



Mayor

Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

Marlon Lee

J. Perry Harris

Travis Scott

Roger A. Wood

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Williams

Town Council

Agenda

Packet

Meeting Date: Tuesday, July 11, 2017

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 JULY 11, 2017
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation

- 1. Freedmen’s School request by Johnston County Heritage Center**
(Heritage Center Executive Director – Todd Johnson)

Public Hearings

- 1. Conditional Use Permit Request - Suburban Apartments (CUP 17-06)**
The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within the B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stencil Street and is further identified as Johnston County Tax ID # 15089011.
(Senior Planner – Mark Helmer) See attached information.....1
- 2. Conditional Use Permit Request - Smithfield Assisted Living (CUP 17-07):** The applicant is requesting a conditional use permit to allow for an assisted living facility on property located within an OI (Office & Institutional) zoning district. The property is located on the east side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID # 14075021.
(Senior Planner – Mark Helmer) See attached information.....31
- 3. Electric Rates:** In accordance with NCGS 159B-16.1. "*Revenues – NCEMPA Members*", a public hearing is required to gain citizen input on the proposed electric rate reductions per the Cost of Service Update provided by Utility Financial Solutions, LLC.
(Town Manager - Michael Scott and Public Utilities Director – Ted Credle)
See attached information.....61

- 4. Amendment to the Town of Smithfield’s Code of Ordinances:** In accordance with NCGS160A-364 a public hearing is required to gain citizen input on the proposed changes to *Chapter 7, Fire Prevention & Protection; Article II., Fire Department; Section 31 Open Fires – Prohibited.*
(Fire Chief – John Blanton) See attached information.....77

Citizens Comments

Consent Agenda Items

- 1. Approval of Minutes** June 6, 2017– Regular Meeting.....83
June 6, 2017, 2017 – Closed Session
(Under Separate Cover)
- 2. Special Event: Touch A Truck –** The applicant, the Junior Women’s League, is seeking approval to conduct the Touch-A-Truck event Saturday, October 28, 2017 from 7:00 a.m. to 4:00 p.m. This event will require street closures on the 100 and 200 blocks of S. Third Street, from Market Street to Church Street, as well as the 200 and 300 blocks of Johnston Street, from Second Street to Fourth Street, be closed from 7:00 a.m. to 4:00 p.m. The request also includes approval as an annual event.
(Senior Planner – Mark Helmer) See attached information.....105
- 3. Consideration and Approval to enter into an Interlocal Agreement for Fire Protection Services with Johnston County**
(Fire Chief – John Blanton) See attached information.....111
- 4. Consideration and Approval to submit a grant application to Johnston County Visitor’s Bureau for Tourism related projects**
(Parks and Recreation Director – Gary Johnson & Intern – Stephen Walker)
See attached information.....143
- 5. Consideration and Approval of Resolution #604 (09-2017) Authorizing the disposition of certain surplus property and auctioning of that property by the electronic auction service of GovDeals.com**
(Town Clerk – Shannan Williams) See attached information.....155
- 6. Career Ladder Promotion Fire Department:** The Fire Department is requesting approval to promote a Fire Fighter I to the rank of Fire Fighter II
(Fire Chief – John Blanton) See attached information.....159
- 7. Consideration and Approval of amending the status of a position in the Parks and Recreation Department from a nonexempt status to an exempt status**
(Town Manager – Michael Scott) See attached information.....163
- 8. Consideration and Approval of a salary increase for the Water Plant Supervisor as discussed in the FY 2017 – 2018 Budget.**
(Public Utilities Director – Ted Credle) See attached information.....165

9. Consideration and Approval to hire a Water Plant Operator above the minimum starting salary due to advanced qualifications.
(Public Utilities Director – Ted Credle) See attached information.....167

10. New Hire Report
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....169

Business Items

1. Consideration and Approval of Continuing to engage Sanford Holshouser for Economic Development Consulting and Assistance
(Economic Development Liaison – Tim Kerigan) See attached information.....171

2. Discussion concerning the funding request made by Smithfield Selma High School’s Men’s Basketball Coach Matt Cuddington
(Town Manager – Michael L. Scott) See attached information.....211

3. Consideration and Approval of a financing agreement with KS Bank for the purchase of the Garbage truck
(Finance Director – Greg Siler) See attached information.....215

4. Consideration and Approval to purchase and install rumble strips on Second Street and Southwood Drive
(Chief of Police – R. Keith Powell) See attached information.....221

5. Consideration and Approval of a Contract with Coverall Cleaning in the annual amount \$40,620.00 for janitorial services
(Public Works Director – Lenny Branch) See attached information.....225

6. Consideration and Approval to submit a grant application to the Golden Leaf Foundation
(Town Manager – Michael Scott) See attached information.....229

Councilmember’s Comments

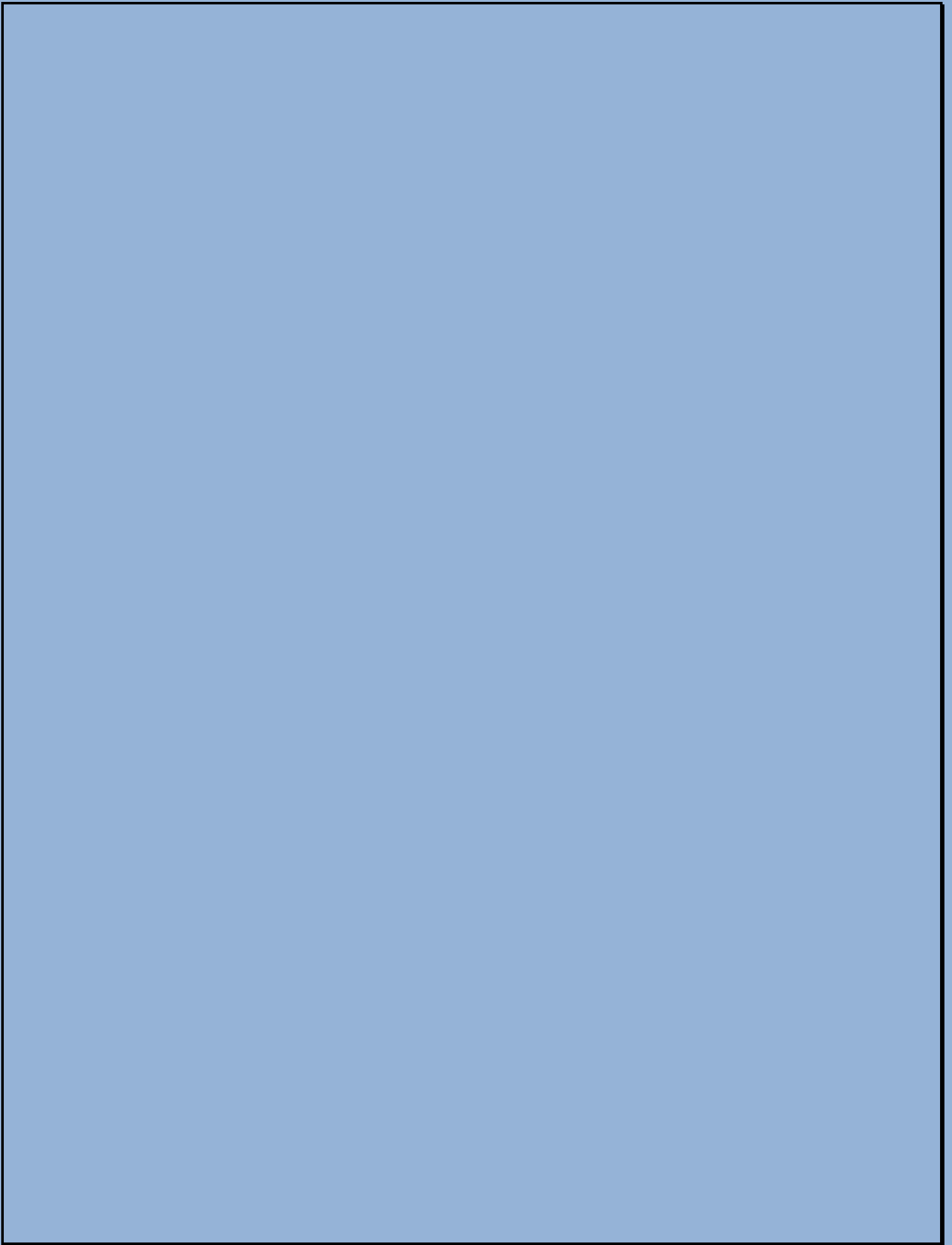
Town Manager’s Report

- Financial Report (See attached information).....233
- Department Reports (See attached information).....237
- Manager’s Report (Will be provided at the meeting)

Closed Session Pursuant to NC GS 143-318.11 (a) (5) – *To establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease*

Adjourn

Public Hearings





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

STAFF REPORT

Application Number: CUP-17-06
Project Name: Suburban Apartments
TAX ID number: 18089011
Town Limits/ETJ: City
Applicant: H. Harper Whitley
Owners: H. Harper Whitley
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: West side of the intersection of Fairway Drive and Stencil Street and further identified as Johnston County Tax ID#15089011.

REQUEST: The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district

SITE DATA:

Acreage: .42 acres
Present Zoning: B-3 (Business Highway Entrance)
Proposed Zoning: N/A
Existing Use / Previous: Office Building

Proposed Use: Multi-family apartment building

ENVIRONMENTAL: There does not appear to be any environmentally sensitive areas on the property considered for a Conditional Use permit to include flood plains or designated wetlands.

ADJACENT ZONING AND LAND USES:

North: **Zoning:** B-3 (Business Highway Entrance)
 Existing Use: Convenience Store with Fuel

South: **Zoning:** R-10 (Residential)
 Existing Use: Vacant

East: Zoning: R-10 (Residential)
 Existing Use: Single Family Dwelling

West: Zoning: B-3 (Business Highway Entrance)
 Existing Use: Single Family Dwelling / Office / Restaurant

STAFF ANALYSIS AND COMMENTARY: The property is approximately .42 acres in area and contains an existing 4200 square building. The existing building contains 6 office units and is served by a driveway on Pace Street and a driveway on Stancil Street. The parking lot is configured with a one way drive isle and 12 angled parking spaces. The site is currently landscaped but replacement of dead and dying landscape material is recommended. A screened dumpster pad will be required.

- **Consistency with the Strategic Growth Plan**

The proposed 6 unit multi-family housing complex is consistent with the recommendations of the Future Land Use Plan which recommends low density residential uses for this property.

- **Consistency with the Unified Development Code**

A 6 unit multi-family housing complex is a permitted use within B-3 (Business) zoning district with a valid conditional use permit. The site has adequate parking for the proposed use and minimal site improvements will need to be made for the project to meet minimum development standards.

- **Compatibility with Surrounding Land Uses**

A 6 unit multi-family housing complex at this location should not pose a compatibility issue with surrounding land uses given that the project is small in scale and will be a low trip generator.

- **Signs**

There is an existing nonconforming free standing ground sign that may be refaced. Any changes beyond re-facing the existing sign cabinet will require the entire sign to come into compliance with current development regulations. An abandoned sign that is in disrepair will be required to be removed.

OTHER:

FIRE PROTECTION: The Town of Smithfield Fire Department will provide fire protection.

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA

ACCESS/STREETS: Stancil Street and Pace Street

WATER/SEWER PROVIDER: Town of Smithfield

ELECTRIC PROVIDER: Duke Progress Energy

Planning Department Recommendations:

The Planning Department recommends approval of the Conditional Use Permit for a 6 unit multi-family housing complex.

Planning Board Recommendations:

The Planning Board, at its June 1, 2017 meeting, unanimously voted to recommend approval of the conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district.

Town Council Action Requested:

The Smithfield Town Council is requested to review the petition for a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district and make a decision in accordance with the Finding of Fact for a conditional use permit.



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

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Article 13, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Conditional Use. Conditional Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.

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

SITE INFORMATION:

Name of Project: Suburban Apts. Acreage of Property: 425
 Parcel ID Number: 15089011 Tax ID: 4681544
 Deed Book: _____ Deed Page(s): _____
 Address: 200 Fareway Dr.
 Location: West Smithfield

Existing Use: Offices (6) Proposed Use: Apartments (6)
 Existing Zoning District: B-3
 Requested Zoning District: _____
 Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: LUP-17-06 Date Received: 5/2/17 Amount Paid: \$300.00

OWNER INFORMATION:

H. Harper
Name: Whit Whitley Suburban Real Estate, Inc.
Mailing Address: PO Box 1759
Phone Number: 919-524-6810 Fax: 919-934-0448
Email Address: Whit@SellingJohnstonCounty.com

APPLICANT INFORMATION:

Applicant: _____
Mailing Address: _____
Phone Number: _____ Fax: _____
Contact Person: _____
Email Address: _____
Same as above

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Conditional Use Permit application. This information is required to be present on all plans, except where otherwise noted:

- All required plans (please see the plan requirements checklist).
- A signed and sealed traffic impact analysis.
- Verification of wastewater allocation (granted or requested).
- Driveway permits (Town of Smithfield or NCDOT encroachment with associated documentation).
- Other applicable documentation: _____

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

There is very little demand for office space in the Smithfield area. I need to make this building income-producing.

REQUIRED FINDINGS OF FACT

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for a Conditional Use Permit to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

- 1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

Existing building footprint & exterior will not be altered. Usage would just be changed from offices to apartments.

- 2. That the use meets all required conditions and specifications;

- 3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and

- 4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).

Proposed residential use would certainly be compatible with adjoining residential properties.

APPLICANT AFFIDAVIT

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

Suburban Real Estate, Inc

Print Name



Signature of Applicant

5/2/17

Date

H. Harper Whitley, Jr.
Pres./Owner



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

OWNER'S CONSENT FORM

Name of Project: Suburban Apts. Submittal Date: 5/2/17

OWNERS AUTHORIZATION

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

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

Signature of Owner *Print Name* *Date*

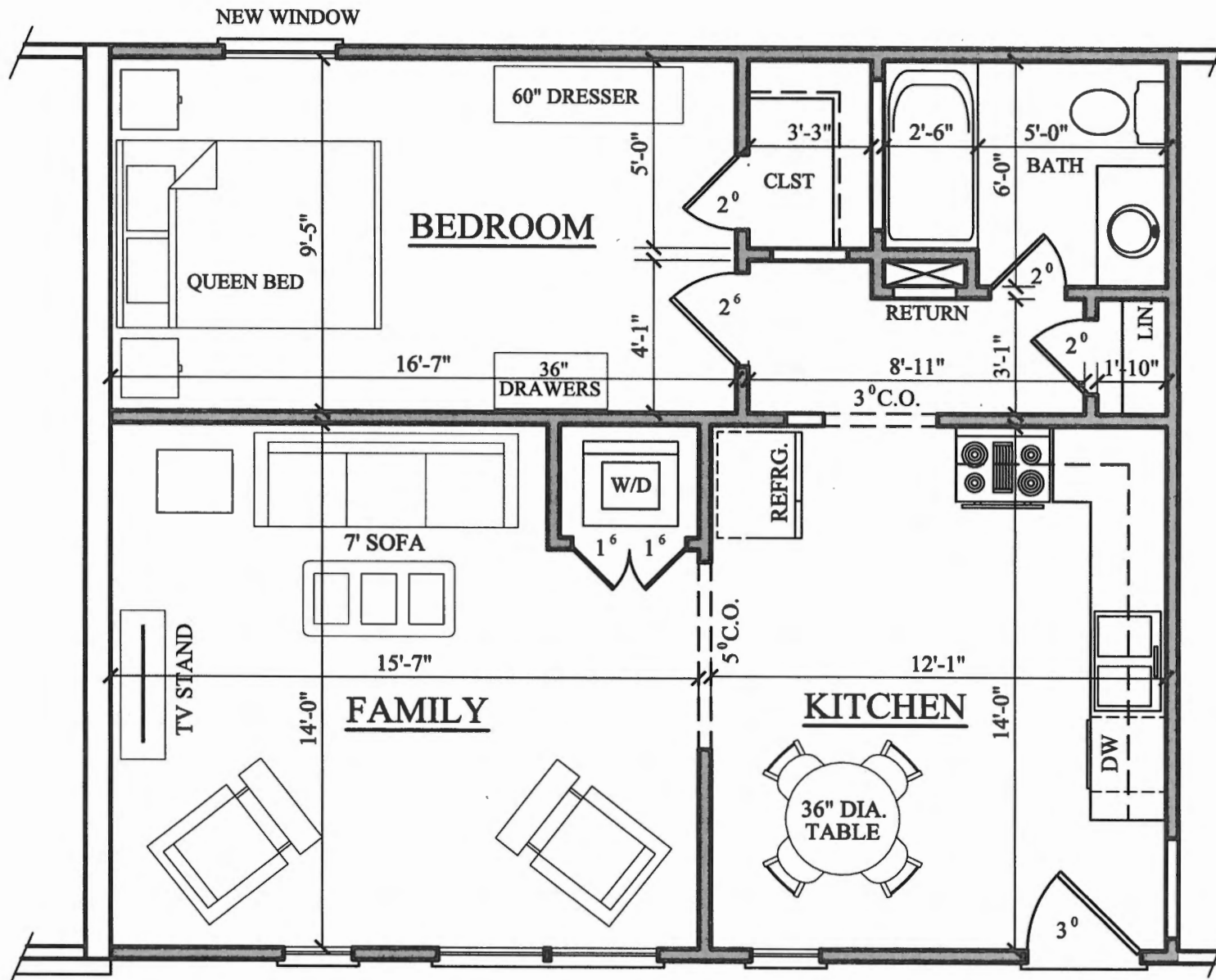
CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

[Handwritten Signature] H. Harper (Whit) Whitley 5/1/17
Signature of Owner/Applicant *Print Name* *Date*

FOR OFFICE USE ONLY

File Number: COP-17-06 Date Received: 5/2/17 Parcel ID Number: \$1300.00



NEW FLOOR PLAN

SCALE: 1/4"=1'-0"

Town of Smithfield
Conditional Use Permit Application
Finding of Fact / Approval Criteria

Application Number: CUP-17-06 **Name:** Suburban Apartments

Request: Applicant seeks a CUP for a 6 unit multi-family housing complex on property located within a B-3 zoning district.

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

1. Finding One of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.

The Town Council finds that no factual evidence has been submitted to suggest that public health and safety would be jeopardized by allowing a change in use from office to residential.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)

The proposed multi-family complex at this location will endanger the public because the strip center was specifically designed for retail and office uses and allowing the property to be used for residential purposes will be promoting underperformance of a commercial property.

Finding Two of Four:

CUP-17-06

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The Town Council finds that the use can and will conform to Town of Smithfield Unified Development Ordinance to include dumpster screening and handicap accessible parking as required for the change in use from office to residential.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations in the following ways or for the following reasons:

The application fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance because it can be argued that repurposing a retail center for an residential use is not the best and highest use of the property.

3. Finding Three of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.

The adjacent properties will not be injured in value because the subject property has provided all necessary improvements to include buffering, landscaping, dumpster screening and adequate parking in accordance with the Town of Smithfield Unified Development Ordinance.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons.

The adjacent properties values will be injured because of the type, size and intensity of the proposed use. An multi-family complex at this location will create additional noise and traffic congestion near the already busy West Market Street entry corridor.

4. Finding Four of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.

The Town Council finds that the proposed change in use is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Town Council finds a change in use from an office and institutional land use to multi-family residential land use will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)

The proposed use is in conflict with existing adopted plans and development standards due to the fact the adjacent land uses are primarily single family in nature and that an residential apartment complex at this location will not be in keeping establish development trends in the area.

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

Motion to Approve: *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Conditional Use Permit Application # CUP-17-06*

Motion to Deny: *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to deny Conditional Use Permit Application # CUP-17-06 for the following stated reason:*

5. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council for the Conditional Use Permit Application Number CUP-17-06 is hereby:

_____ approved upon acceptance and conformity with the following conditions; or,

_____ denied for the noted reasons.

Decision made this ____ day of _____, 20__ while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

DRAFT
Smithfield Planning Board Minutes
Thursday, June 1, 2017
6:00 P.M., Town Hall, Council Chambers

Members Present:

Chairman Stephen Upton
Vice-Chairman Daniel Sanders
Teresa Daughtry
Mark Lane
Eddie Foy
Ashley Spain
Gerald Joyner

Members Absent:

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Assistant

Staff Absent:

CALL TO ORDER

APPROVAL OF MINUTES FROM May 4, 2017.

Eddie Foy made a motion, seconded by Daniels Sanders to approve the minutes as written.
Unanimous.

Mr. Upton presented Jack Matthews with an appreciation plaque for his 6 years serving on The Planning Board.

Mr. Upton reminded the Board the next Town Council meeting will be held June 6, 2017 at 7:00 p.m.

Public Hearings:

After all persons given testimony were duly sworn, Mr. Upton opened the public hearing.

CUP-17-06 Suburban Apartments:

Mr. Helmer stated that the applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on a property located within a B-3 (Business Zoning District). This property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011. It is approximately .42 acres in area. The existing building contains 6 office units and is served by a driveway on Pace Street and a driveway on Stancil Street. The parking lot is configured with a one way drive isle and 12 angled parking spaces. The site is currently landscaped but replacement of dead and dying landscape material is recommended. A screened dumpster pad will be required. The proposed 6 unit multi-family housing complex is consistent with the

recommendations of the Future Use Plan which recommends low density residential uses for this property. A 6 unit multi-family housing complex is a permitted use within B-3 (Business) zoning district with a valid conditional use permit. The site has adequate parking for the proposed use and minimal site improvements will need to be made for the project to meet minimum development standards. The 6 unit multi-family housing complex at this location should not pose a compatibility issue with surrounding land uses given that the project is small in scale and will be a low trip generator. There is an existing ground sign that could be refaced. Any changes beyond re-facing the existing sign cabinet will require the entire sign to come into compliance with current development regulations. The other sign is abandoned and in disrepair. It would be required to be removed.

Mr. Helmer stated the traffic pattern for the parking lot is one-way traffic pattern with cars approaching the southernmost portion of the property then exiting out Stencil Street. Fairway Drive serves as a service road to West Market Street. Water/Sewer will be provided by Town of Smithfield. Electricity will be provided by Duke Progress Energy. The Planning Department recommends approval of the Conditional Use Permit for a 6 unit multi-family housing complex. This board is requested to review the petition and make a recommendation to Town Council in accordance with the Finding of Fact for Conditional Use Permit.

Mr. Upton opened up the floor to the board to ask any questions for Mr. Helmer.

Mr. Foy asked if we were just turning 6 offices into 6 rentals apartments.

Mr. Helmer said yes that is correct. In your packet there is an example floor plan and site plan. These are 1 bedroom apartments. They would have a kitchen, living room, bedroom and bathroom.

Teresa Daughtry asked if these apartments were required to be handicapped accessible.

Mr. Helmer stated yes it would be required. The southern portion of the building is closer to grade and it is possible they could turn that corner with a handicap ramp making a couple units handicapped accessible. The front porch is more than 48 inches above grade they may add railings to the front to come into compliance with building code.

Teresa Daughtry asked if a back door was required for fire code.

Mr. Helmer said he didn't know at this time.

Mr. Sanders asked how the driveway would be done.

Mr. Helmer stated it was a one way drive configuration now as it currently exists with angled parking. It is an older style parking lot with 12 angled parking spaces with 12 feet of access. Directional signs to include entrance and exit only signs are recommended.

Mr. Spain asked what width requirements would there be for parking.

Mr. Helmer said all new parking on a 45 degree angle would have 10 to 12 foot drive aisle.

Mr. Upton asked if those requirements for a business are standard for residential.

Mr. Helmer stated the parking is tight and is built to current standards for angled parking.

Mr. Sanders asked if each of the 6 units would have a handicap parking space.

Mr. Helmer said there will be 1 or 2 handicap spaces made available in order to meet code.

Mr. Lane asked about the current parking spaces not being to current standards.

Mr. Helmer said the dimensions of the parking are not standard 9 x 11 parking stalls. It is narrow and tight. I don't think the parking is so much an issue as the building and the landscaping would need freshening up.

Mrs. Daughtry said she felt like one handicap apartment would be sufficient and not have all of them set up to be handicap accessible. However she felt like the board should be able to find out if a backdoor was required.

Mr. Helmer stated there was very little space from the back wall to the property line. He said there wasn't even room for a stoop much less a walk way around the stoop. Access is very limited; if fire code does trigger rear entrance then there will be challenges.

Mr. Upton requested that the property owner, Whit Whitley come forward and answer any questions.

Mr. Sanders asked if all of the apartments are single family dwellings.

Mr. Whitley said there will be 6 one bedroom apartments.

Mr. Whitley wanted to clarify the question from earlier about a back door being required. He said he has to put a window in every unit on the back wall of each one to meet fire codes. He will also need to install fire walls in between each unit as well.

Mr. Upton asked what the garage underneath would be for?

Mr. Whitley said it would be used for storage and not part of the apartment complex.

Mr. Upton reminded the board that the applicant is requesting a conditional use permit to construct and operate a 6 unit apartment complex. He will have to meet all building codes set forth by the county.

Mr. Spain asked if all parking spaces were occupied would the parking lot be wide enough for emergency vehicles to gain access with the current footage.

Mr. Whitley said he felt that it would be wide enough for emergency vehicles because the UPS truck comes through there all the time.

Mr. Spain asked if the new codes are to take care of that.

Mr. Upton stated that building and fire code issues will be worked through during the review and inspections process and this board is considering the use of multi-family residential. All code related details will be sorted out through the staff review and approval process.

Steven Casey of 327 Pace Street came forward on behalf of himself and his neighbors. He says he didn't receive a letter but he did see the sign telling about this meeting. He is concerned about the trash bin and how he and his neighbors would see it first thing when they walk outside. One of his neighbors is concerned that the air conditioning units are on his property. Mr. Casey also has a concern for the kind of clientele these apartments would bring to the area.

Mrs. Daughtry stated these are one bedroom apartments and would be for 1 person or a husband and wife never any children.

Mr. Casey also expressed concerned about the building codes and if they were in place.

Mr. Upton said the remarks you are stating are well taken but the building codes are not being reviewed by this board. We review for the use of a six unit multi-family housing complex.

Mr. Upton closed the hearing for CUP-17-06, Mark Lane made a motion seconded by Teresa Daughtry to move to the finding of fact for a conditional use permit.

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

- 1. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.***

The Planning Board finds that no factual and competent evidence has been submitted to suggest that public health and safety would be jeopardized by allowing a change in use from office to residential.

- 2. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified***

Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The Planning Board finds that the use can and will conform to Town of Smithfield Unified Development Ordinance to include dumpster screening and handicap accessible parking as required for the change in use from office to residential.

- 3. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.***

The Planning Board received no factual evidence from competent experts that suggests that adjoining property values will be harmed if the change in use from office to residential is approved.

- 4. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.***

The Planning Board finds that the proposed change in use is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Planning Board finds a change in use from an office and institutional land use to multi-family residential land use will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

Mr. Lane made a motion to approve CUP-17-06 and the finding of the fact seconded by Daniel Sanders.

CUP-17-07 Smithfield Assisted Living:

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district. The property is located on Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road. It is further identified as Johnston County Tax ID# 14075021. Within your planning packet there is a map showing the location of the property. It

is west and adjacent to Neuse Charter School and located within the Briar Harbor Subdivision. You will also find in your packet a preliminary site plan showing the layout of the plot.

Mr. Helmer stated the proposed assisted living is not consistent with the recommendations of the Future Land Use Plan which calls for medium density residential land uses near the intersection of Booker Dairy Road and Kellie Drive.

Mr. Helmer stated the assisted living facility is a permitted use within OI (Office & Institutional) zoning district with a valid conditional use permit. The project has submitted a sketch plan that shows the project can and will meet all applicable minimum development standards.

Mr. Helmer stated the assisted living facility should not pose a compatibility issue with surrounding land uses given that it will be located in an area where office and institutional uses are common to include Neuse Charter School to the East as well as other medical offices nearby.

Mr. Helmer stated the project will qualify for typical ground signs to include two ground signs one on each street and two wall signs, one on each wall. The Town of Smithfield will provide fire, police, water/sewer and electric services to the facility.

The Planning Department recommends approval of the Conditional Use Permit for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

The Planning Board is requested to review the petition for a Conditional Use Permit to allow for a 66 unit assisted living facility on property located with an OI (Office & Institutional) and make a recommendation to Town Council in accordance with the Finding of Fact for a Conditional Use Permit.

Being no further questions, Eddie Foy made a motion to close the public hearing; seconded by Teresa Daughtry; Unanimous

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

- 1. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.***

The Planning Board finds that no factual evidence by competent witnesses has been submitted to suggest that public health and safety would be jeopardized by recommending approval of an assisted living facility at this location.

- 2. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.***

The Planning Board finds that the use can and will conform to Town of Smithfield Unified Development Ordinance providing the facility has access to a publicly dedicated street and has access to town water, town sewer and town electric services.

- 3. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.***

The Planning Board received no factual evidence from expert witnesses that suggests that adjoining property values will be harmed if the proposed assisted living facility is constructed at the proposed location.

- 4. Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.***

The Planning Board finds that the proposed assisted living facility is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Planning Board finds the proposed assisted living facility were proposed will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

Chairman Upton stated CUP-17-07 is recommended for approval and will move to Town Council meeting on June 6, 2017. Mr. Upton closed CUP-17-07.

Old Business:

No Report

New Business:

Mr. Helmer stated that the UDO committee would be presenting the revised UDO soon.

Mr. Upton stated the revised UDO would come before the Planning Board then recommended to the Town Council. Mr. Upton asked if the new UDO would be color coded.

Mr. Helmer answered yes, all new text in this document; things that are substantially different from current ordinance are green. Things that have been changed requested by the UDO committee are in yellow. The purple text is changes made by the UDO committee. Text in white is from existing ordinance. You will receive the new UDO before the next planning board meeting to review. The next planning board meeting was up for debate due to July 4th. Planning department staff will contact the consultant to see when they will have the new UDO available for distribution. From there we can schedule the next Planning Board meeting.

Mr. Michael Hicks, a permitting manager for the company Mobility. He is an expert in cell technology. Mr. Hicks stood before the board to speak on this new technology.

Mr. Upton asked is this possibly something that is going to come before the Planning Board in a situation.

Mr. Helmer answered it is something that will have to be addressed in the UDO. One of the first amendments to the UDO will be small cell technology.

Mr. Hicks says the company he works for is an infrastructure company for the wireless industry and other industries as well. They set up DA networks distributed antenna systems which are internal to buildings. What's coming now is data technology. Mobility has utility status throughout the nation. The deployment of this infrastructure is within the right of way like any other utilities. Mobility's primary goal is to use existing utility poles. If there is a location that isn't sustainable to house their equipment or is not in a proper location, we would need to construct a new utility pole. Those poles would vary in height from 30 to 50 ft.

Mr. Helmer asked what the range would be on one of these small cells in terms of being adjacent to another small cell.

Mr. Hicks stated the data signal usually went two tenths to a quarter of a mile. As you get in more densified areas that have obstructions from buildings and such you may be looking at only a few city blocks. Mr. Hicks concluded his presentation and opened the floor up for questions.

Mr. Upton said you have to saturate the area pretty well to get complete coverage across the city.

Mr. Hicks said yes this is a deployment effort across America.

Mr. Spain asked how much do these small cells cost.

Mr. Hicks said 10,000 to 15,000 for the pole and all the equipment.

Mr. Spain asked who absorbs the price of these.

Mr. Hicks said the cell phone carriers do.

Mr. Sanders asked if the current towers would be removed.

Mr. Hicks said no, the current towers would remain in place.

Mr. Foy asked Mr. Helmer if this was going to be a conditional use permit issue for the Town.

Mr. Helmer said it remains to be seen, we have to see what process we need to go through. We will see what the state ultimately decides and how they will allow us to review and approve these.

Mrs. Daughtry asked if this was going to become a competitive market.

Mr. Helmer stated he felt like the flood gates would open here soon and we would have hundreds of applications.

Mr. Sanders asked how much the FCC would have to do with this.

Mr. Hicks said a lot

Mr. Eddie Foy made a motion to adjourn it was seconded by Ashley Spain. Unanimous
Mr. Upton said motion approved

Eddie Foy made a motion to adjourn, seconded by Ashley Spain. Unanimous.

Submitted this 6th day of June, 2017.

Julie Edmonds
Administrative Assistant
Planning Department



PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

Notice Of Public Hearings

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, July 11, 2017 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

CUP-17-06 Suburban Apartments: The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011.

CUP-17-07 Smithfield Assisted Living: The applicant is requesting a conditional use permit to allow for a retirement & elderly facility on property located within an OI (Office & Institutional) zoning district. The property is located on the east side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID# 14075021.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15077023	168412-87-5386	A1 MINI STORAGE OF SMITHFIELD LLC	1343 W MARKET ST	SMITHFIELD	NC	27577-3340
15077024D	168408-87-5927	MARTZ, JOEL RAY	1429 W MARKET ST	SMITHFIELD	NC	27577-0000
15J09023B	168408-87-7633	COUNTY OF JOHNSTON	PO BOX 1049	SMITHFIELD	NC	27577-0000
15089013	168408-88-8292	NORRIS, LARRY	319 STANCIL STREET	SMITHFIELD	NC	27577-0000
15089002	168408-97-1903	CONLEY, VICKIE B	5800 PHAETON CIR	RALEIGH	NC	27606-0000
15077023B	168408-87-5835	SHERMAN, MICHAEL J	PO BOX 1322	FOUR OAKS	NC	27524-0000
15089011	168408-88-8180	SUBURBAN REAL ESTATE INC	P O BOX 759	SMITHFIELD	NC	27577-0000
15089018	168408-88-7348	RIGVED LLC	320 STANCIL STREET	SMITHFIELD	NC	27577-0000
15089001	168408-97-0859	APPLEBAUM, CHARLES SHAWN	102 PACE ST	SMITHFIELD	NC	27577-3216
15089010	168408-88-9180	RAVELLI, JOHN	4735 WATER OAK RD	CHARLOTTE	NC	28211-2425
15077028E	168408-88-4292	ROSE MANOR LLC	815 NEW BERN AVENUE	RALEIGH	NC	27601-0000
15J09040	168408-87-7821	CKP REVOCABLE TRUST	3610 US HIGHWAY 701 S	FOUR OAKS	NC	27524-8778
15077025	168408-88-4083	GARCIA-RIZO, VICTOR HUGO	1441 W MARKET ST	SMITHFIELD	NC	27577-3342

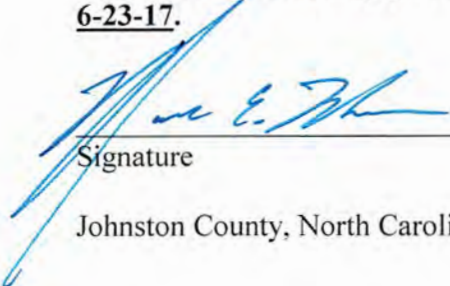


PLANNING DEPARTMENT

Paul C. Embler, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CUP-17-06, were notified by First Class Mail on 6-23-17.

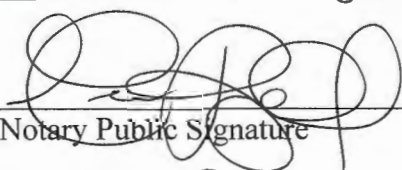


Signature

Johnston County, North Carolina

I, Melissa Rodriguez, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

23 day of June, 2017



Notary Public Signature

Melissa Rodriguez

Notary Public Name

My Commission expires on 12/19/2020

(Seal)





PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

Notice Of Public Hearings

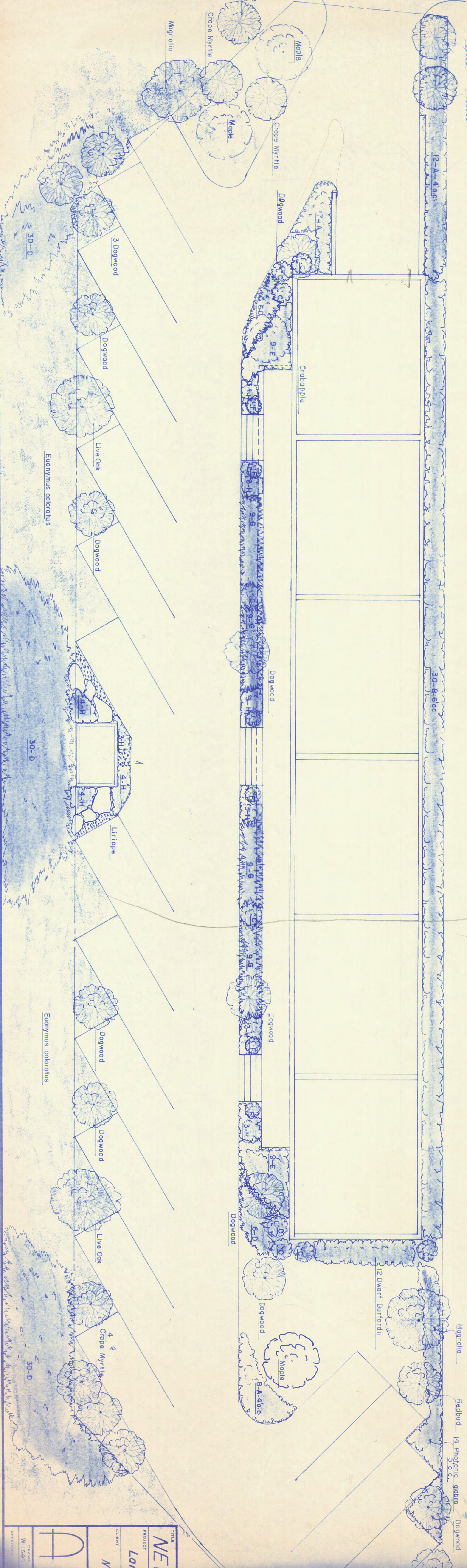
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CUP-17-06 Suburban Apartments: The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011.

CUP-17-07 Smithfield Assisted Living: The applicant is requesting a conditional use permit to allow for a retirement & elderly facility on property located within an OI (Office & Institutional) zoning district. The property is located on the east side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID# 14075021.

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

Run "Legal Ad" in the Smithfield Herald on 6/28/17 and 7/5/17



A	Coronaster repens	4' o.c.	27
B	Ligustrum lucidum	6' o.c.	30
C	Photinia fraxilli		9
D	Andora juniper	5' o.c.	102
E	Schilling Yaupon	4' o.c.	18
F	Cranata Holly		6
G	Shore Juniper	4' o.c.	36
H	Rotunda Holly	3' o.c.	33
	Redbud		3
	Dogwood		14
	Crabapple		1
	Sugar Maple		4
	Magnolia grandiflora		2
	Live Oak		2
	Crape Myrtle		7
	Euonymus Coloratus	18" o.c.	500
	Liriope		30

TITLE: NEW
 PROJECT: LAND
 CLIENT: M
 DRAWN BY: WILSON
 APPROVED: [Signature]
 DATE:

200 Block of Fareway Drive



Project Name:
Suburban
Apartments

Proposed Use:
6 Unit Multi-Family
Apartment

File Number:
CUP-17-06

Property Owner:
Whit Whitley

Applicant:
Whit Whitley

Location:
200 Fareway Drive

Tax ID#
15089011

Zoning District:
B-3

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 5/25/2017

1 inch = 50 feet





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

STAFF REPORT

Application Number: CUP-17-07
Project Name: Smithfield Assisted Living
TAX ID number: 14075021
Town Limits/ETJ: City
Applicant: Affinity Living
Owners: Wolfpack Investors, LLC
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: East side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road.

REQUEST: The applicant is requesting a conditional use permit to construct and operate a 66 unit assisted living facility property located within an OI (Office & Institutional) zoning district

SITE DATA:

Acreage: .42 acres
Present Zoning: OI (Office & Institutional)
Proposed Zoning: N/A
Existing Use / Previous: undeveloped / farm pasture

Proposed Use: 66 unit assisted living facility

ENVIRONMENTAL: There does not appear to be any environmentally sensitive areas on the property considered for a conditional use permit to include flood plains or designated wetlands.

ADJACENT ZONING AND LAND USES:

North: Zoning: OI (Office & Institutional)
Existing Use: Undeveloped

South: Zoning: OI (Office & Institutional)
Existing Use: Undeveloped

East: Zoning: OI (Office & Institutional)
 Existing Use: Neuse Charter School

West: Zoning: OI (Office-Institution)
 Existing Use: Undeveloped

STAFF ANALYSIS AND COMMENTARY:

- **Consistency with the Strategic Growth Plan**

The proposed adult day care facility is not consistent with the recommendations of the Future Land Use Plan which calls for medium density residential land uses near the intersection of Booker Dairy Road and Kellie Drive.

- **Consistency with the Unified Development Code**

An assisted living facility is a permitted use within OI (Office & Institutional) zoning district with a valid conditional use permit. The project has submitted a sketch plan that shows the project can and will meet all applicable minimum development standards.

- **Compatibility with Surrounding Land Uses**

An assisted living facility at this location should not pose a compatibility issue with surrounding land uses given that it will be located in an area where office and institutional uses are common to include Neuse Charter School to the East.

- **Signs**

The project will qualify for ground and wall signs in accordance with Article 19 of the Town of Smithfield Unified Development Ordinance.

OTHER:

FIRE PROTECTION: The Town of Smithfield Fire Department will provide fire protection.

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA

ACCESS/STREETS: Future Kellie Drive Extension

WATER/SEWER PROVIDER: Town of Smithfield

ELECTRIC PROVIDER: Town of Smithfield

Planning Department Recommendations:

The Planning Department recommends approval of the conditional use permit for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

Planning Board Recommendations:

The Planning Board, at its June 1, 2017 meeting, unanimously voted to recommend approval of the conditional use permit to allow for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district

Town Council Action Requested:

The Smithfield Town Council is requested to review the petition for a for conditional use permit to allow for a 66 unit assisted living facility on property located with a OI (Office & Institutional) zoning district and make a decision in accordance with the Finding of Fact for a conditional use permit.



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

CONDITIONAL USE PERMIT APPLICATION

Pursuant to Article 13, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Conditional Use. Conditional Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.

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

Name of Project: Smithfield Assisted Living Acreage of Property: 5.0 (lots 14-17)

SITE INFORMATION:

Deed Book: PB 73 Deed Page(s): 238

Address: Kellie Drive

Location: Lots 14-17 of Briar Harbour Professional Park
 (at the end of Kellie Drive)

Existing Use: Vacant Proposed Use: Assisted Living Facility

Existing Zoning District: O&I

Requested Zoning District: O&I

Is project within a Planned Development: Yes No

Planned Development District (if applicable): O&I

Is project within an Overlay District: Yes No

Overlay District (if applicable): _____

File Number: COP-17-07 Date Received: 5/5/2017 Amount Paid: \$300.00



OWNER INFORMATION:

Name: Wolfpack Investors, LLC c/o Mr. W. Frank Lee

Mailing Address: 1416 Wal Pat Rd., Smithfield NC 27577

Phone Number: 919-934-2700

Fax: 919-934-0061

Email Address: Annette@centralkmktinc.com

APPLICANT INFORMATION:

Applicant: Affinity Living

Mailing Address: P.O. Box 2568 – 328 1st Ave NW Hickory, NC 28603

Phone Number: 828-261-7346

Fax: _____

Contact Person: Mr. Chuck White

Email Address: cwhite@highgroundconsultants.com

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a Conditional Use Permit application. This information is required to be present on all plans, except where otherwise noted:

All required plans (*please see the plan requirements checklist*).

