

The Smithfield Town Council continued the recessed June 7, 2016 regular meeting on Monday, June 20, 2016 at 6:30 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Emery D. Ashley, Mayor Pro-Tem
J. Perry Harris, District 2
Travis Scott, District 3
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1
Roger A. Wood, District 4

Administrative Staff Present

Michael L. Scott, Town Manager
Jim Freeman, Interim Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works Director
Ted Credle, Public Utilities Director
Gary Johnson, Parks & Rec Director
R. Keith Powell, Interim Chief of Police
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Staff absent

Tim Kerigan, Human Resources/PIO

Mayor Moore reconvened the meeting at 6:30 pm.

Smithfield Benefits Update – Mark III

Town Manager Michael Scott informed the Council that staff was contacted by our insurance broker, Mark III, to address a change in our dental insurance. Mr. Scott explained the current plan that was presented in the budget included a 19% increase. Mark III renegotiated with Guardian and the increase in premiums was reduced by 4%. While they were renegotiating with Guardian, another company Ameritas provided a quote that was significantly less with less coverage. It was the opinion of Mark III that the quotes received from Ameritas was significantly less because they were trying to get the Town's business. It was the broker's recommendation to remain with Guardian at the current coverage levels.

Mr. Scott further explained that the 15% increase saves the Town about \$3100 since staff had budgeted for a 19% increase. If the Council elected to switch carriers to Ameritas, it would be a savings of \$8,000 a year. It was the recommendation of the Town Manager to remain with Guardian at the current coverage levels. Mr. Scott explained that Town employees have already had open enrollments and if anything was changed, then all employees would have to be informed.

Councilman Scott made a motion, seconded by Councilman Dunn, to approve the request to remain with Guardian for dental benefits at the current coverage. Unanimously approved.

Firefighter Positions

Town Manager Michael Scott explained that he and Finance Director Greg Siler reviewed the General Fund budget to locate any savings to fund the three firefighter positions. Mr. Scott and Mr. Siler identified several areas of cost savings. Mr. Scott informed the Council that the Fair Labor Standards Act (FLSA) was proposing an increase to the salaries of those employees classified as exempt. The first proposed amendment to the FLSA was to increase the salaried amount to \$50,440 effective July 1. This proposed amendment was recently updated and the federal government chose to increase the base salary to \$47,476 effective December 1. Given this change, \$11,150 was saved in the general government department, \$4,770 was saved in the Public Works Department and \$1,770 was saved in the SRAC budget.

Councilman Scott questioned the feasibility of an employee being classified as exempt or non-exempt. Mr. Scott responded that in some cases it was more cost effective to leave those exempt employees and increase their wages then to have to pay overtime.

Councilman Scott questioned the amount of employees affected by this change. Mr. Scott responded that only five employees would be affected.

Mr. Scott explained that another cost savings realized was the Town's health insurance cost which was originally budgeted at a six percent (6%) increase. The Town is only realizing a 3.09% increase. The budgeted savings was \$28,770.

Mr. Scott informed the Council that it was at this point where Fire Chief Blanton, the Finance Director and he evaluated the current structure of the Fire Department. Mr. Scott explained that in the current budget a full time Training Officer/ Assistant Fire Chief was proposed. With this position and the additional three positions, Chief Blanton felt confident he would no longer need to utilize part-time firefighters. He would still employ two part-time inspectors and one part-time administrative assistant. Terminating employment with the part-time firefighters was discussed. Chief Blanton didn't foresee any problem with relieving the part time employees of their position as most had full time jobs elsewhere. Also proposed, was the elimination of the requested boat motor in the Fire Department (not a reoccurring expense) and also to repay the balance of a street loan.

Councilman Harris questioned if the loan payoff would occur in the current fiscal year. Mr. Scott responded that it would be paid off in this fiscal year as most departments were under budget.

Mayor Moore questioned the starting salaries of the three new fire fighters. Mr. Scott responded that they would start at the base salary of \$33,100.

Mayor Moore questioned if the starting and maximum salaries for every employee would increase by 2%. Mr. Scott responded that the minimum and maximum salaries would increase for every employee and classification by 2% for the first time since 2009.

Mayor Pro-Tem Ashley stated that the Council was presented with a grant opportunity to pay these three positions. He asked staff to investigate the first responder program and the cost for fire protection service for response to those in the rural fire tax district.

Mayor Moore asked Chief Blanton if he was confident that he would not be back in front of the Council in a few months requesting part time employees if three firefighters were hired. Chief Blanton responded he was very confident that these three employees would be sufficient. The only time he could possibly need assistance would be during vacation situations, but he felt confident he could manage.

