT

WILLIAM FRANK LEE PROPERTY
SELMA TOWNSHIP, JOHNSTON COUNTY
NORTH CAROLINA
DATE: FEBRUARY 5, 2018
REVISED DATE: FEBRUARY 23, 2018

BOUNDRY SURVEY OF
WILLIAM FRANK LEE PROPERTY
OF
SELMA TOWNSHIP, JOHNSTON COUNTY
NORTH CAROLINA
DATE: FEBRUARY 5, 2018
REVISED DATE: FEBRUARY 23, 2018

RECORDED IN PB _____ PG _____



ORDINANCE #500 TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF SMITHFIELD, NORTH CAROLINA

WHEREAS, the Town Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Council Chambers of the Smithfield Town Hall at 7:00 pm on September 3, 2019 after due notice by publication in the Southeastern Edition of the News and Observer on August 16, 2019; and

WHEREAS, the Town Council finds that the petition meets the requirements of GS 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31 the following described territory is hereby annexed and made part of the Town of Smithfield, as of September 3, 2019:

Lying and being situated in Johnston County, North Carolina and being more particularly described as follows:

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF N: 650708.13', E: 2199713.25' (NAD83/NSRS2011) THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE; THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE; THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE; THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE; THENCE N

89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE; THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE; THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE; THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE; THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE; THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE; THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE; THENCE N 37°13'33" E A DISTANCE OF 145.22' TO AN IRON PIPE; THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE; THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE; THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP; THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE; THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE; THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE; THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018 AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.

Section 2. Upon and after September 3, 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Smithfield and shall be entitled to the same privileges and benefits as other parts of the Town of Smithfield. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy this ordinance. Such a map shall also be delivered to the Town Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Smithfield.

Adopted this 3rd day of September, 2019.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

**North Carolina
Johnston County**

This the 4th day of September, 2019, personally appeared before me Shannan L. Parrish, Town Clerk of the Town of Smithfield, who, being duly sworn by me, says that she knows the common seal for the Town of Smithfield and is acquainted with M. Andy Moore, who is the Mayor and presiding member of said municipal corporation; and that she saw the said Mayor sign the foregoing instrument and saw the said common seal of said municipal corporation affixed to said instrument by said Mayor, and that she, Shannan L. Parrish, signed her name in attestation of said instrument in the presence of said Mayor

Witness by my hand and notarial seal, this the 4th day of September, 2019

(Notarial Seal)

Julianne Edmonds, Notary Public

My commission expires 15th day of January, 2023

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, August 13, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Marlon Lee, District 1 (Departed 9:37)
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At-Large
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Travis Scott, Mayor Pro-Tem

Administrative Staff Present

Michael Scott, Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works 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

Ted Credle, Public Utilities Director

CALL TO ORDER

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

INVOCATION

The invocation was given by Councilman Dunn followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

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

1. *Add to the Consent Agenda: Item #13- Promotion: Consideration and request for approval to promote the Accounts Payable Technician to the Payroll/Accounting Technician.*
2. *Remove from the Business Items: Item # 3 Consideration and request for approval to authorize a construction project to extend sanitary sewer to serve parcels north of Booker Dairy Road.*

Unanimously approved.

New Library Director Renita Barksdale introduced herself to the Town Council

PRESENTATIONS:

1. Acceptance of the 2018 Area Wide Optimization Award from the North Carolina Department of Environmental Quality Division of Water Resources

Mayor Moore presented the award to Water Plant Operator Will Nicholson

2. Administering Oath of Office to New Police Officer Leslie Hufton

Mayor Moore administered the Oath of Office to new Police Officer Leslie Hufton and welcomed her to the Town of Smithfield.

3. Appearance Commission Annual Report

Town Manager Michael Scott submitted the Appearance Commission's Annual Report to the Town Council.

Town Clerk Shannan Parrish administered affirmations to those that wished to testify during the public hearing.

PUBLIC HEARINGS:

- 1. Special Use Permit Request – W. Frank Lee (SUP-19-08):** The applicant is requesting a special use permit to allow for a greenhouse for plant cultivation on property located within a B-3 (Business) zoning district. The property considered for approval is located on the east side of the intersection with South Brightleaf Boulevard and Holding Street. The property is further identified as Johnston County Tax ID# 15060025.

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

Planning Director Stephen Wensman testified Frank Lee was requesting a special use permit to operate a greenhouse for growing hemp in a warehouse located at 1219 S. Brightleaf Boulevard. The 3.07-acre property was located on the east side of S. Brightleaf Boulevard near the intersection with Holding Street. The property consisted of two structures, a 2,250 sq. ft. restaurant (Las Brasas) and a 70,739 sq. ft. warehouse building, originally used for tobacco warehousing. The restaurant was located between the warehouse and Brightleaf Boulevard surrounded by a large undefined gravel parking/vehicle circulation area. The gravel parking circulation has cross circulation with the residential property to the north and the warehouse property to the south. There was no defined driveway access to the property. The gravel paving abuts South Brightleaf Boulevard access across nearly all of the 308.07 lineal feet of road frontage. For lack of better land use category, staff was considering the hemp growing facility a greenhouse and according to Table 6.5, Table of Uses and Activities, greenhouses require a special use in the B-3 zoning district.

The proposal was to use the existing warehouse for a hemp facility. The facility will be used as a high-tech indoor cultivation facility for growing, curing and handling hemp for industrial and medical purposes. The growing (cultivation) areas, 46,903 sq. ft. will hold about 250-400 hemp plants per cultivation room, a conditioned space with special artificial lighting to produce a more perfect growing environment. The remainder of the warehouse space will be used for curing (labelled processing), handling and storage. After growing and curing, the end product will be shipped from loading doors in the front of the warehouse. A small 400 sq. ft. office building is proposed in the warehouse building. Initially, the growing area will be around 10,080 sq. ft with an associated 5,670 curing area leaving the remainder for agricultural type warehousing. The hemp growing facility will be regulated by the NC Dept. of Agriculture which permits, inspects and regulates the growing of hemp. Mr. Lee currently has a three-year permit. The hemp growing facility has a parking requirement of 1 parking stall per employee. There are only a few employees involved in the operations at any one time and there is ample area for parking on site. The parking does not trigger full compliance with Article 10 Part II, which governs parking (paving & curbing), landscaping and buffering, and dumpster screening. The site plans identify full cut-off wallpack lighting on the building for security. The owner will also be installing a security system in the building.

The Planning Department agrees with the Findings of Fact submitted by the applicant and recommends approval of Special Use Permit, SUP19-09, with the following condition:

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.
2. That the applicant maintain a current license with the NC Department of Agriculture for the hemp facility.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the August 13, 2019 agenda packet.

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

Councilman Lee questioned what would happen if the NC Department of Agriculture's permit expired. Mr. Wensman responded the applicant would be in violation of his special use permit and would have to cease all operations.

Councilman Barbour questioned if the restaurant on the property would remain a restaurant. Mr. Wensman responded there were no proposed changes to the restaurant.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant, Frank Lee, stated he was in agreement with the testimony provided by Mr. Wensman.

Alan "Chip" Hewett, Attorney for the applicant asked Mr. Wensman if he testified that staff was in agreement with the eight stated findings of fact as outline in the ordinance and provided by the applicant. Mr. Wensman responded he was in agreement.

Mr. Hewett asked Mr. Wensman if prior to the hearing, a statement of justification was given to him by the applicant and if Mr. Wensman agreed with the statement. Mr. Wensman stated he was in agreement.

Mr. Hewett asked Mr. Wensman if he found any concerns with the details provided by the application. Mr. Wensman responded he was satisfied with the information provided by the applicant.

Mr. Hewett stated as part of the process, adjoining property owners were to be notified about the Special Use Permit request by the applicant. He asked if any of the adjoining property owners had contacted Town Staff stating their opposition to the project. Mr. Wensman responded no one had contacted the Planning Staff to voice their opposition.

Mr. Hewett introduced Exhibit 3 to the Council. This was a deed for the property owned by Frank Lee since August 1995. Exhibit 3 was admitted into the record.

Councilman Rabil questioned the number of people that would be employed at the facility. Mr. Frank Lee testified there would be approximately three people working at the facility.

Mr. Hewett called Joshua Brady Mays to testify. Mr. Hewett introduced Exhibit 1 Mr. May's resume. It was admitted into the record.

Mr. Hewett questioned Mr. Mays' resume and asked how he qualified as an expert. Mr. Mays responded he was an expert in hemp production and agriculture production as a whole in North Carolina. Education and work experience qualified him as an expert. Also, he testified before he North Carolina Senate Agriculture Commission and the North Carolina House Agriculture Commission on hemp production in North Carolina.

Mr. Hewett asked that based on Mr. Mays' resume and testimony that he be tendered as an expert witness on hemp production and cultivation. There was no objection and Mr. Mays was tendered as an expert witness in hemp production and cultivation.

Mr. Mays provided the Council with a presentation "Introduction to Hemp" (Which is on file in the Office of the Town Clerk and made a part of these official minutes).

Mr. Hewett introduced Exhibit 2 to the Council: North Carolina General Statute Chapter 62- Industrial Hemp Commission. It was admitted into the record.

Mr. Hewett asked Mr. Mays to explain this exhibit. Mr. Mays testified this was the regulatory framework for the hemp program in North Carolina. All hemp varieties or plant material must be registered with the NCDA by confirming .3% THC or less. All growers must obtain a license through NCDA with specific requirements (no criminal background and bonafide farmer policy). All licensed hemp is tracked by GPS location from the beginning of the process until the end of the process. All licensed hemp is tested by NCDA for THC compliance before the crop can be commercialized.

Mr. Hewett asked Mr. Mays what would happen to the crop if its THC content was higher than .3%. Mr. Mays responded NCDAs staff would destroy it on site by fire.

Mr. Mays testified there was a lot of uses for industrial hemp. Specifically speaking about the flower part of the plant, is a chemical compound known as CBD. Industrial hemp is high in CBD and low in THC. A lot of research has been done and continues to be done on the health and wellness benefits of CBD. Mr. Mays stated there was a huge commitment by North Carolina farmers to grown industrial hemp.

Mr. Hewett asked Mr. Mays where he believed the industrial hemp industry would be in 5 to 10 years. Mr. Mays responded more major retailers are carrying CBD oil and products. Currently, it's awaiting FDA approval as a dietary supplement. Mr. Mays also stated a lot of herbal remedies and vitamins on the market were not FDA approved. Mr. Mays stated CBD was a health and wellness product that Mr. Lee wanted to produce.

Town Attorney Bob Spence questioned why the product could not be grown outdoors. Mr. Mays responded it could be grown outdoors, but it was a young crop and by growing it indoors, it gave the grower more control.

Mr. Hewett asked Mr. Mays to compare crops grown indoor to those grown outdoors. Mr. May responded the crop was photo period sensitive. By growing indoors, it allows the farmer to control the crop and grow year around with any other crop outdoor growth was vulnerable to the elements.

Councilman Ashley questioned the process of getting the hemp plant to the end product. Mr. Mays responded there are typically two methods, selling the flower material in raw form or extracting the oil.

Councilman Ashley further questioned some of the other possible hemp products. Mr. Mays responded CBD oil, raw flower in a capsule form, vape products, smokable products and dip products.

Mr. Hewett asked Mr. Mays if there were any businesses in Smithfield that sold Hemp. Mr. Mays responded Eutopia was selling it and there were many famers in Johnston County that were growing industrial hemp.

Mr. Hewett stated he had no further questions for the witness. Mr. Mays was excused.

Mr. Hewett stated for the record that staff recommended 2 conditions which the applicant agreed to: 1) That the use of the property shall be limited to uses as identified on the special use permit application and site plans. And 2) That the applicant maintains a current license with the NC Department of Agriculture for the hemp facility.

Councilman Stevens asked if industrial hemp was regulated by the NCDAs or the USDA. Mr. Hewett responded it was regulated by both, but locally the NCDAs regulated North Carolina farmers.

Councilman Stevens questioned if the plants would be from a certain strain of plants. Mr. Frank Lee responded the plants used are only female plants which will not germinate seed and essentially, they are cut from clones. No male plants can be introduced to the female plants because that would produce marijuana

Councilman Ashley made a motion, seconded by Councilman Stevens, to close the public hearing. Unanimously approved.

The Written Finding

Councilman Ashley made a motion, seconded by Councilman Dunn to vote in the affirmative to all of the 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-19-08

Councilman Ashley made a motion, seconded by Councilman Stevens, 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-19-08 with the following conditions which were stipulated to by the applicant's attorney

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.
2. That the applicant maintain a current license with the NC Department of Agriculture for the hemp facility.

Unanimously approved.

2. **Zoning Text Amendment Request – Town of Smithfield (ZA-19-03)** The applicant was requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10.15.4 that will remove exemptions and conflicts with other sections of the Unified Development Ordinance.

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

Planning Director Stephen Wensman addressed the Council on a request by staff to amend the UDO to Article 10, Section 10.15.4 (Encroachment into Setbacks), striking the exemption from the UDO. Mr. Wensman explained recently, Staff reviewed a proposed redevelopment in which the

existing structure was demolished and a new building was proposed to be constructed. The demolition and reconstruction triggered full compliance with Article 10, Part I in accordance with Section 10.8.2.5: *Reconstruction of Structure. When there is damage or destruction to an existing structure beyond 50% of its assessed value, the reconstruction must conform to the new construction standards of this section.*

The applicant proposed to reuse the existing site stormwater infrastructure, parking lot, curbs and driveways which did not conform to the new construction standards. The applicant justified the reuse of the infrastructure based on the definition of structure and Section 10.15.4. The definition of structure is: *Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, manufactured homes, fences, signs, swimming pools, and tennis courts.*

10.15.4. Encroachment into Setbacks.

10.15.4.1. If an existing structure is located within a setback where the implementation of the Street yard and/or Buffer yard requirements are physically impossible and the encroachment into the yard (street yard or buffer yard) allows for a minimum of three (3) feet of planting area, only the required shrubs shall be planted.

10.15.4.2. If an encroachment into the yard (street yard or buffer yard) allows for less than three (3) feet of planting area, no planting shall be required in that yard.

Mr. Wensman explained Section 10.15.4 was in direct conflict with Section 10.8.2.5 and makes it difficult for staff to hold any redevelopment project, or reuse of a property to current standards and therefore would allow nonconformities to persist indefinitely. Technically, the stricter of ordinances applies when in conflict, but knowing this conflict exists, it's better to eliminate it from the Code. If there was a real hardship that required exemptions to the street yard or buffer yard requirements, then an applicant can always apply for a variance which will be reviewed by the Board of Adjustment.

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-19-03 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.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the August 13, 2019 agenda packet.

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

Councilman Ashley stated he did not want to cause any undue burden to the property owner if they had already suffered damage to their building. He further stated there were a lot of nonconforming lots in the Town of Smithfield and by striking this section could cause additional expenses to the property owner.