A signed and sealed traffic impact analysis.

Verification of wastewater allocation (*granted or requested*).

Driveway permits (*Town of Smithfield or NCDOT encroachment with associated documentation*).

Other applicable documentation: _____

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

The purpose of this development is to provide the Town of Smithfield and surrounding areas a new Assisted Living Care Facility for its residents. The State of North Carolina has already approved a Certificate of Need for this project.

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for a Conditional Use Permit to address the following findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional pages if necessary.

1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;

The development is in a previously master planned development and will have a site specific site plan review and approval. The project itself is designed to be a safe haven for its residents.

2. That the use meets all required conditions and specifications;

The use of this project is permitted within the zoning requirements of the ordinance and meets all required conditions and specifications.

3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and

The project will not adversely affect the use or any physical attribute or abutting property. The property is in a previously master planned project. The State of NC has issued a Certificate of Need for such a project to be located in Johnston County.

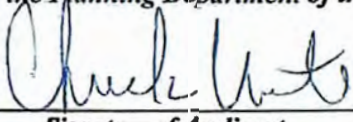
4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).

This project will meet all such requirements referenced above. The development would be consistent with other area developments.

APPLICANT AFFIDAVIT

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

Mr. Chuck White
Print Name


Signature of Applicant

5/5/2017
Date



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

OWNER'S CONSENT FORM

Name of Project: Smithfield Assisted Living Submittal Date: 5-5-17

OWNERS AUTHORIZATION

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

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

W. Frank Lee W. Frank Lee 5-5-17
 Signature of Owner Print Name Date

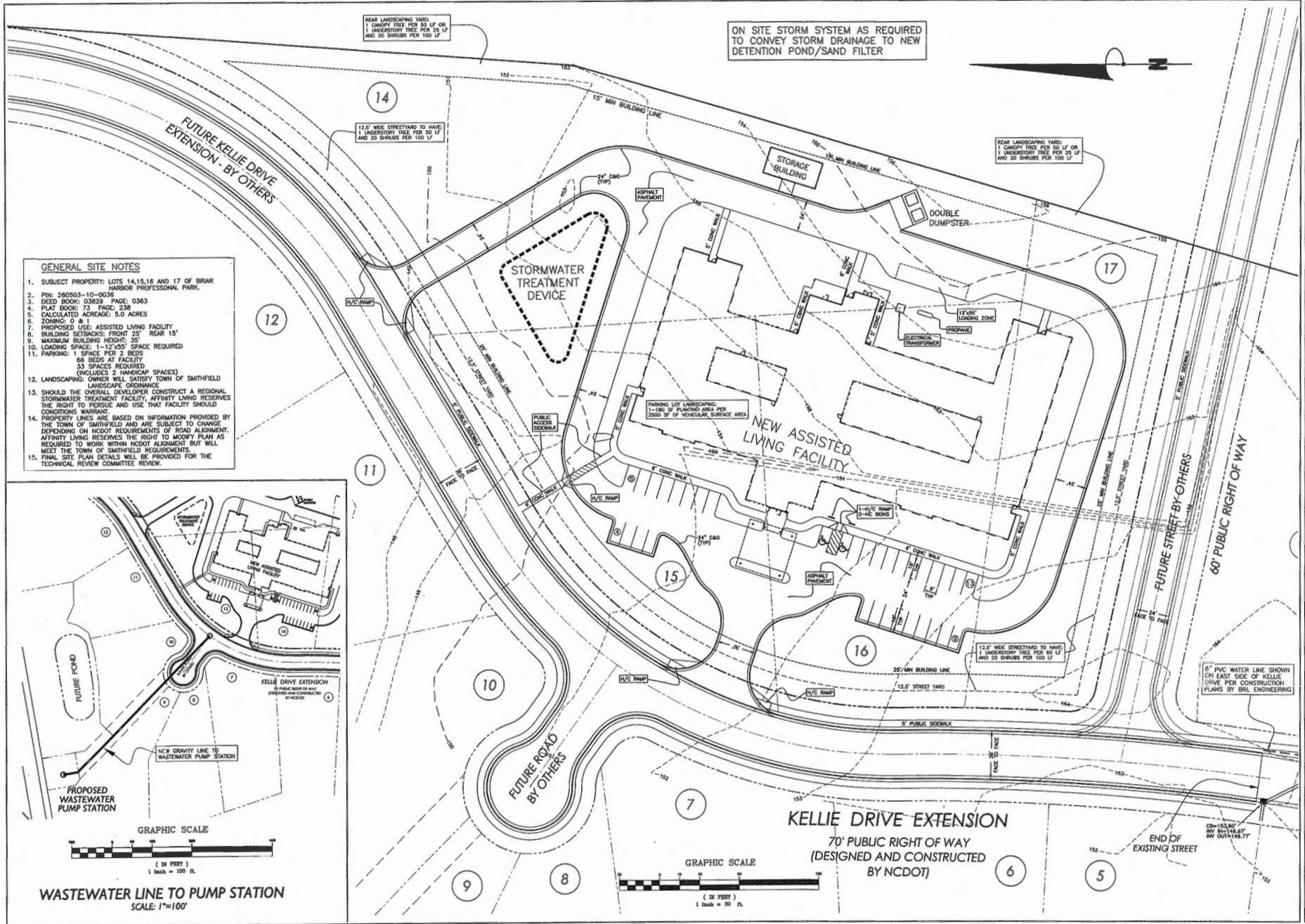
CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

W. Frank Lee W. Frank Lee 5-5-17
 Signature of Owner/Applicant Print Name Date

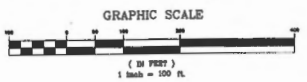
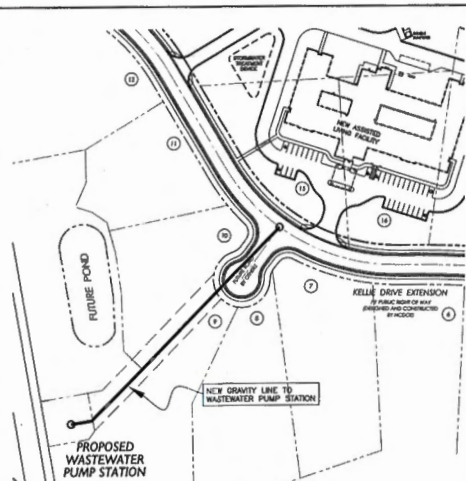
FOR OFFICE USE ONLY

File Number: COP-17-07 Date Received: 5/5/17 Parcel ID Number: _____

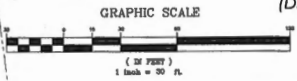


ON SITE STORM SYSTEM AS REQUIRED TO CONVEY STORM DRAINAGE TO NEW DETENTION POND/SAND FILTER

- GENERAL SITE NOTES**
- SUBJECT PROPERTY: LOTS 14, 15, 16 AND 17 OF BRUAR HARBOR PROFESSIONAL PARK.
 - PLN: 280503-10-0036
 - DEED BOOK: 03059 PAGE: 0363
 - PLAT BOOK: 73 PAGE: 238
 - CALCULATED ACREAGE: 5.0 ACRES
 - ZONING: D & I
 - PROPOSED USE: ASSISTED LIVING FACILITY
 - BUILDING SETBACKS: FRONT 25' REAR 15'
 - MAXIMUM BUILDING HEIGHT: 35'
 - LOADING SPACE: 1'-12" WIDE SPACE REQUIRED
 - PARKING: 1 SPACE PER 2 BEDS
68 BEDS AT FACILITY
33 SPACES REQUIRED (INCLUDES 2 HANDICAP SPACES)
 - LANDSCAPING: OWNER WILL SATISFY TOWN OF SMITHFIELD LANDSCAPE ORDINANCE
 - SHOULD THE OVERALL DEVELOPER CONSTRUCT A REGIONAL STORMWATER TREATMENT FACILITY, AFFINITY LIVING RESERVES THE RIGHT TO PURSUE AND USE THAT FACILITY SHOULD CONDITIONS WARRANT.
 - PROPERTY LINES ARE BASED ON INFORMATION PROVIDED BY THE TOWN OF SMITHFIELD AND ARE SUBJECT TO CHANGE DEPENDING ON NCDOT REQUIREMENTS OF ROAD ALIGNMENT. AFFINITY LIVING RESERVES THE RIGHT TO MODIFY PLAN AS REQUIRED TO WORK WITHIN NCDOT ALIGNMENT BUT WILL MEET THE TOWN OF SMITHFIELD REQUIREMENTS.
 - FINAL SITE PLAN DETAILS WILL BE PROVIDED FOR THE TECHNICAL REVIEW COMMITTEE REVIEW.



WASTEWATER LINE TO PUMP STATION
SCALE: 1"=100'



KELLIE DRIVE EXTENSION
70' PUBLIC RIGHT OF WAY
(DESIGNED AND CONSTRUCTED BY NCDOT)

Summey Engineering Associates, PLLC
Engineering - Land Planning - Consulting
PO Box 666
Asheboro, NC 27209
Phone: 315-232-0900 Fax: 315-232-0922
Email: info@summeyeng.com

No.	Date	Description			

CONDITIONAL USE PERMIT
OVERALL SITE PLAN
SMITHFIELD ASSISTED LIVING
KELLIE DRIVE
SMITHFIELD, JOHNSON COUNTY, NORTH CAROLINA

Scale	Date	Drawn By	Checked By	Job No.	E-5898

C-1

of 1

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

Application Number: CUP-17-07 **Name:** Smithfield Assisted Living

Request: Applicant seeks a CUP for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact. Any motion to find against the application must be supported by statement of specific reasons or conclusions reached in support of the motion.

1. Finding One of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.

The Town Council finds that no factual evidence by competent witnesses has been submitted to suggest that public health and safety would be jeopardized by recommending approval of an assisted living facility at this location.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved for the following stated reasons: (Applicant fails to meet the criteria for approval.)

The Town Council finds the proposed assisted living facility were proposed would create a safety hazard given that adequate access to the property does not currently exits.

Finding Two of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The Town Council finds that the use can and will conform to Town of Smithfield Unified Development Ordinance because the site will have access to a public dedicated street and access to town water, town sewer and town electric services.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, fails to meet all required specifications or fails to conform to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations in the following ways or for the following reasons:

The project currently does not have access to city water and sewer service or required access to and from a public right-of-way. Although these improvements will be constructed prior to issuance or a certificate of occupancy, it may be prudent to have this required infrastructure in place prior to issuing a land use permit.

3. Finding Three of Four:

Circle One

A. Approval:

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.

The Town Council received no factual evidence from expert witnesses that suggests that adjoining property values will be harmed if the proposed assisted living facility is constructed at the proposed location.

B. Denial: (If denied, must include facts supporting denial)

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, will substantially injure the value of adjoining or abutting property and/or will be detrimental to the use or development of adjacent properties or other neighborhood uses in the following ways or for the following reasons.

Expert testimony based in factual evidence must be submitted for review by Town Council proving that the adjacent land values will be harmed. If no such factual evidence is submitted, it is recommended that this criteria not be used as a basis for denial.

4. Finding Four of Four:

Circle One

A. **Approval:**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.

The Town Council finds that the proposed assisted living facility is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Town Council finds the proposed assisted living facility were proposed will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

B. **Denial: (If denied, must include facts supporting denial)**

Based on the evidence and testimony presented it is the finding of the **Town Council** that the application, if approved, would adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties in the following ways or for the following stated reasons: (Applicant fails to meet the criteria necessary for approval.)

The Town of Smithfield Future Land Use Map has identified this area as being suited for medium density residential land uses. Reserving land for future residential land uses should be further explored.

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

Motion to Approve: *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant’s representative I move to approve Conditional Use Permit Application # CUP-17-07*

Motion to Deny: *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to deny Conditional Use Permit Application # CUP-17-07 for the following stated reason:*

5. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council for the Conditional Use Permit Application Number CUP-17-07 is hereby:

_____ approved upon acceptance and conformity with the following conditions; or,

_____ denied for the noted reasons.

Decision made this ____ day of _____, 20__ while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk

DRAFT
Smithfield Planning Board Minutes
Thursday, June 1, 2017
6:00 P.M., Town Hall, Council Chambers

Members Present:

Chairman Stephen Upton
Vice-Chairman Daniel Sanders
Teresa Daughtry
Mark Lane
Eddie Foy
Ashley Spain
Gerald Joyner

Members Absent:

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Assistant

Staff Absent:

CALL TO ORDER

APPROVAL OF MINUTES FROM May 4, 2017.

Eddie Foy made a motion, seconded by Daniels Sanders to approve the minutes as written.
Unanimous.

Mr. Upton presented Jack Matthews with an appreciation plaque for his 6 years serving on The Planning Board.

Mr. Upton reminded the Board the next Town Council meeting will be held June 6, 2017 at 7:00 p.m.

Public Hearings:

After all persons given testimony were duly sworn, Mr. Upton opened the public hearing.

CUP-17-06 Suburban Apartments:

Mr. Helmer stated that the applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on a property located within a B-3 (Business Zoning District). This property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011. It is approximately .42 acres in area. The existing building contains 6 office units and is served by a driveway on Pace Street and a driveway on Stancil Street. The parking lot is configured with a one way drive isle and 12 angled parking spaces. The site is currently landscaped but replacement of dead and dying landscape material is recommended. A screened dumpster pad will be required. The proposed 6 unit multi-family housing complex is consistent with the

recommendations of the Future Use Plan which recommends low density residential uses for this property. A 6 unit multi-family housing complex is a permitted use within B-3 (Business) zoning district with a valid conditional use permit. The site has adequate parking for the proposed use and minimal site improvements will need to be made for the project to meet minimum development standards. The 6 unit multi-family housing complex at this location should not pose a compatibility issue with surrounding land uses given that the project is small in scale and will be a low trip generator. There is an existing ground sign that could be refaced. Any changes beyond re-facing the existing sign cabinet will require the entire sign to come into compliance with current development regulations. The other sign is abandoned and in disrepair. It would be required to be removed.

Mr. Helmer stated the traffic pattern for the parking lot is one-way traffic pattern with cars approaching the southernmost portion of the property then exiting out Stencil Street. Fairway Drive serves as a service road to West Market Street. Water/Sewer will be provided by Town of Smithfield. Electricity will be provided by Duke Progress Energy. The Planning Department recommends approval of the Conditional Use Permit for a 6 unit multi-family housing complex. This board is requested to review the petition and make a recommendation to Town Council in accordance with the Finding of Fact for Conditional Use Permit.

Mr. Upton opened up the floor to the board to ask any questions for Mr. Helmer.

Mr. Foy asked if we were just turning 6 offices into 6 rentals apartments.

Mr. Helmer said yes that is correct. In your packet there is an example floor plan and site plan. These are 1 bedroom apartments. They would have a kitchen, living room, bedroom and bathroom.

Teresa Daughtry asked if these apartments were required to be handicapped accessible.

Mr. Helmer stated yes it would be required. The southern portion of the building is closer to grade and it is possible they could turn that corner with a handicap ramp making a couple units handicapped accessible. The front porch is more than 48 inches above grade they may add railings to the front to come into compliance with building code.

Teresa Daughtry asked if a back door was required for fire code.

Mr. Helmer said he didn't know at this time.

Mr. Sanders asked how the driveway would be done.

Mr. Helmer stated it was a one way drive configuration now as it currently exists with angled parking. It is an older style parking lot with 12 angled parking spaces with 12 feet of access. Directional signs to include entrance and exit only signs are recommended.

Mr. Spain asked what width requirements would there be for parking.

Mr. Helmer said all new parking on a 45 degree angle would have 10 to 12 foot drive aisle.

Mr. Upton asked if those requirements for a business are standard for residential.

Mr. Helmer stated the parking is tight and is built to current standards for angled parking.

Mr. Sanders asked if each of the 6 units would have a handicap parking space.

Mr. Helmer said there will be 1 or 2 handicap spaces made available in order to meet code.

Mr. Lane asked about the current parking spaces not being to current standards.

Mr. Helmer said the dimensions of the parking are not standard 9 x 11 parking stalls. It is narrow and tight. I don't think the parking is so much an issue as the building and the landscaping would need freshening up.

Mrs. Daughtry said she felt like one handicap apartment would be sufficient and not have all of them set up to be handicap accessible. However she felt like the board should be able to find out if a backdoor was required.

Mr. Helmer stated there was very little space from the back wall to the property line. He said there wasn't even room for a stoop much less a walk way around the stoop. Access is very limited; if fire code does trigger rear entrance then there will be challenges.

Mr. Upton requested that the property owner, Whit Whitley come forward and answer any questions.

Mr. Sanders asked if all of the apartments are single family dwellings.

Mr. Whitley said there will be 6 one bedroom apartments.

Mr. Whitley wanted to clarify the question from earlier about a back door being required. He said he has to put a window in every unit on the back wall of each one to meet fire codes. He will also need to install fire walls in between each unit as well.

Mr. Upton asked what the garage underneath would be for?

Mr. Whitley said it would be used for storage and not part of the apartment complex.

Mr. Upton reminded the board that the applicant is requesting a conditional use permit to construct and operate a 6 unit apartment complex. He will have to meet all building codes set forth by the county.

Mr. Spain asked if all parking spaces were occupied would the parking lot be wide enough for emergency vehicles to gain access with the current footage.

Mr. Whitley said he felt that it would be wide enough for emergency vehicles because the UPS truck comes through there all the time.

Mr. Spain asked if the new codes are to take care of that.

Mr. Upton stated that building and fire code issues will be worked through during the review and inspections process and this board is considering the use of multi-family residential. All code related details will be sorted out through the staff review and approval process.

Steven Casey of 327 Pace Street came forward on behalf of himself and his neighbors. He says he didn't receive a letter but he did see the sign telling about this meeting. He is concerned about the trash bin and how he and his neighbors would see it first thing when they walk outside. One of his neighbors is concerned that the air conditioning units are on his property. Mr. Casey also has a concern for the kind of clientele these apartments would bring to the area.

Mrs. Daughtry stated these are one bedroom apartments and would be for 1 person or a husband and wife never any children.

Mr. Casey also expressed concerned about the building codes and if they were in place.

Mr. Upton said the remarks you are stating are well taken but the building codes are not being reviewed by this board. We review for the use of a six unit multi-family housing complex.

Mr. Upton closed the hearing for CUP-17-06, Mark Lane made a motion seconded by Teresa Daughtry to move to the finding of fact for a conditional use permit.

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

- 1. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.***

The Planning Board finds that no factual and competent evidence has been submitted to suggest that public health and safety would be jeopardized by allowing a change in use from office to residential.

- 2. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified***

Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.

The Planning Board finds that the use can and will conform to Town of Smithfield Unified Development Ordinance to include dumpster screening and handicap accessible parking as required for the change in use from office to residential.

- 3. *Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.***

The Planning Board received no factual evidence from competent experts that suggests that adjoining property values will be harmed if the change in use from office to residential is approved.

- 4. *Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.***

The Planning Board finds that the proposed change in use is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Planning Board finds a change in use from an office and institutional land use to multi-family residential land use will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

Mr. Lane made a motion to approve CUP-17-06 and the finding of the fact seconded by Daniel Sanders.

CUP-17-07 Smithfield Assisted Living:

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district. The property is located on Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road. It is further identified as Johnston County Tax ID# 14075021. Within your planning packet there is a map showing the location of the property. It

is west and adjacent to Neuse Charter School and located within the Briar Harbor Subdivision. You will also find in your packet a preliminary site plan showing the layout of the plot.

Mr. Helmer stated the proposed assisted living is not consistent with the recommendations of the Future Land Use Plan which calls for medium density residential land uses near the intersection of Booker Dairy Road and Kellie Drive.

Mr. Helmer stated the assisted living facility is a permitted use within OI (Office & Institutional) zoning district with a valid conditional use permit. The project has submitted a sketch plan that shows the project can and will meet all applicable minimum development standards.

Mr. Helmer stated the assisted living facility should not pose a compatibility issue with surrounding land uses given that it will be located in an area where office and institutional uses are common to include Neuse Charter School to the East as well as other medical offices nearby.

Mr. Helmer stated the project will qualify for typical ground signs to include two ground signs one on each street and two wall signs, one on each wall. The Town of Smithfield will provide fire, police, water/sewer and electric services to the facility.

The Planning Department recommends approval of the Conditional Use Permit for a 66 unit assisted living facility on property located within an OI (Office & Institutional) zoning district.

The Planning Board is requested to review the petition for a Conditional Use Permit to allow for a 66 unit assisted living facility on property located with an OI (Office & Institutional) and make a recommendation to Town Council in accordance with the Finding of Fact for a Conditional Use Permit.

Being no further questions, Eddie Foy made a motion to close the public hearing; seconded by Teresa Daughtry; Unanimous

The Smithfield Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

- 1. Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved or is approved with the following stated conditions.***

The Planning Board finds that no factual evidence by competent witnesses has been submitted to suggest that public health and safety would be jeopardized by recommending approval of an assisted living facility at this location.

2. ***Based on evidence and testimony presented it is the finding of the Planning Board that the application, if approved, meets all required specifications and conforms to the standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinance or other applicable regulations or is approved with the following additional stated conditions.***

The Planning Board finds that the use can and will conform to Town of Smithfield Unified Development Ordinance providing the facility has access to a publicly dedicated street and has access to town water, town sewer and town electric services.

3. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses or is approved with the following additional stated conditions.***

The Planning Board received no factual evidence from expert witnesses that suggests that adjoining property values will be harmed if the proposed assisted living facility is constructed at the proposed location.

4. ***Based on the evidence and testimony presented it is the finding of the Planning Board that the application, if approved, would not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development of the adjacent properties or is approved with the following additional stated conditions.***

The Planning Board finds that the proposed assisted living facility is consistent with the purpose and intent, and will not violate the character of current development standards. Furthermore, the Planning Board finds the proposed assisted living facility were proposed will not adversely affect any adopted plans to include small area plans or existing transportation plans for this area.

Based upon satisfactory compliance with the above stated four findings and fully contingent upon full incorporation of all statements entered into the record by the testimony of the applicant and applicant's representative;

Chairman Upton stated CUP-17-07 is recommended for approval and will move to Town Council meeting on June 6, 2017. Mr. Upton closed CUP-17-07.

Old Business:

No Report

New Business:

Mr. Helmer stated that the UDO committee would be presenting the revised UDO soon.

Mr. Upton stated the revised UDO would come before the Planning Board then recommended to the Town Council. Mr. Upton asked if the new UDO would be color coded.

Mr. Helmer answered yes, all new text in this document; things that are substantially different from current ordinance are green. Things that have been changed requested by the UDO committee are in yellow. The purple text is changes made by the UDO committee.

Text in white is from existing ordinance. You will receive the new UDO before the next planning board meeting to review. The next planning board meeting was up for debate due to July 4th. Planning department staff will contact the consultant to see when they will have the new UDO available for distribution. From there we can schedule the next Planning Board meeting.

Mr. Michael Hicks, a permitting manager for the company Mobility. He is an expert in cell technology. Mr. Hicks stood before the board to speak on this new technology.

Mr. Upton asked is this possibly something that is going to come before the Planning Board in a situation.

Mr. Helmer answered it is something that will have to be addressed in the UDO. One of the first amendments to the UDO will be small cell technology.

Mr. Hicks says the company he works for is an infrastructure company for the wireless industry and other industries as well. They set up DA networks distributed antenna systems which are internal to buildings. What's coming now is data technology. Mobility has utility status throughout the nation. The deployment of this infrastructure is within the right of way like any other utilities. Mobility's primary goal is to use existing utility poles. If there is a location that isn't sustainable to house their equipment or is not in a proper location, we would need to construct a new utility pole. Those poles would vary in height from 30 to 50 ft.

Mr. Helmer asked what the range would be on one of these small cells in terms of being adjacent to another small cell.

Mr. Hicks stated the data signal usually went two tenths to a quarter of a mile. As you get in more densified areas that have obstructions from buildings and such you may be looking at only a few city blocks. Mr. Hicks concluded his presentation and opened the floor up for questions.

Mr. Upton said you have to saturate the area pretty well to get complete coverage across the city.

Mr. Hicks said yes this is a deployment effort across America.

Mr. Spain asked how much do these small cells cost.

Mr. Hicks said 10,000 to 15,000 for the pole and all the equipment.

Mr. Spain asked who absorbs the price of these.

Mr. Hicks said the cell phone carriers do.

Mr. Sanders asked if the current towers would be removed.

Mr. Hicks said no, the current towers would remain in place.

Mr. Foy asked Mr. Helmer if this was going to be a conditional use permit issue for the Town.

Mr. Helmer said it remains to be seen, we have to see what process we need to go through. We will see what the state ultimately decides and how they will allow us to review and approve these.

Mrs. Daughtry asked if this was going to become a competitive market.

Mr. Helmer stated he felt like the flood gates would open here soon and we would have hundreds of applications.

Mr. Sanders asked how much the FCC would have to do with this.

Mr. Hicks said a lot

Mr. Eddie Foy made a motion to adjourn it was seconded by Ashley Spain. Unanimous
Mr. Upton said motion approved

Eddie Foy made a motion to adjourn, seconded by Ashley Spain. Unanimous.

Submitted this 6th day of June, 2017.

Julie Edmonds
Administrative Assistant
Planning Department



PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

Notice Of Public Hearings

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, July 11, 2017 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

CUP-17-06 Suburban Apartments: The applicant is requesting a conditional use permit to construct and operate a 6 unit multi-family housing complex on property located within a B-3 (Business) zoning district. The property is located on the west side of the intersection of Fairway Drive and Stancil Street and further identified as Johnston County Tax ID#15089011.

CUP-17-07 Smithfield Assisted Living: The applicant is requesting a conditional use permit to allow for a retirement & elderly facility on property located within an OI (Office & Institutional) zoning district. The property is located on the east side of the proposed Kellie Drive Extension approximately 800 feet north of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID# 14075021.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
14075021K	260405-08-7988	TETRA BLISS PROPERTIES LLC	101 KELLIE DR	SMITHFIELD	NC	27577-0000
14075021N	260405-09-7342	WOLFPACK INVESTORS LLC	1416 WAL PAT ROAD	SMITHFIELD	NC	27577-0000
14075021E	260405-09-0729	SILVA, RUTH M	12 HAZELWOOD CT	SMITHFIELD	NC	27577-0000
14075021L	260405-18-1977	WOLFPACK INVESTORS LLC	1416 WAL PAT ROAD	SMITHFIELD	NC	27577-0000
14057005R	260405-19-4154	NEUSE CHARTER SCHL FACILITIES	P O BOX 1249	SMITHFIELD	NC	27577-1249
14057004A	260503-11-9178	WOLFPACK INVESTORS LLC	1416 WAL PAT ROAD	SMITHFIELD	NC	27577-0000
14075018	260503-11-0612	WOLFPACK INVESTORS, LLC	128 E HARGETT ST STE 300	RALEIGH	NC	27601-1460
14075019	260503-01-5175	JONES, CALLIE S	2270 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075019A	260503-01-3521	JONES, CALLIE S	2270 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075020	260503-00-1738	LEE, ANN FLOWERS	2172 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075020A	260503-00-4944	LEE, ANN FLOWERS	2172 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075021	260503-10-0036	WOLFPACK INVESTORS LLC	1416 WAL PAT ROAD	SMITHFIELD	NC	27577-0000
14057005E	260405-19-9806	NEUSE CHARTER SCHL FACILITIES	P O BOX 1249	SMITHFIELD	NC	27577-1249
14075021H	260405-09-4310	AWAKENING CHURCH INC	PO BOX 1623	SMITHFIELD	NC	27577-0000



PLANNING DEPARTMENT
Paul C. Embler, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **CUP-17-07**, were notified by First Class Mail on **6-23-17**.

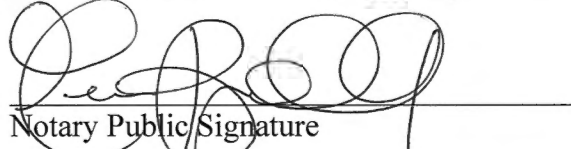


Signature

Johnston County, North Carolina

I, Melissa Rodriguez, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

23 day of June, 2017



Notary Public Signature

Melissa Rodriguez

Notary Public Name

My Commission expires on 12/19/2020
(Seal)





PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

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

Run "Legal Ad" in the Smithfield Herald on 6/28/17 and 7/5/17

Kellie Drive Extension



Project Name:
Smithfield Assisted Living

Proposed Use:
Assisted Living Facility

File Number:
CUP-17-07

Property Owner:
Wolpack Investors, LLC

Applicant:
Affinity Living

Location:
Kellie Drive Extension

Tax ID#
14075021

Zoning District:
OI

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 5/25/2017

1 inch = 200 feet





Request for City Council Action

**Public
Hearing
Date:**

**Electric
Rate
Adjustment
7/11/2017**

Subject: Electric Rate Adjustment
Department: Public Works
Presented by: Mike Scott, Town Manager; Ted Credle, Utilities Director
Presentation: Public Hearing

Issue Statement

The Town of Smithfield recently received a 4.5% reduction in its wholesale electric charges from ElectriCities. After a review of expenditures and revenues for the Smithfield Electric Utility for FY 2017-18, Utility Financial Solutions supports an average of a 4.5% reduction be passed on to the Town's customers.

Financial Impact

A reduction of 4.5% in Electric Revenues for the Smithfield Electric Utility.

Action Needed

Approve an average 4.5% reduction with a 1% bandwidth, as recommended by Utility Financial Solution's rate design.

Recommendation

Approve an average 4.5% reduction with a 1% bandwidth, as recommended by Utility Financial Solution's rate design.

Approved: City Manager City Attorney

Attachments:

Staff Report and UFS Report

1. Staff Report
2. UFS Report

In April of 2017, ElectriCities reduced its wholesale electric rate to its members by an average 4.5%. During previous budget workshops, staff was directed to enlist the assistance of Utility Financial Solutions (UFS) to determine what, if any, rate reduction could be passed on to the customers of Smithfield.

Different possible reductions, as well as no reduction, were explored and analyzed. Following this review, staff is confident recommending the average 4.5% reduction received by the Town in April, can be passed on to its customers, as recommended by UFS in the attached rate design.

At the time of this report, ElectriCities has provided information that wholesale rates are planned to increase by 3% in FY 2020 and an additional 3% in FY 2021. While staff is **confident of the Town's recommended rate structure** between the current time and FY 2020, it is likely another rate study will need to be completed for the FY 2020 budget, should the aforementioned, planned rate increase come to fruition.

Town of Smithfield
Rate Design
4.5% Scenario

6/28/2017

Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (616) 393-9721
Email: mbeauchamp@ufsweb.com

Submitted Respectfully by:
Mark Beauchamp, CPA, CMA, MBA
President, Utility Financial Solutions



Town of Smithfield
Rate Design
Table of Contents

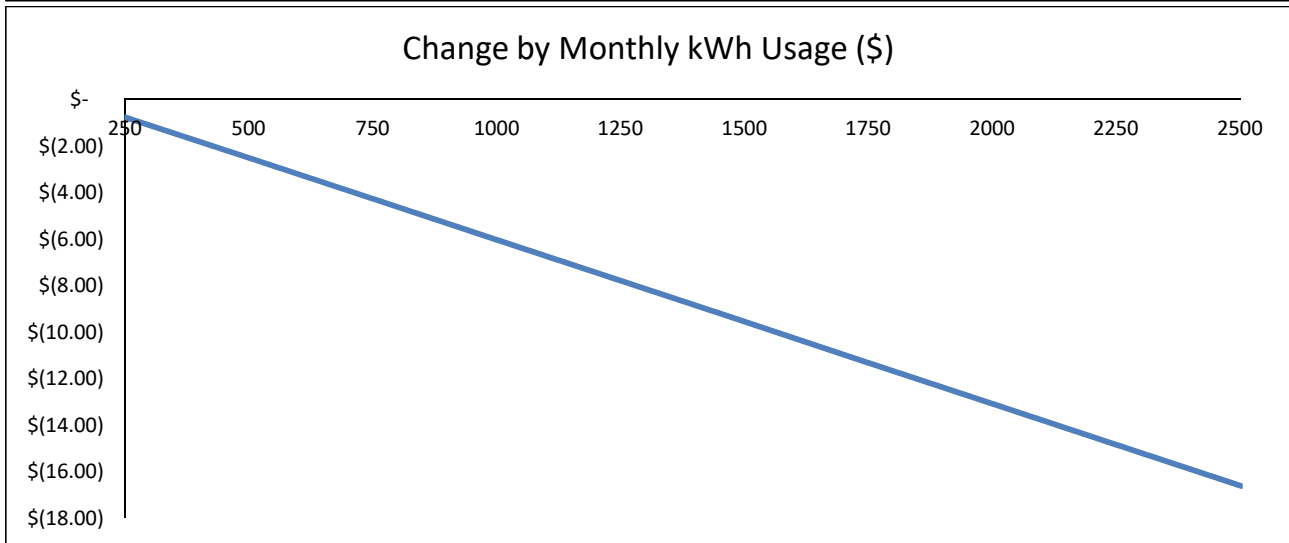
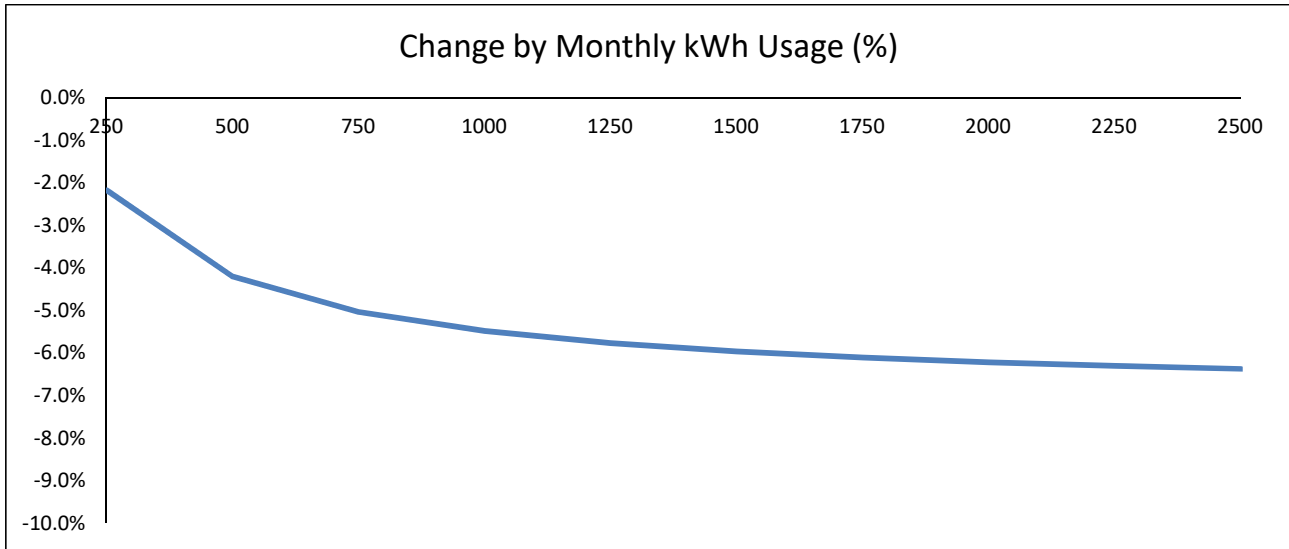
	Page
Rate Design Summary	3
Projected Residential Rates	4
Projected Small General Service Rates	5
Projected Municipal GS Rates	6
Projected Area Lights Rates	7
Projected Residential Time-of-Use Rates	8
Projected General Service Rates	9
Projected Commercial Time-of-Use Rates	10
Projected Large GS- Coor Pk Demand LG-2 Rates	11
Projected Large GS- Coor Pk Demand LG-3 Rates	12

Town of Smithfield
Rate Design
Rate Design Summary

Customer Class	Projected			
	Projected Revenues Under Current Rates	Revenues Under Proposed Rates Year 1	Projected Revenue Change Year 1	Projected Percentage Change Year 1
Residential	\$ 4,250,859	\$ 4,017,061	\$ (233,797)	-5.50%
Small General Service	509,251	481,242	(28,009)	-5.50%
Municipal GS	55,095	53,167	(1,928)	-3.50%
Area Lights	305,735	289,040	(16,696)	-5.46%
Residential Time-of-Use	323,049	311,742	(11,307)	-3.50%
General Service	6,813,826	6,517,198	(296,628)	-4.35%
Commercial Time-of-Use	759,048	726,004	(33,044)	-4.35%
Large GS- Coor Pk Demand LG-2	3,483,539	3,358,016	(125,523)	-3.60%
Large GS- Coor Pk Demand LG-3	346,959	334,815	(12,144)	-3.50%
Totals	\$ 16,847,361	\$ 16,088,286	\$ (759,075)	-4.51%

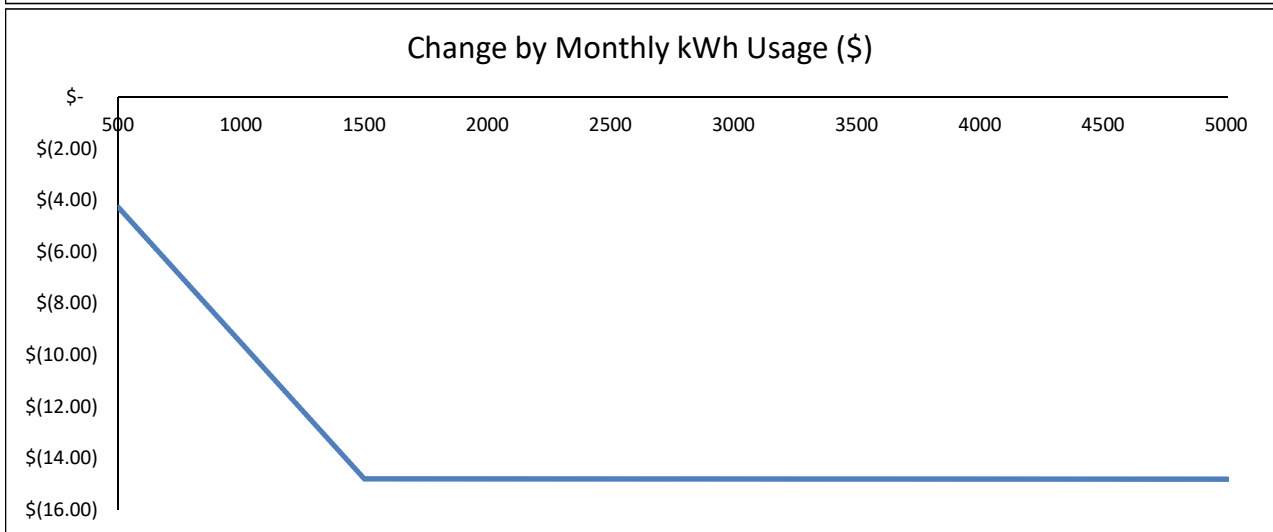
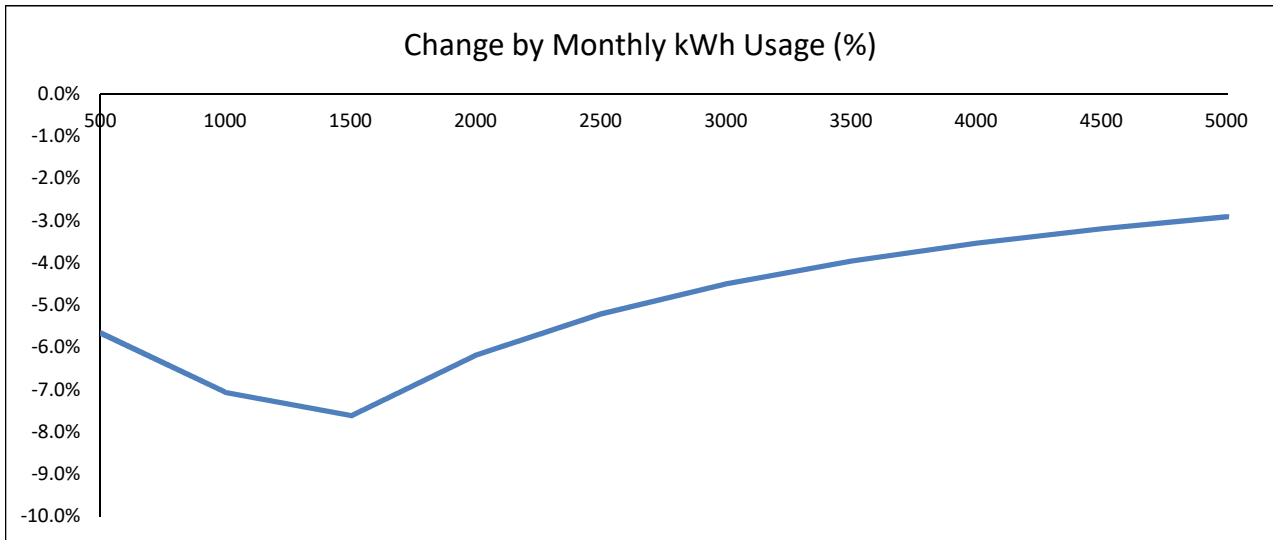
Town of Smithfield
Electric Rate Design
Projected Residential Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Basic Customer Charge	\$ 10.00	\$ 11.00	10.00%
Three Phase Service	\$ 18.00	\$ 20.00	11.11%
Energy Charge:			
All Energy	\$ 0.10020	\$ 0.09316	-7.03%
Revenue from Rate	\$ 4,250,859	\$ 4,017,061	-5.50%



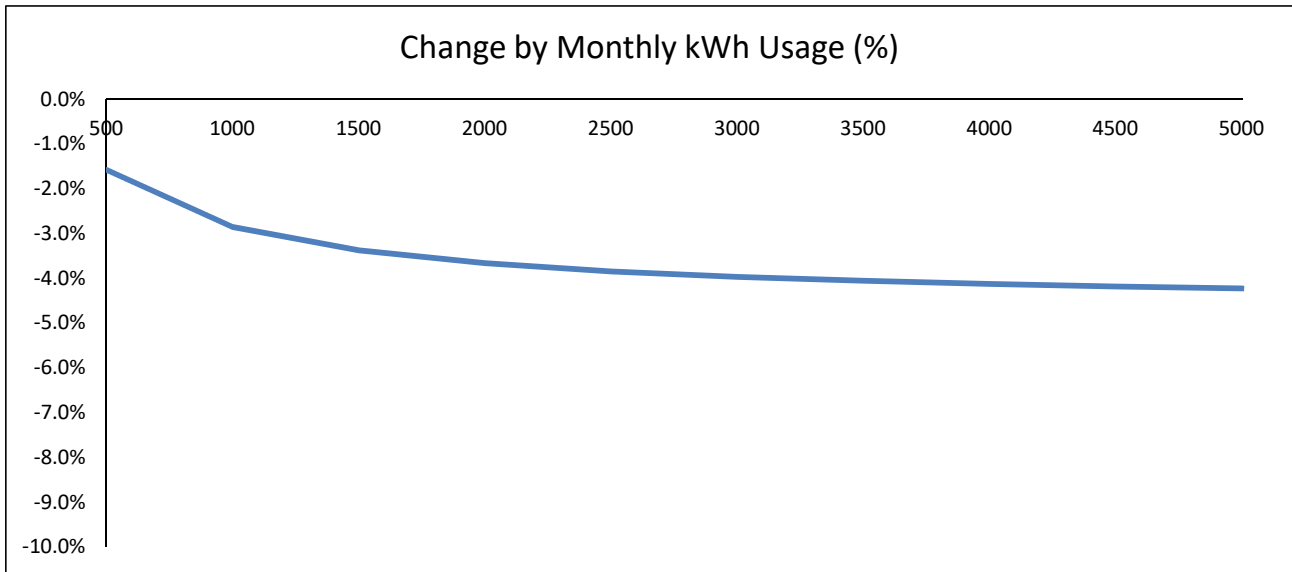
Town of Smithfield
Electric Rate Design
Projected Small General Service Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Single Phase Customers	\$ 16.00	\$ 17.00	6.25%
Three Phase Customers	\$ 24.00	\$ 24.00	0.00%
Energy Charge:			
Block 1 (0 - 1,500 kWh)	\$ 0.11900	\$ 0.10846	-8.86%
Block 2 (Excess)	\$ 0.09000	\$ 0.09000	0.00%
Revenue from Rate	\$ 509,251	\$ 481,242	-5.50%