Powell Bill

Town Manager Michael Scott informed the Council that due to a posting error, the Powell Bill Fund did not appear on the budget summary balance sheet presented on May 24th. The budget must be amended to account for Powell Bill expenditures; \$7,500 was eliminated from General Government. This money was originally left in the budget in case the Town Manager needed to seek legal advice when evaluating changes to personnel structures and positions that may be recommended to the Council in the future. There has been \$40,000 removed from the Planning Budget allocated for a Storm Water Action Plan. This is money that would have been used to hire an outside firm to create a plan and recommendation on how the Town should proceed with the Town's storm water runoff and its possible negative impact on the Neuse River. While this is an important issue to address, it is not exigent at this time. The Finance Department was budgeted to purchase a new Finance Records Management System at a cost of \$195,000. Because of the structure in place to get the new system operational, a projection of \$57,500 will be needed in FY 2016-17. The additional \$137,500 would be budgeted as a capital project in FY 2017-18.

Councilman Scott questioned if the street repair plan was still in place. Public Works Director Lenny Branch responded that it was still in place and that the Town's Engineer was reviewing the plan to find out if there are now other streets that have become more of a priority.

Franchise Tax Revenue Estimate

The Franchise Tax revenue estimate has been increased by \$100,000. The Town Manager had originally used this amount in his original projections as actual revenues in FY 2014-15 were \$1,018,994 with current year projected revenues of \$1,010,000. Franchise revenues are received quarterly. The revenue projection provided to Council on May 24th was \$900,000. This revenue estimate has been increased to \$1,000,000. It is likely with the additional hotel that has just recently opened for business, along with the additional businesses opening in FY 2016-17, that these revenues will be higher than previous years.

Mayor Pro-Tem Ashley stated that Planning Director Paul Embler had previously specified that the storm water management and Mr. Siler indicated that the financial software package were necessary. Mr. Scott responded that he had been hesitant about the storm water management study because once it was completed, the Town would have to act on it. He further explained that the financial software conversion would begin this year and the balance would be budgeted in the next fiscal year.

Town Manager Michael Scott informed the Council that all proposed changes are in the budget and the budget ordinance.

Councilman Harris questioned if the Pine Acres fence and landscaping was in the budget. Mr. Scott responded that it would be paid out of contingency funds or it could be paid out of the savings realized in this year's budget. Mr. Scott stated the funds could be encumbered now. It was the opinion of Mayor Pro-Tem Ashley to encumber those funds now so that the Council wouldn't have to worry about it later. Mr. Scott informed the Council that a fence would have to be constructed behind the Waffle House for approximately 175 feet. When the Town received an easement for pipe relocation, the Town agreed to replace the fence.

Mr. Scott also informed the Council

Councilman Rabil made a motion, seconded by Councilman Dunn, to approve the FY 2016-2017 Budget and the Budget Ordinance. Councilman Rabil, Councilman Dunn and Councilman Scott voted in favor of the motion. Mayor Pro-Tem Ashley and Councilman Harris voted against the motion. Motion passed 3-2

**TOWN OF SMITHFIELD
BUDGET ORDINANCE
FY 2016-2017**

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, meeting in the Smithfield Town Hall Council Chambers on this 20th day of June, 2016, that the following fund revenues and departmental expenditures, together with certain restrictions and authorizations, are adopted:

Section I. General Fund

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Current & Prior Year Property Taxes	5,998,779
Sales and Services	2,316,520
Licenses, Permits and Fees	78,244
Unrestricted Intergovernmental Revenues	3,192,700
Restricted Intergovernmental Revenues	547,000
Investment Earnings	6,000
Loan Proceeds	104,000
Other	553,475
Fund Balance Appropriated	726,225
	13,522,943

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in

accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

General Government	389,407
Non-Departmental	898,709
Debt Service	1,283,352
Finance	159,792
Planning	367,698
Police	3,608,035
Fire	1,494,473
General Services	474,072
Streets	1,251,604
Garage	91,880
Powell Bill	348,225
Sanitation	1,237,219
Parks/Recreation	817,422
Aquatics Center	927,503
Contingency	173,552
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	13,522,943

Section II. Water and Sewer Fund

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Water Sales	2,890,000
Sewer Sales	3,270,000
Investment Earnings	9,000
Other Revenues	738,210
Fund Balance Appropriated	-
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	6,907,210

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Water Treatment Plant	1,721,097
Water and Sewer Distribution	4,585,521
Debt Service	495,361
Contingency	105,231
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	6,907,210

Section III. Electric

It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Electric Sales	16,894,747
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Penalties	400,000
Investment Earnings	16,000
Other Revenues	27,000
Fund Balance Appropriated	-
	17,337,747

The following amounts are hereby appropriated in the Electric Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Electric Dept. Operation	16,674,273
Debt Service	359,972
Contingency	303,502
	17,337,747

Section IV. Firemen's Relief Fund

It is estimated that the following revenues will be available in the Firemen's Relief Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Fund Balance Appropriated (from Firemen's Relief Fund)	9,000
Interest	90
	9,090

