



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING DECEMBER 1, 2015
7:00 PM**

Call to Order

Invocation

Approval of Agenda

Old Business

Page

Presentation:

1. **FY 2014-2015 Audit**
(Finance Director – Greg Siler & Phyllis Pearson of Petway, Mills & Pearson, PA)
See attached information.....1

Public Hearing:

1. **Rezoning Request by Steven H. Gower (Z-15-05)** : The applicant is requesting to rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district. The property considered for rezoning is located on the east side of US 70 Highway Business West and approximately 220 feet north of its intersection with Cloverdale Drive. The property is further identifies as Johnston County Tax ID# 17J08004.
(Planning Director – Paul Embler) See attached information.....14

Citizens Comments: _____

Consent Agenda Items:

1. Approval of **Minutes**: November 10, 2015 – Regular Meeting
November 10, 2015 – Closed Session (Under Separate Cover)
See attached information.....40
2. **Career Ladder Promotion – Police Department**. The Police Department is requesting approval to promote a Police Officer I to the rank of Police Officer II.
(Chief of Police – Michael Scott) See attached information.....50

- 3. **Fire Engineer Promotion – Fire Department.** The Fire Department is requesting to promote a Firefighter II to the rank of Fire Engineer. (Interim Fire Chief – John Blanton, Jr.) See attached information.....62

New Business

Organizational Meeting:

Pursuant to NCGS 160A-68 (See page 64), the Smithfield Governing Body is scheduled to conduct an organizational meeting. Therefore, the following information is provided:

1. Oaths of Office

- a. Administering Oath of Office to newly elected Mayor M. Andy Moore by The Honorable Senior Resident Superior Court Judge, Thomas H. Lock
- b. Administering Oath of office to returning Councilman Emery Ashley by The Honorable Retired District Court Judge, T. Yates Dobson, Jr.
- c. Administering Oath of office to newly elected Councilman John A. Dunn by The Honorable Senior Resident Superior Court Judge, Thomas H. Lock
- d. Administering Oath of office to newly elected Councilman Stephen Rabil by The Honorable Retired District Court Judge, T. Yates Dobson, Jr.

2. Presentations

- a. To outgoing Councilman Charles Williams and relinquishment of Council seat.
- b. To outgoing Mayor John H. Lampe II and relinquishment of Mayor’s Seat

3. Election of the Mayor Pro-Tempore

Pursuant to NCGS 160A-70 (See page 66), the new Board is to elect a Mayor Pro-Tem amongst its members. As for the Mayor Pro-Tem responsibilities, please refer to the Town of Smithfield Code of Ordinances Article III, Section 2-113 (See page 68).

4. Meeting Schedule

Pursuant to NCGS 160A-71 and Town of Smithfield Code of Ordinances Article II Section 2-46, the governing body is to adopt a meeting schedule. (See page 70)

Councilmember's Comments

Page

Town Manager's Report

- Financial Report (See attached information).....74
- Department Reports (See attached information).....78
- Manager's Report (Will be provided prior to the meeting)

Adjourn

A reception will follow with light refreshments in the Fire Station Training Room.

**Town of Smithfield
Town Council
Action Form**

Item: Presentation of the 2014-2015 Annual Financial Report

Date of Meeting: December 1, 2015

Date Prepared: November 25, 2015

Staff Work By: Finance Director

Presentation: Regular Agenda

Background: 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.

Action Requested: No Action Required



Town of Smithfield

ANNUAL
FINANCIAL REPORT
JUNE 30, 2015

*Town Council
December 1, 2015*

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

2015 Revenue Total = **\$12.872 Million**

Increase of \$202,361 or 1.59% from 2014

Primary Sources:

| | |
|----------------|-------|
| Property Taxes | 48.1% |
| Sales Taxes | 26.3% |
| Sanitation | 10.1% |

Property Taxes

2015 Total Assessed Taxable Property Value
= **\$1.07 Billion**

Increase of slightly more than 5% from 2014

Collection Rate = 99.7% of gross levy collected

General Fund Expenditures and Transfers

FY15 Expenditures and Transfers = **\$11.4 million**

- Increase of \$500,602 or 4.6% from 2014
- Primarily due to \$250,000 in transfers to capital project funds

Primary expenditure areas:

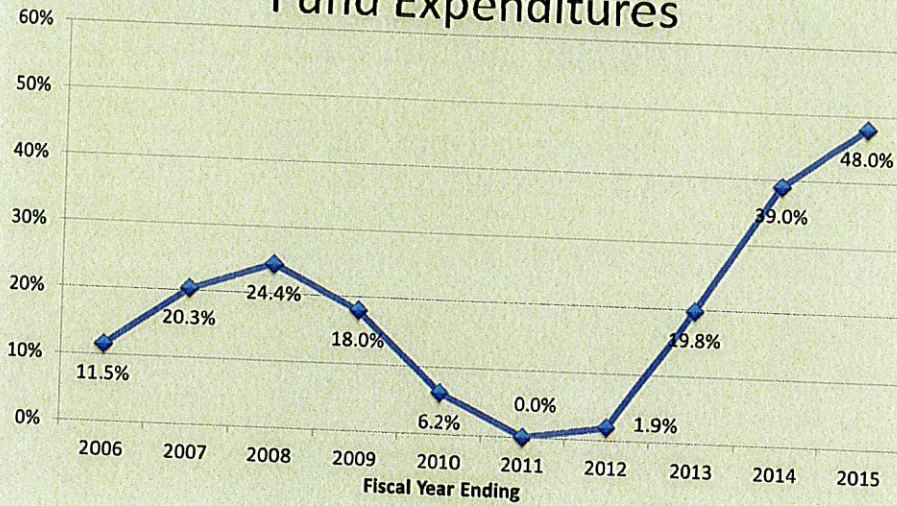
| | |
|-------------------------|-------|
| Public safety | 39.7% |
| Cultural and Recreation | 14.4% |
| Transportation | 12.0% |

Governmental Fund Balance Position

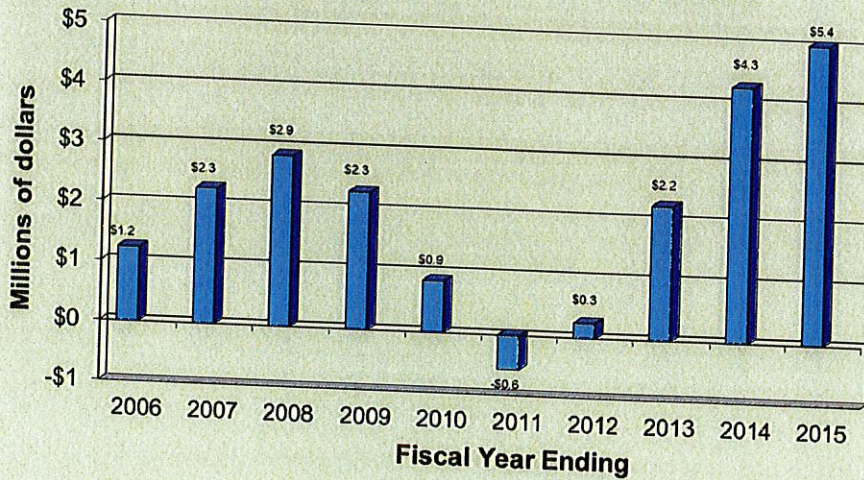
2015 Unassigned Fund Balance = **\$5,445,590**

- Increase of \$1,170,819 from 2014
- Represents 48.0% of 2015 General Fund expenditures
- Exceeds Local Government Commission's Recommended Minimum of 8%
- Well Within Fund Balance Policy of no less than 25%

Unassigned Governmental Fund – Fund Balance As A Percentage of General Fund Expenditures



Dollar Amount of Governmental Funds Unassigned Fund Balance



Governmental Debt Position

2015 Outstanding General Fund Debt =
\$10,180,635 as of June 30, 2015

Net decrease in debt of **\$1,978,970**

\$3,044,777 new debt (Smithfield Crossing, vehicles and equipment)
\$5,023,747 retired debt

Water/Sewer Enterprise Fund

Total Revenues = **\$5.479 million**

(down \$102,907 from FY14)

Total Expenditures = **\$6.749 million**

(up \$1,009,320 from FY14 and excludes transfers and interest)

- Unrestricted cash and investments of \$3.731 million (Down \$1,160,401 from FY14)
- Restricted cash and investments of \$109,150
- Current liabilities of \$574,502

Water/Sewer Enterprise Fund transfers

- Expenditures exceed revenues by \$1,270,699
- Transferred to general fund = \$25,000

Water/Sewer Debt Position

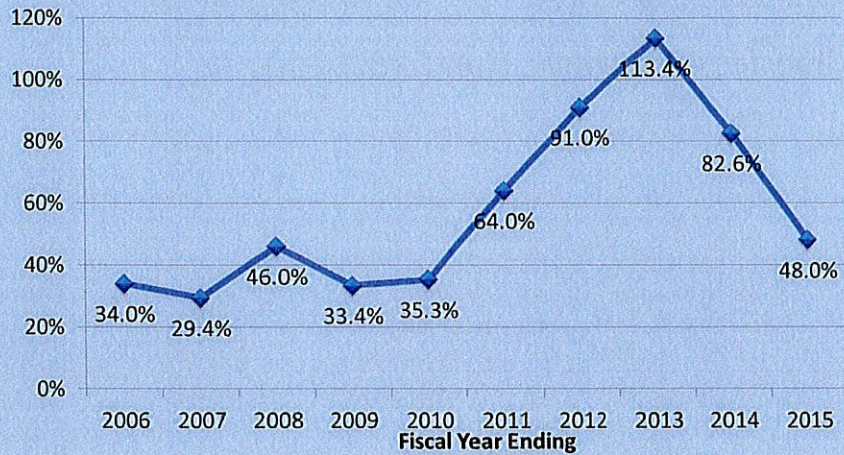
2015 Outstanding Water Fund Debt = **\$505,130**
as of June 30, 2015

Net increase in debt of \$244,219

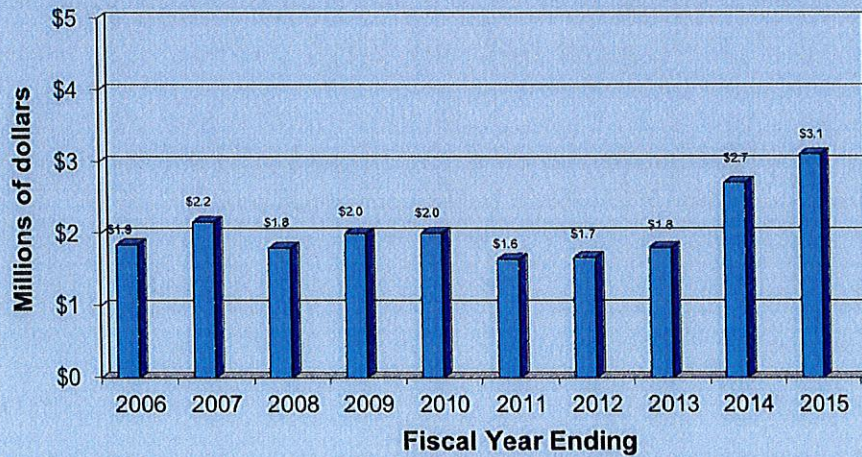
\$407,683 new debt (vehicles and equipment)

\$163,464 retired debt

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



Sewer Treatment Cost



Electric Enterprise Fund

Total Revenues = **\$19.882 million**

(down \$124,136 from FY14)

Total Expenditures = **\$18.771 million**

(down \$683,131 from FY14 and excludes transfers and interest)

- Unrestricted cash and investments of \$5.659 million (up \$799,521 from FY14)
- Restricted cash and investments of \$518,510
- Current liabilities of \$2,555,587

Electric Fund transfers

- Revenues exceed expenditures by \$1,111,441
- Transferred to general fund = \$243,542 (\$86,214 for payment in lieu and \$157,328 for capital asset transfer)

Electric Debt Position

2015 Outstanding Electric Fund Debt =
\$3,743,871 as of June 30, 2015

Net decrease in debt of **\$144,909**

\$83,501 new debt (vehicles and equipment)

\$228,410 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 SAS 115 Requirements – No Material weaknesses or significant deficiencies
- Overall Sound Financial Policies and Procedures
- “Unqualified Opinion” (GOOD)
- Findings, Recommendations And Responses.

Future Financial Considerations

- New Sludge Handling equipment at the Water Plant- estimated cost \$250,000 – 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. Spending \$900,000 in FY 2016. Goal is to see reduced treatment cost mainly in FY 2017 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 will 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

- New Sand Removal System Project at the Water Plant – This project will remove sand from the raw river water before it gets to the Treatment Plant for processing, thus reducing wear and tear on the equipment used in the processing of water. New Sludge Handling equipment at the Water Plant- estimated cost \$250,000 – 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. Spending \$900,000 in FY 2016. Goal is to see reduced treatment cost mainly in FY 2017 and future years.

Future Financial Considerations Continued

- Brodgen Substation Transformer Replacement (1.4 million)
- Financial Software Replacement (\$150,000)

The End



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: RZ-15-05
Project Name: n/a
TAX ID number: 17J08004
Town Limits / ETJ: ETJ and within 2 miles of Smithfield Corporate Limits
Applicant: Steven H. Gower
Owners: Steven H. Gower
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: East side of US 70 Highway Business West approximately 220 feet north of its intersection with Cloverdale Drive

REQUEST: Rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district

SITE DATA:

Acreage: 47.78 acres
Present Zoning: R-20A (Residential-Agricultural) B-3 (Business)
Proposed Zoning: LI (Light Industrial)
Existing Use: Agriculture / Residential
Proposed Use: N/A

DEVELOPMENT DATA:

Proposed Use: N/A - All uses permitted within the LI (Light Industrial) zoning district may be considered for future site plan approval.

ENVIRONMENTAL: The eastern most portion of property contains environmentally sensitive areas to include wetlands and the Little Poplar Creek year floodplain. The property is also located within the watershed protected area of the Town of Smithfield. Any future development proposal will be encouraged to limit encroachment into these areas and to maintain a maximum built upon area of 24% or less.

ADJACENT ZONING AND LAND USES:

| | | |
|--------|---------------|---|
| North: | Zoning: | LI (Light Industrial) |
| | Existing Use: | Warehousing / Wooded |
| South: | Zoning: | B-3 (Business) and R-20A (Residential-Agricultural) |
| | Existing Use: | Whitley Heights Subdivision |
| East: | Zoning: | R-20A (Residential-Agricultural) |
| | Existing Use: | Vacant / Wooded |
| West: | Zoning: | R-20A (Residential-Agricultural) and B-3 (Business) |
| | Existing Use: | Agriculture / Byrd's Wholesale |

STAFF ANALYSIS AND COMMENTARY:

The property considered for rezoning is currently being used for agricultural endeavors. The property contains 1 residential structure and 2 accessory structures which are located on the northeast side of the property. The eastern most property boundary is the approximate centerline of Little Poplar Creek. The 110 lot residential subdivision of Whitley Height is adjacent to and south of the property considered for rezoning. The 62 lot residential subdivision of Wedgewood is not adjacent to the property proposed for rezoning but is in close proximity and located to northeast and just across Little Poplar Creek.

Adjacent to and north of the property considered for rezoning is an existing LI (Light Industrial) zoning district which is approximately 45 acres in area. Existing tenants include North American Van Lines located in a 70 thousand square foot facility and Technion Studio located in a 55 square foot facility. Other Light Industrial parks in the area include an unnamed facility that is the home of OPW Containment and Airport Industrial Park located off Swift creek Road and adjacent to the airport. All of the these facilities are located within the Town of Smithfield Planning and Zoning Jurisdiction.

Consistency with the Strategic Growth Plan

The proposed rezoning to the LI (Light Industrial) zoning district is not consistent with the Strategic Growth Plan which recommends the property be zoned for low density residential development. However the property is adjacent to an existing LI zoning district and the proposed rezoning is a logical extension of this district.

o **Consistency with the Unified Development Code**

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.

o **Compatibility with Surrounding Land Uses**

The property considered for a rezoning is located on a major corridor entering the Town from the west and is in close proximity to other like zoning districts. Rezoning this property from residential to a Light Industrial zoning district will not create any compatibility issues with the adjacent residential uses to the south provided that adequate buffers are installed as part of any future land use plan or subdivision.

OTHER:

FIRE PROTECTION: The Town of Wilsons Mills will provide fire protection.

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA

ACCESS/STREETS: Approximately 740 feet or road frontage along US 70 Highway Business West.

WATER/SEWER PROVIDER: Town of Smithfield water and sewer allocation

ELECTRIC PROVIDER: Duke Energy

FINDINGS:

In connection with a legislative decision for a rezoning request, the Town council may consider certain approval criteria. Please refer to attached "Approval Criteria". Planning Staff generally accepts these findings as fact as part of a complete application submitted by the petitioner.

Planning Department Recommendations: The Planning Department recommends approval of the request to rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district

Planning Board Actions: The Planning Board, at its October 1, 2015 meeting, unanimously voted to continue the public hearing until its November 5, 2015 meeting.