Mayor Moore questioned why the conflict in the two sections made it difficult for staff. Mr. Wensman responded in this situation; he would have to make a judgement call that could be questioned. Town Attorney Bob Spence responded if a developer hired a design expert, they could use Section 10.15.4 as an argument of why they did not have to comply with the required buffer yard and street yards. Mr. Spence recommended the Council adopt this Ordinance. He explained when Mr. Wensman found problems or conflicts with the UDO, he was trying to bring them before the Council so they could be corrected.

Councilman Barbour suggested rewriting the proposed amendment so that everything would be clearly defined.

Mayor Moore stated in this scenario a property owner used the conflicting sections to his/her advantage because the property wasn't actually damaged it was demolished by the property owner. Mr. Wensman responded in the affirmative. Mayor Moore suggested adding additional language such as "forces of nature to destruction of property" to section 10.8.2.5. He explained the Town

Council did not want to cause any undue burden to a property owner that had already experienced loss.

Mayor Moore asked if there was anyone in the audience that wished to speak on this matter.

Perry Harris of 1205 Baker Street asked if existing structures are grandfathered based on their structural foot print. Mr. Wensman responded if there was damage beyond 50% of the assessed value, the reconstruction would have to conform to the new construction standards.

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

Councilman Barbour made a motion, seconded by Councilman Dunn, to table this request to allow staff to add additional language to the proposed amendment. Unanimously approved.

CITIZENS' COMMENTS:

- Emma Gemmel of 207 Hancock Street, addressed the Council on concerns about the direction of the Town. She suggested the Town maintain its current assets instead of purchasing new. She suggested the Town Council review the Comprehensive Growth Management Plan of 2003 and compare it to the proposed Comprehensive Growth Management Plan of 2019. It was her opinion that the 2019 plan was not comprehensive enough. She also expressed concerns that the Comprehensive Growth Management Plan needed to include the whole Town and not just the Downtown and the Town's Parks stating the Town did not need additional parks and citizens did not want the Municipal Service District to encroach on their residential properties.
- Sarah Edwards Executive Director of the Downtown Smithfield Development Corporation responded to Mrs. Gemmel's comments stating she would be happy to discuss any concerns Mrs. Gemmel had, but it was never the intention of the DSDC to expand the Municipal Service District to include residential properties.

CONSENT AGENDA:

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

1. The following minutes were approved
 - June 9, 2019 – Regular Meeting
2. Special Event – JoCo Works Career Expo: Approval was granted to allow the Triangle East Economic Development Foundation to hold a Career Expo at Johnston Community College on November 14th & 15th from 8:00 am until 5:00 pm. This event had amplified sound from 9:00 am until 5:00 pm
3. Approval was granted to hire the meter technician position above the minimum salary.
4. Approval was granted to remove stop signs at Evergreen Lane
5. Bid was awarded to Rhinehart Fire Services in the amount of \$154,582 for the purchase of 20 air packs (SCBA's) for the Fire Department. Bids received were as follows:
 - Rhinehart Fire Services \$154,582.00
 - Municipal Emergency Services \$172,834.00
 - Grainger Incomplete bid could, not provide all equipment
6. Bid was awarded to J.P. Edwards, Inc. in the amount of \$235,510 for restoration of the Spring Branch Wetland Facility damaged during Hurricane Matthew. Bids received were as follows:

- JP Edwards, Inc. \$235,510.00
 - R.D. Braswell Construction Co. \$256,200.00
7. Bid was awarded to J.P. Edwards, Inc. in the amount of \$11,090 for the repairs to Vermont Street. Bids received were as follows:
- J.P. Edwards Inc. \$11,090
 - Public Utility Solutions \$14,241
 - Narron Contracting \$33,200
8. Bid was awarded to the Wooten Company in the amount of \$21,420 for the surveying services for phase 2 of the Durwood Stephenson water line. Bids received were as follows:
- The Wooten Company \$21,420
 - SEPI Engineering and Construction, Inc. \$30,600
 - WSP Did not bid on the project
9. Bid Award to MasTec in the amount of \$69,225 for the elevation of the transformer at the Hospital. Bids received were as follows:
- MasTec \$69,225
 - Lee Electrical Construction, Inc. \$75,000
 - Volt Did not bid on the project
10. Approval was granted to adopt Resolution #648 (15-2019 supporting HR 2825 Historic Tax Credit Growth and Opportunity Act (HTC-GO))

TOWN OF SMITHFIELD
 RESOLUTION #648 (15-2019)
 RESOLUTION IN SUPPORT OF HR 2825
 HISTORIC TAX CREDIT GROWTH AND OPPORTUNITY ACT (HTC-GO)

WHEREAS, the Town of Smithfield and the Downtown Smithfield Development Corporation (DSDC), along with other local and regional partners, are working toward the revitalization of our downtown area to establish it as a vital economic sector of the Town for the community's benefit; and

WHEREAS, the Town of Smithfield realizes that a healthy, vibrant downtown makes all other economic development initiatives in the community easier to achieve; and

WHEREAS, The Town of Smithfield, as well as many private investors, have made significant advancements toward downtown's improvement through strategic planning and reinvestment; and

WHEREAS, the Town of Smithfield understands that it is fortunate to retain historic commercial structures that offer unique opportunities by differentiating our community from other communities and thus, we wish to preserve them when appropriate for future use and reinvestment; and

WHEREAS, the Town of Smithfield recognizes that the highest concentration of our historic structure stock is in the downtown area and this area provides more tax base value per acre than any other segment of the community; and

WHEREAS, the Town of Smithfield is interested in building upon these established investments to strengthen our tax base thus decreasing the potential of future tax increases for our citizens to maintain existing levels of service throughout the community; and

WHEREAS, the historic commercial structures play a vital role in our capabilities to entice reinvestment and create our market niche; and

WHEREAS, the rehabilitation of historic structures is challenging in terms of acquiring needed bank financing, meeting building code regulations and overcoming general risks of unknown conditions and securing private investment for blighted properties; and

WHEREAS, the Town of Smithfield recognizes that the federal Historic Preservation Tax Credit (HPTC) program offers an often-necessary financial tool that levels the private investment risks and opportunities when competing for sites outside the build area and also provides the leverage needed to meet financial gaps experienced with traditional lending institutions; and

WHEREAS, the Town of Smithfield has experienced success with meeting these historic rehabilitation challenges due to the availability of the HPTC program and has experienced more than \$4.2 million of historic investments that utilized the HPTC program; and

WHEREAS, the Town of Smithfield believes that more of this type of reinvestment will occur with the changes to the HPTC identified in the Historic Tax Credit Growth and Opportunity Act (HTC-GO); and

THEREFORE, BE IT RESOLVED that the Town of Smithfield endorses and supports passage of HR 2825, the Historic Tax Credit Growth and Opportunity Act to bring more value to historic preservation tax credits and increase access to the historic tax credits for smaller rehabilitation

11. The following advisory board appointments were approved:

- Thomas Stevens was appointed to a first term on the Planning Board as an In-Town Member
- Debbie Howard was appointed to a first term on the Planning Board as an In-Town Member
- Terri Lee was appointed to a three-year term on the Library Board of Trustees

12. 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	\$17.71/hr. (\$39,599.96/yr.)

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
Payroll/Accounting Technician	Finance	10-10-4200-5100-0200
	Public Utilities – W/S	30-71-7220-5100-0200
	Public Utilities - Electric	31-72-7230-5100-0200

Unanimously approved

Business Items:

1. Consideration and request for approval to adopt Resolution # 649 (16-2019) requesting CSX railroad to maintain its ditches and stormwater infrastructure within its right of ways

Town Manager Michael Scott addressed the Council on a request to adopt Resolution #649 (16-2019). The Town Manager explained that Town officials have been trying to work with CSX Railroad officials to improve storm water delivery leaving the Town of Smithfield and passing under and along the CSX Railroad Tracks. CSX Railroad has been a poor partner in this process and the attached resolution is intended to bring the matter to the attention of the public, as well as identify the lack of CSX cooperation regarding storm water maintenance in their right of ways and on their properties.

On July 12th, the Town experienced 5"-6"rain and businesses along the 1500 block of South Brightleaf Blvd, experienced flooding. This was due in part to CSX not maintaining its stormwater infrastructure. Town staff cannot clear the storm drains or ditches of debris on CSX property because it would be considered trespassing and it is also not the Town's responsibility to maintain CSX Railroad's property. Town Manager Michael Scott read the following resolution into the record:

TOWN OF SMITHFIELD
RESOLUTION #649 (16-2019)
REQUESTING CSX RAILROAD TO MAINTAIN
ITS STORMWATER INFRASTRUCTURE WITHIN THE TOWN

WHEREAS, within the Town of Smithfield, the railroad and its right-of-way is owned, maintained and controlled by CSX Corporation; and

WHEREAS, within the Town of Smithfield there is approximately 9.04 miles of railway and 5.8 miles of railroad right-of-way within the corporate Town limits; and

WHEREAS, the CSX Railroad infrastructure creates a manmade dam for storm water flowing from Smithfield into its natural tributaries to the Neuse River; and

WHEREAS, in recent years, the Town of Smithfield has experienced several major flooding events to businesses along US Highway 301 South which are adjacent to a portion of the CSX railway and right-of-way; and

WHEREAS, in February of 2017, Town staff worked with CSX to clean-up storm drainage paths along the railway which included the clean out of a 54" drainage pipe under the railroad tracks behind businesses along US Highway 301 South to prevent the potential flooding of those businesses; and

WHEREAS, on April 24, 2017, Town officials met with CSX officials to discuss drainage issues and requested the 54" drainage pipe be upgraded to a 72" drainage pipe to alleviate the potential for flooding; and

WHEREAS, CSX Railroad refuses to have an ongoing maintenance program to prevent its debris from being carried by storm water into its storm water pipes and ditches, decreasing or eliminating stormwater flow; and

WHEREAS, while CSX officials agreed to consider these requests, nothing has been updated and routine maintenance of the drainage pipes still does not occur; and

THEREFORE, BE IT RESOLVED that the Town of Smithfield is strongly urging CSX Corporation to properly and routinely maintain its stormwater infrastructure within the Town of Smithfield, update its stormwater pipes to accept the necessary stormwater flow from the surrounding areas and be a contributing neighbor of Smithfield.

AND BE IT FURTHER RESOLVED that the Town of Smithfield is requesting that CSX Corporation increase the 54" drainage pipe to a 72" drainage pipe along US Highway 301 South to limit the likelihood of future flooding events in this area of Town and undergo a normal and routine maintenance program to remove debris from its property that is likely to decrease storm stormwater flow.

Councilman Ashley asked if there was any reason why language wasn't added to the proposed resolution stating CSX's failure to maintain its infrastructure was causing significant damages to residents of Smithfield and continues to cause substantial damage. The Town Manager responded the suggested language could be added to the resolution.

Councilman Barbour asked if paragraph suggested by Councilman Ashley include the phrase "substantial financial damage". He further questioned if the Town Council take legal action against CSX Railroad. Town Attorney Bob Spence responded that those who had damages caused by the

Railroad could take legal action. He would have to investigate further to determine if the Town could take legal action against CSX Railroad

Councilman Ashley made a motion, seconded by Councilman Barbour, to adopt Resolution #649 (16-2019) with the added paragraph: "Whereas CSX Railroad's failure to maintain its right of ways and drainages ditches has caused substantial damage financial and otherwise to Smithfield residents and property owners". Unanimously approved. All members of the Council agreed to sign the resolution

TOWN OF SMITHFIELD
RESOLUTION #649 (16-2019)
REQUESTING CSX RAILROAD TO MAINTAIN
ITS STORMWATER INFRACTURE WITHIN THE TOWN

WHEREAS, within the Town of Smithfield, the railroad and its right-of-way is owned, controlled and has maintenance responsibilities by CSX Corporation; and

WHEREAS, within the Town of Smithfield there is approximately 9.04 miles of railway and 5.8 miles of railroad right-of-way within the corporate Town limits; and

WHEREAS, the CSX Railroad infrastructure creates a manmade dam for storm water flowing from Smithfield into its natural tributaries to the Neuse River; and

WHEREAS, in recent years, the Town of Smithfield has experienced several major flooding events to businesses along US Highway 301 South which are adjacent to a portion of the CSX railway and right-of-way; and

WHEREAS, in February of 2017, Town staff worked with CSX to clean-up storm drainage paths along the railway which included the clean out of a 54" drainage pipe under the railroad tracks behind businesses along US Highway 301 South to prevent the potential flooding of those businesses; and

WHEREAS, on April 24, 2017, Town officials met with CSX officials to discuss drainage issues and requested the 54" drainage pipe be upgraded to a 72" drainage pipe to alleviate the potential for flooding; and

WHEREAS, CSX Railroad refuses to have an ongoing maintenance program to prevent its debris from being carried by storm water into its storm water pipes and ditches, decreasing or eliminating stormwater flow; and

WHEREAS, while CSX officials agreed to consider these requests, nothing has been updated and routine maintenance of the drainage pipes still does not occur; and

WHEREAS, CSX Railroad's failure to maintain its right of ways and drainages ditches has caused substantial damage financial and otherwise to Smithfield residents and property owners.

THEREFORE, BE IT RESOLVED that the Town of Smithfield is strongly urging CSX Corporation to properly and routinely maintain its stormwater infrastructure within the Town of Smithfield, update its stormwater pipes to accept the necessary stormwater flow from the surrounding areas and be a contributing neighbor of Smithfield.

AND BE IT FURTHER RESOLVED that the Town of Smithfield is requesting that CSX Corporation increase the 54" drainage pipe to a 72" drainage pipe along US Highway 301 South to limit the likelihood of future flooding events in this area of Town and undergo a normal and routine maintenance program to remove debris from its property that is likely to decrease storm stormwater flow.

Councilman Stevens stated he had spoken with the Town Manager about the businesses that have been effected by the railroad not maintaining its infrastructure. He stated this was the first step for

the Town.