The following amounts are hereby appropriated in the Firemen's Relief Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Firemen's Supplemental Retirement	9,090
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Section V. Smithfield Fire Tax District

It is estimated that the following revenues will be available in the Fire District Tax Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Smithfield Fire District Tax	148,000
Motor Vehicle Tax	18,000
Taxes	9,400
	175,400

The following amounts are hereby appropriated in the Fire District Tax Fund for the operation of the Town Government's Fire Service activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Transfer to General Fund	175,400
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Section VI. J. B. George Beautification Fund

It is estimated that the following revenues will be available in the J.B. George Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Interest	1,200
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The following amounts are hereby appropriated in the J.B. George Fund for the operation of the Town Government's Special Projects for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Special Projects	1,200
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Section VII. General Capital Reserve Fund

It is estimated that the following revenues will be available in the General Capital Reserve Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Transfer from General Fund	175,000
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The following amounts are hereby appropriated in the General Capital Reserve Fund for the operation of the Town Government and its capital activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Transfer to General Capital Reserve Fund for the Following Allocations:	
Backhoe	50,000
Street Sweeper	<u>125,000</u>
	175,000

Section VIII. General Capital Project Fund

It is estimated that the following revenues will be available in the General Capital Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Transfer from General Fund	823,500
Loan Proceeds	<u>104,000</u>
	927,500

The following amounts are hereby appropriated in the General Capital Project Fund for the operation of the Town Government and its capital activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Financial Software	57,500
Garbage Truck	170,000
Venture Drive Reconstruction	<u>700,000</u>
	927,500

Section IX. Water/Sewer Capital Project Fund

It is estimated that the following revenues will be available in the Water/Sewer Capital Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Transfer from W/S Fund	600,000
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The following amounts are hereby appropriated in the Water/Sewer Capital Project Fund for the operation of the Town Government and its capital activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Sludge Dewatering	90,000
I&I S&W Smithfield	100,000
Upgrd Lift Station #12 and Replace Force Main	210,000
Install 16 Inch Water Line Frank Jones Rd	<u>200,000</u>
	600,000

Section X. Electric Capital Project Fund

It is estimated that the following revenues will be available in the Electric Capital Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Transfer from Electric Fund	400,000
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The following amounts are hereby appropriated in the Electric Capital Project Fund for the operation of the Town Government and its capital activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Voltage Conversion	400,000
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Section XI. Booker Dairy Road Capital Project Fund

It is estimated that the following revenues will be available in the Booker Dairy Rd Capital Project Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Loan Proceeds	3,625,000
Transfer From Electric Fund	<u>275,000</u>
	3,900,000

The following amounts are hereby appropriated in the Booker Dairy Rd Capital Project Fund for the operations of the Town Government and its capital project activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Engineering	100,000
Misc/Atty and LGC	25,000
Power Line Relocation	275,000
Construction	<u>3,500,000</u>
	3,900,000

Section XII Tax Rate Established

An Ad Valorem Tax Rate of \$.57 per \$100 at full valuation based on estimated 99.7% tax collection percentage is hereby established as the official tax rate for the Town of Smithfield for the fiscal year 2016-2017. A tax rate for the Special Tax District to provide funding for the Downtown Smithfield Development Corporation is established at \$0.19 per \$100 valuation. A tax rate for the Smithfield Rural Fire District is established at \$0.12 per \$100 valuation.

Section XIII- Fee Schedule, Limited Privilege Licenses, and Fees

The fee schedule attached hereto and limited privilege license for the privilege of conducting trades, businesses, professions, shows exhibitions and amusements within the Town of Smithfield are hereby levied at Council adopted rates provided by the General Statute guidelines and fee schedule attached hereto.

Section XIII- Special Authorization- Budget Officer

The Town Manager shall be authorized to reallocate departmental appropriations among the various objects of expenditure.

The Town Manager shall be authorized to affect interdepartmental transfers, in the same fund, not to exceed 10 percent of the appropriated monies for the department whose allocation is affected. Any such transfers shall be reported to the Town Council at its next regular meeting and shall be entered into the minutes.

Section XV- Utilization of Budget and Budget Ordinance

This ordinance and the budget document shall be the basis of the financial plan for the Smithfield Municipal Government during the 2016-2017 fiscal year. The Budget Officer shall administer the budget, and he shall ensure that the operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The accounting section shall establish records which are in agreement with the budget and this ordinance and the appropriate statutes of the State of North Carolina. The fee schedule may be amended by majority vote of Council.

All ordinances or parts of ordinances in conflict are hereby repealed.

Year End Budget Amendments

Year End Budget Amendments of 2015-2016

Finance Director Greg Siler highlighted the budget amendments brought before the Council for consideration.

Mayor Pro-Tem Ashley requested that staff provide the Council with a beginning budget, a footnote of budget amendments made throughout the year and a final ending actual budget.