Planning Board Actions: The Planning Board, at its November 5, 2015 meeting, unanimously voted to recommend approval of the proposed rezoning of approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district.

Town Council Action Requested: The Smithfield Town Council is requested to review the petition and make a decision in accordance with the approval criteria for a rezoning petition of approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district.

Town of Smithfield

Rezoning Permit Application

Approval Criteria

Application No. RZ-15-05 Name: Steven H. Gower

Request: Zoning reclassification from R-20A (Residential-Agricultural) and B-3 (Highway Business Entrance) to the LI (Light-Industrial) zoning district.

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 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. Finding One of Eight:

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

Circle One

A. Agree

The rezoning request from the low density residential zoning district to a light industrial zoning district is not consistent with the recommendations of the Future Land Use Plan which calls for low density residential uses. However, expanding the existing light industrial zoning district to the subject property will create opportunities for future job growth in the area.

B. Disagree

The Future land use plan has identified this property as being suitable for low density residential development and open space. The additional commercial activity and the traffic generated by such intensive uses offered by the light industrial zoning district will allow for harmful and adverse impacts on the area, particularly to the adjacent residential properties to the south.

2. Finding Two of Eight

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

Circle One

A. Agree

The rezoning petition is compatible with established neighborhood patterns of the surrounding area. This area contains some of the most productive industrial properties located within the Town of Smithfield Planning and Zoning Jurisdiction.

B. Disagree

Although no known compatibility issues with adjacent land uses have occurred in the past, rezoning the property to the light industrial zoning district could create the potential for additional congestion along US Hwy 70 in the form of additional retail shopping centers, restaurants, gas stations and urban sprawl in general.

3. Finding Three of Eight

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

Circle One

A. Agree

The rezoning request from the low density residential and highway entrance business zoning districts to a light industrial zoning district is consistent with historical trends suggesting that some industrial and manufacturing facilities prefer to be located in close proximity to Johnston County Airport.

B. Disagree

The rezoning petition is NOT compatible with the changing neighborhood conditions that might warrant a rezoning because recently constructed residential subdivisions have been built along Swift Creek Road and within the airport overlay zoning district.

4. Finding Four of Eight

2 of 5

RZ-15-05

....The rezoning request is in the community interest....

A. Agree

The rezoning will allow for a wider range of commercial and light industrial uses and provide additional area for consideration of large scale manufacturing uses and developments. Any development that will occur from the rezoning will increase the tax base as an additional benefit.

B. Disagree

The denial of the rezoning will be in the best interest of Smithfield because it will maintain a reservoir of low density residential properties for future development.

5. Finding Five of Eight

....The request does not constitute "Spot Zoning"....

A. Agree

It is unlikely an argument could be made for "spot zoning" or "small scale" since the rezoning will be expanding on an already existing light industrial zoning district.

B. Disagree

Since the rezoning does not meet the definition of spot zoning then there is no valid basis for denial.

6. Finding Six of Eight

....Present regulations deny or restrict the economic use of the property....

A. Agree

The property is currently zoned for residential and agricultural uses. Additional manufacturing and industrial uses such as those permitted in the light industrial zoning district cannot occur unless the property is rezoned.

B. Disagree

There are no considerations for residential development in the light industrial zoning district. Residential uses should be pursued in more depth prior to rezoning to light industrial.

7. Finding Seven of Eight

3 of 5

RZ-15-05

...the availability of public services allows consideration of this rezoning request....

A. Agree

In addition to public water and sewer being available to the site, the property is served with electricity by Duke Energy. CenturyLink and Time Warner also serve the area with phone and cable respectively.

B Disagree

Since all the above utilities serve the area then there can be no justification to deny the petition.

8. Finding Eight of Eight

....Physical characteristics of the site prohibit development under present regulations....

A. Agree

There are no physical restraints to the area considered for rezoning such as wetlands, stream buffers, potential flood hazard areas and storm water that would outright prohibit development of the property. There is no limiting geological and hydrological formation that would prohibit development (rock outcrops, lakes, etc.).

B. Disagree

Since there are no physical features such as rock out crops that would render the rezoned *area undevelopable and given the fact that proper permits more than likely can be obtained then there is no basis for denial based on physical characteristics.*

9. 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 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 I move to approve the Rezoning Petition RZ-15-05.

Motion to Deny: Based upon the failure to adequately address all of the above stated eight findings and for the reasons stated therein, I move to deny the Rezoning Petition RZ-15-05.

10. Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council, Rezoning Petition RZ-15-05 is hereby:

Check one

_____ **Approved for the following reasons:**

_____ **Denied for the following reasons:**

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

John H. Lampe II, Mayor

Attest:

Shannan L. Williams, Town Clerk



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

REZONING APPLICATION

Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning 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 for a rezoning to a Standard District.

Name of Project: Gower Property Acreage of Property: 47.78
 Parcel ID Number: 17J08004 Tax ID: 4219010
 Deed Book: 01135 Deed Page(s): 0382
 Address: 3830 US Hwy 70 BAS CLAYTON, N.C. 29520
 Location: 4 mi. W of SMITHFIELD

Existing Use: AGRICULTURE Proposed Use: LIGHT INDUSTRIAL
 Existing Zoning District: R 20 A
 Requested Zoning District: L-1
 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: R2-15-05 Date Received: 9/4/15 Amount Paid: \$300.00

OWNER INFORMATION:

Name: STEVEN H. GOWER
Mailing Address: 1707 WINDSOR RD KINSTON, NC 28504
Phone Number: 252 522-5293 Fax: _____
Email Address: sgower@PLYGEMWINDOWS.COM

APPLICANT INFORMATION:

Applicant: SAME AS ABOVE
Mailing Address: _____
Phone Number: _____ Fax: _____
Contact Person: _____
Email Address: _____

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:

- A map with metes and bounds description of the property proposed for reclassification.
- A list of adjacent property owners.
- A statement of justification.
- Other applicable documentation: _____

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.
WORKING WITH COUNTY ECONOMIC DEVELOPEMENT TO
HAVE SITE CERTIFIED.

REQUIRED FINDINGS OF FACT

Article 13, Section 13-17 of the Town of Smithfield Unified Development Ordinance requires applications for zoning map amendment 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. *The zoning petition is in compliance with all applicable plans and policies of the Town of Smithfield:*

yes

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

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

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

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

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

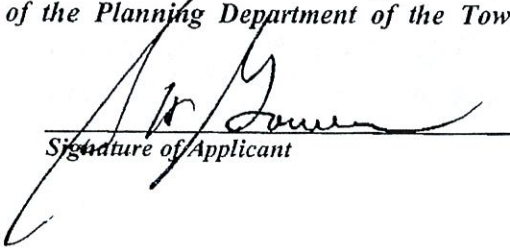
7. *The availability of public services allows consideration of this rezoning request:*

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

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 zoning map amendment. 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.

STEVEN H. GOWER
Print Name


Signature of Applicant

2/6/13
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: GOWER FARM Submittal Date: 9/4/15

OWNERS AUTHORIZATION

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

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

[Signature] STEVEN H. GOWER 9/4/15
 Signature of Owner Print Name Date

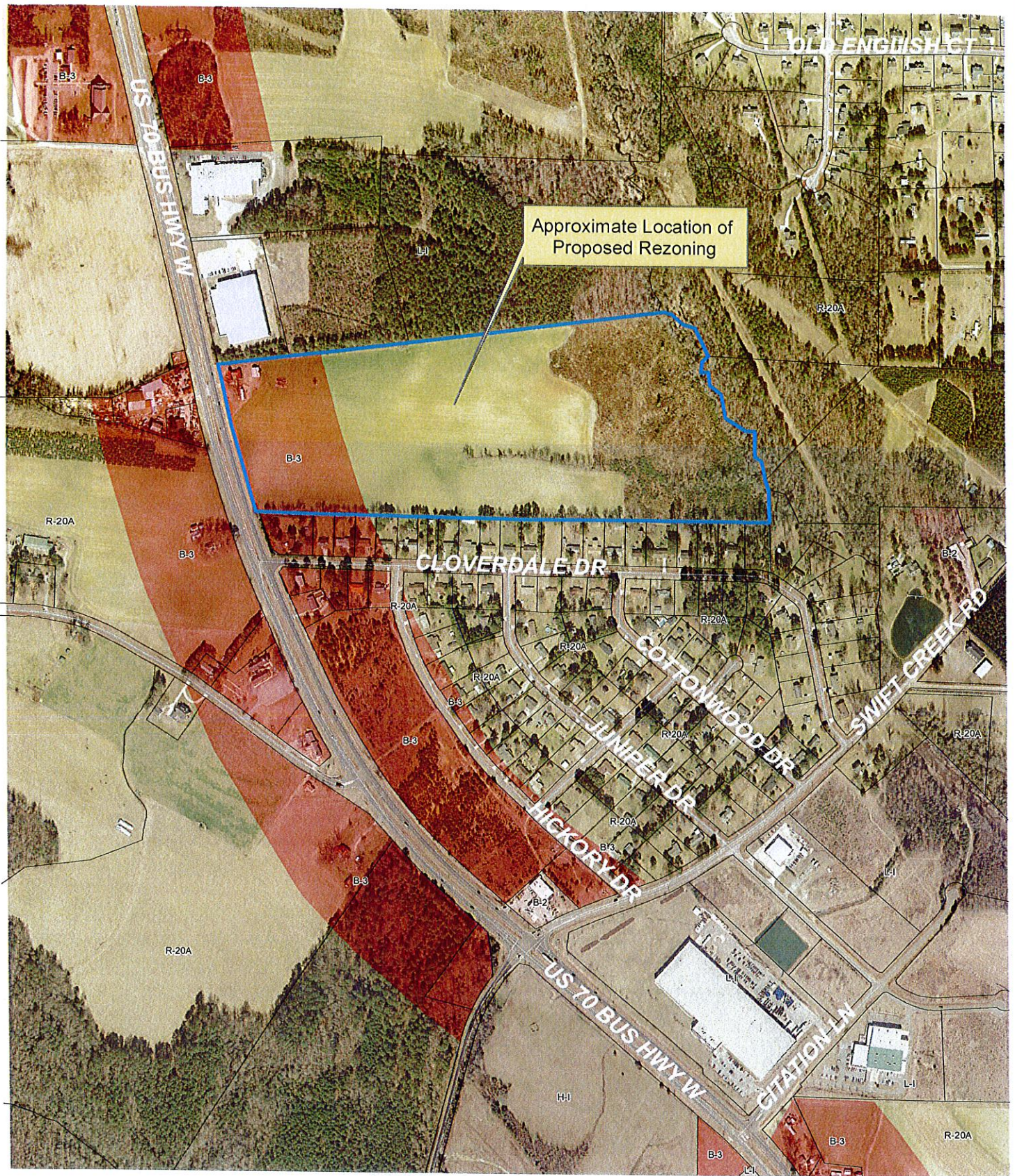
CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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.

[Signature] STEVEN H. GOWER 9/4/15
 Signature of Owner/Applicant Print Name Date

FOR OFFICE USE ONLY

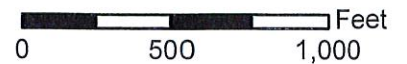
File Number: RZ-15-05 Date Received: 9/4/15 Parcel ID Number: 17508004



Vicinity Map for:
 RZ-15-05
 Applicant:
 Steven H. Gower



Map Created by Town of Smithfield
 Geographic Information Services

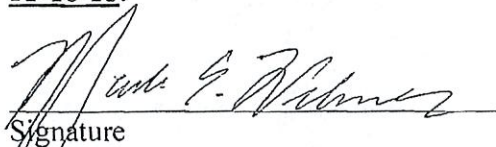




PLANNING DEPARTMENT
Paul C. Embler, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, RZ-15-05, were notified by First Class Mail on 11-18-15.

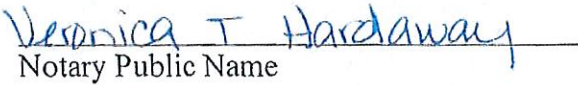

Signature

Johnston County, North Carolina

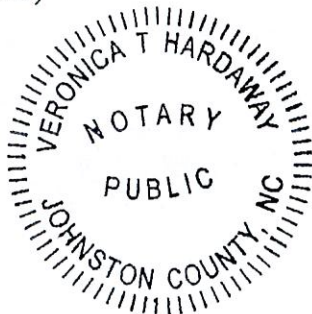
I, Veronica T. Hardaway, a Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

19th day of November, 2015


Notary Public Signature


Notary Public Name

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



Adjacent Property Owners of

RZ-15-05

| | | | | | | |
|-----------|----------------|------------------------------|--------------------------|------------|----|------------|
| 17J08004 | 168505-19-8748 | GOWER, STEVEN HOWARD | 1707 WINDSOR RD | KINSTON | NC | 28504-0000 |
| 17J08001C | 168617-10-1628 | HARGIS, RUSSELL STEVE | 1199 CRANTOCK RD | SMITHFIELD | NC | 27577-0000 |
| 17J08003 | 168505-09-7984 | BYRD, C A III | 3777 US HIGHWAY 70 BUS W | CLAYTON | NC | 27520-0000 |
| 17J08003A | 168617-00-5191 | BYRD, C A III | 3777 US HIGHWAY 70 BUS W | CLAYTON | NC | 27520-0000 |
| 15095011 | 168505-29-2444 | ACTION PROPERTY GROUP LLC | 503 ZIRCON LN | KNIGHTDALE | NC | 27545-7234 |
| 15J08090N | 168506-39-5442 | AMERICAN RESIDENTIAL LEASING | 7047 E GREENWAY PARKWAY | SCOTTSDALE | AZ | 85254 |
| 17J08001 | 168617-10-5763 | HARGIS, R STEVE | 1199 CRANTOCK ROAD | SMITHFIELD | NC | 27577-0000 |
| 17J08001D | 168617-20-4947 | HARGIS, R STEVE | 1199 CRANTOCK ROAD | SMITHFIELD | NC | 27577-0000 |
| 15096018 | 168506-29-9454 | STATE EMPLOYEES CREDIT UNION | PO BOX 26807 | RALEIGH | NC | 27611 |

Adjacent Property Owners of

RZ-15-05

| TAG | PIN | NAME1 | ADDRESS1 | CITY | STATE | ZIPCODE |
|-----------|----------------|--------------------------------|------------------------------|------------|-------|------------|
| 15096025 | 168506-39-6473 | WALLIN, CATHERINE C | 432 CLOVERDALE DR | CLAYTON | NC | 27520-6805 |
| 15095017 | 168506-29-8454 | FORD, RONALD E SR | 324 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 17107024H | 168618-30-6281 | LMR RENTALS A NC GENERAL PARTN | 201 S BRIGHTLEAF BLVD STE 5 | SMITHFIELD | NC | 27577-4077 |
| 17107026K | 168618-30-6541 | JERRY GOWER CONSTRUCTION CO IN | 7324 SEIMANS ROAD | WENDELL | NC | 27591-0000 |
| 17107027 | 167600-90-2721 | GIRSBERGER INDUSTRIES INC | P O BOX 1476 | SMITHFIELD | NC | 27577-0000 |
| 17107027A | 168617-00-7341 | COUNTY OF JOHNSTON | PO BOX 1049 | SMITHFIELD | NC | 27577-0000 |
| 15095007B | 168505-19-9475 | GODWIN, BILLY HOWARD | 204 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 15095009 | 168505-29-0455 | THOMPSON, NATHANIEL JR | 212 CLOVERDALE DRIVE | CLAYTON | NC | 27520-0000 |
| 15095002 | 168505-19-2581 | PASSER, GREGORY ROLF | 3650 US 70 W BUS | CLAYTON | NC | 27520-9015 |
| 15095004 | 168505-19-5456 | CANNON, DORIS R | 108 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 15095006 | 168505-19-7456 | BRYANT, HAZEL LENOY LF EST | 114 CLOVERDALE DR | CLAYTON | NC | 27520-9618 |
| 15095012 | 168505-29-3455 | TUCKER, SUSAN H | 304 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 15095013 | 168505-29-4454 | ROELOFS, BENJAMIN | 308 CLOVERDALE DRIVE | CLAYTON | NC | 27520-0000 |
| 15095014 | 168506-29-5445 | PITTMAN, JIMMIE LINCOLN HEIRS | C/O PITTMAN, MYRTICE E | CLAYTON | NC | 27520-0000 |
| 15095007 | 168505-19-8455 | GODWIN, BILLY HOWARD | 204 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 15095007A | 168505-19-9425 | GODWIN, BILLY HOWARD | 204 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 15095015 | 168506-29-6444 | PITTMAN, MYRTICE | 316 CLOVERDALE DRIVE | CLAYTON | NC | 27520-0000 |
| 15096020 | 168506-39-1494 | RHODES, BONNIE S | 45 LATOMA DR | ROXBORO | NC | 27574-0000 |
| 15096019 | 168506-39-0475 | DICKENS, WILLARD V | 3414 NC HIGHWAY 222 W | KENLY | NC | 27542-0000 |
| 15J08090A | 168506-29-7444 | BYRD, C A III | 205 LONGVIEW DR | SMITHFIELD | NC | 27577-0000 |
| 15J08090F | 168505-19-4455 | ABAYA, JOSE R | 104 CLOVERDALE DRIVE | CLAYTON | NC | 27520-0000 |
| 15J08090M | 168506-39-2493 | WOODARD, ANTHONY R | P O BOX 2278 | SMITHFIELD | NC | 27577-2278 |
| 15099003J | 168505-19-6456 | CULPEPPER, JAMES | 20 SMOKE RISE DR | MURPHY | NC | 28906-7046 |
| 15J08009G | 168505-09-5521 | WOOD, ANN U | 286 LITTLE CREEK CHURCH ROAD | CLAYTON | NC | 27520-0000 |
| 15095010 | 168505-29-1445 | LACKEY, ROBERT E | 216 CLOVERDALE DR | CLAYTON | NC | 27520-0000 |
| 17108007 | 168618-40-4084 | RAYLAND L EATMON REVOCABLE TRT | 110 MAPLE DRIVE | SMITHFIELD | NC | 27577-0000 |
| 15096023 | 168506-39-4414 | ORPIN, MARY LOU | C/O CODY ORPIN | MARSHALL | AR | 72650-0144 |

Planning Board Report for
RZ-15-05
Steven H. Gower

Public hearing held on October 1, 2015

(Excerpt from approved minutes)

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

RZ-15-05 Steven H Gower:

Mr. Foy opened the public hearing.