Town of Smithfield
Electric Rate Design
Projected Municipal GS Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Single Phase Charge	\$ 16.00	\$ 17.00	6.25%
Three Phase Charge	\$ 30.00	\$ 30.00	0.00%
Energy Charge:			
All Energy	\$ 0.08200	\$ 0.07820	-4.64%
Revenue from Rate	\$ 55,095	\$ 53,167	-3.50%

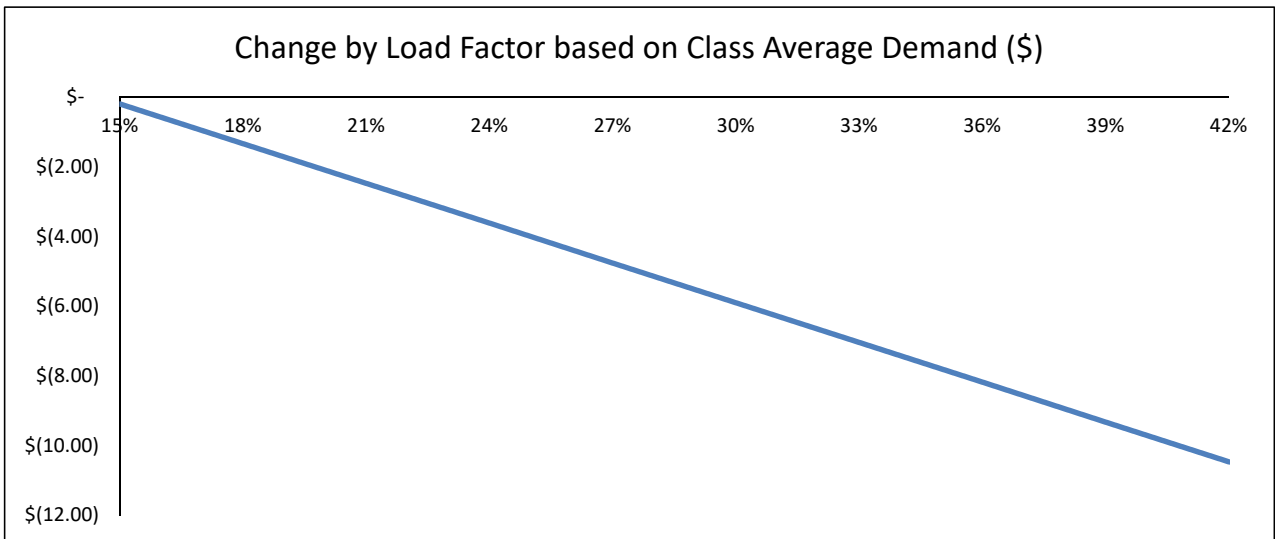
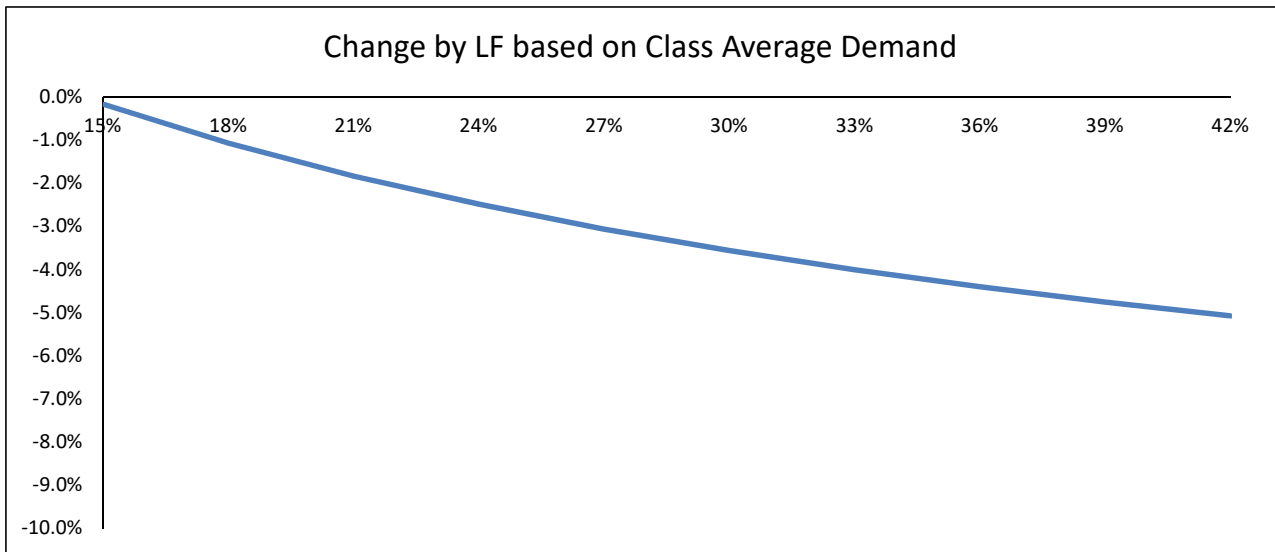


Town of Smithfield
Electric Rate Design
Projected Area Lights Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
A1	\$ 11.65	\$ 11.00	-5.58%
A1M	\$ 22.00	\$ 20.80	-5.45%
A1P	\$ 14.75	\$ 13.95	-5.42%
A1U	\$ 18.00	\$ 17.00	-5.56%
B7	\$ 22.85	\$ 21.60	-5.47%
C1	\$ 15.55	\$ 14.70	-5.47%
C1M	\$ 24.60	\$ 23.25	-5.49%
C1P	\$ 18.55	\$ 17.55	-5.39%
C2	\$ 21.80	\$ 20.60	-5.50%
C2M	\$ 28.50	\$ 26.95	-5.44%
C2P	\$ 21.30	\$ 20.15	-5.40%
C2U	\$ 25.40	\$ 24.00	-5.51%
C4	\$ 26.75	\$ 25.30	-5.42%
C4P	\$ 29.75	\$ 28.10	-5.55%
C4U	\$ 33.95	\$ 32.10	-5.45%
F1	\$ 39.90	\$ 37.70	-5.51%
F1M	\$ 50.20	\$ 47.50	-5.38%
F1P	\$ 42.90	\$ 40.55	-5.48%
F1U	\$ 47.05	\$ 44.45	-5.53%
F4	\$ 26.75	\$ 25.30	-5.42%
F4P	\$ 29.75	\$ 28.10	-5.55%
MP1	\$ 5.65	\$ 5.35	-5.31%
WP1	\$ 2.80	\$ 2.65	-5.36%
Revenue from Rate	\$ 305,735	\$ 289,040	-5.46%

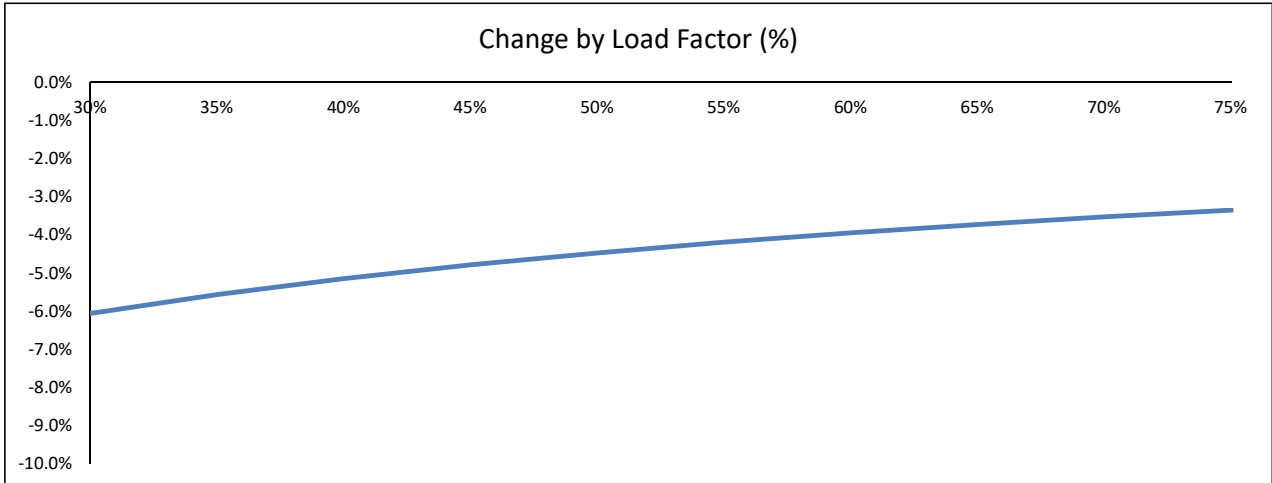
Town of Smithfield
Electric Rate Design
Projected Residential Time-of-Use Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
All Customers	\$ 17.00	\$ 18.00	5.88%
Energy Charge:			
On Peak Energy	\$ 0.10020	\$ 0.09316	-7.03%
Off Peak Energy	\$ 0.05370	\$ 0.04717	-12.15%
Demand Charge:			
On Peak Demand	\$ 5.93	\$ 6.50	9.61%
Revenue from Rate	\$ 323,049	\$ 311,742	-3.50%



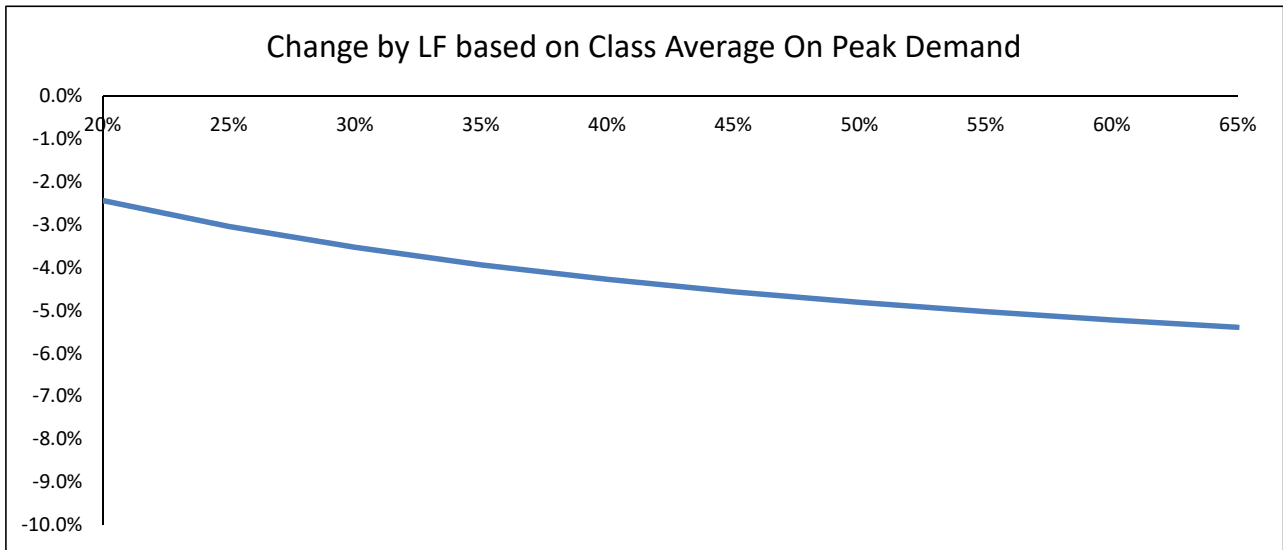
Town of Smithfield
Electric Rate Design
Projected General Service Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Single Phase	\$ 16.00	\$ 17.00	6.25%
Three Phase	\$ 30.00	\$ 30.00	0.00%
Energy Charge:			
Block 1 (0 - 2,500 kWh)	\$ 0.09000	\$ 0.06786	-24.60%
Block 2 (Excess)	\$ 0.06790	\$ 0.06800	0.15%
Demand Charge			
All Demand	\$ 11.20	\$ 11.20	0.00%
Revenue from Rate	\$ 6,813,826	\$ 6,517,198	-4.35%



Town of Smithfield
Electric Rate Design
Projected Commercial Time-of-Use Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Single Phase Customer	\$ 20.00	\$ 22.00	10.00%
Three Phase Customer	\$ 28.00	\$ 30.00	7.14%
Energy Charge:			
On Peak Energy	\$ 0.09000	\$ 0.09000	0.00%
Off Peak Energy	\$ 0.06000	\$ 0.05384	-10.26%
Demand Charge:			
On Peak Demand	\$ 13.67	\$ 14.00	2.41%
Revenue from Rate	\$ 759,048	\$ 726,004	-4.35%



Town of Smithfield
Electric Rate Design
Projected Large GS- Coor Pk Demand LG-2 Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Customer Charge	\$ 513.95	\$ 513.95	0.00%
Energy Charge:			
All Energy	\$ 0.05820	\$ 0.05554	-4.57%
Demand Charge:			
Coincident Peak Demand	\$ 19.10	\$ 19.10	0.00%
Revenue from Rate	\$ 3,483,539	\$ 3,358,016	-3.60%

Town of Smithfield
Electric Rate Design
Projected Large GS- Coor Pk Demand LG-3 Rates

Rates	Current	Year 1	Change
Monthly Facilities Charge:			
Customer Charge	\$ 513.95	\$ 513.95	0.00%
Energy Charge:			
All Energy	\$ 0.0465	\$ 0.04209	-9.46%
Demand Charge:			
Coincident Peak Demand	\$ 14.25	\$ 15.25	7.02%
Excess Demand	\$ 2.25	\$ 2.50	11.11%
Revenue from Rate	\$ 346,959	\$ 334,815	-3.50%

NOTICE OF PUBLIC HEARING
TOWN OF SMITHFIELD
AMENDMENT TO THE ELECTRIC UTILITY RATE SCHEDULE

In accordance with *North Carolina General Statute 159B-16.1 Revenues - NCEMPA members*, the citizens of the Town of Smithfield are hereby informed that the Town is considering amending the current electric rate schedule for all customers. This includes a reduction in all electric rate classifications and also includes a potential increase for certain base rate classifications. The amendments to the electric rate schedule are based on the results from the recent Cost of Service Update conducted by Utility Financial Solutions. In an effort to involve the citizens of the Town and obtain their comments regarding amending the electric rate schedule, the Town Council will hold a public hearing on Tuesday, July 11, 2017 at 7:00 PM in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC 27577. The purpose of the public hearing is to explain the proposed electric rate schedule amendments and to allow the citizens of the Town an opportunity to express their views concerning this change.

Persons having any questions concerning the amendment to the electric rate schedule are urged to attend the public hearing and make their views known. Persons with disabilities requiring special accommodations should contact Town Clerk, Shannan Williams at 919-934-2116 ext. 1108, TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting. Written comments will be accepted until 5:00 PM, Friday, July 7, 2017 and may be mailed to Shannan Williams at P O Box 761, Smithfield, NC 27577.

Esta informaciòn està disponible en español o en cualquier otro idioma bajo peticiòn. Por favor, pòngase en contacto con Shannan Williams al 919-934-2116 o en P O Box 761, Smithfield, NC 27577.

Shannan L. Williams, Town Clerk

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NOTES TO PUBLISHER:

- ▶ Publish twice – Sunday, June 25th and Sunday, July 2nd .
- ▶ Publish in the **legal** section of the Herald
- ▶ Send invoice and affidavit of publication to:
Shannan Williams
PO Box 761
Smithfield, NC 27577



Request for City Council Action

Public Hearing **Amend Ordinance**
Sec. 7-31
Date: 7/11/2017

Subject: Amendment to Ordinance 7-31 Open Fires
Department: Fire
Presented by: John Blanton
Presentation: Public Hearing

Issue Statement

The Fire Department is seeking approval to amend the current ordinance (Sec. 7-31 Open Fires – Prohibited), to allow for the use of approved Fire Pits and outdoor Fire places.

Financial Impact

None to the Town

Action Needed

Approval of the Ordinance amendment to allow for the use of Fire Pits and Fireplaces.

Recommendation

To approve the requested changes to replace current ordinance.

Approved: City Manager City Attorney

Attachments:

1. Draft Ordinance
2. Notice of Public Hearing



Staff Report

**Public
Hearing** **Amend
Ordinance
Sec. 7-31**

The Current Ordinance reads:

Sec. 7-31. – Open fires – Prohibited.

No open fires shall be permitted in the town for the purpose of burning leaves, trash or other combustible material. Private incinerators of metal or outdoor fireplace construction shall be considered open burning and their use prohibited. (Ord. of 7-7-92)

The recommended Ordinance would read:

Sec. 7-31. – Open fires.

Open fires, including bonfires are not permitted in the Town for the purpose of burning leaves, trash or other combustible material. Private incinerators are not allowed. Outdoor fireplaces and approved fire pits used for cooking and or recreational heating purposes are allowed and must be kept at least twenty-five (25) feet from any building or structure **(Deck's, Balcony's) are considered part of the structure. Only cut natural firewood can be** used in outdoor fireplaces. Any outdoor fireplaces or fire pits must be supervised by a competent adult and have a useable extinguishing device (fire extinguisher, water hose, etc.) within twenty-five (25) feet. The fire pit shall have a total fuel area of no more than three (3) feet or less in diameter and two (2) feet in height/depth. Smoke conditions considered a nuisance to adjoining properties shall not be allowed.

This change to the ordinance is compliant with all North Carolina State Fire codes listed below.

The North Carolina Fire Code, recreational fires are defined as an outdoor fire burning materials other than rubbish where fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purpose.

North Carolina Fire Code 307.3, regarding the authorization of the fire code official to extinguish an outside fire:

The fire code official is authorized to order the extinguishment, of open burning that creates or adds to a hazardous or objectionable situation.

North Carolina Fire code 307.4.2, regarding recreational fires:

Recreational fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.

North Carolina Fire Code 307.5, regarding attendance during burning:

Open burning; bonfires, recreational and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher, with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose, or or water truck, shall be available for immediate utilization.

TOWN OF SMITHFIELD
North Carolina
ORDINANCE # 491

AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD CODE OF ORDINANCES,
CHAPTER 7, FIRE PREVENTION AND PROTECTION
ARTICLE II. – FIRE DEPARTMENT,
SEC. 31. – OPEN FIRES – PROHIBITED

WHEREAS, Section 7-31 of the Town of Smithfield’s Code of Ordinances currently prohibits outdoor fireplaces and fire pits use for cooking or recreational use within the Town limits; and

WHEREAS, The Smithfield Fire Department has requested that the Ordinance be amended to allow for outdoor fireplaces and fire pits use for cooking or recreational.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that Chapter 7, Fire Prevention and Protection, Article II. – Fire Department, Sec. 31 – Open Fires-Prohibited, is rewritten as follows:

~~**Sec. 7-31. – Open fires – Prohibited.**~~

~~No open fires shall be permitted in the town for the purpose of burning leaves, trash or other combustible material. Private incinerators of metal or outdoor fireplace construction shall be considered open burning and their use prohibited.
(Ord. of 7-7-92)~~

Sec. 7-31. – Open fires.

Open fires, including bonfires are not permitted in the Town for the purpose of burning leaves, trash or other combustible material. Private incinerators are not allowed. Outdoor fireplaces and approved fire pits used for cooking and or recreational heating purposes are allowed and must be kept at least twenty-five (25) feet from any building or structure (Deck’s, Balcony’s) are considered part of the structure. Only cut natural firewood can be used in outdoor fireplaces. Any outdoor fireplaces or fire pits must be supervised by a competent adult and have a useable extinguishing device (fire extinguisher, water hose, etc.) within twenty-five (25) feet. The fire pit shall have a total fuel area of no more than three (3) feet or less in diameter and two (2) feet in height/depth. Smoke conditions considered a nuisance to adjoining properties shall not be allowed.

This ordinance shall be effective upon adoption

Adopted by motion made by Councilman _____, seconded by Councilman _____, and approved on a vote of ____ in favor and _____ against.

This the 11th day of July, 2017

M. Andy Moore, Mayor

ATTEST

Shannan L. Williams, Town Clerk

APPROVED AS TO FORM:

Robert Spence, Jr., Town Attorney

NOTICE OF PUBLIC HEARING
TOWN OF SMITHFIELD
AMENDMENT TO THE CODE OF ORDINANCES
CHAPTER 7- FIRE PREVENTION AND PROTECTION, ARTICLE II – FIRE DEPARTMENT,
SECTION 7-31 – OPEN FIRES

In accordance with North Carolina General Statute 160A-364. *Procedure for adopting, amending, or repealing ordinances*, the Town of Smithfield citizens are hereby informed that the Town is considering amending the Code of Ordinances, specifically Chapter 7 - *Fire Prevention and Protection*, ARTICLE II. - *Fire Department*, Section Sec. 7-31. - *Open fires—Prohibited*. The proposed amendment would allow for outdoor fireplaces and approved fire pits for cooking or recreational heating purposes.

In an effort to involve the citizens of the Town and obtain their comments regarding amending the Town of Smithfield’s Code of Ordinances, the Town Council will hold a public hearing on Tuesday, July 11, 2017 at 7:00 PM in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC 27577. The purpose of the public hearing is to explain the proposed Ordinance amendment and to allow the citizens of the Town an opportunity to express their views concerning this change.

Persons having any questions concerning the amendment to the Town’s Code of Ordinances are urged to attend the public hearing and make their views known. Persons with disabilities requiring special accommodations should contact Town Clerk, Shannan Williams at 919-934-2116 ext. 1108, TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting. Written comments will be accepted until 5:00 PM, Friday, July 7, 2017 and may be mailed to Shannan Williams at P O Box 761, Smithfield, NC 27577.

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Consent

Agenda Items



The Smithfield Town Council met in regular session on Tuesday, June 6, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem
Marlon Lee, District 1
J. Perry Harris, District 2
Roger A. Wood, District 4
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Travis Scott, District 3

Administrative Staff Present

Michael Scott, Town Manager
John Blanton, Fire Chief
Lenny Branch, Public Works Director
Ted Credle, Public Utilities Director
Paul Embler, Planning Director
Gary Johnson, Parks & Rec Director
R. Keith Powell, Chief of Police
Tim Kerigan, Human Resources/PIO
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

Mayor Moore called the meeting to order at 7:00

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

APPROVAL OF AGENDA:

Councilman Wood made a motion, seconded by Mayor Pro-Tem Ashley, to move Business Item 4: *Approval to install a Four Way Stop Sign on Whitley Drive and McCullers Street* to the Consent Agenda and to add section (5) to the Closed Session to discuss potential property acquisition. Unanimously approved.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the agenda as amended. Unanimously approved.

PRESENTATIONS:

1. Administered Oath of Office to New Police Lieutenant – Nathan Memmelaar

Mayor Moore administered the Oath of Office to newly promoted Police Lieutenant Nathan Memmelaar.

2. Administered Oath of Office to New Police Sergeant – Jordan Jeffery

Mayor Moore administered the Oath of Office to newly promoted Police Sergeant Jordan Jeffery.

3. Proclamation – Honoring Planning Director Paul C. Embler, Jr.’s Service to the Town of Smithfield

Mayor Moore presented a proclamation to Paul Embler and congratulated him on his upcoming retirement.

**PROCLAMATION
In Honor of Paul C. Embler, Jr.’s
Service to the Town of Smithfield**

WHEREAS, Paul Embler has been a dedicated employee since May 12, 2003 and has announced that he will retire on July 1, 2017; and

WHEREAS, Paul Embler has served the Town of Smithfield as the Planning Director for fourteen years; and

WHEREAS, during Paul Embler's tenure with the Town of Smithfield, his professional involvement and accomplishments include: the Buffalo Creek Greenway Project, the Neuse Charter School Project, the Community Park Project, the development and update of the Unified Development Ordinance, along with numerous other projects; and

WHEREAS, Paul Embler's goal as the Planning Director was always to improve the quality of life for the citizens of Smithfield and he has demonstrated in many ways his deep and genuine love for the community; and

WHEREAS, Paul Embler has earned and deserves this public recognition for his years of service and dedication to the Town of Smithfield; and

WHEREAS, Paul Embler will be missed both professionally and as a friend, and we extend our very best wishes to him for a long and prosperous retirement.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Paul Embler for his distinguished service to the Town of Smithfield, and urge our citizens to join with us as we extend our sincere appreciation for his work, and wish him well in his future endeavors

PUBLIC HEARING:

1. Rezoning Request by Olivia Holding: E & F properties, Inc. (RZ-17-01)

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

Planning Director Paul Embler addressed the Council on a request by Olivia Holding. The applicant was requesting to rezone approximately 54.95 acres of land from the R-20A (Residential-Agricultural) zoning district to the B-3 (Business) zoning district. The property considered for approval was located on the north side of Booker Dairy Road approximately 200 feet east of its intersection with Bradford Street. The property is further identified as Johnston County Tax ID# 14057004D.

Planning Director Paul Embler incorporated his entire record and provided it to Council in written form in the June 6, 2017 agenda packet.

The Planning Department recommended approval of the request to rezone approximately 54.95 acres of land from the R-20A (Residential-Agricultural) zoning district to the B-3 (Business) zoning district.

The Planning Board recommended approval of the request to rezone approximately 54.95 acres of land from the R-20A (Residential-Agricultural) zoning district to the B-3 (Business) zoning district.

Mayor Moore asked if the applicant wished to provide additional information. Mr. Andrew Hodge from Adams and Hodge Engineering representing the applicant stated he agreed with the information provided by Mr. Embler.

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

Mayor Moore asked if there were any questions from Council.

Councilman Harris questioned the types of uses that would be allowable in a B-3 zoning district. Mr. Embler responded that all businesses along Highway 301 were permitted in the B-3. He further explained that multi-family residential could be permitted by special use. Town Manager Michael Scott stated that government buildings could also be permitted in a B-3 zoning district as a matter of permitted right.

Councilman Harris made a motion, seconded by Councilman Wood, to close the Public Hearing. Unanimously approved.

Mayor Pro-Tem Ashley asked that they be mindful of the residential neighborhoods in the area.

The Written Finding

Town Council of the Town of Smithfield decided the matter of this Rezoning Application by motion and vote on each of the following eight findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to vote in the affirmative to all of the below eight findings. Unanimously approved.

- **Finding One of Eight: Agree**

The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield.

The rezoning request from a residential zoning district to a commercial zoning district meets all the Town's plans and policies and will blend in well with the adjacent land uses. The Comprehensive Land Use Plan directly indicates the subject property is best suited for medium density residential land uses. However, the property is immediately adjacent to and west of an existing B-3 (Highway Entrance Business) zoning district.

- **Finding Two of Eight: Agree**

The rezoning petition is compatible with established neighborhood patterns of the surrounding area.

The rezoning request is compatible with established neighborhood patterns which includes an existing commercial zoning district immediately east of the subject property.

- **Finding Three of Eight: Agree**

The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning.

The rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning because the rezoning will allow for the creation of new commercial zoning district that will promote economic development along the proposed Durwood Stevenson Highway. This area is envisioned by many to be area were the next wave of commercial development will take place.

- **Finding Four of Eight: Agree**

The rezoning request is in the community interest

The rezoning request is in the community interest because the proposed commercial rezoning will allow for economic development opportunities in the area and ultimately increased tax revenue for the Town at large.

- **Finding Five of Eight: Agree**

The request does not constitute “Spot Zoning”

Since adjacent nearby properties are presently zoned B-3 (Business) then it is unlikely an argument could be made for “spot zoning” or “small scale” zoning.

- **Finding Six of Eight**

Present regulations deny or restrict the economic use of the property

The property is currently zoned R-20A (Residential-Agricultural). Commercial development of the property cannot occur unless the property is rezoned.

- **Finding Seven of Eight**

The availability of public services allows consideration of this rezoning request

Public water, sewer and electric services will be available at or near the site considered for rezoning. CenturyLink and Spectrum will serve the area with phone and cable respectively.

- **Finding Eight of Eight**

Physical characteristics of the site prohibit development under present regulations

The property is not affected by physical restraints such as wetlands, stream buffers, potential flood hazard areas and storm water. There is no limiting geological and hydrological formation that would prohibit development (rock outcrops, lakes, etc.)

Record of Decision: Approval of Rezoning Request (RZ-17-01)

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, based upon satisfactory compliance with the above stated eight findings and fully contingent upon full incorporation of all statements entered into the record by the applicant and applicant’s representative I move to approve rezoning petition RZ-17-01. Unanimously approved.

2. Town of Smithfield Fiscal Year 2017-2018 Budget

Councilman Harris made a motion, seconded by Councilman Dunn, to open the Public Hearing. Unanimously approved.

Town Manager Michael Scott presented the Council with the FY 2017-2018 Town of Smithfield Budget. This budget was provided to the Council on May 23rd. Highlights of the budget include the following:

- **Balanced in all funds :**
 - \$12,795,144 General Fund
 - \$16,761,000 Electric Fund
 - 7,001,500 Water-Sewer Fund
- **No increase in property tax**
- **No change in electric fees**
- **No change in water/sewer rates**

- General Fund Balance remains above 25% Fiscal Policy Requirements
- Maintained Medical Employee Benefits at Similar Level
- Provides for a tiered salary adjustment for employees that is equal to a budget impact of a 2% increase.
- Major Capital Expenditures:
 - General Fund
 - Police: Replace 5 Police Cars
 - Replace Animal Control
 - Fire: Operation of Fire Station 2
 - Gen Govt.: Replace Finance Software
 - PW Streets: Annual Street Resurface
 - Replace Backhoe
 - PW Sanitation: Replace Street Sweeper
 - Parks and Rec: JC Kiddie Park
 - Water Plant
 - Replace 3 Altitude Valves
 - Riverbank Refurbishment Design
 - Water/Sewer
 - I & I Reduction
 - AMI Metering
 - Durham Street Sewer Line Replacement
 - Lift Station Repairs
 - Electric
 - AMI/Smart Grid
 - Continue Voltage Conversion Project
 - Capital Reserve ½ Bucket Truck
- No Capital asset transfers from the Electric Fund to the General Fund
- Future issues:
 - SB 126 which deals with how sales tax is distributed. If passed by the North Carolina General Assembly, the Town could see a potential loss of \$87,000 - \$104,000 to the general fund revenues.
 - Johnston County Sewer Rate Increase: Should Johnston County approve a 6% sewer rate increase, that increase will be passed onto the customer.
 - Electric Rate Reduction: Staff is still evaluating.

Mayor Moore asked if there was anyone in attendance that would like to speak on the propose FY 2017-2018 Budget. There were no comments.

Mayor Moore asked for questions for comments from the Council.

Mayor Pro-Tem Ashley expressed his appreciation to the Manager for his leadership during the budget process.

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

Councilman Harris made a motion, seconded by Councilman Rabil, to adopt FY 2017-2018 the budget, budget ordinance and fee schedule as presented. Unanimously approved.

(A copy of the adopted budget and fee schedule is on file in the Office of the Town Clerk)

**TOWN OF SMITHFIELD
BUDGET ORDINANCE
FY 2017-2018**

BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina, meeting in Smithfield, North Carolina this 6th day of June, 2017, that the following fund revenues and departmental expenditures, together with certain restrictions and authorizations, are adopted:

Section 1. General Fund

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Current & Prior Year Property Taxes	6,059,000
Sales and Services	2,353,756
Licenses, Permits and Fees	76,450
Unrestricted Intergovernmental Revenues	3,175,019
Restricted Intergovernmental Revenues	553,000
Investment Earnings	9,000
Loan Proceeds	25,400
Other	515,989
Fund Balance Appropriated	27,500
	12,795,114

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, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

General Government	376,021
Non-Departmental	801,299
Debt Service	1,294,860
Finance	143,501
Planning	358,138
Police	3,725,925
Fire	1,642,133
General Services	474,874
Streets	466,482
Garage	91,392
Powell Bill	322,725
Sanitation	1,097,677
Parks/Recreation	850,002
Aquatics Center	932,329
Contingency	217,756
	12,795,114

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, 2017 and ending June 30, 2018:

Water Sales	3,515,000
Sewer Sales	3,350,000
Investment Earnings	8,500
Other Revenues	128,000
Fund Balance Appropriated	-
	7,001,500

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, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Water Treatment Plant	1,744,749
Water and Sewer Distribution	4,398,899
Debt Service	717,038
Contingency	140,815
	7,001,501

Section III. Electric

It is estimated that the following revenues will be available in the Electric Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Electric Sales	16,400,000
Penalties	315,000
Investment Earnings	19,000
Other Revenues	27,000
Fund Balance Appropriated	-
	16,761,000

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, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Electric Dept. Operation	15,791,753
Debt Service	359,972
Contingency	609,275
	16,761,000

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, 2017 and ending June 30, 2018:

Received from State	9,000
Interest	60
	9,060

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, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Firemen's Supplemental Retirement	9,060
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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, 2017 and ending June 30, 2018:

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, 2017 and ending June 30, 2018 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, 2017 and ending June 30, 2018:

Interest	1,346
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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, 2017 and ending June 30, 2018 in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Special Projects	1,346
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Section VII. 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, 2017 and ending June 30, 2018:

Transfer from General Capital Reserve Fund	175,000
Transfer from General Fund	95,833

Loan Proceeds	125,000
	<u>395,833</u>

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, 2017 and ending June 30, 2018, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Financial Software	45,833
Backhoe	100,000
Street Sweeper	<u>250,000</u>
	395,833

Section VIII. 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, 2017 and ending June 30, 2018:

Transfer from W/S Fund	585,000
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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, 2017 and ending June 30, 2018, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

AMI - Nexgrid Metering	210,000
I&I S&W Smithfield	100,000
Upgrd Lift Station Repair (5 & 11)	100,000
Sanitary Sewer Replacement (Durham St.)	<u>175,000</u>
	585,000

Section IX. 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, 2017 and ending June 30, 2018:

Transfer from Electric Fund	750,000
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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, 2017 and ending June 30, 2018, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

AMI System	500,000
Voltage Conversion	<u>250,000</u>
	750,000

Section X. Electric Capital Reserve Fund

It is estimated that the following revenues will be available in the Electric Capital Reserve Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Transfer from Electric Fund	115,000
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The following amounts are hereby appropriated in the Electric Capital Reserve Fund for the operation of the Town Government and its capital activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the Chart of Accounts heretofore established for the Town of Smithfield:

Transfer to Electric Capital Reserve Fund for the Following Allocations:	
Bucket Truck	115,000

Section XI 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 2017-2018. 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 XII- 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 XIX- 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 2017-2018 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.

CITIZENS' COMMENTS:

- Jeff Jennings Chairman of the Library Board of Trustees of Johnston County and Smithfield expressed the Board’s appreciation for the Town’s continued financial support of the Library. Mr. Jennings reminded the Town Council of the importance of the Library and what it offers to the community. He informed the Council that in the future, discussions will be necessary about the structural needs of the building.
- Tim Johnson of 1206 South Walnut Drive expressed his appreciation to retiring Planning Director Paul Embler for all he has done for the community. Mr. Johnson explained that Mr. Embler saved the Town thousands of dollars during the community park project, the greenway project and the miracle league field project.

CONSENT AGENDA:

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

1. Approved the following Minutes:
 - April 26, 2017 – Special Session: FY 17-18 Budget
 - May 2, 2017 – Regular Meeting
 - May 2, 2017 – Closed Session
 - May 10, 2017 – Special Session: FY 17-18 Budget
 - May 15, 2017 – Special Session: FY 17-18 Budget
 - May 22, 2017 – Special Session: FY 17-18 Budget
2. Approval was granted to install a “Slow Children at Play” street sign on Pine Street.
3. Approved the career ladder promotion of a Police Officer I to the rank of Police Officer II.
4. Advisory Board Appointments
 - A recommendation was made to the Johnston County Board of Commissioners to appoint Ashley Spain to a third term on the Planning Board as an ETJ member.

5. New Hire Report

<u>Filled Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-5100-0200	\$15.58/hr. \$34,836.88/yr.)
Part-time Police Officer I	Police	10-5100-0200	\$16.35/hr.

<u>Current Vacancies</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer	Police	10-5100-0200
Sanitation Equip. Operator	PW – Sanitation	10-5800-0200
Planning Director	Planning	10-4900-0200

6. Approval was granted to install a four way stop sign placed on Whitley Drive and McCullers Street

Unanimously approved.

BUSINESS ITEMS:

1. Approval to enter into an agreement with ETC Institute to conduct a Community Survey

Intern Stephen Walker addressed the Council on a request to enter into an agreement with ETC Institute to conduct a community survey. Mr. Walker explained the Town Manager had expressed his interest in conducting a community survey. The survey would allow a sample of citizen to

communicate their thoughts on Town services. It would provide staff with an accurate snapshot and promote community engagement. Mr. Walker contacted several firms and it was determined that ETC Institute was the most cost effective. Funds for the survey would be paid out of the current fiscal year's General Fund, Water/Sewer Fund and Electric Fund contingency funds. Estimates obtained are as follows:

	<u>Estimate</u>	<u>Cross Tabulations</u>	<u>Additional Fees</u>	<u>Presentation</u>
National Research Center	\$14,265		\$5,760	
Decision Analyst	\$ 20,000-\$25,000			
BKL Research	\$19,850			
ETC Institute	\$15,520	\$1,500		\$1,750

According to the estimate provide by ETC institute, 400 surveys would cost \$15,520. Cross-tabulations of demographic groups compared to other variables would cost an additional \$1,500.00. An on-site presentation will cost \$1,750. The total cost of the ETC Institute survey is \$18,770.

Councilman Wood questioned how the survey would be distributed. Mr. Walker responded the survey would be sent to approximately 400 residents via US Mail. Councilman Wood suggested that 100 surveys be sent in each district.

Councilman Lee inquired as to how the 400 citizens would be selected to participate in the survey. Mr. Walker responded that names and addresses from the utility billing software would be forwarded to ETC institute. The Town Manager explained the survey would be a random sampling of the Town spread out as evenly as possible

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to approve the agreement with ETC Institute to conduct a community survey using contingency funds from the General Fund, the Water/Sewer Fund and the Electric Fund. Mayor Pro-Tem Ashley, Councilman Wood, Councilman Dunn, Councilman Harris and Councilman Rabil voted in favor of the motion. Councilman Lee voted against the motion. Motion passed 5 – 1.

2. Approval to authorize staff to work with CSX railroad and a local developer/land owner to evaluate the feasibility of creating a quiet zone across the Peedin Road railway crossing

The Town Manager addressed the Council on a request to work with local developer, Mike McLamb, on the feasibility of creating a quiet zone across the Peedin Road railway crossing. The Town Manager explained that Mr. McLamb owns land adjacent to Venture Drive and Magnolia Drive and has requested the Town of Smithfield make application to CSX to create a quiet zone. A quiet zone is an area where the CSX railroad will not blow its horn through crossing. The railroad crossing at the Peedin Road location is of a type that might allow for a quiet zone to be created. A quiet zone must be a minimum of one-half mile in length as measured along the railroad track. It appears there is this distance between the Peedin Road Crossing and the nearest railroad crossing at Lee Street. It is also possible additional equipment or the relocation of equipment may be necessary to meet the requirements of a quiet zone. The cost of any required changes would be brought back to Council for approval. Only a government entity can make application for a quiet zone. Staff has learned that there will be a \$6,000 deposit that will need to be made at the time of application. These funds are used by CSX Railroad to evaluate the crossings. The developer has agreed to pay \$6,000 to the Town at a time that would be consistent with the development if the development comes to fruition. There may be additional up fits that are required by CSX to the railway crossing and it is the hope that the developer would also incur those costs.

Mike McLamb stated he was in agreement with the presentation made by the Town Manager. He explained that the quiet zone would be a tremendous asset to the area given the proximity of the railroad to the hotels, businesses and residents. Mr. McLamb also agree to pay \$6,000 to the Town at the time of application if it was deemed that the development of the land would indeed come to fruition.

Mayor Pro-Tem Ashley questioned if there would be an increased safety risk. Mr. McLamb responded that there are Federal DOT and CSX requirements that are very specific and must be followed.

Councilman Harris informed the Council that there were three phases to the Smithfield Crossings Project. The last phase would connect Venture Drive with the Crossings area. The construction of that road was never completed for various reasons. Connecting the Crossings Area to Venture Drive could affect the McLamb property. He suggested that the Council cooperate with the developer on the quiet zone and work in a manner that was suitable for both the Town and the landowner.

Town Manager Michael Scott informed the Council the Town would not make application for the quiet zone until the property was properly vetted to determine if it would work for what they intend to do. Councilman Harris responded that he didn't want the landowner to pay for a quiet zone application until it is determined that they can move forward with their project.

Councilman Harris made a motion, seconded by Councilman Rabil, to allow the Town to file the application with CSX Railroad for a Quiet Zone at such time as the landowner (Mike McLamb) feels comfortable moving forward with the project. The landowner has agreed to pay the \$6,000 Quiet Zone application fee to the Town. Unanimously approved.

3. North Carolina Department of Transportation's offer to purchase Ava Gardner Blvd Right of Way and Roadway Improvements

Planning Director Paul Embler addressed the Council on a request by the North Carolina Department of Transportation (NCDOT) to purchase Ava Gardner Blvd right of way and roadway improvements as part of the Booker Dairy Road Extension Project. Mr. Embler explained on May 23, 2017 staff received via email from and offer to purchase Ava Gardner Blvd. from NCDOT. NCDOT is offering \$620,450.00 for approximately 1.4 acres of land with associated roadway improvements. The appraisal was forwarded to the Town Attorney for review. The Town Attorney then engaged an appraiser to review the appraisal and the offer to purchase. The recommendation from the Town Attorney and the appraiser was to accept the offer to purchase. The monies offered for the land are comparable to recent property sales and the monies offered for roadway improvements are well within acceptable industry standards for the cost of roadway construction.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to accept NCDOT's offer to purchase Ava Gardner Blvd right of way and roadway improvements in the amount of \$620,450.00. Unanimously approved.

4. Approval for the Revised Garbage Truck Funding Source and Budget Amendment

Finance Director Greg Siler addressed the Council on a request to revise the garbage truck funding source and accompanying budget amendment. Mr. Siler explained that the FY 2017 budget contained the purchase of a garbage truck estimated to cost \$170,000. The garbage truck would be purchased with loan proceeds of \$104,000 and \$66,000 of the Town's money. Mr. Siler recommending borrowing the entire cost of the garbage truck, thereby freeing up \$66,000 to aide in equipping and upgrading the West Side Fire station.

Mayor Pro-Tem Ashley questioned if this purchase would decrease the General Fund fund balance. Mr. Siler responded that it would not decrease the fund balance. The entire purchase would be financed.