Councilman Harris made a motion, seconded by Councilman Dunn to approve the year end budget amendments of 2015-2016. Unanimously approved.

BUDGET AMENDMENTS
June, 2016

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1.			
Expenditures			
	\$	\$	\$
10-4100-0200 General Government - Salaries	68,772	24,000	92,772
10-4100-0400 General Government - Professional			
Fees	99,437	8,000	107,437
10-4100-1401 General Government - Job			
Advertising	1,750	2,000	3,750
10-4100-1500 General Government - Service			
Awards/Recognitions	1,400	3,000	4,400
10-4100-3402 General Government - Interim			
Manager	12,000	10,000	22,000
10-9990-5300 General Fund Contingency	<u>213,420</u>	<u>(47,000)</u>	<u>166,420</u>
	\$	\$	\$
	<u>396,779</u>	<u> -</u>	<u>396,779</u>

To balance the General Government Department at year end

2.			
Expenditures			
		\$	\$
10-4110-5719 Non-Departmental: Wellness			
Program	\$	-	21,000
			21,000
10-4110-5711 Non-Departmental: Public Library	252,834	27,978	280,812
10-9990-5300 General Fund Contingency	<u>166,420</u>	<u>(48,978)</u>	<u>117,442</u>
	\$	\$	\$
	<u>419,254</u>	<u> -</u>	<u>419,254</u>

To establish and fund the Wellness Program as approved at the 4/21/2015 Council Work Session and fund Town's share of library roof repair

3. Expenditures			
	\$	\$	\$
10-4110-5710 Non-Departmental: Economic			
Development	32,000	(17,000)	15,000
10-4110-5718 Transfer to General Capital Project			
Fund		17,000	17,000
	<u> -</u>	<u>17,000</u>	<u>17,000</u>
	\$	\$	\$
	<u>32,000</u>	<u> -</u>	<u>32,000</u>

To establish and fund Market Street Lighting Project

4. Revenue			
	\$	\$	\$
10-3990-0000 Fund Balance Appropriation	<u>687,387</u>	<u>156,823</u>	<u>844,210</u>

Expenditures

10-4120-9537 Debt Service - Street Paving 2009	<u>\$</u> <u>56,980</u>	<u>\$</u> <u>156,823</u>	<u>\$</u> <u>213,803</u>
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To fund early payoff of 2009 Street Paving Loan with BB&T at June 24,,2016

5.

Expenditures

10-5100-7400 Police - Capital Outlay	\$ 235,200	\$ 28,000	\$ 263,200
10-9990-5300 General Fund Contingency	<u>117,442</u>	<u>(28,000)</u>	<u>89,442</u>
	<u>\$</u> <u>352,642</u>	<u>\$</u> <u> -</u>	<u>\$</u> <u>352,642</u>

To fund the purchase of property (116 S. Fifth Street) next to police department

6. Revenue

10-3900-1200 Grave Opening Fees	\$ 25,000	\$ 20,000	\$ 45,000
10-3900-1101 Riverside Ext. Lot Sales	<u>20,000</u>	<u>20,000</u>	<u>40,000</u>
	<u>\$</u> <u>45,000</u>	<u>\$</u> <u>40,000</u>	<u>\$</u> <u>85,000</u>

Expenditures

10-5500-3400 Grave Opening	\$ 19,000	\$ 20,000	\$ 39,000
10-5500-3201 General Services - Riverside Ext. Reimb.	<u>20,000</u>	<u>20,000</u>	<u>40,000</u>
	<u>\$</u> <u>39,000</u>	<u>\$</u> <u>40,000</u>	<u>\$</u> <u>79,000</u>

To fund grave opening charges to actual

7.

Expenditures

10-5600-3601 Streets - Misc.	\$ -	\$ 1,500	\$ 1,500
10-5600-3400 Streets - Street Lightning	<u>102,873</u>	<u>(1,500)</u>	<u>101,373</u>
	<u>\$</u> <u>102,873</u>	<u>\$</u> <u> -</u>	<u>\$</u> <u>102,873</u>

To fund miscellaneous expenses in Streets Dept.

8.

Expenditures

10-5650-3300 Garage - Supplies & Operations	\$ 11,300	\$ 10,000	\$ 21,300
10-9990-5300 General Fund Contingency	<u>89,442</u>	<u>(10,000)</u>	<u>79,442</u>
	<u>\$</u> <u>100,742</u>	<u>\$</u> <u> -</u>	<u>\$</u> <u>100,742</u>