2. Bid Award to Carolina Power and Stabilization in the amount of \$602,746.75 for labor to construct the Electric North Circuit

Electric Distribution Superintendent Rodney Johnson addressed the Town Council on a request to award a bid to Carolina Power and Stabilization for the labor to construct the Electric North Circuit. Mr. Johnson explained in June 2018, Council approved the most recent 10-year Capital Improvement Plan (CIP) which included the construction of a North Circuit to serve future growth north of Booker Dairy Road. The circuit was needed as existing circuits are adequate; but, not suitable for large additional loads. For budgetary reasons, the project was split in two phases: Underground and Overhead. The first phase was bid and approved by Council in June. Materials are currently on order. Phase One will construct the circuit from the Brogden Road delivery point, along the Brogden Road right-of-way, then along the Old Dupree Road right-of-way, and ending as the wires come out of the ground approximately 1,000 feet south of I-95. Phase Two will take the circuit from the end of Phase One, through Town and all the way down Booker Dairy Road. Material for Phase Two will be ordered and should arrive around Thanksgiving. Construction of Phase Two will last for approximately 10 months. Once commissioned, the circuit will be ready for new customers by October 2020. Labor for Phase Two was open bid and bids were received on July 17, 2019. Seven total bidders submitted bids to provide the labor. The low bidder was identified as Carolina Power & Signalization. Staff was asking the Council to approve the low bidder so the project can continue to move forward. The circuit will serve customers on the north side of Town, with the majority of the new customers being north of Booker Dairy Road

Councilman Ashley stated this project has been a part of the Town's long term plan. Mr. Johnson responded this will allow the Town to provide electrical services to larger businesses and residential growth.

Councilman Rabil made a motion, seconded by Councilman Barbour, to accept the low bid and award the contract to Carolina Power Carolina Power and Stabilization in the amount of \$602,746.75. Unanimously approved.

3. Annexation Request Reid Smith (ANX-19-01): Consideration and request for Approval to Adopt Resolution #650 (17-2019) pursuant to G.S. 160A-31 accepting the Town Clerk's Certificate of Sufficiency and setting the public hearing

Planning Director Stephen Wensman explained this was the second step in the annexation process. Last month, the Council directed the Town Clerk to certify the annexation petition by Reid Smith. The Town Clerk did in fact certify the petition and found no issues with it. The next step will be to call for the public hearing to be held on September 3, 2019.

Councilman Barbour made a motion, seconded by Councilman Dunn, to adopt Resolution # 650 (17-2019) setting the public hearing on the request for annexation on September 3, 2019. Unanimously approved.

TOWN OF SMITHFIELD
RESOLUTION # 650 (17-2019)
FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31

WHEREAS, a petition requesting annexation of the non-contiguous area described herein has been received; and

WHEREAS, the Town Council has by Resolution # 647 (14-2019) directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF

SMITHFIELD THAT:

Section 1: A public hearing on the question of annexation of the area described herein will be held in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield North Carolina at 7:00 pm on September 3, 2019.

Section 2: The area proposed for annexation is described as follows:

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF N: 650708.13', E: 2199713.25' (NAD83/NSRS2011) THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE; THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE; THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE; THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE; THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE; THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE; THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE; THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE; THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE; THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE; THENCE N 37°13'33" E A DISTANCE OF 145.22' TO AN IRON PIPE; THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE; THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE; THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP; THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE; THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE; THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE; THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018 AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.

Section 3: Notice of the public hearing shall be published once in the News and Observer Southeastern Edition, a newspaper having general circulation in the Town of Smithfield, at least ten (10) days prior to the date of the public hearing.

4. Discussion regarding the naming of Booker Dairy Road Extension

Mayor Moore informed the Council this item was on the agenda for discussion and staff was not expecting a decision by the Council at this meeting.

Planning Director Stephen Wensman explained there were some naming issues with the new section of roadway from Booker Dairy Road to Ava Gardner Avenue. Booker Dairy Road currently runs from Buffalo Road to Brightleaf Blvd. (US Hwy 301). Once the new road is completed, Booker Dairy Road will run from Brightleaf Blvd and dead end; eventually it will tie into Buffalo Road at another access point. If the Town chose to leave the name "Booker Dairy Road" as the name for the new road extension, it could create confusion in the future. Mr. Wensman stated one option would be to name existing parts of Booker Dairy Road and the new road extension up to Ava Gardner Avenue, Durwood Stephenson Highway since this was currently the name of the road from Buffalo Road to US 70 Business West. Another option would be to name the entire section Ava Gardner Avenue; from Ava Gardner Avenue to Buffalo Road. The north to south remnant of Booker Dairy Road could be renamed Old Booker Dairy Road or Booker Dairy Lane which would affect seven property owners. Staff believed the best option would be to name the road Ava Gardner Avenue. 12 properties would be affected by this.

Councilman Rabil suggested naming the new section of road as Booker Dairy Extension.

Councilman Ashley questioned if it was staff's recommendation to name the road Ava Gardner Avenue from Ava Gardner Avenue to Buffalo Road and leave Booker Dairy Road as is from Brightleaf Boulevard until it dead ends. Mr. Wensman responded in the affirmative.

Councilman Barbour suggested staff meet with the affected property owners to gain their input on the

naming of the roads. Mr. Wensman responded it was his intent to get a general idea of the Council's preference, but not make any decision at this meeting. Staff would then hold a public meeting with the property owners to gain their input. After gaining the property owner's input, he would bring it back to the Council for approval.

The Town Manager explained staff's timeline was relatively short on choosing a name. NCDOT informed the Town they anticipate completion of the road by November. Staff will need time to inform 911 communications of the address changes.

Mayor Moore state the general consensus of the Council was to follow staff's recommendation. Staff should have a meeting with the affected property owners to gain their feedback.

5. Discussion concerning the forming of a committee as defined in the Stormwater Management Plan

Planning Director Stephen Wensman addressed the Council on forming a Stormwater Management Action committee (SWAC). Mr. Wensman explained at the July Town Council meeting, the Council accepted the completed Stormwater Management Action Plan. Although the creation of the SWAC was listed as the third action step, staff was recommending the Town Council direct Staff to begin the process of forming the SWAC. Steps 1 and 2 would likely follow as part of next year's budgeting process and would be further evaluated at that time. The formation of a SWAC will likely take some time. The SWAC should be comprised of representatives of the varied community interest such as homeowner associations, developers, business owners, manufacturers, environmentalists, etc. Establishing an Advisory Committee will also help satisfy a requirement of the NSR program to educate the public. The purpose of the SWAC would be to review and discuss a range of municipal stormwater services including regulatory programs and make advisory-level recommendations to Town Management and Council regarding the extent and level of the Town's future stormwater program(s). The Council would approve the membership of the SWAC, and would ultimately make the final decision on the needed and desired future municipal stormwater management program that best fits Smithfield. The appendix covers in details of how the committee would progress.

Councilman Barbour stated the Council accepted the report, but that didn't mean the Council agreed with the report. Mr. Wensman responded the intent of the committee would be to help the Council better understand the report.

Councilman Ashley questioned what staff needed from the Council. Mr. Wensman responded he would like the Council to allow staff to identify potential committee members and to begin formulating the committee. Staff would follow the recommendation of the report and then bring it back to Council for approval.

It was the consensus of the Council to allow staff to move forward with formulating the committee. Council would approve the committee and its members at a later date.

Councilmembers Comments:

- Councilman Lee informed the Council the Smithfield Selma High School will be celebrating its 50th anniversary this year. He encouraged all alumni to be a part of the year-long celebration. Councilman Lee expressed his frustration with Johnston Community College's relationship with East Smithfield. He expressed frustration with the Smithfield Police Department and the Town Manager. He explained that no one wanted to talk about race relations in the Town. He suggested that during the budget, the Council should go to every part of Smithfield to know what is needed in the Town.
- Councilman Barbour reminded everyone of the Blood Drive at the SRAC and the Muddy Water Football scrimmage at Smithfield Selma High School. He stated it was important to support the local athletic teams. He stated the Town was still investigating sidewalks along Wilson's Mills Road. He informed the Council that he attended the NC Drone Summit. The Town currently has two drones and five employees trained to operate the Town's drones.
- Councilman Ashley informed the Council that he had the pleasure of attending the 50th Anniversary ceremony of the Pine Acres neighborhood. He stated it was an amazing event. Mayor Moore

thanked Councilman Ashley for attending this event of behalf of the Town.

- Councilman Stevens informed the members of the Council that Smithfield Middle School used funds given to them by the Town to purchase mats for the walls in the gym.

Town Manager's Report:

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

- Due to the heavy rain the River Rat Regatta is re-scheduled for Saturday, August 17th at 4:00 pm. A band will follow at 7:00. 22 boats are currently registered for the event.
- The new ladder truck delivery date has been moved to August 26th. Staff is inspecting the truck in Nebraska today to approve the delivery.
- National Night Out took place on August 6th. It was a very successful event and partnership with JCC. While an attendance count was not taken we know that over 1,000 hotdogs were cooked, and 40 pizzas distributed to those in attendance.
- A ground breaking ceremony is scheduled for the new Hampton Inn behind the Golden Coral for Wednesday, August 28th at 10:30 am on site.
- A highlight of each department's monthly activities was given to the Council

Adjournment

Being no further business, Councilman Rabil made a motion, seconded by Councilman Barbour, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 9:41 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk



Request for Town Council Action

Consent Agenda Item: Children at Play Signs
Date: 09/03/2019

Subject: Children at Play Signs/Speed Limit Sign
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent Agenda

Issue Statement

The Police Department has received a request that two "Slow Children at Play" signs be placed on Cedar Street in Smithfield. The residents of this area are concerned about children in the area and the increased amount of traffic. It was also asked to have an additional (25MPH) speed limit sign placed at the corner of Cedar Street and Willow Street.

Financial Impact

Cost of the signs

Action Needed

Approve the placement of these signs on Cedar Street.

Recommendation

Approve the placement of these signs on Cedar Street.

Approved: Town Manager Town Attorney

Attachments:

1 Staff Report



Staff Report

Consent Children
Agenda at Play
Item: Signs

I have received several complaints about vehicles on Cedar Street traveling too fast in the area. The residents are concerned for the children that play in the area and are often walking on the street since there are no sidewalks in the area.

I am requesting 2 "Slow Children at Play" signs be placed on Cedar Street and one additional 25 MPH speed limit sign placed at the corner of Cedar Street and Willow Street.



Request for Town Council Action

Consent
Agenda
Item: Letter of
Engagement
Date: 09/03/2019

Subject: Hiring Outside Council
Department: Planning and General Government
Presented by: Mike Scott and Stephen Wensman
Presentation: Consent

Issue Statement

Town staff is requesting an outside law firm to assist with Unified Development Revisions to implement Conditional Zoning and prepare for state code zoning regulations that go into effect January 1, 2021.

Financial Impact

Letter of engagement will be provided prior to council meeting.

Action Needed

Approve letter of engagement for Nelson Mullins.

Recommendation

Approve letter of engagement for Nelson Mullins.

Approved: Town Manager Town Attorney

Attachments:

Staff Report



Staff Report

Consent
Agenda
Item: Letter of
Engagement

The Town has met with Elizabeth Trahos, partner of Nelson Mullins Law Firm in Raleigh. Elizabeth Trahos has a specialty in zoning laws, conditional use permits and conditional zoning. She was a previous City Attorney and has also worked for private sector organizations during conditional use permits that required quasi-judicial hearings. The Planning Department is working toward conditional zoning to minimize the need for quasi-judicial hearings which will create an increased atmosphere of communication from developers and citizens impacted by development. It is important to have council dedicated to this issue as we move toward ordinances that will be consistent with legislative changes that go into effect on January 1, 2021 consistent with NC General Statutes 160D.

As described in the North Carolina School of Government's Legislative Reporting Service, here are some highlights of Chapter 160D:

- Includes a new Definitions section, defining terms such as bona fide farm purposes, conditional zoning, etc.
- Clarifies the law regarding vested rights.
- Contains provisions governing the subject matter and procedure for adopting moratoria on development.
- Amends Conflicts of Interest laws as they apply to local elected and appointed officials.
- Amends the law regarding the exercise by cities of extraterritorial jurisdiction (ETJ) over zoning.
- Brings together provisions for the establishment and procedures for Planning Boards, Boards of Adjustment, Historic Preservation Boards and Appearance Commissions.
- Requires all members of appointed boards to take an oath of office.
- Establishes sunset provisions for substantial commencement of work following development approval.
- Provides for appeals of administrative decisions and includes timelines and procedures for such appeals.
- Includes Requirements and Procedures for Quasi-Judicial hearings for some land use decisions, such as appeals of administrative decisions, special use permits and variances.
- Restates requirements for Comprehensive Plans as a condition for enforcement and application of zoning ordinances. Allows for the adoption and use of narrower comprehensive plans to cover smaller geographic areas within a jurisdiction or to deal with subjects such as transportation and greenspace preservation.
- The procedures for adopting, amending or repealing Development Regulations are clarified, particularly with regard to notice requirements.

- Classifications of Zoning Districts are limited to the following: 1) conventional districts; 2) conditional districts; 3) farm-based districts; 4) overlay districts; and 5) special districts allowed by Charters.
- Allows administrative staff changes for minor modifications in conditional districts and for special use permits.
- Consolidates and clarifies Subdivision Regulation Ordinances.
- Chapter 160D also provides for regulation of particular kinds of land uses (e.g., adult businesses, agricultural uses, etc.), manufactured and modular homes, historic districts, environmental regulation, wireless telecommunication facilities, community appearance commissions, development agreements, solar collectors, and more.
- Articles under Chapter 160D also address Building Code Enforcement, Minimum Housing Codes, Open Space Acquisition and Community Development.



Request for Town Council Action

Consent
Agenda
Item: Bring Forward
Encumbrances
Date: 9/04/2019

Subject: To Bring Forward Budget Encumbrances from the 2018-2019 Budget Year in the General, Water/Sewer, Electric and J.B. George Funds to the 2019-2020 Budget.

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

Issue Statement: Several budgeted line items in the General, Water/Sewer, Electric and J.B. George Fund were delayed in the 2018-2019 Fiscal Year for various reasons and need to be brought forward to the current year.

Financial Impact: As indicated by each amendment: \$507,556 in the General Fund, \$132,941 in the Water/Sewer Fund, \$100,000 in the Electric Fund and \$1,373 in the J.B. George Fund

Action Needed: Board Approval on Attachment C

Recommendation: Council Approval

Approved: Town Manager Town Attorney

Attachments: 1. Year End Approved Purchase Encumbrances for 2018-2019 (Attachment A)
2. Year End Approved Purchase Order Encumbrances for 2018-2019 (Attachment B)
3. Actual Request to Bring Forward (Attachment C)



Staff Report

Consent
Agenda
Item: Bring Forward
Encumbrances

On June 04, 2019, Council granted approval to bring forward funds from the 2018-2019 budget year for ongoing projects and/or items ordered through purchase orders that had not been completed or delivered (see attachment A and B). In summary, the General Fund was approved to encumber \$525,888; the Water/Sewer Fund was approved for \$176,801; the Electric Fund was approved for \$100,000; and the J.B. George Fund was approved for \$1,373. The actual amount needed in each Fund may decrease as some purchases were completed. In the General Fund \$507,556 of the \$525,888 approved is needed; \$132,941 of the approved \$176,801 Water/Sewer Fund is needed; All of the \$100,000 approved in the Electric Fund is needed; and all of the \$1,373 approved for the J.B. George Fund is needed. Below is a summary of the approved amount compared to the actual amount needed to encumber.