Mr. Helmer stated the applicant is requesting to rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district. The property considered for rezoning is located on the east side of US 70 Highway Business West approximately 220 feet north of its intersection with Cloverdale Drive. The property is further identified as Johnston County Tax ID# 17J08004.

Mr. Helmer stated the property considered for a rezoning contains environmentally sensitive areas to include wetlands and the Little Poplar Creek floodplain. The property is also located within the watershed protected area of the Town of Smithfield. Any further development proposal will be encouraged to limit encroachment into these areas and to maintain a maximum built upon are of 24% or less.

Mr. Helmer stated the property proposed for rezoning is currently being used for agricultural endeavors. The property contains 1 residential structure and 2 accessory structures which are located on the northeast side of the property. The eastern most property boundary is the approximate centerline of Little Poplar Creek. The 110 lot residential subdivision of Whitley Height is adjacent to and south of the property considered for rezoning. The 62 lot residential subdivision of Wedgewood is not adjacent to the property proposed for rezoning but is in close proximity and located to northeast and just across Little Poplar Creek. Adjacent to and north of the property considered for rezoning is an existing LI (Light Industrial) zoning district which is approximately 45 acres in area. Existing tenants include North American Van Lines located in a 70 thousand square foot facility and Technion Studio located in a 55 square foot facility. Other Light Industrial parks in the area include an unnamed facility that is the home of OPW Containment and Airport Industrial Park located off Swift Creek Road and adjacent to the airport. All of these facilities are located within the Town of Smithfield Planning and Zoning Jurisdiction.

Mr. Helmer stated the proposed rezoning to the LI (Light Industrial) zoning district is not consistent with the Strategic Growth Plan which recommends the property be zoned for low density residential development. However the property adjacent to an existing LI zoning district and the proposed rezoning is a logical extension of this district. The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance (UDO) 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 major corridor entering the Town from the west and is in close proximity to other like zoning districts. Rezoning this property from residential to a Light Industrial zoning district will not create any compatibility issues with the adjacent residential uses to the south provided that adequate buffers are installed as part of any future land use plan or subdivision. The Town of Smithfield will provide water and sewer, Duke Energy Progress will provide electric.

Mr. Helmer stated the Planning Department recommends approval of the request to rezone approximately 47.78 acres of land from an R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district.

The Planning Board is requested to review the petition to rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district a make a recommendation to Town Council based on the approval criteria for a rezoning.

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

Mr. Helmer stated the proposed project is part of a proposed certified Industrial site being assembled by Johnston County Economic Development Department. The applicant has been contacted but is not present. Mr. Helmer requested that the Board hear the case despite the applicant not being present.

Daniel Sanders asked if the proposed rezoning was the strip of land between Swift Creek Road and Cloverdale.

Mr. Helmer stated the property is approximately 220 feet north of Cloverdale Drive.

Mr. Foy asked if there was any opposition.

Mr. Helmer stated he was not aware of any opposition.

Daniel Sanders asked how this project would affect the two churches near the property.

Mr. Helmer stated the churches were not notified of the project as they are not immediately adjacent properties.

Mark Lane asked how this property would be compatible to established neighborhood patterns.

Mr. Helmer stated that rezoning the property would not create conflicts providing that any use creating noise, dust, odor, and glare would only be permitted by Town Council as conditional use. The property will also be buffered from the adjacent residential subdivision and will not be accessible from Cloverdale Drive. Mr. Helmer also stated that there are two existing Industrial parks nearby and the current proposal is an expansion of an existing light industrial zoning district.

Teresa Daughtry asked if the applicant owned the large warehouse in that area.

Mr. Helmer stated the applicant does not.

Mark Lane asked if giving up residential land is a good decision.

Mr. Helmer stated the area is appropriate for this project and a residential development may not be the most appropriate use given the property is in such close proximity to the airport.

Mr. Helmer stated that if there is any future interest in a residential project on the subject property, the property could be rezoned back to an appropriate residential zoning district.

Teresa Daughtry asked if there would be any cost to the Town.

Mr. Helmer stated this land is not within the corporate limits and I'm not aware of any cost to the Town.

Mr. Foy stated he was aware it is not required for applicants to be present during the public hearings, however there are questions that need to be answered and would think someone would be representing this project.

Teresa Daughtry stated her concerns about the applicant not being present. She stated that the Board and possibly the neighboring property owners would have questions that only the applicant can answer. Teresa Daughtry stated that given the legislative nature of the case, she did not feel comfortable giving a recommendation until the applicant or his agent is present for examination.

Lois Cannon, 303 Pelham St. Selma, stated she is the executor of her mother's estate and 108 Cloverdale Drive was left to her and her siblings. She asked how this project would affect the property given that many manufacturing facilities use hazardous materials.

Mr. Helmer stated in LI (Light Industrial) zoning district, heavy chemicals are not used and toxic waste is generally not created. Mr. Helmer also stated the Smithfield Town Council will have approving authority for any future use involving bulk storage of chemicals or fuels.

Lois Cannon asked if the proposed zoning would affect property value in the area.

Mr. Helmer stated that any future manufacturing facility would be required to buffer itself from adjacent land uses.

Daniel Sanders asked if the applicant would have to come back if any changes are made.

Mr. Helmer stated that any future land use requiring a conditional use permit would also require a review and recommendation from the Planning Board.

Teresa Daughtry asked what the protocol is if the applicant isn't present.

Mr. Helmer stated that zoning regulations do not require the applicant to be present however; it is helpful if the applicant is present and all but impossible for any opposition to cross examine if the applicant is not present.

Jack Matthews stated his concerns about the applicant being absent from the proceeding and stated he had questions for the applicant.

Mr. Helmer stated the owner does not live in the area.

Mark Lane stated Chris Johnson should be present as the owner's agent.

Teresa Daughtry made a motion, seconded by Jack Matthews to table RZ-15-05 and continue the public hearing at the next regularly scheduled November meeting. Unanimous.

Public hearing continued on November 5, 2015.

(Excerpt from draft minutes)

After all persons giving testimony were duly sworn, Stephen Upton continued the public hearing.

Mr. Helmer gave his presentation of RZ-15-05, Steven A. Gower that was originally given on October 1, 2015 and offered answers to any questions the Smithfield Planning Board may have.

Stephen Upton asked if anyone wanted to speak for or against the proposed rezoning.

Stephen Upton reminded the board that this hearing is only considering the rezoning of the subject property and possible uses permitted in the requested district and that no site specific development plan is being considered for approval at this time.

Mark Lane asked how a site specific development would be approved and weather the Planning Board would conduct a separate hearing.

Mr. Helmer stated there is a list of permitted uses within the LI (Light Industrial) with some uses being a use by right and approved by staff and others being permitted by conditional use. Those uses approved by CUP process would require a recommendation by Planning Board and approved by Town Council. Mr. Helmer also stated that major subdivisions, which are those requiring extension of public infrastructure, require Town Council approval.

Mark Lane asked if buffer requirement would be triggered adjacent to the existing residential development to the south.

Mr. Helmer stated that buffers would be required as part of any future proposed site development plan.

Daniel Sanders asked if Cloverdale Drive would be impacted.

Mr. Helmer stated Cloverdale Drive runs east, west and has direct access to US Business Hwy 70 and that any future industrial use would not have access to Cloverdale Drive which is a residential street within residentially zoned development.

Teresa Daughtry stated that the front portion of the property is currently zoned B-3 Business.

Mr. Helmer stated that with LI (Light Industrial) zoning district comes the added benefit of getting manufacturing and job creating business located on the property.

Chris Johnson, 3149 Swift Creek Rd, who is the Johnston County Economic Developer, apologized that he was not present at last month's meeting. He was aware of the application but was not aware of the date of the meeting until the day after. He apologized to any of the citizens that showed up and for everyone's time. He stated he wanted to make sure we don't put the cart before the horse on what is going on. There's no project, there's no industry, there's no anything looking at this site right now. What economic development is trying to do is make Johnston County more attractive just like the pharmaceutical project. He stated his office was fortunate to win a site application grant. With this grant a 75 acre tract of land was needed. Unfortunately, there wasn't anything in Johnston County that fit that criteria of having highway infrastructure in place except with this tract of land in conjunction with area businesses and will be marketing for the whole entire tract. Obviously, different drawings such as subdivisions and a large facility have been looked at but just want to make sure he is not over selling what is trying to be done. He believes this board has already approved another certified site on Brogden Road. He stated that what happens when you make application with the state there's a list of criteria that needs to be met and having the property rezoned is one of those items. With all of that being said, he would be more than happy to answer any questions the board may have.

Stephen Upton stated that was a nice presentation and he is aware that site specific plans are not in place but, the board must consider the impacts of all permitted uses of the light

industrial zoning district and the impacts they may have on the residential zoned property to the south.

Lois Cannon, 303 Pelham St Selma, stated Doris Cannon was her mother and that her only concern was she has to sell her mother's house on Cloverdale Drive and was asking if the property value would decrease.

Stephen Upton responded that it was hard to say as to what may come, right now the applicant is just rezoning and that any future land use would be required to minimize negative impacts through proper site design.

Ms. Cannon agreed.

Chris Johnson stated that a certification only lasts two years. If someone comes that wants to build a residential development during that time, the property owner can take advantage of any viable proposal.

Mark Lane asked Chris Johnson what happens after two years.

Chris Johnson responded that economic development would have to reapply after two years.

Teresa Daughtry asked how long the industrial certification would take after Town Council approval.

Chris Johnson stated the State Department of Commerce meets quarterly and it depends on when economic development is on the rotation of when their full board meets. Chris stated he thinks they will meet some time in December but not sure. The great thing about this project is Duke Energy is paying for half of the site certification.

Teresa Daughtry asked if the price is set in stone.

Chris Johnson responded the option to purchase is set so the price can't go any higher but it can always be negotiated down. The price of the land is \$50,000 per acre.

Teresa Daughtry asked if the land can tap into the natural gas line.

Chris Johnson stated there's a line in the back but they will not be able to do that off the back. But there is a natural gas line that comes down to the stop light. He stated he's not sure if the natural gas feeds into the neighborhood but obviously that's something that would benefit the neighbors with the extension of that gas line especially Cloverdale Drive.

Teresa Daughtry asked if this would be something they could obtain in the future.

Chris Johnson stated feeder lines for natural gas are pretty easy to tap into.

There were no further questions.

Steve Upton closed the public hearing

Stephen Upton made a motion, seconded by Jack Matthews, to move to the Finding of Fact. Unanimous.

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 governing body 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.

The Smithfield Planning Board unanimously made the following finding:

1. That the rezoning request from the B-3 (Highway Entrance Business) to the LI (light Industrial) zoning district generally meets all the Town's plans and policies and will blend in well with the adjacent land uses provided that required buffering is installed on the north side of property adjacent to the residential project.
2. That the rezoning request is compatible with established neighborhood patterns which includes a commercial zoning district to the south and to the west of the subject property. An existing light industrial zoning district is directly to the east of the subject property.
3. That the rezoning petition is compatible with the changing neighborhood conditions that might warrant a rezoning because a demand for manufacturing facilities is creating a need for additional zoning districts that can support such uses.
4. That the rezoning will allow for an additional industrial zoning district that can support manufacturing jobs while rehabilitating and underdeveloped and underutilized property located on a major commercial corridor. The redevelopment that will occur from the rezoning will increase the tax base as an additional benefit.
5. That since adjacent nearby properties are presently zoned light Industrial (Light Industrial) then it is unlikely an argument could be made for "spot zoning" or "small scale" zoning.
6. That the property is currently zoned B-3 (Highway Entrance Business). Manufacturing uses and the jobs they may bring cannot occur unless the property is rezoned to the LI (Light Industrial) zoning district and the current zoning district is too restrictive.

7. That in addition to public water and sewer being available to the site, the property is served by Duke Progress with electricity. CenturyLink and Time Warner also serve the area with phone and cable respectively.

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

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;


Teresa Daughtry made a motion, seconded by Daniel Sanders to recommend approval to rezone approximately 47.78 acres of land from the R-20A (Residential-Agricultural) zoning district and the B-3 (Highway Entrance Business) zoning district to the LI (Light Industrial) zoning district.

Duly adopted this the 5th day of November 2015.



Mr. Steve Upton, Planning Board Vice Chairman

ATTEST



Mark E. Helmer, AICP, CZO
Senior Planner

The Smithfield Town Council met in regular session on Tuesday, November 10, 2015 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall. Mayor John H. Lampe II. presided.

Councilmen Present:

M. Andy Moore, Mayor Pro-Tem
Marlon Lee, District 1
J. Perry Harris, District 2
Travis Scott, District 3
Roger A. Wood, District 4
Emery D. Ashley, At-Large
Charles A. Williams, At-Large

Councilmen Absent

Administrative Staff Present

Jim Freeman, Interim Town Manager
John Blanton, Interim Fire Chief
Lenny Branch, Public Works Director
Pete Connet, Interim Public Utilities Director
Paul Embler, Planning Director
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Michael Scott, Chief of Police
Greg Siler, Finance Director
Shannan Williams, Town Clerk

Present:

Bob Spence, Town Attorney

Staff Absent:

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

APPROVAL OF AGENDA:

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

PRESENTATIONS:

1. Proclamation – In Memory of Town of Smithfield Firefighter Christopher “Chris” Daniels

Interim Fire Chief John Blanton presented to the family of Christopher Daniels a Proclamation memorializing his service to the Town of Smithfield

PROCLAMATION

In Memory of Smithfield Fire Department

Fire Engineer Christopher Joe Daniels

WHEREAS, on behalf of the Town of Smithfield, we wish to extend our sincere condolences over the passing of Christopher “Chris” Daniels on August 17, 2015; and

WHEREAS, Christopher Daniels' sudden passing leaves our community with a deep feeling of sorrow for the loss of such an honored and respected employee and friend; and

WHEREAS, Christopher Daniels' service was given with such devotion that he earned the respect, admiration and friendship of the citizens and staff of the Town of Smithfield, and our community has sustained a great loss in his passing; and

WHEREAS, Christopher Daniels had faithfully served the citizens of the Town of Smithfield since September 2, 2003; and

WHEREAS, In addition to serving on the Smithfield Fire Department, Christopher Daniels faithfully served on the Pine Level Fire Department, the Selma Fire Department and the Thanksgiving Fire Department; and

WHEREAS, Christopher Daniels was a true servant as a member of Branch Chapel Original Free Will Baptist Church where he taught Sunday School and volunteered countless hours to mentor and display his love and devotion to the youth of the church; and

WHEREAS, Christopher Daniels made a positive impact on everyone with whom he came into contact. He was truly a remarkable firefighter, friend and employee that will greatly be missed by all.

NOW, THEREFORE, I, John H. Lampe II Mayor of the Town of Smithfield along with the members of the Town Council, in recognition of Christopher Joe Daniel's' many contributions to the Town of Smithfield and its citizens, we hereby express our deep appreciation for his dedication and extend to his family our sincere sympathy upon his passing.

2. 2015 Public Power Awards of Excellence

Roy Jones Electricities Chief Executive Officer presented the 2015 Public Power Awards of Excellence in Energy Efficiency, Financial Stability and Service Excellence to Town staff.

3. Appearance Commission Annual Report

Vice Chairman Robert Worsham presented the Appearance Commission's Annual Report to the Council.

Mayor Pro-Tem Moore expressed his appreciation to the Appearance Commission for their hard work and dedication to the Town of Smithfield.

A copy of the Annual Report is on file in the office of the Town Clerk

4. Youth Mentoring and Community Outreach Program

Mr. Marquel Gathers of Good Karma Services explained his program to the Council. He expressed his appreciation to the many volunteers that has helped make his nonprofit organization such a success.

5. Administered Oath of Office to new Police Officer – James David Barbour II

Mayor Lampe administered the Oath of Office to new Police Officer James David Barbour II and welcomed him to the Town.