To balance the Garage Department at year end

**9.
Expenditures**

	\$	-	\$	\$
10-5700-0400 Powell Bill - Professional Services		#	9,000	9,000
10-5700-1700 Powell Bill - Equipment Maintenance		-	1,303	1,303
10-5700-3100 Powell Bill - Vehicle Maintenance	100		1,772	1,872
10-5700-3300 Powell Bill - Supplies/Operations	100		9,818	9,918
10-5700-3301 Powell Bill - Sidewalk & Curb Repair	100		24,930	25,030
10-5700-3500 Powell Bill - Drainage	100		12,360	12,460
10-5700-3501 Powell Bill - Contract Serv	100		16,125	16,225
10-5700-7300 Powell Bill - Patch and Resurface	300,000		(1,000)	299,000
10-5600-3301 Streets - Sidewalk & Curb Repair	20,000		(19,500)	500
10-5600-3300 Streets - Supplies and Operations	39,800		(7,500)	32,300
10-9990-5300 General Fund Contingency	<u>79,442</u>		<u>(47,308)</u>	<u>32,134</u>
	<u>\$</u>		<u>\$</u>	<u>\$</u>
	<u>439,742</u>		<u>-</u>	<u>439,742</u>

To balance the Powell Bill Department at year end

**10.
Expenditures**

	\$	-	\$	\$
10-5800-0300 Sanitation - Temp Agency Labor	\$	-	16,000	16,000
10-5800-3000 Sanitation - Fuel	77,400		(8,000)	69,400
10-9990-5300 General Fund Contingency	<u>32,134</u>		<u>(8,000)</u>	<u>24,134</u>
	<u>\$</u>		<u>\$</u>	<u>\$</u>
	<u>109,534</u>		<u>-</u>	<u>109,534</u>

To establish and fund temp help in Sanitation

**11.
Expenditures**

	\$	\$	\$
10-6220-0300 Aquatics Center - Temp Labor	5,000	10,000	15,000
10-9990-5300 General Fund Contingency	<u>24,134</u>	<u>(10,000)</u>	<u>14,134</u>
	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>29,134</u>	<u>-</u>	<u>29,134</u>

To balance the Aquatics Dept. at year end

WATER/SEWER FUND

**12.
Expenditures**

30-9990-5300 Water/Sewer - Contingency	\$ 161,325	\$ (94,000)	\$ 67,325
30-7220-1700 Water/Sewer Distribution - Service Contracts	<u>49,000</u>	<u>94,000</u>	<u>143,000</u>
	<u>\$ 210,325</u>	<u>\$ -</u>	<u>\$ 210,325</u>

To fund Wilson Street Sewer Line and Road Repair

13. Revenue

Expenditures

30-9990-5300 Water/Sewer Distribution - Contingency	\$ 67,325	\$ (67,325)	\$ -
30-7220-3400 Water/Sewer Dist. - Sewage Treatment	<u>2,500,000</u>	<u>71,325</u>	<u>2,571,325</u>
	<u>\$ 2,567,325</u>	<u>\$ 4,000</u>	<u>\$ 2,571,325</u>

To balance the Water/Sewer Distribution Department at year end.

14. Revenue

30-3970-0700 Water/Sewer Fund Balance	<u>\$ 517,080</u>	<u>\$ 123,700</u>	<u>\$ 640,780</u>
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Expenditures

30-7220-9101 Transfer to Water/Sewer Capital Project Fund	<u>\$ -</u>	<u>\$ 123,700</u>	<u>\$ 123,700</u>
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To establish and fund (initially from W/S Fund Balance, then later to borrow) engineering and design expenses for Booker Dairy Road Project

ELECTRIC FUND

15.

Expenditures

31-7230-3502 Electric - Logics Software Maint	\$ -	\$ 28,000	\$ 28,000
31-7230-3501 Electric - Service Contracts	257,400	22,000	279,400
31-7230-4800 Electric - Electricity Purchased	<u>14,200,000</u>	<u>(50,000)</u>	<u>14,150,000</u>
	<u>\$ 14,457,400</u>	<u>\$ -</u>	<u>\$ 14,457,400</u>

To balance the Electric Department at year end.

Capital Projects - Water/Sewer Fund

16.

Expenditures

45-7200-7403 Generator/VFDs	\$ 90,000	\$ 9,000	\$ 99,000
45-7200-7404 Chlorine Dioxide System	<u>150,000</u>	<u>(9,000)</u>	<u>141,000</u>
	<u>\$ 240,000</u>	<u>\$ -</u>	<u>\$ 240,000</u>

To adjust budgeted expenses to actual

17. Revenue

45-3980-1401 Transfer from W/S Fund	<u>\$</u> <u>279,700</u>	<u>\$</u> <u>123,700</u>	<u>\$</u> <u>403,400</u>
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Expenditures

45-7220-7415 Booker Dairy Road Extension	<u>\$</u> -	<u>\$</u> <u>123,700</u>	<u>\$</u> <u>123,700</u>
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To establish and fund (initially from W/S Fund Balance, then later to borrow) engineering and design expenses for Booker Dairy Road Project