	<u>Amount Approved</u>	<u>Actual Needed</u>
General Fund	\$ 525,888	\$ 507,556
Water/Sewer Fund	176,801	132,941
Electric Fund	100,000	100,000
J.B. George Fund	1,373	1,373

EXHIBIT A

ENCUMBRANCES FROM 2018-2019 TO 2019-2020

GENERAL FUND

10-10-3300-3307-0020	Grant - Revitalization (WiFi)	\$	_____	
10-10-4100-5700-7400	General Gov. - Capital Outlay (WiFi)		25,000	
10-61-4110-5300-5712	Non-Departmental - S.H.A.R.P Reimbursements		14,372	
10-61-4110-5300-5716	Non-Departmental - PEG	—	2,700	1099
10-20-5100-5300-3702	Police - Community Policing Projects	—	2,700	2659
10-10-4900-5300-4502	Planning - Condemnation		25,000	
10-10-4900-5300-4501	Planning - ServiceContracts (Engineering Standards Manual)		30,000	
10-60-5500-5300-3440	General Serv. - Appearance Commission	—	19,365	16365
10-60-5500-5700-7400	General Serv. - Capital Outlay (Painting Mausoleum)		3,000	
10-30-5600-5300-7301	Streets -Street Paving (Equity Drive)		173,000	
10-10-3300-3307-0020	Grant - JC Visitors Bureau (1/2 half of basketball ct resurfacing)		(7,500)	
		\$	<u>282,995</u>	

WATER FUND

30-71-7200-5700-7400	Water Plant - Capital Outlay (SCADA Upgrades)	\$	26,000
30-71-7220-5300-5710	Water Dist/Sewer Coll. - Economic Development		<u>100,000</u>
		\$	<u>126,000</u>

Electric FUND

31-72-7230-5300-5710	Electric - Economic Development		<u>\$100,000</u>
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J.B. GEORGE BEAUTIFICATION FUND

40-61-4100-5300-3400	J.B. George Projects	\$	970
40-61-4100-5300-3410	J.P. George Projects		<u>403</u>
		\$	<u>1,373</u>

APPROVED: _____
M Andy Moore, Mayor

VERIFIED: _____
Shannan Parrish, Town Clerk

EXHIBIT B - ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/19

GENERAL FUND			PO Number		
10-10-4100-5700-7400	General Government	Municipal Code Corporation	20186293	\$9,600.00	
10-10-4900-5300-4500	Planning	Jewell Engineering Consultants	20186704	\$54,521.80	
10-10-4900-5300-4504	Planning	Stewart Engineering	20186702	\$1,648.07	402.99
10-10-4900-5300-4505	Planning	Kimley Horn & Associates	20186703	\$18,888.67	2398
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197271	\$625.00	
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197322	\$876.00	
10-20-5100-5300-3600	Police	Lawmens Safety Supply	20197394	\$670.00	
10-20-5100-5700-7400	Police	Deacon Jones	20197152	\$22,400.00	
10-20-5100-5300-3300	Police	Lawmens Safety Supply	20197187	\$1,309.02	
10-20-5100-5700-7400	Police	Eastern Emergency Equipment	20197321	\$8,345.94	
10-20-5100-5700-7400	Police	FCB Visa (NCDMV)	20197407	\$1,500.00	830.1
10-60-5500-5700-7400	Public Works	Mark Gregory Roofing	20197362	\$14,800.00	
10-60-5500-5700-7400	Public Works	Dennis Evans	20197408	\$10,000.00	
10-30-5700-5700-7310	Powell Bill	James Paul Edwards, Inc.	20196932	\$201,887.80	
10-60-6200-5300-1700	Parks & Rec	Blade Equipment	20197351	\$2,815.94	
10-60-6200-5300-1700	Parks & Rec	Barrs Recreation	20197355	\$4,000.00	
10-60-6200-5300-1700	Parks & Rec	J & J Floors	20197365	\$1,708.00	
10-60-6200-5300-1700	Parks & Rec	Interstate Contract Glazing	20197370	\$1,525.42	
10-60-6200-5300-1700	Parks & Rec	Molinas Tree Service	20197390	\$2,000.00	1137
10-60-6200-5300-1700	Parks & Rec	Prosource Fitness	20197396	\$2,500.00	
10-60-6200-5300-3300	Parks & Rec	Super-Net	20197350	\$3,775.00	
10-60-6200-5300-3300	Parks & Rec	BSN Sports	20197354	\$3,438.65	
10-60-6200-5300-3300	Parks & Rec	Power Mulch	20197395	\$2,250.00	
10-60-6200-5700-7400	Parks & Rec	Capital Ford	20196913	\$47,670.00	
10-60-6200-5700-7400	Parks & Rec	North State Resurfacing	20197197	\$8,950.00	

10-60-6200-5700-7400	Parks & Rec	David Hinton Construction	20197280	\$15,400.00
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197343	\$1,706.25
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197344	\$4,943.00
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197345	\$3,845.00
10-60-6200-5700-7400	Parks & Rec	Barrs Recreation	20197346	\$4,558.75
10-60-6200-5700-7400	Parks & Rec	David Hinton Construction	20197364	\$5,000.00
10-60-6220-5300-3900	Parks & Rec	Colorado Time Systems	20197254	\$1,089.35
10-60-6220-5300-3900	Parks & Rec	Creative Caps	20197352	\$1,000.00
10-60-6220-5300-3900	Parks & Rec	Southern Metro Swim League	20197353	\$1,200.00
				<u>\$217,063.00</u>

WATER FUND

WATER FUND		PO Number		
30-71-7200-5300-1700	Water Plant	FCX Performance	20197413	\$1,000.00
30-71-7200-5300-3300	Water Plant	Clear Water	20197172	\$30,000.00
30-71-7200-5300-3300	Water Plant	Mechanical Equipment Co	20197357	\$17,803.00
30-71-7220-5300-3300	Water/Sewer	Tec Utilities	20197381	\$1,997.80
				<u>\$6,941.00</u>

6941

APPROVED: _____

M. Andy Moore, Mayor

VERIFIED: _____

Shannan Parrish, Town Clerk

EXHIBIT C

BUDGET AMENDMENTS
September, 2019

1. Revenue

10-10-3300-3307-0020 Grant - JC Visitors Bureau (1/2 of Bball Ct Resurfacing)	\$ -	\$ 7,500	\$ 7,500
10-00-3900-3900-0000 Fund Balance Appropriation	<u>1,093,000</u>	<u>500,056</u>	<u>1,593,056</u>
	<u>\$1,093,000</u>	<u>\$507,556</u>	<u>\$ 1,600,556</u>

Expenditure

10-10-4100-5700-7400 General Gov. - Capital Outlay/WiFi	\$ -	\$ 25,000	\$ 25,000
10-10-4100-5700-7400 General Gov. - Capital Outlay/Municipal Code	25,000	9,600	34,600
10-61-4110-5300-5712 Non-Departmental - S.H.A.R.P. Reimb	20,000	14,372	34,372
10-61-4110-5300-5716 Non-Departmental - PEG Channels	28,000	1,099	29,099
10-10-4900-5300-4500 Planning - C.S./Storm Water Plan Engineering	-	54,520	54,520
10-10-4900-5300-4501 Planning - C.S./Engineering Standards Manual	15,000	30,000	45,000
10-10-4900-5300-4502 Planning - C.S./Condemnation	25,000	25,000	50,000
10-10-4900-5300-4504 Planning - C.S./Comprehensive Growth Mgmt	-	403	403
10-10-4900-5300-4505 Planning - C.S./Comprehensive Transportation Plan	-	2,398	2,398
10-20-5100-5300-3600 Police - Uniforms	32,100	876	32,976
10-20-5100-5300-3600 Police - Uniforms	32,976	670	33,646
10-20-5100-5300-3702 Police - Community Projects	5,000	2,659	7,659
10-20-5100-5700-7400 Police - Capital Outlay (Deacon Jones)	277,600	22,400	300,000
10-20-5100-5700-7400 Police - Capital Outlay - Eastern Emergency Equip	300,000	8,346	308,346
10-20-5100-5700-7400 Police - Capital Outlay (FCB Visa- NCDMV)	308,346	830	309,176
10-60-5500-5300-3440 General Services - Appearance Commission	15,000	16,365	31,365
10-60-5500-5700-7400 General Services - Cap. Outlay (Mausoleum Roof)	35,000	3,000	38,000
10-60-5500-5700-7400 General Services - Cap. Outlay (Mark Gregory Roofing)	38,000	14,800	52,800
10-60-5500-5700-7400 General Services - Cap. Outlay (Dennis Evans)	52,800	10,000	62,800
10-30-5600-5700-7301 Streets - Street Paving (Equity Drive)	-	173,000	173,000
10-60-6200-5300-1700 Pks & Rec - Equipment Maint. (Barrs Recreation)	45,000	4,000	49,000
10-60-6200-5300-1700 Pks & Rec - Equipment Maint. (J&J Floors)	49,000	1,708	50,708
10-60-6200-5300-1700 Pks & Rec - Equipment Maint. (Molina Tree Service)	50,708	1,137	51,845
10-60-6200-5300-3300 Pks & Rec - Supplies (Power Mulch)	83,000	2,250	85,250
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (Capital Ford)	93,500	47,670	141,170
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (David Hinton Construction)	141,170	15,400	156,570
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (Barrs Recreation)	156,570	1,706	158,276
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (Barrs Recreation)	158,276	4,943	163,219
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (Barrs Recreation)	163,219	3,845	167,064
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (Barrs Recreation)	167,064	4,559	171,623
10-60-6200-5700-7400 Pks & Rec - Capital Outlay (David Hinton Construction)	<u>171,623</u>	<u>5,000</u>	<u>176,623</u>
	<u>\$2,488,952</u>	<u>\$507,556</u>	<u>\$ 2,996,508</u>

To bring forward encumbrances from the 2018-2019 General Fund Budget to FY19-20

2. Revenue

30-71-3900-3900-0000 Fund Balance Appropriation	<u>\$ -</u>	<u>\$132,941</u>	<u>\$ 132,941</u>
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Expenditures

30-71-7200-5300-3300 Water Plant - Supplies (Mechanical Equipment Co.)	\$ 591,000	\$ 6,941	\$ 597,941
30-71-7200-5700-7400 Water Plant - Capital Outlay (SCADA Upgrades)	175,000	26,000	201,000
30-71-7220-5300-5710 Water Sewer - Economic Development	<u>100,000</u>	<u>100,000</u>	<u>200,000</u>
	<u>\$ 866,000</u>	<u>\$132,941</u>	<u>\$ 998,941</u>

To bring forward encumbrances from the 2018-2019 Water/Sewer Fund Budget to FY19-20

3. Revenue

31-72-3900-3900-0000 Fund Balance Appropriation \$ _____ - \$100,000 \$ 100,000

Expenditures

31-72-7230-5300-5710 Electric - Supplies/Operations \$ 100,000 \$100,000 \$ 200,000

To bring forward encumbrances from the 2018-2019 Electric Fund Budget to FY19-20

4. Revenue

40-61-3900-3900-0000 Fund Balance Appropriation \$ _____ - \$ 1,373 \$ 1,373

Expenditures

40-61-4100-5300-3400 J.B. George Projects - 970 970

40-61-4100-5300-3410 J.P. George Projects - 403 403

\$ _____ - \$ 1,373 \$ 1,373

To bring forward encumbrances from the 2018-2019 J.B. George Fund Budget to FY19-20

VERIFIED: _____
M. Andy Moore, Mayor

VERIFIED: _____
Shannan Parrish, Town Clerk



Request for Town Council Action

Consent Advisory
Agenda Board
Item: Appointments

Date: 09/03/2019

Subject: Advisory Board Appointment
Department: General Government
Presented by: Town Clerk - Shannan Parrish
Presentation: Consent Agenda

Issue Statement

The Town Council is asked to consider reappointments to the Parks and Recreation Advisory Commission and the Planning Board

Financial Impact

N/A

Action Needed

The Council is asked to consider reappointing Jackie Bryant to a third term on the Parks and Recreation Advisory Commission and reappointing **Stephen** Upton to a fifth term on the Planning Board.

Recommendation

Staff recommends approval of these reappointments

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Jackie Bryant – Board Application
3. Stephen Upton – Board Application



Staff Report

Consent Advisory
Agenda Board
Item Appointments

Current Board vacancies are as follows:

- Appearance Commission – 3 positions
- Board of Adjustment – 1 In-Town position

Board Appointments

1. Jackie Bryant has submitted an application for consideration to be reappointed to the Parks and Recreation Advisory Commission for a third term.
2. Stephen Upton has submitted an application for consideration to be reappointed to the Planning Board for a fifth term.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Bryant (Last) Jackie (First) R. (MI)

Home Address: 109 Barbour Rd

Business Name & Address:

Telephone Numbers: (Home) (Mobile) (Email)

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

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

Interests & Skills:

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

Recent Job Experiences: Worked with Parks & Rec 5 yrs

Civic or Service Organization Experience: Deacon of my church Agepe Church of God Preaching

Town Boards previously served on and year(s) served: Parks/Rec Advisory Board Commission

Please list any other Boards/Commissions/Committees on which you currently serve: None

Why are you interested in serving on this Board/Commission/Committee? I have always been interested in improving for our youth as well as adults, to be on this committee I have a little interest toward a little talk & see for our town

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes No If yes, please explain disposition: _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council? Yes No If yes, please explain: _____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Jackie R Bryant

Signature: Jackie R Bryant

Date: 8/26/19

Return completed for to:

Shannan Parrish
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.parrish@smithfield-nc.com

Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions



Town of Smithfield
Board, Commission, or Committee
Application

Name: Upton Steve (Stephen) Richard
Home Address: (Last) 1203 Vermont (First) St Smithfield (MI) NC 27577
Business Name & Address: 231 Market St - Smithfield NC 27577
Telephone Numbers: (Home) (Business) (Mobile)

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

- 9 Appearance Commission
9 Board of Adjustment In Town Resident
9 Board of Adjustment ETJ Member
9 Historic Properties Commission
9 Library Board of Directors
9 Parks/Recreation Advisory Commission
9 Planning Board In-Town Resident
9 Planning Board ETJ Resident
9 Other: presently on Board of Adjustments

Interests & Skills: - Serving Town of Smithfield in my capacity -

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

Recent Job Experiences: 30 yrs - owner Lumber - Building Supply
25 yrs - printing

Civic or Service Organization Experience: 1) Pres. of Smithfield Jaycees
2) Pres. of United Fund - D.C. Co.
3) member - Bd of Adjustments - T.H. Smithfield

Town Boards previously served on and year(s) served: Planning Board - 2 terms
Board - Adjustments - 1 term (present)
(1970's) - 1 term

Please list any other Boards/Commissions/Committees on which you currently serve: 1) Board of Adjustments - T of Smithfield NC

Why are you interested in serving on this Board/Commission/Committee? Give BACK.
Hopefully see improvements & Be a part of all

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes No If yes, please explain disposition: _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council? Yes No If yes, please explain: _____

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: STEVE (STEPHEN) RICHARD UPTON
Signature: [Handwritten Signature] Date: 8-21-19

Return completed for to:
Shannan Parrish
Town Clerk
P. O. Box 761
Smithfield, North Carolina 27577
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: shannan.parrish@smithfield-nc.com

Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions



Staff Report

Consent
Agenda
Item: New
Hire /
Vacancy
Report

Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
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 19-20 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200	\$18.25/hr. (\$37,960.00/yr.)
Payroll/Accounting Technician	Finance	10-10-4200-5100-0200	\$18.11/hr. (\$37,668.80/yr.)
	Public Utilities - Electric	31-72-7230-5100-0200	
	Public Utilities – W/S	30-71-7220-5100-0200	
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T SRAC Staff – General	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.