Councilman Harris inquired as to the length of the loan. Mr. Siler responded it was a fiver year loan.

Councilman Rabil made a motion, seconded by Councilman Wood, to approve the request to finance the purchase of the garbage truck and budget amendment. Unanimously approved.

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<u>GENERAL FUND CAPITAL PROJECTS</u>			
<u>FUND</u>			
3. Revenue			
46-3900-5801 Loan/Garbage Truck	\$ 104,000	\$ 66,000	\$ 170,000
46-3900-0000 Transfer from	<u>\$ 823,500</u>	<u>\$ (66,000)</u>	<u>\$ 757,500</u>
GF	<u>\$ 927,500</u>	<u>\$ -</u>	<u>\$ 927,500</u>

To change garbage truck funding source totally to loan proceeds

5. Approval of FY 2016-2017 year End Budget Amendments

Finance Director Greg Siler addressed the Council on Fiscal Year 2016-2017 budget amendments. An updated list of budget amendments were distributed to the Council. Mr. Siler explained year-end budget amendments and encumbrances are often required at year end to balance departmental budgets or to carry over funds for ongoing projects and/or items ordered through purchase orders. All budget increases could be accomplished by using other departmental budgets or contingency dollars. These budget amendments were often created by additional expenditures related to Hurricane Matthew, or approved expenditures that have occurred throughout the fiscal year. No fund balance appropriations exist that were not previously approved by the Town Council. Mr. Siler explained the encumbrances would be amended to include the cost of the community survey that was approved earlier in the meeting.

Councilman Rabil questioned the amount budgeted for condemnations. Town Manager Michael Scott responded there was \$25,000 from the current fiscal year that would be encumbered and \$25,000 from the new fiscal year has been budgeted for a total of \$50,000 for condemnations.

Councilman Lee questioned the \$10,000 listed on the encumbrances for the swimming pool. Town Manager Michael Scott responded that \$10,000 was budgeted in the current fiscal year for the demolition of the Eva Ennis Pool. These funds are being carried over into the next fiscal year because that project has not been completed. Councilman Lee stated that a local contractor Randall Durham was going to donate time and resources to make the pool operational. The Town Manager stated he was unaware of this. Parks and Recreation Director Gary Johnson responded that he spoke with Mr. Durham once, but received no other feedback from him.

Councilman Harris made a motion, seconded by Councilman Wood to approve year end budget amendments for 16-17. Unanimously approved.

June,
2017

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Expenditures			
10-4100-0200 General Gov. - Salaries	\$ 96,364	\$ (7,524)	\$ 88,840
10-4100-0400 General Gov. - Professional Fees/Dues	42,671	2,500	45,171
10-4100-3501 General Gov. - Service Contracts	14,175	9,524	23,699
10-4100-1700 General Gov. - Equipment/Vehicle Maint. & Repair	-	290	290

10-4100-3402 General Government - Interim Manager	-	351	351
10-9990-5300 General Fund Contingency	<u>123,432</u>	<u>(5,141)</u>	<u>118,291</u>
	<u>\$ 276,642</u>	<u>\$ -</u>	<u>\$ 276,642</u>

To move the Temp Admin. Assist. position from salaries to contract services, fund professional fees overages, establish budgets for maintenance & repair, and Interim Manager expenses.

2. Revenue

10-3980-0000 Occupancy Tax	<u>\$ 185,000</u>	<u>\$ 60,000</u>	<u>\$ 245,000</u>
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Expenditures

10-4110-5715 Non-Departmental - Occupancy Tax/JC Tourism	<u>\$ 179,000</u>	<u>\$ 60,000</u>	<u>\$ 239,000</u>
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To increase occupancy tax receipts and expenses

3.

Expenditures

10-5300-3310 Fire - Non Capital Outlay	\$ -	\$ 26,000	\$ 26,000
10-9990-5300 General Fund Contingency	<u>118,291</u>	<u>(26,000)</u>	<u>92,291</u>
	<u>\$ 118,291</u>	<u>\$ -</u>	<u>\$ 118,291</u>

To establish and fund the partial equipping of Fire Station #2

4. Expenditures

10-4110-5710 Non-Departmental: Economic Development	\$ 100,000	\$ (17,868)	\$ 82,132
10-5600-7400 Streets - Capital Outlay	<u>-</u>	<u>17,868</u>	<u>17,868</u>
	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>

To establish and fund storm drain pipe replacement on Barbour Road for Bella Square

5. Revenue

10-3900-1101 Riverside Cemetery Lot Sales	<u>\$ 10,000</u>	<u>\$ 17,500</u>	<u>\$ 27,500</u>
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Expenditures

10-5500-3201 General Services - Riverside Ext. Inc	<u>\$ 10,000</u>	<u>\$ 17,500</u>	<u>\$ 27,500</u>
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To fund additional lot sales at Riverside Cemetery

6. Revenue

10-3900-1703 Grant - FEMA	<u>\$ -</u>	<u>\$ 44,432</u>	<u>\$ 44,432</u>
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Expenditures

10-5600-7401 Streets - Capital Improv./Street Repair	<u>\$ -</u>	<u>\$ 44,432</u>	<u>\$ 44,432</u>
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To establish and fund street repair due to Hurricane Matthew

7. Expenditures

10-5650-3300 Garage - Supplies	\$ 11,300	\$ 4,000	\$ 15,300
10-9990-5300 General Fund Contingency	<u>92,291</u>	<u>(4,000)</u>	<u>88,291</u>
	<u>\$ 103,591</u>	<u>\$ -</u>	<u>\$ 103,591</u>

To fund supply overages

8. Revenue

10-3900-1703 Grant - FEMA	<u>\$ 44,432</u>	<u>\$ 37,517</u>	<u>\$ 81,949</u>
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Expenditures

10-5800-0250 Sanitation - Overtime	\$ 5,000	\$ 10,000	\$ 15,000
10-5800-35010 Sanitation - Service Contracts	1,000	6,000	7,000
10-5800-0300 Sanitation - Temp Labor	-	17,517	17,517
10-5500-0250 General Services - Overtime	<u>2,000</u>	<u>4,000</u>	<u>6,000</u>
	<u>\$ 8,000</u>	<u>\$ 37,517</u>	<u>\$ 45,517</u>

To increase budgets due to Hurricane Matthew

9.

Expenditures

10-6220-0300 Aquatics Center - Temp Labor	\$ 12,000	\$ 5,000	\$ 17,000
10-9990-5300 General Fund Contingency	<u>88,291</u>	<u>(5,000)</u>	<u>83,291</u>
	<u>\$ 100,291</u>	<u>\$ -</u>	<u>\$ 100,291</u>

To fund temp labor overages

10.

Expenditures

10-4200-3300 Finance - Supplies/Operations	\$ 10,700	\$ 2,000	\$ 12,700
10-9990-5300 General Fund Contingency	<u>83,291</u>	<u>(2,000)</u>	<u>81,291</u>
	<u>\$ 93,991</u>	<u>\$ -</u>	<u>\$ 93,991</u>

To fund supply overages

WATER/SEWER FUND

11.

Expenditures

30-9990-5300 Water/Sewer - Contingency	\$ 105,231	\$ (105,231)	\$ -
30-7200-3300 Water Plant - Supplies/Operations	<u>452,000</u>	<u>105,231</u>	<u>557,231</u>
	<u>\$ 557,231</u>	<u>\$ -</u>	<u>\$ 557,231</u>

To fund expenses related to Hurricane Matthews

ELECTRIC FUND

12.

Expenditures

31-9990-5300 Electric - Contingency	\$ 303,502	\$ (250,000)	\$ 53,502
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31-7230-4800 Electric - NCEMPA / Non Demand	13,600,000	(6,728,000)	6,872,000
31-7230-4801 Electric - NCEMPA / Demand	-	5,778,000	5,778,000
31-7230-4802 Electric - NCEMPA / Debt	-	1,200,000	1,200,000
	<u>\$ 13,903,502</u>	<u>\$ -</u>	<u>\$ 13,903,502</u>

To redistribute electric power purchase budget into specific categories

Capital Projects - Water/Sewer Fund

13.

Expenditures

45-7200-7405 Intake Sand Removal System	\$ 465,000	\$ (148)	\$ 464,852
45-7200-7406 Sludge Dewatering	<u>369,700</u>	<u>148</u>	<u>369,848</u>
	<u>\$ 834,700</u>	<u>\$ -</u>	<u>\$ 834,700</u>

To adjust budgeted expenses to actual

Capital Projects - General Fund

14. Revenue

46-3900-0000 Transfer From GF	<u>\$ 823,500.00</u>	<u>\$ 425,750.00</u>	<u>\$1,249,250.00</u>
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Expenditures

46-5300-7402 JAS Building Purchase/Fire Station II	<u>\$ -</u>	<u>\$ 425,750.00</u>	<u>\$ 425,750.00</u>
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To establish and fund 2nd Fire Station Purchase

15. Revenue

46-3540-6202 Miracle Park - PARTF GRANT	\$ -	\$ 350,000	\$ 350,000
46-3540-6203 Miracle Park - Connect NC Grant	-	160,000	160,000
46-3540-6200 Miracle Park - Partnership for Children	250,000	10,000	260,000
46-3900-0000 Transfer from GF -Town Match (Use Recreation Development Fees)	<u>823,500</u>	<u>30,000</u>	<u>853,500</u>
	<u>\$ 1,073,500</u>	<u># \$ 550,000</u>	<u>\$ 1,623,500</u>

Expenditures

46-6200-7406 Mir. Park - Phase I Site Work/Utilities	\$ 351,000	\$ 350,000	\$ 701,000
46-6200-7407 Mir. Park - Phase II Site Work	-	200,000	200,000
	<u>\$ 351,000</u>	<u># \$ 550,000</u>	<u>\$ 901,000</u>

To establish and fund grants, contributions and town match for Miracle Park

Capital Projects - Electric Fund

16. Revenue

47-3900-1305 Reserve for Future Capital	<u>\$ 318,000.00</u>	<u>\$ (318,000.00)</u>	<u>\$ -</u>
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Expenditures

47-7220-7400 Contingency	<u>\$ 318,000.00</u>	<u>\$ (318,000.00)</u>	<u>\$ -</u>
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To close out

Firemen Relief Fund

17. Revenue

50-3990-000 Fund Balance Appropriations	\$ -	\$ 738	\$ 738
50-3010-0000 Received from State	-	9,842	9,842
50-3300-0000 Reimbursement	<u>9,000</u>	<u>3,150</u>	<u>12,150</u>
	<u>\$ 9,000</u>	<u>\$ 13,730</u>	<u>\$ 22,730</u>

Expenditures

50-4010-3500 Firemen Supplemental Retirement	\$ 9,090	\$ 13,730	\$ 22,820
	<u>\$ 9,090</u>	<u>\$ 13,730</u>	<u>\$ 22,820</u>

To balance the Firemen Relief Fund at year end

GENERAL FUND

18.

Expenditures

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
10-4100-7400 Capital Outlay - Community Survey	\$ 30,580	\$ 6,257	\$ 36,837
10-9990-5300 General Fund Contingency	<u>81,291</u>	<u>(6,257)</u>	<u>75,034</u>
	<u>\$ 111,871</u>	<u>\$ -</u>	<u>\$ 111,871</u>

To fund 1/3 cost of community survey

WATER/SEWER FUND

19.

Expenditures

30-7200-7400 Capital Outlay - Community Survey	\$ 65,000	\$ 6,257	\$ 71,257
30-7200-0400 Water Plant - Professional Services	<u>120,000</u>	<u>(6,257)</u>	<u>113,743</u>
	<u>\$ 185,000</u>	<u>\$ -</u>	<u>\$ 185,000</u>

To fund 1/3 cost of community survey

ELECTRIC FUND

20.

Expenditures

31-7230-7400 Capital Outlay - Community Survey	\$ 255,000	\$ 6,257	\$ 261,257
31-9990-5300 Electric Fund Contingency	<u>53,502</u>	<u>(6,257)</u>	<u>47,245</u>
	<u>\$ 308,502</u>	<u>\$ -</u>	<u>\$ 308,502</u>

Councilman Harris made a motion, seconded by Councilman Wood, to approve the encumbrances from FY 2016-2017 to FY 2017-2018 and add to the list the purchase order for the community survey. Mayor Pro-Tem Ashley, Councilman Harris, Councilman Wood, Councilman Dunn and Councilman Rabil voted in favor of the motion. Councilman Lee voted against the motion. Motion passed 5 – 1.

ENCUMBRANCES FROM 2016-2017 TO 2017-2018

GENERAL FUND

10-4100-7400	General Gov. - Capital Outlay/Community Survey	6,257
10-4110-5710	Non-Departmental - Economic Development	50,000
10-4120-9545	Debt Service - Fire Truck	47,900
10-4900-3700	Planning - Condemnation	25,000
10-5100-7400	Police - Capital Outlay (District 1 Community Sub-Station)	20,000
10-6200-3900	Recreation - Swimming Pool	10,000
10-6200-7400	Recreation - Capital Outlay (Family Life Center)	27,000
10-5300-3310	Fire - Non Capital Outlay Fire Station II Furnishings	<u>27,850</u>
		<u>\$ 214,007</u>

WATER FUND

30-7200-7400	Water Plant - Capital Outlay/Community Survey	<u>6,257</u>
		<u>\$ 6,257</u>

ELECTRIC FUND

31-7230-7400	Electric - Capital Outlay/Community Survey	6,257
31-7230-3504	Electric - ESA-BAYWA Solar	<u>47,463</u>
		<u>\$ 53,720</u>

Councilman Harris made a motion, seconded by Councilman Rabil to approve year end encumbrances for purchase orders issues prior to June 30, 2017. Unanimously approved.

ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/17

GENERAL FUND

			PO Number	
10-5500-7400	General Services - Capital Outlay	MOSCA Design	20175476	\$15,000.00
10-6200-1700	Parks & Rec -Equip. Maint. & Repair	Masonry Supply	20175480	\$2,500.00
10-6200-1700	Parks & Rec -Equip. Maint. & Repair	All Pro Irrigation	20175482	\$2,500.00
10-6200-3300	Parks & Rec -Supplies	Moore Equip.	20175484	\$1,800.00
10-6220-3300	SRAC - Supplies	Recreonics Inc	20175487	\$1,350.00
10-6220-3900	SRAC - Aquatic	Colorado Diversion	20175488	\$800.00
10-6220-3900	SRAC - Aquatic	Duffield Aquatics Inc	20175489	<u>\$938.00</u>
				<u>\$24,888.00</u>

WATER FUND

30-7220-7400	Water/Sewer - Capital Outlay	Nexgrid	20174973	<u>\$92,760.00</u>
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ELECTRIC FUND

31-7230-3300	Electric - Supplies/Operations	Hunt Electric	20175459	\$1,369.00
31-7230-3300	Electric - Supplies/Operations	Wesco	20175461	\$13,006.00
31-7230-7400	Electric - Capital Outlay	Nexgrid	20174973	<u>\$71,704.00</u>
				<u>\$86,079.00</u>

Councilmembers Comments:

- Councilman Harris informed the public the budget approved earlier in the meeting was a platform. As the budget year progresses, changes will have to be made due to unforeseen circumstances. At some point the Council will need to discuss road projects, building projects, stormwater issues, the Eva Ennis Pool and proposed uses of the Family Life Center. The Town Council will diligently do what is right for the citizens of the Town. This budget, like all budgets, are a work in progress. He expressed his appreciation to the Mayor, Council and staff for this year's budget process. He explained that there were many budget meetings that were open to the public and a lot of good discussions held in those meetings. Councilman Harris looked forward to working with this budget and working through it in the next year. He believed this Council with the help of staff has a lot of positive things that are happening in Smithfield.
- Mayor Moore expressed his appreciation to the Council, the Town Manager and the Department Heads on this year's budget process. He believed this was the best process the Town has ever done.
- Councilman Lee wished his father a happy birthday. He expressed condolences to the families of Harriett Diane Hagins and Martishue Ennis.

Councilman Lee informed the public that he recently attended a multicultural festival in the Town of Clayton. After speaking with the event coordinator, he was saddened to hear that an event such as this wouldn't be held in Smithfield because of the good old boy system. Councilman Lee expressed his concerns about the Town spending \$18,000 on a community survey not knowing if his constituents would even be represented. Councilman Lee informed the public that he would be working on a State of East Smithfield address. The Town Manager and the Department Heads needed to realize that East Smithfield was a part of Smithfield. The Town spent money on Venture Drive when there are roads in East Smithfield that needed repairs. This year's Parks and Recreations goal was to increase minority participation by 10% and asked why it couldn't be 75%. He explained that there are people on Blount Street that don't have curb and gutter. Services like natural gas aren't offered in East Smithfield. There are housing issues, drainage issues and code enforcement issues in East Smithfield that haven't been addressed. Councilman Lee explained that much has been taken away from East Smithfield like the Eva Ennis Pool. He stated that he could not understand why the Town caters to Johnson Park and Civitan Park when they are not Town owned parks. There are plenty more questions that need answers and he will continue to stand up for his constituents in East Smithfield.

Town Manager's Report:

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

- Expressed his appreciation to the Mayor, Council and Department Heads on the budget process.
- The Family Life Center continues to be an ongoing project. Volunteers, Chief Powell and Police Department staff have completed a lot of renovations.
- The UDO Committee has completed the draft changes to the current Unified Development Ordinance. The draft will be presented to the Planning Board at its July meeting.
- Triathlon: The Three Little Pigs Triathlon was scheduled for June 17th beginning at the SRAC.
- The 301 Endless Yard Sale was scheduled for June 16th and 17th
- Baseball Tournament: SJBA Invitational Baseball Tournament was scheduled for June 21st - 27th at Community Park.
- SRAC Swim Team: The 2016 Champion SRAC Swim Team has their first swim meet on Thursday, June 8th at the SRAC.

- **Department Reports**

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

Closed Session: Pursuant to NCGS 143-318.11 (a)(3) & (5) to consult with the Town Attorney and to discuss potential property acquisition.

Councilman Harris made a motion, seconded by Councilman Rabil, to go into closed session pursuant to NCGS 143-318.11 (a) (3 &5). Unanimously approved at 8:53 pm.

Reconvene in Open Session:

Councilman Harris made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:21 pm.

Adjourn

Councilman Lee made a motion, seconded by Councilman Rabil, to adjourn the meeting. Unanimously approved.

The meeting adjourned at approximately 9:22 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk



Request for City Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Annual
Event
Date: 7/11/2017

Subject: Temporary Use Permit
Department: Junior Women's League of Smithfield
Presented by: Planning Department
Presentation: Consent Agenda Item

Issue Statement

The Council is asked to authorize the Junior Women's League of Smithfield to hold their annual Touch-A-Truck event Saturday, October 28, 2017 from 7:00 a.m. to 4:00 p.m. The Junior Women's League is also requesting that this event be approved as an annual event.

Financial Impact

N/A

Action Needed

To approve the Temporary Use Permit Application as an annual event

Recommendation

Approve as an annual event

Approved: City Manager City Attorney

Attachments:

1. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit
Annual
Event**

The Junior Women's League of Smithfield would like to hold its second annual Touch-A-Truck event on Saturday, October 28, 2017. This event will allow children (and adults) to interact with a variety of trucks and equipment. Firetrucks, police cars, ambulances, trash trucks, construction equipment and tractors are examples of what may be on display. **This event will also include inflatables and food trucks. The Junior Women's League will** be responsible for providing portable toilets and handwashing facilities. They are requesting that Town Council allow the 100 and 200 blocks of S. Third Street, from Market Street to Church Street, as well as the 200 and 300 blocks of Johnston Street, from Second Street to Fourth Street, be closed from 7:00 a.m. to 4:00 p.m. in order to ensure the safety of **attendees. Permission has been requested from Cecil's Service Center, First Baptist Church, First Presbyterian Church and Johnston County to use their parking lots in those blocks.** All adjoining property owners have been notified of the planned event. Public Works has been asked to provide cones, barrels, and/or barricades to block the street, as well as trash cans for the event. Sound amplification hours will be from 9:00 a.m. until 2:00 p.m.



Town of Smithfield's Planning Department
 P.O. Box 761 or
 350 East Market Street
 Smithfield, NC 27577
 Effective: January 2008

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield's Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPE OF EVENT

PERMIT FEE \$50.

- | | |
|--|---|
| <input type="checkbox"/> Expansion or replacement of existing facilities | <input type="checkbox"/> Construction Trailer |
| <input type="checkbox"/> Sale of agricultural products grown off-site | <input type="checkbox"/> Real estate sales office or model home |
| <input type="checkbox"/> Sale of fireworks | <input type="checkbox"/> Sale of non-agricultural products, except fireworks |
| <input checked="" type="checkbox"/> Special event, over 100 people in attendance | <input checked="" type="checkbox"/> Not-for-profit event, over 100 people in attendance |
| <input type="checkbox"/> Athletic event on streets, greenways | <input type="checkbox"/> Town recognized event _____ |
| <input type="checkbox"/> Other (please describe) _____ | <input type="checkbox"/> Live Band / Concert _____ |

Touch-A-Truck	100 and 200 blocks of S. Third Street, 200 and 300 blocks of Johnston Street
Name of Event	Location of Event (exact street address)

Applicant name Dana Peterson, Junior Women's League of Smithfield E-mail address danachristman@gmail.com

Address 166 Dalton Woods Drive, Benson, NC Zip 27504

Day phone 919-210-47112 Mobile phone 919-210-4712

Event set-up/start time/date 7:00 a.m., October 28 Event clean-up/end date/time 4:00 p.m., October 28

Sound amplification hours 9am-2pm Will food or goods be sold? Yes

Security provided by Smithfield Police or private security (describe duties): n/a

Private agency name & phone, if applicable: n/a

Will any Town property be used (i.e., streets, parks, greenways)? Streets

Do you wish to: Restrict animals at this event? (circle **Yes** No) Prohibit Fireworks? (circle Yes **No**)

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for Temporary Uses. I certify that I have notified all adjoining property owners of the planned temporary use.

Dana Peterson *Dana C Peterson* 6/22/2017
 Applicant's name (print) Signature Date

PLEASE RETURN THIS PERMIT TO INSPECTIONS AND PERMIT DEPARTMENT WITH \$50.00 FEE.

Method of payment: Cash Check Credit card Amount \$ _____ HTE _____

Reviewing Planner: *Paul Selby* Date: 6/23/2017
 (Note: See attached letter)



June 22, 2017

Re: Street Closing for Junior Women's League of Smithfield's Touch-A-Truck

Dear Downtown Smithfield Business Owner,

The Junior Women's League (JWL) of Smithfield would like to hold its second annual Touch-A-Truck event on Saturday, October 28, 2017 in Downtown Smithfield. This event, which will raise funds for the Me Fine Foundation, will allow children (and adults) to interact with a variety of trucks and equipment, potentially including firetrucks, police cars, ambulances, trash trucks, construction equipment, tractors, and more. Our first Touch-A-Truck attracted approximately 2,500 attendees, and we hope to build upon our success to increase that number this year.

The JWL is asking that the Town Council allow the closure of the 100 and 200 blocks of S. Third Street and the 200 and 300 blocks of Johnston Street from 7:00 a.m. until 4:00 p.m. We understand that this may be a slight inconvenience for your business; however, we believe the event is an opportunity for you to market your business to Touch-A-Truck attendees to patronize your business both that day and in the future. The feedback we received from business owners after last year's event was overwhelmingly positive!

We look forward to another wonderful Touch-A-Truck, and we hope that you and your families will join us! Should you have any questions, please contact us at jwlsmithfield@gmail.com.

Sincerely,

Dana Peterson
Touch-A-Truck Chair



June 22, 2017

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: Street Closing for Junior Women's League of Smithfield's Touch A Truck

Dear Mayor, Council and Staff,

The Junior Women's League (JWL) of Smithfield would like to hold its second annual Touch-A-Truck event on Saturday, October 28, 2017 in Downtown Smithfield. This event will allow children (and adults) to interact with a variety of trucks and equipment, potentially including firetrucks, police cars, ambulances, trash trucks, construction equipment, tractors, and more. The event will also include inflatables and food trucks, and the JWL will be responsible for providing portable toilets and handwashing facilities.

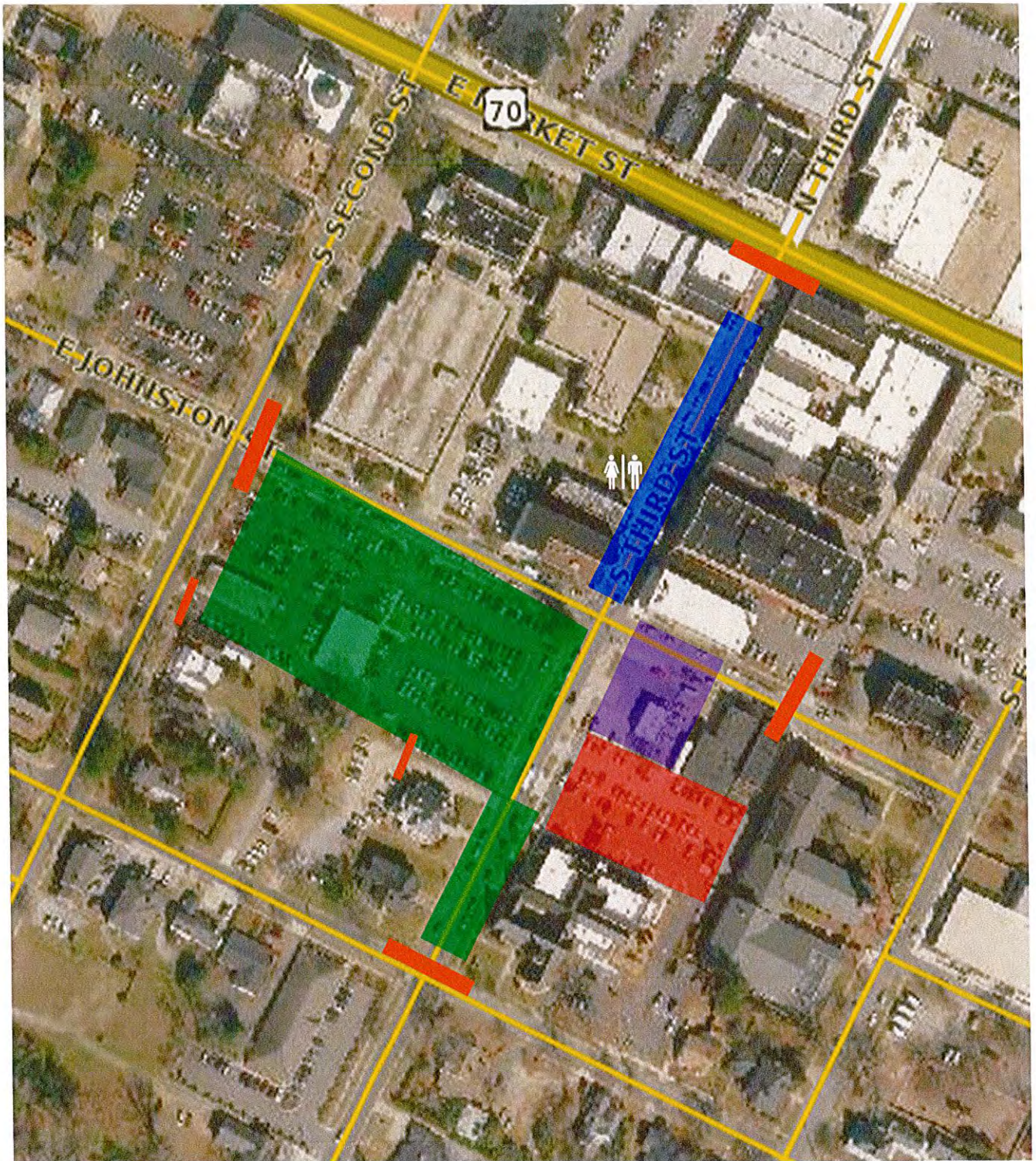
The JWL requests that the Town Council allow the 100 and 200 blocks of S. Third Street, from Market Street to Church Street, as well as the 200 and 300 blocks of Johnston Street, from Second Street to Fourth Street, to be closed from 7:00 a.m. until 4:00 p.m. in order to ensure the safety of attendees. We have also requested the permission of Cecil's Service Center, First Baptist Church, First Presbyterian Church, and Johnston County to use their parking lots in those blocks. All adjoining property owners have been notified of the planned event.






The JWL also asks that the Public Works Department provide cones, barrels, and/or barricades to block the street, as well as trash cans for the event.

We were very pleased with last year's Touch-A-Truck, and are appreciative of the assistance offered by the Town and the Downtown Smithfield Development Corporation, as well as the presence of staff and vehicles from several of the Town of Smithfield's departments. We look forward to improving upon last year's success, and hope that you all will join us.

Sincerely,

Dana Peterson
Touch-A-Truck Chair



-  Trucks
-  Food Trucks, Tables and Chairs
-  Kids' Area - Inflatables, Activities
-  Little Kids' Area - Sand and Trucks, Cozy Coupe Course
-  Cones



Request for City Council Action

**Consent
Agenda
Item:** **Interlocal
Agreement
for Fire
Protection**
Date: 7- 11-2017

Subject: Inter-local Agreement for Fire Service with Johnston County
Department: Fire
Presented by: John Blanton
Presentation: Consent Agenda

Issue Statement

The Smithfield Fire Department is seeking consideration to authorize the approval of the 2017 Interlocal Agreement for Fire Service with Johnston County.

Financial Impact

If not approved, the Town will not collect Rural Fire Tax and the Mutual-Aid from other Departments when needed.

Action Needed

To approve the Fire Protection Contract for a period not to exceed two years to be executed by the Mayor and Clerk

Recommendation

The Fire department recommends approval of this contract

Approved: City Manager City Attorney

Attachments:

1. Interlocal Agreement



Staff Report

**Consent
Agenda
Item:**

**Interlocal
Agreement
for Fire
Protection**

The Smithfield Fire Department provides service in the unincorporated areas around the Town of Smithfield. This agreement is renewed every two years for the provision of service and collection of Rural Fire Tax.

**NORTH CAROLINA
JOHNSTON COUNTY**

INTERLOCAL AGREEMENT FOR PROVISION OF FIRE PROTECTION SERVICES

This Agreement (sometimes referred to as "Contract"), made and entered into this the first day of July, 2017, by and between County of Johnston, a political subdivision of the State of North Carolina, hereinafter referred to as the "County," and the Town of Smithfield, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "Town";

WHEREAS, the Town and the County are authorized pursuant to N.C. General Statute § 160A-460, *et seq.*, to enter into an interlocal agreement; and

WHEREAS, the Town and the County wish to enter into such an agreement by which the County will assess and collect a special fire tax and the Town will provide certain fire protection services as described herein.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, the parties hereto contract and agree as follows:

- 1) The County agrees that it will cause to be assessed or levied a special fire tax within statutory limits after consultation with the Town; and will collect said fire tax on an ad valorem basis on property within the Smithfield Rural Fire Protection Service District (hereinafter the "District").
- 2) The Town, after consultation with the Fire District Tax Commission for the District, shall submit in writing to the Johnston County Manager a proposed budget and the requested rate of fire tax to be levied by the established deadline each year. This request shall be forwarded to the Johnston County Board of Commissioners for consideration by the Johnston County Board of Commissioners. The Johnston County Board of Commissioners will determine and approve, in its discretion, the amount to be assessed or levied, taking into consideration the needs of the citizens of the District and the budget projections submitted by the Town and the recommendations of the Fire District Tax Commission.
- 3) "Fire Department" as used herein refers to the Town, acting by and through its Fire Department.
- 4) Funds collected by the County as a result of said special fire tax shall be distributed in accordance with the rate of fire tax levied per hundred dollars valuation of all real property and personal property in the District and the provisions established by the Johnston County Finance Office.
- 5) Fire Protection Service District (N.C. General Statute 153A-301) funds levied and collected by the County and paid to the Fire Department by the County shall be used exclusively for fire department operations to provide fire protection and emergency services in the District, whether within or outside the Town's corporate boundaries, and other areas of response as dispatched and to meet the standards established by this Agreement.

- 6) The Fire Department will furnish fire protection and related emergency services pursuant to the standards set forth by the North Carolina Department of Insurance, County, and all other pertinent federal, state, and local laws and regulations within the Fire District (sometimes referred to herein as “primary service area”) and shall provide the necessary equipment, personnel, and those things necessary for furnishing such protection in the District. The District is defined in the map of the Fire Protection Service District on record with the Clerk to the Johnston County Board of Commissioners and in the GIS/Land Records Management of Johnston County. The services shall be in accordance with minimum standards set forth in this Agreement and all future amendments adopted in accordance with paragraph 18 of this Agreement. The Fire Department shall furnish said fire protection without charge to all persons and property located in the District in an efficient and workmanlike manner. This provision shall not prohibit the Fire Department from recouping costs and expenses from incidents or from entering into contracts with the Federal, State, or local governments or utility companies for the provision of emergency protection services for a fee, or from applying for and/or receiving any donations, grants, or contributions of any kind, whether governmental or private.
- 7) Fire Department agrees that County has the right to inspect all books and accounts of Fire Department at any time. Said inspection shall be conducted by the Johnston County Board of Commissioners through the Johnston County Fire Marshal, the Johnston County Finance Officer, or other designees of the Johnston County Board of Commissioners. The Fire Department shall furnish all applicable materials and financial statements for the purpose of the annual audit conducted by the Town in conformity with General Accepted Accounting Principles or other comprehensive basis of accounting. The Town shall follow the applicable statutory procedures for letting of public contracts for fire apparatus, equipment, and construction as may be amended by the North Carolina Legislature from time to time. Fire Department shall maintain an accurate inventory of any property with a purchase price of \$5,000.00 or greater purchased in whole or in part with County Fire District funds for the purpose of providing and furnishing fire protection services to the Fire District pursuant to this Agreement.
- 8) If Fire Department is in material breach of this agreement, the Johnston County Finance Officer may withhold funds reasonably proportionate to the breach until the issue is resolved. If Fire Department refuses or fails to provide fire protection services, facilities, or functions as required herein, the Johnston County Fire Marshal shall investigate the cause of said refusal or failure. During the investigation by the Johnston County Fire Marshal, County may withhold funds due and payable to Fire Department proportionate to any actual breach. If the investigation by the Johnston County Fire Marshal determines that Fire Department has refused or failed to perform the duties and obligations of it as required herein, and certifies the results of the investigation to the County Manager, the County Manager may instruct the Finance Officer to withhold funds proportionate to the breach to Fire Department under this Agreement until a resolution regarding the refusal or failure to perform is reached by the parties. Fire Department’s failure to file reports required of it to any Federal, State, or local authority shall be grounds for County to terminate this Agreement with Fire Department for cause. Additionally, Fire Department shall not be relieved of its obligations to

County under paragraph (7) of this Agreement. Nothing herein shall affect Fire Department's ultimate rights to payments, or County's responsibility for payments, as outlined herein for services actually rendered by Fire Department prior to the effective date of any termination. Nothing herein shall prevent County and Fire Department, in the event of a termination of this Agreement for any reason, from entering into an agreement to provide services beyond the effective date of any such termination.

This Agreement shall be governed by the laws of the State of North Carolina. The parties agree that any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or non-performance of, this Agreement shall be brought in the General Court of Justice of North Carolina sitting in Johnston County, North Carolina, and it is agreed by the parties that no other court shall have jurisdiction or venue with respect to such suits or actions. As a condition precedent to filing any suit or action arising out of or related to this Agreement, the parties agree to engage in mediation. The parties agree that the mediation will be conducted and governed by the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions, and N.C. Gen. Stat. Sect. 7A-38.1(c), except as specifically provided herein. The parties shall share in the mediator's fees equally. The mediation shall be held in Johnston County, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in the General Court of Justice of North Carolina sitting in Johnston County, North Carolina.

- 9) The Fire Department shall obtain and keep in force during the term of this contract the following minimum insurance coverage:
- a. Worker's Compensation: Coverage for all paid and volunteer workers meeting the statutory requirements of the State of North Carolina;
 - b. Comprehensive General Liability, Malpractice, and Errors and Omissions: Coverage with minimum limits of \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate combined single minimum for bodily injury liability and property damage liability;
 - c. Business Auto Policy: Coverage with minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired, and non-owned vehicles and employee non-ownership.
 - d. Management or Directors and Officers Liability: Coverage with minimum limits of \$1,000,000.00 per claim and \$2,000,000.00 aggregate.
 - e. Umbrella Liability: Coverage with a minimum limit of \$1,000,000.00 with underlying coverage of auto liability, general liability, employer's liability, and \$1,000,000.00 aggregate.
 - f. Indemnity Agreement: Fire Department shall and hereby agrees to indemnify and save harmless County, from any and all liability and expenses, including attorney's fees, court costs, and other costs incurred by County

caused by the negligent acts or omissions of Fire Department, its volunteers, agents and employees.

- g. Nothing contained herein shall be construed as a waiver of immunity by the County.
- 10) The Fire Department shall provide services within the District (N.C. General Statute 153A-233) and maintain a minimum of a 9S/E rating or better with the North Carolina Department of Insurance, Office of State Fire Marshal. The Fire Department, shall continuously comply with all applicable laws, ordinances, and State regulations. Fire Department shall submit to the Johnston County Fire Marshal a written plan outlining how it will maintain or upgrade its current insurance rating when requested by the Johnston County Fire Marshal.
- 11) The Fire Department shall create and maintain an incident report for all emergency responses for a minimum of five (5) years. The County shall provide and maintain an incident reporting database for the Fire Department's use. The Fire Department shall submit incident reports electronically to their respective County in a timely manner, either through direct entry into the County database or by electronic transmission of incident reports to the County.
- 12) The Fire Department shall provide annually to the Johnston County Fire Marshal's Office a current and complete roster of members of the Fire Department to include contact numbers for the Chief and Assistant Chief(s).
- 13) The Fire Department agrees to provide automatic and mutual aid services to other emergency services providers in Johnston County. The Fire Department understands that other agencies will maintain their own liability policies and be responsible for their own expenses. The Fire Department further agrees that it will be responsible for its own expenses while responding to a request for mutual aid to another agency within the county. The current automatic aid agreement is included in Appendix A of this contract.

In areas where the fire district has been extended to six miles, the Fire Department agrees to maintain agreements with adjoining districts to respond with a minimum of one apparatus capable of transporting a minimum of 1,000 gallons of water to all alarms involving reported structure fires. This apparatus will be dispatched simultaneously with the department within whose district the incident occurs.

- 14) The following minimal performance standards are agreed upon by the County, Town, and the Fire Department and are part of this contract:
 - a. The Fire Department shall comply with the procedures for radio communications and established protocols for the dispatch of emergencies as defined by the Johnston County Communications Center Protocols.
 - b. The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause of the fire, or if the cause is suspected to be of an incendiary nature, the officer in charge should request assistance from the Johnston County Fire Marshal's Office.

- c. The Fire Department shall keep all records on site for minimum period of five (5) years. All State and County required reports and rosters shall be submitted by the requested deadlines.
- d. If pressurized fire hydrants are located within the fire district, the Fire Department shall adhere to the guidelines established by the Johnston County Public Utilities Department for the flowing of hydrants. The Fire Department shall immediately report any malfunctions or damage to hydrants to the entity owning the water system.
- e. The Fire Department shall follow the Johnston County Emergency Operations Plan when responding to an emergency or disaster.
- f. During a declared State of Emergency affecting the County, the Fire Department shall assist, within the limits of its personnel and equipment and capabilities and with deference to its primary service area, to the extent possible with the following services: 1) Debris removal from roadways; 2) Traffic Control; 3) Alert and notification; 4) Search and rescue; 5) Evacuation; and 6) other life saving and property protection measures as necessary. Request for additional assistance outside the primary service area shall be directed to the Fire Chief or designee. All operations shall be in accordance with the Johnston County Emergency Operations Plan.
- g. The Fire Department should have a public fire/life safety education program or similar activities for, at a minimum, educating persons regarding life safety from fire.
- h. When determining the need and location of additional facilities (fire stations, etc.), the Fire Department shall participate in a planning process involving the County Fire Marshal which evaluates, at a minimum, the needs of the department, the effects on property owners, the effects on insurance grading, and the impacts on adjoining fire districts.
- i. Each Fire Department may elect to voluntarily participate in certain services. Each department that provides these services shall be contracted or franchised for the operation of such service, pursuant to the rules set forth by the Johnston County Board of Commissioners. If the Fire Department has chosen to participate in any of these programs, the agreements can be found as Appendices of this contract:

SERVICE	APPENDIX #
Medical Services	B
Rescue Services	C
Other Services	D

15) This agreement shall become effective the first day of July, 2017, and remain in effect for a period not to exceed two years, subject to the continued legal existence of the District and the Fire Department, and further subject to the termination provisions of paragraph 8 and 17 hereof.

- 16) This agreement may not be transferred or assigned by the Town, nor may the services contracted for herein be sub-contracted to other parties unless approved by the Johnston County Board of Commissioners.
- 17) This contract may be terminated by either party upon advance notification to the other party by certified mail at least sixty (60) days prior to termination.
- 18) Either party may propose an amendment to this agreement by submitting the amendment in writing at least sixty (60) days in advance of the amendment's proposed effective date. Amendments to this agreement must be approved by both the County and the Town prior to becoming effective.
- 19) If any part of this Contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that part shall be deemed a separate, distinct and independent provision, and the holding shall not affect the validity of the remaining portions of this Contract.
- 20) This contract is not intended to serve for the benefit of any third party. The rights and obligations contained herein belong exclusively to the entities that are parties hereto and no third party shall rely upon anything contained herein as a benefit to that third party.
- 21) The terms and provisions herein contained constitute the entire agreement by and between the County and the Town and shall supersede all previous communications, representations, or agreements, either oral or written between the parties hereto with respect to the subject matter hereof.
- 22) RELATIONSHIP OF THE PARTIES. The relationship of the parties established by this Agreement is solely that of independent contractors, and nothing contained in this contract shall be construed to (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever; or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other. Nothing herein shall be deemed to eliminate any fiduciary duty on the part of the Fire Department to the County that may arise under the law or under the terms of this Agreement.
- 23) Fire Department warrants and certifies that as of the effective date of this Contract, Fire Department is not identified on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. § 147-86.58. Fire Department further agrees in compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.58, Fire Department shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The person signing this Contract certifies that he or she is authorized by Fire Department to make the foregoing certification.
- 24) NOTICES: All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand

delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the address set forth below:

TO FIRE DEPARTMENT: Town of Smithfield Fire Department
111 S. Fourth Street
Smithfield, NC 27577
Attn: Fire Chief

TO COUNTY: Johnston County Emergency Services
Post Office Box 530 (mail)
120 S. Third Street (physical)
Smithfield, North Carolina 27577
Attn: Johnston County Fire Marshal

With copy to: County of Johnston
Post Office Box 1049 (mail)
Courthouse 206-B
207 E. Johnston Street (physical)
Smithfield, North Carolina 27577
Attn: County Attorney

25) Either party to this Contract may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by the Chairman of the Board of County Commissioners and attested by the Clerk to the Board of County Commissioners, and Town of Smithfield has caused this instrument to be signed in its name by its Mayor, attested by its Clerk, all by the authorization of their respective Boards duly given.

Johnston County Board of County Commissioners

By: _____
Chairman: Jeffrey P. Carver

Attest:

Clerk

Town of Smithfield

By: _____
Mayor

Attest:

Clerk

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

By: _____
J. Chad McLamb, Finance Officer

**NORTH CAROLINA
JOHNSTON COUNTY**

INTER-LOCAL AGREEMENT FOR FIRE PROTECTION

APPENDIX A

AID AGREEMENT FOR FIRE PROTECTION

AID AGREEMENT FOR FIRE PROTECTION

NORTH CAROLINA

JOHNSTON COUNTY

This Aid Agreement for Fire Protection ("Agreement") is made and entered into this the 1st day of November, 2014 by and between the Town of Benson, Town of Clayton, Town of Selma, Town of Smithfield, and Town of Zebulon, all municipal corporations and the 50-210 Community Fire Department, Inc., Antioch Fire Department, Incorporated, Archer Lodge Volunteer Fire Department, Inc., Bentonville Volunteer Fire Department, Inc., Bethany Rural Fire Department of Johnston County, Inc., Blackman's Crossroads Volunteer Fire Department, Inc., Brogden Rural Fire Department, Inc., Cleveland Fire Department, Incorporated, Corinth-Holder Volunteer Fire Department, Inc., Elevation Fire Department, Incorporated, Four Oaks Volunteer Fire Department, Inc., Garner Volunteer Fire/Rescue Incorporated, Kenly Volunteer Fire Department, Inc., Meadow Volunteer Fire Department, Inc., Micro Volunteer Fire Department, Inc., Nahunta Volunteer Fire Department, Inc., Newton Grove Fire & Rescue, Inc., Oakland Volunteer Fire Department, Inc., Pine Level Volunteer Fire Department, Inc., Princeton Volunteer Fire Department, Incorporated, Strickland Crossroads Fire Department, Incorporated, Thanksgiving Fire Department, Incorporated, West Johnston Fire Department, Incorporated, Wilson's Mills Fire and Rescue Department, all corporations existing under the laws of the State of North Carolina.

WITNESSETH:

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize mutual aid assistance between fire departments whereby full authority may be exercised for fire departments to send firefighters and apparatus beyond the territorial limits which they normally serve, said act having been codified as Section 58-83-1 of the General Statutes of North Carolina;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan by which each of them might render aid to the other in case of conflagration, holocaust, civil disorder, natural disaster, or other emergency, any of which demand fire services to a degree beyond the existing capabilities of either party;

AID AGREEMENT FOR FIRE PROTECTION

- 6) Each party to this agreement shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that responds for duty under the terms of this agreement and shall assume all costs involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance; however, any special extinguishing agents used by the responding party from its own supply shall be paid for by the party requesting the aid upon receipt of an itemized statement of costs for such extinguishing agents.
- 7) Upon receipt of a request for assistance by the officer of the fire department from the requesting party, and upon a determination by the officer of the fire department of the responding party that the request be honored without impairing the capacity to provide fire protection within its own jurisdiction, the officer of the responding fire department may take such steps as necessary to furnish apparatus, manpower and assistance to the requesting party as he/she deems appropriate. Such response shall remain solely the decision of the officer of the fire department of the responding party. Neither party to this agreement shall be bound to dispatch apparatus, equipment or personnel to the assistance of the other but every effort should be made to furnish such assistance if, in the judgment of the officer of the fire department of either party, such dispatch would not impose upon his/her own respective community a serious impairment to the fire defenses and fire protection.
- 8) The fire chief, officer-in-charge, or incident commander of the fire department in whose community or fire district where the emergency exists shall in all instances be in command of the emergency as to the aspects of strategy, fire control tactics and overall direction of the operations.
- 9) Either party may, at any time, terminate this agreement, through its respective fire chief, upon the serving of a thirty-day written notice to the fire chief of the other party.
- 10) When fire department personnel are sent to respond to a request for aid pursuant to this agreement, the jurisdiction, authority, rights, privileges and immunities, including coverage under worker's compensation laws, which they have in their normal service area shall be also enjoyed by them outside their normal service area when said personnel are acting within the scope of their authority or in the course of their employment and pursuant to the terms of this agreement until

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

- 11) When any party contained in this agreement is providing automatic aid to another party, it is agreed to respond with a minimum of one piece of fire apparatus capable of carrying a minimum of 1,000 gallons of water.

IN WITNESS WHEREOF, the municipal corporation have caused this instrument to be signed in its corporate name by its Mayors, attested by its Town Clerks and its corporate seal affixed, and, the corporations, have likewise caused this instrument to be signed in its corporate name by its President, attested by its secretary and its corporate seal affixed, all on the day and year first above written, and this agreement is executed in duplicate.

Town of Clayton



Mayor

ATTEST:



Clerk

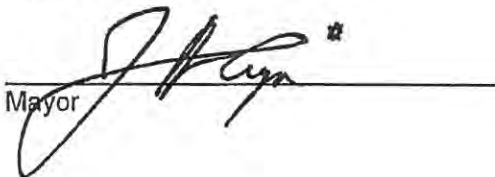
AID AGREEMENT FOR FIRE PROTECTION

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Town of Smithfield



Mayor

ATTEST:



Clerk



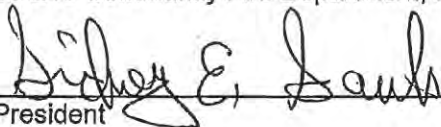
AID AGREEMENT FOR FIRE PROTECTION

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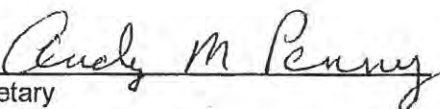
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50-210 Community Fire Department, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

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Archer Lodge Volunteer Fire Department, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

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Bethany Rural Fire Department of Johnston County, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

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Brogden Rural Fire Department, Inc.

Clarence F. Norris, Jr.
President

ATTEST:

x Randy B. Whitely
Secretary

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

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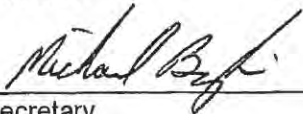
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Corinth-Holder Volunteer Fire Department, Inc.



President

ATTEST:



Secretary

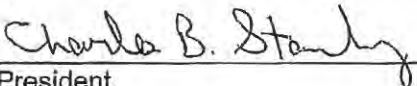
AID AGREEMENT FOR FIRE PROTECTION

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- 11) When any party contained in this agreement is providing automatic aid to another party, it is agreed to respond with a minimum of one piece of fire apparatus capable of carrying a minimum of 1,000 gallons of water.

IN WITNESS WHEREOF; the municipal corporation have caused this instrument to be signed in its corporate name by its Mayors, attested by its Town Clerks and its corporate seal affixed, and, the corporations, have likewise caused this instrument to be signed in its corporate name by its President, attested by its secretary and its corporate seal affixed, all on the day and year first above written, and this agreement is executed in duplicate.

Four Oaks Volunteer Fire Department, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

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Kenly Volunteer Fire Department, Inc.

Bobby J. Pope
President



ATTEST:

[Signature]
Secretary

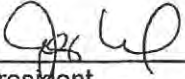
AID AGREEMENT FOR FIRE PROTECTION

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Micro Volunteer Fire Department, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

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Newton Grove Fire & Rescue, Inc.



President

ATTEST:



Secretary

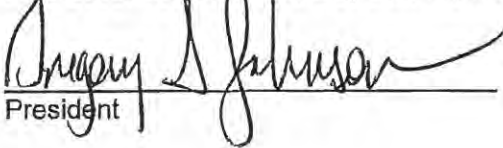
AID AGREEMENT FOR FIRE PROTECTION

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Pine Level Volunteer Fire Department, Inc.



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

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Strickland Crossroads Fire Department, Incorporated



President

ATTEST:



Secretary

AID AGREEMENT FOR FIRE PROTECTION

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West Johnston Fire Department


President

ATTEST:


Secretary

**NORTH CAROLINA
JOHNSTON COUNTY**

INTER-LOCAL AGREEMENT FOR FIRE PROTECTION

**APPENDIX B
MEDICAL SERVICES**

NORTH CAROLINA
JOHNSTON COUNTY

MEDICAL FIRST RESPONDER AGREEMENT

WHEREAS, Johnston County and all emergency medical providers desire to promote better medical care for its constituency; and,

WHEREAS, that in cases of severe life-threatening illness and/or trauma, the intervention of trained personnel at the earliest possible time can greatly enhance the chances of recovery by the victim; and,

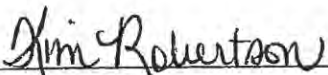
WHEREAS, Fire Departments agreeing to participate in the First Responder Program have been franchised by Johnston County Government for that purpose;

THEREFORE, let it be resolved that SMITHFIELD FIRE DEPT. agrees to become a participating party in the Johnston County First Responder Program and that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Fire Department will organize and maintain a first responder unit that will comply with the applicable terms of the Johnston County EMS System Plan.
- B. The Fire Department will be available for response twenty-four hours daily to the extent possible, realizing that the number of first responders may be limited.
- C. The Fire Department first responders will respond to the scene of a medical emergency when dispatched by Johnston County Communications.

This Agreement will be in effect from JULY 1, 2009 until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Executed this the 1st day of JUNE, 20 09.



DIRECTOR
JOHNSTON CO. EMERGENCY SERVICES



PRESIDENT/MAYOR/MANAGER/CHIEF
FIRE DEPARTMENT

**NORTH CAROLINA
JOHNSTON COUNTY**

INTER-LOCAL AGREEMENT FOR FIRE PROTECTION

**APPENDIX C
RESCUE SERVICES**

NORTH CAROLINA
JOHNSTON COUNTY

RESCUE SERVICES AGREEMENT

WHEREAS, Johnston County and the Johnston County Fire Departments desire to provide and promote the highest level of emergency services possible for Johnston County; and,

WHEREAS, the Fire Department is currently under contract with Johnston County to provide fire protection and emergency services and is a participant in the Johnston County Mutual Aid Agreement; and,

WHEREAS, the Fire Department voluntarily agrees to accept additional emergency duties for its designated geographic area; and,

NOW THEREFORE, let it be resolved that SMITHFIELD FIRE DEPT. agrees to become a participating party in the program(s) indicated below:

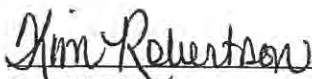
- EXTRICATION SERVICES PROVIDER
- LIGHT RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- MEDIUM RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- HEAVY RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)

AND THEREFORE, let it be resolved that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Fire Department will maintain the necessary equipment to provide the service(s) indicated above.
- B. The Fire Department will ensure that members involved are properly trained to provide the services(s) indicated above.
- C. The Fire Department will be available for response twenty-four hours daily to the extent possible, realizing that the number of responders may be limited.

This Agreement will be in effect from JULY 1, 2009 until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Executed this the 1st day of JUNE, 2009.



DIRECTOR
JOHNSTON CO. EMERGENCY SERVICES



PRESIDENT/MAYOR/MANAGER/CHIEF
FIRE DEPARTMENT

NORTH CAROLINA
JOHNSTON COUNTY

INTER-LOCAL AGREEMENT FOR FIRE PROTECTION

THIS APPENDIX DOES NOT APPLY TO THIS DEPARTMENT

APPENDIX D
OTHER SERVICES



Request for City Council Action

Consent **Grant**
Agenda **Application**
Item: **Approval**
Date: 7/11/2017

Subject: Consideration to apply for Johnston County Tourism Grant
Department: General Government
Presented by: Intern- Stephen Walker and Parks and Recreation Director
Gary Johnson
Presentation: Consent

Issue Statement: Consider approving the submission of the application for the Johnston County Visitor's Bureau Capital Grants Program.

Financial Impact: \$12,500.00

Action Needed:

Consider approval of the grant application submission.

Recommendation: It is the staff's recommendation that an application be filed with Johnston County Visitor's Bureau to aid in the funding of the resurfacing of the tennis courts at Smithfield Community Park.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Johnston County Visitor's Bureau Capital Grant Information & Application



Staff Report

**Consent Grant
Agenda Application
Item: Approval**

The Johnston County Visitor's Bureau is currently accepting applications for the Capital Grants Program. The Town has allotted \$25,000.00 for the resurfacing of the tennis courts at Smithfield Community Park. If the pending grant is successfully awarded, the Town would fund \$12,500 and the Johnston County Visitor's Bureau would provide the remaining \$12,500. The saved \$12,500 could be redistributed as needed, to help fund additional projects.

If awarded, the Town Council's approval would be sought before the grant would be accepted.

from the desk of

Donna Bailey Taylor, CDME

dbtaylor@johnstoncountync.org
919.989.8687



June 13, 2017

Michael Scott
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Dear Michael Scott,

The Johnston County Tourism Authority is pleased to announce the Capital Grant Program is open for non-profit organizations to submit applications for bricks and mortar tourism-related projects. The board will entertain proposals from all areas of tourism including museums, recreation, sports facilities, and cultural venues.

Enclosed please find the application for the Capital Grants Program which indicates completed proposals must be postmarked to the Johnston County Visitors Bureau by July 15, 2017. The following components are required in all proposals to ensure the Tourism Authority has all the necessary information when reviewing applications.

PROJECT DESCRIPTION: Attach up to five typed 8.5 x 11 pages using 12-point type including the answers to the following:

- (1) Complete project summary and how grant funds will be utilized
- (2) Organization Mission and Vision Statements
- (3) Demonstrate the need for this project in the community
- (4) Determine the economic impact on tourism for the county/community

The Tourism Authority will review all proposals in July and all applicants will be notified on the status of their grant by August 4, 2017. Please contact our office with any questions concerning the grant application process; we will be glad to assist you to clarify any of the stated guidelines.

With warm regards,

A handwritten signature in black ink that reads "Donna Bailey Taylor".

Donna Bailey-Taylor
President/CEO

234 Venture Drive Smithfield, NC 27577
 919.989.8687 • fax 919.989.6295
 info@johnstoncountync.org

1-800-441-stay

ARCHER LODGE BENSON CLAYTON FOUR OAKS KENLY
MICRO PINE LEVEL PRINCETON SELMA SMITHFIELD WILSON'S MILLS

Keep up with us on Facebook,
Twitter, YouTube, and Pinterest!





Revised June 7, 2017

CAPITAL GRANTS PROGRAM GUIDELINES

Description of the Program

In 2018, the Johnston County Visitors Bureau will provide Capital Grant funds in four new categories to foster community growth through tourism development projects. These funds have been established to stimulate economic growth by supporting non-profit visitor attractions of Johnston County in developing new visitor attractions or enhancing and restoring existing structures. Primary consideration will be given to those projects that have the greatest potential for positive economic impact for tourism. Highest priority will be given to those projects which promote travel from outside Johnston County which may generate overnight stays in our area accommodations. Funds will be granted for projects such as new bricks and mortar construction, existing building repair and improvements, cultural and historical acquisitions, and conservation of artifacts.

New Categories for grants have been established and organizations may apply in only one category in an annual grant cycle.

- Bricks and Mortar
- Johnston County Economic Development
- Museum Artifact and Conservation
- Municipalities without Hotel Taxes

Definitions for each grant category established for funding are as follows:

Bricks and Mortar

Grant funds for traditional bricks and mortar include construction for new projects or needed repairs or improvements to existing visitor-related structures. Funds may not be used to purchase land for future projects or to pay off loans for projects. Brick and Mortar grants require a dollar-for-dollar match with a cap of \$50,000 per organization, over a five-year period.

Johnston County Economic Development

Funds for the Economic Development Office of Johnston County may be used for research or feasibility studies for tourism-related development, general industry recruitment costs, marketing, or development of tourism-related industry projects. Grant funds may be awarded up to \$20,000 annually.

Museum Artifact and Conservation Care

Grants may be awarded to museums in Johnston County for the purpose of preserving and protecting the valuable artifacts through conservation practices, staffing, supplies, and in rare instances acquisition of artifacts of significance to the museum. No match is required for this grant which is capped at \$10,000 annually.

Municipalities without Hotel Tax

The Johnston County Visitors Bureau recognizes that municipalities with hotels and city-based room taxes benefit more from marketing and investment from these hotel's revenues and JCVB programs. And the Bureau realizes that smaller municipalities may not have matching funds for tourism and recreation projects, therefore, a \$5,000 non-matching grant is available to the towns of Archer Lodge, Micro, Pine Level, Princeton, and Wilson's Mills for tourism related or community enhancement projects such as parks and recreation improvements, walking and biking trails, signage to tourism attractions nearby, and tourism-related projects of merit to the town.

Purpose - Capital Funding

Projects performed under this program must be for travel and tourism related development *only* and may not contain or include elements not vital to the destination's development. Projects not adhering to this provision will not be considered. All projects approved for funding must be designated by the Johnston County Tourism Authority as a visitor attraction or community development project that may attract and serve visitors to Johnston County and improve the quality of life for area citizens.

Eligibility - Requirement of Non-profit status

Any legally chartered non-profit Johnston County organization representing a visitor attraction or, tourism related community development project, which includes tourism promotion among its major activities, is eligible to apply for a grant under this program. Documentation of legal status, tax exemption, federal identification number, budget, and organizational purpose is required with each application. The organization applying for funds must show that they own the property, and it is not leased by the organization.

Matching Grant Amount for Bricks and Mortar Grants

The Johnston County Visitors Bureau matching grant formula will be one grant dollar for each dollar spent by the organization, up to \$50,000 per project. Due to the number of grant applications received each year, expect that the full amount of your organization's grant may not be awarded. Typical grant awards average between \$5,000 and \$10,000. Grant awards are capped at \$50,000 per organization, and once this amount has been distributed to an organization, they must sit out of the grant application process for five years. Multiple non-profits *may not* apply for the same project, and multiple departments of a town, all fall under the town's \$50,000 cap. The Johnston County Visitors Bureau will annually budget the dollars to be awarded for capital projects based on projected funds available.

Funding in Consecutive Years

Organizations may apply for grants every year that capital funds are available until they reach the \$50,000 cap. Recipients will be awarded one grant at a time, therefore, giving all eligible organizations equal opportunity for consideration. Should your grant project take more than one fiscal year to complete, it will be classified as "continued", and funding will be carried-over for one additional year. Organizations so designated will have to give an update to the JCTA Special Projects Committee on the continued project each grant cycle, with status for completion, budget, and funding totals. Grants that are encumbered for more than 24 months will be released and the organization may reapply when the project gets back on track for completion. Grants for museum conservation, economic development, and municipalities without hotels are annually reoccurring with no cap as long as budgeted by the Tourism Authority.

Pledge of Support

Should your organization be in the fund-raising stage for any tourism-related capital project, and not ready to start construction in the year of the grant application, it is possible to request a resolution of support from the Johnston County Tourism Authority to assist in securing funding and/or grants. Grant applicants must show proof with written documentation that 50% of the project funding has been secured by the time this application is submitted to the JCVB.

Deadline for the Receipt of Applications

Applications must be postmarked no later than **July 15, 2017**. Capital grants must have the written approval or a formal resolution of the governing board, relevant municipal government, and/or chamber of commerce endorsement and list of other contributions to the project. Before an organization can apply for a grant or capital donation, they must have a projected budget outline prepared and a business plan for securing funding.

Notification of the Grant Awards

Applicants will receive written notice as to the status of their request for matching funds by **August 4, 2017**. No information regarding grant status will be given over the phone. The Johnston County Tourism Authority reserves the right to refuse any application.

JCTA Participation

The Visitors Bureau must aptly be recognized for the grant or donation at the project site on donor boards or room naming opportunities, ground breakings, and in media articles. JCTA Board Members will be invited to events related to the project via the bureau staff.

Reporting the withdrawal of a project

The grantee must notify the Johnston County Visitors Bureau in writing no later than **January 1, 2018** for any grant project that has been changed in scope, delayed, or cancelled. Failure to report the withdrawal of an approved project will affect the grantee's application for matching funds in a future year. Forfeited funds for allocated projects for any given fiscal year may be distributed to other projects as approved by the Tourism Authority.

Disbursement of Funds

Once the project is completed, the grantee will be required to submit invoices and copies of checks to the JCVB staff for reimbursement. Grants funds **will not** be disbursed in advance of the project for any reason.

Tourism Related Asset

The organization must keep the tourism related asset open to the public a minimum of five years after grant funds are awarded, or partial return of grant funds may be requested by the Johnston County Tourism Authority.

Examples of expenses that will not be granted or reimbursed:

- Event or festival operational costs
- Routine administrative costs
- Routine postage and shipping charges
- Telephone and communication charges
- Lodging/travel/entertainment costs
- Office supplies

Salaries for full-time, part-time or temporary employees
Any publications or items for sale
Office Equipment purchasing or leasing
In-kind services by suppliers, vendors or consultants
Familiarization tour expenses
Advertising or marketing expenses
Housing Projects
Political projects
Sporting Events
Funding to individuals
Public Art Projects
For-profit organizations
Streetscape or Lighting improvements or expenditures
Non-tourism related Wayfaring Signage
Church construction
Public or Private School Projects
Municipal services or utility improvements
Projects on leased lands or buildings
Water/sewer improvements
Sidewalks or appearance improvement projects
Road Construction

MISSION STATEMENT

The mission of the Johnston County Convention & Visitors Bureau is marketing our destinations to visitors, thereby, encouraging utilization of accommodations, retail outlets, restaurants, heritage sites, museums, entertainment and recreation venues for the community's economic benefit.

JCTA CAPITAL GRANT & SPECIAL PROJECTS FUNDING

<u>Organization</u>	<u>Year (s)</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
Paul A. Johnston Auditorium	1987-89	\$225,000			2017	\$33,500
Lee House & Tourist Information Center	1988-1993	\$150,000				
Tobacco Farm Life Museum	2000-2004	\$50,000	2016	\$9,600	2017	\$5,365
W.J. Barefoot Auditorium	1993-1996	\$45,000				
Selma Railroad Depot	1996-2000	\$50,000				
Bentonville Battleground Historical Association	2000-2004	\$50,000	2016	\$10,000		
Ava Gardner Museum	2000-2004	\$50,000	2016	\$10,000	2017	\$10,000
Clayton Chamber of Commerce	2000-2004	\$40,000				
Johnston County Heritage Center	2008-2011	\$50,000				
Benson Museum of Local History	2009-2011	\$50,000				
Smithfield Recreation & Aquatics Center	2008-2010,2013	\$15,000	2016	\$8,200		
Historic Hastings House	2008-2010	\$20,690				
Johnston Community College Arboretum	2008, 2013	\$17,500				
The Clayton Center/Clayton Cultural Arts Foundation	2013, 2014	\$15,450	2016	\$4,000		
Johnston County Civil War Trail Markers	various	\$11,000				
Town of Benson Parks & Recreation – Singing Grove	2013	\$14,500				
Howell Woods Environmental Learning Center	2015	\$10,000				
Town of Kenly Parks & Recreation	2015	\$5,000				
Town of Clayton Parks & Recreation	2014	\$5,000	2016	\$8,000		
Town of Selma Parks & Recreation	2015	\$5,000			2017	\$5,000
Town of Benson Parks & Recreation & Dog Park	2014	\$10,000	2016	\$16,000	2017	\$18,750
Archer Lodge Community Center			2016	\$4,200	2017	\$1,500
Town of Selma – Civic Center					2017	\$5,000
Max G. Creech Museum					2017	\$2,500

Research and Special Projects						
Johnston County 250 th Anniversary Celebration	1996	\$30,000				
Johnston County Convention Center Feasibility Study	2001	\$40,000				
Johnston County Sports County Parks & Recreation Master Plan	2015	\$50,000				
I-95 Lighting Interchanges & Beautification Projects	1996-2000 Explanation below	\$105,000				
<u>Total Awarded</u>		\$1,114,140		\$70,000		\$81,615

Lighting Project

Town of Kenly	\$16,000
Town of Benson	\$16,000
Town of Smithfield	\$16,000
Town of Selma	\$16,000
Town of Four Oaks	\$16,000

Highway Beautification

Town of Clayton	\$5,000
Town of Kenly	\$5,000
Town of Benson	\$5,000
Town of Smithfield	\$5,000
Town of Four Oaks	\$5,000



JCVB CAPITAL GRANTS FUND APPLICATION

NAME OF ORGANIZATION _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

WEB ADDRESS _____

CONTACT PERSON _____

TAX EXEMPT FEDERAL ID # _____

LEGAL NON PROFIT STATUS VERIFICATION _____

ORGANIZATIONS MISSION STATEMENT:

REQUESTED AMOUNT IN THE FOLLOWING CATEGORY:

BRICKS AND MORTAR _____

MUSEUM CONSERVATION CARE _____

JOHNSTON COUNTY ECONOMIC DEVELOPMENT _____

MUNICIPALITIES WITHOUT HOTEL TAX _____

PROPOSED BUDGET FOR PROJECT ENCLOSED: YES NO

ORGANIZATION BUDGETS FOR PAST TWO YEARS ENCLOSED: YES NO

MOST RECENT TAX AUDIT LETTER OR COPY OF IRS 990 FORM ENCLOSED: YES NO

EXPLANATION OF PROJECT AND WHAT GRANT FUNDS WILL BE USED FOR: (25-50 words)

PROJECT DESCRIPTION: Attach up to five typed 8.5 x 11 pages using 12-point type including the answers to the following:

- (1) Complete project summary and how grant funds will be utilized
- (2) Organization Mission and Vision Statements
- (3) Demonstrate the need for this project in the community
- (4) Determine the economic impact on tourism for the county/community

SUPPORT LETTERS FROM LOCAL MUNICIPALITY OR CHAMBER ENCLOSED: YES NO

ARCHITECTURAL PLANS FOR PROPOSED PROJECT ENCLOSED: YES NO

PERCENT OF PROJECT DEDICATED TO TOURISM: _____

OUTLINE OF PROJECT STEPS AND/OR TIMELINE ENCLOSED: YES NO

ORGANIZATIONAL BOARD MEMBERS ENCLOSED: YES NO

HAVE 50% OF PROJECT FUNDS BEEN SECURED: YES NO

PROJECTED COMPLETION DATE: _____

DISBURSEMENT OF FUNDS: At the completion of the project, requests for grant funds should be submitted to the Visitors Bureau via a cover letter with summary of expenses, invoices, and copies of checks enclosed.

ADDITIONAL COMMENTS OR SUPPORTING DOCUMENTS MAY BE ATTACHED WITH THE APPLICATION AS DEEMED NECESSARY BY THE APPLICANT.

Scoring Sheet for JCVB Capital Grant Applications is directly related to the grant guidelines and will be used to assist the grant committee. <u>Applicant to complete using best estimates available.</u>		
Qualification	Response/potential points	Points Allotted
Applicant Project is 100% utilized for tourism.	<input type="checkbox"/> Yes, 10 points <input type="checkbox"/> No, at least 50%, 5 points <input type="checkbox"/> No, less than 50%, no points	
Number of visitors to the county per year is greater than 1,000 and less than 4,999.	<input type="checkbox"/> Yes, 5 points <input type="checkbox"/> No, 0 points	
Number of visitors to the county per year is greater than 5,000.	<input type="checkbox"/> Yes, 10 points <input type="checkbox"/> No, 0 points	
Open to the public minimum of five days a week.	<input type="checkbox"/> Yes, 5 points <input type="checkbox"/> No, 0 points	
Estimated number of annual room nights generated by the visitor attraction: (circle one)	<input type="checkbox"/> Greater than 100, 5 points <input type="checkbox"/> Greater than 250, 10 points <input type="checkbox"/> Greater than 500, 15 points	
First time applicant	<input type="checkbox"/> Yes, 5 points <input type="checkbox"/> No, 0 points	
Grant application completed per grant instructions	<input type="checkbox"/> Yes, 5 points <input type="checkbox"/> No, 0 points	
	Scoring Totals	

Signature of applicant: I, _____ have completed the application to the best of my ability and that numbers provided are accurate as of the date submitted _____.

PLEASE TYPE IN 12 POINT TYPE OR PRINT CLEARLY. SUBMIT FIVE COMPLETED SETS OF YOUR APPLICATION FOR THE REVIEW COMMITTEE WITH ONLY ONE SET OF DRAWINGS IF APPLICABLE. RETURN GRANT APPLICATIONS TO THE JOHNSTON COUNTY VISITORS BUREAU, 234 Venture Drive, Smithfield, NC 27577 postmarked by July 15, 2017. Incomplete applications will be returned for consideration in the next grant cycle. The Johnston County Tourism Authority reserves the right to refuse any application.



Request for City Council Action

**Consent
Agenda
Item:** Surplus
Property
Date: 7/11/2017

Subject: Surplus Vehicles
Department: Police Department
Presented by: Chief R.K. Powell, Public Works Director Lenny Branch &
Town Clerk Shannan Williams
Presentation: Consent Agenda

Issue Statement

The Police Department is requesting to have two vehicles declared as surplus property. The Public Works Department is requesting to have three vehicles declared as surplus property. The General Government is requesting to have one fax machine declared as surplus property. The vehicles and equipment can be auctioned on Govdeals.com, thus removing them from the Town's inventory.

Financial Impact

None

Action Needed

Approval of Resolution #604 (09-2017) Authorizing the sale of certain personal property at public auction.

Recommendation

Staff recommends the items listed on the resolution be declared surplus property and allow them to be auctioned on GovDeals.com

Approved: City Manager City Attorney

Attachments: 1. Resolution 604 (09-2017)



Staff Report

**Consent
Agenda
Item** **Surplus
Property**

Staff is requesting the following items be declared surplus property thus allowing them to be sold at the online Public Auction site, GovDeals.com.

Dept.	Vin/Ser.#	Description
Admin.	FX- F1921	Panasonic Fax Machine
Police	2G1WS55R979256462	2007 Chevrolet Impala
Police	2G1WS55R579260654	2007 Chevrolet Impala
Police	2G1WS553981263858	2008 Chevrolet Impala
Public Works	2G1WF55K839235717	2003 Chev. Impala
Public Works	3FTZF17221MA54434	2000 Ford F150XL
Public Works	1FDZW86F0WVA40764	1998 Ford Garage Truck

**TOWN OF SMITHFIELD RESOLUTION # 604 (09-2017)
AUTHORIZING THE SALE OF CERTAIN
PERSONAL PROPERTY AT PUBLIC AUCTION**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

Dept.	Vin/Ser.#	Description
Admin.	FX- F1921	Panasonic Fax Machine
Police	2G1WS55R979256462	2007 Chevrolet Impala
Police	2G1WS55R579260654	2007 Chevrolet Impala
Police	2G1WS553981263858	2008 Chevrolet Impala
Public Works	2G1WF55K839235717	2003 Chev. Impala
Public Works	3FTZF17221MA54434	2000 Ford F150XL
Public Works	1FDZW86F0WVA40764	1998 Ford Garage Truck

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than July 24, 2017.
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and

removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.

5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

Adopted this the 11th day of July, 2017.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk



Request for City Council Action

Consent
Agenda
Item:

Fire
Department
Firefighter II
Promotion

Date: 7-11-2017

Subject: Firefighter II Promotion
Department: Fire
Presented by: Chief John Blanton
Presentation: Consent Agenda

Issue Statement

The Fire Department currently has an eligible firefighter that has met all requirements to promote to the position of Firefighter II within the Fire Department Career Ladder.

Financial Impact

The department budgeted the 5% increase for this promotion in the current Fiscal Year of 2017/2018.

Action Needed

Council to approve this promotion within the department's Career Ladder.

Recommendation

To approve the career ladder promotion.

Approved: City Manager City Attorney

Attachments:



Staff Report

**Consent
Agenda
Item:** **Fire
Department
Firefighter II
Promotion**

Smithfield Fire Department Career Ladder Policy

PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Captain, Fire Inspector I, and Fire Inspector II, Division Chief – Fire Marshal, Division Chief – Training, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of **department operations, equipment and the department's jurisdiction must be achieved and maintained.**

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the positions below, a candidate must maintain annual upgrades for all certifications and requirements where applicable. The candidate must have a recommendation letter from their immediate supervisor and have received no disciplinary action within the last 12 month period.
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC **driver's** license
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- NC Class B **Driver's License must be obtained within 6 months of hire date**

Firefighter II

- Must have served twenty-four (24) months as a Firefighter I with The Town of Smithfield Fire Department
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management ICS-100
- National Incident Management ICS-200
- Must successfully complete departmental testing



Request for City Council Action

**Consent
Agenda Item**

**Personnel
Change**

Date:

07/11/2017

Subject: FLSA Personnel Change
Department: Parks and Recreation
Presented by: Mike Scott & Gary Johnson
Presentation: Consent

Issue Statement

A restructuring of personnel in the Maintenance Division of Parks and Recreation was included in the FY 2018 approved budget. A portion of this restructuring included moving the Parks and Recreation Maintenance Supervisor to an FLSA Exempt position. This position would carry a new annual salary of \$41,500.

Financial Impact

The change in salary and exempt status is included in the approved FY 2018 budget.

Action Needed

Council to vote to approve change in FLSA Exempt status and new salary for the Parks and Recreation Maintenance Supervisor.

Recommendation

Approve changes in Parks and Recreation Maintenance Supervisor position.

Approved: City Manager City Attorney

Attachments:

Staff Report



Staff Report

**Consent
Agenda
Item:** **Personnel
Change**

In March of 2017, the Parks and Recreation Maintenance Supervisor retired. The Maintenance Supervisor had an annual income of \$42,360 and was a nonexempt employee under FLSA, meaning the position was not a salaried position, but was qualified to receive overtime monies at time and one-half after 40 hours worked in a single work week.

A process was held and the position has been filled. An additional labor position was added to the Parks and Recreation maintenance staff, as well as additional work responsibilities for the maintenance of Smith Collins and Community Park. The Parks and Recreation Maintenance Supervisor is a position that qualifies for exempt status under FLSA due to the job duties test and the number of employees being supervised.

During the budget process, it was discussed to move the Parks and Recreation Maintenance Supervisor position to an exempt status, while increasing the base salary, meaning the position will no longer receive overtime pay after 40 hours worked in a work week. \$41,500 was budgeted for this increase. Staff recommends this change in exempt status and subsequent salary increase be approved by Council.

Michael L. Scott
Town Manager



Request for City Council Action

Consent **Water Plant**
Agenda **Salary**
Item: **Adjustment**
Date: 7/11/2017

Subject: Salary Increase Based on Competitive Salaries and Production

Department: Public Utilities/Water Plant

Presented by: Ted Credle & Mike Scott

Presentation: Consent Agenda

Issue Statement

Approval of a salary adjustment for the Water Plant Superintendent.

Financial Impact

The recommended salary increase is included in the current budget. The adjustment equates to a \$3,959 increase.

Action Needed

Approve a salary adjustment for the Water Plant Superintendent

Recommendation

Staff recommends the approval of the increase

Approved: City Manager City Attorney

Attachments:

Staff Report



Staff Report

**Consent Water Plant
Agenda Salary
Item: Adjustment**

During the annual salary review it was discovered the Water Plant Superintendent position required an increase in salary to remain competitive with other communities our size. The Town Water Plant has undergone a positive transformation both in infrastructure and in operation during the last 30 months. This is largely due to the efforts and leadership of the Water Plant Superintendent. Now the Town is further evaluating an increase in wholesale water sales, as well as an increase both in the production and distribution of purified water and a subsequent water plant expansion. During the budget process the salary of the Water Plant Superintendent was discussed and the Town budgeted for the recommended salary increase. It was also discussed that a subordinate of the Water Plant Superintendent is currently receiving a larger annual salary than the Water Plant Superintendent.

This salary adjustment will increase the employee pay rate from \$25.510/hour to \$27.413/hour and remedy the aforementioned salary discrepancy. The maximum approved salary for this position is currently \$34.395/hour.



Request for City Council Action

**Consent
Agenda
Item:** Hire
Personnel
Date: 7/11/2017

Subject: Allow the Town to Offer a Salary Commensurate with Personnel Experience and Qualifications

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent

Issue Statement

Obtain Council approval to offer a pay rate for the position of Water Plant Operator II, which is commensurate **with the proposed personnel's experience and qualifications.**

Financial Impact

None. The pay for the proposed personnel is included in the adopted FY 2017- FY 2018 budget.

Action Needed

Approve the offer for the proposed Water Plant Operator II at an hourly rate of 17.293 per hour (\$35,969.44/year).

Recommendation

Staff recommends the approval of the offer

Approved: City Manager City Attorney

Attachments:

Staff Report



Staff Report

Consent
Agenda
Item: Hire
Personnel

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for an operator position at the Water plant. This prospective employee **has over 12 years of experience and possesses a "B" level certification.** The possession of a "B" certification automatically qualifies this person for Water Plant **Operator II and the employee's experience is justification for the increase in pay,** above the minimum. Starting Salary is recommended at \$35,969.44 annually. Minimum starting pay for this position is \$30,063 with the maximum pay being \$45,996.



Staff Report

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

Date 7/11/2017

Date of Meeting: July 11, 2017

Date Prepared: May 26, 2017

Staff Work By: Tim Kerigan, HR Director

Background

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

In addition, please find the following current vacancies:

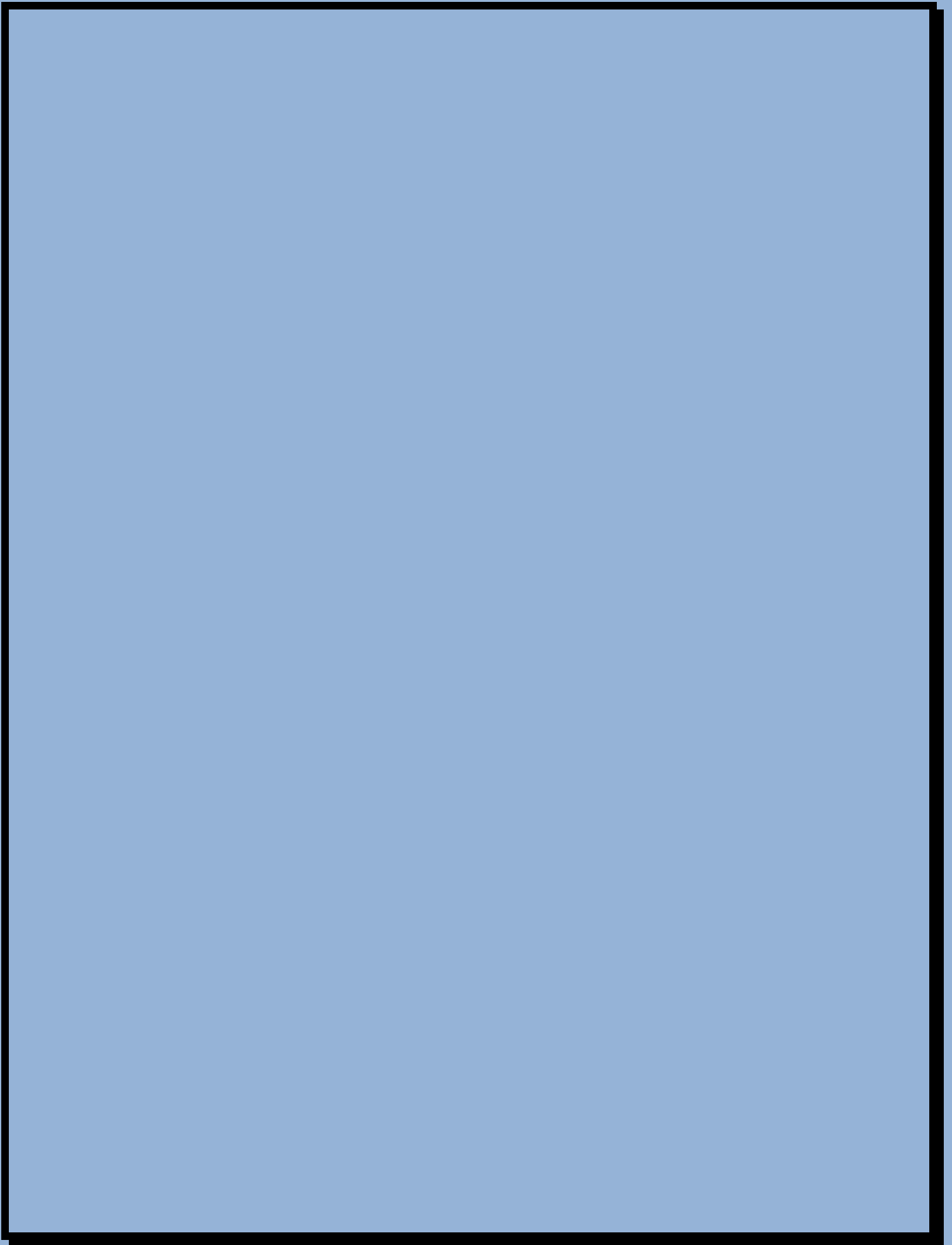
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Planning Director	Planning	10-4900-0200
Police Officer	Police	10-5100-0200
Sanitation Equip. Operator	PW – Sanitation	10-5800-0200
Water Plant Operator	PU – WP	30-7200-0200
Zoning & Minimum Housing Compliance Officer (P/T)	Planning	10-4900-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 16-17 and FY 17-18 Budgets.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Sanitation Equip. Operator	PW - Sanitation	10-5800-0200	\$13.10/hr. (\$27,248.00/yr.)
P/T Athletic Staff	P&R	10-6200-0210	\$9.00/hr.
P/T Reception Staff	P&R	10-6220-0210	\$9.00/hr.
P/T Lifeguard (7)	P&R	10-6220-0230	\$7.50/hr.
P/T Summer Camp Counselor	P&R	10-6220-0230	\$8.00/hr.
P/T Summer Camp Counselor	P&R	10-6220-0230	\$9.00/hr.
P/T Instructor	P&R	10-6220-0230	\$10.00/hr.
P/T Art Instructor	P&R	10-6220-0230	\$15.00/hr.
P/T Laborer (2)	PU – W/S	30-7220-0200	\$8.00/hr.
Admin. Support Specialist	General Government	10-4100-0200	(\$13.76/hr. (\$28,620.80/yr.)
	PU – W/S	30-7220-0200	(1/3 of above)
	PU- Electric	31-7230-0200	(1/3 of above)

Business Items





Request for City Council Action

**Business
Agenda
Item:** Strategic
Economic
Development
Plan
Date: 07/11/2017

Subject: Consideration of Continuing to engage Sanford Holshouser for Economic Development Consulting and Assistance

Department: Non-Departmental

Presented by: Rocky Lane, Sanford Holshouser
Tim Kerigan, Economic Development Liaison

Presentation: Business Items

Issue Statement

The Town engaged Sanford Holshouser Economic Development Consulting to update the Strategic Economic Development Plan in 2014. The Update produced 15 Recommend Action Items with associated implementation steps which were anticipated to provide direction for the Town's economic development efforts for the next three to five years. In August, 2016, the Town engaged Sanford Holshouser to provide consulting and assistance to implement the developed plan for FY 2016-2017. To this date, much progress has been made and much appears to be on the near horizon.

Financial Impact

Not greater than \$20,000. Would be provided by Account # 10-4110-5710 – Non-Departmental – Economic Development Initiative. \$50,000 was encumbered from the FY 2016-2017 budget.

Action Needed

Council approval to proceed.

Recommendation

Approval of continuing to engage Sanford Holshouser for Economic Development Consulting to assist in the implementation of items as outlined in the proposed Plan of Work derived from the Strategic Economic Development Plan Update from 2014.

Approved: City Manager City Attorney

Attachments:

1. Sanford Holshouser Retainer
2. Smithfield SEDP Update Finale Report



Staff Report

**Business
Agenda
Item:** **Strategic
Economic
Development
Plan**

In 2004, Sanford Holshouser created an Economic Development Strategic Plan for the Town of Smithfield. Very little was done by the Town to implement this plan. In 2014, The Town engaged Sanford Holshouser to update the Strategic Economic Development Plan.

The Update produced 15 Recommend Action Items with associated implementation steps which were anticipated to provide direction for the Town's economic development efforts for the next three to five years.

In August, 2016, the Town engaged Sanford Holshouser to provide consulting and assistance to implement the updated plan for FY 2016-2017. To this date, much progress has been made and much appears to be on the near horizon.

Staff recommends utilizing no greater than \$20,000 of economic development funds that were encumbered from the FY 2016-2017 budget in order to **continue to engage Sanford Holshouser for Economic Development Consulting** to assist in the implementation of items as outlined in the proposed Plan of Work derived from the Strategic Economic Development Plan Update from 2014.

June 20, 2017

Mike Scott
Town Manager
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Dear Mike,

Sanford Holshouser Economic Development Consulting, LLC is pleased to submit this proposal for continued services related to implementing action items from the town's Strategic Economic Development Plan. Smithfield has made much progress in economic development this year and we look forward to the opportunity to assist the town to even greater success in the coming year.

As in our current engagement, one day per month would be dedicated solely to Smithfield's economic development efforts. This day can be on-site in Smithfield, or another location as needed, or working on proposals, marketing materials, research, etc. in my office. Activities will include follow-on items that have been initiated this year and new actions derived from the Strategic Economic Development Plan as implementation steps are completed.

Attached is a Scope of Work for your review. If this proposal is acceptable, I will prepare a letter of engagement for the project. If you have any questions, please let me know.

I will be the project manager and will continue to coordinate all aspects of the project as defined by the Scope of Work and letter of engagement. Other Sanford Holshouser partners may offer input and assistance over the life of the project as needed. Tim Kerigan will be my primary contact unless I am advised otherwise.

Again, thank you for the opportunity to submit this proposal and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Rocky Lane". The signature is written in a cursive, flowing style.

Rocky Lane
Managing Partner

Proposed Scope of Work

Annual Retainer

Sanford Holshouser will sign an annual retainer with Smithfield to provide continuing assistance in the implementation of action items from the town's Strategic Economic Development Plan (SEDP).

The annual retainer will cover one day per month dedicated solely to Smithfield's economic development program. This can be on-site in Smithfield, or in another location as needed. Activities will be dictated by a plan of work that will include follow-on activities from the previous year's efforts and additional items from the town's SEDP as others are completed.

Deliverables: Monthly activity report and performance matrix on activities. Annual review of accomplishments.

Timeline

Sanford Holshouser can begin immediately upon the signing of a letter of engagement.

Fee Proposal

Sanford Holshouser will sign an annual retainer agreement with the Town of Smithfield which provides all the benefits as outlined above for a fee of \$18,000, plus expenses. Expenses are expected to be minimal and primarily be for travel to Smithfield, or other locations, and any requested printing etc. Additional hours beyond the eight covered by the retainer agreement will be negotiated via a separate agreement and at the rate of \$190 per hour.



Town of Smithfield, North Carolina



*Strategic Economic Development
Plan Update
October 2014*



Bringing you "The Leading EDge"





Table of Contents

Executive Summary	1
Economic and Demographic Profile	4
Town of Smithfield Profile	5
Population	6
Population by Age Cohort	7
Income	8
Households and Housing	9
Education	10
Labor Force	11
Employment by Industry	12
Employment by Occupation	13
Economic Preparedness Assessment Review & Update	14
SWOT Analysis	15
Economic Development Support Programs	17
Economic Development Priorities	19
Economic Development Product Review	20
Preparedness Recommendations Review	21
Target Industry Sector Review & Verification	22
Marketing Plan Review & Update	24
Recommendations and Action Plan	27
Implementation	33
Benchmarking	34

Executive Summary

Sanford Holshouser Economic Development Consulting under the auspices of ElectriCities, created a Strategic Economic Development Plan for the Town of Smithfield in 2004. The plan made recommendations in the areas of economic development preparedness, target industry sectors, marketing, and benchmarking the initiative's progress. Since that time many changes have occurred and the Town has had some measure of success in the economic development arena. Smithfield engaged Sanford Holshouser to update the Strategic Economic Development Plan in 2014. The Scope of Work for the Project included updating the Economic and Demographic Profile, a review and update of the Economic Development Preparedness Assessment, a review and verification of the Targeted Industry Sectors, and a Marketing Plan Review. As a part of the original project a marketing piece was produced from economic and demographic data. This marketing piece was updated using the most current data.

The Economic and Demographic Profile developed for this project is a snapshot of where the Town is today and an analysis of the changes that have occurred over the past decade. It highlights areas where the Town is trending positively and areas that need to be monitored to ensure that they do not become drags on the local economy and negatively impact the growth of Smithfield.

Sanford Holshouser conducted a series of focus groups and interviews to identify the Town's strengths, weaknesses, opportunities, and threats. The current responses were compared to the information collected in the original study and, as would be expected, there were many strengths identified then, that remain today. Unfortunately there are some weaknesses that were identified in both studies indicating that not a lot of progress has been made minimizing or eliminating them. The Town has done a very good job on capitalizing on many of the opportunities cited in 2004, and new ones have been identified in 2014 for emphasis. While there are commonalities among the threats from the original study and the update, the Town has worked in earnest over the past ten years to address them.

Economic development support programs and priorities were rated and ranked in both studies and there were many similarities. There were slight changes in how the support programs were perceived and where respondents felt the Town should focus its efforts. As far as economic development product, that is available sites and industrial buildings, Smithfield has as good an inventory as any community in Johnston County. Further, when compared to Wake and its surrounding counties, Smithfield's inventory is second to none. The inventory positions the Town well to be considered by companies seeking a location for a new facility.

In evaluating the progress on the Economic Development Preparedness Recommendations from the original study, Smithfield has made good or excellent progress on five of the nine items, with moderate progress on two, and little or none on the remaining two. Targeted industry sectors identified in the 2014 study remain viable for the Town and an additional sector, residential/retirement development was identified during the update. The marketing plan's nine items were evaluated in the context of what has been done and the current state of affairs. Recommendations were developed to get the greatest results from the current marketing efforts.

Finally, recommendations and an action plan were developed from the research, analysis, and input gathered during the update study. 16 recommendations and action steps to accomplish these tasks were formulated for the update. Also, implementation options and benchmarking suggestions were outlined as well.

In conclusion, Smithfield is a vibrant community but it does face challenges, some small, some potentially significant. The Town can control its destiny and growth by proactively facing these challenges head on. The fact that Town leadership commissioned this update study indicates that they have their eye on the future and Sanford Holshouser has no doubt that they will aggressively address the economic development of Smithfield.

Economic and Demographic Profile

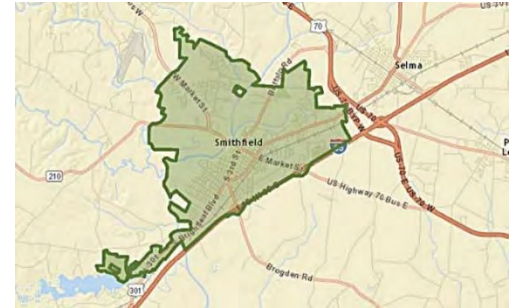


Town of Smithfield, North Carolina

Current Population: 10,929 (2014 estimate)
Median Age: 41.7

Households (2012): 4,345
Median Household Income (2014): \$30,376
Per Capita Income (2014): \$18,265

Labor Force (2012): 4,350
Unemployment Rate (August 2014): 6.2 (Johnston County)
Largest Industry Sector (2013): Health Care and Social Assistance
Educational Attainment (2012): High School Graduate – 29.4%
 Bachelor Degree – 14.5%
 Graduate, Professional, or Doctorate – 5.2%



Total Area
11.4 Sq. Miles

Population Density: 958.7

Taxes

2014

Town of Smithfield	\$0.57
Johnston County	\$0.78
<i>Per \$100 Valuation</i>	

Utilities

Water:	Town of Smithfield
Wastewater:	Johnston County Utilities
Electric:	Town of Smithfield
	Duke Energy
Natural Gas:	Piedmont Natural Gas

Highways/Interstates

Smithfield is located adjacent to US 70 and I-95, the major north-south corridor on the eastern seaboard.

Airports

Local - Johnston County Airport
 Runway: 5,500 ft. x 100'
 International – Raleigh Durham (RDU) 45 Miles

Rail Service: CSX

Town of Smithfield, NC
P.O. Box 761
350 East Market Street
Smithfield, NC 27577
919.934.2116
www.smithfield-nc.com

Population

The Town of Smithfield's most recent population estimate is 10,874, which shows a decline from population figures obtained during 2010 Decennial Census at an average rate of .37% annually, while the population of Johnston County and the State of North Carolina rose at an average annual rate of 1.06%. The United States saw a rise in population at an average annual rate of .63%. We believe that the loss in citizens is not a cause for alarm at this time, as forecast models are projecting growth for the town at an average rate of .70% annually over the next five years following 2012, but should be monitored for emerging trends. **Please note: The figures from the 2000 Census have changed since there were originally reported in the 2004 Smithfield Strategic Plan due to adjustments made by the Census Bureau.**

	2000 Census	2010 Census	2012 est.	2017 projection
Town of Smithfield	11,510	10,966	10,874	11,262
Johnston County	121,965	168,878	173,016	189,112
North Carolina	8,049,313	9,535,483	9,759,332	10,365,298
United States	281,421,906	308,745,838	313,129,017	323,986,227

Source: U.S. Census Bureau, Census 2000 and Census 2010 Summary File 1. Esri forecasts for 2012 estimates and 2017 projections and are noted as such.

Annual Rate of Growth				
	2000	2010	2014	2019
Town of Smithfield	4.32%	-0.48%	-0.08%	0.23%
Johnston County	4.14%	3.31%	1.49%	1.63%
Raleigh MSA	0.81%	3.56%	1.78%	2.01%
North Carolina	1.96%	1.71%	0.92%	1.06%

Source: U.S. Census Bureau, Esri Forecast

2014 Median Age	
Town of Smithfield	41.7
Johnston County	37.2
Raleigh MSA	35.7
North Carolina	38.1

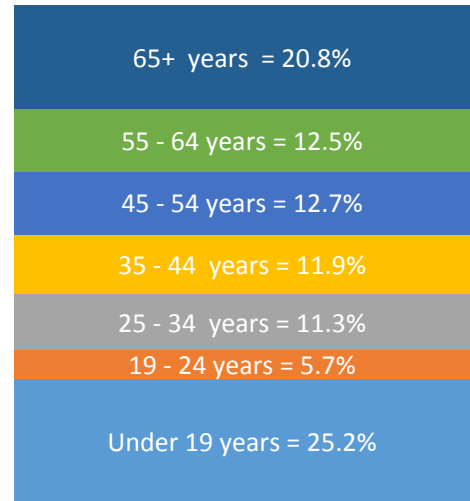
Source: U.S. Census Bureau, Esri Forecast

Population by Age Cohort

The Town of Smithfield's population composition is unique in that its two largest age cohorts, under 19 and 65+, hold a 46% share of the total population, which does not represent a large presence in the labor force. While the under 19 cohort percentage is in the average range with the comparison areas, Smithfield has a higher than average 65+ resident population, in fact it is nearly double. Nationwide, there is a trend of an increasing 65+ population. Simple explanation – aging baby boomers. According the U.S. Census Bureau, 13% of the national population is 65 years and older; in 2030 the rate is expected to reach 20% and continue to rise until 2050.

To address the decline in the prime working-age cohort, declines in the national birth rates since 1950 is a factor, but not the only. Smithfield has lower than average percentage distributions in the 19 to 64 age group at 54%, with the national average being nearly 63%. It is our recommendation that measures be taken to attract this age group to Smithfield, to ensure that the town will experience growth.

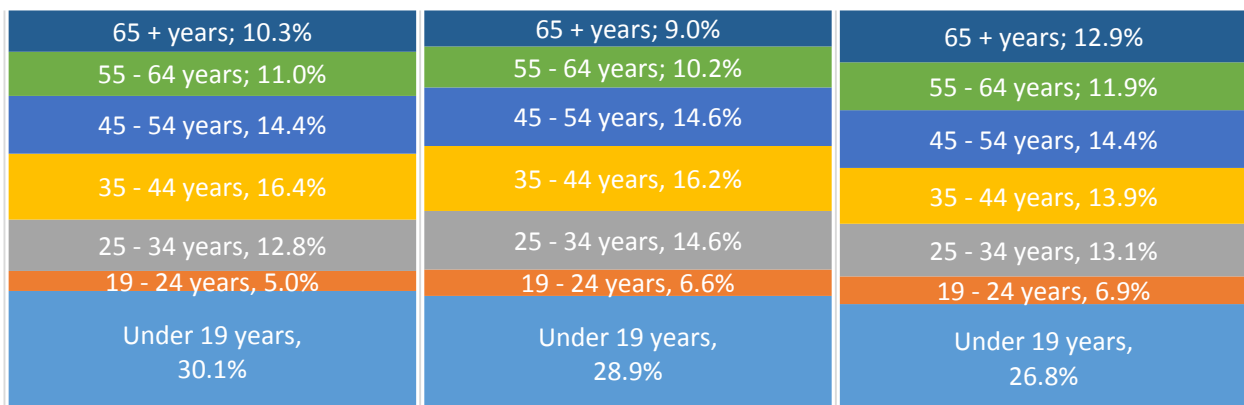
2010 AGE COHORT DISTRIBUTION



Age Groups	Town of Smithfield			Johnston County			North Carolina		
	2000	2010	% Change	2000	2010	% Change	2000	2010	% Change
0-19	23.4	25.2	1.8	28.2	30.1	1.9	27.2	26.8	(0.4)
20-24	6.2	5.7	(0.5)	6.0	5.0	(1.0)	7.2	6.9	(0.3)
25-34	14.5	11.3	(3.2)	17.2	12.8	(4.4)	15.1	13.1	(2.0)
35-54	27.2	24.6	(2.6)	30.1	30.8	0.7	29.5	28.5	(1.0)
55-64	10.5	12.5	2.0	8.6	11.0	2.4	9.0	11.9	2.9
65+	18.2	20.7	2.5	9.9	10.3	0.4	12.0	12.8	0.8

Source: U.S. Census Bureau, Census 2000 and Census 2010 Summary File 1.

AGE COHORT DISTRIBUTION, BY PERCENTAGES



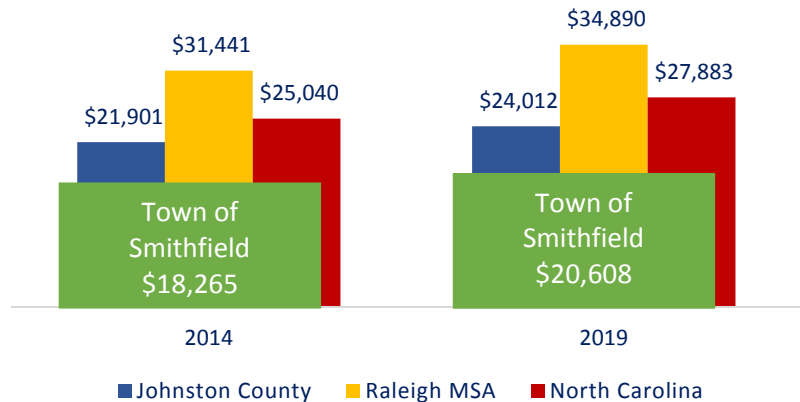
JOHNSTON COUNTY

RALF MSA

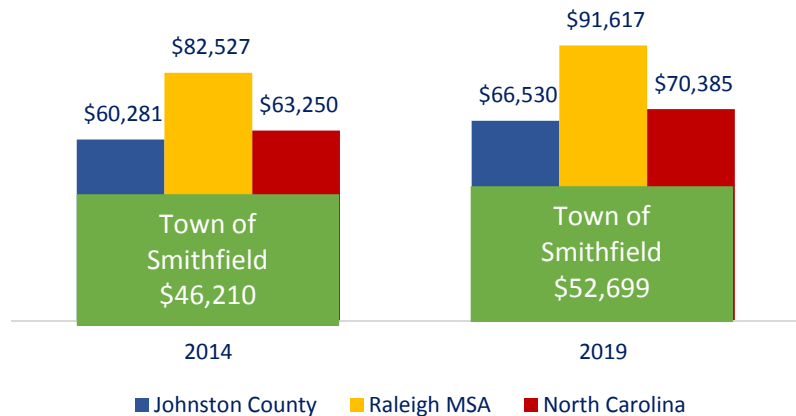
NORTH CAROLINA

Although all income statistical categories are projected to grow in the Town of Smithfield over the next five years, they are significantly lower than the comparison areas. If the Town wants to positively impact the income levels of its citizens, it must engage its resources, partners, and allies to bring economic development within its corporate limits.

Per Capita Income



Mean Household Income



Median Household Income

	2014	2019
Town of Smithfield	\$ 30,376	\$ 36,644
Johnston County.....	\$ 49,744	\$ 55,069
Raleigh MSA	\$ 59,293	\$ 68,263
North Carolina	\$ 45,343	\$ 52,518

Upper Income Households	\$100,000 -	
	\$149,000	\$150,000
Town of Smithfield	8.2%	2.9%
Johnston County	12.0%	4.5%
Raleigh MSA	15.6%	12.0%
North Carolina	10.5%	6.6%
United States	12.8%	9.4%

Source: U.S. Census Bureau, Esri forecasts

Households and Housing

As shown in the charts below, the Town of Smithfield has a higher percentage of renter occupied housing than Johnston County, the Raleigh MSA, and the State of North Carolina. Efforts need to be initiated to promote home ownership. Working with property owners, realtors, lending institutions, and other interested parties, strategies should be developed to assist renters to transition to home owners.

	2010	2014	2019
Town of Smithfield	4,363	4,302	4,328
Johnston County	61,909	65,243	70,317
Raleigh MSA	430,577	462,167	510,557
North Carolina	3,745,155	3,904,261	4,121,317

Source: U.S. Census Bureau, Census 2000 and Census 2010 Summary File 1. Esri forecasts for 2014 estimates and 2019 projections and are noted as such.

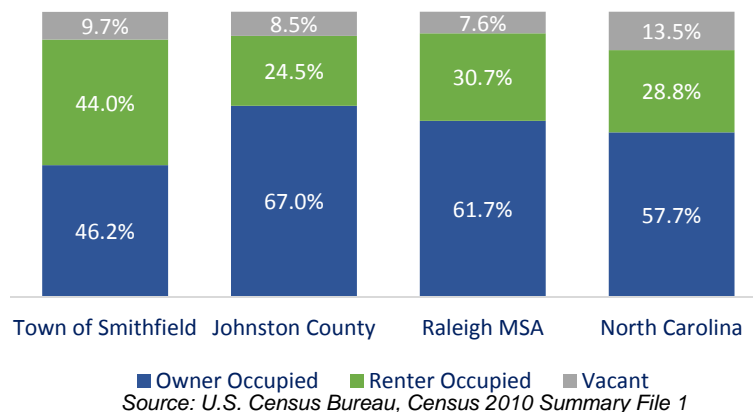
2010 Owner Occupied Mortgage Status	
Owner Occupied Housing	2,234
Owned with a Mortgage/Loan	64.3%
Owned Free and Clear	35.7%

Source: U.S. Census Bureau, Census 2010 Summary File 1

Mean Home Value	
2010	\$139,934
2014 (Est.)	\$166,054
2019 (Proj.)	\$212,452

Source: U.S. Census Bureau, Census 2000 and Census 2010 Summary File 1. Esri forecasts for 2014 estimates and 2019 projections and are noted as such.

2010 Housing by Status and Tenure



Educational attainment is showing positive movement for Smithfield. The charts below show that Smithfield’s percentage of high school graduates/GED recipients is equal to or better than the comparison areas. The Town’s percentage of bachelor and advance degrees is on par with Johnston County, but both lag behind the Raleigh MSA and the State.

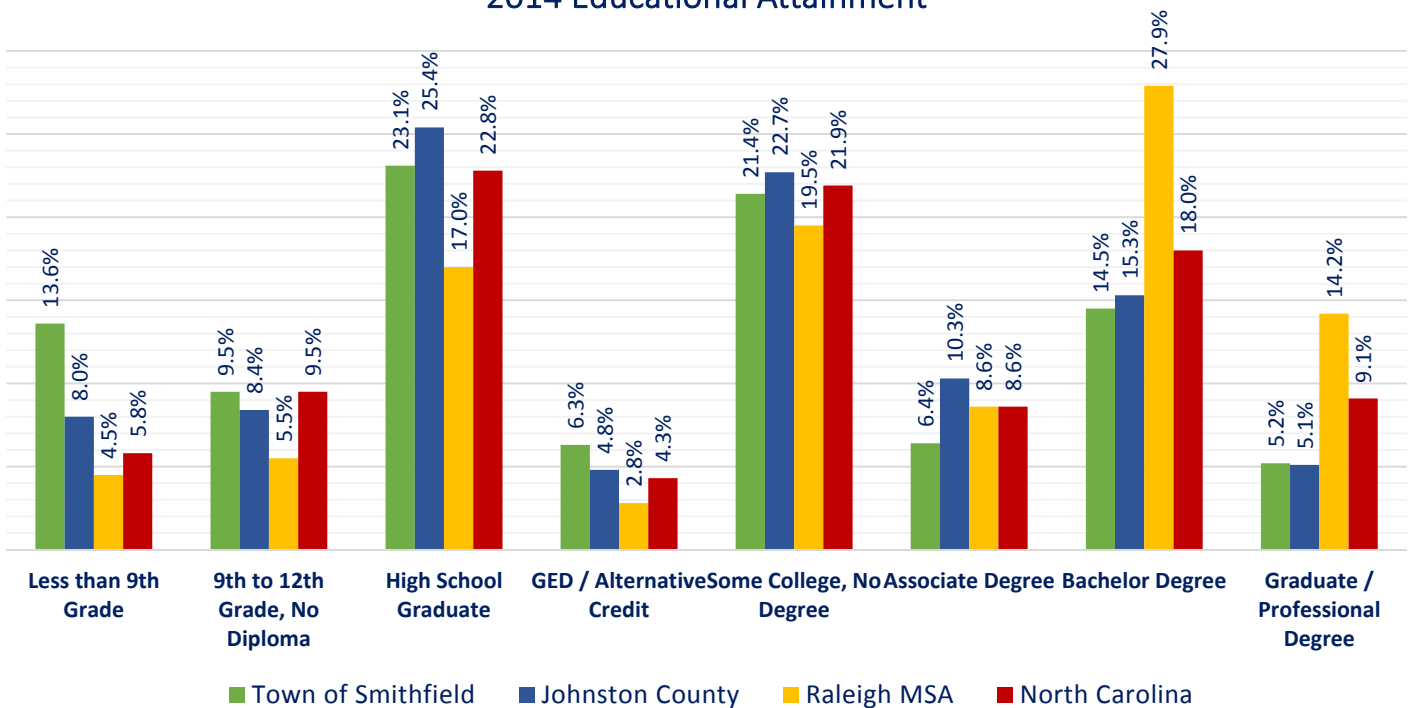
SAT scores show Smithfield-Selma lowest in the county. Initiatives should be developed to assist students in raising their scores. Strategies are recommended later in this study.

2013 SAT Average Scores

- 1 Johnston County Early College 1596
- 2 Johnston Middle College 1519
United States1498
- 3 Corinth Holders High 1492
- 4 Clayton High 1489
- 5 North Johnston High 1486
- 6 West Johnston High 1482
North Carolina1479
Johnston County Schools.....1471
- 7 Princeton High..... 1467
- 8 South Johnston High 1466
- 9 Cleveland High 1438
- 10 **Smithfield-Selma High 1356**

Source: NC Department of Public Instruction

2014 Educational Attainment



Source: US Census Bureau, ACS 2008-2012, with Esri Forecast for 2014

As there is not a current rate of unemployment at the city-level available, we must look at Johnston County's rate to gauge the employment status of Smithfield citizens. The unemployment rate in Johnston County is improving at the trending rate of the nation. Johnston County's current unemployment rate (August 2014) is 6.2%, improved three points from 2012.

2012	Labor Force	Employed	Unemployed	Rate
Town of Smithfield	4,350	3,649	701	16.1%
Johnston County	86,125	77,698	8,427	9.8%
Raleigh MSA	613,519	563,777	49,742	8.1%
North Carolina	4,743,685	4,246,096	497,589	10.5%
United States	156,533,205	141,996,548	1,453,657	.9%

Source: U.S. Census Bureau, American Community Survey 2008-2012

The Town of Smithfield's lower labor force participation rate is due to the high percentage of the 65+ cohort.

2012 Participation Rate	
Town of Smithfield	50.5%
Johnston County	67.5%
Raleigh MSA	70.5%
North Carolina	63.3%
United States	64.2%

Source: U.S. Census Bureau, American Community Survey 2008-2012

The Town's commuting patterns trend with those of the Raleigh MSA and the State of North Carolina.

2012 Commuting Patterns	Town of Smithfield	Johnston County	Raleigh MSA	North Carolina
Work in County of Residence	75.6%	46.6%	74.5%	72.0%
Work in State/Outside County of Residence	23.1%	52.3%	24.4%	25.5%
Work Outside of State	1.3%	1.1%	1.1%	2.5%

Source: U.S. Census Bureau, American Community Survey 2008-2012

Employment by Industry

As is the case with the comparison areas, the Town of Smithfield's largest industry sector is health care and social assistance, which employs 16.6% of the employed labor force. In its projections from 2012-2022, the Bureau of Labor Statistics is projecting the health care and social assistance sector to be the fast growing, with an average annual growth rate of 2.6%. This is due to the aging of the baby boomer generation.

Top Five Industry Sectors	Town of Smithfield	Johnston County	Raleigh MSA	North Carolina	United States
Agriculture, Forestry, Fishing, & Hunting	1.0%	1.7%	0.6%	1.3%	1.4%
Mining	0.0%	0.1%	0.1%	0.1%	0.5%
Construction	8.5%	11.6%	7.2%	7.3%	6.5%
Manufacturing	15.9%	11.6%	10.0%	12.8%	10.6%
Wholesale Trade	4.6%	5.5%	3.2%	2.9%	2.8%
Retail Trade	9.2%	11.4%	10.8%	11.7%	11.6%
Transportation and Warehousing	1.6%	3.8%	2.9%	3.4%	4.1%
Utilities	0.0%	1.2%	0.9%	0.9%	0.9%
Information	1.4%	1.5%	2.7%	1.8%	2.2%
Finance and Insurance	2.5%	4.2%	4.8%	4.5%	4.8%
Real Estate, Rental, and Leasing	3.3%	1.9%	1.9%	1.8%	1.9%
Professional, Scientific, and Tech. Svcs.	6.2%	4.0%	11.3%	5.5%	6.4%
Management of Companies & Enterprises	0.0%	0.0%	0.1%	0.1%	0.1%
Administrative & Support, Waste Management	2.6%	4.1%	4.2%	4.0%	4.1%
Educational Svcs.	10.8%	8.2%	9.5%	9.4%	9.4%
Health Care & Social Assistance	16.6%	11.6%	11.5%	14.0%	13.5%
Arts, Entertainment, and Recreation	0.4%	0.8%	1.6%	1.7%	2.1%
Accommodation & Food Svcs.	6.1%	6.0%	6.8%	7.3%	7.1%
Other Services, except Public Admin.	3.3%	4.0%	4.6%	4.9%	4.9%
Public Administration	6.0%	6.8%	5.4%	4.4%	4.9%

Source: U.S. Census Bureau, American Community Survey 2008-2012

Town of Smithfield	Johnston County	Raleigh MSA	North Carolina	United States
Health Care & Social Assistance	Construction	Health Care & Social Assistance	Health Care & Social Assistance	Health Care & Social Assistance
Manufacturing	Manufacturing	Professional, Scientific, and Tech. Svcs.	Manufacturing	Retail Trade
Educational Svcs.	Health Care & Social Assistance	Retail Trade	Retail Trade	Manufacturing
Retail Trade	Retail Trade	Manufacturing	Educational Svcs.	Educational Svcs.
Construction	Educational Svcs.	Educational Svcs.	Construction	Accommodation & Food Svcs.

Source: U.S. Census Bureau, American Community Survey 2008-2012

Employment by Occupation

The Town of Smithfield's largest occupational sector, as with the comparison areas, is office and administrative support. Healthcare practitioner, technologist, and technicians sector averages only 3.6% and healthcare support averages only 4.5%. Of the 30 sectors with the fastest growth projected by the Bureau of Labor Statistics, 14 are in the health care related sectors.

	Town of Smithfield	Johnston County	Raleigh MSA	North Carolina	United States
Management	5.1%	8.8%	12.2%	9.5%	9.7%
Business and Financial Operations	6.4%	5.0%	6.4%	4.3%	4.7%
Computer and Mathematical	1.1%	1.9%	5.5%	2.3%	2.5%
Architecture and Engineering	1.5%	1.7%	2.9%	1.5%	1.9%
Life, Physical, and Social Sciences	0.0%	0.9%	1.8%	0.9%	0.9%
Community and Social Services	1.5%	1.6%	1.5%	1.9%	1.7%
Legal	0.8%	0.8%	1.2%	0.8%	1.2%
Education, Training, and Library	7.0%	5.9%	6.9%	6.5%	6.1%
Arts, Design, Entertainment, Sports, & Media	1.9%	1.2%	2.0%	1.6%	1.9%
Healthcare Practitioner, Technologist, & Technicians	3.6%	4.5%	5.6%	5.9%	5.5%
Healthcare Support	4.5%	2.8%	1.8%	2.8%	2.5%
Protective Service	2.0%	2.1%	1.8%	2.1%	2.2%
Food Preparation & Serving Related	6.0%	4.4%	4.7%	5.5%	5.6%
Building & Grounds Cleaning & Maintenance	3.8%	3.9%	3.1%	3.8%	4.0%
Personal Care and Service	3.3%	2.1%	2.6%	2.9%	3.5%
Sales and Related	8.5%	11.7%	11.6%	11.2%	11.0%
Office and Administrative Support	16.0%	13.8%	12.3%	12.8%	13.9%
Farming, Fishing, & Forestry	1.4%	0.9%	0.4%	0.8%	0.7%
Construction & Extraction	6.6%	8.3%	4.9%	5.6%	5.2%
Installation, Maintenance, & Repair	4.2%	4.5%	2.7%	3.8%	3.3%
Production	10.2%	6.7%	3.9%	7.5%	6.0%
Transportation and Material Moving	4.6%	6.3%	4.1%	6.0%	6.1%

Source: U.S. Census Bureau, American Community Survey 2008-2012

**Economic Preparedness Assessment
Review and Update**

Economic Preparedness Assessment Review and Update

The review of the economic development preparedness of the Town of Smithfield was conducted using the same process that was used in 2004, and comparing the data that was collected then with the data from the activities in 2014. The process included conducting a SWOT analysis, an assessment of the economic development support programs, a prioritization of economic development activities. The data collected for the original plan produced a list of preparedness recommendations. An assessment of the progress in implementing those recommendations and an updated list of recommendations was produced as part of the project.

To gather the necessary data for this portion of the project, Sanford Holshouser conducted meetings with the leadership team, focus groups and one on interviews. The following is the data that was collected from and 2004 side by side with the data collected in the Plan Update.

SWOT Analysis

Strengths

2004

- Transportation Corridors
- Proximity to Raleigh
- Location (NY-FL Mid-point)
- Downtown Smithfield
- Shopping
- Availability & cost of real estate
- Johnson Community College

2014

- Transportation Corridors
- Proximity to Raleigh
- Johnson Community College
- Community Focus on Healthcare
- County Seat
- Availability & cost of real estate
- Shopping options
- Active Faith Community
- Diverse Population

Weaknesses

2004

- Lack of vision
- Appearance
- Public education
- Workforce
- Certified Sites
- Lack of recruitment funds

2014

- Lack of vision
- Image-Town & schools
- Electric rates (actual or perceived)
- Public schools
- Lack of collaboration
- No pride/excitement about Town
- Gateways

Opportunities

2004

- Booker Dairy Road extension
- Clayton bypass
- Enterprise Zone
- Convention Center
- Healthcare
- Water theme park

2014

- Residential Development
- JCC housing
- Retirement Community
- Capitalize on Healthcare facilities
- Collaboration with Selma
- Retail Development
- Amusement/Entertainment Development
- Promote business friendly attitude
- Expand relationship with JCEDC

Threats

2004

- Workforce
- Lack of Focus
- Competition

2014

- Public Schools Image
- Perception of community
- Competition with other areas
- Non-proactive Leadership
- Matching vision with action
- Continued decline in population
- Communication between town & recruiters

In comparing the strengths and weaknesses identified during the interviews and focus groups, there are many similarities between those that were cited in 2004. As would be expected, Smithfield has grown and changed over the past decade, some new strengths have emerged and new opportunities have developed. For example the active faith community and diverse population were identified as new strengths for Smithfield.

On the other side of the coin, some weaknesses that were identified in the original study remain at the top of the list in 2014. Lack of vision, appearance/gateways, and public education remain as negatives from 10 years ago. Whether these are real or perceived problems is irrelevant, they still need to be addressed in order to build a cohesive effort to move the community forward. No economic development program can be successful if it does not have widespread support from the community and all its stakeholders. Recommendations on how to capitalize on the identified strengths and minimize the weaknesses will be outlined in the Recommendations and Action Steps section of the report.

Opportunities identified for today's Smithfield include only a couple that were identified in the first study. Respondents identified healthcare in the original study and again for the update. A water theme park was being discussed in 2004 but did not come to fruition, but for this study the development of amusement/entertainment facilities is an opportunity that the Town should explore.

Other opportunities identified in the original study that are not on the current list have been explored and discarded (i.e. Convention Center) or have been realized and are being leveraged (Booker Dairy Road Extension, Clayton Bypass).

There are some common areas between the two studies in the area of threats, and while there have been efforts to overcome these potential negatives, more action is needed to eliminate some of these threats once and for all. Some threats may be beyond the ability of the Town to eliminate them totally, but steps need to be taken to minimize the negative impacts that these issues may have on the community. Public Schools is a common theme then and now. It is also an identified weakness. The ultimate responsibility and control of the public schools is vested in the Johnston County Board of Education, but this is not to say that the Town cannot have an impact on the quality of the schools, and thereby change this weakness and threat into a positive.

Competition identified in both studies has been, and will continue to be a fact of life. Every community is seeking to grow both in population and in its business and industry sectors. If Smithfield is to be successful, then it must create a unified vision that will translate into a targeted and effective program that capitalizes on strengths, leverages opportunities, while minimizing or eliminating weaknesses, and addressing threats. Recommendations and Action Steps from this effort are contained in a later section of the report.

Economic Development Support Programs

Participants were asked to rate economic support programs that were either conducted by the Town or on behalf of the Town. The results from 2004 and 2014 are as follows:

<u>2004</u>		<u>2014</u>
	<u>Excellent</u>	
Downtown Development Community College Programs		Community College Programs
	<u>Adequate +</u>	
Beautification Tourism Development Parks & Recreation Arts		Downtown Development Retail Development Parks & Recreation Tourism Development
	<u>Adequate</u>	
Small Business/Entrepreneurial Dev. Retail Development Transportation Improvements Public Education		Workforce Development Beautification Transportation Improvements Arts
	<u>Poor</u>	
		Small Business/Entrepreneurial Dev. Public Education

Johnston County Community College (JCCC) was rated as excellent in 2004 and again for this study. The community college is one of the crown jewels of the county and Smithfield is truly fortunate that the campus is located there. There are myriad benefits and opportunities that the college brings from workforce development, to partnering with public schools, to skills training, and beyond. The faculty and staff of the college add to the Town's economy as they purchase fuel, food, and other goods and services

Other support services were rated similarly to how they were in 2004. In that study there were no Services that were rated as poor. This changed in 2014 with small business/entrepreneurial development and public education slipping from adequate to poor. It is our opinion that the rating of small business/entrepreneurial development is a mistake as it falls under the purview of JCCC, and the college and its programs were rated as excellent. It is believed that this service was rated as poor because of a lack of understanding as to what the college offers in this area, there isn't a lack of services or support, rather there is a lack of publicity and communications about what the college is actually providing.

Public education continues to be rated as a negative and a drag on the community. Again, whether this is accurate or an incorrect perception, it must be addressed.

In addition, an identified need related to JCCC is a very real opportunity for Smithfield. According to respondents, there is a lack of housing for faculty and students. At first glance, at least as it pertains to students, this is not logical. The intent of community colleges is to provide educational opportunities to the citizens of the communities in which they are located. Community colleges do not typically have residential students, as most commute and live at home. However, some institutions in the North Carolina system offer specialized, unique curricula that are not offered on any other campus. JCCC has one of those programs and, therefore attracts students from beyond a reasonable commuting distance, creating a need for student housing. This is a unique opportunity for the Town.

Further a lack of housing for young professionals, especially in the downtown area was also cited as a need. Additional research needs to be done to quantify and qualify the housing needs and the opportunities by that demand.

Economic Development Priorities

The respondents were asked to prioritize where Smithfield should concentrate its efforts and precious resources in economic development in the following areas:

2004

1. Existing B & I Support
2. Marketing & Advertising
3. Retail Development
4. Product Development
5. Retirement/Residential Dev.

Other:

6. Medical Services
7. Tourism
8. JCEDC Efforts
9. Incentives

2014

1. Marketing & Advertising
2. Existing B& I Support
2. Residential/Retirement Dev.
4. Retail Development
5. Product Development

6. Public School Improvement
7. Incentives

The ranking of economic development priorities changed slightly from 2004, with marketing & advertising and existing business & industry support changing places in the top two slots. Retirement/residential development moved from fifth to third and pushed retail development and product development down one slot each.

The movement of product development makes sense as the Town has made great strides over the past decade, adding many properties to its available properties inventory, and developing two NC Department of Commerce Certified Sites. The lack of certified sites was identified as a weakness in 2004 and the Town took notice and removed that negative entirely. The new ranking of economic development priorities makes sense and reflects the changes that have occurred in the intervening 10 years.

Other priorities as identified in 2004 have been capitalized on and did not appear in 2014. Two that did were public schools and incentives. Incentives were also identified in other areas of the study as an area that needed review and possible enhancements. Incentives in this case referred to enticements in multiple sectors-residential, commercial, and industrial. Recommendations in this area are included later in the study.

In the context of economic development priorities, participants thought that any economic development effort mounted by Smithfield needed to have the improvement of the public schools as a priority action item where emphasis should be placed. Public schools is an issue that appears again and again throughout this study, and as such, demands some action to address this all important topic.

Economic Development Product Review

Economic development product, that is sites and available buildings, are essential for an area to be competitive in that arena. Smithfield has done a good job following the recommendations from the 2004 Plan. The Town has developed two Department of Commerce Certified Sites and has more sites in total listed on the Commerce website than any of the other communities that were analyzed to assess Smithfield’s competitive position.

Johnston County:

	<u>Smithfield</u>	<u>Selma</u>	<u>Benson</u>	<u>Clayton</u>	<u>Four Oaks</u>
Sites:	92 (CS)	158(CS)	87	161	184
(Acres)	76(CS)	111(CS)	78	55	
	66	131	47	31	
	58	113	35	23	
	37	51	14	2	
	33	20		1	
	16				
	15				
Buildings:	242,293		43,000	293,964	
	177,421		10,466	74,100	
	89,615		9,000	7,000	
	29,135		6,250		
	7,000		4,500		

Surrounding Counties:

Sites:

- Franklin:** Multiple, none larger than 89 acres, no Certified Sites
- Wake:** Multiple, only one Certified Site – Holly Springs-130 acres
- Orange:** Multiple, largest 101 acres – no Certified Sites
- Harnett:** Multiple, two large sites in Lillington – no Certified Sites
- Wayne:** Two industrial parks – no Certified Sites
- Wilson:** Three large acreage parks – no Certified Sites

Buildings:

All Counties listed above have multiple buildings listed. Smithfield’s building inventory is comparable to the inventory in each of the counties.

Smithfield is in as good a shape as any other community in Johnston County. Further, in comparing the Town’s product inventory with other communities within the same geographic area, Smithfield is very competitive. As noted above there is only one Certified Site in all the listed counties. Smithfield’s two Certified Sites, and their locations on major transportation corridors, put them and the Town in an excellent position to compete for industrial location projects.

Preparedness Recommendations Review

From the data and information gathered in 2004 the following recommendations were made and the progress is noted below each item:

2004

1. Existing Business & Industry Support

Program was established and functioned well for a few years. The program is currently inactive.

2. Marketing & Advertising

Materials are inadequate and the Website needs enhancements

3. Retail Development

Good progress in this sector. Participants believe that there is additional capacity Retail and some properties have been indentified for future growth.

4. Product Development

Excellent progress on this recommendation with an extensive product inventory and two Certified Sites

5. Retirement/Residential Development

Little progress here, but is seen as a continuing opportunity by participants in the 2014 study.

6. Medical Services

Excellent progress here with the establishment of new facilities and the new partnership with UNC Healthcare

7. Tourism

Tourism has grown thanks to the JCVB and its efforts. Participants believe that there is additional capacity for growth capitalizing on existing facilities and the development of new attractions.

8. JCEDC

The Town has made very good progress here improving its relationship with the management of the JCEDC over the years and developing an impressive product inventory that the EDC can market. Participants believe that there are new opportunities to develop a closer working relationship with the executive director and his operations.

9. Incentives

It was recommended in 2004 that the program be expanded and that recommendation stays the same for this study. Smithfield should examine its policies in all sectors, residential, commercial, and industrial to ensure that they are competitive with similar communities.

**Target Industry Sector
Review and Verification**

Targeted Industry Sector Review and Verification

The original target industry sectors were identified on the basis of information gathered from the interviews and focus groups, the evaluation of location factors such as infrastructure, including transportation corridors, availability and quality of labor, education systems, location of vendors and suppliers, and other factors. The following sectors were identified as viable, appropriate, and desirable for the Town of Smithfield in 2004.

- ⊙ **Distribution and Logistics**
- ⊙ **Biotechnology**
- ⊙ **Healthcare Services**
- ⊙ **Recreation and Tourism**
- ⊙ **Retail Development**
- ⊙ **Business Services**

All sectors continue to be viable targets for the Town of Smithfield. Location plays a large part in siting decisions in these sectors and Smithfield's location is a definite advantage. As the target sectors are all sensitive to transportation and demographic influences, the Town's excellent access to transportation corridors, and the recent improvements to that infrastructure is another advantage that Smithfield should leverage to its fullest potential.

Additionally, a new sector was identified during the update study and should be added to the Target list. Residential/retirement development is a sector where Smithfield has solid opportunities. The identified need for residential options for students and faculty at JCCC, the lack of housing for young professionals, and the outstanding medical facilities and services combine to give Smithfield the required elements to attract development in this sector. Strategies and recommendations will be listed later in the study.

**Marketing Plan
Review and Update**

Marketing Plan Review and Update

Sanford Holshouser reviewed the Marketing Plan developed for the original study and assessed current activities based on the progress of implementing the elements of that plan. Good progress has been made in certain areas, but in others, if the Town truly wants to mount an economic development effort, there is a great deal of work left to be done.

1. Marketing Strategies: Recommended multiple strategies

Partnering – Selma, Chamber, JCEDC, DSDC, JCVB Electricities

While there have been some partnerships that have been cultivated and are currently very strong, there are others that need to be revisited or established, i.e. the Town of Selma, the Johnston Board of Education. There have been some joint efforts with Selma but for whatever reasons, this relationship is no longer active. As noted in the earlier study, the economies of the communities are tied together, what benefits one benefits the other and vice versa. It is logical that the two explore areas in which they can combine efforts. Public schools as has been noted several times has been a continuing theme throughout this study. It is critically important for the Town to establish a working relationship with the BOE to address these issues and take positive steps forward to improve the quality and image of Public Education as it relates to Smithfield.

2. Client Response Material: Recommended developing marketing materials.

In reviewing the current client response materials, they are woefully inadequate, as a part of this study, a small marketing piece will be produced from the economic and demographic profile. However, the Town needs marketing materials that promote its assets to the sectors that it is targeting.

3. Target Industry Sectors: Recommended promoting these targets to the JCEDC, NCDOC, and other economic development partners.

The Town has made its targets known to the JCEDC, but it should work closely with them to maximize their efforts. The target sectors identified in the original study remain viable for Smithfield. The Town has made good progress in health care services, recreation and tourism, and retail development. Additional efforts, including reaching out to partners, should be made in the other sectors.

4. Website: Recommended adding sections on business & industry and economic development.

The Town's current website is very attractive. However, there is no information on industrial product, no information on incentives, and there is no link to the JCEDC. All recommendations that were made in 2004 remain in effect today with these additions; links should be added to JCCC, the JCVB, and any other economic development ally.

5. Existing Business: Recommended the establishment of a Business Retention and Expansion Program

The BRE program was established, but is currently inactive. The Town should reestablish this program.

6. Retail Development: Recommended conducting a Radius Study and Gap Analysis

Although the Town did not conduct a Radius Study and Gap Analysis there has been a great deal of progress in this sector, with many new establishments locating in Smithfield since the original study. This growth has occurred without an active recruiting effort by the Town. Participants believe and we concur, that there are opportunities to grow this sector even larger. We still believe the data gained through a gap analysis, would be a valuable in a recruiting campaign in this sector, if the Town establishes a proactive recruiting program. Additionally, property suitable for retail development should be identified. During the course of this study, a site on the east side of I-95 has been proposed that should be explored.

7. Tourism Development: Recommended exploring the potential of a Convention Center and the Water Theme Park project

The convention center was examined and dismissed as not a fit for the community and the water theme park did not materialize. Although this industry sector has seen good, solid growth since 2004, there is potential for additional growth. The development of new amusement/entertainment facilities and adding additional sporting events would give visitors additional reasons to come to, and stay longer in Smithfield.

8. Virtual Shell Building: Recommended the development of a virtual shell building as an additional marketing tool.

A virtual shell building was a technique that was being used in 2004 as opposed to an actual brick and mortar building. It was one step below the actual construction of the facility, with construction drawings, permits, etc. all in place. The Town did not act on this recommendation but instead concentrated on the development of other industrial product, Certified Sites. As the Town's product inventory is in very good shape, and as Sanford Holshouser no longer recommends virtual shell buildings as a marketing tool, this item should be removed from the Marketing Plan.

9. Internal Marketing Strategies: Recommended designating a spokesperson to make regular presentations and the preparation of an Annual Report with wide distribution

Internal marketing is how you keep stakeholders and the community at large informed and engaged with the economic development activities of the Town. The recommendations that were made in the 2004 study were not acted on. Going forward, if the Town decides to establish a more active economic development program, internal marketing will be an essential part of the effort to maintain a unified focus and widespread support.

**Recommendations
And
Action Plan**

Recommendations and Action Plan

In order to establish an active economic development program, the Town will need a group to direct the efforts and carry out the action items of the strategic plan. A small group of five to eight persons should be appointed to serve on an Economic Development Steering Committee. Individuals chosen to serve should have given a clear indication to the Town that they are interested in the economic growth of Smithfield and are willing to give their time, expertise, and energy to the effort. Careful consideration needs to be given to the appointees of this committee to ensure a cohesive, effective group.

The recommendations and action steps listed below should be handled by the committee or its designee. Further the Town may opt to engage someone to assist in the economic development efforts. There are several difference options as to how Smithfield could approach this and they will be outlined in a later section. Regardless, if the Town engages someone to focus on economic development, that does not eliminate, or minimize the need for the Steering Committee. Economic development is a team sport, and as such needs a solid, dedicated group of individuals with a unified vision to be successful.

Smithfield must capitalize on its strengths and work diligently to eliminate or minimize its weaknesses. In order to accomplish this, the Town needs to do a better job communicating its assets to the outside world-external marketing.

Recommendation 1: Mount an External Marketing Campaign

- ❖ Develop marketing materials that emphasize the Town's strengths
- ❖ Materials should be customized for each of the Town's target sectors
- ❖ Targets and strategies should be gleaned from the data gathered from all following Recommendations.
- ❖ Seek partnering opportunities for the campaign
 - Johnston County Economic Development Office
 - ElectriCities
 - Greater Smithfield-Selma Chamber of Commerce
 - Johnston County Visitors Bureau

Recommendation 2: Johnston Community College

- ❖ Convene a meeting with JCC leadership to learn more about the institution
- ❖ Identify ways the Town can leverage the college programs and operations
- ❖ Identify JCC needs that can be translated into economic development activities, i.e. housing needs.

Recommendation 3: County Seat

Each workday, the Town's population swells as County employees come to work.

- ❖ Survey county workers to identify needs and desires of goods and services not currently available in Town
- ❖ Develop a marketing strategy base on the survey results
 - For small business opportunities, publicize locally and partner with JCC

Recommendation 4: Smithfield's Diverse Population

- ❖ Establish a Diversity Advisory Committee to gather input from the various population groups as per what they need, but cannot find, or would like to see in Smithfield.
- ❖ Using this data, develop a marketing strategy to attract the identified goods and service providers.

Recommendation 5: Active Faith Community

- ❖ Meet with the Ministerial or Interfaith Council to brainstorm areas of collaboration.
- ❖ Utilizing the Council, survey the membership about needed goods and services not available in the Town.

Recommendation 6: Retirement Development

- ❖ Explore seeking the Certified Retirement Community designation from the NC Department of Commerce.
- ❖ Conduct a Best Practices Analysis on existing retirement communities
 - Identify essential services
 - Identify housing options
 - Identify other needed and desired characteristics

Recommendation 7: Residential Development

Residential Development includes data and demand identified in Recommendations 2 and 6. In addition to the housing needs cited in those two recommendations, participants believe that there was a need for more upscale housing, including potentially a gated community.

- ❖ Research the housing inventory of Smithfield (if one does not exist-work with the Board of Realtors to develop one)
- ❖ Identify potential sites for residential development
- ❖ Identify downtown properties suitable for renovation for residential uses
- ❖ Examine incentives offered for residential development
- ❖ Convene a meeting of residential developers to inform them of the Town's focus on residential/retirement development and get feedback

Recommendation 8: Amusement/Entertainment Development

Smithfield possesses all the required elements to support a destination amusement/entertainment facility-shopping, restaurants, and hotel/motels. In addition, the Town is already a destination retail center drawing shoppers from a large radius, as well as capturing through traffic on I-95. Although there are already amusement/entertainment attractions in Smithfield, there is room for additional facilities.

- ❖ Research existing sports venue schedules for open dates that would allow for additional events
- ❖ Research facilities such as the Great Wolf Lodge, etc. to determine location factors and companies that are in a growth mode.
- ❖ Do an analysis on the Lion's Water Park in Kinston as to how such a facility may be a fit for Smithfield.
- ❖ Research other amusement/entertainment operations as to the applicability to the Town.

Recommendation 9: Retail Development

- ❖ Perform a Gap Analysis to identify retail establishments that do not currently have a Smithfield location.
- ❖ Identify property that has potential to be development for retail. (Tracts of the east side of I-95 were suggested during the course of this study.)
- ❖ Conduct a Best Practices Analysis on incentives for Retail and compare those with current Town policies.

Recommendation 10: Lack of Vision/Non-Proactive Leadership

The very fact that the Town commissioned this Economic Development Strategic Plan Update indicates that Smithfield has its eye on the future. That being said, it is important that the leadership and whatever economic development committee that is formed are unified in their vision and are actively communicating that to the citizens of Smithfield.

- ❖ The Town Board should appoint the Economic Development Steering Committee.
- ❖ Leadership should issue a statement outlining its vision for the committee and how it will impact the future.
- ❖ Annual Reports of activities should be issued jointly.

Recommendation 11: Town Image

During the study several comments were made regarding the negative image of the Town, and one participant stated "we don't do a good job of self promotion." Smithfield is a wonderful community with a great deal of assets and much to be proud of. The key is communications, and this means internal, as well as external. In the original study Sanford Holshouser recommended that the Town undertake a visioning and branding process to develop a unified vision and brand that the entire community could rally around. This was not undertaken, and it is our belief that it is needed more

now than in 2004. There are various ways to conduct these exercises with an associated range of costs, but regardless, this is the path to unifying the community and creating civic pride.

- ❖ Conduct a Visioning process with the widest community participation possible.
- ❖ Conduct a Branding process
- ❖ Incorporate the Brand into all marketing materials

Recommendation 12: Incentives

Smithfield has incentives for residential development, but they are not widely known. Incentives for industrial projects are questionable. Smithfield has done a great deal to position itself to attract industrial development but needs to have an incentive policy in place prior to a prospect becoming interested in one of the Town's available properties. Smithfield should have policy in place for industrial projects that is flexible and allows for negotiations. The Town should include that it offers incentives for industrial locations, but not specific details in all of its marketing materials targeted to industrial sectors.

- ❖ Conduct a Best Practices Analysis on incentive programs offered by other communities in the Region.
- ❖ The Town Board should adopt a policy and empower the Manager and/or the economic development representative to develop an incentive package that could be offered, pending final approval by the Board, to industrial prospects.

Recommendation 13: Beautification/Gateways

Then as now, Smithfield's gateways are not attractive. Some improvements have been made, but by and large they do not make a good first impression on visitors.

- ❖ Establish a Beautification Committee, if one does not already exist.
- ❖ Task the committee with identifying ways to improve the aesthetics of the Town and in particular, its gateways
- ❖ Explore incentives to encourage owners to spruce up their properties.

Recommendation 14: Existing Business and Industry Support

An existing business and industry outreach program was established as a result of the 2004 study. The Town contracted with the Downtown Smithfield Development Corporation to administer the program. Currently the program is inactive. The best, easiest, most effective money any organization or community can spend in terms of economic development is on an existing industry outreach program.

- ❖ Reestablish the Existing Industry Outreach Program.
- ❖ Communicate benefits available to existing business and industry.
- ❖ Conduct Business and Industry appreciation events in conjunction with partners.

Recommendation 15: Population Decline

As cited in the Demographic and Economic Profile, there is a definite decline in the age categories 25 to 34 and 35 to 54. These sections represent prime working years and a significant driving force to the economy of any community. While it was also cited that these categories declined nationwide, that does not totally minimize the threat to the community that this decline represents.

- ❖ Identify professional Town Residents in these age categories to serve on a newly created Citizens Advisory Board.
- ❖ With the assistance of the CAB, develop a list of qualities necessary to attract new residents in these age categories.
- ❖ Identify communities where the age categories have not declined and analyze the amenities available and compare with those in Smithfield.
- ❖ Develop and conduct a survey of those communities' population in the target age categories to determine attracting factors and identify any gaps that exist in Smithfield.
- ❖ Develop a marketing plan targeted to these age categories, partnering with existing business and industry, the Chamber, and other allies.

Recommendation 16: Public Education

Public Schools are a continuing theme running throughout this report. Time and time again we have heard about the issues with the Public Schools. The education system of a community is a key element in any economic development program. Any successful efforts depends upon that community's human resources, and public education is a critical element in the infrastructure of that community. The absence of a quality, effectively functioning public school system (whether real or perceived) will send the message to the outside world that the community is incapable of producing a competent and technically prepared workforce for companies considering a new location, or the expansion of an existing facility. Further, the quality of the school system (again real or perceived) is a factor when young couples make a decision about where they are going to live and raise their children. This certainly relates back to the desire of Smithfield to attract individuals in the 25 to 34 and 35 to 54 age categories.

- ❖ Public schools are a key to virtually every undertaking in economic development that the Town will initiate. It is of the utmost importance then that the Town do all it can to raise the quality of the public schools. Or, if it is the case that the shortcomings are perceived, then every effort must be made to communicate that to the public at large.
- ❖ Establish an Education Support Team (EST)
- ❖ EST should meet with the Board of Education to get a handle of the "real" situation with the school system.
- ❖ Brainstorm ways the Town (including existing business and industry) can support and assist the BOE to improve the quality of education.
- ❖ Publicize widely:
 - The EST and the meeting with the BOE
 - All the good things about the system right now
 - Plans for improvement

It should be made clear to the BOE when the first meeting is requested that this group is not hostile, does not want to be involved in finger pointing or assigning of blame, or emphasizing shortcomings. But, truly at the heart of their intentions is the improvement of the quality of education, the performance of students, and thereby, the improvement of the community.

Implementation

The Recommendations and Action plan contains many items and tasks. Time and resources will prevent them from being implemented all at once, and many are sequential in nature-one being dependent on the completion of another. The first action undertaken by the Economic Development Steering Committee should be the prioritizing of the action items. This will provide a plan of work and benchmarks by which progress can be measured. The question then arises-who is going to implement the action steps?

There are several ways this can be accomplished. Each has its advantages and disadvantages. Each also has an associated cost, with the cost being inversely proportional to the control the committee and the Town have over the activity. The options for staffing the program are:

- ❖ Volunteers
- ❖ Assign additional duties to existing staff
- ❖ Hire additional staff
- ❖ Contract with an outside agency/consultant

Operating the program with all volunteers is the least costly option, but it also has some shortcomings. Volunteers can be dedicated and hard working, but as they are volunteers, the job could become secondary to other demands on their time. There is a place for volunteers in an economic development program, but it takes an exceptionally committed, devoted individual to take on the responsibility for its implementation. The costs associated with this option would be travel, office supplies, and appreciation events and activities.

Assigning the responsibilities to an existing staff person is feasible if the Town has a person who does not have a full work load. In times past this may have been a reality; however since the Great Recession governments at every level have been forced to do more with less, shedding employees in the process and assigning additional duties to the remaining staff. This has resulted in many cases of employees having more than a full time load. Given this, it would seem unlikely that the Town has any employee who could assume these responsibilities without shifting some of that individual's duties to other employees. This option is also low cost, with the only additional cost from the first option possibly being a salary increase for those employees that assume additional duties.

The third option is to hire additional staff to manage and operate the Town's economic development program. This is the costliest option and requires a huge commitment on the part of Smithfield. The Town would have more control, as with the previous option, but it also brings with it all the issues and costs of additional staff.

Finally, Smithfield could contract with a third party to implement the program. This could be with an organization such as the Downtown Smithfield Development Corporation, the Chamber, or a consulting firm that specializes in economic development. This option will provide the Town the opportunity to assess the program, make adjustments as needed, and chart a course forward. If, for any reason the program was not deemed to be effective or not needed, it would be easier to cease operations than with other options, with the possible exception of the first.

If Smithfield is truly serious about establishing an economic development program, then regardless of the management option they chose the Town must state clearly and emphatically their commitment and support for the effort.

Benchmarking the Program

In order to monitor progress and to report that progress to elected officials and the general public, benchmarks need to be established. Too often, the success of a program or a developer is judged only on the two ultimate goals of economic development; the increase in jobs and new investment. As economic development is a process, not an event, there are many, many steps that must be accomplished before the location or expansion of company will produce an increase in jobs and new investment. It is recommended, as we did in 2004 that the program establish benchmarks. The following are sample benchmarks in only a few of the activities that have been suggested in this report. It is not meant to be a complete listing of Benchmarks. Each Recommendation and Action Step should be analyzed for mileposts to measure progress. As items are completed and others are researched and found to be no longer a valid activity, the evaluation points will change. However there must always be a plan in place and benchmarks to assure that the program is moving forward and is providing value to the community:

Business Recruiting

- Number of leads developed,
- Number of client visits
- Number of packages sent to prospects

Existing Business Support

- Number of calls to local business and industries
- Appreciation events

Marketing

- Materials developed
- Website improvements
- Prospects contacted

Retail Development

- Number of potential sites identified
- Gap Analysis completed
- Retailers identified in Gap Analysis contacted

Residential Development

- Housing inventory conducted
- JCC housing needs determined
- Developer meeting conducted

Public Relations

- Number of press releases
- Number of public meetings
- Number of presentations
- Annual Report



Request for City Council Action

**Business
Agenda
Item:**
Date: 7/11/2017

**Donation
Request**

Subject: Request for Donation

Department: Non-Departmental

Presented by: Mike Scott

Presentation: Business

Issue Statement

Matt Cuddington from Smithfield Selma High School is requesting \$510.00 to assist in taking basketball players to numerous team camps and jamborees in preparation of the upcoming basketball season.

Financial Impact

\$510.00 from 10-4110-5506 for local school support.

Action Needed

Approve or deny the request.

Recommendation

\$5,000 was budgeted for the Council to support local schools at the Council's discretion.

Approved: City Manager City Attorney

Attachments:

Staff Report



Staff Report

**Business
Agenda
Item:** **Donation
Request**

See attached memorandums from Matt Cuddington requesting funding for SSS Basketball Off Season program.

\$5,000 exists in the FY 18 approved budget for contribution to Smithfield Schools at the discretion of the Council.



SMITHFIELD-SELMA HIGH SCHOOL
700 East Booker Dairy Road
Smithfield, North Carolina 27577
919- 934-5191 Fax (919) 934-3001

Tuesday, May 30th 2017

Dear Smithfield Town Council,

My name is Matt Cuddington. I am currently the Head Men's Basketball Coach at Smithfield Selma High School. This past year was my second full season as Head Coach. During my first year, the 2015-2016 season, the council recognized our Team at a Town Council meeting for winning the Two Rivers 3A Conference Championship. At that meeting we were presented with a plaque that currently resides in our trophy case in the gym lobby. We thank you for your previous support of our Basketball Program.

Moving forward and in preparation for the upcoming 2017-2018 season, we are planning to attend numerous team camps and jamborees this summer. These camps and jamborees are an excellent opportunity for our kids to gain playing experience together in addition to building team camaraderie. On May 18th, we hosted a Spirit Night at Chipotle to raise money for the cost of these camps and jamborees, in addition to the travel cost. Attached is a list of the Camps and Jamborees that we will be attending this Summer.

If possible, a donation from the town would help cover the cost of these camps. A donation would also help out some of our kids that might need assistance with purchasing warm ups or team shoes for the 2017-2018 season. A lot of our kids come from struggling households financially and your generosity would help ease some of the financial burden on our students and their parents.

Your support would be greatly appreciated by our Basketball Program, and our upcoming players.

Sincerely,

Matt Cuddington
Head Men's Basketball Coach
Smithfield Selma High School



SSS MEN'S BASKETBALL SUMMER 2017 CAMP SCHEDULE

UNC PEMBROKE: June 15th
4 Game Guarantee

SOUTHERN NASH JAMBOREE: June 23rd/ June 24th
6 Game Guarantee

If you were not able to attend our spirit night at Chipotle but still would like to support our program and our plans for the Summer, Donations are welcomed.

Thank You for your support.

Matt Cuddington
Head Men's Varsity Basketball Coach
252-205-6755
matthewcuddington@johnston.k12.nc.us



Request for City Council Action

**Business
Agenda
Item:** **Financing
for
Garbage
Truck**
Date: 7-11-2017

Subject: Consideration to Approve the Lowest Bidder, KS Bank, for Garbage Truck Loan of \$164,989

Department: Finance

Presented by: Greg Siler

Presentation: Business Item

Issue Statement: The Town of Smithfield wishes to enter into an Installment Purchase Contract (G.S. 160A-20) to finance the purchase of a 2018 International Garbage Truck. The loan amount is \$164,989.

Financial Impact:

- Annual payments will be \$28,781
- Total interest over 66 months (5 and 1/2 years) is \$7,701.07
- First payment of \$28,781 is payable in January, 2018

Action Needed: Award the lowest bidder, KS Bank, the financing agreement for \$164,989 at 1.54% for 5 and 1/2 years.

Recommendation: Authorize Town Manager to sign a 5.5 year note with KS Bank on \$164,989 at a rate of 1.54 percent.

Approved: City Manager City Attorney

Attachments:

1. Rate and Term Comparison Spreadsheets
2. Resolution of Governing Body – Approving Terms with KS
3. Amortization Schedule



Staff Report

**Business
Agenda
Item:** **Financing
for
Garbage
Truck**

A request for proposal was sent out on January 20, 2017, to six (6) banks soliciting financing bids on a garbage truck purchase.

The Town received financing bids from 4 of 6 lenders on the \$164,989 loan request. All bids were based on a 4.5 - 5.5 year term with annual payments. KS Bank proposed 1.54% while First Citizens Bank, BB&T and Four Oaks Bank proposed 1.85%, 2.04% and 3.20% respectively. The fixed annual payment using KS Bank's rate of 1.54% for 5.5 years is \$28,781.67. The annual payment of \$28,781 is \$7,048 less than the budgeted amount of \$35,830.

Board approval to proceed with 100 percent financing was decided with the approval of item 5 on the regular agenda at the June 6, 2017, Council meeting.

**Town of Smithfield Financing Proposal Results for Garbage Truck Loan of \$164,989
5 years (60) Months**

	<u>KS Bank</u>	<u>First Citizens</u>	<u>BB&T</u>	<u>Four Oaks</u>	<u>SunTrust</u>	<u>PNC</u>
Rate	1.54%	1.850%	2.04%	3.20%	No Response	No Appetite for small loans
Fees	\$0	\$0	\$0	1%	0	0
Prepayment Penalty	None	None	None	None	None	N/A

Town of Smithfield
Resolution # 605 (10-2017)
Approving Financing Terms with KS Bank

WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of a garbage truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through KS Bank in accordance with the proposal dated June 20, 2017. The amount financed shall not exceed \$164,989, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.54%, and the financing term shall not exceed 5.5 years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the KS Bank financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 11th day of July, 2017.

By: _____
M. Andy Moore, Mayor

Attest: _____
Shannan L. Williams, Town Clerk

SEAL

Customer Name: Town Of Smithfield

Funding Date: 07/12/2017

First Payment Date: 01/12/2018

Compounding: U.S. Rule

Period: Actual/365

Pmt Schedule: Annually

Principal: 164,989.00

Initial Interest Rate: 0.000%

Interest Rate: 1.540%

Pmt Amount: 28,781.67

Payment Number	Payment Date	Payment Days	Payment Amount	Interest Amount	Principal Reduction	Outstanding Balance	Equity Built
1	01/12/2018	184	\$28,781.67	1,280.86	27,500.81	137,488.19	\$27,500.81
2	01/12/2019	365	\$28,781.67	2,117.32	26,664.35	110,823.84	\$54,165.16
3	01/12/2020	365	\$28,781.67	1,706.69	27,074.98	83,748.86	\$81,240.14
4	01/12/2021	366	\$28,781.67	1,293.27	27,488.40	56,260.46	\$108,728.54
5	01/12/2022	365	\$28,781.67	866.41	27,915.26	28,345.20	\$136,643.80
6	01/12/2023	365	\$28,781.72	436.52	28,345.20	.00	\$164,989.00
2023	Totals:		172,690.07	7,701.07	164,989.00		
Grand Totals:			172,690.07	7,701.07	164,989.00		

This amortization schedule is provided to you for your convenience. The amortization may include estimates based upon information provided by you. Actual terms of credit offered by us may vary from this amortization schedule. The outstanding balance shown above will vary from your actual outstanding balance owed to the Bank because of the timing of payments.



Request for City Council Action

**Business
Agenda
Item:** Police
Department
Rumble
Strips
Date: 7/11/2017

Subject: South Second Street and Southwood Drive – Rumble Strips
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Business Item

Issue Statement

Residents in the area of South Second Street and Southwood Drive have been having issues with motorists exceeding the speed limit in that area. The Police Department have issued numerous speeding tickets since the complaint was received.

Financial Impact

Estimated cost of rumble strips \$900.00.

Action Needed

Direction from the Council on how to proceed with installing rumble strips on South Second Street near Southwood Drive.

Recommendation

I have reviewed this request and recommend that rumble strips be placed on South Second Street near Southwood Drive.

Approved: City Manager City Attorney

Attachments:

1. Estimated Cost of Rumble Strip



Staff Report

**Business
Agenda
Item:** **Police
Department
Rumble
Strips**

I have been approached by several residents about having a four way stop sign placed at South Second Street and Parker Street. A stop sign is currently on Parker Street. The residents are complaining about individuals speeding down South Second Street. Residents are afraid their children or pets might accidentally run out into the street and be hit by a vehicle traveling too fast. They are concerned for the children that wait at the bus stop on South Second and Southwood Drive.

I had officers utilize their radar in the area to assess the speed of vehicles traveling in the area. Several citations were issued for speeding. The speeds of the vehicles traveling on South Second Street averaged between 32 to 47 MPH in a 25 MPH zone. Officers will continue to monitor traffic and issue citations as time allows. Individuals traveling Second Street are able to build up speed due to no traffic control being in this area. I have checked the area and observed numerous children playing in their yards. I have also observed the children standing very close to the street while waiting for the bus.

I recommend rumble strips be placed on South Second Street near Southwood Drive, which would cause drivers to slow down without causing any damage to their vehicles. The rumble strips can also be moved to other areas if needed.

Rumble Strips Parent SKU: TPL-07

☆☆☆☆ Write
☆ a review

~~\$1,036.85~~
Sale Price
\$828.85



Photo Not Available

Ruml Strips
-
Remo Prime
\$82.85
Sale Price
\$65.1

Photo Not Available

Ruml Strips
-
Perm Prime
\$94.85
Sale

Need anything? Just ask!

Usually Ships in 2-3 Weeks

DESCRIPTION

SPECIFICATIONS

REVIEWS

DOCUMENTATION

Description

Use in temporary or permanent applications.

- Alert motorists to pedestrian or work areas
- Alert drivers to dangerous intersections, especially in rural settings
- Great solution for communities who want a traffic calming product that is less obtrusive than speed bumps and speed humps
- Rubber-based, self-adhesive rumble strips – 4" wide x 96' long rolls, .250" thick
- Install across lane of traffic in 3 sets of 6-10 strips
- Use on asphalt and concrete surfaces
- Temporary applications require removable primer (1 gallon covers 200 sq ft)
- Permanent applications require permanent primer (1 gallon covers 166 sq ft)

Note: Rumble Strips Primer is not available for customers located in California.

Specifications

SKU	3YI4007	3YI4006	3YI4005	3YI4004
Model Name	Rumble Strips - Green	Rumble Strips - White	Rumble Strips - Black	Rumble Strips - Orange
Length	96'	96'	96'	96'
Width	4"	4"	4"	4"
Weight	55.0	55.0		

Need anything? Just ask!



Request for City Council Action

**Business
Agenda
Item:** Janitorial
contract
Date: 7/11/2017

Subject: Janitorial contract
Department: Public Works
Presented by: Lenny Branch, Public Works Director
Presentation: Business

Issue Statement

The Public Works Department is proposing the Janitorial Contract be awarded to Coverall Cleaning.

Financial Impact

If approved by council the Janitorial contract can be absorbed in the adopted 17/18 approved budget.

Action Needed

Council approval to award the Janitorial contract to Coverall Cleaning.

Recommendation

Staff recommends awarding the Cleaning contract to Coverall Cleaning.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Bid tabulations



Staff Report

**Business
Agenda
Item:** **Janitorial
contract**

The Town of Smithfield is currently utilizing Jani-King as our cleaning contractor. Our contract consists of five facilities, two of which are paid out of the utility fund. Bid packets were sent out to all the local contractors as well as everyone on our bidder list. We received proposals from five (5) companies and are as follows;

1. Barnes Cleaning Co.	\$48,540.00
2. Ace Cleaning Service	\$47,940.00
3. Coverall Cleaning	\$40,620.00
4. International Design & Cleaning	\$39,000.00
5. Jani-King	\$38,592.00

Due to the size of our facilities and cleaning times only being during operational hours, smaller business with limited personnel seem to struggle to keep up with the demand. Staff has been dissatisfied with the current provider and the service being provided and recommends not renewing the contract.

Staff also has previously worked with personnel from International Design and Cleaning and recommends not contracting with this firm. Their bid is also suspect, as every location being cleaned is bid at the same amount when the facilities are quite different, require different supply items and priorities, and are cleaned at more or less frequent intervals. (See attached bid tab)

Staff recommends awarding the cleaning contract to Coverall Cleaning in the amount of \$40,620.00. Upon review of references, it appears this is the best choice to maintain our facilities.



**Town of Smithfield
Janitorial Service
FY 2017 - 2018**

Vendor Name	Contact Person	Public Works Per month	Operations Ctr. Per month	Water Plant Per month	Police Dept. Per month	Town Hall Per month	Monthly Total	Annual Contract
Aces Cleaning Service	Stanley Emanuels	\$686	\$686	\$686	\$858	\$1,079	\$3,995	\$47,940
Barnes Cleaning Co.	Terrance Barnes	\$600	\$710	\$600	\$685	\$1,450	\$4,045	\$48,540
Coverall Cleaning	Rachel Burcham	\$405	\$533	\$579	\$882	\$986	\$3,385	\$40,620
International Design & Cleaning	Christina Arena-Brown	\$650	\$650	\$650	\$650	\$650	\$3,250	\$39,000



Request for City Council Action

**Business
Agenda
Item:**
Date: **Grant
Request
7/11/2017**

Subject: Golden Leaf Grant
Department: Administration
Presented by: Mike Scott, Town Manager
Presentation: Business

Issue Statement

The Golden Leaf Foundation has recently released information regarding grant opportunities for government and non-profit entities for the purpose of,

"Repair or replacement of existing infrastructure, infrastructure to support new housing development, repair or replacement of equipment; and construction, replacement, or improvement of public infrastructure to support hazard mitigation."

Financial Impact

No match amount is required. Match amounts however may increase eligibility of the requested grant. If match amounts are requested to be added to the grant, approval will be sought from the Town Council.

Action Needed

Approve grant submission.

Recommendation

Approve grant submission.

Approved: City Manager City Attorney

Attachments:

1. Staff Report
2. Grant Information



Staff Report

**Business
Agenda
Item:**

**Grant
request**

Senate Bill 338 was approved as part of the State's FY 2018 budget. This bill includes \$30,000,000 to be distributed by the Golden Leaf Foundation for

"Eligible projects to include: repair or replacement of existing infrastructure, infrastructure to support new housing development, repair or replacement of equipment; and construction, replacement, or improvement of public infrastructure to support hazard mitigation."

Applications are being accepted on a rolling basis until such funds available for this program have been awarded. It is anticipated that requests will be given higher priority if they include the repair or replacement of infrastructure damaged or destroyed by Hurricane Matthew. Requests, such as a fire engine, will be more likely to receive support than requests for other equipment.

Staff is currently reviewing the most applicable areas that might receive grant awards. This will be more fully presented during the council meeting on July 11th.

Disaster Recovery Grants Program Application Guidelines

OVERVIEW

The State of North Carolina provided funds to the Golden LEAF Foundation to make grants to eligible entities working to recover from Hurricane Matthew, the western wildfires, Tropical Storm Julia or Tropical Storm Hermine. Eligible projects include: repair or replacement of existing infrastructure; infrastructure to support new housing development; repair or replacement of equipment; and construction, replacement, or improvement of public infrastructure to support hazard mitigation. See Senate Bill 338 for details.

ELIGIBILITY

Local governmental entities and 501(c)(3) nonprofit tax-exempt organizations that serve the people of North Carolina are eligible to request funding from Golden LEAF. It is the intent of Golden LEAF to avoid duplication of federal assistance or other private insurance benefits therefore, grant funds may not be awarded for costs that have been approved to receive federal funds through FEMA Public Assistance, Hazard Mitigation Grant Program, or Community Development Block Grant Disaster Recovery Program. Grants may be used to address unmet needs of eligible projects after taking into consideration FEMA Public Assistance and funding from other sources.

PROCESS

This document describes how to apply to the Golden LEAF Disaster Recovery Grants Program. If after reading the guidelines you have questions regarding Golden LEAF or the Disaster Recovery Grants Program application process, please contact the [Golden LEAF Programs staff](#) prior to making your submission.

PRIORITY

Golden LEAF expects that grant applications will exceed funds available for this program and the Golden LEAF Board of Directors will have to prioritize projects for awards. It is anticipated that priority will be given to repair or replacement of existing infrastructure and equipment damaged or destroyed by the disasters. Requests for funding for higher cost items of equipment necessary to carry out a public purpose, such as a public school bus or fire engine, will be more likely to receive support than requests for other equipment. Projects to extend infrastructure to new housing in communities that lost housing in the disasters will also receive higher priority. Hazard mitigation projects will receive lower priority. If you have questions about how your proposed project would be prioritized, please contact the [Golden LEAF Programs staff](#). The factors identified above are examples of what might cause a proposal to receive higher or lower priority, but other factors will be considered when making funding decisions.

REVIEW AND NOTIFICATION

Completed applications will be reviewed by Golden LEAF staff and by the Golden LEAF Board of Directors. The Board will decide whether or not to fund the proposal, request more information, or take some other action. Communications regarding the application and the Board's action will be sent to the Project Director on the application form.

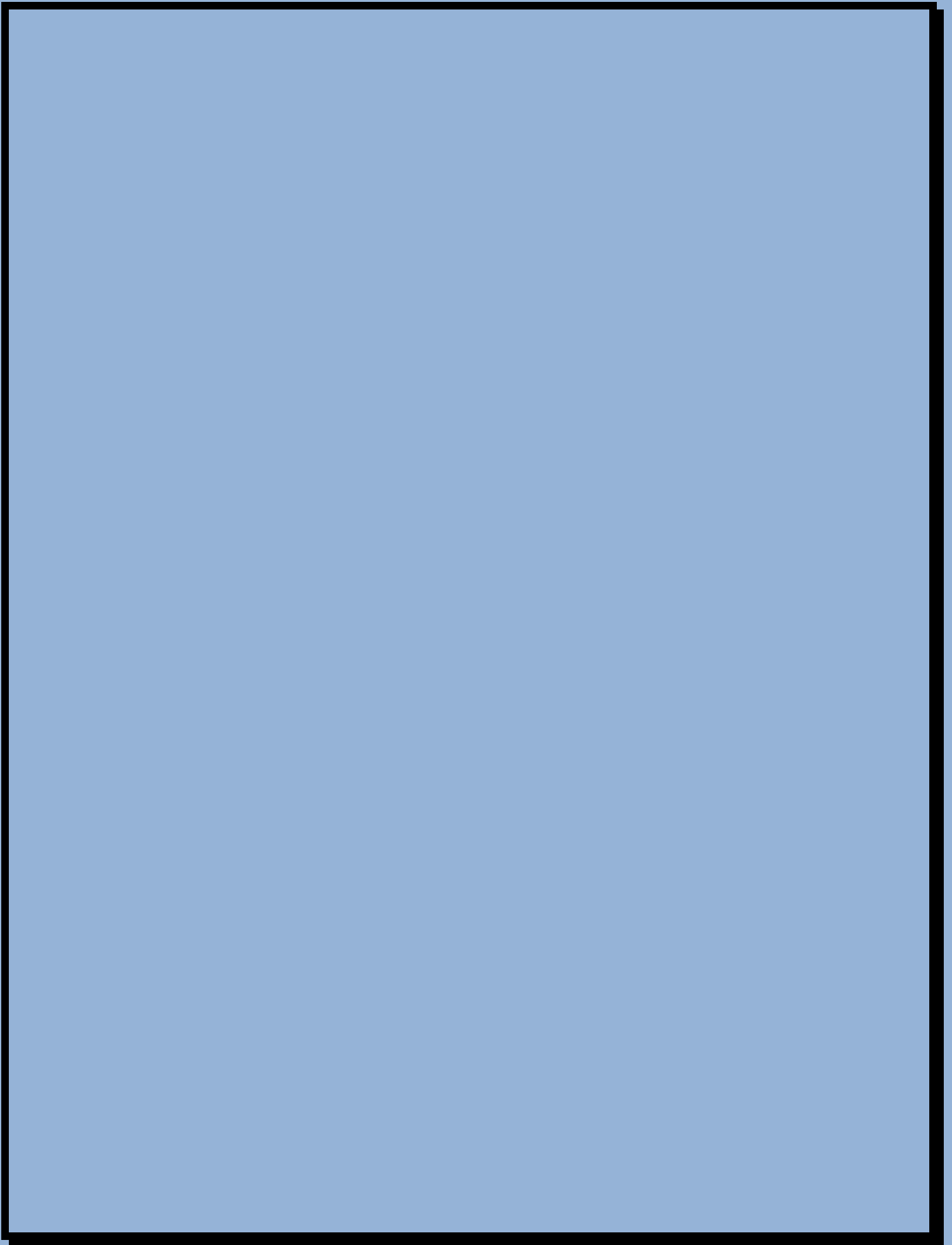
TIMELINE

Applications for the Disaster Recovery Grants Program will be accepted on a rolling basis until all funds available for this program have been awarded. Applicants will be notified when their proposal is scheduled for consideration at a meeting of the Golden LEAF Board of Directors. This notification typically occurs no less than ten days prior to a regularly scheduled meeting. Applications will not necessarily be taken up at the next meeting of the Board. For example, consideration of projects that are lower priority may be delayed.

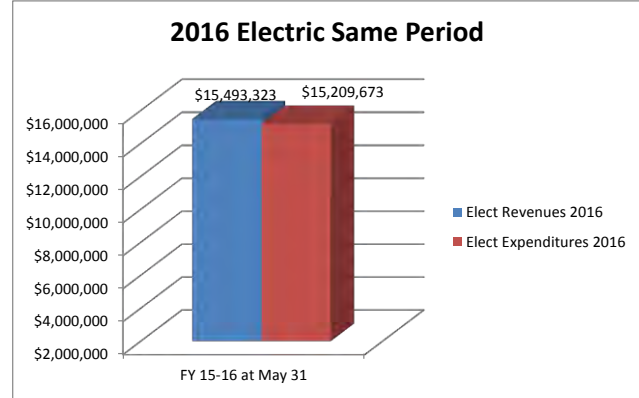
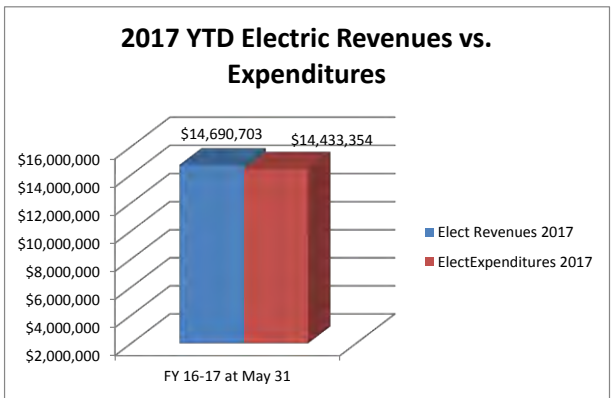
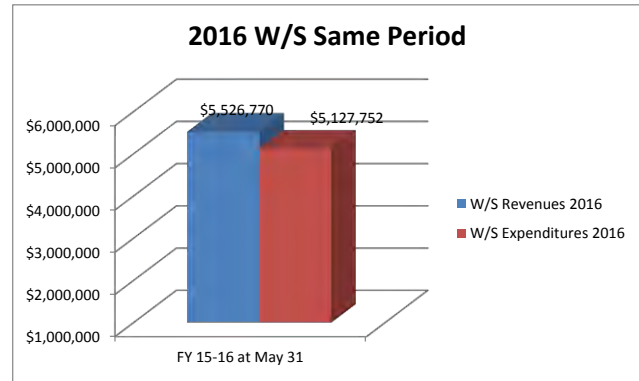
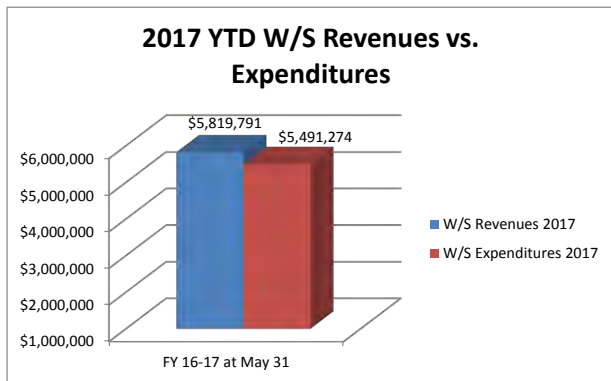
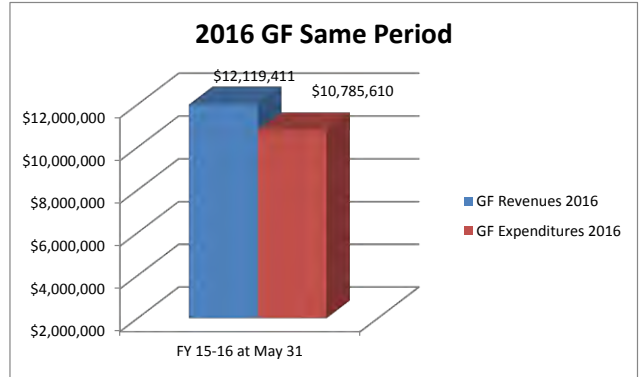
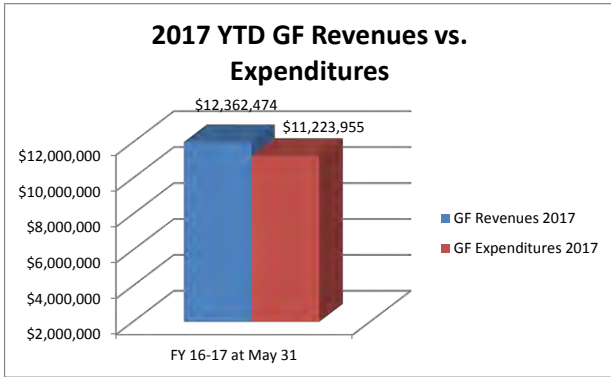
THE PUBLIC RECORDS ACT

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

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
May 31, 2017
92 Percent

92.00%

GENERAL FUND

	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '15-16	FY '16-17	FY '16-17	Collected
Revenues					
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,528,779	\$ 5,649,114	102.18%
Motor Vehicle Taxes	Monthly	-	470,000	478,427	101.79%
Utility Franchise Taxes	Quarterly	-	1,000,000	740,978	74.10%
Local Option Sales Taxes	Monthly	-	2,064,700	1,809,190	87.62%
Aquatic and Other Recreation	Monthly	-	753,300	723,114	95.99%
Sanitation	Monthly	-	1,306,500	1,120,691	85.78%
All Other Revenues		-	1,362,210	1,840,960	135.15%
Loan Proceeds		-	104,000	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	803,343	-	0.00%
Total		\$ -	\$ 13,654,446	\$ 12,362,474	90.54%

	Actual	Budget	Actual to Date	YTD %
	FY '15-16	FY '16-17	FY '16-17	Spent
Expenditures				
General Gov.-Governing Body	\$ -	\$ 389,407	\$ 341,302	87.65%
Non Departmental	-	919,709	774,619	84.22%
Debt Service	-	1,283,352	1,235,406	96.26%
Finance	-	159,792	140,687	88.04%
Planning	-	367,698	278,046	75.62%
Police	-	3,608,768	2,836,649	78.60%
Fire	-	1,553,107	1,328,530	85.54%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	483,940	409,162	84.55%
Streets	-	1,238,604	1,197,038	96.64%
Motor Pool/Garage	-	91,880	77,306	84.14%
Powell Bill	-	361,225	42,113	11.66%
Sanitation	-	1,237,219	1,063,298	85.94%
Parks and Rec	-	908,700	713,896	78.56%
SRAC	-	927,613	785,903	84.72%
Contingency	-	123,432	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,654,446	\$ 11,223,955	82.20%

YTD Fund Balance Increase (Decrease)

-

-

92.00%

WATER AND SEWER FUND

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Collected
Revenues				
Water Charges	\$ -	\$ 2,890,000	\$ 2,090,702	72.34%
Water Sales (Wholesale)	-	715,210	822,211	114.96%
Sewer Charges	-	3,270,000	2,861,091	87.50%
Tap Fees	-	16,000	28,344	177.15%
All Other Revenues	-	-	17,443	#DIV/0!
Loan Proceeds	-	316,000	-	0.00%
Fund Balance Appropriated	-	-	-	#DIV/0!
Total	\$ -	\$ 7,207,210	\$ 5,819,791	80.75%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
Expenditures				
Water Plant (Less Transfers)	\$ -	\$ 1,631,097	\$ 1,403,728	86.06%
Water Distribution/Sewer Coll (Less Transfers)	-	4,045,521	3,014,831	74.52%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	930,000	630,000	67.74%
Debt Service	-	495,361	442,715	89.37%
Contingency	-	105,231	-	0.00%
Total	\$ -	\$ 7,207,210	\$ 5,491,274	76.19%

ELECTRIC FUND

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Collected
Revenues				
Electric Sales	\$ -	\$ 16,894,747	\$ 14,192,414	84.00%
Penalties	-	400,000	409,089	102.27%
All Other Revenues	-	90,463	89,200	98.60%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	-	-	
Total	\$ -	\$ 17,385,210	\$ 14,690,703	84.50%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
Expenditures				
Administration/Operations	\$ -	\$ 2,105,522	\$ 1,735,189	82.41%
NCEMPA Power (Non-Demand)	-	13,600,000	5,520,126	40.59%
NCEMPA Power (Demand)	-	-	4,874,844	
NCEMPA-Debt	-	-	1,059,828	
Debt Service	-	359,972	359,970	100.00%
Capital Outlay	-	255,000	122,183	
Contingency	-	303,502	-	

Transfers to Electric Capital Proj Fund		675,000	675,000	
Transfer to Water Capital Improvement Fund		-	-	
Transfers to General Fund		-	86,214	100.00%
Total		\$ -	\$ 17,385,210	\$ 14,433,354 83.02%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	9,067,587			
Water and Sewer Fund	4,552,666			Interest Rate
Electric Fund*	8,249,651			
Capital Project Fund: Wtr/Sewer (45)	669,169			
Capital Project Fund: General (46)	1,032,794	1st CITIZENS	17,074,135	0.20%
Capital Project Fund: Electric (47)	674,072	NCCMT	2,434,316	0.500%
Firemen Relief Fund (50)	156,808	KS BANK	3,741,454	.2, .65, &.7
Fire District Fund (51)	4,802	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	132,491	PNC BANK	-	0.00%
Total	\$ 24,540,040		\$ 24,540,040	

*Plug

Account Balances Confirmed By Finance Director on 6/22/2017

Department Reports





Staff Report

Department Report **Economic Development Update**

Date of Meeting: July 11, 2017

Date Prepared: June 26, 2017

Staff Work By: Tim Kerigan, Economic Development Liaison

Update

In August 2016, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved a Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items.

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

Please see the attached most recent Implementation Matrix .

Going further, at the request of Council, staff will provide similar monthly summary and matrix updates.

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities May/June 2017

1. Dr. Marcia Machado Perritt of the UNC School of Government, Development Finance Initiative visited Smithfield and met with Mike Fleming, Julia Narron, Rocky, and Tim to discuss the services offered through the UNC-SOG and the Development Finance Initiative. An overview of a vision developed by Mike and his SEDAC Redevelopment Committee, was discussed. This vision would improve the town's housing stock, thereby encouraging increased homeownership, and hopefully attract young families. Marcia reviewed several DFI projects and also those properties that were adopted as class projects by a graduate course that she teaches. She stated that a single property was a better fit for the graduate class project, but that the residential area could potentially be addressed through a consulting agreement with the DFI. After further discussion, the old Town Hall was mentioned and, after Marcia saw the building, she noted that it would be a strong candidate to be adopted by the graduate class. As it so happens, Marcia is currently working on a project that involves the renovation of a historic hotel in the town of Albemarle. The hotel is part of a bigger initiative that includes the construction of an educational facility for a new specialty program of a local university, with the hotel providing residential space for students. Rocky is very familiar with this, as Sanford Holshouser developed an economic and fiscal impact analysis for the project. Tim and Rocky had discussed the potential of approaching JCCC or another local university to explore the space needs they may have, which may be provided by the old Town Hall after renovations, in a model similar to the Albemarle project. This potential will be pursued further, possibly in conjunction with the graduate students, if the facility is selected as a class project. Next steps: Tim will complete the application form to have the old Town Hall considered as a class project and Marcia will provide a list of the services offered by the SOG and the DFI, with scopes of work and fee schedules.
2. Received notice that the owner of the key parcel in the larger tract identified as having strong potential to be developed as an industrial park has agreed to participate in the project. With this agreement, additional property owners are in the process of being contacted to determine the terms and conditions under which their properties can be included in the park. Further, additional properties have been identified that would expand and enhance the project and the process of contacting land owners has begun.
3. ElectriCities Communications and Economic Development staff met with Tim and members of the SEDAC to give an update on the status of the Strategic Communication Plan.
4. Data on incentive packages offered by Johnston County communities and others that have been identified as having similarities with Smithfield, continues to be assimilated. The information will be used to compare the current incentive policies of the town with the best practices of the other communities, and make recommendations for any needed adjustments or enhancements to improve Smithfield's competitive position.

5. Tim and Rocky made a BRE visit to Jerry Williams Lumber and met with Mark Williams. Mark was most appreciative of the visit and noted the Mayor's letter informing him of the Town's initiative. He stated that he had never received a thank you, or any other expression of appreciation before, and he appreciated it very much. We discussed a couple of problems that he has had in the past and some that were current. Tim promised to follow up on those issues and get back with him. Tim went on to tell Mark that anytime he had a problem to please not hesitate to contact him. Mark also informed us of a couple of expansion projects that were on-going and some that were in the planning process. Tim and Rocky will follow up periodically to provide any support and assistance possible to facilitate these expansions. Additional BRE visits will be scheduled later this summer.

6. Tim and Rocky Lane discussed the progress of the program and updated the Performance Matrix and the associated To Do list. Actions related to these areas are contained in the Strategic Plan Implementation Progress Matrix 19JUN17.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-19JUN17

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 is meeting with the Chamber on a regular basis
			Commercial Realtors		Maintaining on-going contact with realtors.	
			SEDAC		Maintaining on-going contact with SEDAC.	On-going
			East Smithfield		Met with Crystal Roberts to discuss collaborative efforts.	Follow-up meeting to be scheduled.
			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					
		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			First batch of letters mailed 19JAN17.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Schedule visitations			Visitations have begun and will be on-going.	Met with Mark Williams of Jerry Williams Lumber. Several areas of assistance were identified and expansions, some currently inderway and some planned were discussed. More EI visits will be scheduled as emails and phone calls are returned and open dates are identified
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment						
	Attract new business investment and jobs	Identify needs of major companies in the County that Smithfield can capitalize on	JCED		Meeting with Chris Johnson to be scheduled to discuss approaching existing industries to discuss future needs/opportunities.	Meeting with Chris Johnson to be rescheduled
Town Image/Gateways						
	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.	
			East Smithfield-Crystal Roberts	24	Follow-up meeting with Crystal Roberts and other members of the community to discuss the issue.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			Business Community			
	Conduct a Visioning/Branding process					
			ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Meeting held to review status of Strategic Communications Plan
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	Follow-up with property owner scheduled for July
					Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.	Landowner of key parcel has agreed to participate in the project. Additional land owners being contacted and additional tracts have been identified that would enhance the project. Owners of these properties will be contacted after those adjacent to the key parcel have agree to move forward.
Downtown Redevelopment						
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			Met with Sarah Edwards and discussed the status of the Town Hall initiative.	A potential strategy that was employed by another municipality was discussed for possible application in Smithfield with Marcia Machado Perritt.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Internal/External Marketing						
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The development of marketing materials, placement of news releases, etc. will be included in the SCP.	Council agreed to move forward on these items at their 07MAR17 meeting.
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		Met with Dr. David Johnson to discuss areas of needs and partnership opportunities.	Dr. Johnson not available on date scheduled for BRE follow-up meetings. A meeting will be scheduled later this summer.
Incentives						
		Review the Town's Incentives to assess the Town's competitiveness			Best Practices Analysis on-going.	Gathering information on incentive programs offered by communities in Johnston County and selected others that have similarities to Smithfield
Retirement Development						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Determine interest in advancing this initiative				
Residential Development						
		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	
					Contacts established with the UNC School of City and Regional Planning and the School of Government to identify levels of support that they both may be able to offer the town in these efforts	Met with Marcia Machado Perritt of the Development Finance Initiative with the UNC-SOG. Discussed Smithfield's potential and explored two possible scenarios. The first was the old Town Hall, which seemed to fit the class project model better, and a larger residential area, which would be handled through a consulting agreement. Dr. Perritt will provide a listing of the services offered by the DFI-SOG and a fee schedule. Tim will fill out an application to have the old Town Hall adopted as a class project for the fall semester.
Retail Development						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Considering the proposal from Retail Strategies and the partnership opportunity with ElectriCities to formulate a recommendation to Town Council.	
Public Education						Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support



FINANCE DEPARTMENTAL REPORT FOR MAY, 2017

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other.....	\$2,839,097
Franchise Tax.....	0
Sales & Use Tax.....	189,740
Powel Bill.....	0
Total Revenue	\$3,028,837

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,579,815

FINANCE:

- Compiled and submitted monthly retirement report on 5/31/2017
- Issued 98 purchase orders
- Processed 807 vendor invoices for payment and issued 478 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 5/5/2017 and 5/19/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$83 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,021
- Processed 11 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$30,990 (EMS = \$9,382; SRAC = \$5,027; Utility= \$16,217; and Other = \$364).
- Invoiced three (3) grave openings for a total of \$2,100
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security

FINANCE DIRECTOR

- Attended Town Council Meeting on May 2, 2017
- Prepared Memorandum of Participation for Separation Allowance Benefit Study for police retirees
- Tested new toll number for utility IVR and provided feedback on May 9 and 10, 2017. New toll free IVR went into effect May 18, 2017
- Participated in biweekly meetings with Tyler Technologies on 5/10/2017 and 5/24/2017 to discuss records management system (RMS)
- Met with Town Council on FY18 Budget on 5/11/ 2017 and 5/22/2017
- Held Departmental Staff Meeting on 5/15/2017
- Held conference call with Tyler Tech’s, Pierette Crisp, on revamping the Town’s Chart of Accounts on 5/5/2017 and 5/12/2017. COA completed for some 980 accounts 5/19/2017
- Met with Town Manager on FY18 Budget 5/17/17
- Prime Rate increases over the past several months have aided in offsetting bank fees on the Town’s Central Depository Account with First Citizens Bank. FY15 charges totaled \$1,795 for three months, while FY16 charges totaled \$7,509 and FY17 totaled 1,364 before being completely offset by earnings credits due to the rise in the prime rate. There have been no bank fees since January, 2017.



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

BOARD ACTIONS REPORT - 2017

	May	Calendar Year to date
Town Council		
Rezoning	0	1
Conditional Use	1	4
Ordinance Amendment	0	2
Major Subdivisions	0	0
Annexations	0	0
Special Events	2	6
Planning Board		
Rezoning	2	2
Condition Use	1	4
Ordinance Amendment	0	2
Subdivisions	0	0
Annexations	0	0
Board of Adjustment		
Variance	0	1
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



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Permit Issued for May 2017

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	\$550.00	7
Zoning	Land Use	\$950.00	10
Zoning	Sign	\$400.00	8
Report Period Total:		\$1,900.00	25
Fiscal YTD Total:		\$19,425.00	281

SP17-000024	Site Plan	Minor Site Plan	New Athletic Fieldhouse for Smithfield-Selma High School	750 BOOKER DAIRY Road
Z17-000091	Zoning	Land Use	Raynor Shine Auto Works, Inc.	119 Airport Industrial Drive
Z17-000092	Zoning	Land Use	Daisy Mae's Hot Dog Stand	107 North FOURTH Street
SP17-000026	Site Plan	Minor Site Plan	SFD deck addition	510 BUFFALO Road
SP17-000027	Site Plan	Minor Site Plan	Permit Voided	316 Stancil Street
SP17-000028	Site Plan	Minor Site Plan	Replacement of Boat Ramp	295 North Front Street
Z17-000093	Zoning	Sign	Market Street Investments	836 West MARKET Street
Z17-000095	Zoning	Sign	ONE MAIN FINANCIAL sign package	1670 BOOKER DAIRY Road
Z17-000094	Zoning	Sign	Deacon Jones Auto Park	North BRIGHTLEAF Boulevard
Z17-000096	Zoning	Land Use	Salon Envy	117 North THIRD Street
Z17-000098	Zoning	Sign	Islamic Center of Smithfield	3020 South Brightleaf Boulevard
Z17-000097	Zoning	Land Use	Restoration Family Services	714 WILKINS Street
Z17-000099	Zoning	Land Use	BLR HOTRODS	808 MASSEY Street
SP17-000030	Site Plan	Minor Site Plan	Multi-phased retail with service bays and warehouse.	713 East Market Street
Z17-000100	Zoning	Sign	Sparkchasers Aircraft Services	3223 Swift Creek Road
SP17-000029	Site Plan	Minor Site Plan	Class B Manufactured Home 14X70	35 OLD DUPREE Road

Z17-000101	Zoning	Land Use	Clayton Homes	1453 Packing Plant Road
Z17-000102	Zoning	Land Use	Ricky Salyers-Elevation of Residential Structure	2117 Michael Lane
Z17-000104	Zoning	Sign	Sherwin-Williams Paints	932 North Brightleaf Boulevard
Z17-000103	Zoning	Land Use	Keener Lumber Company	1235 West Market Street
Z17-000105	Zoning	Sign	Upward Change Health Services	1650 East Booker Dairy Road
Z17-000107	Zoning	Land Use	Hair Salon	201-8 South Brightleaf Boulevard
Z17-000106	Zoning	Sign	Speedway	1016 North Brightleaf Boulevard
SP17-000031	Site Plan	Minor Site Plan	Smithfield Pan-Out (Panera Bread)	1716 East Market Street



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING May 31, 2017**

I. STATISTICAL SECTION

Month Ending May 31, 2016	May-17	May -16	Total 2017	Total 2016	YTD Difference
Calls For Service	2007	1724	9503	8385	1118
Incident Reports Completed	179	204	794	980	-186
Cases Closed	135	170	550	855	-305
Accident Reports	74	69	358	362	-4
Arrest Reports	122	151	603	676	-73
Burglaries Reported	9	17	44	65	-21
Drug Charges	24	33	168	152	16
DWI Charges	14	12	50	50	0
Citations Issued	202	211	1039	1127	-88
Speeding	58	28	324	276	48
No Operator License	45	61	209	239	-30
Registration Violations	18	4	132	66	66

II. PERSONNEL UPDATE

Three police officer vacancies remain within the department. Three backgrounds are currently being worked on for new officers. One officer is currently on light duty due to an off duty injury.

III. MISCELLANEOUS

Mandatory in-service training was continued in May, with most courses being completed on line. The department has been involved with numerous community events. The department has contacted DOT to have "Pedestrian Crossing" signs placed on South Brightleaf Blvd near Crestview. Officers are continuing to enforce speeding on various streets in town due to numerous complaints from the citizens. The work at the Family Life Center is being to show, with all the improvements that have been made recently.

REPORTED UCR OFFENSES FOR THE MONTH OF MAY 2017

PART I CRIMES	May	May	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	3	0	-3	-100%	4	2	-2	-50%
ROBBERY	0	4	4	N.C.	6	11	5	83%
Commercial	0	1	1	N.C.	0	2	2	N.C.
Individual	0	3	3	N.C.	6	9	3	50%
ASSAULT	9	3	-6	-67%	24	18	-6	-25%
* VIOLENT *	12	7	-5	-42%	34	31	-3	-9%
BURGLARY	15	9	-6	-40%	61	42	-19	-31%
Residential	5	7	2	40%	29	34	5	17%
Non-Resident.	4	1	-3	-75%	12	3	-9	-75%
Commercial	6	1	-5	-83%	20	5	-15	-75%
LARCENY	68	51	-17	-25%	267	214	-53	-20%
AUTO THEFT	1	0	-1	-100%	11	4	-7	-64%
ARSON	0	0	0	N.C.	2	0	-2	-100%
* PROPERTY *	84	60	-24	-29%	341	260	-81	-24%
PART I TOTAL:	96	67	-29	-30%	375	291	-84	-22%
PART II CRIMES								
Drug	37	20	-17	-46%	214	137	-77	-36%
Assault Simple	24	20	-4	-17%	73	70	-3	-4%
Forgery/Counterfeit	4	4	0	0%	21	26	5	24%
Fraud	5	7	2	40%	35	33	-2	-6%
Embezzlement	1	1	0	0%	9	6	-3	-33%
Stolen Property	1	3	2	200%	7	4	-3	-43%
Vandalism	6	7	1	17%	40	36	-4	-10%
Weapons	4	1	-3	-75%	13	16	3	23%
Prostitution	0	0	0	N.C.	1	0	-1	-100%
All Other Sex Offens	0	2	2	N.C.	1	9	8	800%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	2	1	-1	-50%
D. W. I.	12	13	1	8%	46	47	1	2%
Liquor Law Violation	1	0	-1	-100%	2	1	-1	-50%
Disorderly Conduct	1	0	-1	-100%	5	3	-2	-40%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	1	0	-1	-100%	2	0	-2	-100%
All Other Offenses	3	9	6	200%	37	41	4	11%
PART II TOTAL:	100	88	-12	-12%	509	430	-79	-16%
===== GRAND TOTAL:	196	155	-41	-21%	884	721	-163	-18%

N.C. = Not Calculable



Town of Smithfield
Fire Department
May, 2017

I. Statistical Section

Responded to	2017 May	May IN	May OUT	2016 May	2017 IN	2017 OUT	2017 YTD	2016 YTD
Total Structure Fires Dispatched	5	2	3	9	28	24	52	40
Confirmed Structure Fires (Our District)	1	1	0	1	9	7	16	7
Confirmed Structure Fires (Other Districts)	1	0	0	0	0	0	18	4
EMS/Rescue Calls	159	151	8	131	675	51	726	686
Vehicle Fires	2	2	0	1	3	1	4	5
Motor Vehicle Accidents	22	16	6	16	71	12	83	75
Fire Alarms (Actual)	15	13	2	17	54	8	62	47
Fire Alarms (False)	5	5	0	6	25	4	29	41
Misc./Other Calls	10	8	2	18	73	11	84	117
Mutual Aid (Received)	7	0	0	16	0	0	30	48
Mutual Aid (Given)	7	0	0	7	0	0	42	31
Overlapping Calls (Calls at the same time)	35	0	0	16	0	0	151	136
TOTAL EMERGENCY RESPONSES	218	197	21	198	929	111	1040	1011

* 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**).

	May	YTD
Fire Inspections/Compliance Inspections	40	183
Public Fire Education Programs	2	9
Children in Attendance	110	879
Adults in Attendance	190	379
Plans Review Construction/Renovation Projects	2	6
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	37	151
Re-Inspections	31	121

II. Major Revenues

	May	YTD
Inspections	\$1,900.00	\$7,371.00
False Alarms	\$0.00	\$750.00
Fire Recovery USA	\$3,984.00	\$11,435.00
EMS Debt Setoff	\$803.20	\$9,581.88
Haz-Mat I-95 Recovery	\$54,384.77	\$54,384.77

Major Expenses for the Month:

III. Personnel Update:

- Engineer Bentley Powell was promoted on May 15th to the position of Fire Captain.
- We Hired Marshall Smith to the vacant position of Firefighter; he started on May 22nd

IV. Narrative of monthly departmental activities:

- We participated in the funeral of Retired Captain Gene Castleberry on May 17th
- We had Corinth Holders Elementary visit for fire prevention.
- We participated in the South Smithfield “Kids Fun Run”
- The status has been updated of the upcoming NCDOI ISO rating inspection, the inspection has been rescheduled for November 27th, 2017.

**Town of Smithfield
Public Works Department
May 31, 2017**



183 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

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

460 tons of household waste collected

104 tons of yard waste collected

10.75 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
May 31, 2017



I. Statistical Section

- 6 _____ Burials
- 10 _____ Works Orders – Buildings & Facilities Division
- 12 _____ Work Orders – Grounds Division
- 30 _____ Work Orders – Sign Division

II. Major Revenues

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

III. Major Expenses for the Month:

\$11,102.56 to Deere & Company for purchase of new zero turn mower.

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.

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
May 31, 2017**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 2 - Work Orders – 4.94 Tons of Asphalt was placed in 2 utility cuts.
- c. 1 - Work Order – 8 Linear Feet Drainage Pipe installed.
- d. 1 - Work Order – 1,200 Linear Feet of ditches were cleaned
- e. 8 - Work Orders – 1,470lbs. of Cold Patch was used for 43 Potholes.
- f. Assisted the Police Department with hauling 57 stone and scraping the parking lot at the Family Life center.
- g. Cut nuisance lot at 822 Ward Street.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$758.59 to Amick Equipment for cylinder repairs to trash truck, \$582.40 to NC Dept. of Public Safety for stop signs, \$2,038.92 to Peterson Industries, \$855.00 to Ram Rent All for Excavator rental, \$1,696 to Hinton Construction for curb repairs on Venture Drive, \$675 to HD Supply for Perma Patch asphalt.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Very busy month no safety meeting was held.

**Town of Smithfield
Public Works Department
May 2017 Drainage Report**

Location: S 2nd Street at Spring Branch.
Starting Date: 5/1/2017
Completion Date: 5/1/2017
Description: Cleaned obstruction (RR ties etc.) from culvert inlet for positive drainage.
Man-hours: 4hrs.
Equipment: 420 Cat backhoe, 408 dump truck.
Materials: N/A

Location: Martin Street, 2nd Ave, 3rd Ave, MLK near College Road.
Starting Date: Cut FEMA lots and right-of-ways.
Completion Date: 5/1/2017
Description: 5/1/2017
Man-hours: 4hrs.
Equipment: Scag mowers and tractor with side arm cutter.
Materials: N/A

Location: Greenway Trail.
Starting Date: 5/2/2017
Completion Date: 5/2/2017
Description: Removed 3 large trees that fell across trail.
Man-hours: 4.5hrs.
Equipment: 420 Cat backhoe, chainsaws plus hand tools.
Materials: N/A

Location: Town Hall.
Starting Date: 5/3/2017
Completion Date: 5/3/2017
Description: Installed entrance and exit signs in parking lot.
Man-hours: 2hrs.
Equipment: 900 pickup plus hand tools.
Materials: 4 signs and 2 u-channel post plus hardware.

Location: Ditch behind housing Authority off MLK.
Starting Date: 5/2/2017
Completion Date: 5/4/2017
Description: Cleaned 1,200LF of ditch bank for positive drainage. Removed 4 truck loads of obstructions from the ditch and hauled off.
Man-hours: 48.5hrs.
Equipment: Rental Excavator, bobcat, tractor with side cutter and dump truck.
Materials: N/A

Location: Turner Drive, 2nd and Stevens, East Street, Eden Drive, Town Hall parking lot, Canterbury Road, Berkshire Road, Outlet Center Drive.
Starting Date: 5/5/2017
Completion Date: 5/30/2017
Description: Repaired 43 Potholes.
Man-hours: 6.58hrs.
Equipment: 401 pickup plus hand tools.
Materials: 24.5 bags of Perma Patch.

Location: Durham Street.
Starting Date: 5/8/2017
Completion Date: 5/8/2017
Description: Cleaned 80LF of ditch back and cleaned fence line.
Man-hours: 19hrs.
Equipment: Tractor with side cutter, chainsaws, weed eaters and scag mower.
Materials: N/A

Location: 101 N Roderick Drive.
Starting Date: 5/10/2017
Completion Date: 5/10/2017
Description: Installed 12" catch basin for positive drainage.
Man-hours: 10hrs.
Equipment: 420 Cat backhoe, 401 pickup plus hand tools.
Materials: Three 50lbs. bags of Quikrete and 4 bags of Perma patch asphalt.

Location: 206 Stancil Street.
Starting Date: 5/10/2017
Completion Date: 5/10/2017
Description: Removed obstructions from ditch line for positive drainage.
Man-hours: 2hrs.
Equipment: Jet Truck plus hand tools.
Materials: N/A

Location: Oakland Cemetery, Resthaven Cemetery, Stancil Street, Powell Street and Coats Street.
Starting Date: 5/11/2017
Completion Date: 5/11/2017
Description: Mowed drainage ditches and right-of-ways.
Man-hours: 4.5hrs.
Equipment: Tractor with side cutter.
Materials: N/A

Location: 202 Laurel Circle.
Starting Date: 5/15/2017
Completion Date: 5/15/2017
Description: Repaired ditch that was washed out during Hurricane Mathew.
Man-hours: 6.75hrs.
Equipment: 420 Cat backhoe, bobcat tractor, 405 dump truck plus hand tools.
Materials: Tandem truck load of rip rap rock.

Location: Lots on S 5th Street, Woodall Street, S Bright Leaf, Riverside Drive, S 3rd Street beside the travel odyssey, 2nd Ave, 3rd Ave, Fuller Street, MLK, Berkshire Road, Outlet Center Drive,
Starting Date: 5/16/2017
Completion Date: 5/18/2017
Description: Cut FEMA lots and right-of-ways.
Man-hours: 43hrs.
Equipment: Bobcat tractor with bush hog, scag mowers, and tractor with side cutter.
Materials: N/A

Location: Massey Street between SBL and 7th.
Starting Date: 5/18/2017
Completion Date: 5/18/2017
Description: Cleaned gutter and sidewalk areas free of sand and debris for positive drainage.
Man-hours: 25hrs.
Equipment: Weed eaters, blowers and hand tools.
Materials: N/a

Location: Down Town.
Starting Date: 5/22/2017
Completion Date: 5/22/2017
Description: Put up flags and flag banners for Memorial day.
Man-hours: 13.5hrs.
Equipment: 905 pickup truck with ladder.
Materials: N/A

Location: Family Life Center, Lee Street.
Starting Date: 5/23/2017
Completion Date: 5/23/2017
Description: Hauled 44.78 tons of 57 stone and installed in parking lot.
Man-hours: 5hrs.
Equipment: 420 Cat backhoe and 405 Dump truck.
Materials: 44.78 tons of 57 stone.

Location: 100 Maple Drive.
Starting Date: 5/22/2017
Completion Date: 5/24/2017
Description: Repaired damaged drain line for positive drainage.
Man-hours: 22hrs.
Equipment: 420 Cat backhoe, 408 dump truck, jet truck plus hand tools.
Materials: 8ft of 15' RCP, three 80lbs. bags of concrete, one yard of screening, two yards of 57 stone and two yards of topsoil.

Location: 3 Meadow Ct, Davis Street between 2nd and 3rd.
Starting Date: 5/26/2017
Completion Date: 5/26/2017
Description: Repaired 2 utility cuts with 4.94tons of asphalt.
Man-hours: 12hrs.
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools.
Materials: 4.94tons of asphalt.

Location: 332 Dogwood Street.
Starting Date: 5/26/2017
Completion Date: 5/26/2017
Description: Repaired large sink hole in roadway from damaged drain line.
Man-hours: 3hrs.
Equipment: 402 pickup plus hand tools.
Materials: One yard of 3000psi concrete.

Location: 822 Ward Street.
Starting Date: 5/26/2017
Completion Date: 5/26/2017
Description: Cut nuisance lot for Planning Dept.
Man-hours: 8.75hrs.
Equipment: 301 Knuckleboom loader, scag mowers, weed eaters and blower.
Materials: N/A

Location: S 5th Street, Church Street, Woodall Street, SBL, S 3rd beside the Travel Odyssey.
Starting Date: 5/30/2017
Completion Date: 5/30/2017
Description: Cut FEMA lots.
Man-hours: 7.5hrs.
Equipment: Scag mowers, weed eaters and blower.
Materials: N/A

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
May 31, 2017**



I. Statistical Section

4 Preventive Maintenances

15 North Carolina Inspections

40 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators.

Town of Smithfield
Public Works Sanitation Division
Monthly Report
May 31, 2017



I. Statistical Section

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

- a. Sanitation forces completed 57 work orders
- b. Sanitation forces collected 460.00 tons of household waste
- c. Sanitation forces disposed of 52 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 2.30 tons of mixed construction debris (C&D) and 6.84 tons of solid construction debris.
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.25 tons of recyclable plastic
- h. Recycled 3743 lbs. of cardboard material from the Convenient Site Center
- i. A total of 94 gallons of cooking oil collected at Convenient Site center.
- j. Recycled 4600 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$ from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$ 0
- c. Sold 2080 lbs. of shredder iron for \$88.40 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$1,664.00 for disposal of yard waste and debris.
Equipment repairs paid toColony Tire Corporation 2 tires for Knuckle boon Truck
\$607.52

IV. Personnel Update:

Due to the lack of man power a temporary employee was hired.
12 hrs total temporary

V. Narrative of monthly departmental activities:

Ham and Yam Prep, and clean up with Smithfield Downtown Development. Johnston health 5k and 10k run assist in setting out cones for runners.
The department worked closely with Smithfield P.D. in cleaning the family life center
3 dumpster loads were hauled off. Clean up after more flood damages in the community.
Community hrs. 61.75 hr. Temporary hrs. 12 volunteer 11.5Hrs



PARKS AND RECREATION

MONTHLY REPORT FOR MAY, 2017

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	17
TOTAL ATHLETICS PARTICIPANTS	311
TOTAL NON/ATHLETIC PARTICIPANTS	1017
NUMBER OF GAMES PLAYED	94
TOTAL NUMBER OF PLAYERS (GAMES)	2176
NUMBER OF PRACTICES	13
TOTAL NUMBER OF PLAYER(S) PRACTICES	

	MAY, 2017	16/17 FY YTD	MAY, 2016	15/16 FY YTD
PARKS RENTALS	28	218	19	307
USERS (PARKS RENTALS)	3724	16604	990	8555
TOTAL UNIQUE CONTACTS	7,228			

FINANCIAL STATISTICS

	MAY, 2017	16/17 FY YTD	MAY, 2016	15/16 FY YTD
PARKS AND RECREATION REVENUES	\$ 5,004.00	\$ 64,554.00	\$ 2,693.00	\$ 74,245.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 54,078.00	\$ 576,224.00	\$ 59,677.00	\$ 551,858.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 137,670.00	\$ -	\$ 23,021.00

HIGHLIGHTS

HOSTED USSSA GIRLS SOFTBALL TOURNAMENT WITH 16 TEAMS
 HOSTED TRIANGLE SELECT LEAGUES BASEBALL TOURNAMENT WITH 19 TEAMS



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR MAY, 2017

PROGRAMS SATISTICS

NUMBER OF PROGRAMS	23
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1915

	MAY, 2017	16/17 FY YTD	MAY, 2016	15/16 FY YTD
SRAC MEMBER VISITS	6502	57831	6078	60337
DAY PASSES	914	8616	1129	15151
RENTALS (SRAC)	66	731	96	589
USERS (SRAC RENTALS)	4572	39618	5624	29313
TOTAL UNIQUE CONTACTS	13,903			

FINANCIAL STATISTICS

	MAY, 2017	16/17 FY YTD	MAY, 2016	15/16 FY YTD
SRAC REVENUES	\$ 99,692.00	\$ 604,260.00	\$ 91,059.00	\$ 676,583.00
SRAC EXPENDITURES	\$ 83,060.00	\$ 785,902.00	\$ 99,033.00	\$ 784,280.00
SRAC MEMBERSHIPS	3768			

HIGHLIGHTS

HAD THE LARGEST SALES MONTH FOR THE SRAC SINCE JUNE OF 2012
(WILL BE \$101,454 AFTER RECEIPT OF HEALTHWAYS ARE PAID)



- **Statistical Section**

- Electric CP Demand 22,790 Kw relative to April's demand of 21,122 Kw.
- Electric System Reliability for was 99.992%, with two (2) recorded outages; relative to April's 99.989%.
- Raw water treated on a daily average was 3.592 MG relative to 3.431 MG for April; with maximum demand of 4.370 MG relative to April's 3.797 MG.
- Total finished water to the system was 102.388 MG relative to April's 98.559 MG. Average daily for the month was 3.303 MG relative to April's 3.179 MG. Daily maximum was 3.639 MG (May 25th) relative to April's 3.536 MG. Daily minimum was 2.466 MG (May 9th), relative to April's 2.730 MG.

- **Miscellaneous Revenues**

- Water sales were \$200,964 relative to April's \$208,031
- Sewer sales were \$277,004 relative to April's \$289,577
- Electrical sales were \$1,281,228 relative to April's sales of \$1,299,763
- Johnston County Water purchases were \$83,801 for 55.867 MG relative to April's \$83,577 for 55.718 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$985,034 relative to April's \$909,038
- Johnston County sewer charge was \$319,786 for 106.282 MG relative to April's \$275,533 for 91.321 MG.

- **Personnel Changes –**

- There were no changes in the month of May



**Town of Smithfield
Electric Department
Monthly Report
May, 2017**

I. Statistical Section

- Street Lights repaired -27
- Area Lights repaired -12
- Service calls - 61
- Underground Electric Locates -71
- Poles changed out or installed 14
- Underground Services Installed/Repaired -3

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on confined spaces.

V. Miscellaneous Activities:

- Installed the last new Electrical Vehicle Charging Station at JCC
- Put out Flags for Memorial Day.



WATER & SEWER MAY 2017 MONTHLY REPORT

● DISCONNECT WATER	7
● RECONNECT WATER	6
● TEST METER	3
● TEMPORARY METER SET	3
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	5
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	11
● METER CHECKS	16
● METER REPAIRS	11
● WATER MAIN/SERVICE REPAIRS	10
● STREET CUTS	4
● REPLACE EXISTING METERS	13
● INSTALL NEW METERS	10
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	16
● CLEANOUTS INSTALLED	3

- SEWER MAIN CLEANED 1263LF
- SERVICE LATERALS CLEANED 685LF
- SERVICE CALLS 127
- LOCATES 130
- FLUSHED ALL DEAD END LINES ONE TIME
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH

- NEXGRID METERS INSTALLATION.
- WORK ON PUMP STATION #7 COMPLETED
- BRASWELL INSTALLED FLOW METER ON BUFFALO RD WATER LINE.
- PORTABLE SEWER PUMP WAS DELIVERED

PERSONEL UPDATES

UP COMING PROJECTS FOR THE MONTH OF MAY

- BRASWELL WILL BE STARTING BOOKER DAIRY RD PROJECT.
- BRASWELL WILL BE STARTING FLOW METERS ON BUFFALO RD AND HWY 70.
- BRASWELL WILL BE STARTING STATION #12 UPGRADE.
- HYDROSTRUCTURES SHOULD BE FINISHING UP MANHOLE SURVEYS THIS MONTH.
- SHOULD START INSTALLING NEXGRID METERS AGAIN.
- I WILL BE SITTING DOWN WITH BILL ABOUT REDESIGNING PUMP STATIONS #11 & #5 FOR THE UPCOMMING BUDGET YEAR. THIS WAY WE CAN GET THEM OUT FOR BID AS SOON AS POSSIBLE.

EXPENSES FOR THE MONTH OF MAY



MONTHLY WATER LOSS REPORT

MAY, 2017

(2)- Meters with slow washer leaks

(2)- ¾" Line, 1/8" hole – 4hrs

(3) ¾" Line, 1/16" hole – 2day

¾" Line, ¼" hole – 4hrs

FH Bonnet slow drip- 2days

1 ½" Line, 4" split – 1 day

2" Line, ¼" hole – 1day

2" Line, 1/16" hole – 2days

2" Line, full shear – 3hrs

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing
1,384,815

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	05/01/17	3.2	15	5310	10	North Street	5/31/17	3	15	15930	
Computer Drive	05/01/17	2.5	15	5310	10	West Street	5/31/17	2.8	15	17620	50
Castle Drive	05/01/17	3	15	5310	10	Regency Drive	5/22/17	1	45	58500	60
Parkway Drive	05/01/17	2.6	15	15930	40	Randers Court	5/22/17	1	120	127440	40
Garner Drive	05/01/17	3	30	15930		Noble Street	5/22/17	1	30	15840	
Hwy 210 LIFT ST.	05/01/17	2.5	15	7965		Fieldale Dr#1(L)	5/25/17	1	30	31860	40
Skyland Drive	05/01/17	2.5	15	5310	10	Fieldale Dr#2(R)	5/25/17	1	30	31860	40
Braford Street	05/01/17	1	15	7965		Heather Court	5/22/17	1	30	31860	40
Kellie Drive	05/01/17	1	45	23895		Reeding Place	5/22/17	1	30	31860	40
Edgewater	05/01/17	1	45	23895		East Street	5/24/17	2.6	15	15930	40
Edgcombe	05/05/17	0.6	30	31860	40	Smith Street	5/31/17	3	15	15930	
Valley Wood	05/05/17	0.6	30	31860	40	Wellons Street	5/22/17	2.2	15	15930	40
Creek Wood	05/12/17	0.8	30	31860		Kay Drive	5/22/17	1	30	19500	15
White Oak Drive	05/01/17	1	45	15930	10	Huntington Place	5/22/17	1	45	30285	
Brookwood Drive	05/05/17	1.2	30	11310	5	N. Lakeside Drive	5/22/17	3	30	18870	15
Runnymede Place	05/03/17	0.6	30	10620	10	Cypress Point	5/22/17	2.8	30	17430	12
Nottingham Place	05/03/17	0.6	30	10620	10	Quail Run	5/22/17	2.5	15	10095	
Heritage Drive	05/03/17	0.4	30	10620	10	British Court	5/22/17	1.2	30	23100	
Noble Plaza #1	05/31/17	1	15	5310	10	Tyler Street	5/22/17	2	60	78000	60
Noble Plaza #2	05/31/17	1	15	5310	10	Yelverton Road	5/22/17	1.8	15	15930	40
Pinecrest Street	05/01/17	0.4	30	10620	10	Ava Gardner	5/22/17	1.1	30	47990	
S. Sussex Drive	05/01/17	0.6	15	7965		Waddell Drive	5/22/17	1.2	15	5310	10
Elm Drive	05/31/17	1	15	5310	10	Henly Place	5/25/17	2	15	8715	12
Braford Street	05/05/17	0.8	30	15930		Birch Street	5/25/17	2.8	15	8715	12
Coor Farm Supply	05/01/17	3.4	30	10160		Pine Street	5/25/17	2.8	15	9750	15
Old Goldsboro Rd.	05/01/17	3.4	30	10620		Oak Drive	5/25/17	3	15	9430	14
Hillcrest Drive	5/22/17	2.8	15	10620	10	Cedar Drive	5/25/17	2.8	15	5310	10
Eason Street	5/22/17	1.2	15	15930	40	Aspen Drive	5/25/17	3	15	8715	12
Magnolia circle	05/25/17	1	15	7965		Furlonge Street	5/25/17	2.2	15	8715	12
Rainbow Drive	05/25/17	1.2	15	19500	60	Golden Corral	5/25/17	1	15	10080	16
Rainbow Circle	05/25/17	1.2	15	19500	60	Holland Drive	5/25/17	1.6	45	29250	15
Moonbeam Circle	05/25/17	1	15	19500	60	Davis Street	5/25/17	3.5	15	8715	12
Ray Drive	5/22/17	1.8	15	31860	40	Caroline Ave.	5/22/17	1.2	15	5310	10
Will Drive	5/22/17	1.6	15	31860	40	Johnston Street	5/25/17	3.4	15	7965	15
Michael Lane	5/22/17	1.2	15	7965	40	Ryans	5/22/17	1.1	30	63720	
Ward Street	05/31/17	2.8	15	15930	40						

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

May-17
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.80	24.0	3.832	3.684	0.1030	3.581	93.45
2	3.75	20.0	3.462	3.336	0.1140	3.222	93.07
3	3.75	24.0	3.762	3.648	0.1090	3.539	94.07
4	3.75	23.0	3.606	3.471	0.0840	3.387	93.93
5	3.75	22.0	3.723	3.642	0.1030	3.539	95.06
6	3.75	20.5	3.443	3.259	0.0860	3.173	92.16
7	3.75	22.0	3.524	3.493	0.1050	3.388	96.14
8	3.75	22.0	3.363	3.614	0.0870	3.527	104.88
9	3.75	18.5	2.936	2.562	0.0960	2.466	83.99
10	3.75	19.5	3.246	3.486	0.1070	3.379	104.10
11	3.75	20.5	3.249	2.615	0.0820	2.533	77.96
12	3.75	21.5	3.422	3.378	0.0910	3.287	96.05
13	3.75	19.0	2.887	2.850	0.0890	2.761	95.64
14	3.50	21.5	3.177	3.320	0.1070	3.213	101.13
15	3.75	23.5	3.705	3.515	0.1040	3.411	92.06
16	3.75	23.0	3.604	3.515	0.1070	3.408	94.56
17	3.75	23.0	3.661	3.698	0.0890	3.609	98.58
18	3.75	22.5	3.726	3.461	0.1110	3.350	89.91
19	4.50	23.0	4.370	3.698	0.0930	3.605	82.49
20	3.80	24.0	3.818	3.661	0.1070	3.554	93.09
21	3.75	23.0	3.672	3.550	0.0970	3.453	94.04
22	3.75	23.5	3.666	3.722	0.0990	3.623	98.83
23	3.75	23.0	3.605	3.247	0.1060	3.141	87.13
24	3.75	20.5	3.159	3.224	0.1030	3.121	98.80
25	3.75	24.0	3.708	3.751	0.1120	3.639	98.14
26	3.75	23.0	3.622	3.412	0.0930	3.319	91.63
27	3.75	24.0	3.785	3.493	0.1080	3.385	89.43
28	3.75	22.0	3.459	3.315	0.1060	3.209	92.77
29	3.75	20.5	3.289	3.413	0.0880	3.325	101.09
30	3.75	21.5	3.504	3.375	0.1060	3.269	93.29
31	3.75	21.0	3.412	3.077	0.1050	2.972	87.10
Total	116.85	683.0	109.397	105.485	3.097	102.388	93.59
Avg	3.77	22.0	3.529	3.403	0.100	3.303	
Max	4.50	24.0	4.370	3.751	0.114	3.639	
Min	3.50	18.5	2.887	2.562	0.082	2.466	