Capital Projects - General Fund

18. Revenue

46-3900-4110 Revitalization Grant	\$ -	\$ 96,107	\$ 96,107
46-3900-4111 Transfer From GF for Revitalization	-	<u>17,000</u>	<u>17,000</u>
	<u>\$</u> -	<u>\$</u> <u>113,107</u>	<u>\$</u> <u>113,107</u>

Expenditures

46-4110-5703 Revitalization/Market St. Lighting	<u>\$</u> -	<u>\$</u> <u>113,107.00</u>	<u>\$</u> <u>113,107.00</u>
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To establish and fund Market Street Lighting Project

19. Revenue

46-3540-6200 Miracle Pk/Partnership For Children	\$ -	\$ 250,000	\$ 250,000
46-3540-6201 Miracle Pk/Miracle league of J.Co.	-	<u>101,000</u>	<u>101,000</u>
	<u>\$</u> -	<u>\$</u> <u>351,000</u>	<u>\$</u> <u>351,000</u>

Expenditures

46-6200-7406 Miracle Pk - Phrase 1/Site Prep	<u>\$</u> -	<u>\$</u> <u>351,000</u>	<u>\$</u> <u>351,000</u>
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To establish and fund Miracle Park

20. Revenue

46-3290-0000 Interest	\$ 12,291	\$ 297	\$ 12,588
46-3900-5601 Loan Proceeds/Smithfield Crossing	<u>5,206,759</u>	<u>201,555</u>	<u>5,408,314</u>
	<u>\$</u> <u>5,219,050</u>	<u>\$</u> <u>201,852</u>	<u>\$</u> <u>5,420,902</u>

Expenditures

46-5600-7405 Smithfield Crossings	<u>\$</u> <u>6,224,431</u>	<u>\$</u> <u>201,852</u>	<u>\$</u> <u>6,426,283</u>
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To balance the Smithfield Crossing Project at year end

Firemen Relief Fund

21. Revenue

50-3290-0000 Interest	\$ 50	\$ 25	\$ 75
50-3990-000 Fund Balance Appropriations	\$ 14,771	\$ (14,500)	271
50-3300-0000 Reimb	<u> -</u>	<u>18,292</u>	<u>18,292</u>
	<u>\$</u> <u>14,821</u>	<u>\$</u> <u>3,817</u>	<u>\$</u> <u>18,638</u>

Expenditures

50-4010-3500 Firemen Supplemental Retirement	<u>\$</u> <u>14,821</u>	<u>\$</u> <u>3,817</u>	<u>\$</u> <u>18,638</u>
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To balance the Firemen Relief Fund at year end

Fire District Tax Fund

22. Revenue

51-3010-0000 SMFLD Fire Dist Tax	\$ 139,000	\$ 36,559	\$ 175,559
51-3010-0002 Supplemental Funding-1st Responders	<u> -</u>	<u>9,441</u>	<u>9,441</u>
	<u>\$</u> <u>139,000</u>	<u>\$</u> <u>46,000</u>	<u>\$</u> <u>185,000</u>

Expenditures

51-4010-9100 Contribution to General Fund	<u>\$</u> <u>154,000</u>	<u>\$</u> <u>46,000</u>	<u>\$</u> <u>200,000</u>
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To balance the Fire District Fund at year end. All proceeds are transferred to the General Fund

Year End Project and Purchase Encumbrances for 2015-2016

Councilman Harris made a motion, seconded by Councilman Dunn to approve the year end project and purchase encumbrances for 2015-2016. Unanimously approved.

ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/16				
GENERAL FUND				
10-4110-5712	NonDept - Walter Schmidlin	S.H.A.R.P. Reimbursement	20153212	\$2,000.00
10-4110-5712	NonDept - Walter Schmidlin	S.H.A.R.P. Reimbursement	20164055	\$2,000.00
10-4110-5717	Non-Departmental - Web Design	Web Design (Final Installment)	20164226	\$3,847.50
10-5100-3500	Police - Uniforms	Bullet Proof Vest	20164646	\$625.00
10-5100-3500	Police - Uniforms	Bullet Proof Vest	20164699	\$643.95
10-5100-7400	Police - Capital Outlay	Center Consoles for (3) vehicles	20164711	\$2,306.34
10-5100-7400	Police - Capital Outlay	Equipment Installation on (3) new vehicles	20164715	\$2,190.00
10-5100-7400	Police - Capital Outlay	(2) Cargo Storage Boxes for K-9 vehicles	20164720	\$733.14
10-5300-3501	Fire - Service Contracts	Chief Dan Leadership	20164520	\$1,387.75
10-5500-7400	Appearance - Capital Outlay	Christmas Decorations	20164718	\$9,868.40
10-5600-3601	Appearance - Miscellaneous	Meadow Brook Street Survey	20164193	\$1,500.00
10-6200-1700	Recreation - Equipment & Repair	Alarm Kits for SRAC	20164689	\$3,755.00
10-6200-3300	Recreation - Supplies/Operations	Clay Mix for Community Park Ballfields	20164726	\$1,602.00
10-6200-3700	Recreation - Community Park	Clay Mix for Community Park Ballfields	20164726	\$990.00
10-6200-7400	Recreation - Capital Outlay	Topsoil for Community Park Grading	20164680	\$2,520.00
10-6200-7400	Recreation - Capital Outlay	Scoreboard for Smith Collins	20164681	\$4,319.40
10-6200-7400	Recreation - Capital Outlay	Window for Civitan Press Box	20164683	\$1,897.70
10-6200-7400	Recreation - Capital Outlay	Clay Mix for Smith Collins & Civitan Ballfields	20164726	\$972.00
10-6220-3300	Aquatic Center - Supplies/Operations	Kiefer Swim Products	20164692	\$110.00
				<u>\$43,268.18</u>
WATER FUND				
30-7200-3501	Water Plant - Capital Outlay	Rebuild Raw Water Pump	20164406	\$20,419.69
30-7220-7400	Water/Sewer - Capital Outlay	Bypass on Pump Stations	20164642	\$33,774.50
				<u>\$54,194.19</u>