Business Item





Request for Town Council Action

Agenda Item: Contract Approval
Date: 09/03/2019

Subject: NCDOT Supplemental Contract Approval
Department: General Government
Presented by: Bob Spence and Mike Scott
Presentation: Business

Issue Statement

North Carolina Department of Transportation (NCDOT) is requesting the Town of Smithfield enter into a supplemental contract for Kellie Drive ownership and maintenance.

Financial Impact

On going maintenance of road and utilities on and within right of way for Kellie Drive.

Action Needed

Consider approval of Supplemental Contract

Recommendation

Approve supplemental Contract

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Original Contract
3. Supplemental Contract



Staff Report

Agenda
Item: Contract
Approval

In January of 2018, the Town of Smithfield entered into a contract with NCDOT to assume ownership and maintenance of the road, sidewalks and utilities constructed by NCDOT known currently as Kellie Drive. The road and sidewalks are nearing completion and the water and sewer extensions have been inspected and approved by the Town of Smithfield and are currently operational. NCDOT is now requesting the Town to enter into a supplemental contract to assume ownership of this infrastructure once it is completed and also bind itself to pay for any movement of said utilities, should NCDOT require future utility relocations due to additional NCDOT construction.

NORTH CAROLINA

**TRANSPORTATION IMPROVEMENT PROJECT –
MUNICIPAL AGREEMENT WITH BETTERMENTS**

JOHNSTON COUNTY

DATE: 12/7/2017

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-5999

AND

WBS Elements: 47117.1.1
47117.2.1
47117.3.1

TOWN OF SMITHFIELD

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the “Department” and the Town of Smithfield, a local government entity, hereinafter referred to as the “Municipality”.

WITNESSETH:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project 47117.3.1, in Johnston County; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of roadway improvements on Kellie Drive from north of SR 1923 (Booker Dairy Road) to SR 1003 (Buffalo Road) to construct the roadway on a new location.
2. At the request of the Municipality, and in accordance with the Department's *Pedestrian Policy Guidelines*, the Department shall include provisions in its construction contract for the construction of pedestrian facilities on or along both sides Kellie Drive. Said work shall be performed in accordance with the Department's policies, procedures, standards, and specifications, and the following provisions.

PLANNING AND DESIGN

3. The Department shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project, and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

RIGHT OF WAY

4. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.
5. It is understood by both parties that all work for the betterments shall be performed within the existing right of way. However, should it become necessary, the Municipality, at no expense or liability whatsoever to the Department, shall provide any needed right of way and or construction easements for the construction of the betterments, and remove from said rights of way all obstructions and encroachments of any kind or character. Acquisition of any needed right of way shall be performed in accordance with the following state and federal policies and procedures, "Right of Way Acquisition Policy and Land Acquisition Policy, contained in the Federal-Aid Policy Guide, Part 712, Subpart B", and the North Carolina Right of Way Manual (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970). The Department shall be indemnified and held harmless from any and all damages and claims for damages associated with the acquisition of any construction easements and/or right of way.

UTILITIES

6. The Municipality, without any cost or liability whatsoever to the Department, shall relocate and adjust all municipally-owned utilities in conflict with the Project and shall exercise any rights which it may have under any franchise to effect all necessary changes, adjustments, and relocations of telephone, telegraph, and electric power lines; underground cables, gas lines, and other pipelines or conduits; or any privately- or publicly-owned utilities.
 - A. Said work shall be performed in a manner satisfactory to the Department prior to the Department beginning construction of the Project. The Municipality shall make every effort to promptly relocate said utilities in order that the Department will not be delayed in the construction of the Project.
 - B. The Municipality shall make all necessary adjustments to house or lot connections or services lying within the right of way or construction limits, whichever is greater, of the Project.
 - C. The Department, where necessitated by construction, will make vertical adjustments of two (2) feet or less to the existing manholes, meter boxes, and valve boxes at no expense to the Municipality.
 - D. If applicable, the Department shall reimburse the Municipality in accordance with the Municipally Owned Utility Policy of the Department approved by the Board of Transportation.
 - E. If the Municipality requests the Department to include the relocation and/or adjustment of municipally owned utilities in its construction contract provisions, the Municipality shall reimburse the Department all costs associated with said relocation. Reimbursement will be based on final project plans and actual costs of relocation. If a request is received from the Municipality, a separate Utility Agreement will be prepared to determine the reimbursement terms and an updated cost estimate.

CONSTRUCTION

7. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.

MAINTENANCE

8. Upon completion of the Project:
 - A. The Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
 - B. The improvement(s) shall be a part of the State Highway System and owned and maintained by the Department.
9. The Municipality, at no expense to the Department, shall assume all maintenance responsibilities for the sidewalk betterments and release the Department from all liability relating to such maintenance.

BETTERMENT COSTS AND FUNDING

10. The Municipality shall participate in the Betterment costs of the Project as follows:
 - A. In accordance with the *Pedestrian Policy Guidelines*, the Municipality shall reimburse the Department thirty percent (30%), of the actual cost, including administrative costs, of the work associated with the construction of the pedestrian facilities. The Department shall participate in seventy percent (70%) of the actual cost of the pedestrian facilities for that portion of the project within the corporate limits, where new pedestrian facilities are to be installed. The estimated cost of the pedestrian facilities is \$159,554. The estimated cost to the Municipality is \$47,866. Both parties understand that this is an estimated cost and is subject to change.
 - B. Upon completion of the Project, the Department will invoice the Municipality for their share of the actual costs of the Betterments. Reimbursement to the Department shall be made in one final payment within sixty days of invoicing by the Department. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS § 147-86.23.
 - C. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said

Municipality by NCGS § 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

ADDITIONAL PROVISIONS

11. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
12. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
13. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
14. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
15. The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.
16. A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.
17. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF SMITHFIELD

BY: Shannan Parrish BY: M. Andy Moore

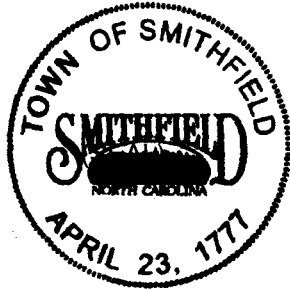
TITLE: Town Clerk TITLE: Mayor

DATE: 12/11/2017 DATE: 12/11/2017

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by Mayor M. Andy Moore of the local governing body of the Town of Smithfield as attested to by the signature of Clerk of said governing body on 12/11/2017 (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



BY: Gregory Selby
(FINANCE OFFICER)

Federal Tax Identification Number
56-6001335

Remittance Address:
Town of Smithfield
PO Box 761
Smithfield, NC 27577

DEPARTMENT OF TRANSPORTATION
BY: [Signature]
(CHIEF ENGINEER)

DATE: 1/5/18

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 1-4-2018 (Date)

Agreement ID # 7648

NORTH CAROLINA
JOHNSTON COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 7/31/2019

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-5999

AND

WBS ELEMENTS: PE _____
ROW _____
CON 47117.3.1

TOWN OF SMITHFIELD

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Smithfield, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 1/5/2018, entered into a certain Project Agreement for the original scope: roadway improvements on Kellie Drive from north of SR 1923 (Booker Dairy Road) to SR 1003 (Buffalo Road) to construct roadway on new location, programmed under Project U-5999; and,

WHEREAS, the Department shall install new water and sewer lines as part of the U-5999 Project, and the Municipality shall be responsible for maintenance of said utility lines upon completion of the utility work; and,

WHEREAS, the Department shall construct the roadway improvements and the Municipality shall accept ownership and maintenance of Kellie Drive upon completion of the Project.

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

UTILITIES

6. The Department will be responsible for the installation of new water and sewer lines for Project U-5999. All work shall be done in accordance with Departmental standards and specifications, policies and procedures.

MAINTENANCE

Upon the satisfactory completion of the utility work covered under this Supplemental Agreement, the Municipality shall assume normal maintenance operations to the said utility lines. Upon completion of the construction of the highway project, the Municipality shall release the Department from any and all claims for damages in connection with the installation of the utility lines; and, further, the Municipality shall release the Department of any future responsibility for the cost of maintenance to said utility lines. Said releases shall be deemed to be given by the Municipality upon completion of construction of the project and its acceptance by the Department from its contractor unless the Municipality notifies the Department, in writing, to the contrary prior to the Department's acceptance of the project.

It is further agreed that the following provisions shall apply regarding the utilities covered in this Supplemental Agreement.

- A. The Municipality obligates itself to service and to maintain its facilities to be retained and installed over and along the highway within the Department's right-of-way limits in accordance with the mandate of the North Carolina General Statutes and such other laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.
- B. If at any time the Department shall require the removal of or changes in the location of the encroaching facilities which are being relocated at the Municipality's expense, the Municipality binds itself, its successors and assigns, to promptly remove or alter said facilities, in order to conform to the said requirement (if applicable per G.S. 136-27.1), without any cost to the Department.

MAINTENANCE

8. Upon completion of the Project:
 - B. The Municipality will accept ownership and maintenance of Kellie Drive once constructed. The facility will become the possession of the Municipality upon approval of final inspection of Kellie Drive. The Department will administer the 12-month warranty period according to the Highway Contract. Any maintenance not related to the Highway Contract will be the responsibility of the Municipality upon approval of final inspection.
 - C. The Municipality will assume ownership and responsibility for maintenance of the access road extending from Neuse Charter School property to Kellie Drive. This facility is 30' wide back of curb to back of curb. It is constructed on intended Public Right-of-Way as identified on Page 397 of Plat Book 85. This ownership and maintenance will take effect upon full execution of the agreement.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 1/5/2018, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF SMITHFIELD

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ (Governing Board) of the Town of Smithfield as attested to by the signature of _____, Clerk of the _____ (Governing Board) on _____ (Date)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Smithfield

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

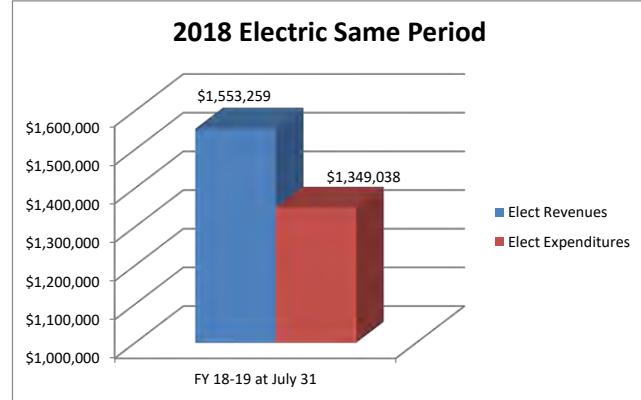
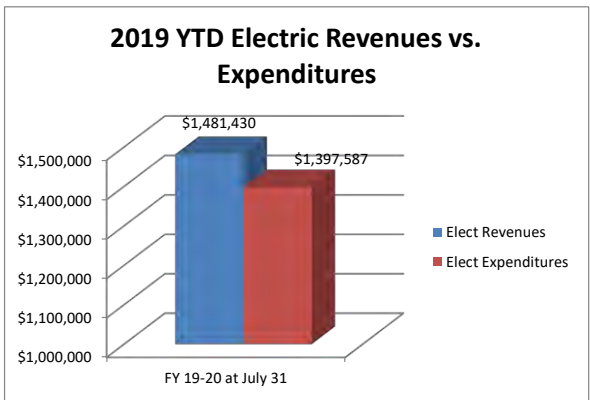
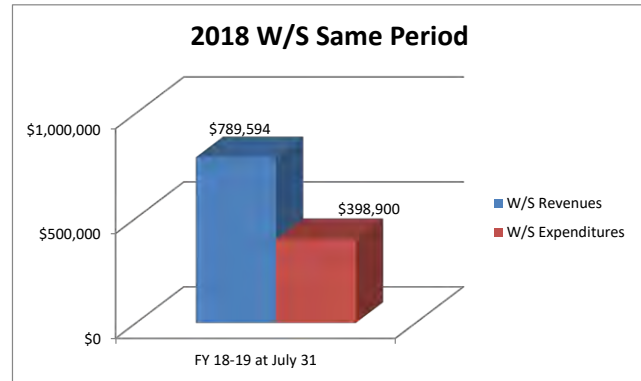
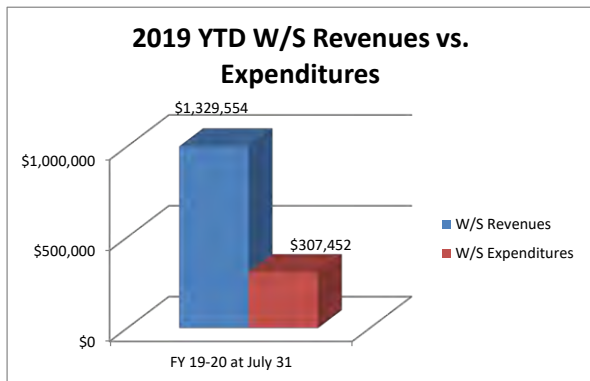
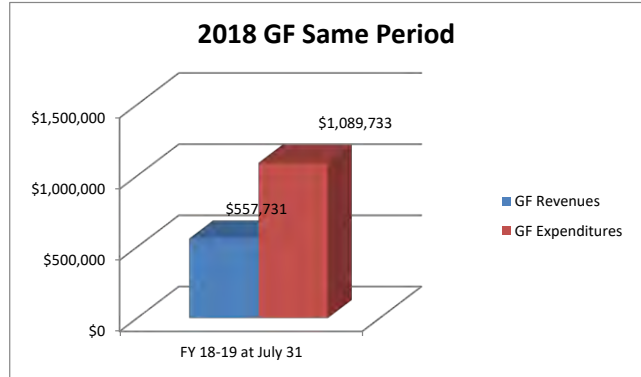
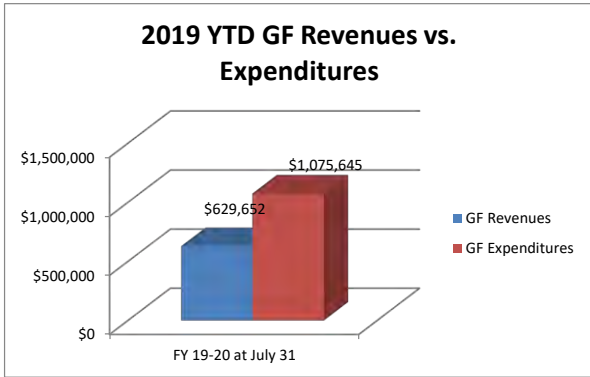
APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Agreement ID # 8211

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July 31, 2019
Gauge: 1/12 or 8.4 Percent

GENERAL FUND

	Frequency	Actual to Date		
		FY '18-19	FY '19-20	FY '19-20
Revenues				
Current & Prior Year Property Taxes	Monthly	\$ 28,768	\$ 6,276,000	\$ 38,145
Motor Vehicle Taxes	Monthly	49,361	505,000	54,198
Utility Franchise Taxes	Quarterly	-	975,000	-
Local Option Sales Taxes	Monthly	214,743	2,400,000	235,584
Aquatic and Other Recreation	Monthly	80,040	738,000	80,463
Sanitation (Includes Penalties)	Monthly	109,625	1,335,300	113,169
Grants			42,000	4,475
All Other Revenues		75,194	1,394,636	103,618
Loan Proceeds		-	-	-
Transfers (Electric and Fire Dist.)		-	261,214	-
Fund Balance Appropriated		-	1,093,000	-
Total		\$ 557,731	\$ 15,020,150	\$ 629,652

	Actual to Date		
	FY '18-19	FY '19-20	FY '19-20
Expenditures			
General Gov.-Governing Body	\$ 23,990	\$ 424,838	\$ 30,047
Non Departmental	163,149	914,145	115,836
Debt Service	180,826	939,258	190,426
Finance	6,420	115,511	6,103
Planning	33,738	343,314	48,269
Police	265,153	4,037,838	273,005
Fire	126,256	2,169,318	124,568
EMS	-	-	-
General Services/Public Works	39,227	557,425	34,156
Streets	27,654	1,491,371	26,926
Motor Pool/Garage	4,835	103,816	5,400
Powell Bill	3,675	322,725	2,956
Sanitation	61,462	1,287,765	64,402
Parks and Rec	51,589	1,013,025	57,382
SRAC	100,583	981,173	94,492
Sarah Yard Center	1,276	46,500	1,677
Contingency	-	272,128	-
Appropriations/Contributions	-	-	-
Total	\$ 1,089,833	\$ 15,020,150	\$ 1,075,645

YTD Fund Balance Increase (Decrease) - -

WATER AND SEWER FUND

Revenues	Actual to Date FY '18-19	Budget FY '19-20	Actual to Date FY '19-20
Water Charges	\$ 237,043	\$ 2,852,000	\$ 261,553
Water Sales (Wholesale)	175,788	\$ 1,400,000	\$ 151,075
Sewer Charges	364,645	4,180,000	398,195
Tap Fees	1,425	2,500	2,100
All Other Revenues	10,693	110,400	16,631
Grants	-	-	500,000
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	-	-
Total	\$ 789,594	\$ 8,544,900	\$ 1,329,554

Expenditures	Actual to Date FY '18-19	Budget FY '19-20	Actual to Date FY '19-20
Water Plant (Less Transfers)	\$ 159,360	\$ 1,947,275	\$ 143,606
Water Distribution/Sewer Coll (Less Transfers)	239,540	4,380,720	163,845
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	-	1,250,000	-
Debt Service	-	653,574	-
Contingency	-	313,331	-
Total	\$ 398,900	\$ 8,544,900	\$ 307,451

ELECTRIC FUND

Revenues	Actual to Date FY '18-19	Budget FY '19-20	Actual to Date FY '19-20
Electric Sales	\$ 1,526,560	\$ 16,550,000	\$ 1,453,975
Penalties	11,258	150,000	8,373
All Other Revenues	15,441	156,000	19,083
Grants	-	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	-	-
Total	\$ 1,553,259	\$ 16,856,000	\$ 1,481,431

Expenditures	Actual to Date FY '18-19	Budget FY '19-20	Actual to Date FY '19-20
Administration/Operations	\$ 226,433	\$ 2,263,740	\$ 160,135
Purchased Power - Non Demand	455,364	12,750,000	486,260
Purchased Power - Demand	570,893	-	654,844

Purchased Power - Debt	96,348	-	96,348
Debt Service	-	351,279	-
Capital Outlay	-	120,000	-
Contingency	-	332,481	-
Transfers to Electric Capital Proj Fund	-	950,000	-
Transfer to Electric Capital Reserve	-	-	-
Transfers to General Fund	-	88,500	-
Total	<u>\$ 1,349,038</u>	<u>\$ 16,856,000</u>	<u>\$ 1,397,587</u>

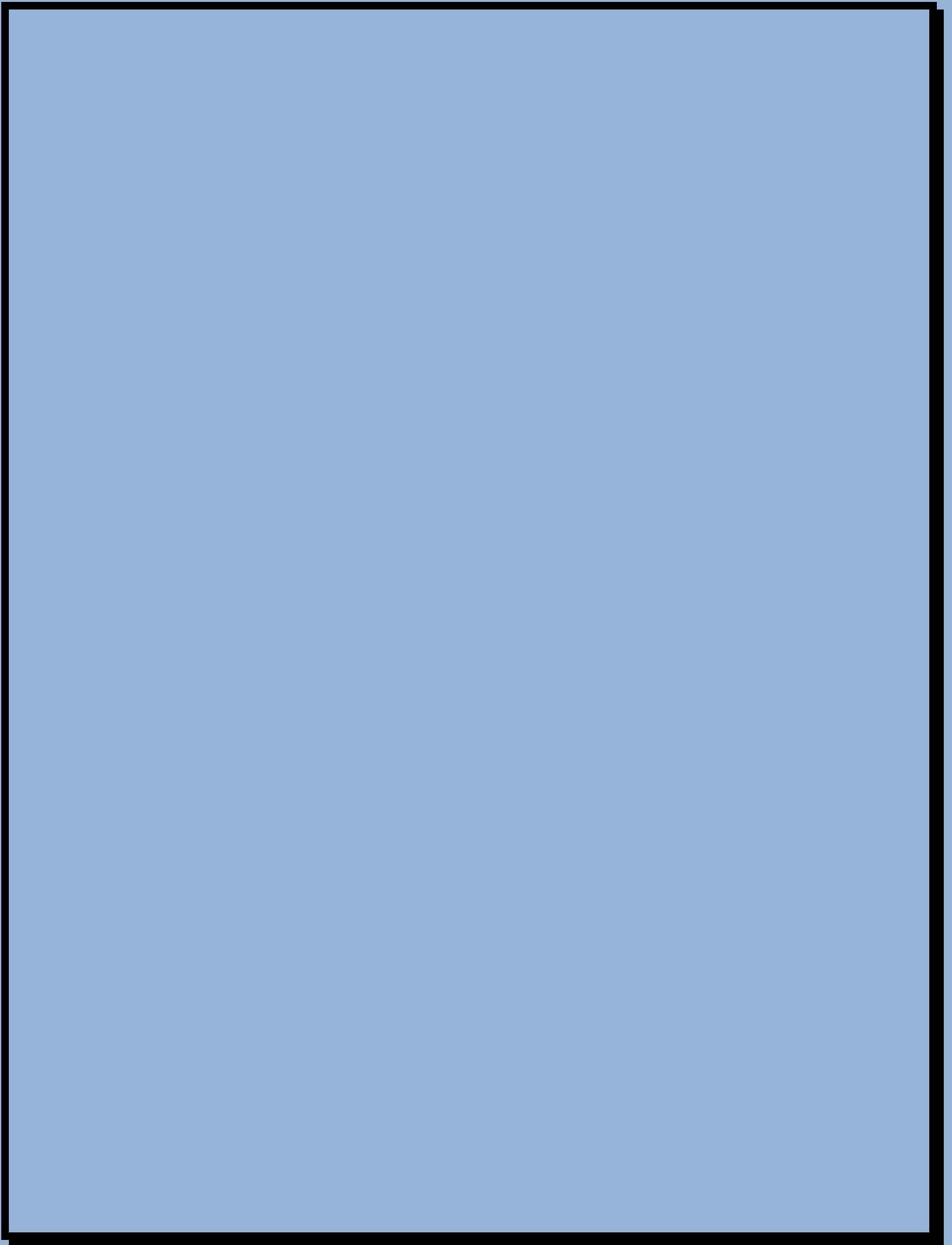
CASH AND INVESTMENTS FOR APRIL

General Fund (Includes P. Bill)	11,165,085		
Water and Sewer Fund	7,315,606		
Electric Fund*	9,968,687		
JB George Endowment (40)	133,573		
Water Plant Expansion (43)	2,633,805		
Booker Dairy Road Fund (44)	457,895		
Capital Project Fund: Wtr/Sewer (45)	205,757		
Capital Project Fund: General (46)	279,249	1st CITIZENS	26,224,890
Capital Project Fund: Electric (47)	1,062,202	NCCMT	2,350,959
Firemen Relief Fund (50)	130,241	KS BANK	3,711,484
Fire District Fund (51)	44,426	UNITED COMM	1,290,135
General Capital Reserve Fund (72)	180,942	PNC BANK	-
Total	<u>\$ 33,577,468</u>		<u>\$ 33,577,468</u>

*Plug

Account Balances Confirmed By Finance Director on 8/26/2019

Department Reports





Staff Report

Department Report
Annual Economic Development Update

Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action **items from the Town's Economic Development Strategic Plan that was updated in 2014.**

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities July/August 2019

1. Internal/External Marketing – met with Shanna and Randy Capps to discuss the publication of the marketing booklet. The content of the booklet was discussed, and a proposed production schedule was developed. The item that will take the longest to complete will be the interviews. It was agreed that the document would be designed so that it can be updated annually. An abbreviated version of the town’s annual report will be incorporated into the booklet. A photo list was developed to include town council, largest employers, and other scenes which portray the charm and uniqueness of Smithfield. A conceptual layout of the new industrial park, West Smithfield will also be included. The required items to produce the booklet were listed and a person assigned to ensure that the publication can move forward.
2. Downtown Development/Brewery Attraction – met with Sarah Edwards at the DSDC to discuss the Brewery project. Sarah stated that she understands that there is a tentative agreement between the building owner and the restaurateurs, and they have two to three prospects for a brewer. The architect engaged by the building owner is preparing as-built drawings for the project. The next step for the project working group is to get back together to review the drawings and progress to date.
3. Downtown Development/Gabriel Johnston Hotel – met with Sarah Edwards to discuss the status of the renovation of the Gabriel Johnston Hotel (Old Town Hall). We discussed the status of the condemnation. It was agreed that we would seek a clarification of what condemnation actually means and this should provide a clearer idea as to next steps. The DSDC has an option on the property and Sarah stated that there could be some funding in the state budget that could facilitate the renovation of the facility. Various potential funding strategies were explored. As soon as the status and meaning of the condemnation are determined, and if the existing conditions would allow, the next step would be for the DSDC to seek a development partner. In anticipation of a favorable determination, Sarah will prepare an RFQ to identify a potential partner.
4. Product Development – met with Stephen Wensman to review the rezoning application for West Smithfield Industrial Park. Stephen gave direction as to how the parcels should be listed and what items on the form were critical to moving the rezoning forward.
5. Product Development - met with Chris Johnson to discuss various issues associated with West Smithfield Industrial Park. We updated him on the status of the rezoning. Chris inquired about infrastructure extensions to serve projects that may locate on an interior parcel in the park. Chris wanted to determine the town’s policy on water and sewer line extensions. Chris also pointed out that the park was recently eliminated from a site search because the town’s height restrictions were lower than the required ceiling heights for the project. He believes Smithfield’s height restrictions are left over from a time when that was the safe limit of the fire department’s ability to fight a fire. He believes that the height limits should be reexamined and adjusted to the highest safe levels so as to maximize the town’s ability to be considered for future projects.

6. BRE – continue in our attempts to schedule a meeting with Greg Pari of Penn Compression. He asked for, and we have sent several dates in September for the meeting.
7. BRE – a meeting with an existing business will be rescheduled, at the owners request for September or October.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-AUGUST 26 2019

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program		Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
			Commercial Realtors		Maintaining on-going contact with realtors.	
116			SEDAC		Maintaining on-going contact with SEDAC.	
			East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
			Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support						
	Reestablish the Existing Industry Outreach Program					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
		Developing an introductory letter to be mailed by January 2017				
		Schedule visitations			Visitations are on-going.	Contacted several companies via phone to discuss the town's renewed emphasis on BRE.
						Continued to seek at date to visit Greg Pari at Penn Compression. Several dates in September were sent for his review.
117						A meeting set for August 12, will be rescheduled at the business owner's request, because of an unexpected conflict.
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment			JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	
	Attract new business investment and jobs	Identify needs of major companies in the County that Smithfield can capitalize on				

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
				Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.	Met with Chris Johnson to discuss needs of new locations and expansions that are coming to the county. The number one need is product-buildings. Cold Storage facilities were identified as a specific need.
Town Image/Gateways					
	Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	Met with a developer who expressed developing a parcel located a one of Smithfield's gateways. The developer has been involved in many successful projects and what the vision he expressed for the property would greatly enhance the area and improve the aesthetics. We will follow up with the developer to identify ways that we can encourage him to make his vision a reality.
		East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
		Business Community			
	Conduct a Visioning/Branding process				

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Received a draft strategic communications plan from Michelle Vaught, VP of Marketing for ElectriCities.
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
119					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development						

ACTIVITY	Industrial Sites and Buildings	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Increase the Town's product inventory	County and SEDAC		<p>Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory</p>	<p>Discussed the recertification of the WH property with Stephen Wensman. Stephen raised several questions about the property such as current zoning in the land use plan, other uses of the property, and highway access. Further research and discussions will be conducted before moving forward on recertification.</p>
					<p>The town is partnering with Johnston County Economic Development on assembling properties for an industrial park that will then be certified. Five parcels lie within the town's corporate limits. Land owners will be contacted to secure the properties for the project.</p>	<p>Met with Stephen Wensman for guidance on the rezoning application for West Smithfield Industrial Park.</p>

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Spoke with Chris Johnson re: the town's policy on water and sewer extensions to interior sites in West Smithfield Industrial Park. Chris also discussed the town's height restrictions and how they had eliminated the town from a site search. He recommended that they be examined to see if they could be raised.
	Infrastructure Improvements	Golden LEAF Grant	Public Works Department- Johnston County		The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park. The GL Board will approve the projects at their April meeting.	Estimates for the number of jobs that West Smithfield Industrial Park could support and the average wage of those jobs are being prepared to be included in a follow up information request from the Golden LEAF in support of the grant.
Downtown Redevelopment						

ACTIVITY	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	Met with Sarah Edwards to discuss the status of the OTH. It was determined that we needed clarification of the status of the condemnation, and what that actually means. The DSDC has an option on the property and the clarification of the status and definition of the condemnation are key to developing the next steps forward. In anticipation of a favorable status, Sarah is preparing an RFQ to identify a development operator.
						Met with Sarah Edwards re: the brewery project. She thinks an agreement has been reached between the owner and the potential operator and they have 2-3 brewer prospects. The architect is preparing as-built drawings.
Internal/External Marketing						Met with a businessman who had recently purchased a building in town to discuss the redevelopment of the property. In response to his inquiry, we recommended an engineer for an evaluation of the building.
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	Met with the Chamber's Economic Development Committee to give an update on the town's economic development efforts.
		Develop a newsletter			Exploring options for newsletter.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	External	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The ElectriCities Smart Communities Grant Award was received and will be used to enhance the town's marketing materials.
	Internal/External	Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	Met with Shanna and Randy Capps re: the publication of the marketing booklet. Content and a proposed production scheduled were discussed. The document will be designed to allow for annual updates and an abbreviated version of the town's annual report will be included. The required items for production were identified and a person was assigned to each to ensure that the publication moves forward in a timely manner.
Johnston Community College						
	Identify JCC needs that can be translated into economic development activities	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
Incentives						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	Tim, Mike Scott, and Rocky discussed what options may be available for the redevelopment of the OTH. Incentives the town may be willing to consider for the project, the recruitment of a brewery, and other economic development projects were discussed.
Retirement Development		Determine interest in advancing this initiative				Discussed the potential retirement community development with the property owner's project manager. There are some issues with the property that need to be further evaluated. We will follow-up with the manager in a few weeks. Again, we offered the town's assistance for the project
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	Met with Sarah Edwards and Mike Fleming to revisit Mike's idea of promoting redevelopment or renovation of housing in the areas near downtown. Several communities that have had success in this area were identified and the practices and methods that they used to achieve this success will be researched.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	Reviewed a social media promotion that supported retail in a nearby community. It was decided to approach the Chamber to support a similar initiative to promote retail in Smithfield.
						Met with the Principles of Adventure Development to discuss their plans for the redevelopment/renovations of the Pine Needles Shopping Center. We offered in support for their efforts.
						Also met with the principles of Adventure Development to discuss their interest in developing a East Market Street parcel. The asking price is too high to make the project financially feasible. Some ideas that would mitigate the cost were discussed and we will follow-up on those strategies and get back to the developers.
Public Education						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES



FINANCE DEPARTMENTAL REPORT FOR JULY, 2019

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other.....	\$3,205,053
Franchise Tax.....	0
Sales & Use Tax.....	235,584
Powel Bill.....	0
Total Revenue	\$3,440,637

Expenditures: General, Water, Electric and Firemen’s Fund..... \$2,780,685

FINANCE:

- Compiled and submitted monthly retirement report on 7/31/2019
- Issued 92 purchase orders
- Processed 705 vendor invoices for payment and issued 378 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 7/12/19, and 7/26/19
- 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 2 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,216
- Processed 10 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$36,844.85 (EMS = \$9,953.27; SRAC = \$6,128.15; Utility= \$20,763.43; and Other = \$0).
- Invoiced 3 grave opening for a total of \$2,100.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$5,721.15 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$3,975 in credit/debit card fees.

FINANCE DIRECTOR

- Attended Town Council Meeting on July 9, 2019
- Reported Cash Deposits and Investments (Form LGC-203) at June 30, 2019, to the Local Government Commission on July 17, 2019
- Completed and mailed Annual Notification of Accounts by Depositor to banks holding Town deposits on July 17, 2019
- Successfully completed bank reconciliation of Town’s Central Depository Account held at First Citizens Bank for the month of June, 2019, on July 23, 2019
- Prepared for upcoming workers comp audit scheduled for August 1, 2019.
- Completed annual Powell Bill report on 7/31/2019



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

July

Town Council

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

Planning Board

Zoning Map Amendments	0
Zoning Ordinance Ammendments	1
Major Subdivisions	0
Town Plan Review	1
	2

Board of Adjustment

Variance	0
Admin Appeal	0

Historic Properties Commission

Certificate of Appropriateness	0
Historic Landmarks	0



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Permit Issued for July 2019

		Permit Fees	Permits Issued
Zoning	Land Use	1,200.00	12
Site Plan	Major Site Plan	\$400.00	4
Site Plan	Minor Site Plan	\$250.00	4
Zoning	Sign	\$150.00	3
Report Period		\$2,000.00	23
Fiscal YTD Total:		\$2,000.00	23

SP19-000046	Site Plan	Major Site Plan	American Pride Express Car Wash	1203 North Brightleaf Blvd
Z19-000103	Zoning	Sign	Dupree House - Chefella's	709 South Third St.
Z19-000096	Zoning	Land Use	BDSI Inc	3175 South Brightleaf Blvd
Z19-000092	Zoning	Sign	Wash Land	1304 South Brightleaf Blvd
Z19-000093	Zoning	Land Use	The Sweet Treat	511 South Brightleaf Blvd
Z19-000094	Zoning	Land Use	Kirstoms Kreations	511 South Brightleaf Blvd
Z19-000095	Zoning	Land Use	Smithfield Home Health	511 South Brightleaf Blvd
SP19-000040	Site Plan	Minor Site Plan	Above Ground Pool 18' X 48"	614 South Fourth Street
SP19-000041	Site Plan	Major Site Plan	Johnston County WWTP	1000 East Huntley St
SP19-000042	Site Plan	Major Site Plan	Saint Ann Parking Lot Expansion	4079 West US 70 Highway
Z19-000098	Zoning	Land Use	Chefella's at The Dupree House	709 South Third Street
SP19-000043	Site Plan	Minor Site Plan	14' x 63. class B manufacture home	2003 South Brightleaf Blvd
Z19-000099	Zoning	Land Use	Stewart's Detail Shop	116 South Brightleaf Blvd
Z19-000100	Zoning	Land Use	Devoted Hearts Childcare	651 Brightleaf Boulevard
Z19-000106	Zoning	Sign	Devoted Hearts Childcare	651 Brightleaf Blvd
SP19-000044	Site Plan	Major Site Plan	Faith Miracle Ministries	670 Blount Street
Z19-000101	Zoning	Land Use	Barnes Beautiful Hair Salon	201-3 South Brightleaf Blvd
Z19-000102	Zoning	Land Use	Precious Things Gift Shop	24 Noble Street
SP19-000045	Site Plan	Minor Site Plan	West Campus Mobile Classroom	211 South Rose Street
Z19-000104	Zoning	Land Use	Emy Neuman-Javornik PLLC CPA	208-C Bridge Street
SP19-000047	Site Plan	Minor Site Plan	Modular Classroom	501 South Second St.
Z19-000105	Zoning	Land Use	Doc's On Call The Precise Cut	28 Noble Street
Z19-000107	Zoning	Land Use	Perfume Stop	1025 Outlet Center Dr.

REPORTED UCR OFFENSES FOR THE MONTH OF JULY 2019

PART I CRIMES	July 2018	July 2019	+/-	Percent Changed	Year-To-Date 2018	Year-To-Date 2019	+/-	Percent Changed
MURDER	0	1	1	N.C.	0	1	1	N.C.
RAPE	0	0	0	N.C.	1	3	2	200%
ROBBERY	1	1	0	0%	8	6	-2	-25%
Commercial	0	0	0	N.C.	1	2	1	100%
Individual	1	1	0	0%	7	4	-3	-43%
ASSAULT	7	2	-5	-71%	23	39	16	70%
* VIOLENT *	8	4	-4	-50%	32	49	17	53%
BURGLARY	5	6	1	20%	41	37	-4	-10%
Residential	4	4	0	0%	25	26	1	4%
Non-Resident.	1	2	1	100%	16	11	-5	-31%
LARCENY	40	35	-5	-13%	254	182	-72	-28%
AUTO THEFT	0	1	1	N.C.	7	9	2	29%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	45	42	-3	-7%	302	228	-74	-25%
PART I TOTAL:	53	46	-7	-13%	334	277	-57	-17%
PART II CRIMES								
Drug	19	30	11	58%	189	170	-19	-10%
Assault Simple	6	5	-1	-17%	74	47	-27	-36%
Forgery/Counterfeit	2	2	0	0%	22	16	-6	-27%
Fraud	2	2	0	0%	23	23	0	0%
Embezzlement	0	0	0	N.C.	3	1	-2	-67%
Stolen Property	2	1	-1	-50%	14	5	-9	-64%
Vandalism	2	10	8	400%	30	45	15	50%
Weapons	3	1	-2	-67%	19	3	-16	-84%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	3	5	2	67%
D. W. I.	6	6	0	0%	36	52	16	44%
Liquor Law Violation	0	2	2	N.C.	3	6	3	100%
Disorderly Conduct	0	4	4	N.C.	6	11	5	83%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	1	1	N.C.	0	2	2	N.C.
All Other Offenses	5	31	26	520%	46	221	175	380%
PART II TOTAL:	47	95	48	102%	470	607	137	29%
=====								
GRAND TOTAL:	100	141	41	41%	804	884	80	10%

N.C. = Not Calculable



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING July 31, 2019**

I. STATISTICAL SECTION

Month Ending July 31, 2019	July 2019	July 2018	Total 2019	Total 2018	YTD Difference
Calls for Service	1849	1979	11,688	13458	-1770
Incident Reports Completed	150	123	994	974	20
Cases Closed	117	89	700	680	20
Accident Reports	66	68	516	497	19
Arrest Reports	121	109	671	756	-85
Burglaries Reported	9	5	42	43	-1
Drug Charges	51	28	249	246	3
DWI Charges	5	6	46	38	8
Citations Issued	159	290	1136	1715	-579
Speeding	26	123	219	597	-378
No Operator License	38	50	269	319	-50
Registration Violations	20	24	135	249	-114

II. PERSONNEL UPDATE

The police department currently has three (3) vacant patrol officer positions. The agency has one background investigation under way. Interviews are being scheduled for applications that have just been received at the end of the month.

III. MISCELLANEOUS

Mandatory in-service training was continued in July, with most courses be completed on line. The department assisted with Fun in the Park and it was a huge success. We look forward to assisting with this each year. The officers continue to meet with various groups as requested to speak about safety concerns.



**Town of Smithfield
Fire Department
July 2019**

I. Statistical Section

Responded to	2019 July	July IN	July OUT	2018 July	2019 IN	2019 OUT	2019 YTD	2018 YTD
Total Structure Fires Dispatched	13	5	8	10	33	44	77	58
Confirmed Structure Fires (Our District)	4	4	0	2	16	4	20	19
Confirmed Structure Fires (Other Districts)	3	0	3	4	0	24	24	8
EMS/Rescue Calls	116	109	7	129	826	41	867	987
Vehicle Fires	1	1	0	2	4	1	5	15
Motor Vehicle Accidents	9	9	0	19	109	18	127	137
Fire Alarms (Actual)	7	7	0	7	60	2	62	62
Fire Alarms (False)	21	20	1	12	84	6	90	61
Misc./Other Calls	43	33	10	26	182	32	204	186
Mutual Aid (Received)	5	0	0	2	0	0	28	39
Mutual Aid (Given)	15	0	0	4	0	0	56	37
Overlapping Calls (Calls at the same time)	39	0	0	21	0	0	299	183
TOTAL EMERGENCY RESPONSES	204	183	21	205	1271	128	1399	1497

* 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**).

	July	YTD
Fire Inspections/Compliance Inspections	48	278
Public Fire Education Programs	8	26
Children in Attendance	360	1292
Adults in Attendance	175	496
Plans Review Construction/Renovation Projects	2	22
Fire Code Citations	0	2
Fire Lane Citations	0	0
Consultation/Walk Through	14	69
Re-Inspections	1	42

II. Major Revenues

	July	YTD
Inspections	\$800.00	\$7,810.00
False Alarms	\$0.00	\$2,900.00
Fire Recovery USA	\$996.00	\$3,374.00
EMS Debt Setoff	\$160.25	\$2,017.86

Major Expenses for the Month:

III. Personnel Update:

- Phil Goodwin Volunteer firefighter retired with 26 years of service.
- Alex Curry was added to our roster as a new Volunteer Probationary Firefighter.

IV. Narrative of monthly departmental activities:

- We participated in an Event or Fire prevention/Training program's in the month of July:
 - South Smithfield 4th of July Parade.
 - Kiddie Kollege - day care fire safety training.
 - First Baptist Church - Kool Kids Sprinkler.
 - My Kids Club, South-Smithfield Elementary - Kool Kids Sprinkler and Fire Safety.
 - West Smithfield Elementary - Kool Kids Sprinkler.
 - Skyware Global – facility tour with fire safety training.
 - Fun in the Park – Kool Kids Sprinkler and fire safety.
 - Kool Kids Sprinkler at 825 Midway St.

Appearance Commission July Monthly Report:

Stump Removal

- Removed tree stump from right of way beside SoDoSo restaurant.

Brick Work in the Downtown Area

- Replaced damaged bricks in sidewalk area beside SoDoSo restaurant.

Above locations are areas in downtown where street trees were removed from right of way.

Next Appearance Commission meeting is scheduled on Tuesday August 20th at 5:00pm. All meetings are held in the conference room at Town Hall.

**Town of Smithfield
Public Works Department
July 31, 2019**



206 Total Work Orders completed by the Public Works Department

6 Burials, at \$700.00 each = \$4,200.00

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

\$4,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

451 tons of household waste collected

132 tons of yard waste collected

5.84 tons of recycling collected

165 scrap tires were recycled

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
July 31, 2019



I. Statistical Section

- 6 _____ Burials
- 4 _____ Works Orders – Buildings & Facilities Division
- 16 _____ Work Orders – Grounds Division
- 45 _____ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$4,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$4,200.00
Total Revenue:	\$8,200.00

III. Major Expenses for the Month:

\$5,000.00 to Molina's Tree service for removal of 2 large Oak Trees; one at 310 N 4th Street and one at 202 E Davis Street.

IV. Personnel Update:

None for the month.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Appearance Division safety meeting was on "Accident Prevention in the Workplace".

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2019**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Assisted DSDC and Parks and Rec with two events this month.
- d. 275 Linear Feet of ditches were cleaned
- e. 20 - Work Orders – 349.2lbs. of Cold Patch was used for 36 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$1,380.00 to Core & Main for two pallets of Perma Patch Asphalt, \$4,022.25 to Southern Vac for brooms on Street Sweeper.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting on "Accident Prevention in the Workplace".

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

Location: Riverside Drive lot, S 3rd beside Travel Odyssey, 5th and Church, Woodall and SBL, Outlet Center Drive, College Road and MLK, Lee Street at CSX, 808 Martin Street, 2nd Ave, Rand and Brogden, Blount and Brogden, Blount Street, S 2nd between Hood and Holding, 808-665-845 NC Hwy 210

Starting Date: 7/1/2019
Completion Date: 7/31/2019
Description: Cut FEMA lots, town owned lots and right of ways.
Man-hours: 42hrs.
Equipment: Scag mowers, tractor with bush hog plus hand tools.
Materials: N/A

Location: 305 Woodall Street.
Starting Date: 7/2/2019
Completion Date: 7/2/2019
Description: Repaired sinkhole in drain line for positive drainage.
Man-hours: 2hrs.
Equipment: 412 pickup plus hand tools.
Materials: One 80lbs. bag of concrete.

Location: 708 Hancock, 230-250-270-735 Equity Drive, 1115-1109-1051-1025-911 Outlet Center, 907 Venture Drive, 5th and Lee, 412 N 2nd, 102 Hamilton, Wellons and Baker, 114 W Caroline, 900 Berkshire Rd, 606 Caswell, 35-29 Bradford.

Starting Date: 7/2/2019
Completion Date: 7/22/2019
Description: Repaired 36 potholes with Perma Patch Asphalt.
Man-hours: 5.82hrs.
Equipment: 412 pickup plus hand tools.
Materials: 5.82 bags of Perma Patch Asphalt.

Location: 318 Ash Street.
Starting Date: 7/3/2019
Completion Date: 7/3/2019
Description: Cut Nuisance property for Planning Dept.
Man-hours: 1.5hrs.
Equipment: 2 scag mowers plus hand tools.
Materials: N/A

Location: Lassiter Street.
Starting Date: 7/9/2019
Completion Date: 7/9/2019
Description: Repaired damaged drain line with two yards of 3000psi concrete.
Man-hours: 2hrs.
Equipment: 412 pickup plus hand tools.
Materials: Two yards of 3000psi concrete.

Location: Rhythm & Brews also Annual Championship Swim meet.
 Starting Date: 7/19/2019
 Completion Date: 7/23/2019
 Description: Delivered traffic cones and event containers for events.
 Man-hours: 6hrs.
 Equipment: 412 plus cone trailer.
 Materials: 45 traffic cones and 8 event containers.

Location: Venture Drive and Outlet Center Drive intersection.
 Starting Date: 7/23/2019
 Completion Date: 7/23/2019
 Description: Repaired low shoulder at stop light.
 Man-hours: 2hrs.
 Equipment: 420 Cat backhoe plus hand tools.
 Materials: 2 yards of ABC stone.

Location: Vermont Street Culvert.
 Starting Date: 7/23/2019
 Completion Date: 7/23/2019
 Description: Repaired culvert erosion on East side of road.
 Man-hours: 1.5hrs.
 Equipment: 412 pickup plus hand tools.
 Materials: Two yards of rip rap rock and one yard of 3000psi concrete.

Location: Outlet Center Drive.
 Starting Date: 7/25/2019
 Completion Date: 7/25/2019
 Description: Removed 12 bags of litter from roadside.
 Man-hours: 4hrs.
 Equipment: 300 pickup.
 Materials: N/A

Location: North Street shoulder at Roses' MHP.
 Starting Date: 7/26/2019
 Completion Date: 7/26/2019
 Description: Repaired low shoulder of roadway.
 Man-hours: 6hrs.
 Equipment: 420 Cat backhoe and 408 Flatbed.
 Materials: Three loads of ABC stone.

Location: Vermont Street Culvert.
 Starting Date: 7/30/2019
 Completion Date: 7/30/2019
 Description: Painted curb yellow where culvert washed out. Installed 4 reflectors for safety.
 Man-hours: 2.25hrs.
 Equipment: 401 pickup plus hand tools.
 Materials: One gallon of yellow paint and 4 reflectors.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
July 31, 2019**



I. Statistical Section

- 0 Preventive Maintenances
- 0 North Carolina Inspections
- 37 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Purchased a shop tool box from Lowe's for \$790.20

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Accident Prevention in the Workplace".

Town of Smithfield
Public Works Sanitation Division
Monthly Report
July 31, 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 451 tons of household waste
- c. Sanitation forces disposed of 66 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 165 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.99 tons of recyclable plastic
- h. Recycled 1640 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 2260 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0.00 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 2460 lbs. of shredder steel for \$79.95 to Omni Source

III. Major Expenses for the Month:

Paid \$1,170.00 to White's tire for 6 tires.

IV. Personnel Update:

No new employee was hired. Utilized temp. labor in the vacant position.

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 Smith Collins Park July 20, 2019. Provided roll out containers and event containers for special events held at the SRAC swim meet July 21, 2019. The Public Works Department safety meeting was on "Accident Prevention in the Workplace."
Community Service Workers worked 28.42 hrs.



PARKS AND RECREATION

MONTHLY REPORT FOR JULY, 2019

PROGRAMS STATISTICS	July, 2019		July, 2018	
NUMBER OF PROGRAMS	12		16	
TOTAL ATHLETICS PARTICIPANTS	1166		293	
TOTAL NON/ATHLETIC PARTICIPANTS	413		1030	
NUMBER OF GAMES PLAYED	154		63	
TOTAL NUMBER OF PLAYERS (GAMES)	3296		1064	
NUMBER OF PRACTICES	16		24	
TOTAL NUMBER OF PLAYER(S) PRACTICES	288		1400	
SYCC VISITS	247			
	July, 2019	19/20 FY YTD	July, 2018	18/19 FY YTD
PARKS RENTALS	26	26	16	16
USERS (PARKS RENTALS) <i>(Includes tournament spectators)</i>	6768	6768	3708	3708
TOTAL UNIQUE CONTACTS	11,012		7,495	
	July, 2019	19/20 FY YTD	July, 2018	18/19 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 16,721.00	\$ 16,721.00	\$ 6,607.00	\$ 6,607.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 57,381.00	\$ 57,381.00	\$ 51,588.00	\$ 51,588.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ -
SYCC EXPENDITURES	\$ 1,678.00	\$ 1,678.00		
HIGHLIGHTS	Hosted Tar Heel Leagues District 5 Baseball Tournaments with 19 Teams Hosted Tar Heel Leagues State Baseball Tournaments with 40 Teams			



SMITHFIELD RECREATION AND AQUATICS CENTER

SRAC MONTHLY REPORT FOR JULY, 2019

PROGRAMS SATISTICS

NUMBER OF PROGRAMS	24	23
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	4852	4688

	July, 2019	19/20 FY YTD	July, 2018	18/19 FY YTD
SRAC MEMBER VISITS	4840		6219	
DAY PASSES	2110		1897	
RENTALS (SRAC)	43		95	
USERS (SRAC RENTALS)	2581		6376	
TOTAL UNIQUE CONTACTS	14,383		19,180	

FINANCIAL STATISTICS

	July, 2019	19/20 FY YTD	July, 2018	18/19 FY YTD
SRAC REVENUES	\$ 63,743.00	\$ 63,743.00	\$ 73,431.00	\$ 73,431.00
SRAC EXPENDITURES	\$ 94,491.00	\$ 94,491.00	\$ 100,582.00	\$ 100,582.00
SRAC MEMBERSHIPS	2781		3707	

HIGHLIGHTS

Hosted the Southern Metro Championship Swim Meet with 600+ Swimmers and 1500+ spectators



- **Statistical Section**

- Electric CP Demand 29,534 Kw relative to June's demand of 25,176 Kw.
- Electric System Reliability for was 99.997%, with three (3) recorded outage; relative to June's 99.993%.
- Raw water treated on a daily average was 4.596 MG relative to 4.233 MG for June; with maximum demand of 5.371 MG relative to June's 5.360 MG.
- Total finished water to the system was 130.840 MG relative to June's 117.071 MG. Average daily for the month was 4.221 MG relative to June's 3.776 MG. Daily maximum was 5.037 MG (July 30th) relative to June's 4.937 MG. Daily minimum was 3.567 (July 25th), relative to June's 3.261 MG.

- **Miscellaneous Revenues**

- Water sales were \$261,553 relative to June's \$264,009
- Sewer sales were \$398,195 relative to June's \$407,975
- Electrical sales were \$1,453,975 relative to June's sales of \$1,438,201
- Johnston County Water purchases were \$163,194 for 74.179 MG relative to June's \$137,332 for 68.666 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,239,742 relative to June's \$1,070,453.
- Johnston County sewer charge was \$211,548 for 57.766 MG relative to June's \$176,795 for 53.028 MG.

- **Personnel Changes –**

- There were no changes in the month of July



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

I. Statistical Section

- Street Lights repaired –25
- Area Lights repaired -13
- Service calls – 46
- Underground Electric Locates –308
- Poles changed out, installed or removed-1
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Fire protection & safety.

V. Miscellaneous Activities:

- Finished all inventory count.
- Continuing conversion work on the south side of Town. (Holding St. to Wellons St.)
- Relocated/Replace equipment for better communication of the AMI Nexgrid system.
- Started/Finished installing last round of Nexgrid residential meters.
- Install new Nexgrid equipment around Buffalo Rd. & Booker dairy Rd. for communication with new meters.



WATER & SEWER

JULY 2019 MONTHLY REPORT

● DISCONNECT WATER	2
● RECONNECT WATER	1
● TEST METER	4
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	3
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	19
● METER CHECKS	28
● METER REPAIRS	10
● WATER MAIN/SERVICE REPAIRS	17
● STREET CUTS	13
● REPLACE EXISTING METERS	10
● INSTALL NEW METERS	3
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	1
● SEWER REPAIRS	10
● CLEANOUTS INSTALLED	10
● INSPECTIONS	15
● SEWER MAIN CLEANED	425LF

- SERVICE LATERALS CLEANED 550LF
- SERVICE CALLS 126
- LOCATES 328

- 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 JULY

- Corbett starting replacement of sewer outfall manhole risers behind lift station #1.
- Corbett starting replacement of water line on Massey St.

PERSONNEL UPDATES

-
-

UPCOMING PROJECTS FOR THE MONTH OF AUGUST

- McClung's will be starting the upgrades at SLS #5.
- Will be getting quotes to upgrade stations 8, 13, and to install new grinder at #1.

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	06/17/19	3.4	15	7965	10	North Street	07/08/19	2.6	15	17820	40
Computer Drive	06/17/19	3.4	15	31860	10	West Street	07/08/19	2.6	15	78030	50
Castle Drive	06/17/19	3.2	15	7965	10	Regency Drive	07/08/19	3.4	15	63720	60
Parkway Drive	07/29/19	3.4	15	63720	40	Randers Court	07/08/19	3.2	15	15930	40
Garner Drive	07/29/19	3.2	15	63723	40	Noble Street	07/08/19	3	15	15930	40
Hwy 210 LIFT ST.	07/29/19	3.2	15	15930	40	Fieldale Dr#1(L)	07/08/19	2.8	15	63720	40
Skyland Drive	07/29/19	3.4	15	7965	10	Fieldale Dr#2(R)	07/08/19	2.6	15	63720	40
Bradford Street	07/29/19	3.4	15	15930	10	Heather Court	07/08/19	3	15	15930	40
Kellie Drive	07/29/19	3.2	15	7965	10	Reeding Place	07/08/19	3.2	15	15930	40
Edgewater	07/29/19	2.8	15	7965	10	East Street	07/09/19	2.8	15	63720	40
Edgecombe	07/29/19	2.6	15	15930	40	Smith Street	07/09/19	3.2	15	63720	40
Valley Wood	07/29/19	3.4	15	63720	40	Weillons Street	07/09/19	2.6	15	63720	40
Creek Wood	07/29/19	3.2	15	63720	40	Kay Drive	07/09/19	1.2	15	38985	15
White Oak Drive	07/29/19	3.4	15	7965	10	Huntington Place	07/09/19	1.2	15	38985	15
Brookwood Drive	07/29/19	3.2	15	22515	5	N. Lakeside Drive	07/08/19	1.2	15	9750	15
Runnymede Place	07/30/19	3.4	15	31860	10	Cypress Point	07/08/19	1	15	34890	12
Nottingham Place	07/30/19	3.2	15	38985	10	Quail Run	07/08/19	1.2	15	8715	12
Heritage Drive	07/30/19	3.2	15	38985	10	British Court	07/08/19	1.4	15	8715	12
Noble Plaza #1	07/30/19	2.8	15	9750	10	Tyler Street	07/08/19	1.4	15	78030	60
Noble Plaza #2	07/30/19	3	15	9750	10	Yelverton Road	07/08/19	1.4	15	63720	40
Pinecrest Street	07/30/19	3.2	15	19500	10	Ava Gardner	07/08/19	1.4	15	63720	40
S. Sussex Drive	07/30/19	3.4	15	31860	10	Waddell Drive	07/08/19	3	15	7965	10
Elm Drive	07/30/19	3.4	15	9750	10	Henly Place	07/09/19	3.2	15	8715	12
						Birch Street	07/09/19	3.4	15	34890	12
Coor Farm Supply	07/29/19	3.2	15	7965	10	Pine Street	07/09/19	3.4	15	38985	15
Old Goldsboro Rd.	07/29/19	3.2	15	7965	10	Oak Drive	07/09/19	3.4	15	37695	14
Hillcrest Drive	07/29/19	3.4	15	31860	10	Cedar Drive	07/09/19	3.4	15	31860	10
Eason Street	07/29/19	2.6	15	38985	40	Aspen Drive	07/09/19	3.4	15	34890	12
Magnolia circle	07/29/19	3	15	78030	40	Furlonge Street	07/09/19	3.4	15	34890	12
Rainbow Drive	07/29/19	2.2	15	19500	60	Golden Corral	07/09/19	3.2	15	40290	16
Rainbow Circle	07/29/19	2.8	15	19500	60	Holland Drive	07/09/19	3.4	15	9750	15
Moonbeam Circle	07/29/19	2.6	15	19500	60	Davis Street	07/09/19	3	15	34890	12
Ray Drive	07/29/19	2.8	15	15930	60	Caroline Ave.	07/09/19	3	15	31860	10
Will Drive	07/29/19	2.8	15	63720	40	Johnston Street	07/09/19	3.2	15	38985	15
Michael Lane	07/30/19	2.8	15	63720	40	Ryans	07/09/19	3	90	9750	15
Ward Street	07/30/19	2.4	15	15930	40						

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MONTHLY WATER LOSS REPORT

JULY, 2019

(1) Meters with slow washer leaks

(7) ¾" Line, 1/8" hole – 1day

1" Line, 1/8" hole – 1day

(2) 1" Line, 1/8" hole – 5days

(3) ¾" Line, 1/8" hole – 4days

2" Line, 1/8 hole – 4hrs

8" Line, 8" split – 4hrs

Fire Hydrant slow drip