PUBLIC HEARINGS:

1. Zoning Text Amendment Request by Ross W. Lampe (ZA-15-03)

Mayor Lampe explained that this public hearing was a request made by his father and stated that he felt that he should recuse himself from the proceedings. Councilman Ashley made a motion, seconded by Councilman Williams, to excuse Mayor Lampe from presiding over the public hearing. Unanimously approved. Mayor Pro-Tem Moore presided.

Councilman Ashley 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 Ross W. Lampe. Mr. Embler stated that the applicant was requesting to amend the Town of Smithfield Unified Development Ordinance, Article 10, Section 10-1, Table of Permitted / Conditional Use Districts to allow for Storage Yards as a conditional use within the B-3 (Highway Entrance Business) zoning district.

Petition Description: The applicant is requesting that storage yards be permitted by conditional use in the B-3 (Entrance Highway Business) and B-2 (Business) zoning districts and permitted by right in the HI (Heavy Industrial) zoning district and be limited to contractor storage yards, insurance claim

yards for vehicles and holding yards for repossessed vehicles. Storage yards shall be for the purpose of storage only and shall not be used for construction, demolition, salvage, repair, maintenance or any activities other than storage.

In addition to the above, storage yards shall be held to the following minimum development standards.

1. Storage yards shall be limited to a maximum size of 3 acres not including the access drive.
2. Storage yards shall be located at least 300 feet from the public street right of way.
3. Storage yards shall be accessed by a minimum 24 foot wide drive. The first 75 feet of the drive from the public street shall be paved to Town standards, the remainder of the drive and the storage yard can either be paved or graveled to Town standards.
4. Any individual vehicles shall not remain more than 180 days in either an insurance claim yard for vehicles or a holding yard for repossessed vehicles.
5. All storage yards shall be enclosed in a minimum 6 foot high galvanized schedule 40 chainlink fence with 9 gauge fabric, two strains of barbed wire and lockable gates.
6. The fenced perimeter of the storage yard shall be screen from public view by an opaque evergreen vegetative screen that will reach a mature maintained height of at least 6 feet within three years of planting. This opaque evergreen vegetative screen shall be in addition to the normal landscape requirements set forth in the Article 18 of the Unified Development Ordinance.

Planning Board Recommendations: The Planning Board, at its October 1, 2015 meeting, voted to recommend denial of the zoning text amendment to allow for contractor storage yards, insurance claim yards for vehicles and holding yards for repossessed vehicles on unpaved lots within the B-3 (Entrance Highway Business) and B-2 (Business) and HI (Heavy Industrial) zoning districts. (5-2 vote to recommend denial)

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

Councilman Harris made a motion, seconded by Councilman Scott, to deny the request. Unanimously approved.

2. Rezoning Request by Atlantic Resources Incorporated (RZ-15-04) Public Hearing in accordance with NCGS 159B-16.1. "Revenues – NCEMPA members" on the proposed rate reduction of the Electric Rates per the Cost of Service and Rate Study by Utility Financial Solutions, LLC.

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

Interim Public Utilities Director Pete Connet addressed the Council on a proposed reduction to the Town of Smithfield's electric rates. He stated at the work session of September 14, 2015, Dawn Lund of UFS presented to the Town Council their findings regarding the Cost of Service portion of their study. The Study looks at the projected cost of service for the Electric Department for the next five years. The Study looks at all the costs associated with the operation of the electric system. These include the operational cost, debt service costs, capital cost, and purchased power costs. Based on the results of the Study and the recent sale of the NCEMPA ownership share in the Duke Energy Progress power plants serving Eastern North Carolina, it was determined that the Town of Smithfield could reduce their electric rates an additional 5.03% on average, overall rate classes. Please note that this is an average and some rate classes will receive more than a 5.03% rate reduction and some will receive less than a 5.03% rate reductions. The Base Charge for each class was looked at and adjusted if needed. The Energy charge per kWh was adjusted lower in all cases. The Demand Charge (KW) was adjusted also if needed.

Listed below are each of our rate classes and the amount of decrease in each:

| | |
|-----------------------------|--------|
| Residential | -6.52% |
| Small General Service | -7.00% |
| Municipal General Service | -2.98% |
| Area Lights | -2.92% |
| Residential Time of Use | -3.03% |
| General Service | -5.28% |
| Commercial Time of Use | -4.50% |
| Large GS Coor PK Demand LG1 | -3.03% |
| Large GS Coor PK Demand LG2 | -2.99% |

The recommended rate reductions are in addition to the 5% across the board rate reductions implemented in August 2015. The rates reductions take into account the known increases in costs and capital additions for the next several years. If the analysis is correct, and staff believes that it is, the energy and demand rates should be able to remain stable for the next few years. However the Base Charge for each rate class should be reviewed each year to determine if it is covering the fixed costs of the operation. The Changes to the fee schedule are attached for your review. Staff recommended adoption of the revised rate schedule dated November 10, 2015.

Councilman Ashley stated that with this reduction, the Town's rates would only be 2.39% higher than DEP residential rates.

Councilman Scott expressed his appreciation to Mr. Connet and his staff. He stated that the Council should continue to take a strong look at electric fund transfers to the general fund to eliminate them. He also stated that he would like to have a work shop in the near future to discuss how rates could further be reduced.

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

Councilman Scott made a motion, seconded by Councilman Ashley to adopt the rate reductions as recommended and schedule a work session to further discuss rate reductions and load management efforts. Unanimously approved.

CITIZENS' COMMENTS:

Mr. V. R. Phipps addressed the Council on his request to purchase the Old Water Treatment Plant. Mr. Phipps explained that he would like to transform the building into a winery or a brewery. Mr. Phipps explained that he could make the building into a destination point.

Councilman Scott questioned if there were other properties that would fit the needs of a winery or brewery. Mr. Phipps explained that this property had everything he needed.

Councilman Williams questioned why he was interested in the building now. Mr. Phipps responded that he did not want to see the building demolished.

Mr. Mack Montgomery stated that he supported the vision of Mr. Phipps and the Council should give him a chance.

CONSENT AGENDA:

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

1. Approval of Minutes:

September 14, 2015– Special Meeting
September 28, 2015 – Special Session
October 6, 2015 – Regular Meeting
October 6, 2015 – Closed Session

2. Career Ladder Promotion – Police Department. The Police Department gained approval to promote one police officer from the rank of Police Officer I to Police Officer II and to promote one Police Officer II to the rank of Master Police Officer.
3. Career Ladder and Reclassification – Public Utilities Water/Sewer. The Water/ Sewer Department gained approval to add a career ladder program and add to the pay and classification plan the following positions: Pay Grade 11: Advanced Utility Line Mechanic Pay Grade 12: Senior Utility Line Mechanic
4. Approved the reclassification of the Human Resources Director/ Public Information Officer position to Human Resources, Public Information Director and Economic Development Liaison pay grade 25. The annual salary of the current employee will be increased to \$64,988.83.
5. Bid Award and Purchase Approval of a 2016 Freightliner Knuckleboom truck to Carolina Environmental Systems in the amount of \$127,628.00 to be utilized by the Public Works Department, Sanitation Division. This was approved in the FY 2015-2016 budget.
6. Approved of the Interlocal Agreement for Fire Service with Johnston County.
7. Approved a Memorandum of Agreement with the NC Wildlife Commission for construction of a boat ramp, docks and parking area on North Front Street.
8. Johnston County Economic Development Advisory Board Recommendation: Approved that Mike Fleming be reappointed to serve on this Advisory Board as the Town of Smithfield's representative.
9. Firemen's Relief Board of Trustees
 - 1st position: John Blanton, Jr.
 - 3rd position: James C. Parrish
10. Advisory Board/ Committee Appointments
 - Eddie Foye was reappointed to serve a fourth term on the Board of Adjustments
 - Mark Lane was reappointed to serve a third term on the Board of Adjustments and Planning Board as an ETJ member
11. New Hire Report

| <u>Position</u> | <u>Department</u> | <u>Budget Line</u> | <u>Rate of Pay</u> |
|------------------------|-------------------|--------------------|-----------------------------|
| Engineering Technician | PU- Electric | 31-7230-0200 | \$15.63/hr (\$32,510.40/yr) |
| P/T SRAC Staff | P&R – Aquatics | 10-6220-0220 | \$9.667/hr |
| P/T SRAC Staff | P&R – Aquatics | 10-6220-0230 | \$9.00/hr |

Unanimously approved.

BUSINESS ITEMS:

1. Approval to amend the Town's Code of Ordinance allowing the Town to prohibit truck traffic on South Third Street

Chief of Police Michael Scott addressed the Council on a request to begin the process of allowing the Town to prohibit truck traffic on South Third Street. Chief Scott explained that during the October Council Meeting, the issue of semi-truck traffic using South 3rd Street as a cut through between Market Street and South Highway 301 was discussed. The DSDC met on the issue on October 20th and supported the concept of prohibiting semi-truck traffic on South 3rd Street, with the exception of trucks making deliveries. The Police Department supports this recommendation and asks that signage

be created for "no through trucks" on South Third Street from Market Street to Highway 301 and that signs be erected prohibiting same.

Councilman Ashley made a motion seconded by Mayor Pro-Tem Moore, to adopt the amendment to the Town 's Code of Ordinance and authorize the necessary signage be placed to prohibit through semi-truck traffic on South 3rd Street between Market Street and Highway 301 South. Unanimously approved.

Town of Smithfield Code of Ordinance Amendment 485
Sec 10-135. – Truck Route.

Commercial vehicles shall be prohibited from traveling on all town owned roads where signage exist prohibiting no through trucks. A "no through trucks" prohibition is defined as allowing only commercial vehicles with legitimate commerce related business (this does not include gas, food, or lodging) to travel on the road to and from their destination to conduct this business. Any other commercial vehicle using any part of the route and not having legitimate commerce related business on the route is considered a "through" truck.

2. Approved the Police Department to hire a Reserve/ Part-Time Police Officer

Chief of Police Michael Scott addressed the Council on a request to hire a reserve/part-time officer who was previously employed as a full time officer with the Smithfield Police Department. This action would come at no cost to the Town, except for wages when the employee worked. This wage cost would be less than paying full-time officer overtime and additional benefits. See additional supplemental information for more detail. This arrangement would be identical to the one approved in November of 2014. Since that time, the previous hiring has proved to be a positive arrangement for the officer and the Town.

Councilman Williams made a motion, seconded by Councilman Harris, to approve the request as submitted. Unanimously approved.

3. Discussion regarding the demolition of the Old Water Treatment Plant

Interim Public Utilities Director Pete Connet addressed the Council demolition of the Old Water Treatment Plant. Mr. Connet explained that at the October 6th Council meeting, staff was directed to move forward with obtaining bids for the demolition of the Old Water Plant on Front Street. Since we had several companies interested in bidding on the project, we thought that it was better to prepare a bid package that ensured that everyone was bidding on the same scope of work and was fair to all bidders. The package also includes copies of the environmental reports that were done back in 2000, and the remediation report of 2001 for the removal/disposal of some old barrels that contained some chemicals stored on the site. It also contains a map of the area with notations about leaving some walls and disposing of some materials in the old basins, and capping with 2-3 of fill dirt so the site can be easily maintained in the future. Bid received were as followed:

| | |
|---------------------------------|--------------|
| • DH Griffin Wrecking Co. | \$ 64,900.00 |
| • Jymco Development Company | \$ 69,500.00 |
| • J.P. Edwards Construction Co. | \$ 90,600.00 |

In a related matter, the Town received proposals from DSDC and CommunitySmith to preserve the old water treatment plant as a historical property. However, per conversation with the Interim Town Manager and Town Attorney, it is understood that the Town never made official application for National/State Historical Preservation designation. Thereby; the Council may consider the demolition bids received.

Councilman Ashley questioned how the demolition of the old water plant would affect the plans for the boat ramp. Mr. Connet responded that the demolition would tie in nicely with the plans for the boat ramp.

Councilman Scott questioned if the property was historical in nature was there any restrictions. Town Attorney Bob Spence responded that he did not believe there were any restrictions if the Council chose to demolish the building.

Councilman Harris made a motion, seconded by Councilman Williams, to direct the Town Attorney and the Town Manager to investigate if the building is in fact on the Historical Registry, if the building is not listed then proceed with demolition by awarding the bid and contract to the lowest bidder, DH Griffin Wrecking, Co. Councilman Harris, Councilman Williams, Mayor Pro –Tem Moore, Councilman Ashley and Councilman Scott voted in favor of the motion. Councilman Wood recused himself stating he had family interested in purchasing the building and Councilman Lee voted against the motion. Motion passed 5 to 1.

4. Library's request for additional funds to repair an HVAC compressor

Interim Town Manager Jim Freeman informed the Council that the Library had requested additional funding from the Town of Smithfield for repairs to the HVAC compressor. Since the Library, Johnston County and the Town share the cost (1/3 each), the Town's portion would be \$2,834. Finance Director Greg Siler stated that the Town could find funding for the needed repairs

Councilman Scott made a motion, seconded by Councilman Harris, to approve the request as submitted. Unanimously approved.

Mr. Freeman also informed the Council that the Town and the County were drafting a Memorandum of Understanding between the Public Library of Johnston County and Smithfield, The Johnston County Board of Commissioners and the Town of Smithfield as related to future situations.

Councilman Scott made a motion, seconded by Councilman Harris, to support staff and discussions as a MOU is drafted. Unanimously approved.

Councilmembers Comments:

- Mayor Pro-Tem Moore congratulated everyone in the recent elections and stated that he looked forward to working with everyone.
- Councilman Williams welcomed the newly elected Councilmen and urged the Council to address the following issues: 1) update the salary schedule, 2) allow public involvement with the top 3 Town Manager candidates, 3) adopt a solar farm ordinance, 4) construct the proper fencing behind the Pine Acres subdivision and 5) continue to diversify Town staff.
- Councilman Scott expressed his appreciation to Councilman Williams for his service to the Town of Smithfield.
- Councilman Wood congratulated everyone who participated in the recent election.
- Councilman Ashley explained that the Water/ Sewer and Electric Funds have to stand on their own and it has been the wishes of the Council that the enterprise funds do not subsidize the General Fund, it is also paramount that the General Fund does not subsidize those funds.

Town Manager's Report:

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

- **Manager's Updates**

Interim Town Manager Jim Freeman discussed the following with the Town Council.

- **Verizon Generator Ground Lease Agreement Request**

Town Attorney Bob Spence explained that the Town had received a request from Verizon seeking authorization to place a generator at the cell tower site on 5th Street behind the Police Station. Mr. Spence stated that he needed more time to review the documentation and asked that this be considered at the December 1st meeting.

Councilman Scott made a motion, seconded by Councilman Ashley, to instruct the Town Attorney bring back a proposal for consideration and possible approval at the December 1st Town Council Meeting. Unanimously approved.

**TOWN OF SMITHFIELD
RESOLUTION # 571 (21-2015)
ON PARTICIPATION IN STATE HEALTH PLAN**

WHEREAS, the Town of Smithfield has long been committed to providing adequate, quality health insurance coverage to its employees; and

WHEREAS, the State of North Carolina provides comprehensive health insurance coverage to its employees, and to public school teachers, under the State Health Plan; and

WHEREAS, legislation recently adopted by the North Carolina General Assembly allows local governments to participate in the State Health Plan if certain requirements are met; and

WHEREAS, after analyzing costs and calculations of the Town's current coverage and of what would be available under the State Health Plan, the Town has determined to participate in the State Health Plan.

NOW, THEREFORE, BE IT RESOLVED by the Smithfield Town Council that the Town of Smithfield desires to participate in the State Health Plan for Teachers and State Employees established under Chapter 135 of the General Statutes, and does by this Resolution express its intent to so participate as provided in General Statutes 135-48.47.

Be it further resolved that the Town of Smithfield desires to enter into participation in the Plan on July 1, 2016 or sooner if possible, and that this Resolution is adopted and shall be provided to the State Health Plan.

Councilman Ashley made a motion, seconded by Councilman Wood, to approve Resolution # 571 (21-2015) on participation in the State Health Plan for the Town of Smithfield Employees. Unanimously approved.

Closed Session: Pursuant to NCGS 143-318.11 (a) (3)

Councilman Ashley made a motion, seconded by Councilman Wood, to go into closed session pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney on a legal matter. Unanimously approved at 9:21 pm.

Reconvene in Open Session:

Councilman Ashley made a motion, seconded by Councilman Wood, to reconvene in open session. Unanimously approved at 9:41pm.

Councilman Ashley made a motion, seconded by Councilman Scott, to authorize the Mayor to sign the necessary documents clarifying the road easement.

Adjourn

There being no further business, Councilman Harris made a motion, seconded by Councilman Williams to adjourn. Unanimously approved.

The meeting adjourned at approximately 9:42 pm.

ATTEST:

John H. Lampe II, Mayor

Shannan L. Williams, Town Clerk

**Town of Smithfield
Town Council
Action Form**

Item: Promotions

Date of Meeting: December 01, 2015

Date Prepared: November 17, 2015

Staff Work By: Chief Michael L. Scott

Presentation: Consent Agenda

Presentation:

This is a request to promote one police officer from the rank of Police Officer One (PO I) to Police Officer Two (PO II). Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater. In this case the required salary increase for the current budget year will be, \$854.

This officer has followed the attached career ladder policy found in the support documentation and has earned this promotion. The police chief recommends this promotion and a five percent salary increase for the officer, moving him to the next pay grade in the current Town salary schedule (also attached). This salary increase will not require a budget amendment to the current salary line item for the police department, 10-5100-0200, nor will it require the aforementioned salary line item to be increased for the next fiscal year.

Action Requested:

It is requested this Officer be allowed this promotion to be effective December 14, 2015.



**Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: August 1, 2014
Approved by: Chief Michael L. Scott**

Michael L. Scott

I. POLICY STATEMENT

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

II. COMMENTARY

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

III. PROCEDURES

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
 - a) Maintaining authority over all phases of the process
 - b) Determining the skills, knowledge, and abilities required for each position
 - c) Initiating promotional processes on an as-needed basis
 - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete 40 hours of supervisory training;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Have completed a total of 80 hours of Management/Supervision Training;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.
3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.
4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.
 - a) Police Officer I
 - b) Police Officer II
 - c) Master Police Officer
2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:
 - a) Hire date
 - b) Date of last advancement, if applicable
 - c) Level of education
 - d) Complete list of required classes and dates attended
 - e) Date awarded applicable law enforcement certificate(s)
3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.
4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.
5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

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

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:
 - 40 hours of Community Policing Training
 - 40 hours of Traffic Enforcement Training
 - 40 hours of Investigations Training
 - 40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

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

- a) Have served as a Police Officer II for two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

40 hours of Management/Supervision Training

80 hours of Community Policing Training (Includes 40 hours as Police Officer II)

160 hours of training in any law enforcement topic

- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

Town of Smithfield Salary Schedule

July 1, 2009 thru June 30, 2010

(No COLA, No Merit for FY 09-10)

(62%)

| Grade | JOB TITLE | F L S A | Pos Code | 7/1/08 PROS Hourly Rate +3% | 7/1/08 PROS Annual Salary | 7/1/08 MIN Hourly Rate | 7/1/08 MIN Annual Salary | 7/1/08 MAX Annual Salary |
|------------------------------|--|------------------|-------------|-----------------------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
| 6 | General Maintenance Worker - Public Works | | 1003 | 9.55 | 18864.00 | 10.03 | 20862.40 | 31919.48 |
| | General Maintenance Worker - Fire | | 3010 | | | | | |
| 7 | Facility Maintenance Specialist - Parks & Rec | | 1002 | 10.03 | 20862.40 | 10.54 | 21823.20 | 33542.50 |
| | Facility Maintenance Specialist - Public Works Sanitation Worker | | 1004 | | | | | |
| 8 | Street Maintenance Worker | | 1005 | 10.54 | 21823.20 | 11.07 | 23025.60 | 35229.17 |
| 9 | Collections Assistant | | 11 | 11.07 | 23025.60 | 11.83 | 24190.40 | 37011.32 |
| | Meter Reader | | 1051 | | | | | |
| | Administrative Secretary/Receptionist - Gen Govt Administrative Secretary/Receptionist - Police | | 20 | | | | | |
| 10 | Meter Technician | | 1060 | 11.63 | 24190.40 | 12.22 | 26417.60 | 38888.83 |
| | Street Signs Specialist | | 1031 | | | | | |
| | Utility Line Mechanic | | 1046 | | | | | |
| | Sr. Collections Assistant | | 13 | | | | | |
| 11 | Sanitation Equipment Operator | | 1013 | 12.22 | 25417.60 | 12.64 | 26707.20 | 40862.02 |
| | Equipment Operator Trainee | | | | | | | |
| 12 | Administrative Support Specialist - Fire | | 3010 | 12.84 | 26707.20 | 13.49 | 28059.20 | 42930.68 |
| | Administrative Support Specialist - Gen Govt | | 22 | | | | | |
| | Administrative Support Specialist - Parks/Rec | | 2005 | | | | | |
| | Administrative Support Specialist - Planning | | 23 | | | | | |
| | Administrative Support Specialist - Police | | 3045 | | | | | |
| | Administrative Support Specialist - CS - Pub Util | | 1095 | | | | | |
| | Administrative Support Specialist - Public Works | | 1008 | | | | | |
| | Animal Control Officer | | 3021 | | | | | |
| | Compactor Operator | | 1014 | | | | | |
| | Customer Service Representative | | 1087 | | | | | |
| | Equipment Operator | | 1011 | | | | | |
| | Finance Assistant | | 12 | | | | | |
| | Meter Reader/PC Specialist | | 1062 | | | | | |
| | Patient Accounts Representative - EMS | | 2089 | | | | | |
| | Police Records Clerk | | 3040 | | | | | |
| Pump Station Mechanic | | 1041 | | | | | | |
| Water Plant Operator I | | 1051 | | | | | | |
| Water Maintenance Technician | | 1048 | | | | | | |
| 13 | Equipment Mechanic | | 1021 | 13.49 | 28059.20 | 14.17 | 29473.60 | 45064.61 |
| | Parks & Grounds Crew Leader | | 2012 | | | | | |
| | Public Works Crew Leader | | 1012 | | | | | |
| | Sr. Customer Service Rep | | 1096 | | | | | |
| | Water Plant Operator II | | 1052 | | | | | |
| 14 | Facilities/Streets Maintenance Supervisor | | 2009 | 14.17 | 29473.60 | 14.88 | 30950.40 | 47354.12 |
| | Facility Maintenance Supervisor | | 1010 | | | | | |
| | Sanitation Crew Supervisor | | 1007 | | | | | |
| | Water Plant Operator III | | 1053 | | | | | |
| | Utility Line Crew Supervisor | | 1049 | | | | | |
| | Wastewater System Technician | | 1047 | | | | | |
| | Water System Technician | | 1043 | | | | | |

| Grade | JOB TITLE | F L S A | Pos Code | 7/1/08 PROB Hourly Rate +3% | 7/1/08 PROB Annual Salary | 7/1/08 MIN Hourly Rate | 7/1/08 MIN Annual Salary | 7/1/08 MAX Annual Salary | |
|--|---|----------------------------|----------|-----------------------------|---------------------------|------------------------|--------------------------|--------------------------|----------|
| 15 | Electric Line Technician | | 1064 | 14.88 | 30850.40 | 15.63 | 32510.40 | 49740.82 | |
| | Engineering Technician | | 1070 | | | | | | |
| | Firefighter I (Day Shift) | | 3013 | | | | | | |
| | Firefighter I (ABC Shift - 42hrs/wk) | | 3012 | 14.17 | 30947.28 | 14.88 | 32497.92 | 49721.82 | |
| 16 (2340yr) | Accounts Payable Technician I | | 31 | 15.63 | 32510.40 | 16.42 | 34163.60 | 52256.01 | |
| | Zoning Enforcement Officer | | 61 | | | | | | |
| | EMT-Paramedic I | | 3001 | | | | | | |
| | EMT-Paramedic I (Part-Time Hly Pay) | | 3004 | | | | | | |
| | Firefighter II (Day Shift) | | 3017 | | | | | | |
| (2470yr) | Firefighter II (ABC Shift 42 hr/wk) | | 3015 | 14.88 | 32497.92 | 16.63 | 34135.92 | 52227.88 | |
| | Police Officer I (43 hr wk) | | 3043 | 14.54 | 32511.44 | 15.27 | 34143.72 | 52239.90 | |
| 17 (2234yr) | Athletic Programs Supervisor | | 2006 | 16.42 | 34153.80 | 17.25 | 35880.00 | 54898.40 | |
| | Customer Services Supervisor | | 1088 | | | | | | |
| | EMT Paramedic II | | 3005 | | | | | | |
| | Fire Engineer (Day Shift) | | 3018 | | | | | | |
| | Minimum Housing Code Enforcement Officer | | 82 | | | | | | |
| | Payroll/Accounting Technician II | | 14 | | | | | | |
| | Purchasing Agent | | 48 | | | | | | |
| | Recreation Programs Supervisor | | 2011 | | | | | | |
| | Fire Engineer (42 hr/wk) | | 3011 | 15.83 | 34135.92 | 16.42 | 35881.28 | 54897.76 | |
| | Police Officer II (43 hr wk) | | 3049 | 15.27 | 34143.72 | 16.04 | 35865.44 | 54874.13 | |
| | 18 | Aquatics Center Supervisor | | 2016 | 17.25 | 35880.00 | 18.12 | 37889.60 | 57866.09 |
| | | Electric Line Crew Leader | | 1066 | | | | | |
| Fire Inspector I | | | 3008 | | | | | | |
| Planner/GIS Technician | | | 60 | | | | | | |
| Police Support Services Manager | | E | 3041 | | | | | | |
| Senior EMT-Paramedic | | | 3008 | | | | | | |
| Master Police Officer (43 hr/wk) | | | 3047 | 16.04 | 35865.44 | 16.85 | 37676.60 | 57845.20 | |
| | | | | | | | | | |
| 19 | Sr Planner | | 61 | 18.12 | 37889.60 | 19.03 | 39582.40 | 60561.08 | |
| | EMS Captain | | 2098 | | | | | | |
| | Fire Captain (42 hr/wk ABC Shift) | | 3016 | 17.26 | 37695.84 | 18.13 | 39595.02 | 60581.76 | |
| | Police Sergeant (43 hr wk) | | 3044 | 16.85 | 37876.80 | 17.70 | 39577.20 | 60553.12 | |
| 20 | Chief Water Plant Operator | | 1055 | 18.03 | 39582.40 | 19.09 | 41579.20 | 63516.18 | |
| | IT Analyst/Billing Supervisor | | 35 | | | | | | |
| | Water Plant Chemist | | 1057 | | | | | | |
| 21 | Recreation Center Supervisor | | 2013 | 19.99 | 41579.20 | 20.99 | 43659.20 | 68798.58 | |
| | Police Lieutenant (43 hr wk) | | 3048 | 18.69 | 41587.24 | 19.52 | 43646.72 | 68779.49 | |
| 22 | Fire Marshall | | 3007 | 20.99 | 43659.20 | 22.04 | 45843.20 | 70140.10 | |
| | Water Plant Superintendent | E | 1059 | | | | | | |
| 23 | Electric Distribution Superintendent | E | 1069 | 22.04 | 45843.20 | 23.15 | 48152.00 | 73872.58 | |
| | Emergency Services Division Chief / Fire Marshall | | 2097 | | | | | | |
| | Emergency Services Division Chief / EMS Div | | 2096 | | | | | | |
| | Police Captain | E | 3057 | | | | | | |
| | Public Works Superintendent | E | 1038 | | | | | | |
| | Recreation & Aquatics Center Director | E | 2015 | | | | | | |
| Sr Athletics Programs Supervisor & Asst P/R Director | | E | 2004 | | | | | | |
| | | | | | | | | | |
| 24 | Water/Sewer Line Superintendent | E | 1050 | 23.15 | 48152.00 | 24.31 | 50564.80 | 77364.16 | |

| Grade | JOB TITLE | FL E K | Pos Code | 7/1/08 PROB Hourly Rate +3% | 7/1/08 PROB Annual Salary | 7/1/08 MIN Hourly Rate | 7/1/08 MIN Annual Salary | 7/1/08 MAX Annual Salary |
|-------|---|--------------|----------------------|-----------------------------------|------------------------------------|---------------------------------|--------------------------------|--------------------------------|
| 25 | Assistant Fire Chief / Deputy Chief | E | 3002 | 24.31 | 50584.80 | 25.53 | 53102.40 | 81246.68 |
| 26 | Town Clerk/Human Resources Director Planning Director | E E | 25 59 | 25.53 | 53102.40 | 25.81 | 55784.80 | 85320.18 |
| 27 | Finance Director Parks/Recreation Director | E E | 49 2019 | 26.81 | 55784.80 | 28.15 | 58552.00 | 89584.66 |
| 28 | Police Chief Public Utilities Director Fire Chief/Dir. Emergency Services | E E E | 3059 1059 3009 | 28.15 | 58552.00 | 29.56 | 61484.80 | 94071.74 |
| | City Manager | E | 99 | | | | | |

**Town of Smithfield
Town Council
Action Form**

Item Title: Fire Engineer Promotion

Date of Meeting: December 1, 2015

Date Prepared: November 23, 2015

Staff Work By: Interim Fire Chief John M Blanton, Jr.

Presentation By: Consent Agenda

Presentation Description:

The Fire Department is requesting to promote one Firefighter from the rank of Fire Fighter II to Fire Engineer, moving from pay grade 16 to pay grade 17. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary for 5% increase, whichever is greater.

The Fire Fighter has completed the attached career ladder policy and has earned the promotion. The Interim Fire Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current Town salary schedule. This salary increase will not require a budget amendment to the current salary line item for the Fire Department 10-5300-0200.

Action Requested:

It is requested this Fire Fighter be allowed this promotion.

NC General Statute as it relates to the Organizational Meeting

§ 160A-68. Organizational meeting of council.

(a) The council may fix the date and time of its organizational meeting. The organizational meeting may be held at any time after the results of the municipal election have been officially determined and published pursuant to Subchapter IX of Chapter 163 of the General Statutes but not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified pursuant to that Subchapter. If the council fails to fix the date and time of its organizational meeting, then the meeting shall be held on the date and at the time of the first regular meeting in December after the results of the municipal election have been certified pursuant to Subchapter IX of Chapter 163 of the General Statutes.

(b) At the organizational meeting, the newly elected mayor and councilmen shall qualify by taking the oath of office prescribed in Article VI, Section 7 of the Constitution. The organization of the council shall take place notwithstanding the absence, death, refusal to serve, failure to qualify, or nonelection of one or more members, but at least a quorum of the members must be present.

(c) All local acts or provisions of city charters which prescribe a particular meeting day or date for the organizational meeting of a council are hereby repealed. (1971, c. 698, s. 1; 1973, c. 426, s. 13; c. 607; 1979, c. 168; 1979, 2nd Sess., c. 1247, s. 2.)

§ 160A-69. Mayor to preside over council.

The mayor shall preside at all council meetings, but shall have the right to vote only when there are equal numbers of votes in the affirmative and in the negative. In a city where the mayor is elected by the council from among its membership, and the city charter makes no provision as to the right of the mayor to vote, he shall have the right to vote as a council member on all matters before the council, but shall have no right to break a tie vote in which he participated. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 3.)

NC General Statute as it relates to the Mayor Pro-Tempore

§ 160A-70. Mayor pro tempore; disability of mayor.

At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council. A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present. During the absence of the mayor, the council may confer upon the mayor pro tempore any of the powers and duties of the mayor. If the mayor should become physically or mentally incapable of performing the duties of his office, the council may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the mayor pro tempore. Upon the mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the council, the mayor shall resume the exercise of his powers and duties. In the event both the mayor and the mayor pro tempore are absent from a meeting, the council may elect from its members a temporary chairman to preside in such absence. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 4.)

Sec. 2-113. - Mayor pro tempore.

In case of the death, absence, resignation or permanent disability of the mayor, the mayor pro tempore shall act as mayor. He shall have all the rights and powers and perform all the duties of the mayor. He shall receive the same salary allowed the mayor until the town council calls an election and a successor has been elected and qualified.

(Code 1967, § 2-23)

**Town of Smithfield
Town Council
Action Form**

Organizational Meeting Item # 4: 2016 Regular Town Council Meeting Schedule

Date of Meeting: December 1, 2015

Date Prepared: November 20, 2015

Staff Work by: Shannan Williams, Town Clerk

Item:

According to Article II Section 2-46 of the Town of Smithfield's Code of Ordinances, it states that a regular meeting of the Town Council shall be held at the Town Hall on the first Tuesday of each month unless this date conflicts with a Town observed holiday or election day, in which event the meeting will be scheduled for the following Tuesday as such time as may be prescribed.

2016 Regular Meeting Schedule

- Tuesday, January 5th
- Tuesday, February 2nd
- Tuesday, March 1st

- Tuesday, April 5th
- Tuesday, May 3rd
- Tuesday, June 7th

- Tuesday, July 5th

- Tuesday, August 2nd

- Tuesday, September 6th
- Tuesday, October 4th

- Tuesday, November 1st

- Tuesday, December 6th

Action Requested

Staff is requesting that the Council consider and adopt the above 2016 Regular Meeting Schedule.

NC General Statute as it relates to Meeting Schedule

160A-71. Regular and special meetings; recessed and adjourned meetings; procedure.

- (a) The council shall fix the time and place for its regular meetings. If no action has been taken fixing the time and place for regular meetings, a regular meeting shall be held at least once a month at 10:00 A.M. on the first Monday of the month.
- (b) (1) The mayor, the mayor pro tempore, or any two members of the council may at any time call a special council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each councilman or left at his usual dwelling place at least six hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice. In addition to the procedures set out in this subsection or any city charter, a person or persons calling a special meeting of a city council shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.
- (2) Special meetings may be held at any time when the mayor and all members of the council are present and consent thereto, or when those not present have signed a written waiver of notice.
- (3) During any regular meeting, or any duly called special meeting, the council may call or schedule a special meeting, provided that the motion or resolution calling or scheduling any such special meeting shall specify the time, place and purpose or purposes of such meeting and shall be adopted during an open session.
- (b1) Any regular or duly called special meeting may be recessed to reconvene at a time and place certain, or may be adjourned to reconvene at a time and place certain, by the council.
- (c) The council may adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure. (1917, c. 136, subch. 13, s. 1; C.S., s. 2822; 1971, c. 698, s. 1; 1973, c. 426, s. 14; 1977, 2nd Sess., c. 1191, s. 7; 1979, 2nd Sess., c. 1247, s. 5; 1989, c. 770, s. 37.)

Sec. 2-46. - Meetings—Regular.

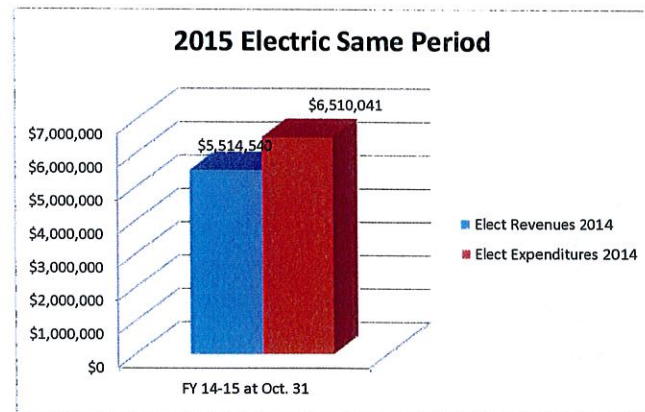
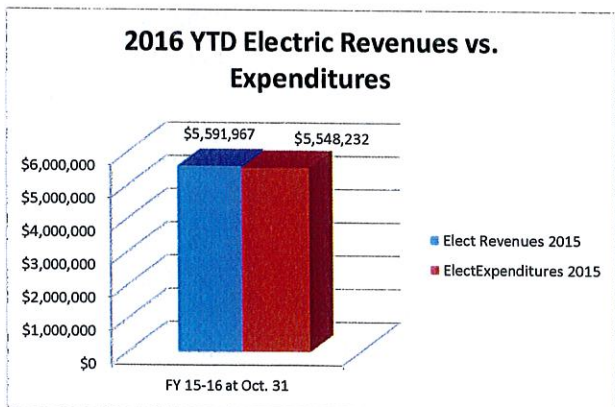
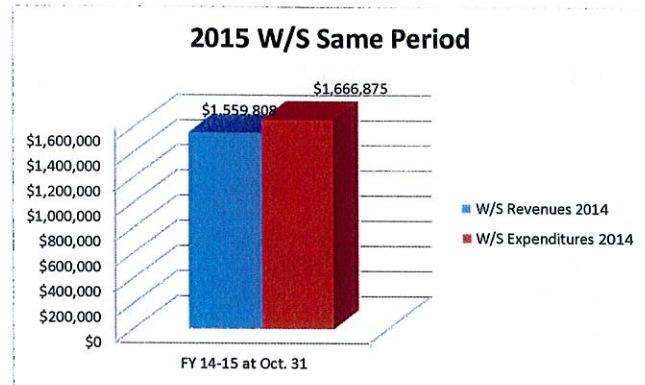
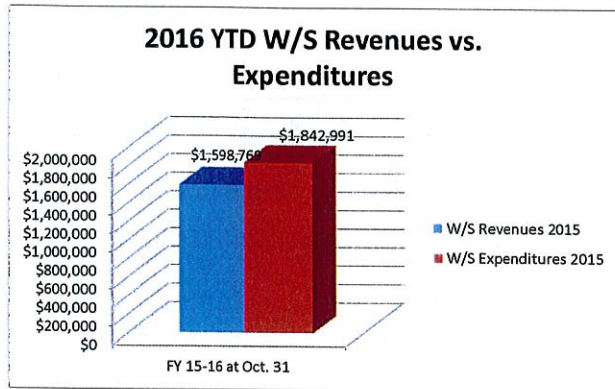
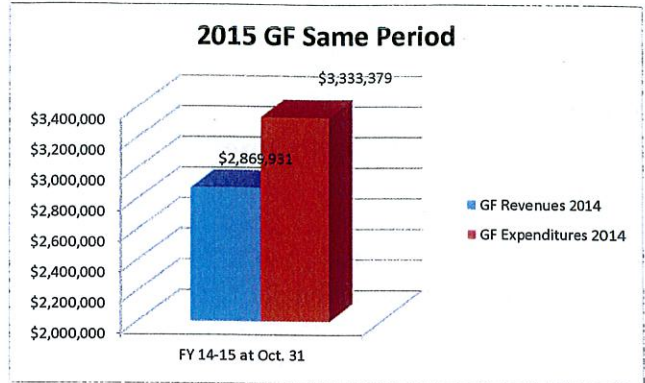
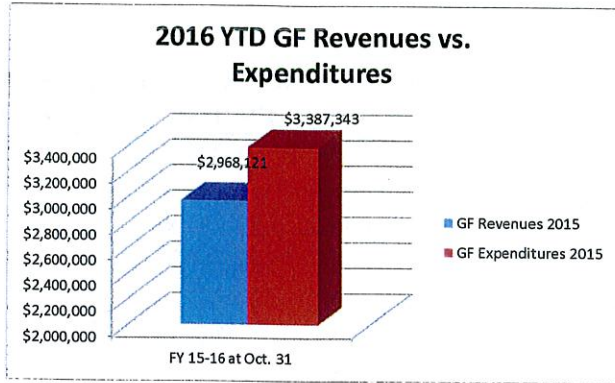
(a) *Time, place.* A regular meeting of the town council shall be held at the town hall on the first Tuesday of each month unless this date conflicts with a town observed holiday or election day, in which event the meeting will be scheduled for the following Tuesday at such time as may be prescribed.

Charter reference— Meetings, § 4; special meetings, § 5; effect of failure to attend meetings, § 7.

(b) *Order of business.* Whenever a regular meeting of the town council shall be organized, the order of business shall be as established by the council from time to time.

(Code 1967, §§ 2-8, 2-10; Ord. of 12-4-90)

Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
October 31, 2015
Gauge: 4/12 or 33.3 Percent

33.30%

GENERAL FUND

| Revenues | Actual | Budget | Actual to Date | YTD % |
|-------------------------------------|-----------------|----------------------|-----------------------|------------------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Collected |
| Current & Prior Year Property Taxes | \$ - | \$ 5,499,200 | \$ 1,030,640 | 18.74% |
| Motor Vehicle Taxes | - | 425,000 | 189,524 | 44.59% |
| Utility Franchise Taxes | - | 810,000 | 233,867 | 28.87% |
| Local Option Sales Taxes | - | 1,990,000 | 379,446 | 19.07% |
| Aquatic and Other Recreation | - | 829,400 | 287,145 | 34.62% |
| Sanitation | - | 1,326,200 | 353,953 | 26.69% |
| All Other Revenues | - | 1,260,756 | 493,546 | 39.15% |
| Loan Proceeds | - | 182,000 | - | 0.00% |
| Transfers (Electric and Fire Dist.) | - | 397,542 | - | |
| Fund Balance Appropriated | - | 240,300 | - | 0.00% |
| Total | \$ - | \$ 12,960,398 | \$ 2,968,121 | 22.90% |

| Expenditures | Actual | Budget | Actual to Date | YTD % |
|--|-----------------|----------------------|-----------------------|---------------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Spent |
| General Gov.-Governing Body | \$ - | \$ 277,435 | \$ 107,322 | 38.68% |
| Non Departmental | - | 1,245,109 | 291,244 | 23.39% |
| Debt Service | - | 1,404,646 | 411,065 | 29.26% |
| Finance | - | 134,458 | 49,457 | 36.78% |
| Planning | - | 407,786 | 103,420 | 25.36% |
| Police | - | 3,532,799 | 965,014 | 27.32% |
| Fire | - | 1,354,571 | 347,301 | 25.64% |
| EMS | - | - | - | #DIV/0! |
| General Services/Public Works | - | 471,479 | 142,647 | 30.26% |
| Streets | - | 544,457 | 139,600 | 25.64% |
| Motor Pool/Garage | - | 93,220 | 23,014 | 24.69% |
| Powell Bill | - | 300,700 | 28,141 | 9.36% |
| Sanitation | - | 1,086,145 | 289,023 | 26.61% |
| Parks and Rec | - | 807,097 | 203,717 | 25.24% |
| SRAC | - | 962,336 | 286,378 | 29.76% |
| Contingency (Previously Part Of Gen Gov) | - | 338,160 | - | 0.00% |
| Appropriations/Contributions | - | - | - | 0.00% |
| Total | \$ - | \$ 12,960,398 | \$ 3,387,343 | 26.14% |

YTD Fund Balance Increase (Decrease) - -

WATER AND SEWER FUND

33.30%

| Revenues | Actual | Budget | Actual to Date | YTD % |
|---------------------------|----------|--------------|----------------|-----------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Collected |
| Water Charges | \$ - | \$ 2,144,580 | \$ 594,029 | 27.70% |
| Water Sales (Wholesale) | | \$ 670,000 | \$ 219,147 | 32.71% |
| Sewer Charges | - | 2,811,738 | 769,079 | 27.35% |
| Tap Fees | - | 16,000 | 5,325 | 33.28% |
| All Other Revenues | - | 10,500 | 11,189 | 106.56% |
| Loan Proceeds | - | 510,000 | - | 0.00% |
| Fund Balance Appropriated | - | 541,951 | - | 0.00% |
| Total | \$ - | \$ 6,704,769 | \$ 1,598,769 | 23.85% |

| Expenditures | Actual | Budget | Actual to Date | YTD % |
|--|----------|--------------|----------------|---------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Spent |
| Water Plant | \$ - | \$ 2,226,082 | \$ 720,716 | 32.38% |
| Water Distribution/Sewer Coll (Less Transfers) | - | 4,058,512 | 1,120,050 | 27.60% |
| Transfer to General Fund | - | - | - | #DIV/0! |
| Transfer to W/S Capital Proj. Fund | - | - | - | #DIV/0! |
| Debt Service | - | 149,466 | 2,225 | 1.49% |
| Contingency | - | 270,709 | - | 0.00% |
| Total | \$ - | \$ 6,704,769 | \$ 1,842,991 | 27.49% |

ELECTRIC FUND

| Revenues | Actual | Budget | Actual to Date | YTD % |
|---------------------------|----------|---------------|----------------|-----------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Collected |
| Electric Sales | \$ - | \$ 17,244,400 | \$ 5,417,629 | 31.42% |
| Penalties | - | 375,000 | 158,419 | 42.25% |
| All Other Revenues | - | 41,000 | 15,919 | 38.83% |
| Loan Proceeds | - | - | - | |
| Fund Balance Appropriated | - | 452,152 | - | |
| Total | \$ - | \$ 18,112,552 | \$ 5,591,967 | 30.87% |

| Expenditures | Actual | Budget | Actual to Date | YTD % |
|---------------------------|----------|---------------|----------------|--------|
| | FY '14-5 | FY '15-16 | FY '15-16 | Spent |
| Administration/Operations | \$ - | \$ 2,199,924 | \$ 702,719 | 31.94% |
| Purchased Power | - | 14,200,000 | 4,462,095 | 31.42% |
| Debt Service | - | 366,240 | 350,491 | 95.70% |
| Capital Outlay | - | 466,000 | 32,927 | |
| Contingency | - | 636,846 | - | |
| Transfers to General Fund | - | 243,542 | - | 0.00% |
| Total | \$ - | \$ 18,112,552 | \$ 5,548,232 | 30.63% |

CASH AND INVESTMENTS

| | | | | |
|--------------------------------------|---------------|--------------|---------------|---------------|
| General Fund (Includes P. Bill) | 6,613,691 | | | |
| Water and Sewer Fund | 3,669,492 | | | Interest Rate |
| Electric Fund* | 6,434,100 | | | |
| Capital Project Fund: Wtr/Sewer (45) | 24,008 | 1st CITIZENS | 9,742,853 | 0.20% |
| Capital Project Fund: General (46) | 20,478 | NCCMT | 2,237,870 | 0.080% |
| Capital Project Fund: Electric (47) | 5,836 | STIFEL | 25,781 | Market |
| Firemen Relief Fund (50) | 178,906 | KS BANK | 4,911,095 | .2, .65, &.8 |
| Fire District Fund (51) | 46,553 | BB&T | - | 0.12% |
| JB George Endowment (40) | 126,068 | PNC BANK | 201,533 | 0.10% |
| Total | \$ 17,119,132 | | \$ 17,119,132 | |

*Plug

Account Balances Confirmed By Finance Director on 9/24/2015



FINANCE DEPARTMENTAL REPORT FOR OCTOBER, 2015

SUMMARY OF ACTIVITIES:

| | |
|----------------------------|--------------------|
| Daily Collections..... | \$2,614,366 |
| Tax & Vehicle License..... | 56,553 |
| Franchise Tax..... | 0 |
| Sales & Use Tax..... | 178,270 |
| Powel Bill..... | 0 |
| Total Revenue | \$2,849,189 |

Expenditures: General, Water, Electric and Firemen's Fund..... \$2,991,039

FINANCE:

- Compiled and submitted monthly retirement report on 10/30/2015
- Issued 69 purchase orders
- Processed 697 vendor invoices for payment and issued 427 accounts payable checks
- Prepared and processed 2 regular payrolls and 1 special payroll for Interim Fire Chief. Remitted federal and state payroll taxes on 10/9/15, 10/23/15, and 10/26/15
- Issued 2 new beer and wine privilege licenses (new law change in effect 7/1/2015)
- Collected \$483.50 in October on past due privilege license fees. **NOTE:** This brings the total collected to \$7,070.50. The past due collections are the result of mailing some 284 past due notices to local businesses
- Processed 19 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,463 (EMS = \$9,966; SRAC = \$10,137; and Utility = \$12,360). **NOTE:** Due to tax rate changes at the state level in 2014, debt collections are down some \$40,000 when compared to the same period last year... fewer North Carolina tax payers received tax refunds this filing year
- Other month end data report attached

FINANCE DIRECTOR

- Attended Town Council regular meeting on October 6, 2015
- Attended Department Head meeting on October 6 and 27, 2015
- Attended staff meeting with Town Manager on October 20, 2015
- Attended ElectriCities Software Study meeting on October 14, 2015
- Attended the East Smithfield Improvement Organization meeting at 6 p.m. on October 28, 2015
- Participated in initial conference call meeting with finance software provider, Tyler Technologies, to review the town's software needs on October 30, 2015
- Assisted in the preparation of the Annual NC Commission Utility Report
- Assisted with the Annual American Public Power Association Performance Indicators Report
- Responded to multiple questions from auditor on this year's audit
- Invoiced Smithfield Housing Authority and JCC for resource officers
- Invoiced 3 grave openings
- **Implementing a 5% average electric rate reduction to take effect with the January 2016 bills.**

Finance Department totals for October 2015

Meter Reading

| | | |
|----------------------------|--------|--------|
| Actual Meters Read | 9,998 | |
| Meters Loaded to Hand Held | 10,224 | |
| Meter Tech Service Hours | 0 | \$0.00 |

Billing/Collections

| | | |
|--------------------------------|------------|----------------|
| Bills Mailed | 6,085 | \$2,185,329.56 |
| Area Lights Billed | 926 | \$34,781.12 |
| JoCo Wholesale water | 40,423,000 | \$60,640.52 |
| Load Mgmt AC credit | 0 | \$0.00 |
| Load Mgmt water heater credit | 606 | -\$3,702.00 |
| Adjustments | 134 | -\$7,765.76 |
| Delinquent Accts/Late Fees | 1,459 | \$22,654.99 |
| NSF - Utility Only | 18 | \$4,855.71 |
| Refund Checks Issued | 23 | \$3,987.30 |
| Door Hangers | 317 | |
| Disconnect for non-pay | 52 | |
| Reconnect for payment received | 43 | |
| Bank Drafts | 710 | \$451,379.03 |
| Lockbox | 1,042 | \$445,248.19 |
| ECO Payment Totals | | |

| | | | |
|-----------------------------------|-------------------|----------------|-------------------|
| | IVR-phone | 182 | |
| | On-Line (website) | 475 | \$122,730.56 BOTH |
| Cash Window Transactions/Payments | 4,122 | \$1,571,900.30 | |
| Accts collected from Debt setoff | 0 | \$0.00 | EMS |
| | 2 | \$109.15 | SRAC |
| | 0 | \$0.00 | Utility |
| Accts submitted to Debt Setoff | 18 | \$8,012.82 | Utility |
| | 0 | \$0.00 | SRAC |

Service Orders

| | | |
|------------------------------|----------------------|----------|
| Requested Orders | 294 | |
| Completed Orders | 288 | |
| | Terminated Accounts | 106 |
| | Meters Rechecked | 27 |
| | New Turn on Accounts | 110 |
| Meter Tamper / Meter Missing | 2 | \$600.00 |

Phone Call Usage

| | | Duration |
|---------------------|-----|----------|
| CSR - Elaine | | |
| Inbound | 560 | 17:52:39 |
| Outbound | 135 | 3:01:10 |

CSR/Collections - Audrey

| | | |
|------------------------------------|-------|-----------|
| Inbound | | |
| Outbound | 396 | 8:19:44 |
| | 170 | 2:07:12 |
| Collections - Cash Window#2 | | |
| Inbound | | |
| Outbound | 80 | 1:45:24 |
| | 2 | 0:00:40 |
| Switch Board Operator x1101 | | |
| Inbound | | |
| Outbound | 499 | 3:18:53 |
| | 54 | 2:22:20 |
| Total Town (Trunk Lines) | | |
| Inbound | | |
| Outbound | 4,077 | 112:55:19 |
| | 1,808 | 71:58:20 |



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 - 2015

| | October | Calendar Year to date |
|---------------------|---------|-----------------------|
| Town Council | | |
| Rezoning | 2 | 4 |
| Conditional Use | 0 | 3 |
| Ordinance Amendment | 0 | 2 |
| Major Subdivisions | 0 | 0 |
| Annexations | 0 | 0 |
| Special Events | 4 | 17 |

Planning Board

| | | |
|---------------------|---|---|
| Rezoning | 1 | 5 |
| Condition Use | 0 | 3 |
| Ordinance Amendment | 1 | 3 |
| Subdivisions | 0 | 0 |
| Annexations | 0 | 0 |

Board of Adjustment

| | | |
|--------------|---|---|
| Variance | 0 | 1 |
| Admin Appeal | 0 | 0 |

Historic Properties Commission

| | | |
|--------------------------------|---|---|
| Certificate of Appropriateness | 0 | 0 |
| Historic Landmarks | 0 | 0 |



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

PERMITS ISSUED MONTHLY REPORT- October 2015

| | | | |
|-----------------------------|-----------------|-----------------|-----------|
| Site Plan | Major Site Plan | 550.00 | 5 |
| Site Plan | Minor Site Plan | 300.00 | 3 |
| Zoning | Land Use | 750.00 | 8 |
| Zoning | Sign | 350.00 | 7 |
| Report Period Total: | | 1,950.00 | 23 |
| YTD Total: | | 6,625.00 | 83 |

| | | | | |
|-------------|-----------|-----------------|--------------------------------------|---------------------------------|
| SP15-000047 | Site Plan | Major Site Plan | JCC Parking Lot Rehab | 245 COLLEGE Road |
| Z15-000124 | Zoning | Sign | Kelly's Antiques and Thrift Shop | 508 South Third Street |
| Z15-000125 | Zoning | Sign | Sam's 2 | 825 Brogden Road |
| Z15-000126 | Zoning | Land Use | Coffee Shop / Restaurant | 135 South Third Street |
| Z15-000128 | Zoning | Sign | Food Lion | 901 South BRIGHTLEAF Boulevard |
| Z15-000127 | Zoning | Sign | Food Lion | 851 West MARKET Street |
| Z15-000129 | Zoning | Land Use | GrayCliff Enterprises Inc | 610 POWELL Street |
| Z15-000130 | Zoning | Land Use | Hypnotherapy Clinic | 1329 North BRIGHTLEAF Boulevard |
| Z15-000131 | Zoning | Land Use | S&M Fashion | 117 North THIRD Street |
| SP15-000048 | Site Plan | Minor Site Plan | Best Western Lighting Plan | 145 South EQUITY Drive |
| SP15-000049 | Site Plan | Minor Site Plan | Best Western Lighting Plan | 145 South EQUITY Drive |
| SP15-000050 | Site Plan | Minor Site Plan | 14' x 14' accessory structure | 102 East Wilson Street |
| Z15-000132 | Zoning | Land Use | Dazzel ME Accessories | 117 North THIRD Street |
| Z15-000133 | Zoning | Land Use | A-1 Mini Storage | 1343 West MARKET Street |
| Z15-000134 | Zoning | Sign | | 110 South EQUITY Drive |
| Z15-000135 | Zoning | Sign | Brightleaf Motorsports | 808 North Brightleaf Boulevard |
| Z15-000136 | Zoning | Sign | Chipotle Mexican Grill | 110 South EQUITY Drive |
| Z15-000137 | Zoning | Land Use | Food Works Equipment and Supply, Inc | 233 Airport Industrial Drive |
| Z15-000138 | Zoning | Land Use | | 40 BROOKWOOD Drive |
| Z15-000139 | Zoning | Land Use | Air flow Products Company, Inc | 1050 Yelverton Grove Road |
| SP15-000051 | Site Plan | Major Site Plan | Saint Ann Parrish Center | 4057 US 70 BUS |



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 2015

| | Oct-15 | Calendar Year To date |
|--|--------|-----------------------|
| Written Violations | 104 | 1244 |
| Resolved Violations | 102 | 1239 |
| On Site Meetings | 96 | 1414 |
| Temporary Signs Violations | 246 | 1044 |
| Temporary Signs Removed | 246 | 1044 |
| Condemned Structures Removed | 1 | 12 |
| Community Volunteers | 12 | 260 |
| Families Helped By Helping Hand Volunteers | 5 | 85 |
| ADA Compliant Ramps Built By Volunteers | 2 | |



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING October 31, 2015**

I. STATISTICAL SECTION

| Month Ending Oct. 31, 2015 | Oct-15 | Oct-14 | Total 2015 | Total 2014 | YTD Difference |
|----------------------------|--------|--------|------------|------------|----------------|
| Calls For Service | 1665 | 2224 | 18572 | 22609 | -4037 |
| Incident Reports Completed | 181 | 211 | 1770 | 1785 | -15 |
| Cases Closed | 180 | 167 | 1839 | 1655 | 184 |
| Accident Reports | 68 | 81 | 711 | 707 | 04 |
| Arrest Reports | 158 | 141 | 1292 | 1241 | 51 |
| Burglaries Reported | 11 | 12 | 85 | 95 | -10 |
| Drug Charges | 54 | 31 | 338 | 298 | 40 |
| DWI Charges | 04 | 09 | 85 | 96 | -10 |
| Citations Issued | 250 | 317 | 2573 | 3230 | -657 |
| Speeding | 31 | 95 | 562 | 1208 | -646 |
| No Operator License | 69 | 54 | 637 | 770 | -133 |
| Registration Violations | 41 | 43 | 347 | 510 | -163 |

II. PERSONNEL UPDATE

One officer remains in a field training assignment. The department has one officer attending BLET Training at JCC. One conditional offer has been made to fill one vacancy. The department has one sworn vacancy where a conditional offer has not yet been made to an applicant.

III. MISCELLANEOUS

The police department is partnering with the Parks and Recreation department to host our third annual Grinch Run on December 05, 2015 at Community Park. Entrance fees exist of bringing a new toy for donation.

Officers provided extra patrols during Halloween Trick or Treat times. Officers handed out over 800 glow necklaces to children, as a safety item. The necklaces were purchased with drug forfeiture money.

- Calls for service continue to decrease due to a change in the manner in which calls are logged. This record keeping change began in January 2015.

REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2015

| PART I CRIMES | October 2014 | October 2015 | +/- | Percent Changed | Year-To-Date | | +/- | Percent Changed |
|----------------------|-----------------|-----------------|-----|--------------------|--------------|------|-----|--------------------|
| | | | | | 2014 | 2015 | | |
| MURDER | 0 | 0 | 0 | N.C. | 0 | 1 | 1 | N.C. |
| RAPE | 0 | 0 | 0 | N.C. | 2 | 3 | 1 | 50% |
| ROBBERY | 4 | 3 | -1 | -25% | 21 | 18 | -3 | -14% |
| Commercial | 2 | 2 | 0 | 0% | 5 | 7 | 2 | 40% |
| Individual | 2 | 1 | -1 | -50% | 16 | 11 | -5 | -31% |
| ASSAULT | 3 | 3 | 0 | 0% | 49 | 54 | 5 | 10% |
| * VIOLENT * | 7 | 6 | -1 | -14% | 72 | 76 | 4 | 6% |
| BURGLARY | 12 | 11 | -1 | -8% | 89 | 83 | -6 | -7% |
| Residential | 8 | 3 | -5 | -63% | 54 | 55 | 1 | 2% |
| Non-Resident. | 1 | 4 | 3 | 300% | 11 | 15 | 4 | 36% |
| Commercial | 3 | 4 | 1 | 33% | 24 | 13 | -11 | -46% |
| LARCENY | 53 | 56 | 3 | 6% | 471 | 480 | 9 | 2% |
| AUTO THEFT | 1 | 4 | 3 | 300% | 14 | 14 | 0 | 0% |
| ARSON | 2 | 0 | -2 | -100% | 4 | 2 | -2 | -50% |
| * PROPERTY * | 68 | 71 | 3 | 4% | 578 | 579 | 1 | 0% |
| PART I TOTAL: | 75 | 77 | 2 | 3% | 650 | 655 | 5 | 1% |
| PART II CRIMES | | | | | | | | |
| Drug | 65 | 42 | -23 | -35% | 382 | 321 | -61 | -16% |
| Assault Simple | 9 | 14 | 5 | 56% | 118 | 152 | 34 | 29% |
| Forgery/Counterfeit | 2 | 1 | -1 | -50% | 14 | 35 | 21 | 150% |
| Fraud | 5 | 4 | -1 | -20% | 82 | 102 | 20 | 24% |
| Embezzlement | 0 | 0 | 0 | N.C. | 3 | 10 | 7 | 233% |
| Stolen Property | 3 | 3 | 0 | 0% | 14 | 16 | 2 | 14% |
| Vandalism | 7 | 8 | 1 | 14% | 92 | 72 | -20 | -22% |
| Weapons | 3 | 4 | 1 | 33% | 19 | 33 | 14 | 74% |
| Prostitution | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| All Other Sex Offens | 0 | 0 | 0 | N.C. | 6 | 8 | 2 | 33% |
| Gambling | 0 | 0 | 0 | N.C. | 0 | 0 | 0 | N.C. |
| Offn Agnst Faml/Chld | 1 | 1 | 0 | 0% | 4 | 7 | 3 | 75% |
| D. W. I. | 10 | 4 | -6 | -60% | 95 | 83 | -12 | -13% |
| Liquor Law Violation | 1 | 2 | 1 | 100% | 12 | 12 | 0 | 0% |
| Disorderly Conduct | 0 | 1 | 1 | N.C. | 11 | 10 | -1 | -9% |
| Obscenity | 0 | 0 | 0 | N.C. | 0 | 2 | 2 | N.C. |
| Kidnap | 1 | 0 | -1 | -100% | 3 | 0 | -3 | -100% |
| All Other Offenses | 9 | 3 | -6 | -67% | 64 | 55 | -9 | -14% |
| PART II TOTAL: | 116 | 87 | -29 | -25% | 919 | 918 | -1 | 0% |
| GRAND TOTAL: | 191 | 164 | -27 | -14% | 1569 | 1573 | 4 | 0% |

N.C. = Not Calculable

(r_month1)

Page: 1



Town of Smithfield
Fire Department
 Month Ending: October, 2015

I. Statistical Section

| Responded to: | YTD: |
|--|-------------|
| <u>7</u> Total Structure Fires Dispatched | 82 |
| <u>2</u> Confirmed Structure Fires (Our District) | 14 |
| <u>2</u> Confirmed Structure Fires (Other Districts) | 11 |
| <u>120</u> EMS/Rescue Calls | 1118 |
| <u>0</u> Vehicle Fires | 16 |
| <u>12</u> Motor Vehicle Accidents | 139 |
| <u>10</u> Fire Alarms (Actual) | 57 |
| <u>10</u> Fire Alarms (False) | 120 |
| <u>25</u> Misc./Other Calls | 173 |
| <u>7</u> Mutual Aid (Received) | 86 |
| <u>5</u> Mutual Aid (Given) | 51 |
| 184 TOTAL EMERGENCY RESPONSES | 1704 |

| | | |
|-----------|------------|---|
| Conducted | <u>35</u> | Fire Inspections/Compliance Inspections |
| Conducted | <u>6</u> | Public Fire Education Programs |
| | 145 | Adults in Attendance |
| | 362 | Children in Attendance |
| Conducted | <u>3</u> | Plans Review Construction/Renovation Projects |
| Issued | <u>0</u> | Fire Code Citations |
| Issued | <u>0</u> | Fire Lane Citations |
| Completed | <u>5</u> | Consultation/Walk Through |
| Completed | <u>39</u> | Re-Inspections |
| Completed | <u>0</u> | Fire Investigations |
| | --- | |
| | --- | |

II. Major Revenues

Inspections: \$2425.00
 False Alarms: \$750.00

Major Expenses for the Month:

III. Personnel Update:

IV. Narrative of monthly departmental activities:

**Town of Smithfield
Public Works Department
October 31, 2015**



231 Total Work Orders completed by the Public Works Department

3 Burials, at \$700.00 each = \$2,100

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

\$4,000.00 Sunset Cemetery Lot Sales

\$2,500.00 Riverside Extension Cemetery Lot Sales

394.12 tons of household waste collected

162 tons of yard waste collected

7 tons of recycling collected

46 Animal Control work orders completed

18 Cats transported to Animal Shelter

15 Dogs transported to Animal Shelter

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
October 31, 2015



I. Statistical Section

- 3 _____ Burials
- 12 _____ Works Orders – Buildings & Facilities Division
- 7 _____ Work Orders – Grounds Division
- 34 _____ Work Orders – Sign Division

II. Major Revenues

| | |
|-----------------------------------|------------|
| Sunset Cemetery Lot Sales: | \$4,000.00 |
| Riverside Ext Cemetery Lot Sales: | \$2,500.00 |
| Grave Opening Fees: | \$2,100.00 |
| Total Revenue: | \$8,600.00 |

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works safety meeting was on "Eye safety".

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
October 31, 2015**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 12 - Work Orders – 13.83 Tons of Asphalt was placed in 10 utility cuts, 2 gator areas and 1 overlay.
- c. Assisted Appearance Division with Christmas decorations.
- d. 1 - Work Order - 50 Linear Feet of ditches were cleaned
- e. 34 - Work Orders – 1,275lbs. of Cold Patch was used for 34 Potholes.
- f. 46 - Work Orders were completed regarding Animal Control related issues. 18 Cats and 15 Dogs were transported to the Animal Control Shelter.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$1,792.04 to Smithfield Diesel for repairs to 2006 International, \$2,700 to Joe Dunnehoo for preparing the 2015-2016 Neuse River Basin Annual report, \$670 to Smithfield Sign Design for signs at Smithfield Crossing.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Eye safety".

**Town of Smithfield
Public Works Department
October 2015 Drainage Report**

Location: Cedar Drive, East Street, Oakland Cemetery.
Starting Date: 10/1/2015
Completion Date: 10/1/2015
Description: Cleaned 865LF of storm drain line with jet truck.
Man-hours: 8hrs
Equipment: Jet truck plus hand tools.
Materials: N/A

Location: 259-721-809- 388, Venture Drive, 540 North Street, E Market in front of Zack's, 7th and Caswell, 3-15 Afton Lane, 11 Eden Drive, 406 S 2nd Street, Buffalo and North, Caswell between 4th and 5th, 102 Daughtry, Powell and Coats, Ava Gardner and NBL, Woodsdale and Booker dairy Road, S Sussex and Canterbury, 10 A 3rd Ave, Midway and 3rd Ave, 512 Dundee, Davis and Vermont

Starting Date: 10/6/2015
Completion Date: 10/29/2015
Description: Repaired 34 potholes with cold patch asphalt.
Man-hours: 14hrs.
Equipment: 402 pickup plus hand tools.
Materials: 25.5 bags of Perma Patch.

Location: 100Block of Bingham, 909 E Lee Street, 700 E Church Street, 3 Meadow Ct, 403 SBL, Lee Street beside RR track.

Starting Date: 10/7/2015
Completion Date: 10/7/2015
Description: Repaired 5 utility cuts, 1 root damaged area and 1 bad gator place with hot asphalt mix.
Man-hours: 19.5hrs.
Equipment: 420 Cat backhoe, 405 dump truck.
Materials: 7.72 tons of 12 Asphalt.

Location: S 7th and Church Street.
Starting Date: 10/9/2015
Completion Date: 10/9/2015
Description: Removed high shoulder, cut 50LF of ditch line and blew out 40LF of storm drain line for positive drainage.
Man-hours: 6hrs.
Equipment: 420 Cat backhoe, 405 dump truck and jet truck.
Materials: N/A

Location: S 5th FEMA lots, Woodall and SBL, Riverside Drive, S 3rd beside Travel Odyssey, 2nd Ave, 3rd Ave, Martin Street, MLK and College Road and Smithfield Crossing/Outlet Center Drive.

Starting Date: 10/16/2015
Completion Date: 10/22/2015
Description: Cut back right of ways and FEMA lots.
Man-hours: 30hrs.
Equipment: Tractor with bush hog, 3 Scag mowers plus hand tools.
Materials: N/A

**Town of Smithfield
Public Works Department
October 2015 Drainage Report**

Location: 14 Peedin Road, 206 E Underwood, Blount and Lee, 88 Brookwood Drive, 404 NBL.
Starting Date: 10/19/2015
Completion Date: 10/29/2015
Description: Cut 5 Nuisance properties for Planning Dept.
Man-hours: 31hrs.
Equipment: Bobcat tractor with bush hog, 2 Scag mowers, 2 knuckleboom trucks and 420 Cat backhoe.
Materials: N/A

Location: 500 Glenn Street, 703 E Johnston, 5th and Holt, Johnston beside Howell Theatre, Wilson and Vermont, Dundee and 5th.
Starting Date: 10/21/2015
Completion Date: 10/21/2015
Description: Repaired 5 utility cuts and 1 overlay area with hot mix asphalt.
Man-hours: 16.5hrs.
Equipment: 420 Cat backhoe, 405 dump truck.
Materials: 6.11 tons of I2 Asphalt.

Location: Ava Gardner, Blount, Rand & Brogden.
Starting Date: 10/29/2015
Completion Date: 10/29/2015
Description: Cut Right of Way areas.
Man-hours: 8hrs.
Equipment: New Holland tractor with bush hog.
Materials: N/A

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
October 31, 2015**



I. Statistical Section

 1 Preventive Maintenances

 0 North Carolina Inspections

 40 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department Safety Training was on "Eye Safety".

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
October 31, 2015**



I. Statistical Section

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

- a. Sanitation forces completed 36 work orders
- b. Sanitation forces collected 394.12 tons of household waste
- c. Sanitation forces disposed of 81 loads of yard waste and debris at Spain Farms Nursery
- d. Recycling forces collected 0 tons of clean wood waste (pallets)
- e. Town's forces collected .94 tons of construction debris (C&D)
- f. Town's forces disposed of 176 scrap tires
- g. Recycling forces collected 2.70 tons of recyclable plastic
- h. Town's forces collected 1960 lbs. of cardboard
- i. A total of 0 gallons of cooking oil was collected at the convenience site
- j. Disposed of 4020 lbs. of plastics & glass

II. Major Revenues

- a. Received \$48.54 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 2200 lbs. of shredder steel for \$93.50 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,624 for disposal of yard waste and debris. Carolina Freightliner of Raleigh was paid \$935.97 for repairs to Knuckle Boom Loader #313. Smithfield Diesel Repair was paid \$2,379 for repairs to Knuckle Boom Loader # 311. ERJ Hydraulics (Donald Creech) was paid \$900 for cylinder repairs.

IV. Personnel Update:

Jackie Mitchell ceased employment with the Town due to failing health. Due to the lack of man power a temporary employee was hired to help out the sanitation crew.

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. The Public Works Department Safety Training was on "Eye Safety".



**PARKS & RECREATION
SMITHFIELD RECREATION AND AQUATICS CENTER
MONTHLY REPORT
OCTOBER, 2015**

I. Parks and Recreation and SRAC Programs/Events

Programs/Events in progress of recently completed: **39**
Total Programs/Events participants: **4829** *(does not include spectators)
SRAC member visits > **5062** *(does not include spectators, meeting attendees, etc.)
SRAC paid day pass visitors > **359 (\$,3146.00)**
SRAC complimentary day pass visitors > **7**
SRAC Facility Rentals (Banquet Room, Gym, M-P Room) > **(16 Rentals)**
SRAC Pool Rentals (Parties, Churches, Day Camps, etc.) > **(21 Rentals)**

II. Budget Information

Through 10/31/14 & YTD:
Parks and Recreation Expenditures > approximately 25%
SRAC Expenditures > approximately 31%
SRAC Revenues collected > approximately 34%

III. Upcoming Events / Programs

December 3—Christmas Tree Lighting
December 4—Swimming with Santa
December 5—Grinch Run
December 10—Christmas Parade



**Utilities Department
Monthly Report
October 2015**

- **Statistical Section**

- Electric CP Demand 16,878 Kw relative to September's demand of was 26,987Kw.
- Electric System Reliability for was **100 %** relative to September's 99.9861%.
- Raw water treated on a daily average was 3.190 MG relative to 3.131 MG for September; with maximum demand of 3.927 MG relative to September's 3.807MG.
- Total finished water to the system was 88.944 MG relative to September's 86.995 MG. Average daily for the month was 2.869 MG relative to September's 2.9 MG. Daily maximum was 3.264 MG (October 27th) relative to September's 3.547 MG. Daily minimum was 2.573 MG (October 18th), relative to September's 1.298 MG.

- **Miscellaneous Revenues**

- Electrical sales were \$1,432,349 relative to September's sales of \$1,627,536
- Water sales were \$173,442 relative to September's \$177,792
- Sewer sales were \$231,235 relative to September's \$228,055
- Johnston County Water purchases were \$81,033 relative to September's \$60,641

- **Major Expenses for the Month**

- Electricity purchases were \$788,623 relative to September's \$1,144,594
- Johnston County sewer charge was \$200,229 for 66.945 MG relative to September's \$148,761 for 50.072 MG.

- **Personnel Changes**

Shane Stanley was hired as the new Engineering Technician



**Town Of Smithfield
WATER AND SEWER
Monthly Report
October 2015**

I. Statistical Section

- REPLACED 19 WATER METERS
- SET 4 METERS FOR NEW ACCOUNTS
- REPAIRED 4 LEAKS
- REPAIRED 5 SEWERS
- WASHED 9108 FEET SEWER LINES
- MADE 0 WATER TAPS, AND 0 SEWER TAP

II. Major Revenues

- NA
-

III. Major Expenses for the Month:

IV. Personnel Update

-

V. Miscellaneous Activities:

- RODDED 20 SEWER SERVICES
- REPAIRED 0 FIRE HYDRANTS
- SERVICE CALLS 110
- LOCATES 153
- CHECK 18 LIFT STATIONS DAILY
- FLUSHED DEAD ENDS 1 TIME
- INSTALLED 4-6" VALVES

HYDRANT FLUSHING

1,348,447 Gallons

SMITHFIELD WATER PLANT DISTRIBUTION SAMPLING SITE PLAN

| STREET NAME | DATE | CHLORINE | TIME | GALLONS | PSI | STREET NAME | DATE | CHLORINE | TIME | GALLONS | PSI |
|-------------------|------------|----------|------|---------|-----|-------------------|------------|----------|------|---------|-----|
| Castle Drive | 10/9/2015 | 3.4 | 30 | 10620 | 10 | White Oak Drive | 10/23/2015 | 2.4 | 30 | 10620 | 10 |
| Stephson Drive | 10/9/2015 | 3.4 | 30 | 10620 | 10 | Brookwood Drive | 10/23/2015 | 0.8 | 30 | 11310 | 5 |
| Gamer Drive | 10/9/2015 | 3.4 | 30 | 15930 | 10 | Runnymede Place | 10/22/2015 | 2.4 | 30 | 10620 | 10 |
| Computer Drive | 10/9/2015 | 3.4 | 30 | 10620 | 10 | Nottingham Place | 10/22/2015 | 2.4 | 30 | 10620 | 10 |
| Elm Drive | 10/9/2015 | 3.4 | 30 | 10620 | 10 | Heritage Drive | 10/26/2015 | 1.4 | 30 | 10620 | 10 |
| Hillcrest Drive | 10/28/2015 | 2.5 | 15 | 5310 | 10 | Regency Drive | 10/22/2015 | 1.5 | 15 | 19500 | 60 |
| Skyland Drive | 10/9/2015 | 3.4 | 30 | 10620 | 10 | Randers Court | 10/22/2015 | 0.2 | 15 | 15930 | 40 |
| Eason Street | 10/23/2015 | 2 | 15 | 15930 | 40 | Noble Street | 10/22/2015 | 0.8 | 15 | 7920 | |
| Holland Drive | 10/12/2015 | 1.5 | 15 | 9750 | 15 | Fieldale Dr#1(L) | 10/27/2015 | 1.5 | 15 | 15930 | 40 |
| Parkway Drive | 10/12/2015 | 3.4 | 30 | 31860 | 40 | Fieldale Dr#2(R) | 10/27/2015 | 1.9 | 15 | 15930 | 40 |
| Braford Street | 10/12/2015 | 2.6 | 30 | 15930 | 40 | Noble Plaza #1 | 10/23/2015 | 0.2 | 30 | 10620 | 10 |
| Kellie Drive | 10/23/2015 | 2.2 | 30 | 15930 | | Noble Plaza #2 | 10/23/2015 | 0.2 | 30 | 10620 | 10 |
| Edgewater | 10/12/2015 | 2.6 | 30 | 15930 | 40 | Pinecrest Street | 10/15/2015 | 1 | 30 | 10620 | 10 |
| Edgecombe | 10/12/2015 | 2.6 | 30 | 31860 | 40 | Ava Gardner | 10/22/2015 | 0.5 | 60 | 95580 | |
| Magnolia circle | 10/12/2015 | 2.6 | 30 | 7965 | | Waddell Drive | 10/15/2015 | 2.5 | 15 | 5310 | 10 |
| Valley Wood | 10/22/2015 | 0.3 | 15 | 7965 | 40 | Heather Court | 10/22/2015 | 1 | 15 | 15930 | 40 |
| Creek Wood | 10/23/2015 | 0.8 | 30 | 31860 | | Reeding Place | 10/22/2015 | 1 | 15 | 15930 | 40 |
| Kay Drive | 10/15/2015 | 2.5 | 15 | 9750 | 15 | S. Sussex Drive | 10/26/2015 | 3 | 30 | 15930 | |
| Huntington Place | 10/20/2015 | 1.5 | 15 | 10095 | 1 | Henly Place | 10/12/2015 | 2 | 15 | 8715 | 12 |
| N. Lakeside Drive | 10/20/2015 | 1.5 | 15 | 9435 | 14 | Furtonge Street | 10/14/2015 | 3.5 | 15 | 8715 | 12 |
| Cypress Point | 10/20/2015 | 1.5 | 15 | 8715 | 12 | Aspen Drive | 10/14/2015 | 2.5 | 15 | 8715 | 12 |
| Quail Run | 10/20/2015 | 1 | 15 | 10095 | 1 | Cedar Drive | 10/14/2015 | 2.5 | 15 | 5310 | 10 |
| British Court | 10/20/2015 | 1 | 15 | 11550 | 2 | Oak Drive | 10/15/2015 | 2.5 | 15 | 9420 | 14 |
| Tyler Street | 10/20/2015 | 1.5 | 15 | 19500 | 60 | Pine Street | 10/15/2015 | 3 | 15 | 9750 | 15 |
| Rainbow Drive | 10/23/2015 | 3.2 | 15 | 19500 | 60 | Birch Street | 10/15/2015 | 3 | 15 | 8715 | 12 |
| Rainbow Circle | 10/27/2015 | 3.5 | 15 | 19500 | 60 | East Street | 10/23/2015 | 3 | 15 | 15930 | 40 |
| Moonbeam Circle | 10/23/2015 | 3.8 | 15 | 19500 | 60 | West Street | 10/23/2015 | 3 | 15 | 17820 | 50 |
| Yelverton Road | 10/14/2015 | 2.5 | 15 | 15930 | 40 | Ward Street | 10/28/2015 | 3 | 15 | 15930 | 40 |
| Ray Drive | 10/8/2015 | 0.5 | 15 | 15930 | 40 | Ryans | 10/22/2015 | 0.5 | 60 | 39000 | |
| Will Drive | 10/8/2015 | 0.5 | 15 | 15930 | 40 | Water Samples | 4TIMES | | | 247800 | 40 |
| Golden Corral | 10/14/2015 | 3.5 | 15 | 10080 | 16 | Davis Street | 10/14/2015 | 3 | 15 | 8712 | 12 |
| Sheltonway | | | | | | Wellons Street | 10/25/2015 | 3 | 15 | 15930 | 40 |
| THM Samples | | | | | | Caroline Ave. | 10/14/2015 | 3 | 15 | 5310 | 10 |
| Michael Lane | 10/28/2015 | 1.5 | 15 | 15930 | 40 | Johnston Street | 10/14/2015 | 3 | 15 | 9750 | 15 |
| Crestview Drive | | | | | | HWY 210 LIFT ST. | 10/9/2015 | 3.4 | 30 | 15930 | |
| Coor Farm Supply | 10/23/2015 | 3.4 | 60 | 20320 | | Old Goldsboro Rd. | 10/23/2015 | 3.4 | 60 | 42480 | |



MONTHLY WATER LOSS REPORT

OCTOBER 2015

1" LINE – 1/8" HOLE – 2 DAYS

3/4" LINE – 1/8" HOLE – 2 DAYS

3/4" LINE - 1/8" HOLE- 1 DAY

3/4" LINE – 1/8" HOLE - 1 DAY

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

**Oct '15
Monthly 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 | 19.7 | 3.125 | 2.662 | 0.0880 | 2.574 | 82.37 |
| 2 | 3.80 | 18.5 | 2.923 | 2.617 | 0.0870 | 2.530 | 86.55 |
| 3 | 3.80 | 19.0 | 3.006 | 2.815 | 0.0890 | 2.726 | 90.69 |
| 4 | 3.80 | 20.1 | 3.183 | 2.838 | 0.0940 | 2.744 | 86.21 |
| 5 | 3.80 | 20.1 | 3.180 | 2.762 | 0.0930 | 2.669 | 83.93 |
| 6 | 3.80 | 16.6 | 2.636 | 2.711 | 0.0880 | 2.623 | 99.51 |
| 7 | 3.80 | 21.2 | 3.352 | 2.845 | 0.0910 | 2.754 | 82.16 |
| 8 | 3.80 | 20.5 | 3.248 | 3.123 | 0.0920 | 3.031 | 93.32 |
| 9 | 3.80 | 19.6 | 3.109 | 2.773 | 0.0910 | 2.682 | 86.27 |
| 10 | 3.80 | 17.9 | 2.837 | 2.667 | 0.0890 | 2.578 | 90.87 |
| 11 | 3.80 | 18.2 | 2.877 | 2.689 | 0.0890 | 2.600 | 90.37 |
| 12 | 3.80 | 18.8 | 2.974 | 2.768 | 0.0900 | 2.678 | 90.05 |
| 13 | 3.50 | 19.3 | 2.820 | 2.654 | 0.0890 | 2.565 | 90.96 |
| 14 | 3.50 | 21.6 | 3.147 | 3.015 | 0.0920 | 2.923 | 92.88 |
| 15 | 3.50 | 22.2 | 3.243 | 2.840 | 0.0920 | 2.748 | 84.74 |
| 16 | 3.50 | 20.4 | 2.969 | 2.738 | 0.0890 | 2.649 | 89.22 |
| 17 | 3.50 | 18.9 | 2.753 | 2.693 | 0.0870 | 2.606 | 94.66 |
| 18 | 3.50 | 18.3 | 2.676 | 2.573 | 0.0870 | 2.486 | 92.90 |
| 19 | 3.50 | 19.2 | 2.802 | 2.904 | 0.0900 | 2.814 | 100.43 |
| 20 | 3.50 | 18.0 | 2.620 | 2.617 | 0.0820 | 2.535 | 96.76 |
| 21 | 3.50 | 24.0 | 3.555 | 3.110 | 0.0822 | 3.028 | 85.17 |
| 22 | 3.50 | 23.6 | 3.455 | 3.221 | 0.0880 | 3.133 | 90.68 |
| 23 | 3.50 | 24.0 | 3.527 | 3.067 | 0.0930 | 2.974 | 84.32 |
| 24 | 3.80 | 23.2 | 3.681 | 3.112 | 0.0930 | 3.019 | 82.02 |
| 25 | 4.30 | 21.9 | 3.927 | 3.111 | 0.0950 | 3.016 | 76.80 |
| 26 | 4.30 | 20.7 | 3.710 | 3.241 | 0.0920 | 3.149 | 84.88 |
| 27 | 4.00 | 22.8 | 3.796 | 3.264 | 0.0960 | 3.168 | 83.46 |
| 28 | 4.00 | 21.1 | 3.524 | 2.949 | 0.0920 | 2.857 | 81.07 |
| 29 | 4.00 | 20.1 | 3.358 | 3.065 | 0.0920 | 2.973 | 88.53 |
| 30 | 4.00 | 21.5 | 3.575 | 2.729 | 0.0900 | 2.639 | 73.82 |
| 31 | 4.00 | 19.9 | 3.311 | 2.771 | 0.0880 | 2.683 | 81.03 |
| Total | 116.50 | 630.9 | 98.899 | 88.944 | 2.790 | 86.154 | 87.11 |
| Avg | 3.76 | 20.4 | 3.190 | 2.869 | 0.090 | 2.779 | |
| Max | 4.30 | 24.0 | 3.927 | 3.264 | 0.096 | 3.168 | |
| Min | 3.50 | 16.6 | 2.620 | 2.573 | 0.082 | 2.486 | |



**Town of Smithfield
Electric Department
Monthly Report
October, 2015**

I. Statistical Section

- Street Lights repaired -31
- Area Lights repaired -15
- Service calls - 44
- Underground Electric Locates -67
- Poles changed out or installed -16
- Underground Services Installed -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

N/A

V. Miscellaneous Activities:

- Solar Farm went on line Oct. 29th & is producing power.