Year – End Purchase Order Encumbrances for 2015 – 2016

Councilman Harris made a motion, seconded by Councilman Dunn to approve the year end purchase order Encumbrances for 2015-2016. Unanimously approved.

<u>ENCUMBRANCES FROM 2015-2016 TO 2016-2017</u>				
<u>GENERAL FUND</u>				
10-5300-7400	Fire - Capital Outlay (Fire Hoses)			3,233
10-6200-7400	Parks and Rec - Capital Outlay (Family Life Center)			<u>27,000</u>
				<u>\$ 30,233</u>
<u>ELECTRIC FUND</u>				
31-7230-3504	Electric - ESA-BAYWA Solar			<u>48,524</u>
				<u>\$ 48,524</u>

Councilman Harris asked for staff to provide to the Council the cost associated with producing water.

Mayor Moore asked staff to provide to the Council the general fund revenue and expenses of 10 years.

Mayor Moore asked if any member of Council desired to serve as a liaison to the finance department. No response

Salary Schedule

Town Manager Michael Scott presented the 2016 Salary Schedule to the Council. It was his suggestion the salary schedule be approved each year with the budget. Mr. Scott informed the Council that the only amendment was adding the Public Works Supervisor position to pay grade 16. This is a current position that was never incorporated into the schedule.

Councilman Harris questioned if there was any employee making less than the starting salary for any pay grade or more than the maximum salary. Mr. Scott responded that no one is making less and only six employees were earning over the maximum annual salary. He further explained that any employee who is making over the maximum rate would receive a one-time bonus.

Councilman Harris made a motion, seconded by Councilman Rabil to approve the salary schedule as presented. Unanimously approved.

**Town of Smithfield
Salary Schedule**

June 30, 2016 +2%

Grade	JOB TITLE	FLSA	Pos Code	6/30/16 MIN Hourly Rate	6/30/16 MIN Annual Salary	6/30/16 MAX Annual Salary
6	General Maintenance Worker - Public Works General Maintenance Worker - Fire		1003 3010	10.23	21279.65	32557.87
7	Facility Maintenance Specialist - Parks & Rec Facility Maintenance Specialist - Public Works Sanitation Worker		1002 1001 1004	10.75	22361.66	34213.35
8	Street Maintenance Worker		1005	11.29	23486.11	35933.75
9	Collections Assistant Meter Reader Administrative Secretary/Receptionist - Gen. Govt Administrative Secretary/Receptionist -Police		11 1081 20 3032	11.86	24674.21	37751.55
10	Meter Technician Street Signs Specialist Utility Line Mechanic Sr. Collections Assistant		1060 1031 1046 13	12.46	25925.95	39666.71
11	Sanitation Equipment Operator Equipment Operator Trainee Water Plant Trainee		1013 1016 1015	13.10	27241.34	41679.26

