



Mayor

Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

J. Perry Harris

Marlon Lee

Travis Scott

Roger Wood

Stephen Rabil

John Dunn

Town Attorney

Robert Spence, Jr.

Town Manager

Michael Scott, Town Manager

Finance Director

Greg Siler

Town Clerk

Shannan Williams

Town Council

Agenda

Packet

Meeting Date: Tuesday, November 1st, 2016

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 NOVEMBER 1, 2016
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation:

- 1. FY 2015-2016 Audit Presentation**
(Finance Director – Greg Siler) See attached information.....1

Public Hearing:

- 1. CUP-16-10 Victor Hugo Garcia Rizo:** The applicant is requesting a conditional use permit to allow for a residential use within a B-3 (Business) zoning district. The property considered for a conditional use permit is located on the southwest side of West Market Street approximately 190 feet southeast of its intersection with Park Avenue. The property is further identified as Johnston County Tax ID# 15077025.
(Planning Director – Paul Emblar) See attached information.....11

Citizens Comments:

Consent Agenda Items:

- 1. Approval of Minutes:** October 4, 2016 – Regular Meeting
October 4, 2016 – Closed Session (Under Separate Cover).....39
- 2. Consideration and Approval for promotion increase for Police Captain**
(Chief of Police – R. Keith Powell) See attached information.....53
- 3. Consideration and Approval for promotion increase for Police Lieutenant**
(Chief of Police – R. Keith Powell) See attached information.....55

4. Consideration and Approval for promotion increase for Police Sergeant
(Chief of Police – R. Keith Powell) See attached information.....57

5. Acceptance of Transportation Alternative Program (TAP) funding for sidewalk intersections bringing them into ADA compliance and approval to use general fund contingency funds in the amount of \$9,180.00 as the Town’s matching portion.
(Town Manager – Michael L. Scott) See attached information.....59

6. Consideration and Approval of Ordinance #487 Declaring Road Closures for the Annual Christmas Parade, the Annual Christmas Tree Lighting and the Annual Martin Luther King, Jr. Parade.
(Chief of Police - R. Keith Powell & Town Clerk – Shannan Williams) See attached information...61

7. Consideration and Approval of various Budget Amendments.
(Finance Director – Greg Siler) See attached information.....63

8. New Hire Report
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....67

Business Items

1. Consideration and Approval of bid award in the amount of \$39,991.89 with Superior Recreation for the acquisition and installation of playground equipment at Gertrude B. Johnson Park.
(Parks and Recreation Director – Gary Johnson) See attached information.....69

2. Authorization to apply for an AFG (Assistance to Firefighters Grant) to replace aging Air-Packs (SCBA’s) and the Air compressor to fill them with, that are currently being used by the fire department.
(Fire Chief – John Blanton) See attached information.....75

Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information.....77
- Department Reports (See attached information).....81
- Manager’s Report (Will be provided at the meeting)

Closed Session Pursuant to NCGS 134-318.11 (a) (5) to consult with the Town Attorney on potential real property acquisition

Adjourn

Presentations



Request for City Council Action

Presentation **FY 2015-**
: **2016 Audit**
Date: 11/01/2016

Subject: Presentation of the 2015-2016 Annual Financial Report
Department: Finance
Presented by: Greg Siler
Presentation:

Issue Statement - The Annual Financial Report provides readers (board/council members, citizens, bondholders, lenders, rating agencies, etc.) with information useful in assessing the financial condition of the town and for making decisions. The introductory section provides background and context that financial report users need to profit fully from the information presented in the financial section. The transmittal letter provides the opportunity for communication of much more information than the strictly prescribed format of the MD&A.

Financial Impact – N/A

Action Needed – N/A

Recommendation – N/A

Approved: City Manager City Attorney

Attachments - Power Point Presentation



Town of Smithfield

ANNUAL
FINANCIAL REPORT
JUNE 30, 2016

*Town Council
November 1, 2016*

Fiscal Highlights

- General Fund Activity
- General Fund Balance Position
- General Fund Debt Position
- Water and Sewer Enterprise Fund
- Electric Enterprise Fund
- Audit Results
- Financial Condition Analysis
- Future Financial Challenges

General Fund Revenues

2016 Revenue Total = **\$13.002 Million**

Increase of \$130,085 or 1.0% from 2015

Primary Sources:

Property Taxes	47.5%
Sales Taxes	26.9%
Sales/Services	20.0%

Property Taxes

2016 Total Assessed Taxable Property Value
= **\$1.07 Billion**

Virtually no change from 2015

Collection Rate = 99.85% of gross levy collected

General Fund Expenditures and Transfers

FY16 Expenditures and Transfers = **\$11.97 Million**

- Increase of \$530,131 or 4.6% from 2015
- Primarily due to \$613,225 in early debt payoff of 3 loans

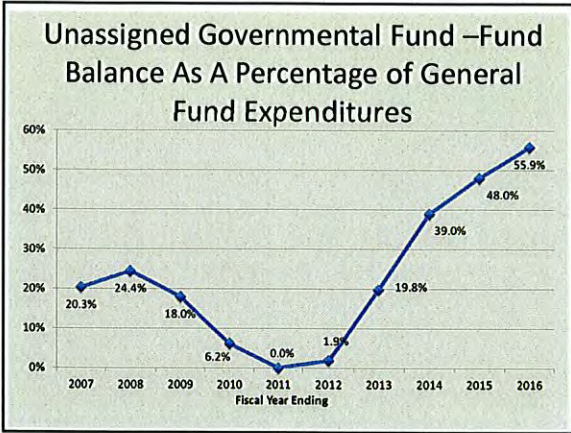
Primary expenditure areas:

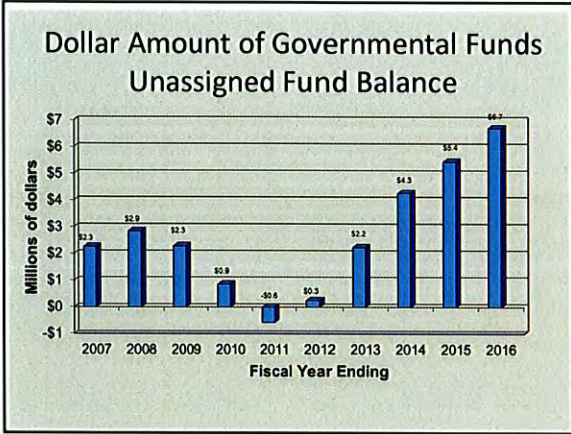
Public safety	36.6%
Cultural and Recreation	13.9%
Transportation	11.6%

Governmental Fund Balance Position

2016 Unassigned Fund Balance = **\$6,687,378**

- Increase of \$1,241,788 from 2015
- Represents 55.9% of 2016 General Fund expenditures
- Exceeds Local Government Commission's Recommended Minimum of 8%
- Well Within Fund Balance Policy of no less than 25%





Governmental Debt Position

2016 Outstanding General Fund Debt = **\$8,878,361** as of June 30, 2016

Net decrease in debt of \$1,302,274
 \$376,928 new debt (Rolling Stock - vehicles and equipment)
 \$1,679,202 retired debt (includes early payoff of 3 loans)

[Loan Status \(page 53\)](#)

[Loan Status \(page 54\)](#)

Water/Sewer Enterprise Fund

Total Revenues = **\$5.777 million**
(up \$297,862 from FY15)

Total Expenditures = **\$5.996 million**
(down \$753,933 from FY15 and excludes transfers and interest)

- Unrestricted cash and investments of \$4.163 million (Up \$430,948 from FY15)
- Restricted cash and investments of \$1,429,875
- Current liabilities of \$1,120,931

Water/Sewer Enterprise Fund transfers

- Expenditures exceed revenues by \$218,904 (was \$1,270,699 last year)
- Transferred to general fund = \$0

Profit Loss 2016

Profit Loss 2015

Water/Sewer Debt Position

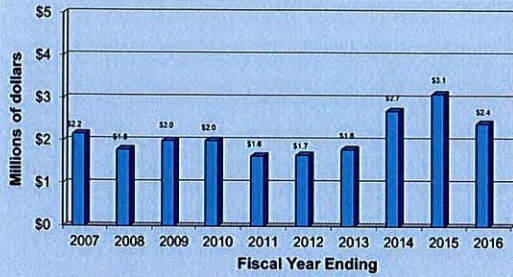
2016 Outstanding Water Fund Debt =
\$2,978,649 as of June 30, 2016

Net increase in debt of \$2,473,519
\$2,611,500 new debt (Water Intake Sand Re)
\$137,981 retired debt

Water/Sewer Fund –Fund Balance As A Percentage of W/S Fund Expenditures



Sewer Treatment Cost



Electric Enterprise Fund

Total Revenues = **\$18.077 million**
(down \$1,805,496 from FY15)

Total Expenditures = **\$15.435 million**
(down \$3,336,388 from FY15 and excludes transfers and interest)

- Unrestricted cash and investments of \$8.283 million (up \$2,624,100 from FY15)
- Restricted cash and investments of \$533,241
- Current liabilities of \$2,359,115

Electric Fund transfers

- Revenues exceed expenditures by \$2,642,333
- Transferred to general fund = \$243,542 (\$86,214 for payment in lieu and \$157,328 for capital asset transfer)

Electric Debt Position

2016 Outstanding Electric Fund Debt =
\$3,492,001 as of June 30, 2016

Net decrease in debt of \$251,870
\$0 new debt
\$251,870 retired debt

Electric Fund –Fund Balance As A Percentage of Electric Fund Expenditures



Single Audit And Grants

- Federal Expenditures were \$2,832,839. The majority were from USDA
- State Expenditures were \$406,264
- Single Audit covers both Financial and Program Compliance
- No Questioned Costs

Audit Results

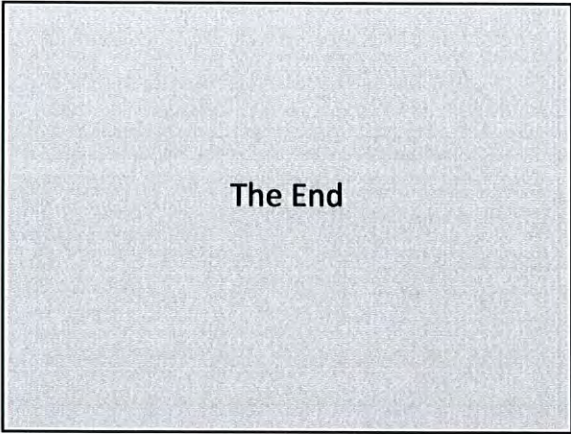
- Successful Audit Process – Use Unmodified Audit Opinion
- Auditors Performed Internal Control Tests– No Material weaknesses or significant deficiencies
- Overall Sound Financial Policies and Procedures
- GOOD or CLEAN Audit Opinion
- Findings, Recommendations And Responses.

Future Financial Considerations

- New Sludge Handling equipment at the Water Plant- estimated cost \$369K. Project should pay for itself in one year by reducing the cost of pumping, hauling, and treating sludge from the treatment process.
- Continued work on the Infiltration and Inflow problems in the sewer system to reduce our Treatment cost to the County. Spent \$306K in FY 2016 with plans to spend 693K in FY17 (all but 100K is last year's budget). Goal is to see reduced treatment cost mainly in FY 2017-2018 and future years.
- Extension of 16 inch water line from Jones Brother's Water Tank on US 301 to Buffalo Road as part of the Booker Dairy NCDOT Road project. This project with help with some of the volume and pressure problems that are in the North Smithfield area. The long range plan is for this line to eventually be extended to the Flowers Street Water Tank in West Smithfield.

Future Financial Considerations Continued

- Brodgen Substation Transformer Replacement (1.4 million)
- Records Management System (\$195,000)
- Booker Dairy Road Extension (3.5 million)



The End

Public Hearing



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-16-10
Project Name: Victor Hugo Garcia Rizo
TAX ID number: 15030016
Town Limits/ETJ: City
Applicant: Victor Hugo Garcia Rizo
Owners: Victor Hugo Garcia Rizo
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: Southwest side of West Market Street approximately 190 feet southeast of its intersection with Park Avenue.

REQUEST: The applicant is requesting a conditional use permit to allow for a residential use within a B-3 (Business) zoning district.

SITE DATA:

Acreage: .292 acres
Present Zoning: B-3 (Business)
Proposed Zoning: N/A
Existing Use / Previous: vacant / vacuum cleaner sales

DEVELOPMENT DATA: The property is a small .292 acre tract of land with an existing single family dwelling which has been converted to accommodate commercial uses. However, no parking lot was ever constructed. A large accessory building is located in the rear of the principle structure. A horse shoe shaped driveway provides access to West Market Street. The property is adjacent to Heidi's Two Wheel Café to the Northwest and a single family dwelling to the southeast.

Proposed Use: Single Family Residential

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:

Northeast:	Zoning:	B-3 (Business)
	Existing Use:	Realty Office / Fuel station
Northwest:	Zoning:	B-3 (Business)
	Existing Use:	Restaurant / Heidi's Two Wheel Café
Southeast:	Zoning:	B-3 (Business)
	Existing Use:	Residential
Southwest:	Zoning:	R-20A (Residential- Agricultural)
	Existing Use:	Vacant / Wood Land

STAFF ANALYSIS AND COMMENTARY:

The property considered for approval contains a single family dwelling that has been converted to commercial to capitalize on the existing B-3 (Business) zoning district. Several commercial uses have cycled through the property over the last 10 years. The property has now been vacant for several years and has recently been marketed for residential. The property has now sold and the new owner is requested the property be permitted for residential purposes. The Town of Smithfield Unified Development Ordinance allows for residential uses within the B-3 (Business) zoning district with a valid conditional use permit which must be recommended by the Planning Board and approved by Town Council.

- **Consistency with the Strategic Growth Plan**

The proposed residential dwelling is not consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of West Market Street and Park Avenue.

- **Consistency with the Unified Development Code**

Residential land uses are permitted uses within B-3 (Business) zoning district with a valid conditional use permit. Adequate parking exists for a single family dwelling and no other site improvements are requested at this time.

- **Compatibility with Surrounding Land Uses**

A residential use at this location should not pose a compatibility issue with surrounding land uses.

- **Signs**

The proposed residential use at this location will not qualify for a sign.

OTHER:

FIRE PROTECTION: Town of Smithfield
SCHOOL IMPACTS: NA
PARKS AND RECREATION: NA
ACCESS/STREETS: West Market Street
WATER/SEWER PROVIDER: Town of Smithfield
ELECTRIC PROVIDER: Duke Progress Energy

Planning Department Recommendations:

The Planning Department recommends approval of the request for a conditional use permit to allow for a residential use on property located within a B-3 (Business) zoning district.

Planning Board Recommendations:

The Planning Board, at its October 6, 2016 meeting, unanimously voted to recommend approval of the conditional use permit to allow for a residential use within a B-3 (Business) zoning district.

Town Council Action Requested:

The Town Council is requested to review the petition for a residential use 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: Res. in A B-3 Acreage of Property: 0.290
 Parcel ID Number: 4353488 Tax ID: 15077025
 Deed Book: 3534 Deed Page(s): 0647
 Address: 1441 W. market st. smithfield NC 27577
 Location: southeast side of the west Market street approximately 186 feet southeast of its intersection with park Ave.
 Existing Use: Beauty Salon Proposed Use: RESIDENCE
 Existing Zoning District: B-3
 Requested Zoning District: B-3
 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: CV-16-10 Date Received: 9/2/14 Amount Paid: _____

OWNER INFORMATION:

Name: Victor Hugo Garcia Rizo
Mailing Address: 1441 W. Market St. Smithfield NC 27577
Phone Number: 919 634 5596 Fax: _____
Email Address: VHGR5596@gmail.com

APPLICANT INFORMATION:

Applicant: Victor Hugo Garcia Rizo
Mailing Address: 1441 W. Market St. Smithfield NC 27577
Phone Number: 919 634 5596 Fax: _____
Contact Person: Victor Hugo GARCIA RIZO
Email Address: VHGR5596@gmail.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.

No impact on traffic due to conversion to residential

No impact on wastewater because becoming a single family residence would result in a lower waste load than commercial use

DRIVEWAYS HAVE BEEN ESTABLISHED FOR MANY YEARS and will not be altered

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;

This is a request to approve 1441 W Market St.
Smithfield as Residential

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

For a single family home

- 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

improve the usage of this property for residential
use.

- 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).

no impact on this or adjacent properties can
be anticipated

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.

Victor H. Garcia Rizo
Print Name

Victor Garcia
Signature of Applicant

10/20/2016
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: Rizo Residential use in B-3 Submittal Date: 9/2/16

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.

Victor Garcia Victor H. Garcia Rizo 10/20/2016
 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.

Victor Garcia Victor H. Garcia Rizo 10/20/2016
 Signature of Owner/Applicant Print Name Date

FOR OFFICE USE ONLY

File Number: CUP-16-10 Date Received: 9/2/16 Parcel ID Number: 15077025

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

Application Number: CUP-16-10 **Name:** Victor Hugo Garcia Rizo

Request: Applicant seeks a CUP for residential land use in a B-3 zoning districts.

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 proposed residential land use at this location will not materially endanger the public were shown because the residential structure will not emit smoke, dust, odor or vibration and will not contain toxic material that may be harmful to adjacent properties or the area at large.

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 residential land use at this location has a very low probability of being a danger to adjacent properties or the area at large and should not be used as a basis for a denial.

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 proposed residential land use at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances. The existing structure was originally constructed for residential purposes and has adequate parking to serve the requested use.

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 proposed residential land use at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances and should not be used as a basis for denial.

3. Finding Three of Four:

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 proposed residential land use at this location 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. Having a resident occupying this structure will have long term benefits to this property, adjacent properties and the area at large.

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 proposed residential land use at this location may be detrimental to the adjacent land uses given the commercial nature of the corridor. The property is zoned B-3 (Business) and utilizing the property for residential is not the best and highest use of the property.

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 proposed residential land use at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development. The property was originally intended to serve the residential needs of the area. The property is best suited for residential uses until such time that the property is designed and redeveloped for commercial uses.

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 residential land use lot at this location will adversely affect the adopted plans and policies of the Town of Smithfield, and violate the character of existing standards for development because the proposed use fails to conform to the recommendations of the Comprehensive Land Use Plan which calls for commercial land uses near the Intersection of West Market Street and Park Avenue.

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-16-10*

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-16-10 for the following stated reason:*

5. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council, Conditional Use Permit Application Number CUP-16-10 is hereby:

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

_____ **Denial 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, October 6, 2016
6:00 P.M., Town Hall, Council Room

Members Present:

Chairman-Eddie Foy
Vice-Chairman Stephen Upton
Mark Lane
Daniel Sanders
Gerald Joyner

Members Absent:

Teresa Daughtry
Jack Matthews
Ashley Spain

Staff Present:

Mark Helmer, Senior Planner
Veronica Hardaway, Admin

Staff Absent:

CALL TO ORDER

APPROVAL OF MINUTES FROM SEPTEMBER 1, 2016.

Daniel Sanders made a motion, seconded by Stephen Upton to approve the minutes as written. Unanimous.

Public Hearings:

After all persons giving testimony were duly sworn, Mr. Foy opened the public hearing.

RZ-16-03 John A Whitley:

Mr. Helmer stated the applicant is requesting to rezone one tract of land totaling approximately .11 acres from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district. The property considered for rezoning classification is located on the northeast side on the intersection of South Third Street and Woodall Street. The property is further identified as Johnston County Tax ID# 15030016.

Mr. Helmer stated all permitted uses within the OI (Office-Institutional) zoning district may be considered for future site plan approval and permitting. There are no known environmentally sensitive areas to include wetlands and 100 year floodplain. The property is not located within the watershed protection area of the Town of Smithfield. The property considered for rezoning is a .11 acre tract of land with an existing single-family dwelling that has approximately 55 feet of street frontage on South Third Street. The subject property has approximately 88 feet of street frontage on Woodall Street and can be used to access the properties on-site parking needs. The adjacent property to the south, east and west are currently zoned for residential uses. The adjacent property to the north was rezoned OI in 1990. Two other properties to include the property owned by Terra Dunn and First Presbyterian Church were rezoned to the OI zoning district in 2004 and 2007 respectively.

Mr. Helmer stated the proposed rezoning to the OI (Office-Institutional) district is not consistent with the Strategic Growth Plan which identifies this property as being in a conservation overlay area due to its close proximity to Spring Branch. The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance provided that all proposed future land uses and developments are constructed in accordance with minimum development standards. The property considered for a rezoning is located on a busy portion of South Third Street and is adjacent to Downtown Municipal Service District. Potential compatibility issues should be minimal given the probable uses of the OI district and size of the property and structure contained therein. The Town of Smithfield will provide fire protection, electric and water/sewer services.

The Planning Department recommends approval of the request to rezone approximately .11 acres of land from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district.

The Planning Board is requested to review the petition and make a recommendation to Town Council in accordance with the approval criteria for the rezoning of approximately .11 acres of land from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district.

Mr. Foy asked if anyone wanted to speak for or against the proposal.

Mr. Foy asked if there was any opposition to the proposal.

Mr. Helmer stated he has not heard any opposition and there isn't anyone present to speak against the proposal.

Mr. Upton asked if this proposal is for a rezoning only.

Mr. Helmer stated that is correct.

Mr. Upton asked if further site planning on this project would be brought to the planning staff or before the board.

Mr. Helmer stated any further site planning would be administrative in nature and would be approved by planning staff.

Mr. Upton expressed his concerns with parking on the street and obstructing view of oncoming traffic.

Mr. Helmer stated due to the type of business operating at this location, traffic would probably not be an issue. As long as there is no sign that stated "no parking", vehicles may park there.

Mr. Upton requested to view the site plan when it becomes available.

John A. Whitley, 219 Johnson St Smithfield, stated he has been an attorney for 37 years and is currently located in Levinson's office building. He stated he is looking for a standalone office. Mr. Whitley invited the board to tour the proposed office and assured them he takes care of his properties. He stated there will be no parking on Woodall Street and will tell clients as such. He stated he agreed on street parking could prove to be dangerous. He stated he rarely has 2-3 clients at one time and the majority of his business is conducted via phone. He stated vehicle traffic is not heavy and should not pose a problem.

Being no further questions, Mr. Foy closed the public meeting for RZ-16-03.

Stephen Upton made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

Article 13 Section 13-17 of the Town of Smithfield Unified Development Ordinance requires all applications for a zoning map amendment to address the following eight findings. The burden of proof is on the applicant and failure to adequately address the findings may result in denial of the application.

The Council has the responsibility to determine if the zoning map amendment is warranted. The Planning Board shall recommend and the Town Council of the Town of Smithfield shall decide the matter of this rezoning application by motion and vote on each of the following eight findings of fact. Any motion to find against the application must be supported by statement of specific reason or conclusions reached in support of the motion.

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

The physical structure will not be altered in any way but for a projected awning over the back door, signage beside the front door and /or signage within the private yard beside the sidewalk compatible with that of Travel Odyssey. Interior and exterior improvements promote the public health, safety and general welfare; vehicular access will not materially endanger the public health, safety, or general welfare in that sufficient public parking is available along and on either side of Third Street from Courthouse Square south to the subject property.

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

The subject property is the only property fronting on the eastern side of S. Third Street from Woodall Street north to Johnston Street which is not zoned commercial (O&I). Because the property corners on S. Third Street and Woodall Street, the roadways are man-made divides between home owners immediately across Third Street and Woodall Street. All properties fronting the western side of S. Third Street south of Johnston Street to the creek are zoned commercial (O&I). The pattern of commercial properties in areas outlying the Courthouse area must grow to accommodate expansion warranted by the ever expanding County Government.

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

Reference is hereby made to the discussion in numbered paragraph 2 hereinabove for this applicant's response to this issue.

4. *The rezoning request is in the community interest:*

The renovation and restoration of the subject property certainly enhances the curb appeal of S. Third Street and Woodall Street. Both of these roadways have enjoyed a substantial structural renaissance of most of the fixtures thereon but for the subject property formerly and just a few remaining properties. The impetus to well maintain a commercial property is much greater than that to well maintain a tenement. Bordering on an area of residential repose, this general ledger practitioner of nearly 64 years of age will not be engaging in a raucous night life upon the premises.

5. *The request does not constitute "Spot Zoning":*

While this request may technically constitute "Spot Zoning", that being the application of zoning to a specific parcel within a larger zoned area when the rezoning is at odds with the city's master plan and current zoning restrictions; courts have held that "Spot Zoning" is only invalid when there is an "arbitrary", capricious and unreasonable treatment of a specific parcel within a larger zoned area. As previously discussed, while the predominate zoned use of the property surrounding the subject property is residential (R-8), all but one property fronting S. Third Street on either side from Johnston Street south to Woodall Street is zoned commercial (O&I).

6. *Present regulations deny or restrict the economic use of the property:*

The subject property is presently zoned residential (R-8). While the subject property certainly can be readily rented, the projected goal for the said property has always been that of relocating the law office.

7. *The availability of public services allows consideration of this rezoning request:*

Utility and trash collection demands will be less from this property for commercial use than they would be for residential use. As previously discussed there is sufficient public parking for this sole proprietorship. (Although not previously discussed, this attorney and his secretary would park both of their cars within the rear of the subject property).

8. *Physical characteristics of the site prohibit development under present regulations:*

As previously discussed, the physical structure upon the subject premises has not and will not be expanded. The subject property is presently suitable for either residential or commercial use.

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 testimony of the applicant and applicant's representative;

Stephen Upton made a motion, seconded by Daniel Sanders to rezone one tract of land totaling approximately .11 acres from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district.

CUP-16-10 Victor Hugo Garcia Rizo:

Mr. Embler stated the applicant is requesting a conditional use permit to allow for a residential use within a B-3 (Business) zoning district. The property considered for a conditional use permit is located on the southwest side of West Market Street approximately 190 feet southeast of its intersection with Park Avenue. The property is further identified as Johnston County Tax ID# 15077025.

Mr. Helmer stated the property is a small .292 acre tract of land with an existing single family dwelling which has been converted to accommodate commercial uses. However, no parking lot was ever constructed. A large accessory building is located in the rear of the principle structure. A horse shoe shaped driveway provides access to West Market Street. The property is adjacent to Heidi's Two Wheel Café to the Northwest and a single family dwelling to the southeast. 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.

Mr. Helmer stated the property considered for approval contains a single family dwelling that has been converted to commercial to capitalize on the existing B-3 (Business) zoning district. Several commercial uses have cycled through the property over the last 10 years. The property has now been vacant for several years and has been recently been marketed for residential. The property has now sold and the new owner is requested the property be permitted for residential purposes. The Town of Smithfield Unified Development Ordinance allows for residential uses within the B-3 (Business) zoning district with a valid conditional use permit which must be recommended by the Planning Board and approved by Town Council. The proposed residential dwelling is not consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of West Market Street and Park Avenue.

Mr. Helmer stated residential land uses are permitted uses within B-3 (Business) zoning district with a valid conditional use permit. Adequate parking exists for a single family dwelling and no other site improvements are requested at this time. A residential use at this location should not pose a compatibility issue with surrounding land uses. The proposed residential use at this location will not qualify for a sign. Town of Smithfield will provide fire protection and water/sewer services. Duke Progress Energy will provide electric.

The Planning Department recommends approval of the request for a conditional use permit to allow for a residential use on property located within a B-3 (Business) zoning district.

The Planning Board is requested to review the petition for a residential use within a B-3 zoning district and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

Mr. Foy asked if anyone wanted to speak for or against the proposal.

Mr. Foy asked if there was any opposition to the proposal.

Mr. Helmer stated he has not heard any opposition and there isn't anyone present to speak against the proposal.

Daniel Sanders asked if this would be a working permit to run renovations.

Mr. Helmer stated there is existing parking on the site and would be used as a single family dwelling. No construction would be required; if so the applicant would have to acquire a building permit.

Mr. Upton asked what the building is next to the proposal.

Mr. Helmer stated it is an existing residential single family dwelling.

Being no further questions, Mr. Foy closed the public meeting for CUP-16-10.

Stephen Upton made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

The 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 reason or conclusions reached in support of the motion.

- 1. Based on the 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 proposed residential land use at this location will not materially endanger the public were shown because the residential structure will not emit smoke, dust, odor or vibration and will not contain toxic material that may be harmful to adjacent properties or the area at large.

2. ***Based on the 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 proposed residential land use at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances. The existing structure was originally constructed for residential purposes and has adequate parking to serve the requested use.

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 proposed residential land use at this location 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. Having a resident occupying this structure will have long term benefits to this property, adjacent properties and the area at large.

4. ***Based on 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 proposed residential land use at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development. The property was originally intended to serve the residential needs of the area. The property is best suited for residential uses until such time that the property is designed and redeveloped for commercial uses

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;

Daniel Sanders made a motion, seconded by Stephen Upton to allow for a residential use within a B-3 (Business) zoning district.

Old Business:

New Business:

By nomination and vote, it was the consensus of the Board to induct Stephen Upton as the new Chairman of the Board and Daniel Sanders as the new Vice Chairman of the Board.

Eddie Foy made a motion to adjourn, seconded by Daniel Sanders. Unanimous.

Submitted this 6th day of October, 2016.

Veronica Hardaway
Administrative Support Specialist
Planning Department



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-16-10, were notified by First Class Mail on 10-14-16.

Mark E. Helmer
Signature

(Johnston County, North Carolina

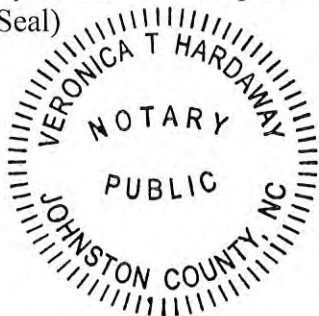
I, Veronica T. Hardaway, a Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

14th day of October, 2016

Veronica T Hardaway
Notary Public Signature

Veronica T Hardaway
Notary Public Name

My Commission expires on 1-14-18
(Seal)



Adjacent Property Owners of
CUP-16-10

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15077024D	168408-87-5927	MARTZ, JOEL RAY	1429 W MARKET ST	SMITHFIELD	NC	27577-0000
15077028I	168412-87-3058	WELLONS INC	P O BOX 52328	DURHAM	NC	27717-2328
15077025	168408-88-4083	ITS THUNDERTIME LLC	501 TRYON RD	RALEIGH	NC	27603-3405
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
15077028E	168408-88-4292	ROSE MANOR LLC	815 NEW BERN AVENUE	RALEIGH	NC	27601-0000



PLANNING DEPARTMENT

Paul C. Embler, 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, November 1, 2016 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

RZ-16-03 John A Whitley: The applicant is requesting to rezone one tract of land totaling approximately .11 acres from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district. The property considered for rezoning classification is located on the northeast side on the intersection of South Third Street and Woodall Street. The property is further identified as Johnston County Tax ID# 15030016

CUP-16-10 Victor Hugo Garcia Rizo: The applicant is requesting a conditional use permit to allow for a residential use within a B-3 (Business) zoning district. The property considered for a conditional use permit is located on the southwest side of West Market Street approximately 190 feet southeast of its intersection with Park Avenue. The property is further identified as Johnston County Tax ID# 15077025.

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 10/19/16 and 10/26/16



PLANNING DEPARTMENT

Paul C. Embler, 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, November 1, 2016 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

RZ-16-03 John A Whitley: The applicant is requesting to rezone one tract of land totaling approximately .11 acres from the R-8 (Residential) zoning district to the OI (Office-Institutional) zoning district. The property considered for rezoning classification is located on the northeast side on the intersection of South Third Street and Woodall Street. The property is further identified as Johnston County Tax ID# 15030016

CUP-16-10 Victor Hugo Garcia Rizo: The applicant is requesting a conditional use permit to allow for a residential use within a B-3 (Business) zoning district. The property considered for a conditional use permit is located on the southwest side of West Market Street approximately 190 feet southeast of its intersection with Park Avenue. The property is further identified as Johnston County Tax ID# 15077025.

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.

1400 Block of West Market Street



Project Name:
Residential Land Use
in a B-3 Zoning District

Proposed Use:
SFD-Residential

File Number:
CUP-16-10

Owner:
Victor Rizo

Applicant:
Victor Rizo

Location:
West Market Street

Tax ID#
15008046C

Zoning District:
B-3

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 9/29/2016

1 inch = 50 feet
0 25 50 100 150 Feet



Location of Residential Land Use in a B-3 Zoning District

Consent Agenda Items

The Smithfield Town Council met in regular session on Tuesday, October 4, 2016 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
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

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

APPROVAL OF AGENDA:

Councilman Wood made a motion, seconded by Councilman Harris, to approve the agenda with the following amendments:

- Add a Closed Session pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney.

Unanimously approved.

PRESENTATIONS:

1. Proclamation – Recognizing Robert Worsham’s dedicated service to the Appearance Commission

Mayor M. Andy Moore presented Robert Worsham with a Proclamation for his dedicated service to the Appearance Commission. Mr. Worsham offered some brief remarks.

**PROCLAMATION
In Honor of Robert Worsham’s
Dedicated Service to the Town of Smithfield’s Appearance Commission**

WHEREAS, Robert Worsham served on the Appearance Commission for over nine years; and

WHEREAS, Robert Worsham recently resigned from the Appearance Commission and the Town of Smithfield would like to recognize his dedicated service; and

WHEREAS, during his tenure, Robert Worsham served as both the Chairman and the Vice- Chairman of the Appearance Commission; and

WHEREAS, Mr. Worsham volunteered countless hours to ensure that beautification efforts in the Town of Smithfield would continue for the betterment of the entire community; and

WHEREAS, Mr. Worsham was instrumental in spearheading the East Smithfield Beautification Project and the US Highway 70 West Beautification Project; along with countless other project; and

WHEREAS, the Town of Smithfield would like to express our sincere appreciation for Robert Worsham's many years of dedicated service.

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 Robert Worsham for his distinguished service to the Town of Smithfield.

2. Administering Oath of Office to new Chief of Police – Robert Keith Powell

Mayor M. Andy Moore administered the Oath of Office to new Chief of Police Robert Keith Powell. Chief Powell offered some brief remarks.

3. Administering Oath of Office to new Police Officer – William Faircloth

Mayor M. Andy Moore administered the Oath of Office to new Police Officer Kaleb Smith and welcomed him to the Town of Smithfield.

4. Recognition of Master Police Officer Jordan Jeffery for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission.

Chief of Police R. Keith Powell and Mayor Moore presented Master Police Officer Jordan Jeffery with a framed Advanced Law Enforcement Certificate. Members of Council expressed their appreciation to Officer Jeffery for his dedication and service to the Town of Smithfield.

PUBLIC HEARINGS:

Town Clerk Shannan Williams administered affirmations to those that wished to offer testimony during the Public Hearings.

1. Conditional Use Permit request by Jorge Cuevas (CUP-16-07)

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

Planning Director Paul Embler addressed the Council on a request by Jorge Cuevas. The applicant was requesting a conditional use permit to construct and operate a storage building sales lot on property located within a B-3 (Business) zoning district. The property considered for approval was located on the south side of NC HWY 210 approximately 490 west of its intersection with West Market Street and further identified as Johnston county Tax ID# 15076019.

Planning Director Paul Embler has incorporated his entire record and provided it to Council in written form in the October 4, 2016 agenda packet.

The Planning Board, at its September 1, 2016 meeting unanimously voted to recommend approval of the conditional use permit to allow for outdoor sales of storage buildings with the following conditions of approval;

1. Storage buildings and all other items for display and sale are to be no closer than 50 feet to the public right-of way of NC Highway 210.
2. Storage buildings and all other items for display and sale shall not be placed in the parking lot.
3. No manufacturing or construction of items for display and sale shall occur on the site.

The Planning Department recommends approval of the proposed storage building sales lot with the following conditions of approval

1. Storage buildings and all other items for display and sale are to be no closer than 50 feet to the public right-of way of NC Highway 210.
2. Storage buildings and all other items for display and sale shall not be placed in the parking lot.
3. No manufacturing or construction of items for display and sale shall occur on the site.

Mayor Moore asked if the applicant was in agreement with the testimony provided by Mr. Embler. The applicant, Jorge D. Cuevas, responded he was in agreement with the testimony offered by Mr. Embler.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. There were none.

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

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

The Written Finding of Facts

Town Council of the Town of Smithfield decided the matter of the Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below Finding of Facts. Unanimously approved.

- **Finding One of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed storage building sales lot at this location will not materially endanger the public were shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

- **Finding Two of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed storage building sales lot at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified Development Ordinances providing the applicant submits a detailed site plan for planning staff approval that shows required landscaping and paved parking prior to issuance of site plan approval and issuance of a valid zoning permit for an automobile sales lot.

- **Finding Three of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed storage building sales lot at this location will be detrimental to the adjacent land uses due to increased traffic and noise generated by activities associated with storage building sales lot if manufacturing and construction of storage building and accessories occur on the site.

- **Finding Four of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed storage building sales lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development proving all minimum development standards are met to include parking, landscaping and building setbacks.

Record of Decision: Approval of Conditional Use Permit Application # CUP-16-07

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, 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 moved to approve Conditional Use Permit Application # CUP-16-07 with the Planning Department's and Planning Board's recommended conditions as listed below:

1. Storage buildings and all other items for display and sale are to be no closer than 50 feet to the public right-of way of NC Highway 210.
2. Storage buildings and all other items for display and sale shall not be placed in the parking lot.
3. No manufacturing or construction of items for display and sale shall occur on the site.

Unanimously approved.

2. Conditional Use Permit request by Brent Wiggs (CUP-16-08)

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

Planning Director Paul Emblar addressed the Council on a request by Brent Wiggs. The applicant was requesting a conditional use permit to operate a commercial dog kennel on property located within an R-20A (Residential-Agricultural) zoning district. The property considered for approval is located on the south side of Little Creek Church Road approximately 1,400 feet east of its intersection with Rock Pillar Road. The property is further identified as Johnston County Tax ID#15J08009A.

Planning Director Paul Emblar has incorporated his entire record and provided it to Council in written form in the October 4, 2016 agenda packet.

The Planning Board, at its September 1, 2016 meeting unanimously voted to recommend approval of the conditional use permit to allow for an expansion of an existing commercial dog kennel with the following conditions of approval;

1. All dog kennel structures shall meet current building and fire codes prior to occupying the facility.

The Planning Department recommends approval of the proposed expansion of an existing commercial dog kennel with the following condition of approval;

1. All dog kennel structures shall meet current building and fire codes prior to occupying the facility.

Mayor Moore asked if the applicant was in agreement with the testimony provided by Mr. Embler. The applicant, Brent Wiggs, responded he was in agreement with the testimony offered by Mr. Embler. Mr. Wiggs further testified that all structural issues have been corrected and approved by the Johnston County Inspections Department.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. Mr. Robert Moore of 440 Little Creek Church Road testified that he is Mr. Wiggs's closest neighbor. Mr. Moore further testified that the proposed use would be an asset to the community.

Mayor Moore asked if there were any questions from Council.

Councilman Harris questioned what the applicant intended to do with the proposed expansion. Mr. Wiggs explained that he is a Labrador breeder and this would allow his business to increase.

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

The Written Finding of Facts

Town Council of the Town of Smithfield decided the matter of the Conditional Use Permit Application by motion and vote on each of the following four findings of fact.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood, to vote in the affirmative to all of the below Finding of Facts. Unanimously approved

- **Finding One of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed expansion of the existing commercial dog kennel at this location will not materially endanger the public were shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

- **Finding Two of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed expansion of the existing commercial dog kennel at this location conforms to standards and practices of sound land use planning and the Town of Smithfield Unified

Development Ordinances. Commercial dog kennels are a permitted use within the R-20A with no additional supplemental standards required by the current Unified Development Ordinance.

- **Finding Three of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed expansion of the existing commercial dog kennel at this location 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. The adjacent land uses include agricultural and woodlands. The nearest neighbor is approximately 380 to the north of the proposed commercial dog kennel.

- **Finding Four of Four: Approved**

Based on the evidence and testimony presented it is the finding of the Town Council that the application 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 proposed expansion of the existing commercial dog kennel at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development proving all minimum development standards are met to include building setbacks.

Record of Decision: Approval of Conditional Use Permit Application # CUP-16-08

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, 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 recommend approval of Conditional Use Permit Application # CUP-16-08 with the following condition: All dog kennel structures shall meet current building and fire codes prior to occupying the facility. Unanimously approved.

CITIZENS' COMMENTS:

- Tony Nixon of 8 Cedar Drive explained that this week was National Community Policing Week. Mr. Nixon stated that the East Smithfield Improvement Organization supports community policing and solutions to increase trust between the community and the Police Department. He asked that the Town consider a community policing liaison. Mr. Nixon further requested that the Smithfield Police Department and the Parks and Recreation Department support ongoing programs for the youth. He also asked the Council to consider more resources for the Police Department.
- Lucy Washington of 406 Birch Street explained that hurricane season is upon us. She asked with the threat of Hurricane Matthew, where are the local shelters and questioned how the Town would inform the public. Mayor Moore responded that the Town is closely monitoring the storm. Fire Chief John Blanton explained that Johnston County Emergency Services has been monitoring the storm and in the event that shelters were necessary, the County would make the call to open all facilities. He further explained that the First Baptist Church Ministry Center would be utilized as a shelter for the Town. Town Manager Michael Scott also responded that staff would post all important information on the Town's website, Twitter, Facebook as well as posting paper notices on each of the Town buildings.

CONSENT AGENDA:

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

1. Approved the following Minutes:
 - September 6, 2016 – Regular Meeting
 - September 6, 2016 – Closed Session
2. Special Event – Downtown Smithfield Wine Walk: The applicant, the Downtown Smithfield Development Corporation, gained approval to conduct its annual not for profit Wine Walk in the downtown area to be held on November 18, 2016 from 5:00 am until 9:00pm.
3. Special Event – Christmas Tree Lighting: The applicant, the Downtown Smithfield Development Corporation, gained approval to conduct the annual Christmas Tree Lighting to be held on December 1, 2016 from 5:00pm until 9:00 pm in the 100 block of North Third Street. Amplified sound will be utilized from 7:00pm to 8:30pm. A portion of the 100 block of North Third Street will be closed from Market Street to the parking lot of the Public Library of Johnston County and Smithfield
4. Special Event – Touch A Truck (REVISED EVENT): The applicant, The Junior Women’s League of Smithfield, Inc. gained approval by the Town Council in August to hold this event. Due to the positive response they received, they gained approval to close Johnston Street between Second and Third Streets. The time from 8:00 am – 4:00 pm has not changed.
5. Special Event – Annual martin Luther King, Jr. Parade (REVISED EVENT): The applicant, Rachel Ayers on behalf of the Johnston County Branch of the NAACP, gained approval to change the time of this annual event from 7:00 pm to 6:00 pm. The event will be held on January 13, 2017.
6. Approved amendments to the Josephine B. George Agreement

(Attached by reference and made a part of these official minutes is a copy of the approved Josephine B. George amended Agreement)
7. Approved various budget amendments

ENCUMBRANCES FROM 2015-2016 TO 2016-2017

GENERAL FUND

10-5300-7400	Fire - Capital Outlay (Fire Hoses)	3,233
10-6200-7400	Parks and Rec - Capital Outlay (Family Life Center)	<u>27,000</u>
		<u>\$ 30,233</u>

ELECTRIC FUND

31-7230-3504	Electric - ESA-BAYWA Solar	<u>48,524</u>
		<u>\$ 48,524</u>

ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/16

GENERAL FUND

10-4110-5712	NonDept - Walter Schmidlin	S.H.A.R.P. Reimbursement	20153212	\$2,000.00
--------------	----------------------------	--------------------------	----------	------------

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

WATER FUND

30-7200-3501	Water Plant - Capital Outlay	Rebuild Raw Water Pump	20164406	\$20,419.69
30-7220-7400	Water/Sewer - Capital Outlay	Bypass on Pump Stations	20164642	<u>\$33,774.50</u>
				<u>\$54,194.19</u>

Budget Amendments – October 2016

1. Revenue

10-3990-000 Fund Balance Appropriation		<u>\$ 700,000</u>	<u>\$ 60,118</u>	<u>\$ 760,118</u>
--	--	-------------------	------------------	-------------------

Expenditure

10-4110-5712	Non Departmental - S.H.A.R.P.E. Reimbursement	\$ 6,000	\$ 4,000	\$ 10,000
10-5100-7400	Police-Capital Outlay (2 K9 Cargo Storage Boxes)	154,500	733	155,233
10-5300-3501	Fire - Service Contracts (Chief Dan Leadership)	1,000	1,016	2,016
10-5300-7400	Fire - Capital Outlay (Fire Hoses)	21,229	3,233	24,462
10-5500-7400	Gen Serv.-Capital Outlay (Christmas Decorations)	28,000	9,868	37,868
10-6200-1700	Pks and Rec - Equipmt & Repair(SRAC Alarm Kits)	39,000	3,755	42,755
10-6200-3300	Pks and Rec - Supplies (Clay Mix for Ball Park)	80,000	1,602	81,602
10-6200-3700	Pks and Rec - Com Park (Clay Mix for Ball Pk)	1,000	990	1,990
10-6200-7400	Pks and Rec - Capital (Topsoil for Community Pk)	91,450	2,520	93,970
10-6200-7400	Pks and Rec - Capital (Scoreboard for Smith Col)	93,970	4,319	98,289
10-6200-7400	Pks and Rec - Capital (Clay Mix for Smith Collins)	98,289	972	99,261
10-6200-7400	Pks and Rec - Capital Outlay (Family Life Center)	99,261	27,000	126,261
10-6220-3300	Aquatics Center - Supplies (Kiefer Swim Products)	<u>32,500</u>	<u>110</u>	<u>32,610</u>
		<u>\$ 746,199</u>	<u>\$ 60,118</u>	<u>\$ 806,317</u>

2. Revenue

31-3970-0700 Fund Balance Appropriation		<u>\$ -</u>	<u>\$ 47,463</u>	<u>\$ 47,463</u>
---	--	-------------	------------------	------------------

Expenditures

31-7230-3504	Electric - ESA/BAYWA Solar	<u>\$ -</u>	<u>\$ 47,463</u>	<u>\$ 47,463</u>
--------------	----------------------------	-------------	------------------	------------------

8. Advisory Board/ Committee Appointments

- Daniel Sanders was reappointed to serve a fourth term on the Planning Board.
- Stephen Upton was reappointed to serve a fourth term on the Planning Board.
- Eddie Foy was reappointed to serve a fifth term on the Planning Board.
- Jackie Bryant was reappointed to serve a second term on Parks and Recreation Advisory Commission.

9. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
IT Specialist	General Government	10-4100-0200	\$23.077/hr (\$48,000.16/yr)
	PU - Electric	31-7230-0200	(1/3 from each)
	PU – Water / Sewer	30-7220-0200	
Mechanic/Operator I	PU – Water Plant	30-7200-0200	\$17.308/hr (\$36,000.64/yr)
	Training Chief	Fire Department	\$26.041/hr (\$54,165.28/yr)
Operator I	PU- Water Plant	30-7200-0200	(\$15.938/hr (\$33,151.04/yr)
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$9.00/hr
P/T Lifeguard	P&R – Aquatics	10-6220-0220	\$7.50/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$18.00/hr
P/T Instructor	P&R – Aquatics	10-6220-0230	\$15.00/hr
P/T Scorekeeper	P&R – Recreation	10-6200-0210	\$8.00/hr

Unanimously approved.

BUSINESS ITEMS:

1. 2017 Town Council Meeting Schedule – Approved

Town Clerk Shannan Williams addressed the Council on request to review the 2017 Town Council Meeting Schedule and determine alternate dates for the July and November regular meetings due to the Fourth of July Holiday and Election Day.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the 2017 Regular Town Council Meeting schedule with the July meeting to be held on July 11, 2016 and the November meeting to be held on November 14, 2016. Unanimously approved.

2017 Regular Meeting Schedule is as follows:

- January 3rd February 7th March 7th April 4th May 2nd June 6th
 July 11th August 1st September 5th October 3rd November 14th December 5th

2. Replacement of Existing Financial Software and Billing Software – Approved

Finance Director Greg Siler addressed the Council on a request to replace the existing financial software and billing software. Mr. Siler explained that ElectriCities aided in the selection the Integrate Local Government Software, or Incode, from Tyler Technologies ("Tyler") as a preferred software solution available to all ElectriCities' Members. This relationship with Tyler will provide software discounts and affordable hosting to those Members who choose to license Incode. Incode was selected through a rigorous process and emerged as an affordable, best-in-class solution for municipalities. Total implementation cost is estimated at \$198,141 (includes 15% or \$17,473 contingency on non-licenses cost) with annual maintenance and hosting cost of \$34,648. Because implementation isn't scheduled to start until midyear, only \$57,500 is needed this fiscal year. The

same amount is budgeted under General Fund Capital Projects 46-4200-7400.

Councilman Harris questioned if the proper infrastructure was in place for the new software. Mr. Siler responded that Electricities will be providing redundancy for the software.

Councilman Scott inquired if this software would include all necessary functions. Mr. Siler responded that the software would include not only all necessary financial and billing software, but also will include Human Resources and fixed asset management.

Town Manager Michael Scott informed the Council that he and Town Clerk Shannan Williams traveled to Havelock, North Carolina to gain insight and input into the software since they currently utilize it.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the agreement with Official Tyler Technologies and authorize the Town Manager to execute the agreement on behalf of the Town. Unanimously approved.

(Attached by reference and made a part of these official minutes is a copy of the approved Tyler Technologies Agreement)

3. Outlet Center Drive Drainage Ditch Repairs – Approved

Town Engineer Bill Dreitzler addressed the Council on a request to approve a proposal from JP Edwards Inc. in the amount of \$29,940.00 for drainage improvements for the area directly in front of the Texas Steakhouse. This will include the installation of a 3-foot wide concrete valley gutter within the existing ditch line of Outlet Center Drive. The proposed valley gutter will run the length of the frontage with Texas Steakhouse. In addition, the valley gutter will run on the north side of Outlet Center Drive from South Equity to North Equity. The scope also includes a small section of valley gutter along both South Equity and North Equity. Quotes were obtained from JP Edwards, Inc. in the amount of \$29,940.00 and Pacos Construction in the amount of \$29,992.50. Hinton Construction was also contacted but did not submit a quote. Mr. Dreitzler explained that this repair is necessary due in part to the Smithfield Crossings project and the construction of properties on businesses along South Equity Drive, a drainage problem developed that has negatively impacted businesses in this area.

Councilman Scott questioned how this would be funded. Town Manager Michael Scott responded, \$29,940.00 from the Smithfield Crossings Budget. This approved budget included up to an \$860,000 General Fund Balance transfer. The \$29,940 expenditure for this project will be paid from this previous allocation.

Councilman Wood made a motion, seconded by Councilman Dunn, to approve a proposal from JP Edwards Inc. in the amount of \$29,940.00 for drainage improvements for the area directly in front of the Texas Steakhouse on Outlet Center Drive. Unanimously approved.

4. Greenway Repairs – Approved

Town Engineer Bill Dreitzler addressed the Council on a request on repairs to the Buffalo Creek Greenway. Mr. Dreitzler explained that the Neuse River Bank was previously eroded due to storm water and flooding. This erosion has extended up onto the Greenway path, forcing the Town to reinforce and back-fill the river bank to maintain use of its Greenway path. After several phone discussions with Todd St. John, P.E., Kimley Horn, some minor revisions were made to the engineering design for the Neuse River Bank Temporary Emergency Stabilization project. Informal proposals were solicited from the following six contractors:

- RLT Construction
- Sandhills Contractors
- Temple
- ELJ Construction
- James Paul Edwards, Inc.

The only construction firm that chose to submit a proposal was James Paul Edwards, Inc. in the amount of \$50,120.00.

Mayor Pro-Tem Ashley stated this repair was long overdue and expressed concerns about other areas on the Greenway that would eventually need repairs. Mr. Dreitzler responded that he was confident there wouldn't be any other issues at the site of this repair, but given the proximity of the Greenway to the Neuse River, other failures in the bank were likely to occur. Staff has identified one such area that would need to be repaired in the future.

Councilman Harris made a motion, seconded by Councilman Rabil, to approve the repairs to the Buffalo Creek Greenway to be made by JP Edwards Inc. in the amount of \$50,120.00 and to be paid from the General Fund Contingency. Unanimously approved.

5. Acceptance of Asset Inventory and Assessment (AIA) Grant in the amount of \$150,000 from NC Department of Environmental Quality related to Water

Public Utilities Director Ted Credle address the Council on a request to approve a resolution, accepting the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant; approve the appropriation of \$165,000 from the Water/Sewer Fund balance to create a budgetary line item "AIA Water" for the duration of this project; approve the transfer of \$15,000 from the "Digitized Mapping" Capital project to the Water/Sewer Fund balance; and authorize the Town Manager to execute any related contracts, not to exceed the project budget of \$165,000. As part of the approved Capital Improvement Plan for the Town of Smithfield, a project titled "Digitized Mapping" was approved as part of the Water/Sewer Fund budget for the current fiscal year. The intent of this project was to physically locate the Town's Utility Infrastructure and incorporate the infrastructure into the Town's official Map. This accurate location will enhance the Town service by reducing service response time. Another by-product of this project is to assist in the NCDEQ and federal "scoring" processes for future grants and low-interest loans.

Additionally, to make it easier to track funds spent on this "AIA Water" project, staff is requesting the creation of a budgetary line item. Transferring \$165,000 into a separate line item, so the use of project related funds can be tracked easily. This will also provide a line item that will make reimbursement deposits from eh NCDEQ easier to track, should this project be audited. Funds for the creation of this "AIA Water" project item will come from both the Water/Sewer Fund balance and a transfer from the capital project "Digitized Mapping". Once the project is finished the line item balance will be transferred back into the Water/Sewer Fund, resulting in no net fiduciary loss.

Councilman Scott made a motion, seconded by Councilman Harris to approve a Resolution # 592 (19-2016), accepting the (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant; approve the appropriation of \$165,000 from the Water/Sewer Fund balance to create a budgetary line item "AIA Water" for the duration of this project; approve the transfer of 15,000 from the "Digitized Mapping" Capital project to the Water/Sewer Fund balance; and authorize the Town Manager to execute any related contracts, not to exceed the project budget of \$165,000. Unanimously approved.

**RESOLUTION # 592 (19-2016)
BY TOWN COUNCIL OF THE TOWN OF SMITHFIELD
ACCEPTING THE WATER ASSET INVENTORY AND ASSESSMENT
GRANT**

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and

WHEREAS, the Town of Smithfield intends to perform said project in accordance with the agreed scope of work,

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

That the Town of Smithfield does hereby accept the State Reserve Grant offer of \$150,000.

That the Town of Smithfield does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Michael L. Scott Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 4th day of October in the Council Chamber of Town Hall in Smithfield, North Carolina.

6. Acceptance of Asset Inventory and Assessment (AIA) Grant in the amount of \$150,000 from NC Department of Environmental Quality related to Sewer

Public Utilities Director Ted Credle address the Council on a request to approve a resolution accepting the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant; approve the appropriation of \$165,000 from the Water/Sewer Fund balance to create a budgetary line item "AIA Sewer" for the duration of this project; and authorize the Town Manager to execute any related contracts, not to exceed the project budget of \$165,000.

Mr. Credle explained that as part of the approved Capital Improvement Plan for the Town of Smithfield, a project titled "Digitized Mapping" was approved as part of the Water/Sewer Fund budget for the current fiscal year. The intent of this project was to physically locate the Town's Utility Infrastructure and incorporate the infrastructure into the Town's official Map. This accurate location will enhance the Town service by reducing service response time. Another by-product of this project is to assist in the NCDEQ and federal "scoring" processes for future grants and low-interest loans.

Councilman Scott made a motion, seconded by Councilman Harris, to approve Resolution #593 (20-2016) accepting the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant; approve the appropriation of \$165,000 from the Water/Sewer Fund balance to create a budgetary line item "AIA Sewer" for the duration of this project; and authorize the Town Manager to execute any related contracts, not to exceed the project budget of \$165,000. Unanimously approved.

**RESOLUTION # 593 (20-2016)
BY TOWN COUNCIL OF THE TOWN OF SMITHFIELD
ACCEPTING THE SEWER (WASTEWATER) ASSET
INVENTORY AND ASSESSMENT
GRANT**

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and

WHEREAS, the Town of Smithfield intends to perform said project in accordance with the agreed scope of work,

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

That the Town of Smithfield does hereby accept the State Reserve Grant offer of \$150,000.

That the Town of Smithfield does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Michael L. Scott Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 4th day of October in the Council Chamber of Town Hall in Smithfield, North Carolina.

Councilmembers Comments:

- Mayor Moore introduced new division Fire Chief and Training Officer Jeremy Daughtry and new IT Specialist Eric McDowell and welcomed them to the Town of Smithfield.
- Councilman Harris clarified some comments made at the September meeting. Mr. Harris explained that the Council fully supports the Booker Dairy Road Project. The Town will also secure the necessary funding for the project. Mayor Moore also stated that the project would be closely monitored.

Councilman Harris informed the Council that the fence installation was almost complete on Outlet Center Drive.

- Mayor Pro-Tem Ashley acknowledged Greater Smithfield Selma Chamber of Commerce Executive Director Rick Childrey in the audience and announced his upcoming retirement. Mr. Ashley expressed his appreciation to Mr. Childrey for his service to the community. Mr. Ashley further commented that he asked for assistance from the Chamber to find a solution for collaborative efforts between the business community and the area schools. Mr. Ashley further stated that we should adopt f our school and fully support them.

Town Manager's Report:

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

- Housing Rental Rate: The housing rental rate in the Town of Smithfield is 47% and not the 64% that was recently reported.
- Population: Notification from the State was received and The Town of Smithfield's estimated population has increased to over 12,000 residents. This is a good indicator of growth.
- Streetscape Project: Contract boring is completed and lights for each tree are being installed.
- Hurricane Matthew: Town services continue to prepare for the potential impact of Hurricane Matthew. Current information places the hurricane impacting our area at some level over the

coming weekend. All emergency services, public works and utility departments are finalizing contingency plans and action plans to effectively deal with the impact the Town receives. Residents are encouraged to not leave yard debris or other materials in the gutter or ditch areas that might wash over catch basins or lug storm drains during the potential storm.

- Venture Drive: Public Works Director Lenny Branch and Town Engineer Bill Dreitzler informed the Council that weather/rain delays have prevented Public Works from using a camera system to inspect the sewer lines under Venture Drive. Mr. Branch explained that approximately 1.5 million gallons of water in two retention ponds will need to be gradually pumped down so that staff can utilize the camera system. He reiterated that rain delays have caused the project delay.

Councilman Harris questioned if this would affect the holiday season. Mr. Branch responded that any work could be postponed until after the holiday season if necessary.

- **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)

Councilman Wood made a motion, seconded by Councilman Dunn, to go into closed session pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney. Unanimously approved at 8:36 pm.

Reconvene in Open Session:

Councilman Harris made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:20pm.

Adjourn

There being no further business, Councilman Wood made a motion, seconded by Councilman Dunn, to adjourn the meeting. Unanimously approved.

The meeting adjourned at 9:21pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Williams, Town Clerk



Request for City Council Action

**Consent
Agenda
Item:** Police
Promotion
Date: 11/01/2016

Subject: Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Yes

Issue Statement

The Police Department has recently promoted Ryan Sheppard to the position of Support Services Captain supervising Investigations and Administration. Captain Sheppard has been a member of the Smithfield Police Department for 17 years. Captain Sheppard agency as lieutenant for the last 10 years. Captain Sheppard conducts the agencies firearms and taser in service training. He is also responsible for the maintenance of all the agencies weapons.

Financial Impact

Captain Sheppard will receive a 5% increase in pay due to the promotion. The increase in pay will be covered by the current budget.

Action Needed

Approve promotion

Recommendation

Complete Promotional Process.

Approved: City Manager City Attorney

Attachments: None



Request for City Council Action

**Consent
Agenda
Item:** Police
Promotion
Date: 11/01/2016

Subject: Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Yes

Issue Statement

The Police Department has recently promoted Sam Jones to the position of Lieutenant. Lieutenant Jones will be assigned to A Squad as the team commander. Lieutenant Jones has been a member of the Smithfield Police Department for 19 years. He has held the ranks of Patrol Officer, Narcotics Officer and has been a Sergeant in both Divisions.

Financial Impact

Lieutenant Jones will receive a 5% increase in pay due to the promotion. The pay increase will be covered by the current budget.

Action Needed

Approve Promotion

Recommendation

Complete Promotional Process.

Approved: City Manager City Attorney

Attachments: None



Request for City Council Action

**Consent
Agenda
Item:** Police
Promotion
Date: 11/01/2016

Subject: Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Yes

Issue Statement

The Police Department has recently promoted Ricky Conerly to the position of Sergeant. Sergeant Conerly will be assigned to C Squad as the team commander. Sergeant Conerly has been a member of the Smithfield Police Department for 9 years. He has held the ranks of Patrol Officer, Narcotics Officer and has been a Field Training Officer.

Financial Impact

Sergeant Conerly will receive a 5% increase in pay due to the promotion. The pay increase will be covered by the current budget.

Action Needed

Approve Promotion

Recommendation

Complete Promotional Process.

Approved: City Manager City Attorney

Attachments: None



Request for City Council Action

**Consent
Agenda
Item:** TAP Grant
Funding
Date: 11/01/2016

Subject: TAP Grant Funding Approval
Department: Planning and Zoning
Presented by: Lenny Branch and Mike Scott
Presentation: See attached

Issue Statement

The Town submitted an application to the Transportation Alternatives Program to fund eighty percent (80%) of the costs to upgrade sidewalk intersection to be ADA compliant. The Grant has been approved for funding.

Financial Impact

\$9,180.00 for matching funds to be allocated from General Fund Contingency.

Action Needed

Accept TAP funding and agree to provide 20% matching funds of \$9,180.00.

Recommendation

Accept TAP Funding and agree to provide 20% matching funds of \$9,180.00.

Approved: City Manager City Attorney

Attachments:

Staff Report



Staff Report

**Consent TAP
Agenda Grant
Item: Funding**

In July of 2016, the Town requested to participate in the Transportation Alternatives Program (TAP) to make the following sidewalk intersections ADA compliant. These intersections included:

- North Third Street and North Street
- North Third Street and Hancock Street
- North Third Street and Caswell Street
- US Highway 301 and Massey Street

The total cost of the project is \$56,700. The Town would be required to provide matching funds in the amount of \$9,180.00 to complete this project and receive the balance in TAP funding.

Because the opportunity became available following the beginning of FY 2016-17, this unbudgeted expenditure would be paid from the General Fund Contingency line item.

It is requested Council approve the request to enter into an agreement with NCDOT to use TAP funding and matching town funds to complete this project.



Request for City Council Action

**Consent Ordinance
Agenda For Road
Item: Closures**
Date: 11/01/2016

Subject: Ordinance # 487- State Road Closures for the Annual tree Lighting Ceremony, the Annual Christmas Parade and the Annual Martin Luther king, Jr. Parade

Department: General Government

Presented by: Chief of Police R. Keith Powell & Town Clerk Shannan Williams

Presentation: N/A

Issue Statement

The North Carolina Department of Transportation now requires a Municipality to adopt an Ordinance when a State Road requires closure for any event. The annual Christmas Tree Lighting Ceremony, the annual Christmas Parade and the annual Martin Luther King, Jr. Parade all require state road closures. Because these are annual events, additional ordinances in subsequent years will not be needed.

Financial Impact

There is no financial impact in regards to approving the road closures. Financial impacts for each annual event were previously approved by Council during previous meetings.

Action Needed

Adopt Ordinance #487

Recommendation

Adopt Ordinance # 487 allowing road closures for the annual Christmas Tree Lighting Ceremony, the Annual Christmas Parade and the Annual Martin Luther King, Jr. Parade.

Approved: City Manager City Attorney

Attachments: Ordinance # 487 – Declaring road closures for the annual Christmas Tree Lighting Ceremony, the Annual Christmas Parade and the Annual Martin Luther King, Jr. Parade.

**TOWN OF SMITHFIELD
North Carolina**

ORDINANCE # 487

AN ORDINANCE DECLARING ROAD CLOSURES FOR THE ANNUAL CHRISTMAS TREE LIGHTING, THE ANNUAL CHRISTMAS PARADE AND THE ANNUAL MARTIN LUTHER KING, JR. PARADE

WHEREAS, the Town Council of the Town of Smithfield acknowledges a long tradition of providing an annual Christmas Parade and annual Tree Lighting Ceremony for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges a new tradition of providing an annual Martin Luther King, Jr. parade for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges its citizens realize a financial benefit from holding these annual events; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges each event requires approximately two hours to install signing and traffic control to be provided by the Smithfield Police Department, and also requires approximately two hours for removing signs, traffic control and litter.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion of a State Highway System route:

Annual Tree Lighting Ceremony

Date: First Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: North 3rd Street between Market Street and Bridge Street

Annual Christmas Parade

Date: Second Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

Annual Martin Luther King, Jr. Parade

Date: Second Friday of every January
Time: 5:00 pm to 9:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

Duly adopted this the 1st day of November 2016.

M. Andy Moore, Mayor

ATTEST

Shannan L. Williams, Town Clerk



Request for City Council Action

**Consent
Agenda
Item:** **Budget
Amendment**
Date: 11/01/2016

Subject: Various Budget Amendments
Department: Finance
Presented by: Greg Siler
Presentation: N/A

Issue Statement: Various Budget Amendments. See descriptions under each budget amendment.

Financial Impact: As stated in each amendment

Action Needed: Approve as presented

Recommendation: Approve as presented

Approved: City Manager City Attorney

Attachments: 1. Budget Amendments Dated November, 2016

BUDGET AMENDMENTS
November, 2016

1. Revenue

30-3970-0700 Fund Balance Appropriation	\$ <u> -</u>	\$ <u> 300,000</u>	\$ <u> 300,000</u>
---	-----------------------	---------------------	---------------------

Expenditures

30-7220-7400 Capital Outlay-Digitized Mapping Portion \$50,000	\$ 385,000	\$ (30,000)	\$ 355,000
30-7200-9101 Transfer to W/S CAPITAL PROJECT FUND	90,000	165,000	255,000
30-7220-9101 Transfer to W/S CAPITAL PROJECT FUND	<u>510,000</u>	<u>165,000</u>	<u>675,000</u>
	<u>\$ 985,000</u>	<u>\$ 300,000</u>	<u>\$ 1,285,000</u>

To establish and fund the Water/Sewer Asset Inventory and Assessment (AIA) Grant as approved at the October 4, 2016 Council Meeting

2. Revenue

45-3980-1401 Transfer From Water Fund	\$ <u> 1,003,400</u>	\$ <u> 330,000</u>	\$ <u> 1,333,400</u>
---------------------------------------	----------------------	---------------------	----------------------

Expenditures

45-7200-7407 Water AIA	\$ -	\$ 165,000	\$ 165,000
45-7220-7418 Sewer AIA	-	165,000	165,000
	<u>\$ -</u>	<u>\$ 330,000</u>	<u>\$ 330,000</u>

To establish and fund the Water/Sewer Asset Inventory and Assessment (AIA) Grant as approved at the October 4, 2016 Council Meeting

3. Revenue

40-3990-000 Fund Balance Appropriation	\$ -	\$ 2,476	\$ 2,476
40-3290-0001 Interst - J.P. George	-	185	185
	<u>\$ -</u>	<u>\$ 2,661</u>	<u>\$ 2,661</u>

Expenditures

40-4100-3300 J.B. George Projects	\$ 1,200	\$ 915	\$ 2,115
40-4100-3301 J.P. George Projects	-	1,746	1,746
	<u>\$ 1,200</u>	<u>\$ 2,661</u>	<u>\$ 3,861</u>

To bring forward unspent interest resulting from call of investment

4. Revenue

10-3990-0000 Fund Balance Appropriation	<u>\$ 760,118</u>	<u>\$ 17,000</u>	<u>\$ 777,118</u>
---	-------------------	------------------	-------------------

Expenditue

10-4110-5718 Transfer to General Fund Capital Proj. Fund	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>
--	-------------	------------------	------------------

To refund the Street Lighting Project. Was funded in FY16 but monies were not transferred

APPROVED: _____

VERIFIED: _____
Shannan Williams, Town Clerk



Staff Report

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

Date: 11/01/2016

Date of Meeting: November 01, 2016 **Date Prepared:** October 24, 2016

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.

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 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-5100-0200	\$16.641/hr (\$37,209.95/yr)
P/T Admin Support Specialist	Planning	10-4900-0200	\$9.667/hr

Business Items



Request for City Council Action

Business Johnson
Agenda Park
Item: Playground
Date: 11/01/2016

Subject: Johnson Park Playground Equipment Acquisition
Department: Parks and Recreation
Presented by: Gary Johnson
Presentation: Business Item

Issue Statement

The Parks and Recreation Department would like to contract with Superior Recreation for the amount of \$39,991.89 for the acquisition and installation of playground equipment at Gertrude B. Johnson Park.

Financial Impact

Funds were allocated for the upgrade and purchase of playground equipment in the current budget in the capital outlay line item. The impact to the budget will be \$39,991.89 which is less than the \$50,000 allocated for playground equipment.

Action Needed

Approve the purchase of playground equipment

Recommendation

Contract with Superior Recreation for the acquisition and installation of playground equipment at Gertrude B. Johnson Park

Approved: City Manager City Attorney

Attachments: Staff Report
Request for Proposals
Proposal from Barrs Recreation, LLC
Proposal from Superior Recreation of the Carolinas



Staff Report

**Business Johnson
Agenda Park
Item: Playground**

The Town Council appropriated \$50,000 in the capital line item (10-6200-7400) for upgrades to Johnson Park, specifically the playground. The Parks and Recreation Department sent a Request for Proposals to four suppliers:

Barrs Recreation, LLC
Carolina Parks and Play
Cunningham Recreation
Superior Recreation of the Carolinas

Barrs Recreation and Superior Recreation of the Carolinas returned proposals.

Proposals were to meet the following criteria:

A playground unit designed for ages 2-5
A playground unit designed for ages 5-12
An independent swing set structure
An independent climbing wall

The returned proposed prices were as follows:

Barrs Recreation	\$38,583.00
Superior Recreation	\$39,991.80

Although Barrs provided the lesser bid in regards to price, the proposal by Superior provided far more playground equipment for the additional amount, primarily with the playground unit selected for ages 2-5. The 2-5 age group unit proposed by Superior provides more options for play and allows more children to use the equipment simultaneously.

It is the recommendation of the Parks and Recreation Department to contract with Superior Recreation of the Carolinas for the acquisition and installation of playground equipment at Gertrude B. Johnson Park. Remaining funds will be used for surfacing and amenities (benches, etc.)



REQUEST FOR PROPOSALS (RFP) TO DESIGN, PROCURE AND INSTALL PLAYGROUND EQUIPMENT AT GERTRUDE B. JOHNSON PARK

The Town of Smithfield Parks and Recreation Department is requesting proposals to design, procure and install playground equipment at the Gertrude B. Johnson Park. The Town will Select one (1) supplier to provide equipment for the park as outlined in this request.

SCOPE OF PROJECT

This project will consist of the design, procurement and installation of a playground system. Fall zone material and playground border will be installed by the Town. Work to include the design of a play system within the constructed playground boundaries, as well as the installation of commercial playground equipment to include equipment footings. The new system will be installed in an existing playground measuring 100 ft. x 100 ft., or approximately 10,000 sf. The funding for this project has been appropriated by the Smithfield Town Council within the general fund. All equipment will be assembled and installed by the Supplier.

The Town of Smithfield Parks and Recreation Department requires Suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM and IPEMA standards. The proposals shall include the costs of delivered play system(s) as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance and operations manual from manufacturer.

Questions concerning the proposal should be directed to:

Gary Johnson, Director
Smithfield Parks and Recreation Department
600 E. Booker Dairy Rd
PO Box 2344
Smithfield, NC 27577
(919) 934-2148
gary.johnson@smithfield-nc.com

The Town of Smithfield shall be exempt from liability for costs incurred by unsuccessful suppliers in preparation of proposals.

DESIGN ELEMENT GUIDELINES AND PLAY SYSTEM SPECIFICATIONS

Suppliers should base their playground equipment designs on meeting the guidelines and specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost and appropriateness to location and target demographics must be taken into consideration in the design of the play system.

The total dollar amount allocated for the playground and installation is \$40,000.00.

Required Play System Features:

1. One structure designed for ages 2-5.
2. One structure designed for ages 5-12.
3. Provide one (3) bay swing set with 6 swings with a minimum of 2 swings for toddlers.
4. Provide one stand alone climbing wall / climbing structure.

Preferred Play System Qualities:

1. All system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. Structures should provide a variety of components (Slides, bars, climbers, etc.)

ASSEMBLY / INSTALLATION AND INSPECTION

The play system assembly and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision and provide a qualified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work. Working days will begin as outlined in the Notice to Proceed.

It is the required of this RFP that suppliers shall provide and pay for equipment installation.

Warranty: Upon completion of installation, Supplier must provide documentation attesting to equipment being installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide the Town the manufacturer's warranty of installed equipment.

Supplier must provide the Town a W-9 and Certificate of Insurance prior to the beginning of installation.

All proposal amounts should include delivery, assembly, installation, and supervision costs.

Proposals must be submitted to no later than Friday, October 21 at 5:00 pm.

Proposals may be emailed to: **gary.johnson@smithfield-nc.com** or mailed to:

**Gary Johnson, Director
Smithfield Parks and Recreation Department
Johnson Park Improvements
600 E. Booker Dairy Road
PO Box 2344
Smithfield, NC 27577**



BARRS RECREATION, LLC
 9521 LUMLEY ROAD
 SUITE A
 MORRISVILLE, NC 27560

QUOTATION

Date	Estimate #
10/20/2016	11355

Name / Address
Smithfield Parks and Recreation 600 E. Booker Dairy Road PO Box 2344 Smithfield, NC 27577

Rep	Project
CMB	

Description	Qty	U/M	Rate	Total
Proposal #405-96748-1 attached - includes (1) 2-5 structure, (1) 5-12 structure, (1) 3-Bay swing with 4 belts and 2 toddler swings, (1) freestanding rockit climbing feature Fall Savings Sale Discount - must be ordered prior to November 15th to qualify ABF Freight Quote for total of 4584 lbs #MTK2822946 Installation of Your Commercial Equipment - completed in typical soil conditions. *In atypical situations where excessive bedrock is encountered such that a rock hammer or other heavy equipment is needed to complete the job, additional fees may be discussed.	1	ea	37,938.00	37,938.00T
			-8,595.00	-8,595.00
	1		1,900.00	1,900.00T
	1		7,340.00	7,340.00T
*Total price before Tax: \$38583.00				

All purchases subject to a 4 - 5 week delivery schedule, unless otherwise noted. This quote is valid for 30 days. Payment terms are 50% deposit with order, balance due upon delivery (or completion of installation if we are providing that service). To accept this quotation, please sign and date on line below, and fax to (919) 781-5779 Thank you for your consideration.

Subtotal \$38,583.00

Sales Tax (6.75%) \$2,604.35

Total \$41,187.35

Phone #	Toll Free Phone	E-mail	Web Site
919-781-4870	800-909-PLAY	carolynneb@barrsrec.com	www.barrsrec.com



Request for City Council Action

Business Item: Application for the AFG Grant
Date: 11/01/2016

Subject: FEMA AFG Grant for Equipment (Air Pack Replacement)
Department: Fire Department
Presented by: John Blanton
Presentation: Business Item

Issue Statement

Authorization to apply for an AFG (Assistance to Firefighters Grant) to replace aging Air-Packs (SCBA's) and the Air compressor to fill them with, that are currently being used by the fire department.

Financial Impact

\$20,997.00

Action Needed

To approve the participation and application to the AFG (Assistance to Firefighters Grant) in the amount of \$419,953.00 with a 5% Town of Smithfield match of 20,997.00

Recommendation

Staff recommends approval of this application for the potential savings of needed equipment that will have to be purchased otherwise by the town at full cost of \$440,950.00 in the future.

Approved: City Manager City Attorney

Attachments: Staff Report



Staff Report

Business Item: Application for the AFG Grant

The AFG grant process opened on October 11th, 2016 and closes on November 18th, 2016. This grant allows fire departments to apply for equipment; we would be applying for replacement of our aging Air Packs that are now over 13 years old, and also our aging Air Compressor. This grant is a **95%-5% purchase; meaning the Town's responsibility would be 5%** and the grant would cover 95% of the awarded amount. The amount for the grant application would be \$419,953.00. **The Town's responsibility if awarded would be \$20,997.00.** The process could take between 8-12 months before the notification of awarded grants. This would put the purchase, if awarded in the 2017-2018 budget year. This Equipment will have to be purchased in the upcoming budget years due to being noncompliant in the very near future.

AFG Funding and Application Schedule

FY 2016 Assistance to Firefighter Grant (AFG) Funding

An appropriation of \$670 million has been approved for FY 2016

- \$335 million will support Fire and EMS Operations and Safety Grants, Firefighting and Emergency Vehicle Grants and Fire Prevention and Safety Grants
- \$335 million will support SAFER grants

FY 2015 Assistance to Firefighter Grant (AFG) Funding

An appropriation of \$680 million has been approved for FY 2015

- \$340 million will support Fire and EMS Operations and Safety Grants, Firefighting and Emergency Vehicle Grants and Fire Prevention and Safety Grants
- \$340 million will support SAFER grants

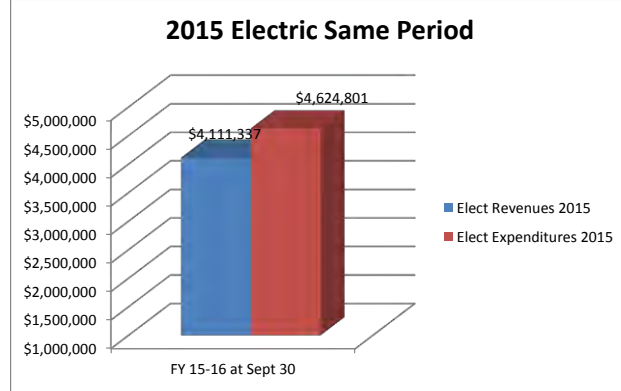
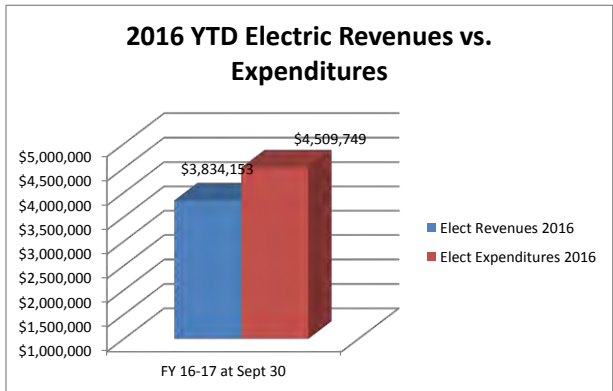
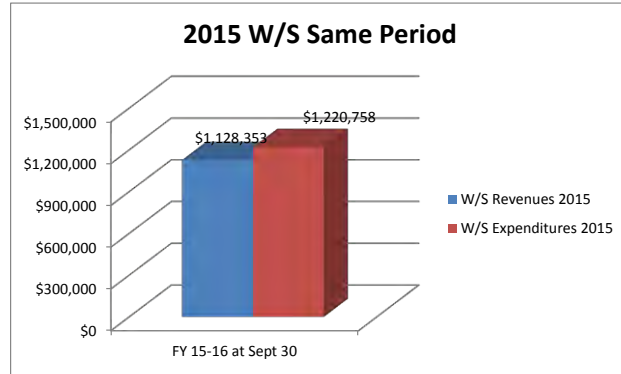
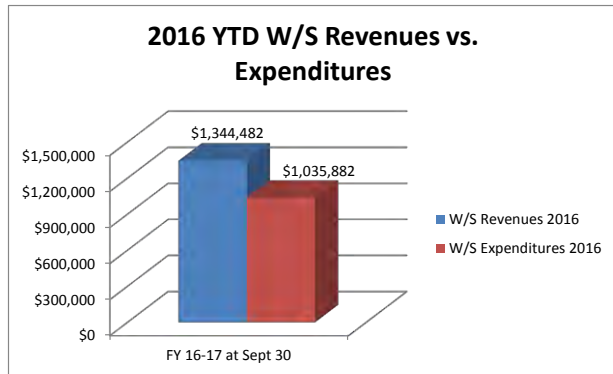
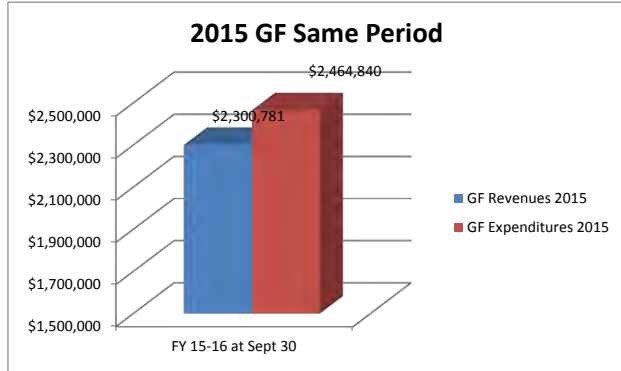
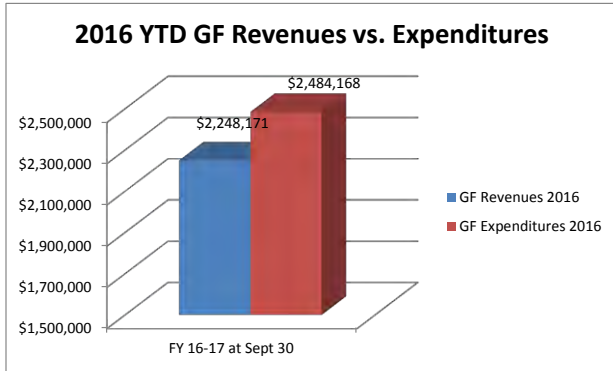
Last Updated: 10/12/2016 - 15:04

The Fire Department is applying for the following:

- 36 air packs which includes 2 bottles and a mask for each pack
- 15 additional mask
- 1 station cascade compressor
- 1 rit pack (I combined the additional with the price of the rit pack, 1-75min bottle, mask, 10ft hose)

Financial Report

Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
September 30, 2016
Gauge: 3/12 or 25 Percent

25.00%

GENERAL FUND					
	Frequency	Actual	Budget	Actual to Date	YTD %
Revenues		FY '15-16	FY '16-17	FY '16-17	Collected
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,528,779	\$ 800,526	14.48%
Motor Vehicle Taxes	Monthly	-	470,000	128,002	27.23%
Utility Franchise Taxes	Quarterly	-	1,000,000	225,585	22.56%
Local Option Sales Taxes	Monthly	-	2,064,700	213,784	10.35%
Aquatic and Other Recreation	Monthly	-	753,300	212,272	28.18%
Sanitation	Monthly	-	1,306,500	245,688	18.81%
All Other Revenues		-	1,307,825	422,314	32.29%
Loan Proceeds		-	104,000	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	726,225	-	0.00%
Total		\$ -	\$ 13,522,943	\$ 2,248,171	16.62%

	Actual	Budget	Actual to Date	YTD %
Expenditures	FY '15-16	FY '16-17	FY '16-17	Spent
General Gov.-Governing Body	\$ -	\$ 389,407	\$ 103,663	26.62%
Non Departmental	-	898,709	264,758	29.46%
Debt Service	-	1,283,352	169,381	13.20%
Finance	-	159,792	22,104	13.83%
Planning	-	367,698	70,067	19.06%
Police	-	3,608,035	719,761	19.95%
Fire	-	1,494,473	270,563	18.10%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	474,072	97,591	20.59%
Streets	-	1,251,604	103,286	8.25%
Motor Pool/Garage	-	91,880	17,862	19.44%
Powell Bill	-	348,225	19,334	5.55%
Sanitation	-	1,237,219	219,856	17.77%
Parks and Rec	-	817,422	187,526	22.94%
SRAC	-	927,503	218,416	23.55%
Contingency	-	173,552	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,522,943	\$ 2,484,168	18.37%

YTD Fund Balance Increase (Decrease)

- -

25.00%

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	\$ 496,060	17.16%
Water Sales (Wholesale)	-	715,210	175,461	24.53%
Sewer Charges	-	3,270,000	660,709	20.21%
Tap Fees	-	16,000	8,355	52.22%
All Other Revenues	-	16,000	3,897	24.36%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	-	-	#DIV/0!
Total	\$ -	\$ 6,907,210	\$ 1,344,482	19.46%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
Expenditures				
Water Plant (Less Transfers)	\$ -	\$ 1,631,097	\$ 259,934	15.94%
Water Distribution/Sewer Coll (Less Transfers)	-	4,075,521	627,220	15.39%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	600,000	-	0.00%
Debt Service	-	495,361	148,728	30.02%
Contingency	-	105,231	-	0.00%
Total	\$ -	\$ 6,907,210	\$ 1,035,882	15.00%

ELECTRIC FUND

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Collected
Revenues				
Electric Sales	\$ -	\$ 16,894,747	\$ 3,667,296	21.71%
Penalties	-	400,000	150,014	37.50%
All Other Revenues	-	43,000	16,843	39.17%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	-	-	
Total	\$ -	\$ 17,337,747	\$ 3,834,153	22.11%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
Expenditures				
Administration/Operations	\$ -	\$ 2,058,059	\$ 476,262	23.14%
Purchased Power	-	13,600,000	3,682,840	27.08%
Debt Service	-	359,972	350,491	97.37%
Capital Outlay	-	255,000	149	
Contingency	-	303,502	-	
Transfers to Electric Capital Proj Fund	-	400,000	-	
Transfer to Water Capital Improvement Fund	-	275,000	-	
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 17,337,747	\$ 4,509,742	26.01%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	7,734,890			
Water and Sewer Fund	4,253,097			Interest Rate
Electric Fund*	7,550,682			
Capital Project Fund: Wtr/Sewer (45)	478,056	1st CITIZENS	14,183,071	0.20%
Capital Project Fund: General (46)	775,625	NCCMT	2,247,872	0.500%
Capital Project Fund: Electric (47)	352,559	STIFEL	-	Market
Firemen Relief Fund (50)	159,070	KS BANK	3,743,617	.2, .65, &.75%
Fire District Fund (51)	27,569	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	133,147	PNC BANK	-	0.00%
Total	\$ 21,464,695		\$ 21,464,695	

*Plug

Account Balances Confirmed By Finance Director on 9/16/2016

Department Reports

Michael L Scott, Town Manager
Tim Kerigan, Human Resources/PIO
Greg Siler, Finance Director
Shannan L. Williams, Town Clerk
Veronica Hardaway, Admin Asst



350 East Market Street
Smithfield, NC 27577
Telephone: 919.934.2116
Fax: 919.989.8937

MEMO

Date: October 25, 2016

To: Michael Scott

From: Tim Kerigan

RE: Department Update (HR/PIO/ED)

Personnel Update:

The General Government Department has hired for the position of IT Specialist – Eric McDowell began on Monday, October 03, 2016 and is transitioning quite well. Mr. McDowell will continue to take on more responsibilities and become more independent as each of us are comfortable.

Miscellaneous:

Below is a list of a few of my activities over the past month and for the current week (understanding that some activities play multiple roles between HR/PIO/ED):

Human Resources:

- SHRM-NC (Society of Human Resource Management – North Carolina) Conference
- OMPO (Organization of Municipal Personnel Officers) Conference
- TJCOG (Triangle J Council of Governments) Regional Managers Meeting
- Public Works Interviews (PW Supervisor, Sanitation Crew Leader)

Public Information:

- Hurricane Matthew / I-95 Incident – numerous press releases, social media updates and several press interviews
- Much communication and coordination with County and other associated entities
- Government In-Touch Meeting
- Smithfield – Selma Chamber of Commerce Business Expo (booth featuring all Town Departments)

Economic Development:

- Various meetings with S-S Chamber, SEDAC, S-S/County Managers & Leaders Meeting, DSDC, County/NCEM/FEMA individual meetings and Individual Smithfield Business Visits
- Strategic Planning Meeting with Rocky Lane and Electricities
- Smithfield – Selma Chamber of Commerce Business Expo (booth featuring all Town Departments)

I will continue to update you in-person on developments as they occur, as some are sensitive in nature and may be protected by confidentiality.

####



Memo

To: Mike Scott, Town Manager
From: William W. Dreitzler, P.E., Town Engineer
Date: October 25, 2016
Re: November Engineer's Staff Report

Please consider my staff report for the November 1, 2016 Council Meeting:

PARKS AND RECREATION DEPARTMENT:

Children's Inclusion Park and Miracle Field

The final Burney & Burney quote was \$576,000. When we add back the artificial turf, stone base, asphalt base, clearing and grubbing (donated – no cost), and the ball field fencing the project cost is approximately \$734,000. The target budget for the construction phase of the Inclusion Park and the Miracle League Field was in the \$650,000 range. Therefore, after significant project approach evaluations, we determined the most feasible approach to construct the project within budget was to separate the project into smaller phases and eliminate the general contractor. We will be advertising for construction of the first two phases, Sitework / Grading and Concrete on Sunday, October 30, 2016. Bids will be received for the Sitework / Grading on Tuesday, November 29, 2016 and for the Concrete on Wednesday, November 30, 2016. We have coordinated the revised approach with Withers & Ravenel such that we will continue to use their sealed construction documents without revision. We anticipate beginning construction after the first of the year.

Greenway Bank Stabilization

The Council approved the J.P. Edwards, Inc. proposal at the October 4, 2016 meeting. The approved contract was in the amount of \$50,120. Due to Hurricane Matthew, we waited for the river to recede enough that we could assess the repair location and determine if additional repairs would be required. Based on my field assessment and with the concurrence of Jimmy Edwards, it was determined that the scope of the project was not impacted by the storm. As of the writing of this report, the river is still too high to begin work. I am coordinating the schedule with the contractor and will advise when construction begins.

PLANNING DEPARTMENT:

Outlet Center Drive Drainage

The Council approved the J.P. Edwards, Inc. proposal at the October 4, 2016 meeting. The approved contract was in the amount of \$29,940. The hurricane delayed execution of the contract until it could be determined that the project scope was unchanged. After agreement with the contractor that the scope was unchanged, the contract was executed on Monday, October 24, 2016. I am in the process of coordinating the schedule with the contractor; however, I anticipate this work will begin in the next couple of weeks. The project scope generally includes the installation of a concrete gutter along the Outlet Center Drive ditch line along the front of the Texas Steakhouse and from South Equity to North Equity.

Smithfield Crossing Screen Wall

The 6-foot high screen fence has been installed along a section of Outlet Center Drive that abuts residential properties that front Dogwood Street. The second phase of this project is the installation of additional landscaping within an approximately 900 foot long section of 50-foot wide buffer between the Pine Acres properties and the Outlet Center Drive right-of-way. The landscaping installation is planned for early November 2016.

Outlet Center Drive Ingress/Egress Evaluation

We are evaluating the ingress/egress issues that have arisen since the installation of the round-about along Outlet Center Drive. At an initial meeting with Jiles P. Harrell, P.E., District 3, District Engineer for NCDOT, it was discussed that Smithfield had a "hot spot" location being evaluated by the Capitol Area Metropolitan Planning Organization (CAMPO). Coordination with CAMPO staff led to attendance at the SEAS Hot Spot meeting held on Tuesday, August 3, 2016. At the meeting, I was able to discuss with the panel the ingress/egress issues we are experiencing along Outlet Center Drive. In particular, the flow of traffic exiting I-95 and entering the Outlet Center area through the new round-about. We requested that an evaluation of alternatives to solve the traffic pattern issue be included within the scope of the SEAS Hot Spot Study for the areas within Smithfield. While no commitment was made, the conversation was valuable and the request was to be considered. The next meeting is scheduled for November 15, 2016 and we anticipate some answers at that time.

PUBLIC WORKS DEPARTMENT:

Miscellaneous Drainage

Coordinating with Lenny Branch and I have provided site evaluations of multiple drainage issues on an as requested basis.

2006 Pavement Condition Survey

I have completed the field work for this assessment and I am currently compiling the data obtained. I will be comparing my assessment of street condition for the locations evaluated with the condition reported within the 2006 Study. Based on this comparison, I will make a recommendation as to whether we should consider updating the 10 year old study or whether we can be confident in continuing to use the 2006 Study to prioritize street resurfacing.

Venture Drive Drainage

We will be moving forward with a video inspection of the approximately 2,600 linear feet of storm pipe along Venture Drive. These storm pipes connect to two separate ponds and are designed such that the normal water level of the ponds is above the storm pipes flow line. Therefore, the pipes always hold water. The purpose of the inspection is to assure that we do not have stormwater leaving from pipe joints and impacting the Venture Drive subgrade. The


work will be done by Vision-NC and is anticipated to be completed within the next couple of weeks.

PUBLIC UTILITIES DEPARTMENT:

Pump Station #12

PS #12 is included in this year's budget for improvement/replacement. I have made my initial site evaluation of the pump station. The facility is an above ground suction lift type pump station. We have been unable to find either an engineering drawing for the pump station or the certified pump curve for the facility. At a minimum, before we can evaluate the pump improvements or replacement we will need to have enough survey work done to know the dimensions and inverts for the wet well.

Sincerely,

A handwritten signature in black ink, appearing to read "William W. Dreitzler". The signature is fluid and cursive, with a large, sweeping flourish at the end.

William W. Dreitzler, P.E.
Town Engineer



FINANCE DEPARTMENTAL REPORT FOR SEPTEMBER, 2016

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other	\$3,474,100
Franchise Tax.....	251,456
Sales & Use Tax.....	213,784
Powel Bill.....	<u>161,154</u>
Total Revenue	\$4,100,494

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,458,820

FINANCE:

- Compiled and submitted monthly retirement report on 9/30/2016
- Issued 41 purchase orders
- Processed 741 vendor invoices for payment and issued 428 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 9/9/16 and 9/23/16
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 second notices for past due privilege licenses
- Collected \$30 on past due privilege license fees. **NOTE:** Total collected now at \$9,978.50. 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 \$1,900, in grass cutting invoices. Total collected calendar year to date is \$5,137
- Processed 23 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$33,277 (EMS = \$6,997; SRAC = \$9,110; Utility= \$16,743; and Other = \$427).
- Invoiced two (2) grave openings for a total of \$1,400

FINANCE DIRECTOR

- Reviewed Audit Draft for errors September 13-15, 2016
- Drafted letter to Joint Legislative Committee on future loan request for Booker Dairy Road Extension on September 13, 2016
- Received \$135,953 in Sales Tax Refund on September 19, 2016 which was applied for in July, 2016
- Attended EOC Operations class on September 20, 2016
- Attended Town Council regular meeting on September 6, 2016.
- Wrote Management Discussion and Analysis (MDA) for current year’s audit September 20-22, 2016
- Invoiced Smithfield Housing Authority and JCC for monthly resource officer charges

Finance Department totals for Sept 2016

Meter Reading

Actual Meters Read	9,990	
Meters Loaded to Hand Held	10,245	
Meter Tech Service Hours	0	\$0.00

Billing/Collections

Bills Mailed	6,088	\$2,497,541.45
Area Lights Billed	938	\$33,530.17
JoCo Wholesale water	52,116,000	\$78,183.71
Load Mgmt AC credit	487	-\$4,870.00
Load Mgmt water heater credit	601	-\$3,672.00
Adjustments	116	-\$16,240.91
Delinquent Accts/Late Fees	1,544	\$34,339.40
NSF - Utility Only	24	\$8,102.03
Refund Checks Issued	28	\$3,009.93
Door Hangers	320	
Disconnect for non-pay	73	
Reconnect for payment received	46	
Bank Drafts	736	\$501,435.12
Lockbox	963	\$488,648.52
ECO Payment Totals		
	IVR-phone	206
	On-Line (website)	668
		\$219,444.36
		BOTH
Cash Window Transactions/Payments	4,120	\$2,235,414.44
Accts collected from Debt setoff	0	\$0.00 EMS
	0	\$0.00 SRAC
	1	\$104.66 Utility
Accts submitted to Debt Setoff	21	\$4,213.64 Utility
	0	\$0.00 SRAC

Service Orders

Requested Orders	315	
Completed Orders	312	
	Terminated Accounts	126
	Meters Rechecked	36
	New Turn on Accounts	107
Meter Tamper / Meter Missing	0	\$0.00

Phone Call Usage

CSR - Elaine

		Duration
Inbound	402	8:47:14
Outbound	97	3:09:49

CSR/Collections - Audrey

Inbound	237	4:56:00
Outbound	115	2:15:24
Collections - Cash Window#2		
Inbound	55	0:56:03
Outbound	6	0:11:06
Switch Board Operator x1101		
Inbound	282	1:40:46
Outbound	27	0:44:07
Total Town (Trunk Lines)		
Inbound	2,954	87:19:01
Outbound	1,306	57:11:48



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 - 2016

	September	Calendar Year to date
Town Council		
Rezoning	1	3
Conditional Use	2	9
Ordinance Amendment	0	0
Major Subdivisions	0	0
Annexations	0	0
Special Events	3	18
Planning Board		
Rezoning	1	2
Condition Use	3	11
Ordinance Amendment	0	0
Subdivisions	0	0
Annexations	0	0
Board of Adjustment		
Variance	0	3
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



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

Permit Issued for September 2016

		Permit Fees	Permits Issued
Site Plan	Plan	300.00	6
Zoning	Land Use	400.00	4
Zoning	Sign	100.00	2
	Period	800.00	12
Total:		4,825.00	65

SP16-000046	Site Plan	Minor Site Plan	SFD Addition	706 Caswell Street
SP16-000047	Site Plan	Minor Site Plan	24' x 36' Farm Structure	Galilee Road
Z16-000128	Zoning	Land Use	Import Car Service Automobile Sales	36 East EDGERTON Street
Z16-000129	Zoning	Sign	Advance Auto Parts sign package	110 North Brightleaf Boulevard
Z16-000130	Zoning	Land Use	Beef Jerky Outlet	1025 Outlet Center Drive
SP16-000048	Site Plan	Minor Site Plan	Moco Bldg location	210 North TENTH Street
Z16-000131	Zoning	Sign	Grandsons Buffet	1273 North BRIGHTLEAF
SP16-000049	Site Plan	Minor Site Plan	Allied Commercial Properties	1073 West Market Street
SP16-000050	Site Plan	Minor Site Plan	Accessory Structure	944 GALILEE Road
Z16-000132	Zoning	Land Use	Manna African Braids	257 South Brightleaf Boulevard
SP16-000051	Site Plan	Minor Site Plan	Accessory Structure	109 West RIVERSIDE Drive
Z16-000133	Zoning	Land Use	Higher Calling Ministries	115 North Seventh Street



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

CODE COMPLIANCE MONTHLY REPORT 2016

	Sep-16	Calendar Year To date
Written Violations	172	1381
Resolved Violations	170	1374
On Site Meetings	104	1066
Temporary Signs Violations	92	1075
Temporary Signs Removed	92	1075
Comdemned Structures Removed	0	7
Community Volunteers	0	285
Families Helped By Helping Hand Volunteers	n/a	60
ADA Compliant Ramps Built By Volunteers	0	16



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING September 30, 2016**

I. STATISTICAL SECTION

Month Ending September 30, 2016	Sept 2016	Sept 2015	Total 2016	Total 2015	YTD Difference
Calls For Service	1622	1674	15206	16907	-1701
Incident Reports Completed	165	190	1666	1589	77
Cases Closed	107	186	1348	1659	-311
Accident Reports	70	72	650	643	7
Arrest Reports	140	134	1204	1134	70
Burglaries Reported	8	6	119	74	45
Drug Charges	42	34	351	284	67
DWI Charges	8	12	80	81	-1
Citations Issued	156	195	1838	2323	-485
Speeding	20	19	380	531	-151
No Operator License	46	55	387	568	-181
Registration Violations	7	29	131	306	-175

II. PERSONNEL UPDATE

Two officers remain in a field training remains. The agency had two officers to resign during the month of September. Chief's position has been filled. The department currently has three vacant officer positions. One employee background is being completed at this time.

III. MISCELLANEOUS

The department is continuing all efforts to reduce the number of Burglaries that are occurring. We have increased patrols and are working with the citizens of Smithfield.

The Narcotics Division has been working diligently with the Patrol Division to curb the drug activity in Smithfield. Several individuals have been taken to federal court due to this hard work.

The number of accidents have decreased at Smithfield Crossing since the bollards have been installed by public works.

REPORTED UCR OFFENSES FOR THE MONTH OF SEPTEMBER 2016

PART I CRIMES	September			Percent Changed	Year-To-Date		Percent	
	2015	2016	+/-		2015	2016	+/-	Changed
MURDER	1	0	-1	-100%	1	0	-1	-100%
RAPE	0	0	0	N.C.	3	4	1	33%
ROBBERY	2	0	-2	-100%	15	6	-9	-60%
Commercial	1	0	-1	-100%	5	0	-5	-100%
Individual	1	0	-1	-100%	10	6	-4	-40%
ASSAULT	3	3	0	0%	51	42	-9	-18%
* VIOLENT *	6	3	-3	-50%	70	52	-18	-26%
BURGLARY	6	9	3	50%	70	116	46	66%
Residential	3	5	2	67%	50	58	8	16%
Non-Resident.	3	2	-1	-33%	13	20	7	54%
Commercial	0	2	2	N.C.	7	38	31	443%
LARCENY	58	43	-15	-26%	424	455	31	7%
AUTO THEFT	1	1	0	0%	10	18	8	80%
ARSON	1	0	-1	-100%	2	3	1	50%
* PROPERTY *	66	53	-13	-20%	506	592	86	17%
PART I TOTAL:	72	56	-16	-22%	576	644	68	12%
PART II CRIMES								
Drug	39	31	-8	-21%	279	340	61	22%
Assault Simple	7	23	16	229%	138	123	-15	-11%
Forgery/Counterfeit	4	1	-3	-75%	34	33	-1	-3%
Fraud	9	6	-3	-33%	98	67	-31	-32%
Embezzlement	2	0	-2	-100%	10	16	6	60%
Stolen Property	2	1	-1	-50%	13	11	-2	-15%
Vandalism	10	13	3	30%	64	74	10	16%
Weapons	6	0	-6	-100%	29	16	-13	-45%
Prostitution	0	0	0	N.C.	0	1	1	N.C.
All Other Sex Offens	1	0	-1	-100%	8	3	-5	-63%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	6	2	-4	-67%
D. W. I.	10	8	-2	-20%	79	76	-3	-4%
Liquor Law Violation	1	0	-1	-100%	10	15	5	50%
Disorderly Conduct	1	3	2	200%	9	13	4	44%
Obscenity	0	0	0	N.C.	2	1	-1	-50%
Kidnap	0	0	0	N.C.	0	2	2	N.C.
All Other Offenses	3	6	3	100%	52	61	9	17%
PART II TOTAL:	95	92	-3	-3%	831	854	23	3%
=====								
GRAND TOTAL:	167	148	-19	-11%	1407	1498	91	6%

N.C. = Not Calculable



Town of Smithfield
Fire Department
 September, 2016

I. Statistical Section

Responded to	2016 Sept.	2015 Sept.	2016 YTD	2015 YTD
Total Structure Fires Dispatched	9	12	66	72
Confirmed Structure Fires (Our District)	2	4	12	15
Confirmed Structure Fires (Other Districts)	0	0	7	10
EMS/Rescue Calls	134	119	1221	998
Vehicle Fires	1	2	14	16
Motor Vehicle Accidents	17	23	140	127
Fire Alarms (Actual)	7	7	79	47
Fire Alarms (False)	13	8	82	110
Misc./Other Calls	23	8	223	150
Mutual Aid (Received)	7	8	79	79
Mutual Aid (Given)	3	5	50	46
Overlapping Calls (Calls at the same time)	23	18	227	156
TOTAL EMERGENCY RESPONSES	204 +14%	179	1825 +20%	1520

* Denotes breakdown of calls *

	Sept.	YTD
Fire Inspections/Compliance Inspections	34	235
Public Fire Education Programs	3	26
Children in Attendance	800	1698
Adults in Attendance	78	314
Plans Review Construction/Renovation Projects	0	10
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	4	99
Re-Inspections	6	110

II. Major Revenues

	Sept.	YTD
Inspections	\$1000.00	\$11,900.00
False Alarms	\$1450.00	\$4,700.00
Fire Recovery USA	\$1836.00	\$19,481.00
EMS Debt Setoff	\$0.00	\$7,394.09

Major Expenses for the Month:

III. Personnel Update:

- We offered the position of Division Chief of training to Jeremey Daughtry, his first day was September 19th 2016.

IV. Narrative of monthly departmental activities:

- We participated in several fire prevention programs throughout September; we were able to reach out to many children and adults through these visits. The following are the schools and businesses we able to reach out to: Neuse Charter, San Marcos, Smithfield Senior Manor, and Berkshire Apartments.
- We held a class for EOC operations for all town departments.
- We continue in preparations for the County disaster drill (Major Weather Event); to be held in numerous EOC locations throughout the county, ours included. This drill is being paid for through a grant attained through the county.
- The Fire Dept. continues in preparations for the upcoming NCDOI ISO rating inspection.

**Town of Smithfield
Public Works Department
Sept. 30, 2016**



213 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800

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

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

419.26 tons of household waste collected

126.23 tons of yard waste collected

7.09 tons of recycling collected

43 Animal Control work orders completed

27 Cats transported to Animal Shelter

5 Dogs transported to Animal Shelter

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Sept. 30, 2016



I. Statistical Section

4 _____ Burials
8 _____ Works Orders – Buildings & Facilities Division
4 _____ Work Orders – Grounds Division
13 _____ Work Orders – Sign Division

II. Major Revenues

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

III. Major Expenses for the Month:

The Appearance Division purchased Christmas decorations from Mosca Design in the amount of \$9,868.40.

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. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Healthier Life Style Choices".

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Sept. 30, 2016**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Replaced 171LF of sidewalk, (Church and 3rd, 212 S 2nd, 302 Church and Church and S 4th)
- c. Replaced 152LF of curb and gutter, (802 MLK, 912 S Walnut, Church and S 3rd, 1003 Lemay, S 2nd and Wilson, 4th and Church)
- d. 43 Work Orders were completed regarding Animal Control related issues. 27 Cats and 5 Dogs were transported to the Animal Control Shelter.

II. Major Revenues

None for the month.

III. Major Expenses for the Month:

\$4,680 to Hinton Construction for concrete repairs, \$1,005 to Traffic Distributor Links LLC for bollards for Smithfield Crossing.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Healthier Life Style Choices".

**Town of Smithfield
Public Works Department
September 2016 Drainage Report**

Location: 410 Canterbury Rd, 809, 388 Venture Drive, Holding Street.
 Starting Date: 9/6/2016
 Completion Date: 9/30/2016
 Description: Repaired 17 potholes with Perma Patch asphalt.
 Man-hours: 4hrs.
 Equipment: 402 pickup plus hand tools.
 Materials: 10 bags of Perma Patch asphalt.

Location: Baker Street (dirt path section), Dead End of Gaston.
 Starting Date: 9/8/2016
 Completion Date: 9/9/2016
 Description: Cut back right of way areas.
 Man-hours: 5hrs.
 Equipment: Bobcat tractor with bush hog plus hand tools.
 Materials: N/A

Location: Vermont Street at Meadowbrook Creek.
 Starting Date: 9/6/2016
 Completion Date: 9/9/2016
 Description: Repaired broken retainer wall on the East side of the creek.
 Man-hours: 61.50hrs.
 Equipment: 420 Backhoe, 405 dump truck plus hand tools.
 Materials: 6 yards of 3000psi concrete and 6.67 tons of rip rap rock.

Location: Smithfield Crossings and Outlet Center Drive.
 Starting Date: 9/9/2016
 Completion Date: 9/9/2016
 Description: Erected 25 flexible bollards and a no U-turn sign.
 Man-hours: 9hrs.
 Equipment: 900, 401 plus hand tools.
 Materials: 100 bolts, 6 tubes of epoxy 25 bollards and no U-turn sign.

Location: 2110 E Market Street, 403 Pine Street, 48 Dail Street, 14 Peedin Road, 522 Buffalo Road, 2110 S Bright Leaf, 811 Martin Street, 404 N Bright Leaf.
 Starting Date: 9/12/2016
 Completion Date: 9/30/2016
 Description: Cut 8 Nuisance properties for planning department.
 Man-hours: 19hrs.
 Equipment: Bobcat Tractor with bush hog, scag mowers and hand tools.
 Materials: N/A

Location: I-95 Brogden Road North side exit
 Starting Date: 9/14/2016
 Completion Date: 9/14/2016
 Description: Cut back ditch bank and shoulder of road way.
 Man-hours: 8hrs.
 Equipment: New Holland tractor with side arm.
 Materials: N/A

Location: 619, 657, 659 NC Hwy 210.
Starting Date: 9/15/2016
Completion Date: 9/15/2016
Description: Cleaned 65ft of drainage culverts and removed obstructions from ditch bank for positive drainage.
Man-hours: 7.5hrs.
Equipment: Jet truck plus hand tools.
Materials: N/A

Location: 540 North Street.
Starting Date: 9/19/2016
Completion Date: 9/20/2016
Description: Repaired two washout areas and cleaned culverts for positive drainage.
Man-hours: 27.75hrs.
Equipment: 420 Cat backhoe, 405 dump truck plus hand tools.
Materials: 2 yards of fill dirt.

Location: 9th and Massey.
Starting Date: 9/26/2016
Completion Date: 9/26/2016
Description: Repaired sinkhole in drainage system with ½ yard of 3000psi concrete.
Man-hours: 5.75hrs.
Equipment: 401 pickup plus hand tools.
Materials: ½ yard of 3000psi concrete.

Location: Corner of Futrell Way and E Market.
Starting Date: 9/29/2016
Completion Date: 9/29/2016
Description: Cut back blind intersection for safety.
Man-hours: 2hrs.
Equipment: power tools.
Materials: N/A

Curb Gutter Repair Sept. 2016

<u>W.O. #</u>	<u>LOCATION</u>	<u>District</u>	<u>SIZE</u>	<u>CONTRACTOR / REPAIR DATE</u>
#12364 (9/15)	802 Martin Luther King Jr. Dr. (North Ave. side)	4	25 LF	David Hinton Construction Co. - 9/2/2016
# 13346 (3/16)	912 S. Walnut Dr.	1	6' LF	David Hinton Construction Co.- 9/7/2016
#13349 (3/16)	Church St. near S. 3rd St. intersection (Between Church & Johnston St.)	2	20' LF	David Hinton Construction Co. - 9/2/2016
#14181 (7/16)	1003 Lemay St.	4	40' LF	David Hinton Construction Co. - 9/2/2016
#14655 (8/16)	S. 2nd St. Near Wilson St.	1	20' LF	David Hinton Construction Co.- 9/7/2016
#14656 (8/16)	1008 Lemay St.	4	20' LF	David Hinton Construction Co. - 9/2/2016
#14657 (8/16)	S. 4th St. at corner of Church St.	2	20' LF	David Hinton Construction Co.- 9/7/2016

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Sept. 30, 2016**



I. Statistical Section

 3 Preventive Maintenances

 0 North Carolina Inspections

 30 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. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Healthier Life Style Choices".

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
September 30, 2016**



I. Statistical Section

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

- a. Sanitation forces completed 71 work orders
- b. Sanitation forces collected 419.26 tons of household waste
- c. Sanitation forces disposed of 32 loads of yard waste and debris at Spain Farms Nursery and disposed of 62.23 tons of yard waste at the Jo Co Landfill
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 1.52 tons of Solid C
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 5.34 tons of recyclable plastic
- h. Recycled 1660 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gallons of cooking oil was collected at the Convenient Site Center
- j. Recycled 2440 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$33.24 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 1660 lbs. of shredder steel for \$70.55 to Omni Source
- d. Sold 3240 lbs. of shredder sheet iron for \$137.70 to Omni Source

III. Major Expenses for the Month:

ERJ Hydraulics was paid \$680.00 for repairs to the cylinder on the knuckleboom loader.

IV. Personnel Update:

Due to the lack of man power a temporary employee was hired.

V. Narrative of monthly departmental activities:

The department worked closely with Parks & Recreation and Downtown Development on providing traffic control devices and event containers for Special events held at the Parks. Sandy Altman with Wellness Works Johnston Health conducted the Public Works safety meeting on "Healthier Life Style Choices".



**PARKS AND RECREATION
AND
SMITHFIELD RECREATION
AND AQUATICS CENTER**

MONTHLY REPORT FOR SEPTEMBER, 2016

PROGRAMS STATISTICS	SEPTEMBER, 2016	16/17 FY YTD	SEPTEMBER, 2015	15/16 FY YTD
NUMBER OF PROGRAMS	34	106	29	107
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3568	16605	3897	18963
SRAC MEMBER VISITS	5083	17363	4661	18156
DAY PASSES	298	3939	435	4061
RENTALS (SRAC)	26	142	41	166
USERS (SRAC RENTALS)	1440	9389	2270	9079
PARKS RENTALS	36	78	41	142
USERS (PARKS RENTALS)	2220	4879	1192	2930
TOTAL UNIQUE CONTACTS	12,609	51,785	12,455	53,189
FINANCIAL STATISTICS	SEPTEMBER, 2016	16/17 FY YTD	SEPTEMBER, 2015	15/16 FY YTD
PARKS AND RECREATION REVENUES	\$ 5,414.00	\$ 17,304.00	\$ 5,315.00	\$ 31,212.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 59,878.00	\$ 156,266.00	\$ 59,443.00	\$ 151,004.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 31,259.00	\$ -	\$ -
SRAC REVENUES	\$ 57,143.00	\$ 193,657.00	\$ 57,535.00	\$ 185,962.00
SRAC EXPENDITURES	\$ 54,361.00	\$ 218,416.00	\$ 81,494.00	\$ 230,875.00
SRAC MEMBERSHIPS	2625			

HIGHLIGHTS

WAS SELECTED TO HOST THE 2017 TAR HEEL LEAGUES GIRLS SOFTBALL STATE TOURNAMENT

HOSTED THE TRIANGLE SELECT LEAGUES MID-SEASON SHOWCASE

HOSTED MOVIE NIGHT IN THE PARK AT SMITH-COLLINS PARK



**Utilities Department
Monthly Report
September 2016**

- **Statistical Section**
 - Electric CP Demand 27,091 Kw relative to August's demand of 28,368 Kw.
 - Electric System Reliability for was 99.9728%, with four recorded outage; relative to August's 99.9584%.
 - Raw water treated on a daily average was 3.552 MG relative to 3.798 MG for August; with maximum demand of 3.840 MG relative to August's 3.830 MG.
 - Total finished water to the system was 94.562 MG relative to August's 104.287 MG. Average daily for the month was 3.050 MG relative to August's 3.364 MG. Daily maximum was 3.510 MG (September 18th) relative to August's 3.836 MG. Daily minimum was 2.450 MG (September 22nd), relative to August's 3.209 MG.

- **Miscellaneous Revenues**
 - Electrical sales were \$1,585,599 relative to August's sales of \$1,690,355
 - Water sales were \$220,008 relative to August's \$225,071
 - Sewer sales were \$296,251 relative to August's \$301,753
 - Johnston County Water purchases were \$89,628 for 59.752 MG relative to August's \$78,175 for 52.116 MG.

- **Major Expenses for the Month**
 - Electricity purchases were \$1,153,696 relative to August's \$1,263,338
 - Johnston County sewer charge was \$160,354 for 53.897 MG relative to August's \$136,107 for 46.020 MG.

- **Personnel Changes –**
 - No personnel changes occurred in September



**Town of Smithfield
Electric Department
Monthly Report
September, 2016**

I. Statistical Section

- Street Lights repaired –37
- Area Lights repaired -22
- Service calls – 56
- Underground Electric Locates –88
- Poles changed out or installed -2
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had two Safety meetings one on Blood Borne Pathogens & the other was Certification for forklift operation.

V. Miscellaneous Activities:

- Continuing Conversion work on Wilson St., Stevens St., & Holding St.
- Continuing to cutting Right-of-Way along Power Line & Water/Sewer ROW.
- Completed Directional Boring for Tree Scape Project.
- Started installing lights for the Tree Scape Project.



WATER & SEWER
SEPTEMBER 2016 MONTHLY REPORT

● DISCONNECT WATER	13
● RECONNECT WATER	13
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	4
● LOW PRESSURE CALLS	2
● NEW SERVICE INSTALLS	2
● LEAK DETECTION	27
● METER CHECKS	39
● METER REPAIRS	30
● WATER MAIN REPAIRS	2
● STREET CUTS	6
● REPLACE EXISTING METERS	18
● INSTALL NEW METERS	4
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	1
● SEWER REPAIRS	13
● CLEANOUTS INSTALLED	4
● SEWER MAIN CLEANED	1900LF
● SERVICE LATERALS CLEANED	475LF
● SERVICE CALLS	128
● LOCATES	99

- FLUSHED ALL DEAD END LINES ONE TIME
- FLUSHED ALL HYDRANTS ON HYDRANT LIST
- FLUSHED EXTRA HYDRANTS IN SOUTH SMITHFIELD TWICE PER WEEK TO HELP IMPROVE RESIDULES
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 3 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME

MAJOR EXPENSES FOR THE MONTH

- PURCHASE 2 FIRE HYDRANT FLUSHERS FOR SOUTH SMITHFIELD, SPLIT COST WITH WATER PLANT

PERSONEL UPDATES

- PAT, BRIAN, AND JUSTIN WENT TO SCHOOL FOR COLLECTIONS AND CROSS CONNECTION

UP COMING PROJECTS FOR THE MONTH OF OCTOBER

- RELOCATE SEWER SERVICE TO THE NEUSE LITTLE THEATER (JOCO)
- INSTALL SECURITY FENCING AROUND 3 LIFT STATIONS AND 1 WATER TOWER
- PREPARING TO START THE AMI PROCESS
- REMOVE VALVE AT JONES BROTHERS TANK (RD BRASWELLS)
- SEWER MANHOLE SURVEY TO START (HYDROSTRUCTURES)
- SLS#3 RETRO FIT BEGINS



MONTHLY WATER LOSS REPORT
SEPTEMBER 2016

(2)- ¾" LINE-1/16" HOLE- 3 DAYS

¾" LINE – FULL FLOW - 15 MIN

(2)- ¾" LINE-1/8"HOLE-1 DAYS

¾" LINE – 1/8" HOLE – 3 DAYS

(5) 5/8" METER LEAKING AT WASHER

1"LINE- 1/16"HOLE – 1 DAYS

2" LINE- 1/8"HOLE – 1 DAY

6" LINE- ¾"HOLE – 4HRS

8" LINE- 8"SPLIT – 6HRS

FIRE HYDRANT LEAKING – 1 DAY

FIRE HYDRANT FULL FLOW – 45MIN

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	09/15/16	3.4	15	5310	10	North Street	9/29/16	4	15	15930	
Computer Drive	09/15/16	3.5	15	5310	10	West Street	9/29/16	4	15	17620	50
Castle Drive	09/15/16	4	15	5310	10	Regency Drive	9/29/16	1.2	15	19500	60
Parkway Drive	09/15/16	1.2	15	15930	40	Randers Court	9/29/16	1.1	15	15930	40
Garner Drive	09/15/16	3.2	15	7965		Noble Street	9/29/16	1.2	15	7920	
Hwy 210 LIFT ST.	09/15/16	3.5	15	7965		Fieldale Dr#1(L)	9/29/16	1	15	15930	40
Skyland Drive	09/15/16	3	15	5310	10	Fieldale Dr#2(R)	9/29/16	1	15	15930	40
Braford Street	09/14/16	1.2	15	7965		Heather Court	9/29/16	1.6	15	7965	40
Keillie Drive	09/14/16	1.6	15	7965		Reeding Place	9/29/16	1.2	15	7965	40
Edgewater	09/15/16	1.3	15	7965		East Street	9/29/16	4	15	15930	40
Edgcombe	09/15/16	1	15	159480	40	Smith Street	9/29/16	4	15	15930	
Valley Wood	09/14/16	1	15	15930	40	Wellons Street	9/29/16	3.4	15	15930	40
Creek Wood	09/14/16	1	15	15930		Kay Drive	9/29/16	1.5	15	9750	15
White Oak Drive	09/14/16	1.3	15	5310	10	Huntington Place	9/29/16	2	15	10095	
Brookwood Drive	09/14/16	1	15	5655	5	N. Lakeside Drive	9/29/16	2	15	9435	15
Runnymede Place	09/15/16	1.2	15	5310	10	Cypress Point	9/29/16	2	15	8715	12
Nottingham Place	09/15/16	1.2	15	5310	10	Quail Run	9/29/16	2.5	15	10095	
Heritage Drive	09/14/16	1	15	5310	10	British Court	9/29/16	2.5	15	11550	
Noble Plaza #1	09/14/16	1.2	15	5310	10	Tyler Street	9/21/16	2.5	15	19500	60
Noble Plaza #2	09/14/16	1	15	5310	10	Yelverton Road	9/21/16	3	15	15930	40
Pinecrest Street	09/15/16	1.3	15	5310	10	Ava Gardner	9/21/16	0.5	60	95980	
S. Sussex Drive	09/15/16	3.2	15	7965		Waddell Drive	9/22/16	2.5	15	5310	10
Elm Drive	09/15/16	1.3	15	5310	10	Henly Place	9/22/16	3	15	8715	12
Braford Street	09/14/16	3.2	15	7965		Birch Street	9/22/16	3	15	8715	12
Coor Farm Supply	09/15/16	3.5	15	5080		Pine Street	9/22/16	2.8	15	9750	15
Old Goldsboro Rd.	09/15/16	3	30	21240		Oak Drive	9/22/16	2.8	15	9430	14
Hillcrest Drive	09/22/16	3.4	15	10620	10	Cedar Drive	9/22/16	3	15	5310	10
Eason Street	09/22/16	1.2	15	15930	40	Aspen Drive	9/22/16	3	15	8715	12
Magnolia circle	09/22/16	3	15	7965		Furlonge Street	9/22/16	3.5	15	8715	12
Rainbow Drive	09/22/16	3.8	15	19500	60	Golden Corral	9/22/16	3	15	10080	16
Rainbow Circle	09/22/16	3.8	15	19500	60	Holland Drive	9/22/16	1	15	9750	15
Moonbeam Circle	09/29/16	3.8	15	19500	60	Davis Street	9/22/16	3.5	15	8715	12
Ray Drive	09/29/16	2.6	15	31860	40	Caroline Ave.	9/22/16	3.5	15	5310	10
Will Drive	09/29/16	2.8	15	31860	40	Johnston Street	9/22/16	3.5	15	7965	15
Michael Lane	09/29/16	4	15	7965	40	Ryans	9/29/16	0.5	60	63720	
Ward Street	09/29/16	4	15	15930	40						

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

Sep-16
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	3.800	3.570	0.120	3.450	90.79
2	3.80	24.0	3.770	3.530	0.118	3.412	90.50
3	3.80	24.0	3.790	3.050	0.112	2.938	77.52
4	3.80	22.0	3.440	3.130	0.112	3.018	87.73
5	3.80	20.0	3.420	3.260	0.116	3.144	91.93
6	3.80	24.0	3.760	3.480	0.122	3.358	89.31
7	3.80	24.0	3.770	3.510	0.119	3.391	89.95
8	3.80	24.0	3.770	3.500	0.121	3.379	89.63
9	3.80	24.0	3.760	3.520	0.120	3.400	90.43
10	3.80	24.0	3.780	3.600	0.117	3.483	92.14
11	3.80	24.0	3.810	3.490	0.117	3.373	88.53
12	3.80	23.0	3.640	3.480	0.120	3.360	92.31
13	3.80	24.0	3.820	3.420	0.119	3.301	86.41
14	3.80	22.5	3.570	3.520	0.121	3.399	95.21
15	3.80	24.0	3.780	3.600	0.123	3.477	91.98
16	3.80	24.0	3.800	3.510	0.119	3.391	89.24
17	3.80	23.0	3.630	3.490	0.118	3.372	92.89
18	3.80	24.0	3.840	3.630	0.120	3.510	91.41
19	3.80	24.0	3.810	3.560	0.120	3.440	90.29
20	3.80	20.5	3.270	3.110	0.116	2.994	91.56
21	3.60	20.5	3.060	2.560	0.110	2.450	80.07
22	3.60	20.0	2.970	2.560	0.110	2.450	82.49
23	3.60	24.0	3.630	3.160	0.116	3.044	83.86
24	3.60	19.5	2.950	2.890	0.113	2.777	94.14
25	3.60	24.0	3.610	3.080	0.117	2.963	82.08
26	3.50	22.0	3.310	2.990	0.116	2.874	86.83
27	3.50	21.0	3.078	3.060	0.117	2.943	95.61
28	3.50	23.0	3.348	3.140	0.232	2.908	86.86
29	3.50	24.0	3.530	3.140	0.232	2.908	82.38
30	3.50	23.0	3.350	2.770	0.115	2.655	79.25
31						0.000	#DIV/0!
Total	111.50	688.0	106.866	98.310	3.748	94.562	88.49
Avg	3.72	22.9	3.562	3.277	0.125	3.050	
Max	3.80	24.0	3.840	3.630	0.232	3.510	
Min	3.50	19.5	2.950	2.560	0.110	0.000	