	Advanced Utility Line Mechanic		1045				
12	Administrative Support Specialist - Fire		3019		13.76	28620.38	43789.19
	Administrative Support Specialist - GenGovt		22				
	Administrative Support Specialist -Parks/Rec		2005				
	Administrative Support Specialist - Planning		23				
	Administrative Support Specialist - Police		3045				
	Administrative Support Specialist - CS - PubUtil		1095				
	Administrative Support Specialist - Public Works		1008				
	Animal Control Officer		3021				
	Assistant Aquatics Supervisor		2022				
	Customer Service Representative		1097				
	Equipment Operator		1011				
	Finance Assistant		12				
	PC Specialist	E	1062				
	Patient Accounts Representative - EMS		2099				
	Police Records Clerk		3040				
	Pump Station Mechanic		1041				
	Water Plant Operator I		1051				
	Water Maintenance Technician		1048				
13	Equipment Mechanic		1021		14.45	30063.07	45996.50
	Parks & Grounds Crew Leader		2012				
	Public Works Crew Leader		1012				
	Sr. Customer Service Rep		1096				
	Water Plant Operator II		1052				
14	Facilities/Streets Maintenance Supervisor		2008		15.18	31569.41	48301.20
	Facility Maintenance Supervisor		1010				
	Water Plant Operator III		1053				
	Utility Line Crew Supervisor		1049				
	Wastewater System Technician		1047				
	Water System Technician		1043				
Grade	JOB TITLE	FLSA	Pos Code		6/30/16 MIN Hourly Rate	6/30/16 MIN Annual Salary	6/30/16 MAX Annual Salary
15	Electric Line Technician		1064		15.94	33160.61	50735.74
	Engineering Technician		1070				
	Firefighter I (Day Shift)		3013				
	Firefighter I (ABC Shift - 42/hrs wk)		3012		15.18	33147.88	50716.26
16	Accounts Payable Technician I		31		16.75	34836.67	54366.11
	Advanced Lineman		1065				
	Zoning Enforcement Officer		51				
	Public Works Supervisor	E	1038				

(2470/yr)	Firefighter II (Day Shift)		3017			
	Firefighter II (ABC Shift 42 hr/wk)		3015	15.94	34818.64	53272.52
(2236/yr)	Police Officer I (43 hr wk)		3043	15.58	34826.59	53284.70
17	Athletic Programs Supervisor		2006	17.60	36597.60	55994.33
	Customer Services Supervisor		1098			
	Journeyman Lineman		1067			
	Fire Engineer (Day Shift)		3018			
	Minimum Housing Code Enforcement Officer		62			
	Payroll/Accounting Technician II		14			
	Purchasing Agent		48			
	Recreation Programs Supervisor		2011			
	Fire Engineer (42 hr/wk)		3011	16.75	36578.51	55965.12
	Police Officer II (43 hr wk)		3049	16.36	36582.75	55971.61
18	Aquatics Center Supervisor		2016	18.48	38443.39	58818.39
	Electric Line Crew Leader		1066			
	Fire Inspector I		3008			
	Planner/GIS Technician		60			
	IT Soecialist		34			
	Master Police Officer (43 hr/wk)		3047	17.19	38430.13	58798.10
19	Sr. Planner		61	19.41	40374.05	61772.30
	Police Accreditation Manager		3033			
	Fire Captain (42 hr/wk ABC Shift)		3016	18.49	40387.84	61793.40
	Police Sergeant (43 hr wk)		3044	18.05	40368.74	61764.18
20	Chief Water Plant Operator		1055	20.39	42410.78	66186.27
	IT Analyst/Billing Supervisor	E	35			
	Water Plant Chemist		1057			
21	Recreation Center Supervisor		2013	21.41	44532.38	68134.55
	Police Lieutenant (43 hr wk)		3048	19.91	44519.65	68115.08
22	Fire Marshall		3007	22.48	47695.26	71542.90
	Water Plant Supervisor	E	1059			
	Water/Sewer Superintendant		1050			
	Town Clerk	E	24			
23	Electric Distribution Superintendent	E	1069	23.613	49115.04	75146.01
	Police Captain	E	3057			
	Recreation & Aquatics Center Director	E	2015			
	Sr. Athletics Programs Supervisor & Assistant Parks and Recreation Director	E	2004			
24	Water/Sewer Line Superintendent	E	1050	24.80	51576.10	78911.43

Grade	JOB TITLE	FLSA	Pos Code	6/30/16 MIN Hourly Rate	6/30/16 MIN Annual Salary	6/30/16 MAX Annual Salary
25	Assistant Fire Chief / Deputy Chief Human Resources Director/PIO/Economic Development Liaison	E E	3002 27	26.04	54164.45	82871.61
26	Planning Director	E	59	27.35	56880.10	87026.55
27	Finance Director Parks/Recreation Director Public Works Director	E E E	49 2019 1039	28.71	59723.04	91376.25
28	Police Chief Public Utilities Director Fire Chief/Dir. Emergency Services	E E E	3059 1099 3009	30.15	62714.50	95953.17
N/A	City Manager	E	99		N/A	N/A

Proceeds from the Sale of Bingham Park

Town Manager Michael Scott informed the Council that in 2006 the Town sold the Bingham Park property to the hospital for \$450,000. The minutes stated that the proceeds were to be placed in a separate account for future projects at Community Park. Those funds have not been spent. Mr. Scott sought direction from the Council as to the idea of spending some of those funds for park improvements that have already been made or future projects. Mayor Pro-Tem Ashley responded that it was his recollection that those funds were to be utilized for land acquisition only. Mr. Scott responded that the minutes only reflect that the proceeds were to be used for projects at the Community Park.
No action taken

Adjourn

Councilman Harris made a motion, seconded by Councilman Scott, to adjourn the meeting at approximately 8:18 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk