



Mayor

Andy Moore

Mayor Pro-Tem

Emery Ashley

Council Members

Marlon Lee

J. Perry Harris

Travis Scott

Roger A. Wood

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Williams

# Town Council Agenda Packet

Meeting Date: Tuesday, March 7, 2017

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577







**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING MARCH 7, 2017  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations:**

- 1. Proclamation:** Recognizing April 22, 2017 as #SSStrong Day  
(Mayor – M. Andy Moore) See attached information.....1
- 2. Proclamation:** Honoring Dennis C. Tyner, Sr. for 20 years of Service to the Town  
of Smithfield  
(Mayor – M. Andy Moore) See attached information.....3
- 3. 2017 Public Power Awards of Excellence**  
(Mayor – M. Andy Moore) See attached information.....5
- 4. Presentation by GeoTechnologies on Full Depth Reclamation – Venture  
Drive**

**Public Hearing:**

- 1. Conditional Use Permit Request – CUP-17-01 Nelson and Shonda  
Covington:** The applicant is requesting a conditional use permit to allow for a  
commercial daycare center on a .98 acre tract of land located within a B-2  
(Business) zoning district. The property considered for approval is located on the  
southwest side of the intersection of North Seventh Street and Bridge Street and  
further identified as Johnston County Tax ID# 15021012.  
(Planning Director – Paul Emblar) See attached information.....9

- 2. Conditional Use Permit Request – CUP-17-03 Classic Ford:** The applicant is requesting a conditional use permit to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue and further identified as Johnston County Tax ID# 14074005.  
(Planning Director – Paul Embler) See attached information.....37
  
- 3. Zoning Text Amendment Request – ZA-17-01 Town of Smithfield:** The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10, Table of permitted uses, to allow for the sale of agricultural products as an administratively approved use by right within the B-2 (Business) and B-3 (Business) zoning districts.  
(Planning Director – Paul Embler) See attached information.....65

**Citizens Comments:**

**Consent Agenda Items:**

- 1. Approval of Minutes:**
  - February 7, 2017 – Regular Meeting
  - February 7, 2017 – Closed Session (Under Separate Cover).....71
  
- 2. Special Event: Picture Show & Picnic in the Park –** The applicant the Smithfield Parks and Recreation Department, is seeking approval to conduct a family friendly event to include food trucks, activities and a movie.  
(Planning Director – Paul Embler) See attached information.....85
  
- 3. Consideration and Approval to adopt Resolution #600 (05-2017)** Awarding retired Police Captain his service badge and weapon at a cost of \$1.00.  
(Chief of Police – Robert Powell) See attached information.....89
  
- 4. Consideration and Approval of (2) 15 minute parking signs to be installed in the 100 block of South 3<sup>rd</sup> Street.**  
(Town Manager – Michael Scott) See attached information.....91
  
- 5. Consideration and Approval to amend the Pay Plan**  
(Town Manager – Michael Scott) See attached information.....93
  
- 6. Promotion:** Consideration and Approval for a promotion and increase once a new Captain has been selected.  
(Chief of Police – Robert Powell) See attached information.....111
  
- 7. Promotion:** Consideration and Approval for promotion and increase once a new Police Lieutenant has been selected.  
(Chief of Police – Robert Powell) See attached information.....113
  
- 8. Promotion:** Consideration and Approval for promotion and increase once a new Police Sergeant has been selected.  
(Chief of Police – Robert Powell) See attached information.....115

**9. Promotion:** Consideration and approval to promote an internal candidate from Parks and Grounds Crew Leader to Facility Maintenance Supervisor in the Parks and Recreation Department.  
(Parks and Recreation Director – Gary Johnson) See attached information.....117

**10. Promotion:** Consideration and Approval for promotion an internal candidate from Facility Maintenance Specialist to Appearance Crew Leader in the Public Works Department.  
(Public Works Director – Lenny Branch) See attached information.....119

**11. Promotion:** Consideration and Approval to promote an internal candidate from Sanitation Worker to Sanitation Equipment Operator in the Public Works Department.  
(Public Works Director – Lenny Branch) See attached information.....121

**12. Consideration and Approval to purchase a 2017 John Deere Zero Turn Mower from East Coast Equipment in the amount of \$10,405.14.** \$13,000 was approved in the FY 2016-2017 for this purchase.  
(Public Works Director – Lenny Branch) See attached information.....123

**13. Consideration and Approval of Various Budget Amendments**  
(Finance Director – Greg Siler) See attached information.....133

**14. Advisory Board Appointment**

- a) Jan Branch has submitted an application for consideration to be reappointed to a fourth term on the Historic Properties Commission.
- b) Carter Rabil has submitted an application for consideration to be appointed to a first term on the Appearance Commission and the Historic Properties Commission.
- c) Sardavia Williams has submitted an application for consideration to be appointed to a first term on the Parks and Recreation Advisory Committee.  
(Town Clerk – Shannan Williams) See attached information.....137

**15. New Hire Report**  
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....147

**Business Items**

**1. Discussion to Consider Developing a Strategic Communications Plan with the assistance of ElectriCities**  
(Economic Development Liaison – Tim Kerigan) See attached information.....149

**2. Discussion to Consider Developing a Retail Strategy and Recruitment Plan with the assistance of ElectriCities**  
(Economic Development Liaison – Tim Kerigan) See attached information.....151

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<b>3. Consideration and Approval to allow the Police Department to submit a grant application to the Governor’s Highway Safety Program</b> (Chief of Police – Robert Powell) <u>See</u> attached information.....	171
<b>4. Consideration and Approval of a New Auditing Firm</b> (Finance Director – Greg Siler) <u>See</u> attached information.....	187
<b>5. Consideration and Approval of a bid award to Turner Asphalt in the amount of \$603,592.00 for the Full Depth Reclamation (FDR) of Venture Drive</b> (Public Works Director – Lenny Branch) <u>See</u> attached information.....	189
<b>6. Booker Dairy Road Right of Way</b> (Town Manager – Michael Scott and Town Engineer – Bill Dreitzler) <u>See</u> attached information.....	193
<b>7. Discussion concerning Road Condition Study</b> (Town Manager – Michael Scott) <u>See</u> attached information.....	237
<b>8. Consideration and Approval to fund Stormwater Upgrades on Barbour Road</b> (Town Manager – Michael Scott) <u>See</u> attached information.....	255

**Councilmember’s Comments**

**Town Manager’s Report**

- Financial Report (See attached information).....263
- Department Reports (See attached information).....269
- Manager’s Report (Will be provided at the Meeting)

**Closed Session**

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

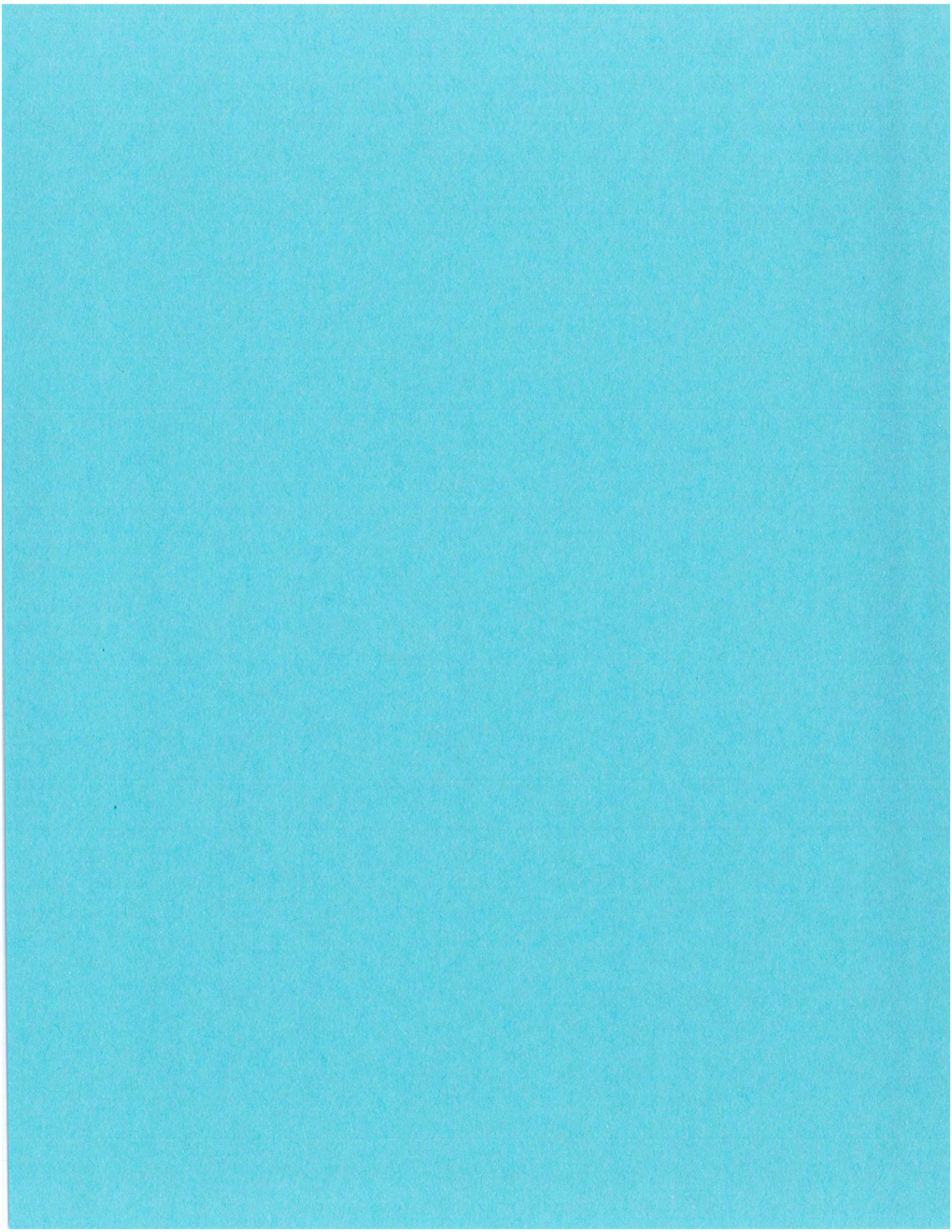
**Reconvene in Open Session**

**Adjourn**



# Presentations







# PROCLAMATION

## *Recognizing April 22, 2017 as #SSStrong Day in the Town of Smithfield*

*WHEREAS, the towns of Smithfield and Selma are home to nearly 20,000 residents who live, work, go to school, meet, eat, pray, celebrate, and debate; and*

*WHEREAS, progress—while not always easy—requires understanding the importance of community; and*

*WHEREAS, community is defined as a feeling of fellowship with others, as a result of sharing common attitudes, interests, and goals; and*

*WHEREAS, the designation #SSStrong is a written embodiment of the sense of community and serves as a strong reminder that we all play integral roles in community-building and living the #SSStrong creed; and*

*WHEREAS, we are continually grateful for those who serve our communities untiringly; and*

*WHEREAS, those who lead this movement are helping to expand its reach by their affirmative influences on others who live, work, and play in Smithfield and Selma.*

*NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, proclaims Saturday, April 22, 2017 as*

### **#SSStrong Day**

*and encourages its citizens to take pride in community by taking part in this celebration.*



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M. Andy Moore, Mayor





# PROCLAMATION

## *In Honor of Dennis C. Tyner, Sr.'s 20 Years of Service to the Town of Smithfield*

*WHEREAS, Dennis C. Tyner, Sr. has been a dedicated employee for 20 years and officially retired on February 28, 2017; and*

*WHEREAS, Dennis C. Tyner, Sr. has served the Town of Smithfield as a Parks and Recreation Facility Maintenance Technician from 1997 until 2000 and as the Parks and Recreation Facility Maintenance Supervisor from 2000 until his retirement; and*

*WHEREAS, examples of Dennis C. Tyner, Sr.'s exemplary efforts can be found on the well maintained and manicured parks and athletic fields throughout Town; and*

*WHEREAS, Dennis C. Tyner, Sr.'s dedicated interest and devotion to duty has had a valuable effect on the efficiency and morale of his co-workers, and we wish to extend to him our sincere appreciation for his outstanding performance of duty; and*

*WHEREAS, he will be missed both professionally and as a friend, and we extend our very best wishes for his continued success in his life's pursuits.*

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

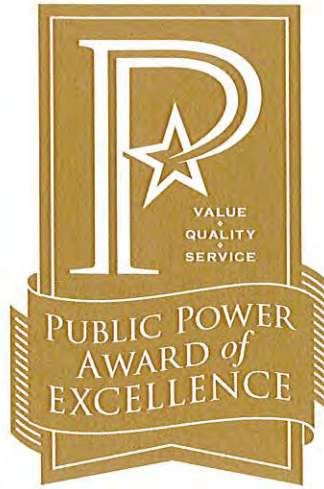


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*M. Andy Moore, Mayor*







*Presented with honor to*

**SMITHFIELD**



*for Exceptional Achievements in the Area of*

**ENERGY  
EFFICIENCY**

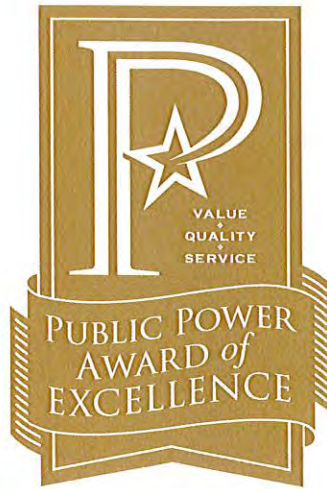
*Awarded on January 23, 2017*

A handwritten signature in black ink, appearing to read 'Grant W. Goings'.

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GRANT W. GOINGS  
*Chair, ElectriCities Board of Directors*





*Presented with honor to*

**SMITHFIELD**



*for Exceptional Achievements in the Area of*

**FINANCIAL  
STABILITY**

*Awarded on January 23, 2017*

A handwritten signature in black ink, appearing to read 'Grant W. Goings'.

---

GRANT W. GOINGS  
*Chair, ElectriCities Board of Directors*





*Presented with honor to*

**SMITHFIELD**



*for Exceptional Achievements in the Area of*

**SERVICE  
EXCELLENCE**

*Awarded on January 23, 2017*

A handwritten signature in black ink, appearing to read 'Grant W. Goings'.

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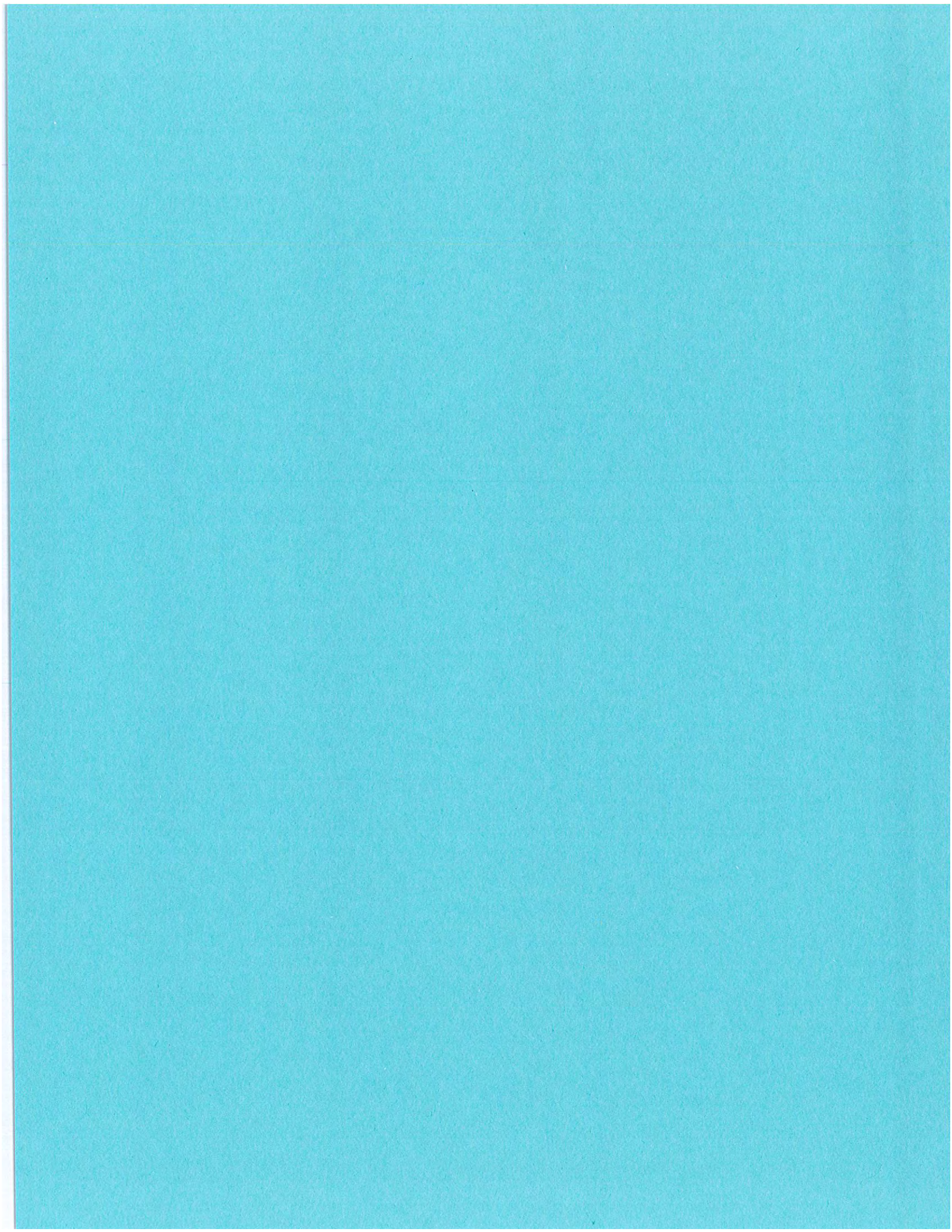
GRANT W. GOINGS  
*Chair, ElectriCities Board of Directors*





# Public Hearings









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

## STAFF REPORT

**Application Number:** CUP-17-01  
**Project Name:** Higher Calling Child Care  
**TAX ID number:** 15021012  
**Town Limits/ETJ:** City  
**Applicant:** Nelson and Shonda Covington  
**Owners:** CBI Leasing Corporation  
**Agents:** none  
**Neighborhood Meeting:** none

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**PROJECT LOCATION:** Southwest side of the intersection of North Seventh Street and Bridge Street.

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**REQUEST:** The applicant is requesting a conditional use permit to allow for a day care facility on a .98 acre tract of land located within a B-2 (Business) zoning district.

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### SITE DATA:

**Acreage:** .98 acres  
**Present Zoning:** B-2 (Business)  
**Proposed Zoning:** N/A  
**Existing Use / Previous:** Place of Worship

**DEVELOPMENT DATA:** The property is a .98 acre tract of land which contains three permanent structures to include the main sanctuary, parsonage and a Sunday school classroom building. The property has access to North Sixth Street by a horse shoe shaped driveway that will accommodate safe loading and unload of children. On-site parking is provided by sixteen standard parking spaces. ADA accessible parking spaces and handicap ramp will need to be provided prior to operation of the day care facility. The site does contain a fenced area that appears to meet State requirements for required fenced outdoor play space. No storm water facilities are located on the site and none are required at this time. No additional site improvements are requested at this time.

**Proposed Use:** Day care facility

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

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**ADJACENT ZONING AND LAND USES:**

North:	Zoning:	R-8 (Residential)
	Existing Use:	Single family dwellings
South:	Zoning:	B-2 (Business)
	Existing Use:	Vacant warehouse / single family dwelling
East:	Zoning:	B-2 (Business)
	Existing Use:	Restaurant and fuel station / single family dwelling
West:	Zoning:	B-2 (Business)
	Existing Use:	Commercial strip center

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- **Consistency with the Strategic Growth Plan**

The proposed day care facility is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for office and institutional land uses near the intersection of North Seventh Street and Bridge Street.

- **Consistency with the Unified Development Code**

Day care facilities are permitted uses within B-2 (Business) zoning district with a valid conditional use permit. Adequate parking exists for a small daycare center and no other site improvements are proposed or requested at this time.

- **Compatibility with Surrounding Land Uses**

A day care facility at this existing church site should not pose a compatibility issue with surrounding land uses.

- **Signs**

The proposed daycare will qualify for a free standing sign on North Sixth Street.

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**OTHER:**

FIRE PROTECTION: Town of Smithfield

SCHOOL IMPACTS: NA

PARKS AND RECREATION: NA  
ACCESS/STREETS: North Sixth Street  
WATER/SEWER PROVIDER: Town of Smithfield  
ELECTRIC PROVIDER: Town of Smithfield

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**Planning Department Recommendations:**

The Planning Department recommends approval of the request for a conditional use permit to allow for a day care facility on property located within a B-2 (Business) zoning district.

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**Planning Board Recommendations:**

The Planning Board, at its February 2, 2017 meeting, unanimously voted to recommend approval of the conditional use permit request for a day care facility within a B-2 zoning district.

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**Town Council Action Requested:** The Town Council is requested to review the petition for a day care facility within a B-2 zoning district and make a decision in accordance with the finding of fact for a conditional use permit.





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

## CONDITIONAL USE PERMIT APPLICATION

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

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

### SITE INFORMATION:

Name of Project: Higher Calling Child Care      Acreage of Property: 1.98 AC  
 Parcel ID Number: 169419-61-0298      Tax ID: 27 1630029 15021012  
 Deed Book: 03557      Deed Page(s): 0650  
 Address: 115 North 7<sup>th</sup> Street  
 Location: Smithfield NC

Existing Use: Church      Proposed Use: Childcare  
 Existing Zoning District: N/A  
 Requested Zoning District: N/A  
 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: CD-17-01      Date Received: 12/16/16      Amount Paid: \$300.00



**OWNER INFORMATION:**

Name: CBI Leasing Corporation  
Mailing Address: P.O. Box 97114, Raleigh NC 27624  
Phone Number: (919) 876-1138 Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: Nelson and Shonda Covington  
Mailing Address: 1916 Cartier Ruby LN Raleigh NC 27610  
Phone Number: (919) 320-5287 Fax: \_\_\_\_\_  
Contact Person: (919) 720-9130  
Email Address: highercalling1000@yahoo.com

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

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

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

**STATEMENT OF JUSTIFICATION**

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

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## REQUIRED FINDINGS OF FACT

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

1. That the use will not materially endanger the public health, safety, or general welfare if located where proposed and developed according to the plan as submitted and approved;  
No, the current location of this property will not endanger the public health, safety, or general welfare because this property is located within a couple miles where daycare centers are currently up and running. Also its located within minutes of Johnston County court house as well as the town hall.
2. That the use meets all required conditions and specifications;  
It meets all required conditions and specifications to operate a child care center at this location. Minor work has to be done in the facility as well as the landscape but there are no hindrance to complete the task.
3. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property, or that the use is a public necessity; and  
The property is located at an intersection with only one side of a joining property.
4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by GS 160A-382(b).  
The child care will be in harmony with the area considering that there are multiple child care centers with in the same vicinity.<sup>sc</sup> vicinity.



**APPLICANT AFFIDAVIT**

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

Shonda Covington                      Shonda Covington                      10-13-16  
*Print Name*                                      *Signature of Applicant*                                      *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: Higher Calling Child Care Submittal Date: 12/16/16

**OWNERS AUTHORIZATION**

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

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

C.B.I. LEASING  
By C. Allen Turner C.B.I. LEASING 11/2/16  
 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.

Shonda Covington Shonda Covington 11-9-16  
 Signature of Owner/Applicant Print Name Date

**FOR OFFICE USE ONLY**

File Number: CDP-17-02 Date Received: 12/16/16 Parcel ID Number: 169419-01-0298



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

**Application Number:** CUP-17-01    **Name:** Higher Calling Child Care

**Request:** Applicant seeks a CUP for daycare facility on property located within a B-2 zoning district.

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

**1. Finding One of Four:**

Circle One

**A. Approval:**

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

Establishing a daycare center at this site will not endanger the public health, safety, or general welfare. The requirements that the state is mandating will mitigate any such dangers.

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

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

The proposed daycare facility is in an existing church facility and located within the Smithfield Corporate Limits and is served by town police and fire services. The facility will have an on-site loading area within the existing parking lot of the church. It is unlikely that that the proposed use will materially endanger the public and should not be used for the basis of a denial.

**Finding Two of Four:**

Circle One

**A. Approval:**

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

It is the applicant's intent that the property will meet all state and local ordinance conditions and specifications.

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

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

The proposed daycare facility at this location meets all required specifications to include off-street parking and loading. The proposed daycare facility can and will meet all requirements for outdoor play space prior to operation and therefore should not be used as a basis for denial.

### 3. Finding Three of Four:

Circle One

A. **Approval:**

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

The proposed daycare center will not adversely affect the use or any physical attributes of adjoining or abutting property. Daycare facilities are considered medium intensity uses which are generally compatible with residential uses and are permitted as an accessory to churches which are currently only permitted in residential zoning districts. Additional traffic generated by the proposed daycare facility will have minimal impact on nearby commercial properties who have direct access to East Market Street.

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

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

The proposed daycare facility at this location will create some additional traffic and congestion. The daycare facility will be operating throughout the week and this increase in intensity of use may reduce adjoining property values.

**4. Finding Four of Four:**

Circle One

**A. Approval:**

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

The location and character of the use will be in harmony with the area in which it is to be located. The conditional use shall demonstrate conformance to the Land Use Plan. It will not impact other projects as required by GS 160A-382(b).

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

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

The comprehensive land use plan has identified the area near the intersection of North Seventh Street and Bridge Street as suitable for office and institutional uses to include churches and daycare centers. The Town of Smithfield zoning map identifies this property as being zoned B-2 (Business). Commercial daycare facilities are a permitted use within the B-2 (Business) zoning district. Given that both the comprehensive land use plan and Town of Smithfield zoning map have identified daycare facilities as a suitable and permitted use at this location, denial based lack of adherence to these plans and policy is not recommended.

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

**Motion to Approve:** *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to recommend approval of Conditional Use Permit Application # CUP-17-01*

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**Motion to Deny:** *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to recommend denial of Conditional Use Permit Application # CUP-17-01 for the following stated reason:*

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**4. Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council Conditional Use Permit Application Number CUP-17-01 is hereby:**

\_\_\_\_\_ recommended for approval upon acceptance and conformity with the following conditions; or,

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\_\_\_\_\_ recommended for denial for the noted reasons.

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Decision made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ while in regular session.

\_\_\_\_\_  
**M. Andy Moore, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Shannan L. Williams, Town Clerk**





**DRAFT**  
**Smithfield Planning Board Minutes**  
**Thursday, February 02, 2017**  
**6:00 P.M., Town Hall, Council Room**

**Members Present:**

Chairman-Stephen Upton  
Vice-Chairman Daniel Sanders  
Mark Lane  
Eddie Foy  
Gerald Joyner  
Jack Matthews  
Ashley Spain

**Members Absent:**

Teresa Daughtry

**Staff Present:**

Mark Helmer, Senior Planner  
Veronica Hardaway, Deputy Clerk

**Staff Absent:**

**CALL TO ORDER**

**APPROVAL OF MINUTES FROM DECEMBER 5, 2016.**

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

**Public Hearings:**

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

**CUP-17-01 Nelson and Shonda Covington:**

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Seventh Street and Bridge Street and further identified as Johnston County Tax ID# 15021012.

Mr. Helmer stated the property is a .98 acre tract of land which contains three permanent structures to include the main sanctuary, parsonage and a Sunday school classroom building. The property has access to North Sixth Street by a horse shoe shaped driveway that will accommodate safe loading and unloading of children. On-site parking is provided by sixteen standard parking spaces. However, ADA accessible parking spaces and handicap ramp will need to be provided prior to operation of the daycare facility. The site does contain a fenced area that appears to meet State requirements for required fenced outdoor play space. No storm water facilities are located on the site and none are required at this time. No additional site improvements are requested at this time. There does not appear to be any environmentally

sensitive areas on the property considered for a Conditional Use permit to include flood plains or designated wetlands.

Mr. Helmer stated the proposed daycare facility is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for office and institutional land uses near the intersection of North Seventh and Bridge Street. Daycare facilities are permitted uses within a B-2 (Business) zoning district with a valid conditional use permit. Adequate parking exists for a small daycare center and no other site improvements are proposed or requested at this time. A daycare facility at this existing church site should not pose a compatibility issue with surrounding land uses. The proposed daycare will qualify for a free standing sign on North Sixth Street. The Town of Smithfield will provide fire protection, water/sewer, and electric services.

The Planning Department recommends approval of the request for a conditional use permit to allow for a daycare facility on property located within a B-2 (Business) zoning district.

The Planning Board is requested to review the petition within a B-2 zoning district and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

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

Mr. Upton asked if the handicap ramp needs to be installed prior to permit.

Mr. Helmer stated that handicap parking spaces and a handicap ramp would need to be installed after the zoning permit is issued and before occupying the building.

Mr. Upton asked if any minor work needs to be done such as landscaping.

Mr. Helmer stated staff is satisfied the proposed project meets requirements.

Eddie Foy asked if there has been any opposition.

Mr. Helmer stated he is not aware of any.

Ashley Spain asked if only one building is being used.

Mr. Helmer stated yes.

Nelson Covington, 1916 Cartier Ruby Ln, Raleigh, stated he and his wife own an existing daycare in Raleigh and the hours of operation would be consistent with the current location being 6am-6pm. He stated in the future they are looking to have extended hours for 3<sup>rd</sup> shift parents. The ages of the children accepted into daycare will be 1-12 years of age.

Gerald Joyner asked how many children they would have in the program.

Mr. Covington stated approximately 30 children.

Eddie Foy asked if Mr. Covington is enrolled in the star system.

Mr. Covington stated he is enrolled in the star system; right now they are at 3 stars. He stated his wife is almost done with schooling for them to reach 4 stars.

Being no further questions, Daniel Sanders made a motion, seconded by Eddie Foy to close the public meeting for CUP-17-01.

Eddie Foy made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

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

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

No, the current location of this property will not endanger the public health, safety, or general welfare because this property is located within a couple of miles where daycare center are currently up and running. Also its located within minutes of Johnston County courthouse as well as the Town Hall.

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

It meets all required conditions and specifications to operate a child care center at this location. Minor work has to be done in the facility as well as the landscape but there are no hindrances to complete the task.

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

The property is located at an intersection with only one side of a joining property.

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

The child care will be in harmony with the area considering that there are multiple child care centers within the same vicinity.

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

Mark Lane made a motion, seconded by Eddie Foy to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district.

**CUP-17-02 Linda Calder:**

Mr. Upton stated the applicant has requested a 30 day continuance.

**CUP-17-03 Classic Ford:**

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue and further identified as Johnston County Tax ID# 14074005.

Mr. Helmer stated the applicant has submitted a sketch plan of the proposed facility. This version of the plan indicated two requested access points to Brightleaf Boulevard as well as two access points to a private access easement on the adjacent property to the west. The sketch plan shows the location of a 33,992 square foot building as well as 26 customer parking spaces, 40 employee parking spaces and 390 parking spaces for display of vehicles for sale. Landscaping includes standard street yards and transition yards as well as required interior parking lot planting islands. Required storm water facilities will be constructed in the rear portion of the lot. Lighting plans and signage plans will be produced prior to site plan approval.

Mr. Helmer stated there does not appear to be any environmentally sensitive areas on the property considered for a Conditional Use Permit to include flood plains or designated wetlands. The proposed automobile sales dealership is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of Brightleaf Boulevard and Ava Gardner Avenue. An automobile sales dealership is a permitted use within a B-3 (Business) zoning district with a valid conditional use permit. All applicable development regulations are to include parking, access, landscaping, and storm water regulations can and will be met prior to site plan approval and issuance of a valid zoning permit.

Mr. Helmer stated an automobile sales dealership at this location should not pose a compatibility issue with surrounding land uses providing required on-site parking is constructed and required landscaping and buffers are installed as per the Town of Smithfield UDO. The proposed automobile sales dealership will qualify for wall and ground signs on the Brightleaf Boulevard side of the property. The Town of Smithfield will provide fire protection, water/sewer, and electric services.

The Planning Department recommends approval of the request for a conditional use permit to allow for an automobile sales dealership on a 7.75 acre tract of land and located within the B-3 (Business) zoning district.

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

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

Daniel Sanders stated the site plan shows 390 cars and asked if that was an error.

Mr. Helmer stated 390 spaces are clearly marked and have plenty of space.

Eddie Foy asked about traffic and if NCDOT needs to conduct a traffic study.

Mr. Helmer stated that NCDOT has studied traffic in the area and is in the process of creating a super street plan for the northern portion of Brightleaf Boulevard.

Jack Matthews asked if this building is an extension of the current Classic Ford.

Scott Calhoun, Classic Ford, stated it is unclear what will happen with the current facility but they are upgrading the facility and location. The owner feels they need a bigger newer facility.

Daniel Sanders asked if the property needs to be repaved.

Mr. Calhoun stated foundations will be removed, site grading will be done and the property will be repaved and landscaped.

Being no further questions, Ashley Spain made a motion, seconded by Eddie Foy to close the public meeting for CUP-17-03.

Eddie Foy made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

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

following four findings of fact. Any motion to find against the application must be supported by statement of specific reason or conclusions reached in support of the motion.

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

The subject property is currently zoned for business use and the proposed development will meet all current land use requirements.

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

The proposed development will meet all conditional use requirements for an automobile dealership.

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

The use will be compatible with current adjacent property uses.

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

A state of the art new Ford sales and service facility will be constructed to be in harmony with the surrounding business uses and to conform with the current land use plan.

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

Ashley Spain made a motion, seconded by Eddie Foy to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district.

**Old Business:**

No Report.

**New Business:**

Mr. Upton reviewed Article 3; Section 3-2: Planning and Zoning Board Rules of Conduct. Mr. Upton requested the Deputy Clerk to send the Article to all members of the Board by mail.

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

Submitted this 2<sup>nd</sup> day of February, 2017.

Veronica Hardaway  
Deputy Clerk

DRAFT





Adjacent Property Owners of  
CUP-17-01

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15021012	169419-61-0298	CBI LEASING CORPORATION	P O BOX 97114	RALEIGH	NC	27624-0000
15021033	169419-51-9082	MOGHADASS INC	5040 ISABELLA CANNON DR	RALEIGH	NC	27612-4804
15021006	169419-51-8382	KENNEDY, WILLIAM T	121 W RIVERSIDE DR	SMITHFIELD	NC	27577-0000
15021032	169419-61-2072	STANCIL OIL COMPANY	PO BOX 188	SELMA	NC	27576-0188
15099031L	169419-61-3107	ANYON, ANDRE G	118 N 7TH STREET	SMITHFIELD	NC	27577-3936
15021022	169419-51-9540	K RENTAL PROPERTIES LLC	121 W RIVERSIDE DRIVE	SMITHFIELD	NC	27577-0000
15021023	169419-61-0454	K RENTAL PROPERTIES LLC	121 W RIVERSIDE DRIVE	SMITHFIELD	NC	27577-0000
15021003	169419-51-7109	DAUGHTRY, N LEO	121 W RIVERSIDE DR	SMITHFIELD	NC	27577-3807

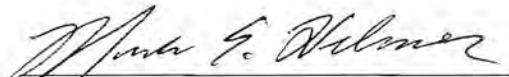


**PLANNING DEPARTMENT**

Paul C. Embler, Jr., Director

**ADJOINING PROPERTY OWNERS CERTIFICATION**

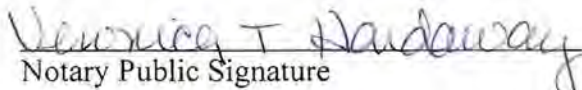
I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CUP-17-01, were notified by First Class Mail on 2-22-17.

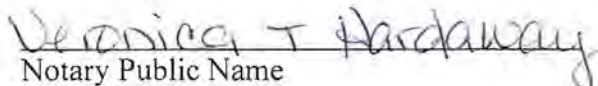
  
Signature

Johnston County, North Carolina

I, Veronica Hardaway, 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

22nd day of February, 2017

  
Notary Public Signature

  
Notary Public Name

My Commission expires on 1-14-18





## PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

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### **Notice Of Public Hearings**

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

**CUP-17-01 Nelson and Shonda Covington:** The applicant is requesting a conditional use permit to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Seventh Street and Bridge Street and further identified as Johnston County Tax ID# 15021012.

**CUP-17-03 Classic Ford:** The applicant is requesting a conditional use permit to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue and further identified as Johnston County Tax ID# 14074005.

**ZA-07-01 Town of Smithfield:** The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10, Table of permitted uses, to allow for the sale of agricultural products as an administratively approved use by right within the B-2 (Business) and B-3 (Business) zoning districts.

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

**Run "Legal Ad" in the Smithfield Herald on 2/22/17 and 3/1/17**



# 100 Block of North Seventh Street



Project Name:  
Higher Calling  
Child Care Services

Proposed Use:  
Child Day Care

File Number:  
CUP-17-01

Owner:  
CBI Leasing Corp.

Applicant:  
Nelson and Shonda  
Covington

Location:  
115 North  
Seventh Street

Tax ID#  
15021012

Zoning District:  
B-2

Map created by the  
Mark E. Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 1/19/2017

1 inch = 40 feet







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

## STAFF REPORT

**Application Number:** CUP-17-03  
**Project Name:** Classic Ford  
**TAX ID number:** 14074005  
**Town Limits/ETJ:** City  
**Applicant:** Classic Ford  
**Owners:** Mamco Rock Hill Properties, LLC  
**Agents:** none  
**Neighborhood Meeting:** none

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**PROJECT LOCATION:** Southeast side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue.

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**REQUEST:** The applicant is requesting a conditional use permit to allow for an automotive sales dealership on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district.

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### SITE DATA:

**Acreage:** 7.75 acres  
**Present Zoning:** B-3 (Business)  
**Proposed Zoning:** N/A  
**Existing Use / Previous:** Vacant / Furniture Warehouse

**DEVELOPMENT DATA:** The applicant has submitted a sketch plan of the proposed facility. This version of the plan indicates two requested access points to Brightleaf Boulevard as well as two access points to a private access easement on the adjacent property to the west. The sketch plan shows the location of a 33,992 square foot building as well as 26 customer parking spaces, 40 employee parking spaces and 390 parking spaces for display of vehicles for sale. Landscaping includes standard street yards and transition yards as well as required interior parking lot planting islands. Required storm water facilities will be constructed in the rear portion of the lot. Lighting plans and signage plans will be produced prior to site plan approval.

**Proposed Use:** Automobile sales dealership

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

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**ADJACENT ZONING AND LAND USES:**

North:	Zoning:	B-3(Business)
	Existing Use:	Commercial
South:	Zoning:	B-3 (Business) and R-20A (Residential)
	Existing Use:	Johnston County Animal Services / Vacant Land
East:	Zoning:	B-3 (Business)
	Existing Use:	Commercial
West:	Zoning:	B-3 (Business)
	Existing Use:	Commercial / Government Facilities

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- **Consistency with the Strategic Growth Plan**

The proposed automobile sales dealership is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of Brightleaf Boulevard and Ava Gardner Avenue.

- **Consistency with the Unified Development Code**

An automobile sales dealership is a permitted uses within B-3 (Business) zoning district with a valid conditional use permit. All applicable development regulation to include parking, access, landscaping, and storm water regulations can and will be met prior to site plan approval and issuance of a valid zoning permit.

- **Compatibility with Surrounding Land Uses**

An automobile sales dealership at this location should not pose a compatibility issue with surrounding land uses providing required on-site parking is constructed and required landscaping and buffers are installed as per the Town of Smithfield Unified Development Ordinance.

- **Signs**

The proposed automobile sales dealership will qualify for wall and ground signs on the Brightleaf Boulevard side of the property.

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**OTHER:**

FIRE PROTECTION: Town of Smithfield  
SCHOOL IMPACTS: NA  
PARKS AND RECREATION: NA  
ACCESS/STREETS: Private street adjacent to western property line  
WATER/SEWER PROVIDER: Town of Smithfield  
ELECTRIC PROVIDER: Town of Smithfield

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**Planning Department Recommendations:**

The Planning Department recommends approval of the request for a conditional use permit to allow for an automobile sales dealership on a 7.75 acre tract of land and located within the B-3 (Business) zoning district.

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**Planning Board Recommendations:**

The Planning Board, at its February 2, 2017 meeting, unanimously voted to recommend approval of the request for a conditional use permit to allow for an automobile sales dealership on a 7.75 acre tract of land and located within the B-3 (Business) zoning district.

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**Town Council Action Requested:**

The Town Council is requested to review the petition for an automobile sales dealership on property located within a B-3 zoning district and make a decision in accordance with the finding of fact for a conditional use permit.







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

## CONDITIONAL USE PERMIT APPLICATION

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

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

### SITE INFORMATION:

Name of Project: Classic Ford                      Acreage of Property: 7.458  
 Parcel ID Number: 260415642955                      Tax ID: 14074005  
 Deed Book: 01358                      Deed Page(s): 0828  
 Address: 1324 N Bright Leaf Boulevard, Smithfield, NC 27577  
 Location: \_\_\_\_\_

Existing Use: Vacant                      Proposed Use: Retail - Automotive Sales & Service  
 Existing Zoning District: B-3 (Highway Entranceway Business District)  
 Requested Zoning District: N/A  
 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: CUR-17-03    Date Received: 1/6/17    Amount Paid: 1/6/17

**OWNER INFORMATION:**

**Name:** MAMCO Rock Hill Properties, LLC  
**Mailing Address:** 10724 Pineville Rd., Pineville, NC 28134  
**Phone Number:** 828-808-2649 **Fax:**  
**Email Address:** scott@calhounautomotive.com

**APPLICANT INFORMATION:**

**Applicant:** Classic Ford  
**Mailing Address:** 1698 Booker Dairy Rd., Smithfield, NC 27577  
**Phone Number:** 828-808-2649 **Fax:**  
**Contact Person:** Scott Calhoun - Calhoun Automotive Resources  
**Email Address:** scott@calhounautomotive.com

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

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

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

**STATEMENT OF JUSTIFICATION**

*Please provide detailed information concerning all requests. Attach additional sheets if necessary.*  
The applicant requests conditional use approval to develop and operate an automobile dealership on the subject property.

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**REQUIRED FINDINGS OF FACT**

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

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

The subject property is currently zoned for business use and the proposed development will meet all current land use requirements.

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

The proposed development will meet all conditional use requirements for an automobile dealership.

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

The use will be compatible with current adjacent property uses.

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

A state of the art new Ford sales and service facility will be constructed to be in harmony with the surrounding business uses and to conform with the current land use plan.

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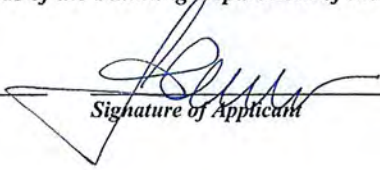
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**APPLICANT AFFIDAVIT**

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

**Scott Calhoun**

*Print Name*



*Signature of Applicant*

1/5/17

*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: Classic Ford Submittal Date: 1/6/17

**OWNERS AUTHORIZATION**

I hereby give CONSENT to Scott Calhoun (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.

*Damien Mills* Damien Mills 1/15/17  
 Signature of Owner Print Name Date

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

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

*Scott Calhoun* Scott Calhoun 1/5/17  
 Signature of Owner/Applicant Print Name Date

**FOR OFFICE USE ONLY**

File Number: CUP-17-03 Date Received: 1/6/17 Parcel ID Number: 260415642955





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

**Application Number:** CUP-17-03    **Name:** Classic Ford

**Request:** Applicant seeks a CUP for an automobile sales dealership on property located within a B-3 zoning district.

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

**1. Finding One of Four:**

Circle One

**A. Approval:**

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

The proposed automobile sales lot at this location will not materially endanger the public were shown because the site has adequate parking available and layout of the site facilitates safe movement of automobiles and pedestrian traffic with little additional congestion.

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

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

The proposed automobile sales lot at this location may endanger the public were shown if safe ingress and egress from the property to the public right-of-way is not secured.



**Finding Two of Four:**

Circle One

**A. Approval:**

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

The proposed automobile sales lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development providing all minimum development standards are met to include landscaping, lighting, paved parking and all other minimum development standards.

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

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

The proposed automobile sales lot at this location will adversely affect the adopted plans and policies of the Town of Smithfield, and violate the character of existing standards for development if safe ingress and egress from the property to the public right-of-way is not secured.

**3. Finding Three of Four:**

Circle One

**A. Approval:**

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

The proposed automobile sales lot at this location will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses providing required landscape buffers and street yards are installed and maintained in accordance with minimum development standards and that no more than 456 automobile are on the lot at any given time. Automobiles for sale shall be no closer than 15 feet from the right-of-way of North Brightleaf Boulevard in accordance with the Town of Smithfield Unified Development Ordinance and all areas where cars are placed shall be paved.

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

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

The proposed automobile sales lot at this location may be detrimental to surrounding land uses due to increased traffic and noise generated by activities associated with automobiles sales.

#### 4. Finding Four of Four:

Circle One

A. **Approval:**

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

The proposed automobile sales lot at this location will not adversely affect the adopted plans and policies of the Town of Smithfield, or violate the character of existing standards for development providing all minimum development standards are met to include landscaping, lighting, paved parking and all other minimum development standards

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

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

The proposed automobile sales lot at this location will adversely affect the adopted plans and policies of the Town of Smithfield, and violate the character of existing standards for development if automobile sales occur without minimum development standards being met to include paved parking, landscaping and lighting.

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

**Motion to Approve:** *Based upon satisfactory compliance with the above four stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant’s representative I move to approve Conditional Use Permit Application # CUP-17-03*

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**Motion to Deny:** *Based upon failure to meet all of the above four stated findings and for reasons stated therein, I move to deny of Conditional Use Permit Application # CUP-17-03 for the following stated reason:*

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**5. Record of Decision:**

**Based on a motion and majority vote of the Town of Town Council for the Conditional Use Permit Application Number CUP-17-03 is hereby:**

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

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\_\_\_\_\_ denied for the noted reasons.

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**Decision made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ while in regular session.**

\_\_\_\_\_  
**M. Andy Moore, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Shannan L. Williams, Town Clerk**





**DRAFT**  
**Smithfield Planning Board Minutes**  
**Thursday, February 02, 2017**  
**6:00 P.M., Town Hall, Council Room**

**Members Present:**

Chairman-Stephen Upton  
Vice-Chairman Daniel Sanders  
Mark Lane  
Eddie Foy  
Gerald Joyner  
Jack Matthews  
Ashley Spain

**Members Absent:**

Teresa Daughtry

**Staff Present:**

Mark Helmer, Senior Planner  
Veronica Hardaway, Deputy Clerk

**Staff Absent:**

**CALL TO ORDER**

**APPROVAL OF MINUTES FROM DECEMBER 5, 2016.**

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

**Public Hearings:**

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

**CUP-17-01 Nelson and Shonda Covington:**

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Seventh Street and Bridge Street and further identified as Johnston County Tax ID# 15021012.

Mr. Helmer stated the property is a .98 acre tract of land which contains three permanent structures to include the main sanctuary, parsonage and a Sunday school classroom building. The property has access to North Sixth Street by a horse shoe shaped driveway that will accommodate safe loading and unloading of children. On-site parking is provided by sixteen standard parking spaces. However, ADA accessible parking spaces and handicap ramp will need to be provided prior to operation of the daycare facility. The site does contain a fenced area that appears to meet State requirements for required fenced outdoor play space. No storm water facilities are located on the site and none are required at this time. No additional site improvements are requested at this time. There does not appear to be any environmentally

sensitive areas on the property considered for a Conditional Use permit to include flood plains or designated wetlands.

Mr. Helmer stated the proposed daycare facility is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for office and institutional land uses near the intersection of North Seventh and Bridge Street. Daycare facilities are permitted uses within a B-2 (Business) zoning district with a valid conditional use permit. Adequate parking exists for a small daycare center and no other site improvements are proposed or requested at this time. A daycare facility at this existing church site should not pose a compatibility issue with surrounding land uses. The proposed daycare will qualify for a free standing sign on North Sixth Street. The Town of Smithfield will provide fire protection, water/sewer, and electric services.

The Planning Department recommends approval of the request for a conditional use permit to allow for a daycare facility on property located within a B-2 (Business) zoning district.

The Planning Board is requested to review the petition within a B-2 zoning district and make a recommendation to Town Council in accordance with the finding of fact for a conditional use permit.

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

Mr. Upton asked if the handicap ramp needs to be installed prior to permit.

Mr. Helmer stated that handicap parking spaces and a handicap ramp would need to be installed after the zoning permit is issued and before occupying the building.

Mr. Upton asked if any minor work needs to be done such as landscaping.

Mr. Helmer stated staff is satisfied the proposed project meets requirements.

Eddie Foy asked if there has been any opposition.

Mr. Helmer stated he is not aware of any.

Ashley Spain asked if only one building is being used.

Mr. Helmer stated yes.

Nelson Covington, 1916 Cartier Ruby Ln, Raleigh, stated he and his wife own an existing daycare in Raleigh and the hours of operation would be consistent with the current location being 6am-6pm. He stated in the future they are looking to have extended hours for 3<sup>rd</sup> shift parents. The ages of the children accepted into daycare will be 1-12 years of age.

Gerald Joyner asked how many children they would have in the program.

Mr. Covington stated approximately 30 children.

Eddie Foy asked if Mr. Covington is enrolled in the star system.

Mr. Covington stated he is enrolled in the star system; right now they are at 3 stars. He stated his wife is almost done with schooling for them to reach 4 stars.

Being no further questions, Daniel Sanders made a motion, seconded by Eddie Foy to close the public meeting for CUP-17-01.

Eddie Foy made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

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

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

No, the current location of this property will not endanger the public health, safety, or general welfare because this property is located within a couple of miles where daycare center are currently up and running. Also its located within minutes of Johnston County courthouse as well as the Town Hall.

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

It meets all required conditions and specifications to operate a child care center at this location. Minor work has to be done in the facility as well as the landscape but there are no hindrances to complete the task.

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

The property is located at an intersection with only one side of a joining property.

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

The child care will be in harmony with the area considering that there are multiple child care centers within the same vicinity.

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

Mark Lane made a motion, seconded by Eddie Foy to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district.

**CUP-17-02 Linda Calder:**

Mr. Upton stated the applicant has requested a 30 day continuance.

**CUP-17-03 Classic Ford:**

Mr. Helmer stated the applicant is requesting a conditional use permit to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue and further identified as Johnston County Tax ID# 14074005.

Mr. Helmer stated the applicant has submitted a sketch plan of the proposed facility. This version of the plan indicated two requested access points to Brightleaf Boulevard as well as two access points to a private access easement on the adjacent property to the west. The sketch plan shows the location of a 33,992 square foot building as well as 26 customer parking spaces, 40 employee parking spaces and 390 parking spaces for display of vehicles for sale. Landscaping includes standard street yards and transition yards as well as required interior parking lot planting islands. Required storm water facilities will be constructed in the rear portion of the lot. Lighting plans and signage plans will be produced prior to site plan approval.

Mr. Helmer stated there does not appear to be any environmentally sensitive areas on the property considered for a Conditional Use Permit to include flood plains or designated wetlands. The proposed automobile sales dealership is consistent with the recommendations of the Comprehensive Growth Management Plan which calls for commercial uses near the intersection of Brightleaf Boulevard and Ava Gardner Avenue. An automobile sales dealership is a permitted use within a B-3 (Business) zoning district with a valid conditional use permit. All applicable development regulations are to include parking, access, landscaping, and storm water regulations can and will be met prior to site plan approval and issuance of a valid zoning permit.

Mr. Helmer stated an automobile sales dealership at this location should not pose a compatibility issue with surrounding land uses providing required on-site parking is constructed and required landscaping and buffers are installed as per the Town of Smithfield UDO. The proposed automobile sales dealership will qualify for wall and ground signs on the Brightleaf Boulevard side of the property. The Town of Smithfield will provide fire protection, water/sewer, and electric services.

The Planning Department recommends approval of the request for a conditional use permit to allow for an automobile sales dealership on a 7.75 acre tract of land and located within the B-3 (Business) zoning district.

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

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

Daniel Sanders stated the site plan shows 390 cars and asked if that was an error.

Mr. Helmer stated 390 spaces are clearly marked and have plenty of space.

Eddie Foy asked about traffic and if NCDOT needs to conduct a traffic study.

Mr. Helmer stated that NCDOT has studied traffic in the area and is in the process of creating a super street plan for the northern portion of Brightleaf Boulevard.

Jack Matthews asked if this building is an extension of the current Classic Ford.

Scott Calhoun, Classic Ford, stated it is unclear what will happen with the current facility but they are upgrading the facility and location. The owner feels they need a bigger newer facility.

Daniel Sanders asked if the property needs to be repaved.

Mr. Calhoun stated foundations will be removed, site grading will be done and the property will be repaved and landscaped.

Being no further questions, Ashley Spain made a motion, seconded by Eddie Foy to close the public meeting for CUP-17-03.

Eddie Foy made a motion, seconded by Daniel Sanders, to move to the Finding of Fact.

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

following four findings of fact. Any motion to find against the application must be supported by statement of specific reason or conclusions reached in support of the motion.

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

The subject property is currently zoned for business use and the proposed development will meet all current land use requirements.

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

The proposed development will meet all conditional use requirements for an automobile dealership.

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

The use will be compatible with current adjacent property uses.

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

A state of the art new Ford sales and service facility will be constructed to be in harmony with the surrounding business uses and to conform with the current land use plan.

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

Ashley Spain made a motion, seconded by Eddie Foy to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district.



**Old Business:**

No Report.

**New Business:**

Mr. Upton reviewed Article 3; Section 3-2: Planning and Zoning Board Rules of Conduct. Mr. Upton requested the Deputy Clerk to send the Article to all members of the Board by mail.

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

Submitted this 2<sup>nd</sup> day of February, 2017.

Veronica Hardaway  
Deputy Clerk

DRAFT

Adjacent Property Owners of  
CUP-17-03

TAG	PIN	NAME1	ADDRESS1	CITY	STATE
14L10010A	260411-65-4198	ALLIED COMMERCIAL PROPERTIES	PO Box 1761	SMITHFIELD	NC
14L10199C	260411-65-2428	RAGSDALE, WILLIAM SMITH III	PO Box 272	SMITHFIELD	NC
14L10010D	260415-64-6824	MILLARD, DONALD E	PO Box 595	SELMA	NC
14057020	260411-65-3605	HLK COMMERCIAL LLC	2533 LITTLE DIVINE RD	SELMA	NC
14L10013	260415-64-1554	COUNTY OF JOHNSTON	PO Box 1049	SMITHFIELD	NC
14L10081	260411-65-5150	MILLARD, DONALD E	PO Box 595	SELMA	NC
14057026E	260411-55-8383	TRMIHA LLC	240 LAKEVIEW HILLS DR	FOUR OAKS	NC
14L10199B	260411-65-4086	MILLARD, DONALD E	PO Box 595	SELMA	NC
14N99030V	260415-54-6661	JOHNSTON COUNTY			
14057020C	260411-55-9495	CNL APF PARTNERS LP	8377 E HARTFORD DR STE 200	SCOTTSDALE	AZ
14074019	260411-55-6272	SMITHFIELD AYCOCK LAND LLC	PO Box 2020	GARNER	NC
14074019A	260411-55-9256	SMITHFIELD AYCOCK LAND LLC	PO Box 2020	GARNER	NC
15L10061	260415-63-4202	SMITHFIELD BUSINESS PARK LLC	ONE WEST AVE	LARCHMONT	NY
14074005	260415-64-2955	JONES BROTHERS REALTY LIMITED	PO Box 17806	RALEIGH	NC



PLANNING DEPARTMENT  
Paul C. Embler, Jr., Director

ADJOINING PROPERTY OWNERS CERTIFICATION

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, CUP-17-03, were notified by First Class Mail on 2-22-17.

*Mark E. Helmer*

Signature

Johnston County, North Carolina

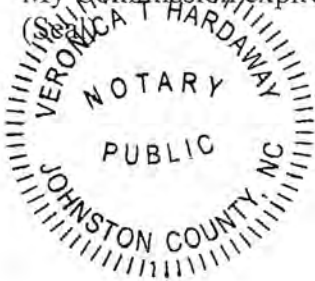
I, Veronica Hardaway, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

22nd day of February, 2017

*Veronica T Hardaway*  
Notary Public Signature

*Veronica T Hardaway*  
Notary Public Name

My Commission expires on 1-14-18





## PLANNING DEPARTMENT

Paul C. Emblar, Jr., Director

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### **Notice Of Public Hearings**

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

**CUP-17-01 Nelson and Shonda Covington:** The applicant is requesting a conditional use permit to allow for a commercial daycare center on a .98 acre tract of land located within a B-2 (Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Seventh Street and Bridge Street and further identified as Johnston County Tax ID# 15021012.

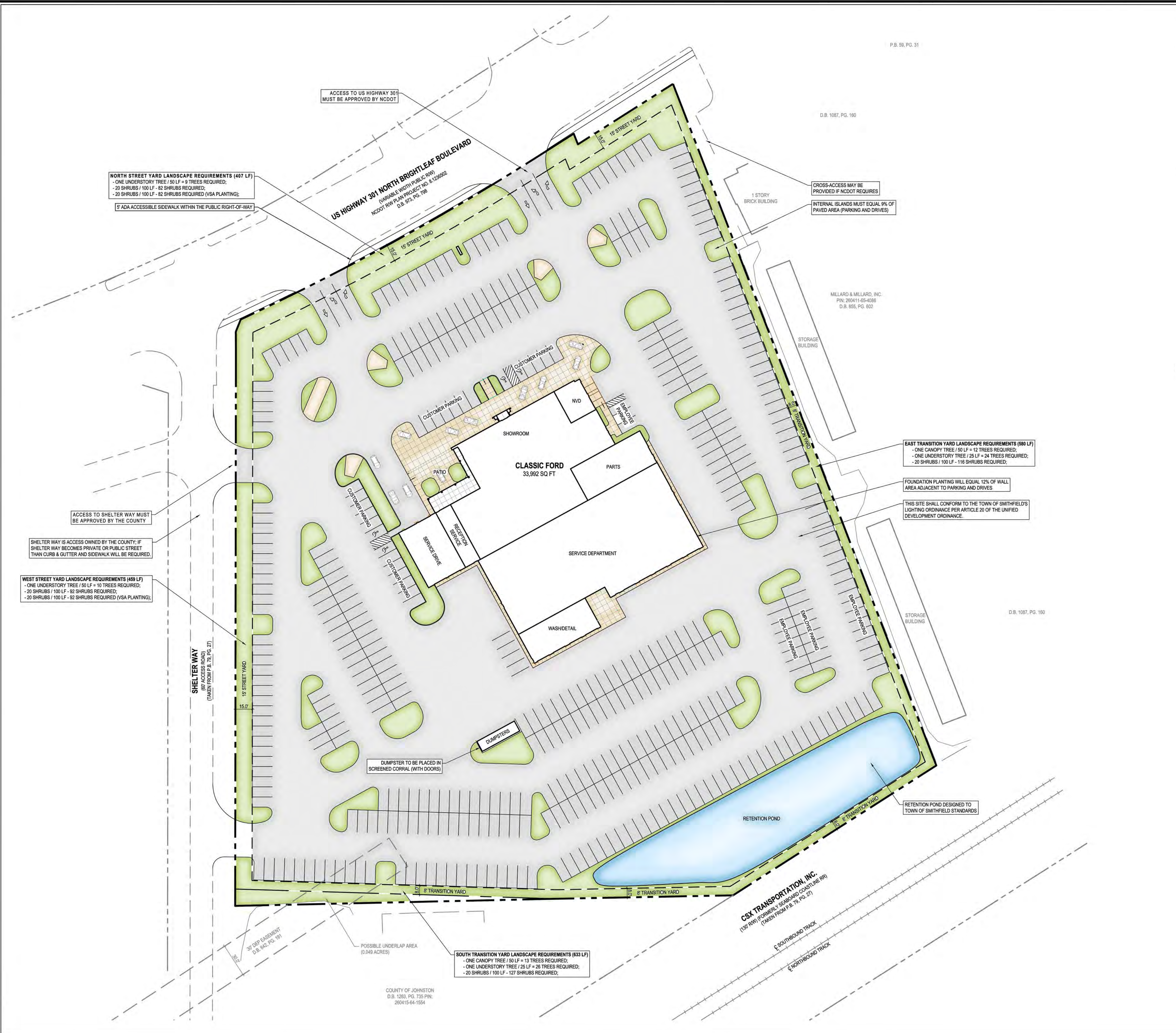
**CUP-17-03 Classic Ford:** The applicant is requesting a conditional use permit to allow for automotive sales on a 7.75 acre tract of land located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southwest side of the intersection of North Brightleaf Boulevard and Ava Gardner Avenue and further identified as Johnston County Tax ID# 14074005.

**ZA-07-01 Town of Smithfield:** The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10, Table of permitted uses, to allow for the sale of agricultural products as an administratively approved use by right within the B-2 (Business) and B-3 (Business) zoning districts.

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

**Run "Legal Ad" in the Smithfield Herald on 2/22/17 and 3/1/17**





**SITE DATA:**

ADDRESS	1324 N BRIGHTLEAF BLVD SMITHFIELD, NC 27577
PAR #	260415642955
REAL ID#	14074005
OWNER	JONES BROTHERS REALTY LIMITED
DEED BOOK AND PAGE	D6 01358 PG 0826
GROSS SITE AREA	7.458 ACRES
EXISTING ZONING	B-3 (HIGHWAY ENTRANCEWAY BUSINESS DISTRICT)
EXISTING USE	VACANT
PROPOSED USE	RETAIL
EXISTING BUILDINGS	NONE
PROPOSED BUILDING	33,992 SF
PARKING CALCULATIONS PROVIDED	26 CUSTOMER SPACES 49 EMPLOYEE SPACES 390 VEHICLE DISPLAY SPACES
HANDICAP PARKING CALCULATIONS REQUIRED	4 SPACES

- NOTES:**
- NO CHANGES TO ANY ASPECT OF THIS SITE PLAN, INCLUDING BUT NOT LIMITED TO, LANDSCAPING, GRADING, LIGHTING, OR UTILITIES WILL BE MADE WITHOUT THE APPROVAL OF THE DEVELOPMENT REVIEW COMMITTEE OF THE TOWN OF SMITHFIELD.
  - THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF THE FINAL CERTIFICATE OF COMPLIANCE PER THE GRADING PERMIT.
  - WHERE EXISTING VEGETATION FAILS TO FUNCTION ADEQUATELY AS THE REQUIRED BUFFER TYPE (I.E. BUFFER TYPE A, B, C) THE SMITHFIELD SITE INSPECTOR RESERVES THE RIGHT TO REQUIRE SUPPLEMENTAL PLANTINGS IN ADDITION TO THOSE SHOWN ON THE PLANTING PLAN BASED ON ACTUAL FIELD CONDITIONS.
  - ALL EXTERIOR SITE LIGHTING IS WILL BE DESIGNED TO PREVENT OFF-SITE GLARE.
  - THE SIZE OF THE PLANTING ARE AND SIZE OF PLANT MATERIAL AT MATURITY SHALL ALLOW FOR A 2.5 BUMPER OVERHANG FROM THE BACK OF CURB.
  - NO TREE SHALL BE LOCATED WITHIN A ROADWAY RIGHT-OF-WAY OR WITHIN 5' OF A SIDEWALK.
  - ALL TREE PROTECTION FENCING SHALL BE MAINTAINED UNTIL ALL SITE WORK IS COMPLETED. THE FENCING SHALL BE REMOVED PRIOR TO THE FINAL SITE INSPECTION.
  - ALL VEHICULAR USE AREAS (DRIVES AND PARKING AREAS) SHALL BE SCREENED FROM OFF-SITE VIEWS.
  - ALL STREET SIGNS AND PAVEMENT MARKINGS SHALL CONFORM TO TOWN OF SMITHFIELD GUIDELINES AND REGULATIONS AND THE MUTCD (LATEST REVISION).
  - ALL CONSTRUCTION MUST BE PERFORMED IN ACCORDANCE WITH CURRENT TOWN OF SMITHFIELD STANDARD SPECIFICATIONS AND DETAILS.
  - ALL NECESSARY PERMITS RELATIVE TO THIS PROJECT SHALL BE OBTAINED.

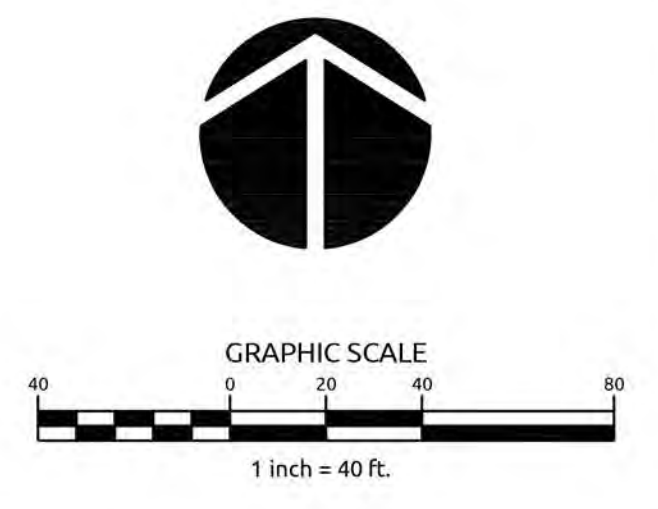


**CLASSIC FORD**  
SMITHFIELD, NC

**SITE PLAN**

Job No.	02160695.00	Drawn By	W&R
Date	01/05/17	Designer	W&R

**RECEIVED**  
By Mark Helmer at 9:36 am, Jan 13, 2017



Revisions	
Sheet No.	1.0

K:\13156\0101020695\Check\ford\smithfield\CD\BANK\02160695\01.dwg: Friday, January 13, 2017 8:45:41 AM - LUCAS, GCD\TNEY



# 1300 Block of North Brightleaf Boulevard



Project Name:  
Classic Ford

Proposed Use:  
Automobile  
Dealership

File Number:  
CUP-17-03

Owner:  
MAMCO Rock  
Hill Properties, LLC

Applicant:  
Classic Ford

Location:  
1338 North  
Brightleaf Blvd

Tax ID#  
14074005

Zoning District:  
B-3

Map created by the  
Mark E. Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 1/23/2017

1 inch = 60 feet

0 20 40 80 120 160 200 Feet







# Request for City Council Action

**Public Hearing** **Zoning Text  
Amendment**

Date: 03/07/2017

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**Subject:** Agricultural Sales  
**Department:** Planning  
**Presented by:** Paul Embler  
**Presentation:** Public Hearing

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**Issue Statement** The Town Council at its February meeting directed planning staff to draft a proposed ordinance amendment to allow for temporary sales of locally grown agriculture products.

**Financial Impact** The proposal requires a \$50.00 permit fee for each location permitted.

**Action Needed** The Town Council to conduct a public hearing for the purpose of amending the Unified Development Ordinance to allow for the temporary sales of agriculture products.

**Recommendation** Planning staff and the Planning Board recommend approval of the UDO as per the attached draft ordinance.

Approved:  City Manager  City Attorney

Attachments: Proposed Ordinance #489



# Staff Report

**Public Hearing    Zoning Text  
                          Amendment**

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The Town Council at its February meeting directed the Planning staff to draft a proposed ordinance for consideration of temporary agricultural sales of locally grown produce in the B-2 and B-3 Zoning Districts. Council further directed staff to remove the requirement of a conditional use permit for agriculture sales and replace the conditional use requirement with various permit conditions to further regulate as a right of use within the B-2 and B-3 zoning districts.

The proposed draft defines what agricultural sales are, where the sales can be conducted, how many of the sales sites can occur on a given property, how the sales can be conducted, how the sales sites can be signed and what safety precautions must be taken. With the adoption of the ordinance amendment by the Town Council, agricultural sales can be allowed on any property located in the B-2 and B-3 districts by obtaining an annual permit from the Planning Department.





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

**Petition for Amendment to the Unified Development Ordinance**

*Pursuant to Article 4 of the Town of Smithfield 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. The application for any amendment shall contain a description of the proposed zoning regulation.*

**APPLICANT INFORMATION:**

<b>Town of Smithfield</b>	<b>350 East Market Street</b>
_____ Petitioner's Name	_____ Address or PO Box
<b>Smithfield, NC 27577</b>	<b>919-934-2116</b>
_____ City, State, Zip Code	_____ Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

Amend Article 10, Table of Permitted / Conditional Uses, to allow for temporary sale of locally grown agricultural products as a administratively approved permitted use by right in the B-2 and B-3 (Business) zoning districts.  
 (Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

_____	<b>2/3/17</b>
Signature of Petitioner	Date

**FOR OFFICE USE ONLY**

File Number: <b>ZA-07-01</b>	Date Received: <b>2/3/17</b>	Amount Paid: <b>\$00.00</b>
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**DRAFT ORDINANCE #489\_**  
**TO AMEND THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT**  
**ORDINANCE, ARTICLE 10, TABLE OF PERMITTED/CONDITIONAL USE**  
**DISTRICTS, TEMPORARY SALES OF AGRICULTURAL PRODUCTS**

**BE IT ORDAINED** by the Town Council of the Town of Smithfield that Article 10, Section 10-1, Table of Permitted/Conditional Use Districts, is hereby amended to allow for the temporary sale of locally grown agricultural products grown off-site as a temporary use by right within the B-3 (Highway Entrance Business) and B-2 (Business) zoning districts and shall read in its entirety as follows: (new line to be inserted into the permitted use chart)

ARTICLE 10. TABLE OF PERMITTED / CONDITIONAL USE DISTRICTS																	
PERMITTED USES	ICS*	R-6	R-8	R-10	R-20A	R-MH	PUD**	RHO***	O/I	B-1	B-2	B-3	ECOD***	LI****	HI****	AD	OS
<u>TEMPORARY SALE OF LOCALLY GROWN AGRICULTURAL PRODUCTS GROWN OFF-SITE</u>											P	P					

**ALSO BE IT ORDAINED** by the Town Council of the Town of Smithfield that Article 10, Section 10-2, Notes to the Table of Permitted/Conditional Use Districts, Note 19, Temporary uses is hereby amended to allow for the Temporary Sale of Locally Grown Agricultural Products Grown Off-Site as a use by right and shall read in its entirety as follows: (text to be deleted is struck through and new text is underlined)

Note 19. Temporary Uses. The ~~Board~~ Town Council shall consider the effects of the use on adjacent properties and shall set a time limit on the temporary use. Temporary office units shall meet the requirements of Note 12. Temporary Sale of Locally Grown Agricultural Products Grown Off-Site shall be a use by right and permitted in accordance with Note 19, Temporary Uses, (E) Temporary Sale of Locally Grown Agricultural Products Grown Off-Site.

**ALSO BE IT ORDAINED** by the Town Council of the Town of Smithfield that Article 10, Section 10-2, Notes to the Table of Permitted/Conditional Use Districts, Note 19, (E) Sale of Agricultural Products Grown Off-Site is hereby amended and shall read in its entirety as follows: (text to be deleted is struck through and new text is underlined)

- (E) Temporary Sale of Locally Grown Agricultural Products Grown Off-Site. For purpose of this section, agricultural products are defined as products obtained primarily through farming or agricultural activities, including but not limited to: pumpkins; grains and seed crops; fruits of all kinds; vegetables; nursery, floral, ornamental, and greenhouse products; trees and forest products, including Christmas



trees, firewood, and pine straw; bees and beekeeping products; seafood; dairy products, any USDA-recognized agricultural product. For purposes of this section, processed or prepared food products of any kind shall not be considered as agricultural products. Additionally:

- (1) As well as locations listed above, the temporary sale of locally grown agricultural products may occur from a vacant lot.
- (2) The temporary sale of locally grown agricultural products is exempt from the requirement to be similar to the products of the principal use.
- (3) The temporary sale of locally grown agricultural products ~~may~~ must be accomplished from a vehicle, trailer, or ~~shipping container~~ tent.
- (4) Temporary sales of locally grown agricultural products within the street right-of-way and required landscape yards shall be prohibited. Location of temporary sales of locally grown agricultural products must provide for safe vehicular access and adequate parking.
- (5) The quantity of temporary sales of locally grown agricultural products shall be limited to one vendor for every 75 linear feet of road frontage per lot.
- ~~(4)~~(6) The temporary sale of locally grown agricultural products shall be allowed on an individual parcel or site for no more than 180 total days per calendar year, and no more than three events per calendar year only by purchase of an annual permit which shall expire on December 31<sup>st</sup> of each calendar year.
- (7) A permit application for temporary sales of locally grown agricultural products must include a signed and notarized written letter of permission from the property owner allowing the applicant to conduct temporary sales of locally grown agricultural products on the property considered for approval. The application shall also include a scaled site plan.
- ~~(F)~~ (8) Agricultural Temporary Sign. Signs advertising the temporary sale of locally grown agricultural products for sale shall be allowed provided that they meet the requirements of Article 19, Regulations for Signs, and the following:
  - ~~(1)~~ (a) On properties where ~~temporary agricultural products for sale~~ temporary sales of locally grown agricultural products are grown and sold, one ground sign is allowed facing each road on which the property has frontage or;
  - ~~(2)~~ (b) On other ~~private~~ properties where temporary sales of locally grown agricultural products are permitted and with the permission of the property owner, provided that:

- (a) (1) Only temporary sales of locally grown agricultural goods products grown on property located within Smithfield or its extraterritorial jurisdiction may be sold are eligible for a temporary sign.
- (b) (2) No more than one such sign may be erected ~~on any other single piece of property~~ for any permitted locally grown agricultural sales site.
- (3) ~~No person, entity, or family shall be entitled to permits for more than four off-premises agricultural signs for any sale location.~~
- (3) (c) Such signs may be ~~up~~ displayed only during the season while locally grown agricultural products are actually for sale at the location and shall in no case remain in place for more than ~~90~~ 180 days.
- (4) (d) Such off-site signs shall not exceed 42" in height and 4 square feet in area.

Duly adopted this the 7<sup>th</sup> day of March 2017.

\_\_\_\_\_  
M. Andy Moore, Mayor

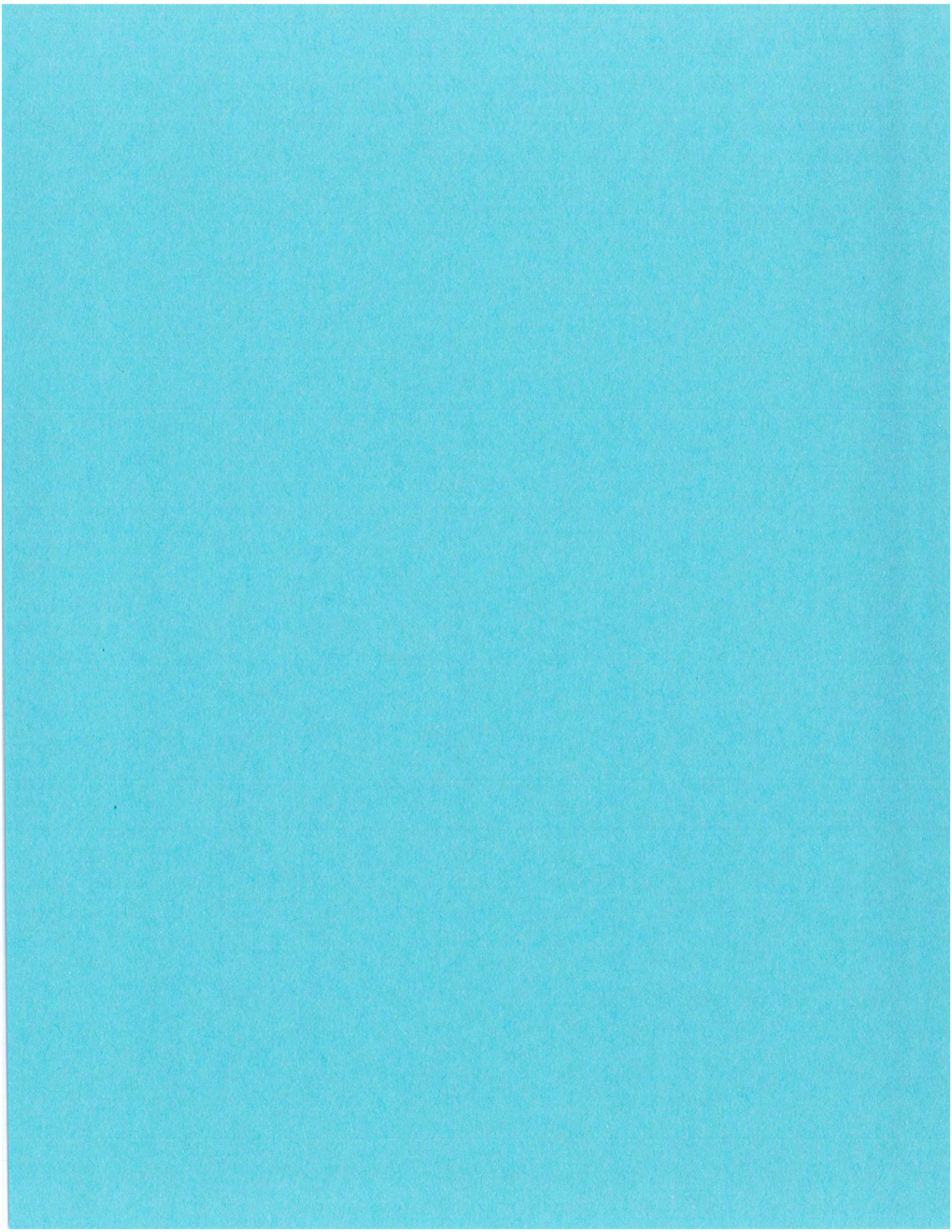
ATTEST

\_\_\_\_\_  
Shannan L. Williams, Town Clerk



# Consent Agenda Items







The Smithfield Town Council met in regular session on Tuesday, February 7, 2017 at 7:02 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

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

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

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

Present:  
Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

Administrative Staff Absent

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

**APPROVAL OF AGENDA:**

Councilman Scott made a motion, seconded by Mayor Pro-Tem Ashley, to approve the agenda as written.

Unanimously approved.

**PRESENTATIONS: None**

**PUBLIC HEARING:**

**1. Local Government Commission Financing for the Booker Dairy Road Project**

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

Finance Director Greg Siler explained that in accordance with North Carolina General Statute 160A-20, it required a unit of local government to hold a public hearing before entering into a contract involving the purchase or improvement of real estate. The purpose of the public hearing was to allow citizen input on an application to the Local Government Commission for the financing of the Booker Dairy Road Project. Mr. Siler explained that the Town of Smithfield is considering financing the relocation and extension of the Town's Water Distribution System in the right-of-way of Booker Dairy Road (SR1923) in accordance with NCDOT TIP Project U-33348. This project includes the following: the widening of Booker Dairy Road for Buffalo Road to Bradford Street, construction of Booker Dairy Road from Bradford Street to existing Ava Gardner Drive, and reconstruction of Ava Gardner Drive from the newly constructed Booker Dairy Road Extension to US-301. The loan amount is approximately \$2,037,249. Interest is fixed at a rate of 2.03% for 7 years. Payments would be made twice a year at \$156,838 or \$313,675 annually. It is anticipated that within a two year timeframe the loan will be paid down by approximately \$500,000 with NCDOT reimbursement proceeds; at

which time the loan can be amortized for the remaining 5 years at the reduced principal balance.

As required by the Local Government Commission, the Town must estimate the impact on rates to cover the annual debt service. For illustrative purposes only, a water increase of .73 cents per 1000 gallons is needed to meet the annual loan payment of \$313,676. This estimate is for informational and reference purposes in evaluating the potential impact of this project on the town's budget and financial condition. This project is included in the Town's annual Capital Improvements Plan (CIP), and estimated debt service requirement is included in the latest rate model study.

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

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashley asked if this project would provide stability and increased water pressure for the area. Public Utilities Director Ted Credle responded that it would provide both stability and increased supply and water pressure in the area.

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

Councilman Harris made a motion, seconded by Mayor Pro-Tem Ashley, to adopt Resolution #597 (02-2017) authorizing the filing of an applicant for approval of financing agreement authorized by North Carolina General Statute 160A-20. Unanimously approved.

#### **RESOLUTION #597 (02-2017)**

#### **RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, the Town of Smithfield, North Carolina, desires to secure financing for the relocation and extension of the Town's Water Distribution System in the Right-Of-Way of Booker Dairy Road (SR1923) in accordance with NCDOT TIP Project U-33348 to better serve the citizens of Smithfield and

WHEREAS, The Town of Smithfield, North Carolina, desires to finance the Projects by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Smithfield, North Carolina, meeting in regular session on the 7 day of February, 2017, make the following findings of fact:

1. The proposed contract is expedient because the relocation and extension of the Town's Water Distribution System in the Right-Of-Way of Booker Dairy Road (SR1923) will benefit the Town in multiple ways. The immediate benefit is the increase in the pipe diameter thereby increasing the water pressure in an area plagued by low pressure issues. The added diameter in the water main will also allow the Town to provide a greater quantity of water to that area of the Town which is most likely to grow in the next 0-10 years. Since the Town's inter-connection with Johnston County is in close proximity to Booker Dairy Road, this increase in potential supply will also make more water available for Johnston County to assist in their growing supply needs as well, and the proposed contract would make the project feasible while ensuring proper debt management.
2. This project keeps the Town in compliance with the encroachment agreement executed between the Town and the NCDOT, when Booker Dairy Road was constructed. Since the agreement mandates



the relocation of the water line as the road widens, there is really no other option. The Town decided to use the mandatory relocation as an opportunity to address some deficiencies in the Town's water distribution system.

3. The proposed contract is preferable to a bond issue for the same purpose because the Town can relocate and extend the water line in a more timely manner while taking advantage of current purchase cost and practicing proper debt management. The Town can also service the debt on this project, fund other projects, and keep a healthy fund balance without significantly increasing the tax burden on the residents of the Town. The proposed amount of up to \$2,037,249 could not be prudently raised with current appropriations, unappropriated fund balance and non-voted bonds that could be raised in a timely manner.
4. The cost of financing under the proposed contract is expected to be approximately the same as the costs of issuing general obligation bonds.
5. The sums to fall due under the contract are adequate and not excessive for the proposed purpose. The Town will carefully review proposed financing rates with the help of the LGC and will closely monitor proposed construction costs to ensure sums are not excessive.
6. The Town of Smithfield debt management procedures and policies are good, as verified by the Town's Finance Director and through annual audits. The Town is in compliance with all applicable laws and will continue to manage its debt in such a manner.
7. The maximum increase in taxes necessary to meet the sums to fall due under the proposed contract will be no greater than 0 cents per \$100 valuation and is not deemed to be excessive.
8. The Town of Smithfield, North Carolina, is not in default in any of its debt service obligations.
9. The attorney for the Town of Smithfield has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Interim Town Manager is hereby authorized to act on behalf of the Town of Smithfield, North Carolina, in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 7 day of February, 2017.

The motion to adopt this resolution was made by Councilman Harris, seconded by Mayor Pro-Tem Ashley and passed by a vote of 5 to 0.

#### **CITIZENS' COMMENTS:**

- Brian Barefoot, Atlantic Resources Inc., 1515 S Brightleaf Boulevard, provided an update to the Council on Hurricane Matthew clean-up efforts. He stated he is in the process of handing everything over to the SBA to finalize their plan for compensation from the damages caused by Hurricane Matthew. Mr. Barefoot explained he received a list from his case agent with SBA requesting an engineer's report from the Town with estimates in repairs to the ARI building both inside and outside the perimeter of the property. He asked if the Town could assist with the engineer's report. The case agent also requested to include the cleanup of the ditch behind the building; as well as, any pieces and parts that have floated out around the area. To date, the company has spent \$385,000 with no return from SBA. Mr. Barefoot stated he has applied for a small grant from Carolina Small Business Fund and has converted their original CDBG grant over to hurricane cleanup however; the business will still keep the same job process. He requested a meeting at his business to review flood areas as the SBA is requiring him to purchase flood insurance. Mr. Barefoot conveyed his appreciation for all the Town has done.

- Susanne Mitchell, Principal at Selma Elementary, asked for support for Smithfield Selma Strong Community Day. This event will take place at the Smithfield Selma High School football field on April 22, 2017 from 11am-1pm. The goal of this event is to bring the Smithfield Selma community together to celebrate our community with entertainment by school groups, vendors, exhibits, and hayrides. Games and events will be free, food will be available for purchase from local businesses, and everyone is welcome. Ms. Mitchell thanked the Council for their continued support of our local schools.

Councilman Harris thanked the school administrators present for taking the initiative to do something great like this.

- Charles Forte, 303 Oak Street, stated he met with Town Manager Michael Scott regarding an outstanding utility bill. He stated he was charged for a back bill in the amount of \$1,790.81, but was not in agreeance. He stated he also received a new bill in the amount of \$299.72 which can't be accurate due to the power being shut off on 12/7/2016. He explained that Mr. Scott proposed he pay half of the debt, \$894.40, up front and in turn would allow him to pay a \$250 deposit in lieu of the full \$500 deposit amount. He also stated Mr. Scott would allow him to make \$50/month payments to pay off the debt. Mr. Forte stated he does not agree with the outstanding amount and believes he is being treated unfairly. He made a proposal to the Council that he would pay \$790.81 if the Council would forgive \$1,000.

Town Manager Michael Scott conveyed he would be happy to meet with Mr. Forte again to examine the new bill in question.

Councilman Scott apologized to Mr. Forte on behalf of the Town. He explained to Mr. Forte if he would provide Council with consent they could review his bills. He conveyed to Mr. Forte the Council has to make a decision that would be fair to all Smithfield citizens.

Charles Forte gave the Council full permission to access his billing information.

- Lucy Washington, 46 Birch Street, stated there is a For Sale sign on Market Street between Pine Street and Oak Street that is obstructing the view of drivers and making for a dangerous situation. The sign is sitting too close to the road and should be moved back.

Mayor Moore stated the Council will contact the owner of the sign to see if it can be moved.

- Sarah Edwards, Downtown Smithfield Development Corporation (DSDC) Executive Director, stated she attended the County Commissioners meeting and shared with them her letter regarding the proposed location of the Safety Center. DSDC feels the center will be beneficial for downtown to remain downtown as well as the county and taxpayers. She explained to the Council if they need any assistance with the process to keep the center downtown please let her know.

Sarah informed the Council of Downtown Customer Appreciation Week that will be held 2/7/2017-2/14/2017. She stated 26 local businesses will be participating in running specials and giving back to customers.

## **CONSENT AGENDA:**

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

1. Approved the following Minutes:

January 3, 2017 – Regular Meeting  
January 3, 2017 – Closed Session

2. Approved Various Budget Amendments



<b>BUDGET AMENDMENTS</b>						
<b>February, 2017</b>						
Part II						
				<b>BEFORE</b>	<b>ADJ.</b>	<b>AFTER</b>
<b>WATER/SEWER CAPITAL PROJECTS FUND</b>						
<b>1. Expenditure</b>						
45-7200-7408 Grid Bee Mixers				\$ -	\$ 65,000	\$ 65,000
45-7200-7405 Intake Sand Removal				\$ 530,000	\$ (65,000)	\$ 465,000
				<u>\$ 530,000</u>	<u>\$ -</u>	<u>\$ 530,000</u>
To establish and fund four (4) mixers for Water Plant						
<b>GENERAL FUND</b>				<b>BEFORE</b>	<b>ADJ.</b>	<b>AFTER</b>
<b>1. Expenditure</b>						
10-9990-5300 General Fund Contingency				\$ 173,552	\$ (50,120)	\$ 123,432
10-6200-7400 Recreation - Capital Outlay				\$ 126,261	\$ 50,120	\$ 176,381
				<u>\$ 299,813</u>	<u>\$ -</u>	<u>\$ 299,813</u>
To fund the cost of river bank repair next to walking trail as approved at the October 4, 2016 Council Meeting						
<b>GENERAL CAPITAL PROJECTS FUND</b>						
<b>2. Revenue</b>						
46-3900-4112 Building Reuse - ARI Contribution				\$ -	\$ 22,250	\$ 22,250
46-3900-4113 Building Reuse - RIA Grant				\$ -	\$ 175,000	\$ 175,000
				<u>\$ -</u>	<u>\$ 197,250</u>	<u>\$ 197,250</u>
<b>Expenditure</b>						
46-4110-3200 Building Reuse - ARI				\$ -	\$ 183,750	\$ 183,750
46-4110-3201 Building Reuse - Consultant				\$ -	\$ 13,500	\$ 13,500
				<u>\$ -</u>	<u>\$ 197,250</u>	<u>\$ 197,250</u>
To establish and fund the Rural Infrastructure Authority Grant (AKA The Building Reuse Grant for Atlantic Resources, Inc.) and Professional Services Agreement with Greene and Associates as approved at the January 5, 2016 and February 2, 2016 Council Meetings respectively						

3. Approved Concessions Contract

*A copy of the contract is on file in the Office of the Town Clerk*

4. Approved the purchase of a new generator in the amount of \$46,000 for the Operations Center

5. Approved the purchase new chemical tanks (alum & caustic) in the amount of \$22,135.32

6. Approved a career ladder promotion for an employee at the Water Plant. This increase will promote the employee from Water Plant Operator I (Grade 12) to Water Plant Operator II (Grade 13)

7. Advisory Board Appointments

- Michael Exum Johnson was reappointed to serve a second term on the Board of Adjustment.
- Robbie Parker was reappointed to serve a fourth term on the Parks and Recreation Advisory Committee.

- Crystal Kimpson Roberts was appointed to a first term on the Library Board of Trustees.
- Eddie Foye, Jr. was appointed to a first term on the Parks and Recreation Advisory Committee.

8. Economic Development Update; Strategic Economic Development Action Items

9. New Hire Report

<u>Filled Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Animal Control Officer	Police	10-5100-0200	\$14.45/hr (\$30,056.00/yr)
Admin Support Specialist	Planning	10-4900-0200	\$13.76/hr (\$28,260.80/yr)
Facility Maint. Specialist	PW – Sanitation	10-5800-0200	\$10.75/hr (\$22,230.00/yr)
Equipment Operator	PW – Sanitation	10-5800-0200	\$13.10/hr (\$27,248.00/yr)
Equipment Operator	PW – Sanitation	10-5800-0200	\$13.10/hr (\$27,248.00/yr)
Water Plant Operator I	PU – Water Plant	30-7200-0200	\$14.45/hr (\$30,056.00/yr)

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Code Enforcement Officer	Planning	10-4900-0200
Police Officer	Police	10-5100-0200
Equipment Operator	PW – Sanitation	10-5800-0200
Appearance Crew Leader	PW – General	10-5500-0200
Facility Maint. Supervisor	P&R - Recreation	10-6200-0200

Unanimously approved.

## **BUSINESS ITEMS:**

### **1. Consideration and Approval of the lowest bidder for financing of the Booker Dairy Road Project estimated cost \$2,037,249.**

Finance Director Greg Siler addressed the Council on financing for the Booker Dairy Road Project. Mr. Siler explained a request for proposal was sent out on January 20, 2017 to eight (8) lenders soliciting financing bids on the Booker Dairy Road Project. The relocation, extension, or expansion of the water line along Booker Dairy Road will take part in three phases and they are as follows:

- Widening of the Booker Dairy Road from Buffalo Road to Bradford Street (\$850,957)
- Construction of Booker Dairy Road from Bradford Street to existing Ava Gardner Drive (\$678,583)
- Re-Construction of Ava Gardner Drive, from the newly constructed Booker Dairy Extension to US-301 (\$243,329)

In addition, engineering and contingency is estimated at \$264,380.

Mr. Siler explained the Town received financing bids from 3 of 8 lenders on the \$2,037,249 loan request. All bids were based on a seven year term with semiannual payments. BB&T proposed 2.03% while First Citizens Bank and KS Bank proposed 2.34% and 3.49% respectively. The fixed semi-annual payment using BB&T's rate of 2.03% for 7 years is \$156,838 or \$313,676 annually.

Mr. Siler stated the Town also received bids from 2 of the 8 lenders for 10 year terms. BB&T proposed 2.24% and KS Bank proposed 3.69%. Since the cost of the project is considerably less than the estimated 3.5 million projected in earlier years and the higher cost was considered in the latest rate model study, the Finance Director is recommending the shorter loan term of 7 years. In addition, increased revenue from the sale of water to Johnston County is expected beginning July 2017. Board



approval to proceed with financing was decided with the approval of the 2017 Fiscal Year Budget and Budget Ordinance.

Councilman Scott asked what fund this project would be paid out of.

Mr. Siler stated the Water/Sewer Fund.

Mayor Pro-Tem Ashley asked if a rate increase would be required under current projections.

Mr. Siler explained the Town did a water/sewer rate study last year and the study was based on a 3.5 million estimation; therefore the \$313,000 annual payment is well below the projected amount. There will be no additional rate projections farther than what has already been discussed.

Councilman Rabil asked if the pre-payment penalty is negotiable.

Mr. Siler stated he would look into it.

Councilman Harris stated this project is moving very quickly and asked if this project would be completed this fiscal year or next.

Public Utility Director Ted Credle stated it will be completed this fiscal year.

Councilman Harris asked if the project was projected in this year's budget.

Town Manager Michael Scott responded that is was.

Mr. Siler stated there is one additional step in this process which is for the Town Manager to meet with the Local Government Commission to discuss the application; the meeting is scheduled for March 7, 2017.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris to award bid to the lowest bidder for financing of the Booker Dairy Road Project estimated cost \$2,037,249.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to adopt Resolution #598 (03-2017) approving financing terms for Booker Dairy Road Project. Unanimously approved.

**Resolution #598 (03-2017)**  
**Resolution Approving Financing Terms**

**WHEREAS:** The Town of Smithfield ("Town") has previously determined to undertake a project for the financing of a water line project, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Bank and Trust Company ("BB&T"), in accordance with the proposal dated February 6, 2017. The amount financed shall not exceed \$2,037,249.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.03%, and the financing term shall not exceed 7 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have

been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the Town of Smithfield or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil, to adopt Resolution #599 (04-2017) approving declaration of official intent to reimburse for Booker Dairy Road Project. Unanimously approved.

**RESOLUTION #599 (04-2017)**  
**TOWN OF SMITHFIELD, NORTH CAROLINA**  
**DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the "Declaration") is made pursuant to the requirements of the Unified States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of The Town of Smithfield, North Carolina, (the "issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "expenditures") for Booker Dairy Road project (the "project").
2. **Plan of Finance.** The Issuer intends to finance the costs of the projects with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.
3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Projects is \$2,037,249.
4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the expenditures incurred by it prior to the issuance of the borrowing.



**2. Consideration and Approval of a bid award in the amount of \$2,200,000 for the Booker Dairy Road Extension.**

Public Utility Director Ted Credle addressed the Council on the Booker Dairy Road Water Main Extension project. The project is the relocation and associated construction of a 16” water line that runs along Booker Dairy Road (SR1923) from Buffalo Road to US-301. As the Council has been made aware, the “let” date for the NCDOT project is January 2018. Therefore, the Town needs to relocate the water line prior to that date. Bids were received on January 12, 2017 to construct the water line, per the approved plans. The low bidder was R.D. Braswell, Inc. It is of note that the project budget is significantly lower than the original engineer’s estimate. Further, to simplify construction the capital project extending the water line from US-301 to the Jones Brothers Tank was included in this bid and is part of this award. The funds for the “Jones Brothers” extension were approved in the FY 2016-2017 budget. Mr. Credle explained to execute this project; staff is asking Council to authorize the Town Manager to execute any contracts with selected contractors, to perform the work intended by the project scope, not to exceed the project budget limit of \$2,200,000. Based on the bids and proposals the Town has already received, the budget for the “Booker Dairy Road Water Main Extension” project is as follows:

<b>Project</b>	<b>Current Budget</b>		<b>Budget Total</b>
Construction Contract	\$ 1,935,619.78		\$ 1,935,619.78
Construction Observation/Administration	\$ 95,400.00		\$ 2,031,019.78
Contingency (8%)	\$ 168,980.22		\$ 2,200,000.00

Mr. Credle explained the right-of-way acquisition may cause some timing issues and at some point may have to stop the project to wait on NCDOT.

Mayor Pro-Tem Ashley asked if timing would affect the contractors bid.

Mr. Credle stated they would issue a change order for remobilization but the acquisition of the material would be stored.

Councilman Harris clarified what Mayor Pro-Tem Ashley was asking and stated if the Town is hiring a contractor to complete this project and can only do part of it because NCDOT hasn’t acquired the land, the Town could possibly incur additional charges for the inconvenience.

Mr. Credle agreed that was very likely. Charges for a remobilization fee could be anywhere from 6-8% of the project bid and that’s why the contingency was projected higher.

Mayor Pro-Tem Ashley stated the Town is unsure of what the remobilization fee could be which could potentially be greater than 8%.

Mayor Moore asked why the Town would start this project given the fact most of the land has yet to be acquired.

Councilman Harris asked Town Attorney Bob Spence if litigation or condemnation would take a considerable amount of time.

Town Attorney Bob Spence explained condemnation would happen immediately. If there’s a delay it could mean they’re working on design features.

Councilman Harris asked if the Town should be concerned with much of the land that has yet to be acquired.

Mr. Spence stated it would be concerning if the contract does not reflect that information. He suggested the Town negotiate with Mr. Braswell to see if he would disregard a remobilization fee.

Councilman Scott asked if NCDOT would be willing to change their deadline.

Mr. Credle stated that his contact with NCDOT has told him the let date has been set and is solid.

Councilman Scott stated the let date and deadline should be negotiated.

Mayor Moore asked if all environmental testing has been completed.

Mr. Credle stated all permits have been acquired.

Town Manager Michael Scott informed the Council that if the Town is going to be finished with this project by the let date we have to start the project soon. NCDOT is not changing their let date of January 1, 2018 and are confident they will acquire those properties. A meeting is scheduled with NCDOT later this month regarding this project specifically with committee members.

Mayor Pro-Tem Ashley conveyed he would like the Town Attorney to be involved in this project.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the bid award under the condition the contract states the Town will not be penalized for increases or delays due to NCDOT failure to acquire properties.

**3. Consideration and Approval to authorize the Finance Director to create Line Item 45-7200-7408; approve the transfer of \$65,000 from line item 45-7200-7405 to line item 45-7200-7408; and authorize the purchase of Water System Equipment at the Water Plant.**

Public Utility Director Ted Credle addressed the Council and stated the Capital Improvement project "Sand Removal" was previously approved for the Water Plant by Council in FY 2015-2016. This project was constructed and completed in March of 2016. Funds for this project were acquired through a private lending institution, which forwarded the complete loan balance in the fall of 2016. The cost of the project construction was less than the budgeted amount, as well as the loan balance that was granted by the lending institution. The Water Plant has the need to install four (4) water mixers throughout the distribution system. Two (2) will be installed within the finished water clear well and one (1) each at elevated water tanks in the distribution system. By mixing the water within the tanks, the water is less susceptible to settling issues, aging issues, and short-circuiting. Also, the Town will need two (2) bulk water flow meters installed at the delivery points where the Town delivers water to Johnston County. These meters will verify how much water the County is purchasing from the Town. Currently, the Town has no such measuring device. Mr. Credle stated staff is proposing to use the funds, saved by the economical installation of the "Sand Removal" project to purchase and install the needed mixers and one (1) of the meters. Installation of the second meter will be paid through other funds.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn to authorize the Finance Director to create Line Item 45-7200-7408; approve the transfer of \$65,000 from line item 45-7200-7405 to line item 45-7200-7408; and authorize the purchase of Water System Equipment at the Water Plant.

**4. Consideration and Approval Funding for NCDOT Agreement.**

Public Utility Director Ted Credle addressed the Council and explained during the recent natural disaster (Hurricane Matthew), the Town, through no fault of its own, experienced a loss of power which affected a majority of the Town customers. Until power was restored, a dangerous situation was noticed. Many drivers approached various intersections without stopping, or even slowing down. This clear and present danger was somewhat lessened by having the Town Police Department direct traffic in the busiest intersections. Mr. Credle explained the NCDOT has a specification that allows their stoplights to be converted to a light that can accept generator power. The Town feels that in the rare occasions when power may be out for extended time, it may be best to use generator power to operate the busiest intersections, which in turn, would free up the Police to patrol and safeguard the



citizens. The first step in converting the NCDOT stoplights is to establish an agreement with the NCDOT to allow the Town to perform the conversion. A part of this agreement specifies the Town is to submit \$2,500 to execute the agreement.

Mayor Moore asked if \$2,500 was for one intersection or would the fee have to be paid every time.

Mr. Credle stated the agreement is for all 10 intersections.

Councilman Scott asked if generators would have to be put at each intersection.

Mr. Credle stated they are plug-in generators.

Mayor Pro-Tem Ashley asked what the \$2,500 covers.

Mr. Credle responded it was an administrative fee to allow the Town to perform the conversion.

Mayor Moore asked if this was the same process for every municipality.

Mr. Credle responded it was a standard agreement with standard specifications.

Mayor Moore addressed the Council and stated he believes this should wait until after the NCDOT meeting.

Councilman Harris asked if other Towns have this conversion.

Mr. Credle responded that the only other Town he knew of was Ayden.

Councilman Scott made a motion, seconded by Councilman Harris, to table until after the NCDOT meeting.

## **5. Consideration and Approval of Preliminary Plat for Belle Square Subdivision**

Planning Director Paul Emblar addressed the Council and explained on September 16, 2016 the Town Council approved a rezoning request (RZ-16-02) and a Conditional Use Permit request (CUP-16-09) to allow the applicant, Genesis Living, Inc. to modify a previously approved, permitted and constructed subdivision from a 22 unit duplex subdivision to a 45 unit row house subdivision. All water, sewer, electrical, storm drainage and streets were previously constructed and inspected by the Town but were never accepted because the previous developer did not construct the permitted/approved storm water management facility to serve the subdivision. The new developer (Genesis Living, Inc.) has re-designed and re-permitted the storm water management facility.

Mr. Emblar explained the Preliminary Plat of Belle Square dated 1/22/17 as prepared by Hall Land Surveying, Inc. and shows a 45 lot subdivision with recreational amenities that complies with the Town's Unified Development Ordinance. The development is proposed for three phases with lots 1-14 comprising the first phase. The subdivision will be landscaped according to code. Streets are curbed and guttered and will have sidewalks constructed on each side of the street. There will be a home owners association established for the development to maintain all common property including the storm water management facility. Streets, storm drainage and utilities that were constructed by the previous developer along with the sidewalks that will be constructed by the current developer and will be dedicated to and maintained by the Town. Duke Power will provide electrical service for the development. Construction of the storm water management facility, sidewalks (by phase) and landscaping (by phase) must be completed, inspected and accepted by the Town before any certificates of occupancy are issued for any houses that are constructed, in lieu of bond.

Councilman Scott asked what financial burdens would be on the project.

Mr. Embler responded there would be no financial burden to the Town for the construction of the storm water management plan. That is a developer held improvement. The Homeowner Association would be responsible for the management plan and the Town would enforce.

Councilman Scott stated the developer has received this land with an already approved project and asked how this would affect them financially.

Mr. Embler stated that whether the previous project or the current project was completed, a storm water management facility pond would have to be in place. The collection systems and the catch basins are already installed in the subdivision and are diverted under Barbour Road to the other side of the road. The storm water management facility pond was never constructed.

Mayor Pro-Tem Ashley asked if the elevations are sufficient.

Mr. Embler responded that they are sufficient.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, to approve the preliminary plat for Belle Square Subdivision.

## **6. Consideration and Approval of Belle Square Final Plat Phase I.**

Planning Director Paul Embler addressed the Council on the Final Plat: Phase1 Belle Square subdivision dated 1/22/17 as prepared by Hall Land Surveying, Inc. shows a 14 lot Phase One development of the Belle Square subdivision that complies with the Town's Unified Development Ordinance. The development is proposed for three phases with lots 1-14 comprising the first phase. The subdivision will be landscaped by phase according to code. Streets are curbed and guttered and will have sidewalks constructed on each side of the street. There will be a home owners association established for the development to maintain all common property including the recreational amenity and the storm water management facility. Streets, storm drainage and utilities that were constructed by the previous developer along with the sidewalks that will be constructed by the current developer will be dedicated to and maintained by the Town. Duke Power will provide electrical service for the development. Mr. Embler explained in lieu of bond, no certificates of occupancy for Phase 1 lots will be issued until such time the storm water management facility is completed and accepted by the Town Engineer. In a similar manner sidewalks and landscape will be constructed and no certificate of occupancy for Phase 1 lots will be issued, in lieu of bond until the sidewalks (for Phase 1) and landscape (for Phase 1) have been inspected and accepted by the Town.

Councilman Harris made a motion, seconded by Mayor Pro-Tem Ashley, to approve Belle Square Final Plat Phase I.

### **Councilmembers Comments:**

- Mayor Moore asked Fire Chief John Blanton when the new fire truck would be delivered.

Chief Blanton stated it should be ready by April or May.

Mayor Moore informed everyone there are several vacancies on our Advisory Boards.

Mayor Moore addressed the Town Manager to look into the cooperative extension that offers a Master Gardener class and asked the Council to think about sponsoring citizens to take the class.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to allow the Town Manager to write a letter to the County Commissioners respectfully requesting the Town be allowed to meet with them regarding the proposed jail site.

- Councilman Harris stated he would like for the Town to come up with a plan to allow farmers to sell fresh produce on private property.



Mayor Pro-Tem Ashley requested staff to come up with a proposal within the next two weeks.

Councilman Harris thanked Sarah Edwards for her letter to the County Commissioners. He stated he agreed with the courthouse staying downtown.

### **Town Manager's Report:**

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

- Venture Drive Project – Bids have been received considerably higher than expected. A bid was received under budget, however it did not include undercutting the road which would put an added \$300,000 over budget. GeoTechnologies also suggested a Full Depth Reclamation (FDR) where they re-use part of the road. Personal contact has been made with the business owners on Venture Drive and they have been furnished with the information given to Council.

Mayor Moore requested that GeoTechnologies provide a presentation to the Council at the next meeting.

Mayor Pro-Tem Ashley requested staff to inquire if the County would assist with the cost of this project.

- Colonial Rest Home – Johnston County has condemned the building. Discussions with the owners of the building are being had regarding what they intend to do with a possibility of demolition.

Councilman Scott informed the Council he received an email regarding a property in West Smithfield and asked if the Town keeps track of non-compliant businesses.

Town Manager Michael Scott responded that the Town does keep a list of areas that are non-compliant. West Smithfield has a used car business that has not been very receptive to code compliant issues, but the Town has been very diligent in keeping them accountable.

Councilman Harris stated there's another property across from the Magic Tunnel that should be looked into also.

- Family Life Center – the Town has received the deed to the building and the Police and Parks and Recreation Department are working to clean the building out. The previous owners still have property in the building.
- Harbor Valentine Event – February 11<sup>th</sup>, please see website.

- **Department Reports**

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

- **Financial Report**

- A financial report was given to the Council in written form.

### **Closed Session: Pursuant to NCGS 143-318.11 (a) (5) to Consult with the Town Attorney.**

Councilman Harris made a motion, seconded by Councilman Dunn to go into closed session pursuant to NCGS 143-318.11 (a) (5). Unanimously approved at 8:39pm.

**Reconvene in Open Session:**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn to reconvene in open session. Unanimously approved at 10:01 pm.

**Adjourn**

There being no further business, Mayor Pro-Tem Ashley made a motion, seconded by Councilman Dunn, to adjourn the meeting. Unanimously approved.

The meeting adjourned at 10:01 pm.

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M. Andy Moore, Mayor

ATTEST:

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Veronica Hardaway, Deputy Town Clerk





# Request for City Council Action

**Consent  
Agenda  
Item:**  
Date: 03/07/2017

**Special  
Event:  
Temporary  
Use Permit**

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**Subject:** Temporary Use Permit

**Department:** Smithfield Parks and Recreation

**Presented by:** Planning Department

**Presentation:** Consent Agenda Item

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## Issue Statement

The Council is asked to authorize Smithfield Parks and Recreation to hold a Picture Show & Picnic in the Park.

## Financial Impact

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Approved:  City Manager  City Attorney

Attachments: Temporary Use Permit Application



# Staff Report

**Consent  
Agenda  
Item:** **Special  
Event:  
Temporary  
Use  
Permit**

---

The Smithfield Parks and Recreation will hold a Picture Show and Picnic in the Park to be held April 29th, 2017 from 6:30pm to 10:00pm. Set up will begin at 4:30 pm on April 29th and all activities are anticipated to be completed and cleaned up by 10:00pm. There will be numerous food trucks at this event as well as family friendly activities before the movie starts.





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

### Temporary Use Permit Application

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

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

**TYPE OF EVENT**

- Expansion or replacement of existing facilities
- Sale of agricultural products grown off-site
- Sale of fireworks
- Special event, over 100 people in attendance
- Athletic event on streets, greenways
- Other (please describe) \_\_\_\_\_

**PERMIT FEE \$50.**

- Construction Trailer
- Real estate sales office or model home
- Sale of non-agricultural products, except fireworks
- Not-for-profit event, over 100 people in attendance
- Town recognized event \_\_\_\_\_
- Live Band / Concert \_\_\_\_\_

Name of Event <u>Picture Show &amp; Picnic in the Park</u>	Location of Event (exact street address) <u>600 Booker Dairy Rd</u>
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Applicant name Tiffany Pearson E-mail address tiffany.pearson@smithfield-nc.com  
 Address P O Box 2344 Smithfield NC Zip 27577  
 Day phone 919-934-2148 ext 107 Mobile phone 919-817-4509  
 Event set-up/start time/date 4:30 - 10 Event clean-up/end date/time 4/29/2017  
 Sound amplification hours \_\_\_\_\_ Will food or goods be sold? Yes

Security provided by Smithfield Police or private security (describe duties): \_\_\_\_\_

Private agency name & phone, if applicable: \_\_\_\_\_

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

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

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

Tiffany Pearson \_\_\_\_\_ 2/6/2017  
 Applicant's name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Smithfield P&R \_\_\_\_\_

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

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

Reviewing Planner: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Note: See attached letter)







# Request for City Council Action

**Business** **Police**  
**Agenda** **Department**  
**Item:** **Retirement**  
Date: 03/07/2017

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**Subject:** Captain Choe's Service Weapon and Badge  
**Department:** Police Department  
**Presented by:** Chief Robert Powell  
**Presentation:** Consent Agenda

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## Issue Statement

Captain Choe retired on January 31, 2017 with 30 years of service and the department is asking for him to be able to purchase his service weapon, a Sig P290RS, Serial Number 26C29601 and service badge at a price of \$1.

## Financial Impact

None

## Action Needed

Council to approve Captain Choe to be able to purchase his service weapon, a Sig P290RS, Serial number 26C29601 and service badge at a price of \$1.

## Recommendation

Captain Choe be allowed to purchase these items.

Approved:  City Manager  City Attorney

Attachments: Resolution #600 (05-2017) – Awarding the Service badge and Weapons to retired Police Captain Choe.

**RESOLUTION # 600 (05-2017)**  
**AWARDING THE SERVICE BADGE AND WEAPON**  
**TO RETIRED POLICE CAPTAIN**

**BE IT RESOLVED** that the Town Council of the Town of Smithfield hereby awards the service weapon, a Sig P290RS, Serial Number 26C29601 and service badge to retired Police Captain Tommy S. Choe, at a price of \$1.00

Adopted this 7th day of March, 2017

\_\_\_\_\_  
M. Andy Moore, Mayor

ATTEST:

\_\_\_\_\_  
Shannan L. Williams, Town Clerk





# Request for City Council Action

**Consent**    **15 minute**  
**Agenda**   **Parking**  
**Item:**      **Signs**  
Date:        03/07/2017

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**Subject:** 15 Minute Parking Signs  
**Department:** Street  
**Presented by:** Michael Scott, Town Manager  
**Presentation:** Consent

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## Issue Statement :

The Downtown Smithfield Development Corporation (DSDC) has requested on behalf of their constituents, that two (2) 15 minute parking signs be placed in the 100 block of South Third Street to further economic friendliness in the downtown area.

## Financial Impact:

Cost of two signs, one pole and Town labor to install. Less than \$200. This can be absorbed in current Streets budget.

## Action Needed:

Approve two signs as explained in staff report.

## Recommendation:

Approve two signs as explained in staff report.

Approved:  City Manager  City Attorney

Attachments:

Staff Report



## Staff Report

**Consent  
Agenda  
Item:** **15  
Minute  
Parking  
Signs**

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The Downtown Smithfield Development Corporation (DSDC) has requested the Town of Smithfield erect two, fifteen minute parking signs that could be used for loading zones in the 100 block of South Third Street. One sign will replace the existing sign near the Howell Theater, while the second sign will be placed on the West side of the street near the Law Office of Narron, O'Hale and Whittington. **Enforcement of the signs will be by complaint** and will be consistent with the enforcement of similar signage already in the downtown area. Cost of sign placement will be less than \$200. This amount can be absorbed within the current Streets budget without amendment.





# Request for City Council Action

**Consent**  
**Agenda Pay Plan**  
**Item:**  
Date: 3/07/2017

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**Subject:** Pay Plan  
**Department:** General Government  
**Presented by:** Michael Scott, Town Manager  
**Presentation:** Consent

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## Issue Statement :

The Town of Smithfield currently has a pay plan that was approved on July 1, 2016. This pay plan includes many different employment positions within certain pay grade areas. The Town Manager is requesting the pay plan be separated out by department, as opposed to all encompassing. No monetary changes are made in this request.

## Financial Impact:

None

## Action Needed:

Approve reformatted pay plan

## Recommendation:

Approve reformatted pay plan

Approved:  City Manager  City Attorney

Attachments:

Staff Report



# Staff Report

Consent  
Agenda  
Item: Pay  
Plan

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The current Town of Smithfield Pay Plan was originally created and implemented in July of 2007. Since that time the pay plan has been **adjusted, as needed. During the Manager's** review of town divisions, he recommended the pay plan be broken down into individual departments so Human Resources and the Town Council could better address compensation issues by department and by position, as opposed to addressing changes that might impact the entire Town staff. Attached is the current pay plan, as approved July, 2016. Also attached is the recommended changes to the formatting of the pay plan, dividing the pay plan into individual departments. No changes in compensation have been made between the two pay plans. The Town Manager is asking to officially adopt the draft pay plan that is divided into departments, to better facilitate compensation discussions during the upcoming budget workshops.



# Town of Smithfield Salary Schedule

March 07, 2017  
General Government

Grade	JOB TITLE	F L S A	Pos Code			7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
9	Administrative Secretary/Receptionist - Gen. Govt		20			11.86	24674.21	37751.55
12	Administrative Support Specialist - GenGovt		22			13.76	28620.38	43789.19
12	PC Specialist		1062			13.76	28620.38	43789.19
18	IT Specialist	E	34			18.48	38443.39	58818.39
22	Town Clerk	E	24			22.48	47695.26	71542.90
	Human Resources Director/PIO/Economic							
25	Development Liaison	E	27			26.04	54164.45	82871.61
N/A	Town Manager	E	99				N/A	N/A

# Town of Smithfield Salary Schedule

March 07, 2017  
Finance

Grade	JOB TITLE	F L S A	Pos Code			7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
12	Finance Assistant		12			13.76	28620.38	43789.19
16	Accounts Payable Technician I		31			16.75	34836.67	54366.11
17	Payroll/Accounting Technician II		14			17.60	36597.60	55994.33
17	Purchasing Agent		48			17.60	36597.60	55994.33
27	Finance Director	E	49			28.71	59723.04	91376.25

# Town of Smithfield Salary Schedule

March 07, 2017  
Planning

Grade	JOB TITLE	F L S A	Pos Code			7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
12	Administrative Support Specialist - Planning		23			13.76	28620.38	43789.19
16	Zoning Enforcement Officer		51			16.75	34836.67	54366.11
17	Minimum Housing Code Enforcement Officer		62			17.60	36597.60	55994.33
18	Planner/GIS Technician		60			18.48	38443.39	58818.39
19	Sr. Planner		61			19.41	40374.05	61772.30
26	Planning Director	E	59			27.35	56880.10	87026.55



# Town of Smithfield Salary Schedule

March 07, 2017  
Police

Grade	JOB TITLE	F L S A	Pos Code		7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
9	Administrative Secretary/Receptionist -Police		3032		11.86	24674.21	37751.55
12	Administrative Support Specialist - Police		3045		13.76	28620.38	43789.19
12	Police Records Clerk		3040		13.76	28620.38	43789.19
16	Police Officer I (43 hr wk)		3043		15.58	34826.59	53284.70
17	Police Officer II (43 hr wk)		3049		16.36	36582.75	55971.61
18	Master Police Officer (43 hr/wk)		3047		17.19	38430.13	58798.10
19	Police Accreditation Manager		3033		19.41	40374.05	61772.30
19	Police Sergeant (43 hr wk)		3044		18.05	40368.74	61764.18
21	Police Lieutenant (43 hr wk)		3048		19.91	44519.65	68115.08
23	Police Captain	E	3057		23.613	49115.04	75146.01
28	Police Chief	E	3059		30.15	62714.50	95953.17

# Town of Smithfield Salary Schedule

March 07, 2017

Fire

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
6	General Maintenance Worker - Fire		3010	10.23	21279.65	32557.87
12	Administrative Support Specialist - Fire		3019	13.76	28620.38	43789.19
15	Firefighter I (Day Shift)		3013	15.94	33160.61	50735.74
15	Firefighter I (ABC Shift - 42/hrs wk)		3012	15.18	33147.88	50716.26
16	Firefighter II (Day Shift)		3017	16.75	34836.67	54366.11
16	Firefighter II (ABC Shift 42 hr/wk)		3015	15.94	34818.64	53272.52
17	Fire Engineer (Day Shift)		3018	17.60	36597.60	55994.33
17	Fire Engineer (42 hr/wk)		3011	16.75	36578.51	55965.12
18	Fire Inspector I		3008	18.48	38443.39	58818.39
19	Fire Captain (42 hr/wk ABC Shift)		3016	18.49	40387.84	61793.40
22	Fire Marshall		3007	22.48	47695.26	71542.90
25	Assistant Fire Chief / Deputy Chief (Training/Safety Officer)	E	3002	26.04	54164.45	82871.61
28	Fire Chief/Dir. Emergency Services	E	3009	30.15	62714.50	95953.17

# Town of Smithfield Salary Schedule

March 07, 2017  
Public Works

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
6	General Maintenance Worker - Public Works		1003	10.23	21279.65	32557.87
7	Facility Maintenance Specialist - Public Works		1001	10.75	22361.66	34213.35
7	Sanitation Worker		1004	10.75	22361.66	34213.35
8	Street Maintenance Worker		1005	11.29	23486.11	35933.75
10	Street Signs Specialist		1031	12.46	25925.95	39666.71
11	Sanitation Equipment Operator		1013	13.10	27241.34	41679.26
11	Equipment Operator Trainee		1016	13.10	27241.34	41679.26
12	Administrative Support Specialist - Public Works		1008	13.76	28620.38	43789.19
12	Animal Control Officer		3021	13.76	28620.38	43789.19
12	Equipment Operator		1011	13.76	28620.38	43789.19
13	Equipment Mechanic		1021	14.45	30063.07	45996.50
13	Public Works Crew Leader		1012	14.45	30063.07	45996.50
14	Facilities/Streets Maintenance Supervisor		2008	15.18	31569.41	48301.20
14	Sanitation Crew Supervisor		1007	15.18	31569.41	48301.20
16	Public Works Supervisor	E	1038	16.75	34836.67	54366.11
27	Public Works Director	E	1039	28.71	59723.04	91376.25



# Town of Smithfield Salary Schedule

March 07, 2017  
Parks & Recreation

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
7	Facility Maintenance Specialist - Parks & Rec		1002	10.75	22361.66	34213.35
12	Administrative Support Specialist -Parks/Rec		2005	13.76	28620.38	43789.19
13	Parks & Grounds Crew Leader		2012	14.45	30063.07	45996.50
14	Facility Maintenance Supervisor		1010	15.18	31569.41	48301.20
17	Athletic Programs Supervisor		2006	17.60	36597.60	55994.33
17	Recreation Programs Supervisor		2011	17.60	36597.60	55994.33
23	Sr. Athletics Programs Supervisor & Assistant Parks and Recreation Director	E	2004	23.613	49115.04	75146.01
27	Parks/Recreation Director	E	2019	28.71	59723.04	91376.25

# Town of Smithfield

## Salary Schedule

March 07, 2017

### SRAC

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
12	Assistant Aquatics Supervisor		2022	13.76	28620.38	43789.19
12	Admin Support Spec. -Parks/Rec		2005	13.76	28620.38	43789.19
18	Aquatics Center Supervisor		2016	18.48	38443.39	58818.39
21	Recreation Center Supervisor		2013	21.41	44532.38	68134.55
23	SRAC Director	E	2015	23.613	49115.04	75146.011

# Town of Smithfield

## Salary Schedule

March 07, 2017

Public Utilities-Water Plant							
Grade	JOB TITLE	FLSA	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary	
11	Water Plant Trainee		1015	13.10	27241.34	41679.26	
12	Water Plant Operator I		1051	13.76	28620.38	43789.19	
13	Water Plant Operator II		1052	14.45	30063.07	45996.50	
14	Water Plant Operator III		1053	15.18	31569.41	48301.20	
20	Chief Water Plant Operator		1055	20.39	42410.78	66186.27	
20	Water Plant Chemist		1057	20.39	42410.78	66186.27	
22	Water Plant Supervisor	E	1059	22.48	47695.26	71542.90	



# Town of Smithfield

## Salary Schedule

March 07, 2017

Public Utilities-Water/Sewer						
Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
10	Utility Line Mechanic		1046	12.46	25925.95	39666.71
11	Advanced Utility Line Mechanic		1045	13.10	27241.34	41679.26
12	Pump Station Mechanic		1041	13.76	28620.38	43789.19
12	Water Maintenance Technician		1048	13.76	28620.38	43789.19
14	Utility Line Crew Supervisor		1049	15.18	31569.41	48301.20
14	Wastewater System Technician		1047	15.18	31569.41	48301.20
14	Water System Technician		1043	15.18	31569.41	48301.20
22	Water/Sewer Superintendant		1050	22.48	47695.26	71542.90
24	Water/Sewer Line Superintendent	E	1050	24.80	51576.10	78911.43

# Town of Smithfield Salary Schedule

March 07, 2017  
Public Utilities-Electric

Grade	JOB TITLE	F L S A	Pos Code	7/01/16 MIN Hourly Rate	7/01/16 MIN Annual Salary	7/01/16 MAX Annual Salary
9	Collections Assistant		11	11.86	24674.21	37751.55
9	Meter Reader		1081	11.86	24674.21	37751.55
10	Meter Technician		1060	12.46	25925.95	39666.71
10	Sr. Collections Assistant		13	12.46	25925.95	39666.71
12	Administrative Support Specialist - CS - PubUtil		1095	13.76	28620.38	43789.19
12	Customer Service Representative		1097	13.76	28620.38	43789.19
13	Sr. Customer Service Rep		1096	14.45	30063.07	45996.50
15	Electric Line Technician		1064	15.94	33160.61	50735.74
15	Engineering Technician		1070	15.94	33160.61	50735.74
16	Advanced Lineman		1065	16.75	34836.67	54366.11
17	Customer Services Supervisor		1098	17.60	36597.60	55994.33
17	Journeyman Lineman		1067	17.60	36597.60	55994.33
18	Electric Line Crew Leader		1066	18.48	38443.39	58818.39
20	IT Analyst/Billing Supervisor	E	35	20.39	42410.78	66186.27
23	Electric Distribution Superintendent	E	1069	23.613	49115.04	75146.01
28	Public Utilities Director	E	1099	30.15	62714.50	95953.17





**Town of Smithfield**  
**Salary Schedule**  
**Effective July 1, 2016**

Grade	JOB TITLE	F L S A	Pos Code	6/30/16 MIN Hourly Rate	6/30/16 MIN Annual Salary	6/30/16 MAX Annual Salary
6	General Maintenance Worker - Public Works		1003	10.23	21279.65	32557.87
	General Maintenance Worker - Fire		3010			
7	Facility Maintenance Specialist - Parks & Rec		1002	10.75	22361.66	34213.35
	Facility Maintenance Specialist - Public Works		1001			
	Sanitation Worker		1004			
8	Street Maintenance Worker		1005	11.29	23486.11	35933.75
9	Collections Assistant		11	11.86	24674.21	37751.55
	Meter Reader		1081			
	Administrative Secretary/Receptionist - Gen. Govt		20			
	Administrative Secretary/Receptionist -Police		3032			
10	Meter Technician		1060	12.46	25925.95	39666.71
	Street Signs Specialist		1031			
	Utility Line Mechanic		1046			
	Sr. Collections Assistant		13			
11	Sanitation Equipment Operator		1013	13.10	27241.34	41679.26
	Equipment Operator Trainee		1016			
	Water Plant Trainee		1015			
	Advanced Utility Line Mechanic		1045			
12	Administrative Support Specialist - Fire		3019	13.76	28620.38	43789.19
	Administrative Support Specialist - GenGovt		22			
	Administrative Support Specialist -Parks/Rec		2005			
	Administrative Support Specialist - Planning		23			
	Administrative Support Specialist - Police		3045			
	Administrative Support Specialist - CS - PubUtil		1095			
	Administrative Support Specialist - Public Works		1008			
	Animal Control Officer		3021			
	Assistant Aquatics Supervisor		2022			
	Customer Service Representative		1097			
	Equipment Operator		1011			
	Finance Assistant		12			
	PC Specialist	E	1062			
	Patient Accounts Representative - EMS		2099			
	Police Records Clerk		3040			
Pump Station Mechanic		1041				
Water Plant Operator I		1051				
Water Maintenance Technician		1048				
13	Equipment Mechanic		1021	14.45	30063.07	45996.50
	Parks & Grounds Crew Leader		2012			
	Public Works Crew Leader		1012			
	Sr. Customer Service Rep		1096			
	Water Plant Operator II		1052			
14	Facilities/Streets Maintenance Supervisor		2008	15.18	31569.41	48301.20
	Facility Maintenance Supervisor		1010			
	Water Plant Operator III		1053			
	Utility Line Crew Supervisor		1049			
	Wastewater System Technician		1047			
	Water System Technician		1043			



Grade	JOB TITLE	F L S A	Pos Code	6/30/16 MIN Hourly Rate	6/30/16 MIN Annual Salary	6/30/16 MAX Annual Salary			
15	Electric Line Technician		1064	15.94	33160.61	50735.74			
	Engineering Technician		1070						
	Firefighter I (Day Shift)		3013						
	Firefighter I (ABC Shift - 42/hrs wk)		3012				15.18	33147.88	50716.26
16	Accounts Payable Technician I		31	16.75	34836.67	54366.11			
	Advanced Lineman		1065						
	Zoning Enforcement Officer		51						
	Public Works Supervisor	E	1038						
	Firefighter II (Day Shift)		3017				15.94	34818.64	53272.52
Firefighter II (ABC Shift 42 hr/wk)		3015							
(2470/yr)				15.58	34826.59	53284.70			
(2238/yr)									
17	Athletic Programs Supervisor		2006	17.60	36597.60	55994.33			
	Customer Services Supervisor		1098						
	Journeyman Lineman		1067						
	Fire Engineer (Day Shift)		3018						
	Minimum Housing Code Enforcement Officer		62						
	Payroll/Accounting Technician II		14						
	Purchasing Agent		48						
	Recreation Programs Supervisor		2011				16.75	36578.51	55965.12
	Fire Engineer (42 hr/wk)		3011						
	Police Officer II (43 hr wk)		3049				16.36	36582.75	55971.61
18	Aquatics Center Supervisor		2016	18.48	38443.39	58818.39			
	Electric Line Crew Leader		1066						
	Fire Inspector I		3008						
	Planner/GIS Technician		60						
	IT Specialist		34						
	Master Police Officer (43 hr/wk)		3047				17.19	38430.13	58798.10
19	Sr. Planner		61	19.41	40374.05	61772.30			
	Police Accreditation Manager		3033						
	Fire Captain (42 hr/wk ABC Shift)		3016				18.49	40387.84	61793.40
	Police Sergeant (43 hr wk)		3044				18.05	40368.74	61764.18
20	Chief Water Plant Operator		1055	20.39	42410.78	66186.27			
	IT Analyst/Billing Supervisor	E	35						
	Water Plant Chemist		1057						
21	Recreation Center Supervisor		2013	21.41	44532.38	68134.55			
	Police Lieutenant (43 hr wk)		3048				19.91	44519.65	68115.08
22	Fire Marshal		3007	22.48	47695.26	71542.90			
	Water Plant Supervisor	E	1059						
	Water/Sewer Superintendent		1050						
23	Town Clerk	E	24	23.613	49115.04	75146.01			
	Electric Distribution Superintendent	E	1069						
	Police Captain	E	3057						
	Recreation & Aquatics Center Director	E	2015						
	Sr. Athletics Programs Supervisor & Assistant Parks and Recreation Director	E	2004						
24	Water/Sewer Line Superintendent	E	1050	24.80	51576.10	78911.43			

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







# Request for City Council Action

**Business  
Agenda  
Item:** Police  
Department  
Captain  
Promotion  
Date: 03/07/2017

---

**Subject:** Captain's Promotion  
**Department:** Police  
**Presented by:** Chief Robert Powell  
**Presentation:** Consent Agenda

---

## Issue Statement

A Captain's position has been opened with the retirement of Captain Choe. I am asking the council to be able to fill this position as soon as the Captain's assessment is completed.

## Financial Impact

It will be a 5 % increase in pay with the promotion for the Lieutenant that is selected. The pay increase will be covered under the current budget.

## Action Needed

Council to approve this position being filled with the 5 % increase in pay once the candidate is selected.

## Recommendation

Allow the department to proceed with filling this vacancy.

Approved:  City Manager  City Attorney

Attachments: None







# Request for City Council Action

**Business  
Agenda  
Item:** Police  
Department  
Lieutenant  
Promotion  
Date: 03/07/2017

---

**Subject:** Lieutenant's Promotion  
**Department:** Police  
**Presented by:** Chief Robert Powell  
**Presentation:** Consent Agenda

---

## Issue Statement

A Lieutenant's position will be opened, once Captain Choe's vacant position is filled, the department will then be looking to fill a Lieutenant's Position.

## Financial Impact

The Sergeant that is selected after the process will receive a 5% increase in pay due to the promotion. The increase will be covered by the current budget.

## Action Needed

Council to approve this vacant Lieutenant's position to be filled once a candidate is selected.

## Recommendation

Allow the police department to fill this vacancy once the position comes open.

Approved:  City Manager  City Attorney

Attachments: None





# Request for City Council Action

**Business  
Agenda  
Item:** Police  
Department  
Sergeant  
Promotion  
Date: 03/07/2017

---

**Subject:** Sergeant's Promotion  
**Department:** Police  
**Presented by:** Chief Robert Powell  
**Presentation:** Consent

---

## Issue Statement

A Sergeant's position will be created when Captain Choe's vacant position is filled, the department will be looking to fill the vacant Sergeant's position.

## Financial Impact

The officer that is selected for the position will receive a 5% increase in pay to due to the promotion. The increase will be covered by the current budget.

## Action Needed

Council to approve this vacant Sergeant's position to be filled once a candidate is selected.

## Recommendation

Allow the police department to fill this vacancy once the position comes open.

Approved:  City Manager  City Attorney

Attachments: None







# Request for City Council Action

**Consent  
Agenda  
Item:**

**Parks &  
Recreation  
Internal  
Promotion**

**Date:** 03/07/2017

---

**Subject:** Internal Employee Promotion

**Department:** Parks and Recreation

**Presented by:** Gary Johnson

**Presentation:** Consent

---

## Issue Statement

Approval of a promotion for an employee in the Parks and Recreation Department.

## Financial Impact

This position was approved in the FY 16-17 budget and there will be no additional financial impact.

## Action Needed

Approve a promotion for an employee in the Parks and Recreation Department.

## Recommendation

Staff recommends the approval of the promotion

Approved:  City Manager  City Attorney

Attachments: None



# Staff Report

**Consent  
Agenda  
Item:**

**Parks &  
Recreation  
Internal  
Promotion**

---

In keeping with stated Town goals of retaining highly qualified employees, an internal promotion within the Parks and Recreation Department is requested in order for employees to advance their career and become a more highly valued employee. This promotion is due to the retirement of the Facility Maintenance Supervisor. The promotion consists of a 5% increase or an increase to the hiring rate of the new pay range, whichever is higher.

This employee will be promoted in an approved position within the same department and will have no financial impact to the FY 2016-2017 budget. This internal promotion will promote the employee from Parks and Grounds Crew Leader (Grade 13) to Facility Maintenance Supervisor (Grade 14).





# Request for City Council Action

<b>Consent Agenda Item:</b>	<b>Public Works Promotion</b>
Date:	03/07/2017

---

**Subject:** Promotion  
**Department:** Public Works  
**Presented by:** Lenny Branch, Public Works Director  
**Presentation:** Consent

---

## Issue Statement

Staff is proposing the promotion of an internal candidate from the position of Facility Maintenance Specialist to Appearance Crew Leader. This position became vacant due to the promotion of Public Works Supervisor.

## Financial Impact

The employee will receive the minimum approved rate of pay (according to the approved Salary Schedule) for the position of Appearance Crew Leader. The pay increase will be covered by the current budget. Thus, there would be no negative impact to the budget.

## Action Needed

Approve the promotion – effective 03/13/2017

## Recommendation

Complete the promotional process.

Approved:  City Manager  City Attorney

Attachments: N/A





# Request for City Council Action

<b>Consent Agenda Item:</b>	<b>Public Works Promotion</b>
Date:	03/07/2017

---

**Subject:** Promotion  
**Department:** Public Works  
**Presented by:** Lenny Branch, Public Works Director  
**Presentation:** Consent

---

## Issue Statement

Staff is proposing the promotion of an internal candidate from the position of Sanitation Worker to Sanitation Equipment Operator. This promotion is due to a vacant equipment operator position.

## Financial Impact

The employee will receive the minimum approved rate of pay (according to the approved Salary Schedule) for the position of Sanitation Equipment Operator. The pay increase will be covered by the current budget. Thus, there would be no negative impact to the budget.

## Action Needed

Approve the promotion – effective 03/13/2017

## Recommendation

Complete the promotional process.

Approved:  City Manager  City Attorney

Attachments: N/A







# Request for City Council Action

**Consent  
Agenda  
Item:**

Purchase  
of Zero  
Turn  
Mower

**Date:**

03/07/2017

---

**Subject:** Purchase of Commercial Zero Turn Mower  
**Department:** Public Works Appearance Division  
**Presented by:** Lenny Branch, Public Works Director  
**Presentation:** Consent Agenda

---

## Issue Statement

The Public Works Department is proposing the purchase of a 2017 John Deere Zero Turn Mower from East Coast for the amount of \$10,405.14.

## Financial Impact

If approved by council the purchase of the new Zero Turn Mower comes in \$2,594.86 under the \$13,000 budgeted in this year's Capital Outlay line.

## Action Needed

Council approval to award contract to East Coast Equipment for purchase of budgeted Zero Turn Mower.

## Recommendation

Staff recommends awarding the purchase contract to the lowest bidder East Coast Equipment in the amount of \$10,405.14

Approved:  City Manager  City Attorney

Attachments:

Staff Report with supporting documents.



# Staff Report

**Consent  
Agenda  
Item:**

Purchase  
of Zero  
Turn  
Mower

---

The Town Council approved \$13,000 in the Public Works Appearance Division capital line to purchase a new Zero Turn Mower. The Public Works Department received proposals from three (3) companies and are as follows;

- |                           |             |
|---------------------------|-------------|
| 1. East Coast Equipment   | \$10,405.14 |
| 2. Great Outdoors of Dunn | \$11,234.00 |
| 3. Bullock Brothers       | \$12,476.09 |

It is the recommendation of the Public Works department to purchase the 2017 John Deere Commercial Zero Turn Mower from East Coast Equipment for the amount of \$10,405.14.



Quote Id: 14804751

---

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
East Coast Equipment, LLC  
2112 Central Park Drive  
Winterville, NC 28590  
252-355-4818  
winterville@eastcoastequip.com

---

Prepared For:

**Town Of Smithfield Accounts Payable**



Proposal For:

**Delivering Dealer:**

Stephen Giorgi

East Coast Equipment, LLC

2112 Central Park Drive

Winterville, NC 28590

winterville@eastcoastequip.com

**Quote Prepared By:**

Stephen Giorgi

sg Giorgi@eastcoastequip.com



**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

East Coast Equipment, LLC  
 2112 Central Park Drive  
 Winterville, NC 28590  
 252-355-4818  
 winterville@eastcoastequip.com

**Quote Summary**

**Prepared For:**

Town Of Smithfield Accounts Payable  
 Po Box 761  
 Smithfield, NC 27577  
 Business: 919-934-2116

**Delivering Dealer:**

**East Coast Equipment, LLC**  
 Stephen Giorgi  
 2112 Central Park Drive  
 Winterville, NC 28590  
 Phone: 252-355-4818  
 sgiorgi@eastcoastequip.com

**Quote ID:** 14804751  
**Created On:** 23 February 2017  
**Last Modified On:** 23 February 2017  
**Expiration Date:** 23 March 2017

**Equipment Summary**

JOHN DEERE Z970R Commercial  
 ZTrak

**Contract:** NC GSA L&G NC GSA 1 (PG 6T)

**Price Effective Date:** August 31, 2016

Selling Price	Qty	Extended
\$ 10,405.14 X	1 =	\$ 10,405.14

**Equipment Total**

**\$ 10,405.14**

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 10,405.14
Trade In	
SubTotal	<b>\$ 10,405.14</b>
Sales Tax - (6.75%)	\$ 697.12
Est. Service Agreement Tax	\$ 0.00
Total	\$ 11,102.26
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 11,102.26</b>



**JOHN DEERE**

# Selling Equipment

Quote Id: 14804751

Customer Name: TOWN OF SMITHFIELD ACCOUNTS PAYABLE

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513

FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

East Coast Equipment, LLC  
2112 Central Park Drive  
Winterville, NC 28590

252-355-4818  
winterville@eastcoastequip.com

## JOHN DEERE Z970R Commercial ZTrak

Hours:

Stock Number:

Contract: NC GSA L&G NC GSA 1 (PG 6T)

Selling Price \*

Price Effective Date: August 31, 2016

\$ 10,405.14

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2211TC	Z970R Commercial ZTrak	1	\$ 14,689.00	28.00	\$ 4,112.92	\$ 10,576.08	\$ 10,576.08
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	28.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	28.00	\$ 0.00	\$ 0.00	\$ 0.00
1504	60 In. Side Discharge Mower Deck	1	\$ -540.00	28.00	\$ -151.20	\$ -388.80	\$ -388.80
2001	Deluxe Comfort Seat with Armrests and Isolation	1	\$ 195.00	28.00	\$ 54.60	\$ 140.40	\$ 140.40
<b>Standard Options Total</b>			<b>\$ -345.00</b>		<b>\$ -96.60</b>	<b>\$ -248.40</b>	<b>\$ -248.40</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Suggested Price</b>							<b>\$ 10,327.68</b>
<b>Fees</b>							
	Industrial Funding Fee NON TAXABLE	1	77.46			77.46	77.46
<b>Equipment Fees Total</b>			<b>\$ 77.46</b>			<b>\$ 77.46</b>	<b>\$ 77.46</b>
<b>Total Selling Price</b>			<b>\$ 14,421.46</b>		<b>\$ 4,016.32</b>	<b>\$ 10,405.14</b>	<b>\$ 10,405.14</b>





JOHN DEERE

Quote ID :14804751Customer Name : TOWN OF SMITHFIELD ACCOUNTS PAYABLE

Product features, prices and specifications are based on published information at the time of publication and are subject to change without notice. All trademarked terms, including John Deere, the leaping deer symbol and the colors green and yellow used herein are the property of Deere & Company, unless otherwise noted. Products, product features, and other content on this site may only be accurate for products marketed and sold in North America. Copyright © 1994- 2017 Deere & Company. All Rights Reserved. File Created: 23-Feb-2017

2017 JOHN DEERE Z970R Commercial ZTrak

Product Specification Details :

<b>Manufacturer Model</b>	John Deere Z970R (2017)
<b>Engine</b>	
Manufacturer	---
Model no.	FX1000V
Horsepower (gross)	At 3600 rpm 35.0
Displacement	61.0
Cylinders	Two
Crankcase capacity	With filter 2.0
Oil filter	Full flow, replaceable
Lubrication	Full pressure
Cooling	Air
Air cleaner	Heavy-duty canister type with safety element
Pre-cleaner	Yes
<b>Fuel system</b>	
Fuel type	Gasoline
Fuel consumption	Under normal conditions, load, operation, and dependent on loads and operating conditions 1.1-1.9
Fuel tank capacity	11.5
Fuel tank switch/shut-off valve	Yes
<b>Electrical system</b>	
Charge system	20
Battery voltage	12
Cold cranking amp	300
Hour meter	Standard, digital
Operator presence starting system	Brake-N-Go (foot)
<b>Drivetrain</b>	
Hydraulic pumps	---
Wheel motors	Tuff Torq heavy-duty integrated piston wheel motor
Forward	0-12
Reverse	0-4.5
Speed and direction control	Twin levers
Hydraulic capacity	5.9
Hydraulic oil cooler	---
Filter	Internal, replaceable
<b>Tires</b>	
Drive tires	24x12-12
Rear tires	---
Load rating	4 PR
<b>Brakes</b>	
Dynamic braking	Twin levers
Park brake	Internal wet disk integrated in the transmission
Park brake actuation	Foot brake
<b>PTO</b>	
Type	Electro-magnetic, 225
Drive	V-belt
<b>Mower decks</b>	
Available widths	60, 72
Deck construction	7-Iron PRO, one-piece stamped steel with reinforcements
Deck thickness	7
Discharge	Side MOD

**Quote ID :14804751Customer Name : TOWN OF SMITHFIELD ACCOUNTS PAYABLE**

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Height-of-cut range	1-5.5
Increments	0.25
Cutting width	60, 72
<b>Blades</b>	
Length	Varies by deck size
Thickness	0.25
Tip speed	Approximately 18,000
Number	Three
<b>Wheels</b>	
Caster wheel type	Flat free
Caster wheel size	13x6.5-6
Front anti-scalp rollers	RH, center, LH
Rear anti-scalp rollers	Optional
<b>Dimensions</b>	
Length	84
Width	With chute down, 74, 86
Height	With ROPS up, 73
Weight	1,336 to 1,345
<b>Additional information</b>	
Date collected	17-Nov-2016

# QUOTE



Date: February 23, 2017  
 Invoice # [100]  
 Expiration Date: [Date]

Great Outdoors of Dunn  
 2535 US 301  
 Dunn, NC 28334  
 910-892-3702  
 greatoutdoorsofdunn@gmail.com

TO Lawrence Davis  
 Town of Smithfield  
 231 Hospital Rd. PO BOX 761  
 Smithfield, NC. 27577  
 919-989-6570  
 Customer Email : Lawrence.davis@smithfield-nc.com

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
James					Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	LZX921GKA60600	Kawi FX921V -60" 6 Series Deck 31HP	13699.00	2465.00	11234.00
1	LZS801GKA604A1	Kawi FX801V 60" 4 Series Deck. 29HP	10999.	1649.50	9349.50
				TOTAL DISCOUNT	
					SUBTOTAL
					SALES TAX
					TOTAL

Quotation prepared by: James Woods \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank you for your business!**



**W. Landis Bullock**  
**Industrial and Contractor Supply**  

---

*A Division of Jondis Industrial and Contractor Supply, Inc.*

FEBRUARY 6, 2017

TOWN OF SMITHFIELD  
ATTENTION: LENNY BRANCH

FAX: 919 934-1522

QUOTE ON:

NEW SCAG MOWER  
MODEL STT II-61V-31DFI  
31 HP LIQUID COOLED KAWASAKI ENGINE

PRICE: \$11,687.20

TAX: \$788.89

TOTAL: \$12,476.09





# Request for City Council Action

**Consent  
Agenda  
Item:** **Budget  
Amendments**  
Date: 03/07/2017

---

**Subject:** Budget Amendments To Move Power Line Relocation Cost For Booker Dairy Road Project To The Electric Capital Project Fund

**Department:** Finance

**Presented by:** Greg Siler

**Presentation:** Consent

---

**Issue Statement -** Budget amendments to move Booker Dairy Road Project power line relocation cost from the Booker Dairy Road Capital Project Fund back to the Electric Fund – the source of the payment. Budget transfers from one fund to another are no longer permitted by the LGC. Expenses are to be paid directly from the fund covering the cost.

**Financial Impact –** None. Sifting expenses from one capital project fund to another

**Action Needed –** Approve as presented

**Recommendation –** Approve Amendments

Approved:  City Manager  City Attorney





# Staff Report

Consent  
Agenda  
Item: Budget  
Amendments

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The Booker Dairy Road Project, while mostly a water distribution project also involves **relocating power lines.** In the Town's FY16-17 Budget the cost of relocating the power lines was recorded as a transfer from the Electric Fund to the Booker Dairy Road Project Fund. At the recommendation of our auditor, Petway Mills & Pearson, and the LGC; and to eliminate any confusion over accounting treatment for the sharing of cost between funds the cost is being moved back to the Electric Fund. The proper accounting treatment to allocate costs paid by one fund but belonging to another is to record a journal entry recording the expense in the fund where the true cost belongs.

**BUDGET AMENDMENTS**  
**March, 2017**

<b><u>BOOKER DAIRY ROAD CAPITAL PROJECT FUND</u></b>	<b><u>BEFORE</u></b>	<b><u>ADJ.</u></b>	<b><u>AFTER</u></b>
<b>1. Revenue</b>			
44-3980-1400 Transfer From Electric Fund	\$ 275,000	\$ (275,000)	\$ -
 <b>Expenditure</b>			
44-7220-3200 Power Line Relocation	\$ 275,000	\$ (275,000)	\$ -

To move the Booker Dairy Road Project power line relocation cost to the Electric Capital Project Fund

<b>2. Revenue</b>			
47-3980-1400 Transfer from Electric Fund	\$ 1,631,515	\$ 275,000	\$ 1,906,515
 <b>Expenditure</b>			
47-7230-7408 Booker Dairy Rd Power Line Relocation	\$ -	\$ 275,000	\$ 275,000

To move the Booker Dairy Road Project power line relocation cost to the Electric Capital Project Fund

APPROVED: \_\_\_\_\_  
M. Andy Moore, Mayor

VERIFIED: \_\_\_\_\_  
Shannan Williams, Town Clerk







# Request for City Council Action

**Consent  
Agenda  
Item:** **Advisory  
Board  
Appointments**

Date: 03/07/2017

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**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Shannan Williams  
**Presentation:** Consent Agenda

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## Issue Statement

The Town Council is asked to consider the advisory board reappointment to the Historic Properties Commission and new appointments to the Appearance Commission, the Historic Properties Commission and the Parks and Recreation Advisory Committee.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the reappointments of Jan Branch to the Historic Properties Commission. The Town Council is asked to consider the new appointments of Carter Rabil to the Historic Properties Commission and the Appearance Commission. Also, the new appointment of Sardavia Williams to the Parks and Recreation Advisory Committee.

## Recommendation

Approve these appointments

Approved:  City Manager  City Attorney

## Attachments:

Jan Branch – Board Application: Historic Properties Commission

Carter Rabil – Board Application: Historic Properties Commission and the Appearance Commission

Sardavia Williams – Board Application: Parks and Recreation Advisory Committee



# Staff Report

**Consent** **Advisory**  
**Agenda** **Board**  
**Item** **Appointments**

---

## **Current Board vacancies are as follows:**

Appearance Commission – 3 positions

Board of Adjustments

- In-Town Member – 1 position

Historic Properties – 3 positions

Library Board of Trustees – 1 position

Parks and Recreation Advisory Commission

- 1 In-Town Member
- 2 High School student positions (2 year term)

Planning Board

- ETJ Alternate – 1 position

## **Board Appointments/Reappointment**

1. Jan Branch has submitted an application for consideration to be reappointed to a fourth term on the Historic Properties Commission.
2. Carter Rabil has submitted an application for consideration to be appointed to a first term on the Historic Properties Commission and the Appearance Commission.
3. Sardavia Williams has submitted an application for consideration to be appointed to a first term on the Parks and Recreation Advisory Committee.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Branch (Last), Janice (First), Mellors (MI)
Home Address: 303 N Third St Smithfield
Business Name & Address: N/A
Telephone Numbers: 919 934 7171 (Home), januchbranch@gmail.com (Email)

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

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

Interests & Skills:

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

Recent Job Experiences:

Civic or Service Organization Experience: DSDC, Historic Preservation, previously Friends of the Library, Down to Earth Garden Club, St. Paul's Episcopal - Charman

Town Boards previously served on and year(s) served: Historic Preservation 5011-13? Friends of Library 1994-2006?

Please list any other Boards/Commissions/Committees on which you currently serve: DSDC Board



Why are you interested in serving on this Board/Commission/Committee? My family has been in this part of Johnston Co. (Smithfield) for a least 5 or 6 generations. Thus I am very interested in history and in preserving historic areas.

**Affirmation of Eligibility:**

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

Yes  No If yes, please explain disposition: \_\_\_\_\_

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

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

Printed Name: Jamice Wellons Branch

Signature: Jamice W Branch Date: 2-4-17

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

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





Town of Smithfield
Board, Commission, or Committee
Application

Name: Rabil Mitchell Carter
Home Address: 202 West Wilson St
Business Name & Address: SFS 504 E. Market St
Telephone Numbers: 919-934-0202 catterrabil@gmail.com

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

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

Interests & Skills: History, Photography, Genealogy, Research
Written a book - Johnston County Trivia

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

Recent Job Experiences: TRONIS (Bank of America) Major Network 7 years
Photojournalist 30 yrs
Yellow of Checker Cab 46 years

Civic or Service Organization Experience: Smithfield EMS - Treasurer
St guides Children's Hospital - Contemporary Methodist Usher 50 years

Town Boards previously served on and year(s) served: Chairman - Appearance Commission 1980s-90s

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



Why are you interested in serving on this Board/Commission/Committee? *Love History, Smithfield of Johnston County - Born here & spent all but 15 years here - 1973-1988 - College of Bank*

**Affirmation of Eligibility:**

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

Yes  No If yes, please explain disposition: \_\_\_\_\_

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

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

Printed Name: *N. Carter Rabitz*

Signature: *NCR*

Date: *2/21/17*

Return completed for to:

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

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





**Town of Smithfield**  
**Board, Commission, or Committee**  
**Application**

Name: Williams \_\_\_\_\_ Sardavia \_\_\_\_\_ L  
(Last) (First) (MI)

Home  
Address: 12 Coconut Circle, Smithfield NC

Business Name & Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ 9196141707 Sardavia.williams@gmail.com  
(Home) (Mobile) (Email)

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

- |   |                                     |                                      |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Appearance Commission                | <input checked="" type="checkbox"/> | Parks/Recreation Advisory Commission |
| <input type="checkbox"/> Board of Adjustment In Town Resident | <input type="checkbox"/>            | Planning Board In-Town Resident      |
| <input type="checkbox"/> Board of Adjustment ETJ Member       | <input type="checkbox"/>            | Planning Board ETJ Resident          |
| <input type="checkbox"/> Historic Properties Commission       | <input type="checkbox"/>            | Other: _____                         |
| <input type="checkbox"/> Library Board of Directors           |                                     | _____                                |

Interests & Skills: Math, Economic Empowerment, Education, Civil Rights and Social Action  
Skills: Public Speaking, Data Analysis, Action-Oriented, Vision Driven, Event Planning, Leadership, Relationship Building

Please see resume for more details

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

Recent Job Experiences: 7th Grade Math Intervention Teacher, Magnet Bank On It and Magnet Fantasy Sports Teacher at East Garnet Magnet Middle School,

Manager, Teacher Leadership Development at Teach for America

Civic or Service Organization Experience: Teacher and teacher coach, currently working on a Summer Camp for the Smithfield Area

Town Boards previously served on and year(s) served: N/A

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

Why are you interested in serving on this Board/Commission/Committee? I aim to one day serve on the board of education and I think this would be a great opportunity to meet others who are involved in the betterment of our community, to advocate for our entire community, to learn from others and to build strong relationships to push Smithfield further in a positive direction. My strength is problem solving and strategic thinking will be a value add to the committee.

**Affirmation of Eligibility:**

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

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

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

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

Printed Name: Sardavia Williams

Signature: *Sardavia Williams* Date: 2/24/2017

Return completed for to:

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

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

# Sardavia Williams

12 Coconut Circle • Smithfield, NC • 919-614-1707 • sardavia.williams@gmail.com

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## WORK EXPERIENCE

### East Garner Middle Magnet School

Garner, NC

*7th Grade Math Intervention/Magnet Bank On It/Magnet Fantasy Sports Teacher*

July 2016 to Present

- Effectively applies strategies (e.g. Intervention, differentiation, extension) and best practices (e.g. models, think-alouds, protocols, mini-lessons, peer critique, reflection, effective group work, high expectations) to ensure student success.
- Maintains and constantly reflects on data wall and student data notebooks (17, 25, and 33 points of growth from module 1 pre-test to post-test in quarter 1).
- Cultivated a collaborative classroom environment based on positive reinforcement, empowerment, student voice, dialogue and curiosity.
- Enhanced, created and implemented financial literacy and sports curriculum for elective courses to meet IB standards and to increase student engagement and creativity.

### Teach for America

Eastern North Carolina

*Manager, Teacher Leadership Development*

July 2014 to May 2016

- Based on the MYS survey, 92% of my CMs felt like I created a safe space for them to be honest and vulnerable about their personal and professional life. 17% increase from the previous year.
- Managed, coached and developed corps members across all content areas and grade levels to be strong teacher leaders that work together with their students toward a clear and compelling classroom vision and goal, using Elena Aguilar's Art of Coaching training techniques and frameworks.
- Collaboration with district officials and principals to provide professional development, resources, and support Tools
- Facilitated data driven conversations to evaluate our data landscape in order to train staff and inform a strategy centered on obtaining data and progress monitoring, as it pertains to teacher impact and student attainment that is locally relevant and nationally comparable.
- Analyzed student achievement data and problem solving with corps members to prioritize the teacher actions that most impact student performance.

### Corp Member Advisor (Tulsa, OK Summer Institute)

March 2014 to July 2014

- Created a culture of joy, respect, inspiration and hard work for 15 CMs of all backgrounds to productively engage on topics of diversity, community, and achievement and to prepare to teach in rural and urban schools in various states.
- Effectively gauged CM strengths and learning needs relative to goals to differentiate planning, interventions, and coaching.
- 80% or more of CMs consistently felt supported and well developed per institute survey data under my leadership.

### Washington County Union Middle School/Teach For America

Plymouth, NC

*6th, 7th and 8th Grade Math Teacher (Intervention specialist/Corps Member)*

June 2012 to July 2014

- Made district history with 96% (22/23 students) proficiency on Math 1 EOC test.
- Selected from competitive pool to join national teacher corps of recent college graduates and professionals who commit two years to teach in urban and rural public schools.
- Exceeded expected growth according to EVAAS: 95% of students made significant gains on the 2012-2013 6<sup>th</sup> Grade E.O.G Test
- Selected to teach math intervention to grades 6-8 students that score 1's and low 2's on 2012-2013 E.O.G Test.
- Spearheaded 6-8 math intervention specialist role using EVAAS, ClassScape & PowerSchool data analysis to create individualized learning plans and to progress monitor student achievement and teacher impact.

### Duke University Talent Identification Program

Durham, NC

*Residential Counselor*

June 2011

- Supervised and served as a positive role model and resource to twelve academically gifted low income students.
- Communicated daily with team ensuring that each student's educational experience was enhanced through a culture of care.
- Utilized creativity to organize daily projects and activities that appeal to diverse group in a collaborative environment; communicated and enforced rules to facilitate a positive learning experience for all participants.

### Positive Connection Care, Inc.

Greensboro, NC

*Camp Care Counselor and Teacher*

June 2011 to August 2011

- Managed approximately twenty-five youth, some physically and mentally handicapped.
- Coordinated math, reading, science and social studies daily lesson plans and educational crafts for various grade levels.
- Instructed youth with academics and counseled those with disciplinary, social and emotional concerns.

### Guilford Child Development, Learning Together Program at Shiloh and Macedonia

Greensboro and High Point, NC

*Learning Together Intern/Assistant/Teacher*

February 2011 to July 2011

- Assisted adult ESOL instructor in a tutorial role and tutored adult students in preparation for General Education Diploma.
- Created a positive learning experience for families and exhibited positive adult-adult and adult-child interactions.



### **The Empowering Youth through Education Program (EYE Partners)**

*EYE Educator (Tutor/Mentor)*

Greensboro, NC  
December 2009 to May 2010

- Tutored and mentored students labeled “at risk” at Title 1 schools in Guilford County to improve academic performance.
- Executed lesson plans according to curriculum in Reading/Math to students from low socioeconomic areas.
- Promoted positive learning habits and provided academic enrichment for students to help them reach grade level.

### **UNCG Special Support Services Program**

*Student Success Assistant/Tutor*

Greensboro, NC  
Aug 2009 to May 2012

- Supported freshman in making a successful adjustment to UNCG by capitalizing on the value of peer mentoring as positive influence.
- Hosted highly interactive informational group sessions with the goal of helping students at all levels become successful.
- Provided regular contact with mentees to determine progress and to respond by providing information, support and referral services.

## **LEADERSHIP & DEVELOPMENT**

### **Ron Clark Academy Experience**

October 2016

### **TLD Fellowship (TFA)**

*TLD Fellow*

Oakland, CA; Washington, DC; Virtual  
August 2015 to May 2016

- Oakland Coaching Retreat: Training on Transformational Coaching, facilitated by “Art of Coaching” author, Elena Aguilar
- Engaged in TLD Fellowship, a cohort-based model aimed to accelerate the leadership development of high-performing, high-potential managers who aspire to greater leadership in TLD programming aimed to enable Fellows to lead with TAL, explore their personal leadership through their own identities and histories and the core values and develop core management knowledge, skills and mindsets.

### **Management Leadership for Tomorrow (MLT)**

*Career Preparation Fellow*

New York, NY  
July 2010 to Dec 2012

- Selected as one of 200 from nationwide pool of candidates for an 18 month, intensive career development program.
- Completed monthly assignments focusing on analytical thinking, skill assessment, action planning, and business communications.
- Participated in quarterly seminars hosted by industry professionals from firms such as Goldman Sachs, Deloitte Consulting, and CAA.

## **LICENSURE**

**NC Licensure** -Middle School Mathematics (6-9)  
Alternative Teacher Certification- East Carolina University (ECU)

August 20, 2012  
Greenville, NC

## **EDUCATION** -The University of North Carolina at Greensboro (UNCG)

**Bachelor of Science, *magna cum laude*, Business Administration concentration Social Entrepreneurship**      Graduated May 2012  
Cumulative GPA: **3.75/4.00**; **Dean’s List**: Fall 2008-2011, Spring 2009-2012; **Chancellor’s List**: Fall 2009- 2011, Spring 2010- 2012

## **EXTRA CURRICULARS & HONOR’S**

Transformational Tutoring, Founder      May 2016  
Teacher of the Month- Washington County Union Middle      March 2014  
Iota Omega Chapter of Delta Sigma Pi, VP of Community Service & VP of Pledge Education, Alumni Member      April 2010 to Present  
Beta Gamma Sigma Honor Society. Academic Ranking- Top 10% of Junior class      Initiation April 2011

## **ADDITIONAL SKILLS**

- Strengths: Strategic thinking, relationship building, influencing, visionary
- Proficient in MS Word, Excel, Access, PowerPoint, Publisher, and Outlook; Program Tracker
- Recipient of College Reading and Learning Association certification (required 20 hours of training/50 hours of tutoring)



# Staff Report

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

**Date of Meeting: March 07, 2017**

**Date Prepared: February 24, 2017**

**Staff Work By: Tim Kerigan, HR Director**

## **Background**

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer	Police	10-5100-0200
Equipment Operator	PW – Sanitation	10-5800-0200
Appearance Crew Leader	PW – General	10-5500-0200
Facility Maint. Supervisor	P&R - Recreation	10-6200-0200
Firefighter I	Fire	10-5300-0200

## **Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 16-17 Budget.

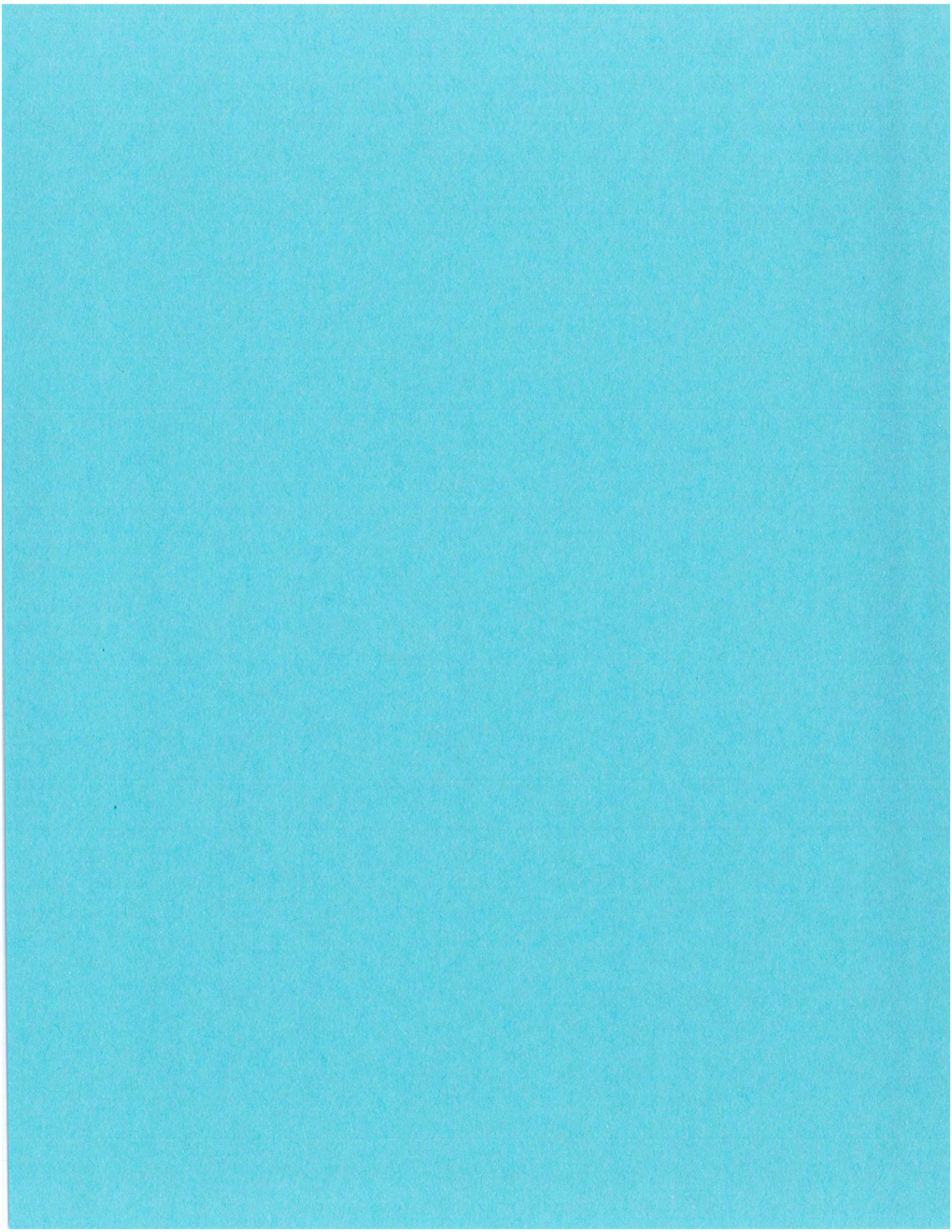
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
PT Code Enforcement Officer	Planning	10-4900-0200	\$19.66/hr
PT SRAC Staff	P&R – Aquatics	10-6220-0210	\$9.00/hr





# Business Items









# Request for City Council Action

**Business** **Strategic**  
**Agenda** **Communications**  
**Item:** **Plan**  
Date: 03/07/2017

---

**Subject:** Discussion to Consider Developing a Strategic Communications Plan

**Department:** Non-Departmental

**Presented by:** Brenda Daniels, Electricities  
Tim Kerigan, Economic Development Liaison

**Presentation:** Business Items

---

## Issue Statement

Staff has been in discussions with Electricities to consider the development of a Strategic Communications Plan as it may pertain to Economic Development and Citizen engagement. ElectriCities is willing to begin the early planning phase if it is the wish of Council.

## Financial Impact

There is no cost at this time. A request would be made by staff to Council prior to any implementation.

## Action Needed

Council approval to proceed.

## Recommendation

Authorize staff to continue to work with Electricities to draft a Strategic Communications Plan.

Approved:  City Manager  City Attorney

Attachments: N/A





## Staff Report

**Business Strategic  
Agenda Communications  
Item: Plan**

---

In a better effort to convey our own message, the Town of Smithfield would like to place improved emphasis regarding the following:

- Assets of the Town,
- Successes of the Town,
- Our wonderful Citizens,
- Our thriving business,
- The things to do in Town,
- Why a family or business should want to locate to the Town, etc.

**Through staff's research and recent citizen/business engagement, we have recognized** that we have been missing opportunities to partner with entities such as Electricities in order to complete just this mission. The professional staff at Electricities is able to provide valuable insight and guidance at no cost in order to develop the basis of a Strategic Communications Plan. Once we have that plan, we can then decide which identified initiatives we would like to act upon.



# Request for City Council Action

**Business  
Agenda  
Item:** Economic  
Development  
– Retail  
Strategies  
**Date:** 03/07/2017

---

**Subject:** Discussion to Consider Developing a Retail Strategy and Recruitment Plan

**Department:** Non-Departmental

**Presented by:** Lacy Beasley, Retail Strategies, LLC  
Brenda Daniels, Electricities  
Tim Kerigan, Economic Development Liaison

**Presentation:** Business Items

---

## Issue Statement

Staff has been in discussions with Retail Strategies, LLC and Electricities to consider the development of a Retail Strategy and Recruitment Plan. Staff has asked both groups to present a plan to Council to gauge interest in possibly moving forward with a joint partnership to achieve economic development goals.

## Financial Impact

There is no cost at this time. Future project fees include matching funds of \$45,000 over a three year period.

## Action Needed

Council approval for Staff to proceed with proposal evaluation.

## Recommendation

Authorize staff to work with consultant Rocky Lane and Electricities to further evaluate the proposal from Retail Strategies and potentially present to Council for funding and implementation at a future date.

Approved:  City Manager  City Attorney

Attachments:

1. Retail Strategies, LLC Proposal
2. NC Success Stories
3. Engaged Cities



## Staff Report

**Business  
Agenda  
Item:** **Economic  
Development  
– Retail  
Strategies**

---

The Town engaged Sanford Holshouser Economic Development Consulting to update the Strategic Economic Development Plan in 2014. The update produced 16 Recommend Action Items with associated implementation steps. These were **anticipated to provide direction for the Town’s economic development efforts for the next three to five years.** In 2016, the Town approved a partnership with Sanford Holshouser on implementation of the approved plan.

Since that approval, staff and Rocky Lane of Sanford Holshouser have been diligently working together on most all identified areas of need other than retail development and recruitment. Below is a summary of items recommended in the study:

### **Retail Development**

- Perform a Gap Analysis to identify retail establishments that do not currently have a Smithfield location.
- Identify property that has potential to be development for retail. (Tracts of the east side of I-95 were suggested during the course of this study, but we also feel other areas such as the west side of town should be explored).
- Complete a Best Practices analysis on incentives for Retail and compare those with current Town policies.





retail strategies

Retail Strategies Proposal To:

**Smithfield, NC**

Retail Market Analysis, Strategy, & Recruitment

Presented December 2<sup>nd</sup> {Expires March 2, 2017}

PREPARED BY  
LACY BEASLEY  
RETAIL STRATEGIES, LLC  
615-330-7987

# EXECUTIVE SUMMARY

## THE RETAIL STRATEGY

Retail is perhaps the fastest changing of all the commercial real estate sectors and one of the highest sought after economic drivers of a community. One in four jobs are retail. A large percentage of the municipal budget comes from property tax and sales tax from retail. Primarily, retail add quality of life which is critical to the housing and job growth in a community. Rather than providing a static study that is quickly outdated, the ongoing implementation creates a dynamic strategy that can pivot as the market demands.

The implementation of the Strategy is a process, not an event. Our team is committed and focused on presenting real opportunities to targeted expanding retailers and updating your strategy. We always keep your main goal in focus – attracting new retail to the market.

Our team is committed to providing unparalleled service and communication. We do not over promise but we strive to over achieve your expectations because our main goal is to always be your retail partner.

### Q: Why Retail Strategies?

A: It's simple. We are committed to our clients and we can prove it:

- 150 Years of Retail Real Estate Experience
- 5:1 Client to Staff Ratio
- Most licensed Retail Real Estate Professionals on Staff
- Located Retailers in 44 US States
- 92% of Clients are still under contract with Retail Strategies

### Q: Where did your team come from?

A: Costco. Hibbett Sports. ShopKo. Office Depot. Grocery Chains. Buxton. The legal sector. Marketing and Branding firms. Data firms. Brokerage Houses. Retail Strategies employs 28 retail real estate professionals from a variety of backgrounds so that we can provide a holistic service for our Clients.

### Q: What are the goals for your partnerships?

- Increase the quality of life
- Broaden the tenant mix
- Boost tax collections
- Create Jobs



## DISCOVERY

### Community Data Analysis

Big data is here to stay. Retailers across the country have become more analytical and data driven than ever before. It is our job to develop a unique story to show the opportunities in your market to complement the current tenant mix and create a more vibrant marketplace.

### Real Estate Analysis

We are retail real estate experts and real estate is and always will be the main determining factor for every retail expansion. Immersing ourselves with knowledge of the real estate in your market is the most critical piece of our discovery process. By putting our boots on the ground we identify your retail assets, challenges and opportunities in relation to surrounding communities, and opportunities for development and redevelopment within the community.

### Community Input

Our team values your input. Your team will match the needs and wants of the community with realistic retail opportunities then work tirelessly to attract them to the market.

# OUR BACKGROUND

Founded 2011

## CAN I DO THIS ON MY OWN?

Several factors create challenges for communities when it comes to retail recruitment without a strategic partner. Time, knowledge, resources and connections limit the effectiveness and efficiency of the communities' efforts. Our model overcomes these barriers by committing an experienced, focused, well connected team working on your behalf.



Retail Strategies, LLC – [www.retailstrategies.com](http://www.retailstrategies.com)

## WHERE DID WE COME FROM?

Retail Strategies was created by brokers and developers to provide communities the option to have retail real estate professionals devise and execute tailored strategies to boost tax revenues, create jobs, and increase the overall quality of life in their communities through retail.

## HOW DOES THIS WORK?

It's fairly simple. Our team of retail real estate professionals collect data, drive your market, and discuss your community vision to identify retail opportunities that fit your community. Our experts create a tailored strategy to attract these retailers that is presented to you following our discovery process. Once the strategy is adopted our team then begins the heavy lifting of retail recruitment on your behalf by leveraging our connections, representing you nationally at ICSC conferences, and developing tailored packages that your recruitment team discusses with retailers to attract them to your market.

**Q: Do you keep me up to date on progress?**

**A: YES!** Through a project management site that is user name and password protected. This site is where everything is logged and organized for your convenience.

**Q: Do you guarantee success?**

**A: If only we could!** Retail real estate transactions involve multiple uncontrollable variables. However, we commit to every Client communication and the promise that there will be more meaningful conversations with retailers about sites in your community.

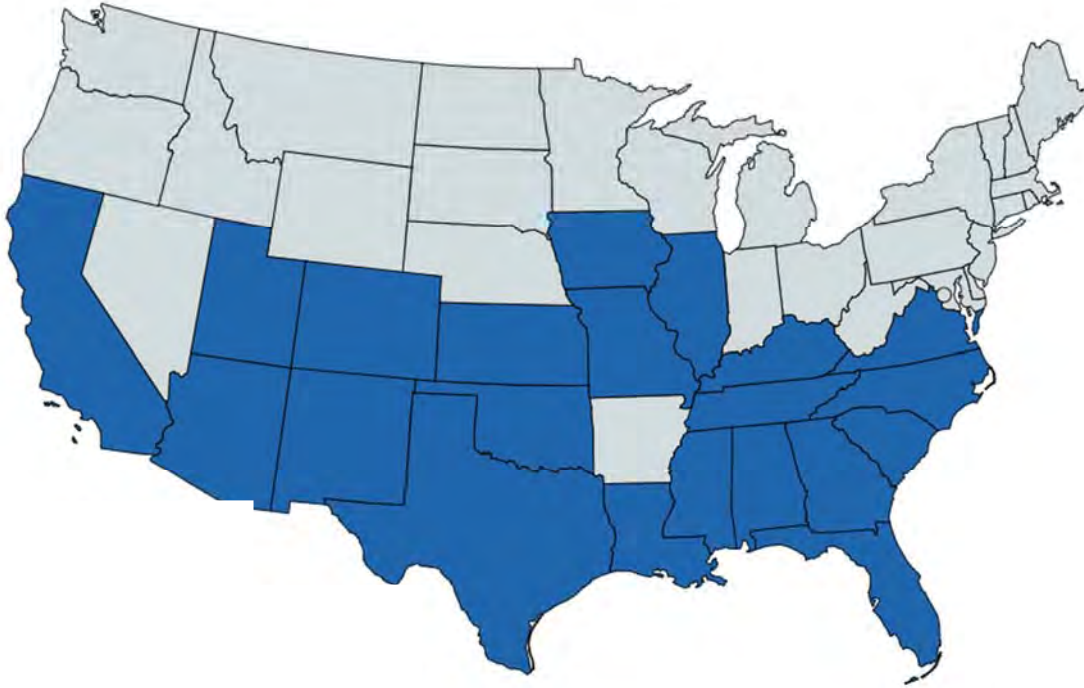
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*“Retail Real Estate is a multi-year process. Our goal is to be your long term partner to bring these deals out of the ground.” – Robert Jolly, CEO*

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## OUR FOOTPRINT



### SERVING OUR CLIENTS COAST TO COAST

Serving our clients is our number one priority. Retail Strategies has acquired the most experienced and knowledgeable team in our industry to give our Clients the best opportunity to attract retail to their markets. Our number one focus and goal is our Client's success. We do not have "repeat clients" we have partners whom we serve and 88% of our Clients are still under contract with us today.



# TEAM

## Our Team



### A Sample of Who We Have Worked For and With



### Where Our Team Is From



### Where We Have Located Retailers



**19**  
Licensed Real Estate Professionals



**24**  
Team Members



**130**  
Communities Served



**5:1**  
Staff to Client Ratio



**150**  
Years of Retail Real Estate Experience



**1 Goal**  
Create Success for Our Clients

# METHODOLOGY

## PHASE 1: MARKET ANALYSIS | DATA MINING | SUPPLY & DEMAND

Retail Strategies has licensed the most valued data sources in Retail. Retailers from J. Crew to Cinemark rely on the same data and sources that we use to identify the strengths, weaknesses, and opportunities in your market. Our Market Analysis will identify a complete view of your market by focusing on the primary criteria that retailers and developers are using to identify expansion opportunities.

### TRADE AREA IDENTIFICATION

Knowing your trade area is mission critical. To identify your trade area here are the steps we take:

- **Mobile Data Collection** - Data is collected from mobile phone users who have agreed within their apps and phone settings to enable location information. By analyzing this information our experts will identify shopping patterns of consumers within the area to derive true trade area for Smithfield.
- **In Market Analysis** – Inputting Retail Real Estate experts in Smithfield to drive the market to identify shopping patterns and key shopping centers to prove the true trade area.
- **Community Input** – Leaders of Smithfield have insider information on the shopping patterns and desires within the community.

### DEMOGRAPHIC ANALYSIS

Retailers from J. Crew to Chipotle license the same data sets as Retail Strategies. You should have and rely on the same data retailers trust. Below are a few highlights from our data reports. Keep in mind there are over 150 total reports:

- Population & Population Growth
- Daytime Population
- Quarterly Population (Seasonality)
- Median Household Incomes & Growth
- Age
- Households & Household Growth
- Educational Achievements
- Labor Force
- Workplace Establishments
- Workplace Salary
- Workplace Occupations
- Weekly Per Capita Potential
- Consumer Spending Patters
  - Grocery
  - Restaurants
  - Apparel
  - Furniture
  - Sporting Goods
  - Entertainment
  - Utilities
  - Home Supplies

### PSYCHOGRAPHIC PROFILES

Retailers across the Country are analyzing and identifying Psychographic profiles to define their core and secondary consumer. Our Psychographic analysis will identify:

- Density of Psychographic Segmentations within the market from various trade areas
- Primary demographic and socioeconomic traits
- Consumer values, behaviors, attitudes, lifestyles, and purchasing behaviors
- Psychographic segmentations will be analyzed and ranked based upon density within the trade area

### RETAIL GAP ANALYSIS

Our Retail GAP Analysis will identify the potential retail sales (demand) for the trade area(s) and contrast that information to the estimated retail sales (supply) to identify dollars leaving the market on an annual basis. Retail Strategies analyzes:

- We identify retail surplus's or leakage from 85 different retail categories (45 retail establishment sectors and 40 product lines) to drill down to the specific retail needs of the community
- Our team compares your leakages to national average store sales of the top 100 retailers to identify how to fill the leakages within the community.
- Taking the GAP analysis a step further, we also identify the number of square feet needed and potential new businesses to fill the leakage within the market

### PEER COMMUNITY ANALYSIS

Our team will identify a minimum of eight peer communities to Smithfield.

- We will identify how you compare by analyzing Population, Daytime Population, Income Levels, Grose Leasable Area (GLA), and Market Supply.
- Once the Peers have been identified we will study the difference in GLA, Market Supply, and the number of retailers from ten different retail categories to identify specific categorical retail opportunities
- Taking the categorical opportunities further, we will drill down to specific retailers who have located in peer communities but haven't yet located in Smithfield.
- We will comb through the Peer communities to identify new developments and strategies that were implemented to attract retailers and/or development/redevelopment.



## IMPLEMENTATION

Real Estate is one of a communities most valuable assets. Retail Strategies will deploy a team of retail real estate professionals to your market to evaluate your real estate assets and identify short and long term recruitment opportunities, retail prospects, and key areas for development and redevelopment.

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### BOOTS ON THE GROUND ANALYSIS

Our boots on the ground analysis is performed by licensed real estate professionals who have over a decade of experience in deal making. The purpose of this analysis is to identify and evaluate:

- Specific sites and areas within the market for development and redevelopment
- Short Term and Long Term development and redevelopment needs
- Short term and Long Term target growth areas based upon current available space
- Primary retail corridors within the market
- Ingress & Egress needs of shopping centers
- Highest and best use areas of the community
- Retailer repositioning needs
- Competitive analysis (SWOT) of competing communities and centers. This information is used when determining several pieces of the Retail Strategy including but not limited to retail prospects, development needs, and gross leasable area (GLA) needed to fill opportunities within the market.

### BROKER & DEVELOPER OUTREACH

Our team will connect with Brokers and Developers who have worked or are working with the community to identify and share:

- Let them know what the Town has hired us to do and how we can be of assistance to them
- Retailers who have looked at the community but never located
- Was it hard to develop in the community?
- Are their ways for the Town to assist in the permitting process?
- Potential reasons why retailers haven't located in the market before

### PROPERTY OWNER OUTREACH

Many property owners in our client communities fall in to two main categories:

- 1) They have an inflated opinion of the value of their land
- 2) They are not familiar with the opportunities their land could provide

Our team will connect with property owners of focus properties to let them know what the Town has hired us to do. The primary goal of this outreach is to:

- Educate the Property Owner on what the Town has hired us to do and how we can be of great value to them
- Identify a willingness or unwillingness to sell
- Identify a price of their land
- Identify if their land is listed online and if so which platforms is it listed
- Is there a Broker representing the land and if so who is it

### COMMUNITY INPUT

We are the Retail Real Estate Experts but our Clients are the true community experts. Our team values and relies on a partnership with our Clients. Market intelligence is not a "one time" process. Throughout the life of our partnership we will stay up to date on the latest in your community. Our team does this so that we can:

- Understand the dynamics of your market
- Have a pulse on the community needs
- Identify the appetite for incentives for certain retail projects
- Identify desired retailers
- Identify projects that were on the table but never came out of the ground
- Stay informed on the health of the existing retailers to remain proactive

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*"Data is critically important but even the best data cannot support retail expansion without the right real estate. Our background is in real estate and our team is committed to putting our experience, knowledge, and connections to work to put the right sites in to the hands of the right retailers to broaden your tenant mix, increase tax revenues, and improve the overall quality of life in the community."*

*- Joe Kucharski, Team Member at Retail Strategies and former exclusive Real Estate Broker for Costco*

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## PHASE 3: RETAIL STRATEGY

The presentation of the Retail Strategy is the starting line for our partnership. Our team of experts will walk you through how a retailer views your market. From data to real estate we will uncover and describe the retail strengths, weaknesses, opportunities, and threats in your community. As the economy, community, and retailers change, we will adjust the Strategy to appropriately position the Town to attract desired retailers.

### Marketing Guide

Retail Strategies marketing experts will develop a four page marketing guide for your community. The purpose of this marketing guide is show a retailer the primary information they request as effectively and efficiently as possible. Information available in the Marketing Guide include but are not limited to:

- Population
- Daytime Population
- Demographic Trends
- Community Dynamics
- Median Household Income Levels
- Top Employers
- Aerial Overview of the Community with Retailers identified by logo
- Retailers identified by logo
- Regional map to show the location of the market and metropolitan areas
- Client Contact Information
- Pictures from the community
- Web Site link
- Retail Strategies contact information

### DEMOGRAPHIC HIGHLIGHTS

The Retail Strategies team begins the Retail Strategy by explaining the strengths, weaknesses, opportunities, and threats to your community through data. The primary items covered from a data standpoint are:

- Population (multiple geographic parameters)
- Daytime Population (multiple geographic parameters)
- Income Levels (multiple geographic parameters)
- Trade Area Identification
- Mobile Data Collection
- Peer Analysis
- GAP Analysis (Leakage Report)
- Psychographic Analysis

### REAL ESTATE

The second portion of the Retail Strategy will unveil the primary and secondary real estate opportunities in the market. Our team will show you the specific properties that we believe are prime for short term and long term retail recruitment. This portion will also identify the short and long term development and redevelopment zones for the community. The primary items covered in the Real Estate section of the Retail Strategy are:

- Identified Properties
- Focus Properties
- Development Zone(s)
- Redevelopment Zone(s)
- Target Recruitment Zone(s)
- Current Retail Overview
- Shopping Center Overview
- Planned Development and/or Redevelopment
- Primary Leasing Opportunities

### RETAIL PROSPECTS

Our team will identify National, Regional, and Local retailers whose site criteria matches' specific real estate identified in Smithfield. Initially our prospect list will include a minimum of thirty (30) retail prospects but through the course of our partnership this list will continue to expand as new retailers announce expansion plans and are looking for markets like Smithfield. The Retail Prospects will primarily be from the GAP Categories identified in the community but will also include expanding retailers whose site criteria metrics fit the Smithfield market.

## PHASE 4: IMPLEMENTATION | REPRESENTATION

The presentation of the Retail Strategy is the starting line for our partnership. Our team of experts will walk you through how a retailer views your market. From data to real estate we will uncover and describe the strengths, weaknesses, opportunities, and threats in your community. As the economy, community, and retailers change we will adjust the Strategy to appropriately position the ty to attract expanding retailers.

### RETAILER RECRUITMENT

Retail recruitment is not an event, it is a process and involves meaningful conversations with real estate directors, tenant rep brokers, and site selectors. Retailers make multi-million dollar decisions when they locate in your community and will rarely respond to email campaigns. Who likes being a part of an email campaign anyway?

Our National network of retail, development, and investor relationships allows our team to connect directly with decision makers to discuss the specific retail opportunities in your market. The documents we send to retailers are site specific and tailored to the retailer's site criteria. Our job is to maximize the visibility of your market by doing the homework for the retailer to make locating in Smithfield as easy as possible.

### DEVELOPER RECRUITMENT

Recruiting developers to your market is mission critical. Our team leverages a National network of developer relationships to match the development opportunities in your community with similar projects completed nationally. Developers, unlike retailers, are not bound by geographical or distribution limitations and will look at opportunities throughout the Country. Similar to retailers, Developers are much more likely to respond to communication that is not mass marketed.

Our team of Retail Recruitment professionals will connect with developers who have successfully completed projects with retailers who fit the Smithfield market. The purpose of these conversations is to introduce specific sites and opportunities within the market to identify interest from the developer. Once we have a developer interested we will work hand in hand with the developer to recruit tenants and bring the development out of the ground.

### NATIONAL REPRESENTATION AND MARKETING

ICSC Conferences and Retail LIVE events are for creating and sustaining a massive network of retail real estate professionals. Our team prepares six weeks out for each Conference and spends each day after leveraging those connections. Although these Conferences are typically titled, "Deal Making," they are for networking. Our team will represent Smithfield at each conference and communicate our progress appropriately. Below is a list of conferences we attend each year:

RETAIL LIVE: Chicago  
RETAIL LIVE: Orlando  
RETAIL LIVE: Austin  
ICSC Idea Exchange: Biloxi  
Retail Live: Los Angeles

ICSC RECON: Las Vegas  
ICSC Deal Making: Dallas  
ICSC Deal Making: San Diego  
ICSC Deal Making: Washington DC  
ICSC Deal Making, New York City

ICSC Deal Making: Chicago  
ICSC Deal Making: Atlanta  
ICSC Deal Making: Orlando  
ICSC Research Connection: TBA  
ICSC Idea Exchange: Nashville

### COMMUNICATION

At Retail Strategies we pride ourselves on our communication with retailers and developers as well as our Clients. The communication we provide to our Clients is about real conversations we are having with decision makers. We perform and do not communicate the open rate (response rate) of a mass email. The conversations we are having are communicated to our Client through phone calls, emails, and the use of our project management site, Basecamp. Basecamp is a web-based project management site so you have access to your data on your schedule. Your data is Username and Password protected so that we can stay organized and keep confidentiality on sensitive insider information.

We will communicate with you at minimum monthly and as frequently as a few times per week. The communication we deliver is deal specific and we report that information as we receive it. As with any industry the Holiday's and Summers are slower, but we always communicate and stay in touch. If you need reports for Council or board meetings all you have to do is let us know three days ahead of time so we can properly prepare our update.





## TIMELINE & INVESTMENT

The initial length for this partnership is 36 months following the receipt of the fully executed agreement. A timeline for the first ninety days will be submitted to Smithfield within the seven days of the fully executed agreement, indicating trip details and delivery dates. We will make a minimum of three trips to Smithfield during the partnership.

### PROJECT FEES:

The total fee for a single municipality in North Carolina is \$110,000 payable in four installments over the 36 month period. ElectriCities of North Carolina has negotiated a discounted rate and applied a grant program that greatly reduces the investment to the municipality. Smithfield will be investing \$45,000 rather than \$110,000 over the 36 month period. The Payment Schedule will be as follows:

1. \$20,000 from Smithfield due upon execution of the agreement for Year 1.
2. \$20,000 from ElectriCities of North Carolina due upon completion of the Retail Strategy for Year 1.
3. \$12,500 from Smithfield upon contract renewal date for Year 2.
4. \$12,500 from ElectriCities upon contract renewal for Year 2.
5. \$12,500 from Smithfield upon contract renewal date for Year 3.
6. \$12,500 From ElectriCities upon contract renewal date for Year 3.

Total from Smithfield is \$45,000  
Total from ElectriCities is \$45,000

Project fees are due within **30 days** of receipt of the invoice. An invoice will be sent 60 days prior to installment date for years 2 and 3. Should Smithfield request a special assignment, additional work, and/or additional travel needs not specifically referenced in the contract, we will prepare written authorization to be signed by Smithfield in advance of commencing any additional work.

### Smithfield Responsibilities:

**Smithfield** will designate a project liaison who will serve as Retail Strategies primary contact during the partnership

**Smithfield** will provide information relevant to the project such as prior retail studies, current traffic count data, surveys, maps, aerials, infrastructure plans and any other plans that may influence the development of the Retail Strategy

**Smithfield** will provide Town or organization logo and contact information as it should appear on the marketing material

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*“We understand that our partnerships are an investment for our Clients. Retail Strategies is dedicated to building our team around our Clients to execute against current and future opportunities. At Retail Strategies nothing short of a lifelong partnership will be viewed as a win. We want to have success in every market and grow our team with the growth of our Client communities.*

*- Robert Jolly, Principal and CEO*

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retail strategies

# SUCCESS



## LEXINGTON, NORTH CAROLINA



Petsmart



Recruitment



1 year,  
6 months

### The Story

Retail Strategies reached out to PetSmart's broker in August of 2015. We provided Lexington's marketing guide along with general information about the city. They came to an agreement with the developer and have broken ground for the new location. We expect an opening date towards the end of 2016 or early 2017. We are also expecting Lidl to open soon, a large fitness concept (In LOI), a national retail chicken restaurant and a high-end C-Store (reviewing sites).



Estimated Economic Impact

**\$100,000 +**  
2% tax base



Estimated Job Creation

**35 jobs**



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# SUCCESS



## GASTONIA, NORTH CAROLINA



Marco's Pizza



Recruitment, GAP  
Analysis



1 year

### The Story

Retail Strategies identified Marco's Pizza as a prospect early in our engagement with Gastonia. Our recruitment team communicated with Marco's Pizza Real Estate Department and provided them with market information, demographics, and specific sites. Marco's Pizza is expected to open at Hoffman Village. We are expecting Marco's Pizza to open mid to late 2017.



Estimated Economic Impact

**\$100,000**  
2% tax base



Estimated Job Creation

**10 jobs**



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# SUCCESS



## MORGANTON, NC



Rural King, Buffalo Wild Wings, Food Matters, Workout Anytime



Retail Recruitment



1 Year, 9 Months

### The Story

Rural King purchased the former Walmart location in Morganton. Food Matters has opened and Workout Anytime will be opening soon in Morganton. ElectriCities and Retail Strategies worked together to recruit Buffalo Wild Wings to the market and currently expected to break ground on construction soon.



Estimated Economic Impact

**\$250,000 +  
2% Base Tax**



Estimated Job Creation

**65 jobs**



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# SUCCESS



## ALBERMARLE, NC



Farmer's Furniture,  
Sporting Goods Store



Retail Recruitment



1 Year, 6 Months

### The Story

Retail Strategies worked to recruit Farmer's Furniture into the market by providing market information and site specific information. Farmer's Furniture is expected to open soon. Retail Strategies is also assisting a Big Box Sporting Goods retailer to locate into the market. As of now, this Sporting Goods location is under review by its committee. New retail to the market includes Hobby Lobby, Ross, TJ Maxx, Rack Room, Mattress Firm, Great Clips, Kay Jewelers, and Little Caesar's.



Estimated Economic Impact

**\$650,000 +**  
**2% Base Tax**



Estimated Job Creation

**115 jobs**



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# SUCCESS



## GRANITE FALLS, NC



**Retail  
Development**



**Retail Recruitment**



**1 Year 6 Months**

### The Story

Retail Strategies recently introduced a developer to the market to develop retail space. The developer has a site under contract across from Walmart (4 acres) and is also working to secure another acre directly adjacent to Walmart. Our team is continuing to help and provide resources to the respective parties to help new retail development. Possible tenants for this development includes sporting goods, fitness, burger and cellular store. New retail to the market includes Sweet Frog and Papa John's.



Estimated Economic Impact

**\$200,000 +  
2% Base Tax**



Estimated Job Creation

**40 jobs**



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# SUCCESS



## LUMBERTON, NC



**Retail Development**



**Retail Recruitment**



**1 Year 6 Months**

### The Story

Our team has worked diligently on bringing about new retail development for Lumberton, NC. After multiple searches for a developer, our team was able to connect with a developer and currently have a site under contract. Once the sale is final, our team will be working hand in hand with the developer to attract new retail to the respective site. New retailers that are locating to the market include Panera Bread, Mattress Firm, Fred's, Petsense, Jimmy John's, and Lidl.



Estimated Economic Impact

**\$100,000 +  
2% Base Tax**



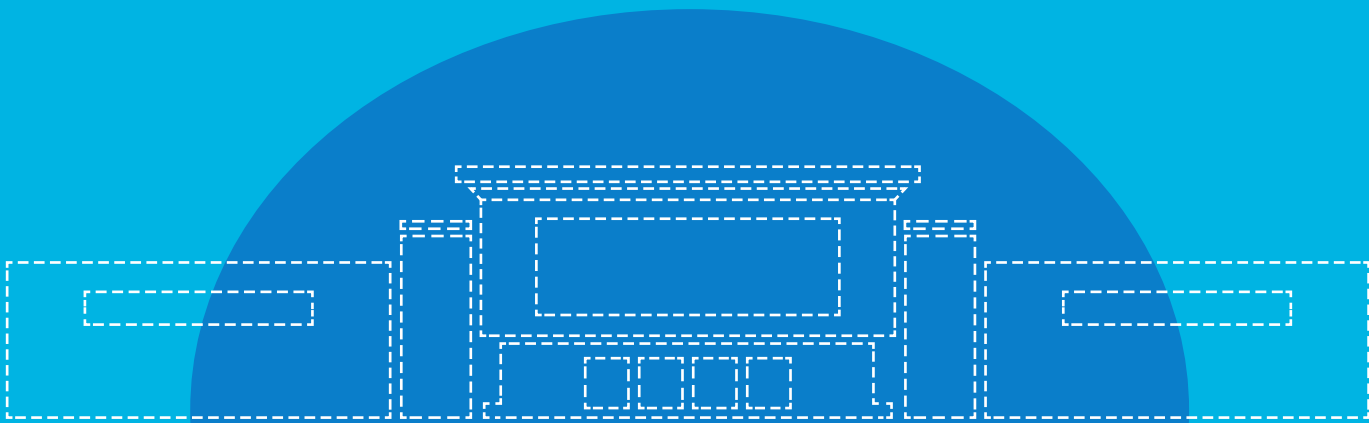
Estimated Job Creation

**58 jobs**



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## RETAIL STRATEGIES AMBITION, MEET STRATEGY.

Retail Strategies is a full-service consulting firm that develops and implements long-term retail commercial real estate strategies for municipalities and economic development agencies. Our process involves a team of experts making connections between the public and private sector in a complex industry. Information, persistence and focus minimizes hurdles, accelerates timelines and increases economic development.



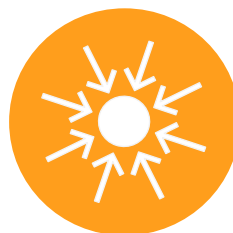
### Discover

with fresh eyes and no assumptions, each new community we work with.



### Interpret

big data to find the real, actionable stories that retail decision makers need to hear.



### Connect

the right people around a solid retail real estate strategy thereby creating the best environment for deals to happen.



### Grow

communities by attracting and retaining retail business, putting people and underutilized real estate assets to work.

## RETAIL STRATEGIES YOUR CONTACT



**Ashton Arrington**  
portfolio director & legal counsel



**Clay Craft**  
portfolio director



**Tiffany Kilpatrick**  
portfolio director



**Beth Miller**  
portfolio director



**Scott vonCannon**  
portfolio director



**Grant Bissell**  
retail development coordinator



**Ford Fitts**  
retail development coordinator



**Jordan Williams**  
retail development manager



**Brandon Cummings**  
retail development coordinator



**Joe Strauss**  
retail development director

AZ, CA, CO, NM, TX

AR, FL, IA, KS, MO, OK

TN, NC

IL, IN, KY, VA

AL, GA, MS, SC





### ALABAMA

Alabama Power  
Alabaster  
Alexander City  
Andalusia  
Central AL Co-Op  
Cullman  
Daleville  
Fort Payne  
Gardendale  
Hueytown  
Ozark  
Walker County  
Wetumpka

### ARIZONA

Camp Verde  
Goodyear

### ARKANSAS

Russellville

### CALIFORNIA

Cypress  
Lompoc  
Simi Valley

### COLORADO

Fountain

### FLORIDA

Crestview  
Edgewater  
Lake City  
Lake Worth  
Longwood  
Milton  
Ocala  
Ocoee  
Oviedo

### GEORGIA

Augusta (Downtown)  
Hartwell  
LaGrange  
Morrow  
Rincon  
Statesboro

### INDIANA

Peru

### IOWA

Dubuque

### ILLINOIS

Antioch  
Beach Park  
Channahon  
Cherry Valley  
Coles Together/ Charleston  
Colona  
Crete  
LaSalle  
Lincoln  
Moline  
Plainfield  
Volo  
Winthrop Harbor  
Zion

### KANSAS

Coffeyville  
Liberal

### KENTUCKY

Florence

### MISSOURI

Carthage  
Desloge  
Nixa  
West Plains

### MISSISSIPPI

Brandon  
Holly Springs  
Horn Lake  
New Albany  
Petal  
Starkville

### NEW MEXICO

Artesia  
Lovington

### NORTH CAROLINA

Albemarle  
Alexander County  
Gastonia  
Granite Falls  
Greenville  
High Point  
Kinston  
Lexington  
Lumberton  
Morganton  
Shelby  
Tarboro  
Wake Forest  
Wilson

### OKLAHOMA

Bixby  
Blanchard  
Clinton  
Coweta/Wagoner County  
Del City  
El Reno  
Grove  
Newcastle  
Stillwater  
Woodward

### SOUTH CAROLINA

Myrtle Beach  
Newberry  
Clinton  
Laurens  
Dillion

### TENNESSEE

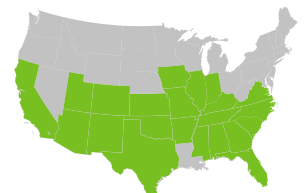
Bartlett  
Collegedale  
Cookeville  
Coopertown/Robertson  
Cross Plains/Robertson  
East Ridge  
Etowah  
Farragut  
Greenbrier/Robertson  
Greene County/Greeneville  
Harriman/Roane  
Johnson City  
Kingston/Roane  
Lawrenceburg  
Lewisburg  
Martin  
Munford  
Oak Ridge Economic Dev. Pigeon  
Forge  
Rockwood/Roane  
Savannah  
Spring Hill  
Springfield  
Tullahoma

### TEXAS

Beeville  
Bryan  
Cisco TX Development Corp  
El Campo  
Giddings  
Helotes  
Plainview  
Selma

### VIRGINIA

Danville  
Lynchburg







# Request for City Council Action

**Business Agenda Item:** Police Department Grant  
**Date:** 03/07/2017

**Subject:** GHSP Grant Application  
**Department:** Police Department  
**Presented by:** Chief Robert Powell  
**Presentation:** New Business

## Issue Statement

The Police Department is requesting to submit a grant to the Governors Highway Safety Program (GHSP) to create a two officer traffic team within the Police Department. The grant application must be submitted in early January 2018 and, if awarded, will be effective beginning in October Of 2018. The grant is a three year grant.

## Financial Impact

The grant will cover all personnel and equipment expenses for a two officer traffic team. This includes vehicles, vehicle equipment, radios, in car cameras, officer salaries and benefits, officer equipment, potential salary increases during the grant period, fuel and radar equipment. The match amounts for the grant are 15% for year 1, 30% for year 2 and 50 % for year 3. Equipment purchases are all included in the grant amounts for the first year. It is estimated the year one grant amount would be \$250,000. The match amount for the Town would be \$37,500.00. In year 2, the amount would be 145,000, with the Town's match amount being \$43,500.00. Year three would be similar to year 2 in the grant amount, but the Town's match would increase to \$72,500. Following year 3 of the grant, all equipment becomes the property of the Town and the Town is under no obligation to continue the program. The number of officers hired under this grant could then be decreased through attrition, should he council choose to do so.

## Action Needed

It is requested this issue be discussed by the Town Council and the Council approve the police department to submit a grant application to the Governors Highway Safety Program to create a traffic safety team.

## Recommendation

The council to approve the police department to submit an application to the Governors Highway Safety Program to create a traffic safety team.

Approved:  City Manager  City Attorney

Attachments: GHSP – Grant Application  
Letter to Manager

To: Michael Scott, Town Manager

From: Chief Robert K. Powell

Date: February 10, 2017

Subject: Traffic Team Grant

The police department is requesting to submit a grant to the Governor's Highway Safety Program (GHSP) to create a two officer traffic team within the police department. The grant application must be submitted in early January 2018 and, if awarded, will effective beginning in October 2018. The grant is a three year grant. The department applied for the grant during the last budget process but was not awarded the grant along with other agencies in the area.

The grant will cover all personnel and equipment expenses for a two officer traffic team. This includes vehicles, vehicle equipment, radios, video cameras, officer salaries and benefits, officer equipment, potential salary increases during the grant period, fuel and radar units. The match amounts for the grant are 15% for the first year, 30% for year 2 and 50% for year 3. Equipment purchases are all included in the grant amounts for year one and are not spread over the 3 year period. It is estimated the year one grant amount would be \$250,000. The match amount for the town would be \$37,500.00. In year 2, the grant amount would be \$145,000 with the Town's match amount being \$43,500.00. Year 3 will be similar to year two in the grant amount, but the match amount would increase to 72,500. Following year three of the grant, all equipment becomes the property of the Town and the Town is under no obligation to continue the program. The number of officers hired under this grant could then be decreased through attrition, should the Council choose to do so.

As economic development continues to rise in the Town, traffic increases proportionately, thereby also giving rise to an increase in traffic accidents. In calendar year 2015, accidents have seen a very small increase over those reported in 2014, with 9 more accidents being reported than in 2014. In 2016, accidents have increased in those reported in 2015 with 30 more accidents being reported than in 2015. The police department handled 879 accidents that were reported during 2016.

When considering recruitment and attrition within the police department, outside of salary and benefits, the next thing officers seek is opportunity for movement and advancement within the

organization. By creating a traffic team the department will not only increase its staffing numbers to assist in times of emergencies, but it will also create additional avenues for officers to work and experience, which will help with turnover rates.

I would ask the Council to consider this proposal and permit the police department to submit a grant to the Governor's Highway Safety Program in the amounts specified. Because grant funds could not be accessed until October 2018, the Town will have time to budget the match amounts in the future fiscal years, not forcing any amendments to the current fiscal budget. The Town is under no obligation to accept these funds until after the grant is approved and comes back in front of the town council for final approval.

Thanks for your consideration of this request.

Robert K. Powell  
Chief of Police





## 2016 Grant Information

Grant application can be submitted on January 1, 2016.

Our department will be applying for Traffic Safety Team Grant. The grant is will be funded for all equipment and personnel cost to include wages and fringe benefits.

Personnel Cost includes: Salary, fridge benefits and any merit increase allow by the town.

Equipment's Include: Vehicle, Car radio, Blue lights and siren, striping for vehicles, Radar, In Car Camera, Laptop with printer, Rifle.

Personnel Equipment's includes: Uniform, bullet proof vest, all duty gears to include handgun and taser.

The grant is a 3 year commitment with the following funding:

Funding Source:	Federal	Local
1 <sup>st</sup> Year	85%	15%
2 <sup>nd</sup> Year	70%	30%
3 <sup>rd</sup> Year	50%	50%

Once the grant period has ended the equipment purchased through the grant would belong to the town.



## **BASIC INFORMATION FOR HIGHWAY SAFETY GRANTS**

Welcome to the Grants Section of the Governor's Highway Safety Program (GHSP) web site. Following is some basic information about our highway safety grants program:

### General Guidelines

- All funding from the GHSP must be for *highway safety purposes only*. We cannot fund anything else.
- All funding must be **NECESSARY** and **REASONABLE**.
- All funding is performance-based. Substantial progress in reducing crashes, injuries and fatalities is required as a condition of continued funding.
- All funding is passed through from the Federal government and is subject to both federal and state regulations.
- Funding cycles run from October 1<sup>st</sup> to September 30<sup>th</sup> (the Federal fiscal year).
- All funding is considered to be "seed money" to get programs started. The grantee is expected to provide a portion of the project costs and is expected to continue the program after GHSP funding ends.
- Projects are only approved for one full or partial federal fiscal year at a time. However, projects may be funded for up to three consecutive years.
- Funding cannot be used to replace or supplant existing expenditures, nor can they be used to carry out the general operating expenses of the grantee.
- All funding is on a reimbursement basis. The grantee must pay for all expenses up front and then submit a reimbursement request to receive the funds.

### The Funding Process

- The funding process starts with a proposal statement. Forms with instructions on how to complete the forms are listed on this web page.
- For funding requests that include personnel costs, use Form GHSP-01.
- For funding requests for other highway safety equipment only, use Form GHSP-05.
- All proposal statement forms are due to the GHSP by **March 31<sup>st</sup>** for the next funding cycle that begins October 1<sup>st</sup>.
- All proposal statements are reviewed and evaluated for their impact on local and statewide highway safety problems.
- If a proposal is considered for funding, you will be requested to submit an application contract.

### Special Provisions for Law Enforcement Agencies

- Law Enforcement Agencies must agree to:
  - ◆ A *minimum* of one safety belt checkpoint per month and one impaired driving checkpoint per quarter; and
  - ◆ Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns.



# North Carolina Governor's Highway Safety Program

## Instructions for Form GHSP-02 Traffic Safety Project Contract

Instructions for the completion of Form GHSP-02:

### A. General Instructions

1. All cost figures must be for the first year only.
2. All cost figures must be in whole dollars only.
3. All information must be included on the form. If additional space is needed, attach additional information to the form.
4. Complete one signed original contract application. When approved, a copy of the completed original will be returned to the grantee.
5. Mail the form to Governor's Highway Safety Program, Attn: Manager - Planning, Programs, and Evaluation, 215 East Lane Street, Raleigh, NC, 27601.
6. If you have questions about any aspect of the funding process, including the completion of form GHSP-02, please call the Planning, Programs and Evaluation unit of the GHSP at 919-733-3083 or 800-999-9676.

### B. Instructions for Section A – General Information (Page 1)

1. *Name of Applicant Agency* – The name of the agency requesting funding.
2. *Address of Applicant Agency* – The mailing address of the agency.
3. *Location of Project* – Indicate the location of the project if it is different than the mailing address of the agency.
4. *Name of Project Contact Person for Agency* – The primary contact for the agency.
5. *Telephone Number of Contact Person* – The telephone number of the primary contact for the agency.
6. *Email Address of Contact Person* – The email address of the primary contact for the agency.
7. *Fax Number of Contact Person* – The fax number of the primary contact for the agency.
8. *Federal Tax ID Number / Type of Agency* – Fill in the agency's Federal Tax ID Number and check the box of the type of Agency.
9. *Type of Application* – Indicate if this is an Initial or Continuation project and the year of funding. If this is an Initial application, the year of funding will be 1.
10. *Project Title* – The title of the project. This field is optional.
11. *Budget* – This information will be the summary of the total category costs brought forward from Section B – Budget Detail.
12. *Specify How Non-Federal Share Will Be Provided* – Explain the source of the State or Local funds that will be used as matching funds. If the Agency is a part of a county or municipal government, attach Form GHSP-02-A, Local Government Resolution.

**C. Instructions for Section B – Budget Detail (Pages 2 – 4)**

**1. Personnel Costs (Page 2)**

*Note: Travel and Training costs must be listed under Other Direct Costs.*

- a. **Personnel Position** – List the specific personnel position or positions needed to accomplish the stated goals. If none are required, this may not be the proper form to complete. Contact the Planning, Programs and Evaluation Section for assistance.
- b. **Salary** – Provide the salary or salaries of the position or positions identified.
- c. **Total Salaries Cost** – Total all salaries.
- d. **Personnel Fringe Benefits** – List the specific fringe benefits to be paid for each position.
- e. **Cost** – Provide the costs of the position or positions identified.
- f. **Total Fringe Benefits Cost** – Total all fringe benefits.
- g. **Total Personnel Costs** – Enter the total of **Total Salaries Cost** and **Total Fringe Benefits Cost**. Also enter the amount in the **Total Project Amount** column of **Personnel Costs** in **Section A, #11 Budget**.
- h. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Personnel Cost**. The formula for the local match of personnel funds is contained in the chart below:

Local Personnel Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

- i. Enter the percentages and amounts in the appropriate columns for **Personnel Costs** in **Section A, #11 Budget**.

**2. Contractual Services (Page 2)**

- a. **Contractual Services To Be Provided** – List the specific service(s) and service provider(s).

*Note: Service providers are required to adhere to the terms and conditions set out in the "Acceptance of Conditions" section of this contract.*

- b. **Cost** – Provide the cost of the services to be provided.
- c. **Total Contractual Services Cost** – Enter the total of **Contractual Costs**. Also enter the amount in the **Total Project Amount** column of **Contractual Services** in **Section A, #11 Budget**.
- d. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Contractual Services Cost**. The formula for the local match of contractual services funds is contained in the chart below:

Local Contractual Services Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%



### 3. ~~Commodities Costs~~ (Page 3)

- a. **Commodities** – List the specific commodities to be procured.
- b. **Cost** – Provide the cost of the commodities to be procured.
- c. **Total Commodities Cost** – Enter the total of **Commodities Costs**. Also enter the amount in the **Total Project Amount** column of **Commodities** in **Section A, #11 Budget**.
- d. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Commodities Cost**. The formula for the local match of commodities funds is contained in the chart below:

Local Commodities Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

### 4. Other Direct Costs (Page 3)

- a. **Equipment**
  1. **Equipment** – List the specific equipment to be procured.  
(Please see the attached Addendum that list the maximum allowed cost for specific equipment items)
  2. **Cost** – Provide the cost of the equipment to be procured.
  3. **Total Equipment Cost** – Enter the total of **Equipment Costs**.
- b. **Travel**
  1. **In-State Travel** – Enter the total cost of in-state travel.
  2. **Out-of-State Travel** – Enter the total cost of out-of-state travel.
  3. **Total Travel Cost** – Enter the total of **In-State Travel** and **Out-of-State Travel**.
- c. **Other Items of Direct Cost**
  1. **Other Items of Direct Cost** – List the specific other items of direct cost to be procured.
  2. **Cost** – Provide the cost of the other items of direct cost to be procured.
  3. **Total Other Items of Direct Cost** – Enter the total of **Other Items of Direct Cost**.
- e. **Total Direct Cost** – Enter the total of **Total Equipment Cost Costs**, **Total Travel Cost**, and **Total Other Items of Direct Cost**. Also enter the amount in the **Total Project Amount** column of **Other Direct Costs** in **Section A, #11 Budget**.
- f. In **Section A, #11 Budget**, split out the amount of federal and local funding for project cost assumption. The sum of **Federal Funds** and **Local Funds** must equal the **Total Other Direct Cost**. The formula for the local match of commodities funds is contained in the chart below:

Local Other Direct Costs Funds Match	
First year	15%
Second year	30%
Third year	50%
Fourth year	100%



5. Indirect Costs (Page 4)

- a. Indirect Costs -- List the specific indirect costs.
- b. Cost -- Provide the cost of the indirect costs.
- c. Total Indirect Costs -- Enter the total of Indirect Costs. Also enter the amount in the Total Project Amount column of Indirect Costs in Section A, #11 Budget.
- d. In Section A, #11 Budget, split out the amount of federal and local funding for project cost assumption. The sum of Federal Funds and Local Funds must equal the Total Indirect Costs. The formula for the local match of Indirect funds is contained in the chart below:

	Local Indirect Costs Funds Match
First year	15%
Second year	30%
Third year	50%
Fourth year	100%

D. Instructions for Section C – Narrative Description of Project (Page 5)

1. Statement of Problem

State the problem or problems in concise terms that will specifically identify and describe the particular problem(s). Include the nature and extent of the problem(s). Included should be an analysis of trends in crash and/or other data, preferably for the prior three calendar years. Provide sufficient data to demonstrate the problem(s) being addressed.

2. Proposed Solution

The types of countermeasures appropriate to the problem should be stated as the basis for determining a solution to the problem(s). Include specific objectives for a single year effort. Also, include long-range goals that indicate the changes or outcomes expected over a three to five year period. These objectives should be consistent with the problem statement, well defined, and stated in measurable terms for a specific time frame. (See following example)

Example:

Goal: To reduce the number of injuries and fatalities as a result of alcohol-related traffic crashes in Somewhere, North Carolina by x% by 20xx.

Objectives:

- 1. To train 45 police officers in Standardized Field Sobriety Testing (SFST) by March 31, 20xx.
- 2. To conduct eight public information and education presentations each quarter.

E. Instructions for Section D – Schedule of Tasks by Quarters (Page 6)

List the schedule of tasks by quarters referring specifically to the objectives listed in Section C – Narrative Description of Project. Tasks that extend beyond one quarter should specify the elements of the task that are to be performed for the specific quarters.

F. Instructions for Section E – Project Continuation (Page 6)

The Governor's Highway Safety Program (GHSP) has a cost assumption policy. Funding is made available to get projects started. The activities of the project are expected to continue after the GHSP funding has ceased and the grantee must assume all costs for the continuation of the project. Please explain how this project will be continued after GHSP funding ends, including sources of funding.

**G. Acceptance of Conditions (Pages 7 -- 14)**

The **Acceptance of Conditions** is a critical part of the contract. The Agency is required to adhere to all terms and conditions of the **Acceptance of Conditions**. Failure to do so may result in sanctions including withholding of reimbursement pending compliance, a reduction in the amount of funding, and/or cancellation of the contract in its entirety.

**Signatures** - The **Agency Project Director**, the **Agency Authorizing Official**, and the **Agency Official Authorized to Receive Funds** must sign the contract and include the required **Name, Title, Address, Date, and Telephone Number** before submission to the GHSP.



# North Carolina Governor's Highway Safety Program Traffic Safety Project Contract – Form GHSP-01

## SECTION A – GENERAL INFORMATION

1. Agency: TOWN OF SMITHFIELD

2. Agency Address: PO Box 761  
SMITHFIELD, NC 27577

3. Physical Location of Agency \*

4. Contact Person for Agency:

5. Telephone Number: \*

6. Cell Phone:

7. Email of Contact Person \*

8. Federal Tax ID Number / Type of Agency

Federal Tax ID Number: \*

DUNS No: \*

County: \*

Type of Agency

State       Non-Profit

County       Higher Education

Municipality       Hospital

9. Project Year \*

New       Continuation

Year:  1     2     3     4+

10. Allocation of Funding \*

Federal %      Local %

11. Project Title: \*

12. Budget	Total Project Amount	Source of Funds	
		Federal Amount	State/Local Amount
Personnel Costs			
Contractual Services			
Commodities Costs			
Other Direct Costs			
Indirect Costs			
<b>Total Project Costs</b>			

13. Specify How Non-Federal Share Will Be Provided:

Project Number: \_\_\_\_\_ CFDA#: 20.

Work Type: \_\_\_\_\_

## SECTION B – DESCRIPTION OF PROJECT

**Statement of Problem** (Provide detailed information of the highway safety problems in your area to be addressed through this project. Include countywide crash data for the last three years and any other relevant information to validate the statements. For more detailed information see "How to write an effective traffic safety project" located at:

<https://connect.ncdot.gov/municipal/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

As part of this project all law enforcement agencies must enter traffic enforcement citations data of their agency for the past three years.

Year	Occupant Protection Citations	DWI Citations	Speed Citations
Year 20	Occupant Protection Citations	DWI Citations	Speed Citations
Year 20	Occupant Protection Citations	DWI Citations	Speed Citations
Year 20	Occupant Protection Citations	DWI Citations	Speed Citations

**Goals and Objectives** (Provide at least two SMART (Specific, Measurable, Attainable, Realistic and Timely) goals and objectives. For more detailed information see "How to write an effective traffic safety project" located at:



Goal #1:

Objectives:

Goal #2:

Objectives:

Goal #3:

Objectives:

Below are the 6-year goals of the NC Governor's Highway Safety Program (GHSP). To be eligible for funding, your traffic safety project should match one or more of the GHSP goals. Check all that apply.

- Reduce NC's traffic-related fatalities by 25% from the 2008-2012 average of 1,317 to 988 by 2020.
- Reduce NC's alcohol-related fatalities by 35% from the 2008-2012 average of 386 to 251 by 2020.
- Reduce NC's unrestrained fatalities by 30% from the 2008-2012 average of 407 to 285 by 2020.
- Reduce NC's speed-related fatalities by 25% from the 2008-2012 average of 479 to 359 by 2020.
- Reduce NC's young driver-involved fatal crashes by 30% from the 2008-2012 average of 196 to 137 by 2020.
- Reduce NC's motorcycle fatalities by 25% from the 2008-2012 average of 177 to 133 by 2020.
- Increase NC's seat belt usage rate 4.4 percentage points to 95% by 2020.

**SECTION C - BUDGET DETAIL**

**Personnel Costs**

#	Personnel Position	Salary
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Total Salaries Cost:

#	Personnel Fringe Benefits	Cost
1		
2		
3		
4		
5		
6		
7		

8  
9  
10

Total Fringe Benefits Cost:

Total Personnel Costs:

**Contractual Services**

#	Contractual Service To Be Provided	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Total Contractual Services:

**Commodities Costs**

#	Commodities	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total Commodities Cost:

**Other Direct Costs**

#	Equipment	Quantity	Gap Amount	Cost
1				
2				
3				
4				
5				
6				
7				



Total Equipment Cost

#	Other Items and Equipment Direct Cost	Cost
1		
2		
3		
4		
5		
6		
7		
8		

Total Other Items and Equipment Direct Cost:

#	Travel	Cost
1	In-State Travel	
2	Out-of-State Travel	

Total Travel Cost:

Total Other Direct Costs:

**Indirect Costs**

#	Indirect Costs	Cost
1		
2		
3		
4		

Total Indirect Costs

**SECTION D - SCHEDULE OF TASKS BY QUARTERS**

List the schedule of tasks by quarters, referring specifically to the objectives in Section B. Tasks should be a bulleted list of activities to be performed in each quarter.

**Conditions for Law Enforcement Only**

By checking this box, the above agency agrees to the terms below as additional activities to be performed as part of this project.

- A minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
- A minimum of one (1) impaired driving checkpoint per month;
- A minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
- Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
- Participation in any event or campaign as required by the GHSP;
- Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

First Quarter (October, November, December)

Second Quarter (January, February, March)

Third Quarter (April, May, June)



Fourth Quarter (July, August, September)

Check

Save

Submit

**Note:**

1. Submitting grant application is not a guarantee of grant being approved.
2. Once form has been submitted, it cannot be changed unless it has a status of "Return".



# Request for City Council Action

**Business**   **Auditing**  
**Agenda**   **Firm**  
**Item:**   **Selection**  
Date: 03/07/2017

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**Subject:** Consideration to Approve Auditing Firm  
**Department:** Finance  
**Presented by:** Greg Siler  
**Presentation:** Business

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**Issue Statement:** In Fiscal Year 2016 the Town Council expressed an interest in placing the Town's annual financial audit out to bid. Petway, Mills and Pearson, P.A. have performed the Town's annual audit since 2012. A request for proposals (RFP) was mailed out in December, 2016 to several firms that had previously solicited the Town as well as placing the request on the finance list serve.

**Financial Impact:** \$22,750 for FY17-18 Budget

**Action Needed:**

Consider approving Finance Director's recommendation to employ TPSA for the Town's annual audit for the next three fiscal years.

**Recommendation:** TPSA comes highly recommended by several local governments including Johnston County. This company has successfully worked with Johnston County government since 2003, making them a highly reputable firm. The Finance Director notes **the benefit of TPSA's** manpower and experience. The company will assign seven staff members to the Town's audit process, while the lower two offers, SPD & A and W Gene PLLC, will only assign four. In addition to certified public accountant staff, they also have recruited two retired governmental employees, a county manager and a school district payroll clerk who would bring a wealth of experience and knowledge to the audit process. Although TPSA is \$1,750 more than the lowest bidder, over the three year period, the Finance Director is basing his recommendation on the overall experience of TPSA, price, quality of staff and recommendations from third parties.

Approved:  City Manager  City Attorney

Attachments:      Staff Report



# Staff Report

**Business Auditing  
Agenda Firm  
Item: Selection**

In Fiscal Year 2016, some council members expressed an interest in placing the Town's annual financial audit out to bid. Petway, Mills and Pearson, P.A. has performed the Town's annual audit since 2012. A request for proposals (RFP) was mailed out in December, 2016 to several firms that had previously solicited the Town; as well as, placing the request on the finance list serve. Each firm was requested to submit two sealed bids. The first stating their experience and qualifications of staff performing governmental audits, and a list of similar work being performed for other government units. The other sealed bid was to outline the scope of work and actual cost of the audit over the next three years. Each firm was also asked to address their expectation of being able to complete the audit by October 31, the LGC deadline. Council can only approve one audit year at a time, but can solicit proposals for a three year period. Annual audit agreements must also be approved by the staff of the Local Government Commission each year.

Ultimately, the chosen firm should be the one that appears to fit best with our organization, provided of course that a good fit also comes with a reasonable fee. The choice however should not be on fee alone.

The Town received 9 responses from the RFP. A fee summary of those proposals is as follows:

	2017	2018	2019	Total	Fee Rank
SPD & A ( S. Preston Douglas & Assoc) Bernard Robinson & Company	\$ 21,000	\$ 21,000	\$ 22,750	\$ 68,250	1
W Geene PLLC	\$ 22,000	\$ 22,000	\$ 22,000	\$ 66,000	2
<b>TPSA (Thompson, Price, Scott, Adams &amp; Co., P.A.)</b>	<b>\$ 22,750</b>	<b>\$ 22,750</b>	<b>\$ 22,750</b>	<b>\$ 68,250</b>	<b>3</b>
Petway Mills & Pearson	\$ 23,000	\$ 23,500	\$ 24,000	\$ 70,500	4
Denning, Herring, Sessoms & Company	\$ 23,760	\$ 23,760	\$ 23,760	\$ 71,280	5
Rives & Associates LLP	\$ 23,670	\$ 23,670	\$ 24,380	\$ 71,720	6
Bernard Robinson & Company	\$ 26,250	\$ 26,250	\$ 27,000	\$ 78,750	7
Carr, Riggs & Ingram LLC	\$ 26,250	\$ 26,900	\$ 27,570	\$ 80,720	8
Mauldin & Jenkins	\$ 28,000	\$ 28,000	\$ 29,500	\$ 85,500	9





# Request for City Council Action

**Business  
Agenda  
Item:** Venture  
Drive FDR  
Date: 03/07/2017

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**Subject:** Full Depth Reclamation (FDR) of Venture Drive  
**Department:** Public Works  
**Presented by:** Lenny Branch, Public Works Director, Bill Dreitzler, City Engineer  
**Presentation:** Agenda

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## Issue Statement

The Public Works Department is proposing the Full Depth Reclamation of Venture Drive be awarded to Turner Asphalt in the amount of \$603,592.00.

## Financial Impact

If approved by council the Full Depth Reclamation of Venture Drive comes in \$80,425.30 under the \$700,000 budgeted in this year's budget.

## Action Needed

Council approval to award the Full Depth Reclamation of Venture Drive contract to Turner Asphalt.

## Recommendation

Staff recommends awarding the Full Depth Reclamation of Venture Drive to the lowest bidder Turner Asphalt in the amount of \$603,592.00.

Approved:  City Manager  City Attorney

Attachments:

Staff Report along with Bid Tabulation Sheets.



# Staff Report

**Business  
Agenda  
Item:**

**Venture  
Drive**

---

The Public Works Department contracted Geo Technologies Inc. to perform core testing on Venture Drive. After testing was completed our engineers recommended two options in order to reconstruct Venture Drive from Peedin Road intersection to Outlet Center Drive.

Option one (1) was Total Reconstruction of Venture Drive. This approach consisted of removing the roadway and its base course down to 3ft or more if needed. With the uncertainties of exactly how far the undercutting would go staff incorporated a two part bidding system. The first part was based on removing the actual roadway and resurfacing it back. The Second part was an undercut and backfill Cubic Yard price.

Twelve (12) BID packets for Total Reconstruction of Venture Drive were sent out to area contractors. We received proposals from Four (4) Companies;

The Lowest bidder (Raleigh Paving) came in with \$597,022.00 for part one with a \$75.00/cubic yard price for part two. When crunching the numbers this approach will cost the Town of Smithfield over a million dollars to construct.

Option two (2) was Full Depth Reclamation (FDR) of Venture Drive. When choosing the FDR method the contractor mills the roadway and its base course down. The materials will then be mixed together with the engineers recommended parts of cement and compacted back in place to form a base layer. After the mixed base has cured and compacted a layer of bituminous surface treatment will go over the treated base. Traffic is allowed to drive over this treated material until the paving is performed. Our pavement surface will consist of **3" of I19.0B with a 3" of S9.5B surface** mix.

Town Council approved \$700,000 in the FY16/17 budget to repair Venture Drive. Fourteen (14) BID packets for Full Depth Reclamation of Venture Drive were sent out to area contractors. We received proposals from two (2) companies and are as follows;

- |                   |              |
|-------------------|--------------|
| 1. Turner Asphalt | \$603,592.00 |
| 2. S.T. Wooten    | \$870,700.00 |

It is the recommendation of the Public Works department to award the Full Depth Reclamation contract of Venture Drive to the lowest bidder Turner Asphalt in the amount of \$603,592.00.

TOWN OF SMITHFIELD – PUBLIC WORKS DEPARTMENT

**FULL DEPTH RECLAMATION PROJECT – VENTURE DRIVE (FY16-17)**

Bid Opening – Wednesday, February 22, 2017, 2:00 p.m.

		<b>BID AMOUNTS</b>	
<b>COMPANY NAME</b>	<b>BID BOND (5%)</b>	<b>OPTION 1</b>	<b>OPTION 2</b>
ST WOOTEN CORP	Yes	870,700	290,600
TURNER ASPHALT	Yes	603,592	210,484



TOWN OF SMITHFIELD – PUBLIC WORKS DEPARTMENT

**VENTURE DRIVE RECONSTRUCTION PROJECT (FY16-17)** Bid Opening – Tuesday, January 24, 2017, 2:00 p.m.

COMPANY NAME	ADDENDUM RECEIVED	BID BOND (5%)	BID AMOUNTS		
			OPTION 1	OPTION 2	UNDERCUT & BACKFILL
RALEIGH PAVING	YES	YES	\$597,022.00	\$138,000.00	\$75.00/cubic yard
TURNER ASPHALT INC	YES	YES	\$681,182.00	\$159,598.40	\$140.00/cubic yard
FRED SMITH COMPANY	YES	YES	\$858,000.00	\$278,000.00	\$65.00/cubic yard
ST WOOTEN CORP	YES	YES	\$933,000.00	\$316,000.00	\$60.00/cubic yard
BARNHILL CONTRACTING			NO BID		
HIGHLAND PAVING			NO BID		
JOHNSON BROS UTILITY & PAVING			NO BID		
JP EDWARDS INC			NO BID		
LANIER CONSTRUCTION CO INC			NO BID		
NU-TECH PAVING CO INC			NO BID		
SLURRY PAVERS INC			NO BID		
TIM JONES			NO BID		



# Request for City Council Action

<b>Business</b>	<b>NCDOT</b>
<b>Agenda</b>	<b>Acquiring</b>
<b>Item:</b>	<b>ROW</b>
<b>Date:</b>	<b>03/07/2017</b>

---

**Subject:** NCDOT Acquiring Right of Way  
**Department:** General Government  
**Presented by:** Michael Scott, Bill Dreitzler  
**Presentation:** Business

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## Issue Statement :

The NCDOT is currently acquiring Right of Way to complete the Booker Dairy Road extension project that will stretch from Highway 301 to Buffalo Road. The Town owns property that is impacted by this project. NCDOT is requesting to pay the Town \$24,650 for temporary easements of the Town property. NCDOT will also be required to make an additional \$4,250 in improvements following the construction of the project.

## Financial Impact:

Revenue to the Town in the amount of \$24,650.

## Action Needed:

Approve contract with NCDOT as attached.

## Recommendation:

Approve contract with NCDOT as attached.

Approved:  City Manager  City Attorney

Attachments: Staff Report  
Booker Dairy Road Easement Request  
NCDOT Offer Letter



# Staff Report

**Business NCDOT  
Agenda Acquiring  
Item: ROW**

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As part of the Booker Dairy Road Extension/Improvement project NCDOT must acquire right of way throughout the project area. Part of this right of way acquisition is owned by the Town of Smithfield, as indicated on the accompanying maps and diagrams. NCDOT proposes to compensate the Town of Smithfield \$24,650 for the requested acquisition. The right of way acquisitions requested of the Town are temporary easements only. These temporary easements will not negatively impact any ongoing construction efforts planned by the Town of Smithfield. NCDOT does plan additional improvements in the estimated amount of \$4,250 near the entrance of the SRAC. These improvements will be necessary to **widen the road and facility the necessary medians to accommodate NCDOT's access** plans. The proposal has been reviewed by Town staff and the Town attorney. All recommend approving the attached contract.



**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY  
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: Town of Smithfield, A Municipal Corporation in  
Johnston County, NC  
350 East Market Street  
Smithfield, NC 27577

DATE: 2/6/17  
TO: Lessee, if Applicable  
N/A

TIP/PARCEL NO.: U-3334B 005  
COUNTY: Johnston  
DESCRIPTION: SR 1923 Extension from SR 1003 to US 301

WBS ELEMENT: 34929.2.5

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$ <u>0.00</u>
Value of Permanent Easements to be Acquired	\$ <u>0.00</u>
Value of Temporary Easement (Rental of Land) to be Acquired	\$ <u>24,650.00</u>
Value of Improvements to be Acquired	\$ <u>4,250.00</u>
Damages, if any, to Remainder	\$ <u>0.00</u>
Benefits, if any, to Remainder	minus \$ <u>0.00</u>
<b>TOTAL CONTINGENT OFFER</b>	<b>\$ <u>28,900.00</u></b>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

**(A) Description of the land and effects of the acquisition**

Subject property described in Deed Book 1751, page 775, Johnston County Registry, contains approximately 38.950 acres of which approximately 0.000 acres is being acquired as right of way, leaving approximately 38.950 acres on the right served with access to Booker Dairy Road. Also being acquired is a Temporary Construction Easement (TCE) containing approximately 0.271 acres.

**(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:**  
Landscaping and installation, irrigation, area parking lamp, ground lamps

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.


**(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A.**  
Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/emailed, if out of state owner, to Paul Embler  
on February 6 20 17. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is (910)734-1949

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)

  
Mark T. Smith - Right of Way Agent

# North Carolina Department of Transportation-Right of Way Unit REVIEW CERTIFICATION

TIP/Parcel No.: U-3334B/005 WBS Element: 34929.2.5 County: JOHNSTON

Owner(s): Town of Smithfield, A Municipal Corporation in Johnston County, NC FedAid Project: STP-1923(12)

I HEREBY CERTIFY THAT, to the best of my knowledge and belief the facts and data reported by me and used in the review process are true and correct.

I understand that this estimate of value is to be used in connection with a highway project and/or NCDOT Real Estate transaction.

The analyses, opinions, and conclusions in this **Review Report** are limited only by the critical assumptions and limiting conditions stated in this **Review Report** and are my personal, unbiased professional analyses, opinions, and conclusions.

I have no direct or indirect, present or prospective interest in the subject property or in any benefit from the acquisition of the subject property and I have no personal interests or bias with respect to the parties involved.

I have , have not , performed ANY appraisal and ANY other services as an appraiser or any other capacity, regarding the property that is the subject of this appraisal within the three year period immediately preceding acceptance of this assignment.

My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this **Review Report**.

My estimate of the value of all items which are Compensable under State law but not eligible for Federal Aid reimbursement is \$ 0

I personally inspected the subject parcel. I did  did not  personally inspect all sales/rentals considered to be comparable to the subject parcel.

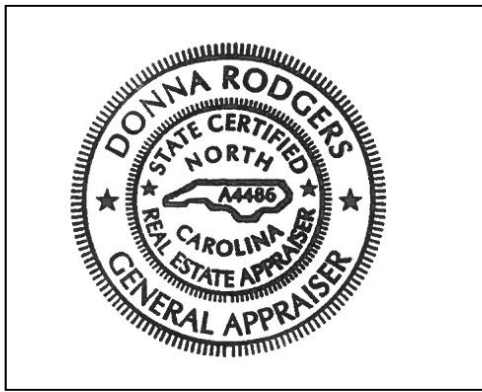
My analyses, opinions, and conclusions were developed and this **Review Report** was prepared in compliance with **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice**. The appraisals in this assignment are to be made in accordance with all of the requirements set out in the **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice** and shall also comply with all applicable Local, State, and Federal laws, ordinances, regulations, restrictions and/or requirements; and any additions, revisions and/or supplements thereto. No one provided me with significant professional assistance with this **Review Report**.

My opinion of the difference, if any, in the "Market Value" of the entire tract **Before the Acquisition** and the "Market Value" of the remaining property immediately **After the Acquisition** is \$ 28,900, as allocated:

**Allocation**

Right Of Way \$ 0  
 Permanent Easements \$ 0  
 Temporary Easements \$ 24,650

Total Value of Land Acquired	\$ <u>24,650</u>
Value of Improvements Acquired	\$ <u>4,250</u>
Damage to Remainder	\$ <u>0</u>
Benefits to Remainder	\$ <u>0</u>
<b>DIFFERENCE</b>	\$ <u>28,900</u>



*Donna Rodgers*

**REVIEW APPRAISER**

01/26/2017  
DATE OF CERTIFICATION

Un-Economic Remnant to the Owner is a Factor  Yes  No  
 Area Amount \$

**Administrative Approval**

*Donna Rodgers*  
APPROVED BY:

01/26/2017  
DATE:

**North Carolina Department of Transportation-Right of Way Branch  
Right of Way Transmittal Summary**

TIP/Parcel No.: U-3334B / 005    WBS Element: 34929.2.5    County: Johnston

1. Owner(s): Town of Smithfield, A Municipal Corporation in Johnston County, NC    FedAid Project: STP-1923 (12)  
Address: 406 and 500 Booker Dairy Road, Smithfield, NC 27577

2. Plan Sheet No.: 5-6    Survey Stations: SS 34+00 to SS 41+00, SL L

**3. Land Area to be Acquired and Values:**

Right of Way:		X	\$		\$
Temp Construction Easement (TCE):	Temp <input checked="" type="checkbox"/> <u>0.238-Ac</u>	X	\$	<u>4.75/SF X 50%</u>	= \$ <u>24,650 (R)</u>
	Temp <input type="checkbox"/>	X	\$		= \$
	Perm <input type="checkbox"/>	X	\$		= \$
Permanent Drainage Easement (PDE):		X	\$		= \$
Other:		X	\$		= \$
					<b>Land: \$ <u>24,650 (R)</u></b>

**4. Improvements to be Acquired and Values:**

Material and labor costs documented in the state's files for the project.

Estimated Value of each Improvement to be acquired:

(1) Landscaping and Installation (see chart) @ \$900	<u>\$900 (R)</u>
(2) Irrigation @ \$115 per head less 10% Dep.	<u>\$500 (R)</u>
(3) Area parking lamp @ \$2,300 less 10% Dep.	<u>\$2,050 (R)</u>
(4) Ground lights @ \$460 less 15% Dep.	<u>\$800 (R)</u>

**Improvements: \$ 4,250 (R)**

**5. Cost to Cure (Damage to Remainder)**

**Cost to Cure: \$ NA**

**6. Allocation:**

Value of Land to be Acquired:	\$	<u>24,650 (R)</u>
Value of Improvements to be Acquired:	\$	<u>4,250 (R)</u>
Cost-to-Cure (Damage to Remainder):	\$	<u>NA</u>

**Acquisition Total: \$ 28,900**

**7. Photograph and Sketch of Acquisition attached.**

The property owner or owner's representative was contacted on October 6, 2016 and given the opportunity to accompany the **Appraiser** during the inspection of this parcel.

The parcel was inspected on October 11, 2016.

Charles Richard Birkholz  
State-Cert. Gen. Appraiser - A4939  
John P. Leonard  
Trainee Number - T5549

  
Signed

December 21, 2016  
Date

**Specified Appraiser**

ROW \$ 0    Perm. Easements \$ 0    Temp. Easements \$ 24,650

**Administrative Approval**



01/26/2017

Approved By:

Date:



## **Report Format**

This is an Appraisal Report as designated by the Uniform Standards of Professional Appraisal Practice (USPAP). The NCDOT has included an additional page entitled “Right of Way Transmittal Summary” (Form FRM5-K) to summarize salient information and conclusions from the appraisal for ease of use by the client.

## **Client/Intended Use and Users**

Professional Property Services, Inc. (PPS) is the client/user along with the North Carolina Department of Transportation (NCDOT) in conjunction with the Federal Highway Administration (FHWA), the North Carolina Attorney General’s Office, their assigns and contractors. This report is to be used for the acquisition of private property for public use under North Carolina eminent domain laws. The appraisal is not intended for any other use or user. No party or parties other than stated may use or rely on the information, opinions, and conclusions contained in this report.

## **Scope of Work**

The intended use of the appraisal is to assist in the acquisition of private property for public use under North Carolina eminent domain laws. The purpose of the appraisal is to estimate the market value of the property before and after the acquisition. The market value estimate is the opinion of the appraiser and assumes a reasonable exposure time (preceding the effective date of appraisal) of one year or less. As defined in, The Appraisal of Real Estate, Fourteenth Edition, market value is “The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.”

To facilitate the appraiser’s opinion of value, the *relevant* improvements located on the subject property were physically inspected. Further, the surrounding environment was identified including legal, economic, and physical characteristics that impact value. Interviews were conducted with local/regional market participants and available published data was consulted during the valuation process. Regional and local research was conducted with respect to taxation, planning, zoning, flood

zone determination, demographics, income and expense data, comparable listing, sale, and rental information (*when applicable*).

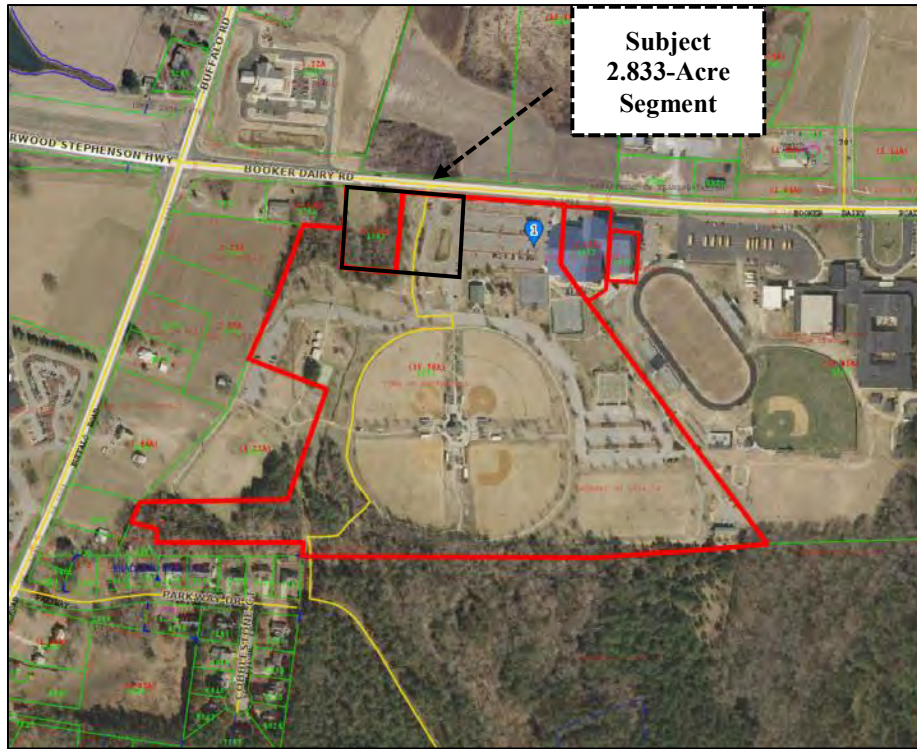
### **Unaffected Land**

The subject property is improved with a recreation and aquatics center and associated site improvements situated on a 38.950-acre site. Because of the extraordinary size of the subject tract, no sales of a similar size were identified in the Johnston County market. Given that the subject's highest and best use is for office development including typically-sized lots ranging in size between 1.00 to 3.00 acres, a physical segment of the overall property was considered in the valuation analysis. The appraiser has, however, identified one sale in the subject's immediate market containing a total of 8.220 acres, which has since been improved with a branch bank. Given the layout of the current improvements on the site, it is apparent that the site will be further subdivided further supporting the notion that the office market has a preference for smaller sites.

Accordingly, the appraiser has identified a 2.833 acre (123,417 square feet) segment of the subject property to be appraised in this report, given its shape and location within the larger tract, coupled with its typical size in relation to the local office market. The balance of the site, containing 36.117 acres, will be unaffected by the acquisition and has been excluded from the analysis.

The 2.833 acre segment includes the entire tract of land along Booker Dairy Road identified as tax parcel ID 14075026 consisting of 1.35 acres. The segment considered in the valuation includes the aforementioned 1.35-acre parcel and the area east of said tract following the northern and southern property lines approximately 220 feet east to a point just west of the parking lot improvements, with a depth of 293.94 feet (per plat book 49/329). The rectangular-shaped segment is of a typical market size and shape to support an office use, and is pictured as follows:

**Total Property Enclosure**



**Segment of Larger Parcel**





### **Unaffected Improvements**

In cases where improvements are deemed to be unaffected by the proposed project, only a cursory, exterior inspection is made. In those situations, the appraiser reserves the right to perform a more detailed inspection of the building components should the project change and the building improvements be impacted. In accordance with Standards Rule 1-2 (e) only the impacted portion of the subject is given consideration in the valuation. As noted in the 2016-2017 edition of USPAP, “An appraiser is not required to value the whole when the subject of the appraisal is a fractional interest, physical segment, or a partial holding.” Accordingly, the appraiser acknowledges the existence of these improvements but they have not been included in the valuation analysis.

Only the improvements located within the previously described shaded area which will be included in the valuation. Additionally, according to the Appraisal Summary Sheet, the decorative sport sign/statue will not be disturbed during construction. Thus, this improvement was omitted from the valuation. Lastly, asphalt and concrete paving and curbing located within the proposed easement has been omitted from the valuation as it is customary for the NCDOT to replace these improvements as part of the project.

### **Valuation Methodology**

The subject includes a segment of a larger parcel consisting, primarily, of a vacant commercial/office tract with ancillary site improvements. Given that the acquisition includes both land and improvements, the appraiser has determined that the **cost approach** is best suited to the valuation of property that involves the partial taking. As part of the cost approach, a sales comparison will be completed to value the underlying land. The valuation technique used within this report is a generally accepted appraisal method and produces a credible assignment result.

### **Hypothetical Conditions and Extraordinary Assumptions**

A hypothetical condition exists in the before valuation in that the subject property is appraised with no knowledge of the project. A hypothetical condition also exists in the after valuation by considering that the highway project is in its completed stage. After concluding my research, no change in the per unit land value exists for the property after the acquisition. There are no extraordinary assumptions related to this specific assignment.

### **Hazardous Material Statement**

Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client/property owner is urged to retain an expert in this field, if desired. That is, the subject property is appraised "as clean".

### **Americans with Disabilities Act**

The appraiser has not made a specific compliance survey and analysis of the subject parcel to determine whether or not it is in conformity with the various detailed requirements of the American with Disabilities Act ("ADA"). It is possible that a compliance survey of the property together with a detailed analysis of the requirements of the ADA could reveal that the subject parcel is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since the appraiser has no direct evidence relating to this issue, the appraiser did not consider possible non-compliance with the requirements of ADA in estimating the value of the subject.

### **Disclosure Regarding Significant Professional Assistance**

John P. Leonard, a state-registered trainee holding registration number T5549, provided significant professional assistance in the preparation of this report. Mr. Leonard inspected and measured the subject property and took photographs of the subject and comparable sales. Mr. Leonard also provided assistance with the development of the valuation analysis.

### **Statement Regarding Prior Services**

I/we have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the acceptance of this assignment.

**Report Type / Property Interest Appraised / Type of Value**

According to the Uniform Standards of Professional Appraisal Practice (USPAP), this report is considered to be an appraisal. The property interest to be appraised in this report is the unencumbered Fee Simple interest. The type of value to be estimated is Market Value, as defined in *The Appraisal of Real Estate*, 14th Edition (2013), pg. 333.

**Exposure Time**

Based on sales, listing data, and discussions with participants in the market, the reasonable exposure time for this type of real estate is estimated to be one year or less. This estimate is based on retrospective historical data assuming an open and competitive market.

**Appraisal Dates**

<b>Effective:</b>	10/11/2016
<b>Inspection:</b>	10/11/2016
<b>Report:</b>	12/21/2016

**Property Information**

The subject segment is located on the southern margin of Booker Dairy Road, Smithfield, NC 27577. The larger parcel has a physical address of 406 and 500 Booker Dairy Road. The subject of this report and the larger parcel is owned by The Town of Smithfield and consists of two tax parcels which have been identified by the Johnston County Tax Department as Parcel ID# 14075026 and #14075030E.

**Inspection of the Property**

The subject includes a 2.833-acre segment within a property containing a combined 38.950 acres of land improved with a recreation/aquatics center. According to the Summary Sheet, the property is owned by The Town of Smithfield. The appraiser contacted Mr. Paul Embler, Planning Director for the Town of Smithfield, to arrange for an inspection. The subject was inspected on October 11, 2016, which shall also serve as the effective date of this report.



### **Use of Property as of Date of Value**

The subject is currently being utilized as a community recreational and aquatics center. The 2.833 acre segment consists of vacant land and ancillary site improvements associated with the larger parcel.

### **Description of the Land**

The description of the subject land is based on various sources including information provided by the NCDOT and Johnston County tax records, and deeds. According to the NCDOT, the property contains a combined total of 38.950 acres which is in agreement with the Johnston County tax records and the recorded deeds. Regardless, the appraiser has adopted the area calculations provided on the Summary Sheet and reserves the right to revise should any information be provided to the contrary.

A thorough search of the Johnston County office market produced no sales similar to the subject larger parcel in terms of size (38.950 acres). As discussed in the Scope of Work section of this report, the highest and best use of the larger parcel, as vacant, is for subdivision into to smaller, typically-sized office sites containing an area between 1.00 - 3.00 acres in size. The appraiser has, however, identified one sale in the subject's immediate market containing a total of 8.220 acres, which has since been improved with a branch bank. Given the layout of the current improvements on the site, it is apparent that the site will be further subdivided supporting the notion that the office market has a preference for smaller sites.

For these reasons, a physical segment of the overall property was considered in the valuation analysis. The appraiser has identified a 2.833 acre (123,417 square feet) segment of the subject property to be appraised in this report, given its shape and location within the larger tract, coupled with its typical size in relation to the local office market. The balance of the site, containing 36.117 acres, will be unaffected by the acquisition and has been excluded from the analysis.

The 2.833 acre segment includes the entire tract of land along Booker Dairy Road identified as tax parcel ID 14075026 consisting of 1.35 acres. The segment considered in the valuation includes the aforementioned 1.35-acre parcel and the area east of said tract following the northern and southern property lines approximately 220 feet east to a point just west of the parking lot improvements with

a depth of 293.94 feet (per plat book 49/329). Reader is again referred to the following Aerial Tax Map illustrating the subject segment:

### Segment of Larger Parcel



The 2.833 acre segment consists of mostly vacant land. The area has 419.87 feet of frontage along Booker Dairy Road and a depth *averaging* 293.95 feet. The site generally level, is partially cleared, and has ingress and egress provided via two driveway cuts along the Booker Dairy Road frontage. The site has access to public utilities and is located completely outside of a FEMA designated flood hazard area.

### Description of the Improvements:

Improvements affected by the acquisition consist of landscaping including approximately 4 shrubs, 30 Liriope, 25 flowers, irrigation, 1 area parking lamp, and 2 ground lights. According to the Appraisal Summary Sheet, the monument and sign will not be affected by the project. Additionally,

asphalt and concrete paving and curbing are not valued in the appraisal as it is customary for the NCDOT to replace these improvements as part of the project.

**Property History**

The subject property was acquired in two transactions: The first including a portion containing 37.60 acres and the second including the smaller tract 1.35 acres as listed below:

<b>Deed Book:</b>	1347
<b>Deed Page:</b>	522
<b>Date:</b>	11/29/1993
<b>Excise Tax:</b>	\$376

<b>Deed Book:</b>	3307
<b>Deed Page:</b>	656
<b>Date:</b>	03/20/2007
<b>Excise Tax:</b>	\$180

**Prior Sales**

There are no other known sales in the previous five years.

**Zoning**

The subject is located within the Town of Smithfield’s zoning jurisdiction and is currently zoned O&I (Office/Institutional District). According to the Town of Smithfield’s UDO, the O&I Zoning District is designed for “office/institutional uses at low to moderate densities and multi-family housing. This district should be used as a transitional zone between areas of conflicting land uses.”

The Dimensional Standards for the O&I District for non-residential uses are as follows:

Minimum Lot Size:	6,000 Square Feet
Minimum Lot Width:	60 Feet
Front Yard Setback Min.:	25 Feet
Side Yard Setback Min.:	8 Feet
Rear Yard Setback Min.:	15 Feet
Maximum Height:	35 Feet



As a vacant and improved, the subject segment and site improvements are conforming to the dimensional standards imposed by the O&I District.

**Highest & Best Use as Vacant**

The subject segment and adjoining larger parcel are zoned O&I which allows for office and institutional uses. As currently zoned, the subject segment is conforming with regard to dimensional requirements. The subject segment contains 2.833 acres (123,417 square feet), has a good shape, and adequate frontage along Booker Dairy Road. Uses in the immediate area consist of office and institutional uses. Accordingly, the highest and best use of the subject segment as vacant, is for office use.

**Proposed Project**

According to the Appraisal Summary Sheet, the project involves the acquisition of a temporary construction easement (TCE) containing 0.238-acre (10,387.551square feet per CADD). The area being acquired consists of an irregular shaped area along the Booker Dairy Road. The TCE is needed to help facilitate the construction of the project. After completion of the project, the land will revert to the property owner. Accordingly, the easement is considered a temporary encumbrance.

**Statement Regarding Medians:**

In addition, a median will be installed within the Booker Dairy Road right-of-way that will limit ingress/egress to right-in and right-out. This may or may not adversely influence value. However, the North Carolina Attorney General’s Office has ruled, based on case law that any effect on value attributable to the median is not to be considered as compensable.

## **Valuation Methodology**

As earlier noted, the cost approach will be completed. The valuation technique used within this report is a generally accepted appraisal method and produces a credible assignment result.

## **Valuation**

The subject segment's land value is based on its highest and best use as vacant, which is for commercial (office) use consistent with the O&I zoning district. The methodology of this analysis is to compare recent and similar land sales to the subject tract, making adjustments for their dissimilarities. The sales presented on the following pages were selected as the most comparable.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY BRANCH**

**RECORD ID NO:** 367

**Date:** June 09, 2016    **Deed Book/Page:** 4783/429    **Stamps:** \$480    **County:** Johnston  
**Grantor:** Serota, LLC    **Grantee:** KG Plaza, LLC  
**Location:** 404 N. Brightleaf Boulevard, Smithfield, NC, 27577  
**Sales Price:** \$240,000    **Confirmed by (Name):** Teresa Daughtry (Broker), (919) 585-5327, Public Record, Deed, Costar  
**Financing:** Cash to seller  
**Condition of Sale and Reason Bought/Sold:** Market transaction, Purchased for office/medical use  
**Days On Market:** 1,912 Days    **Prior Sale:** None in last five years  
**Present Use:** Considered to be vacant land    **Zoning:** O&I, Office & Institutional  
**Highest and Best Use:** Office  
**Size:** 0.830 Acres±, 36,155 SF    **Shape:** Triangular    **Topography:** Generally Level  
**Existing R/W Area:** None    **Area Cleared/Wooded:** Cleared  
**Soil Type:** Typical    **Drainage:** Appears Adequate    **Available Utilities:** All Public  
**Access:** Good via N. Brightleaf Blvd.    **Frontage:** 416 ± Ft on N. Brightleaf Blvd; 276± Ft on Hancock St.  
**Improvements:** Commercial Building (no value)

**Lessor:** N/A    **Lessee:** N/A  
**Rentable Area:** N/A    **Rent:** N/A    **V & C:** N/A    **Expenses:** N/A    **Term:** N/A  
**Unit Price:** \$289,157/Acre, \$6.64/SF (Gross); \$7.01/SF (Net)    **Tax ID:** 15015033

**Other Pertinent Information:** Commercial Parcel zoned O&I containing 0.830-acre was purchased 6/9/16 for \$240,000. The site is irregular in shape and had a commercial building on it at the time of sale which was given no value. The buyer stated that the parcel can hold a building up to 100,000 square feet, and that he's considering redevelopment into an office/medical building. There is no timeline on that construction. The cost to demolish the existing building estimated at \$13,500. Therefore, the net purchase price to the land is adjusted to \$7.01/SF.



**Taken By:** Oakwood Valuation Group, LLC  
**Date Inspected:** September 13, 2016



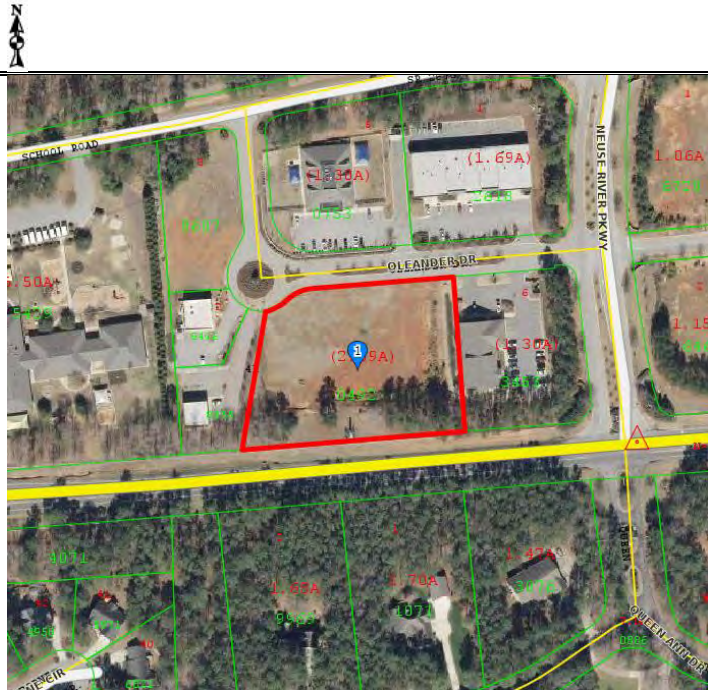
**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY BRANCH**

**RECORD ID NO: 368**

**Date:** February 10, 2016    **Deed Book/Page:** 4720/434    **Stamps:** \$860    **County:** Johnston  
**Grantor:** BHH, LLC    **Grantee:** Praze Properties, LLC  
**Location:** Oleander Drive (unassigned), Clayton, NC, 27527  
**Sales Price:** \$430,000    **Confirmed by (Name):** Justin Booth (Broker), (919) 866-4262, Public Record, Deed, Costar  
**Financing:** Cash to seller  
**Condition of Sale and Reason Bought/Sold:** Market transaction, Sold for office space  
**Days On Market:** 1,541 Days    **Prior Sale:** None in last 5 years  
**Present Use:** Vacant land    **Zoning:** PUD, Commercial  
**Highest and Best Use:** Office  
**Size:** 2.082 Acres±, 90,692 SF    **Shape:** Irregular    **Topography:** Slightly sloping  
**Existing R/W Area:** None    **Area Cleared/Wooded:** Cleared  
**Soil Type:** Typical    **Drainage:** Appears Adequate    **Available Utilities:** All Public  
**Access:** Good via Oleander Drive    **Frontage:** 329 ± Ft on Oleander Drive; 383± Ft on NC Hwy 42  
**Improvements:** None at time of sale

**Lessor:** N/A    **Lessee:** N/A  
**Rentable Area:** N/A    **Rent:** N/A    **V & C:** N/A    **Expenses:** N/A    **Term:** N/A  
**Unit Price:** \$206,532/Acre, \$4.74/SF    **Tax ID:** 16K05012B

**Other Pertinent Information:** 2.082 acres was purchased 2/10/16 for \$430,000. It is located in the Parkway Village Shopping Center which includes a dentist, chiropractor, bank, day care, nationwide insurance office, a restaurant, and others. The site was listed as office/general freestanding land and is zoned PUD. The site has adequate frontage on two roads and has access to public utilities. The site can accommodate 100,000 square feet of office space.



**Taken By:** Oakwood Valuation Group, LLC  
**Date Inspected:** September 13, 2016

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY BRANCH**

**RECORD ID NO:** 369

**Date:** January 08, 2016    **Deed Book/Page:** 4705/93    **Stamps:** \$340    **County:** Johnston

**Grantor:** Milbar, Inc.    **Grantee:** Innovative Investment Group, LLC

**Location:** 212/216 Butternut Lane, Clayton, NC, 27520

**Sales Price:** \$170,000    **Confirmed by (Name):** Donald E. Millard (broker), (919) 934-0118, Public Record, Deed, Triangle  
MLS

**Financing:** Cash to seller

**Condition of Sale and Reason Bought/Sold:** Market transaction, Purchased for office use

**Days On Market:** 3 and 1,421 Days    **Prior Sale:** None in last 5 years

**Present Use:** Vacant land    **Zoning:** O-I, Office & Institutional

**Highest and Best Use:** Office use

**Size:** 0.627 Acres±, 27,323 SF    **Shape:** Rectangle    **Topography:** Generally Level

**Existing R/W Area:** None    **Area Cleared/Wooded:** Cleared

**Soil Type:** Typical    **Drainage:** Appears Adequate    **Available Utilities:** All public

**Access:** Good via Butternut Lane    **Frontage:** 140 ± Ft on Butternut Lane

**Improvements:** None at time of sale

**Lessor:** N/A    **Lessee:** N/A

**Rentable Area:** N/A    **Rent:** N/A    **V & C:** N/A    **Expenses:** N/A    **Term:** N/A

**Unit Price:** \$271,027/Acre, \$6.22/SF    **Tax ID:** 05G02039M and 05G02039N

**Other Pertinent Information:** 0.627-acre lot (two combined) were purchased on 1/8/16 for \$170,000. The site is located in Clayton in an area with other offices already in place. They consist of a DMV office, a doctor's office, dance studio, and home builder. The site has adequate frontage on Butternut Lane and has access to public utilities.



**Taken By:** Oakwood Valuation Group, LLC

**Date Inspected:** September 13, 2016



**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY BRANCH**

**RECORD ID NO:** 393

**Date:** April 04, 2011    **Deed Book/Page:** 3969/625    **Stamps:** \$2,400    **County:** Johnston

**Grantor:** Wayne L. Barefoot Free Trader    **Grantee:** State Employees Credit Union

**Location:** 401 Booker Dairy Road, Smithfield, NC, 27577

**Sales Price:** \$1,200,000    **Confirmed by (Name):** Wayne Barefoot (Seller), (919) 868-6901, Public Record, Deed, Plat

**Financing:** Cash to seller

**Condition of Sale and Reason Bought/Sold:** Market transaction, Purchased for SECU

**Days On Market:** Unk Days    **Prior Sale:** None in last 5 years

**Present Use:** SECU    **Zoning:** B-3, Commercial

**Highest and Best Use:** Commercial

**Size:** 8.220 Acres±, 358,073 SF    **Shape:** Irregular    **Topography:** Generally level

**Existing R/W Area:** None    **Area Cleared/Wooded:** Cleared

**Soil Type:** Typical    **Drainage:** Appears Adequate    **Available Utilities:** All public

**Access:** Good via Booker Dairy Road    **Frontage:** 588 ± Ft on Booker Dairy Road; 460± Ft on Buffalo Road

**Improvements:** None at time of sale

**Lessor:** N/A    **Lessee:** N/A

**Rentable Area:** N/A    **Rent:** N/A    **V & C:** N/A    **Expenses:** N/A    **Term:** N/A

**Unit Price:** \$145,981/Acre, \$3.35/SF    **Tax ID:** 14075021C

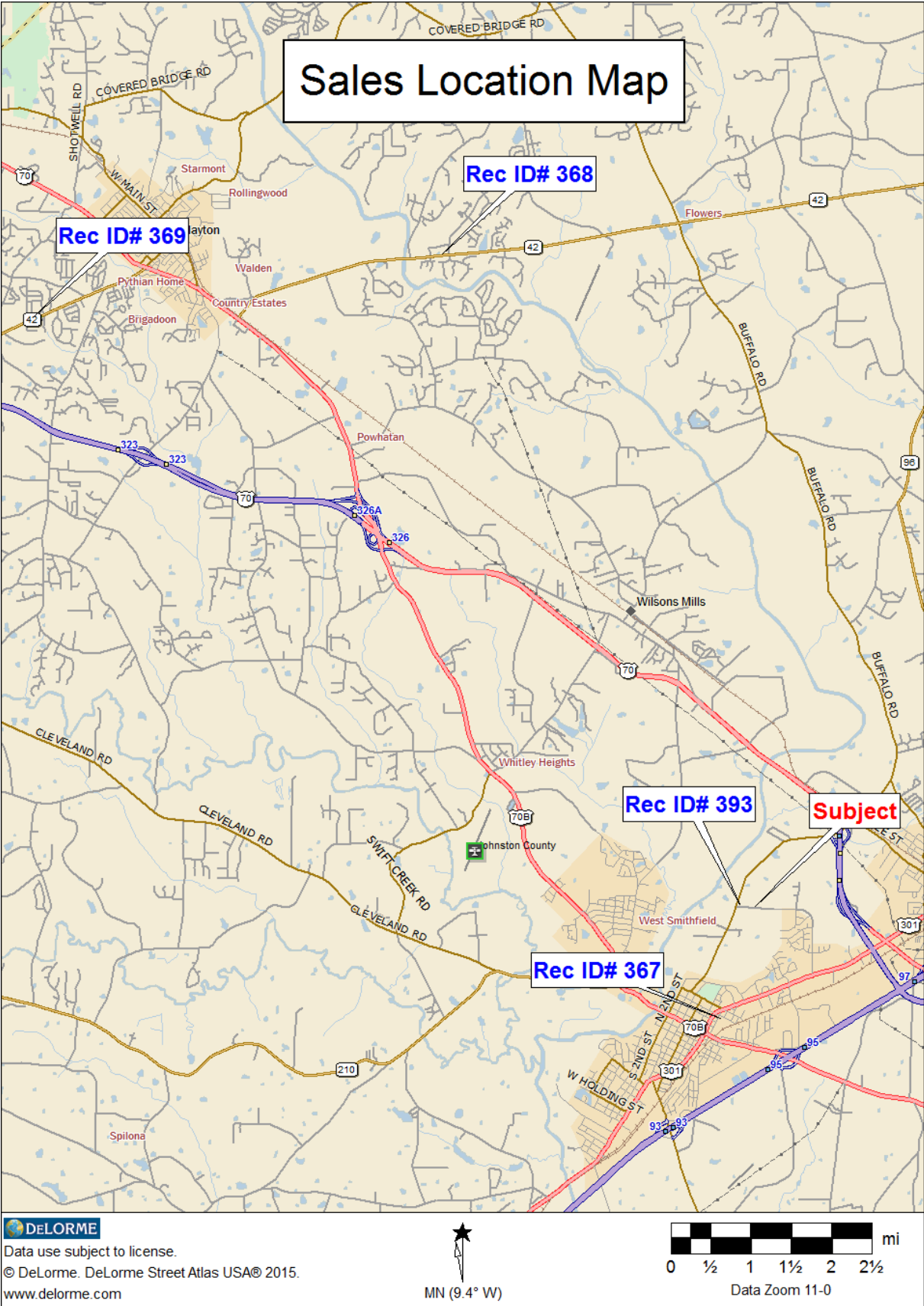
**Other Pertinent Information:** On April 4, 2011, 8.220 acres (net of area within existing right-of-way) sold for \$1,200,000. The site is located on Booker Dairy Road at the intersection with Buffalo Road. The site is irregular in shape, cleared, and has frontage on two roads. The overall purchase price equates to \$3.35 per square foot. According to the seller, the sale of the property consisted of raw land with the exception of some minor grading and drainage. The site has since been improved with a State Employees Credit Union. The seller indicated that significant site work was involved in creating the pad for the branch bank which was performed by the buyer.



**Taken By:** Oakwood Valuation Group, LLC

**Date Inspected:** September 13, 2016





# Sales Location Map

**Rec ID# 369**

**Rec ID# 368**

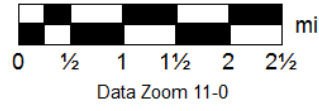
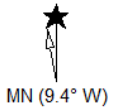
**Rec ID# 393**

**Subject**

**Rec ID# 367**



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[www.delorme.com](http://www.delorme.com)



<b>LAND SALES ADJUSTMENT CHART</b>
<b>Project # 34929.2.5; I.D.U-3334B/005</b>
<b>Town of Smithfield</b>
<b>2.830-Acre Segment</b>

<u>Sale</u>	<u>Subject</u>	<u>Sale #1</u>	<u>Sale #2</u>	<u>Sale #3</u>	<u>Sale #4</u>
Record ID	N/A	367	368	369	393
Location	406/500 Booker Dairy	404 N. Brightleaf	Oleander	212/216 Butternut	401 Booker Dairy
	<u>Road</u>	<u>Blvd.</u>	<u>Drive</u>	<u>Lane</u>	<u>Road</u>
Date of Appraisal/Sale	10/11/16	06/09/16	02/10/16	01/08/16	04/04/11
Zoning	O&I	O&I	PUD	O-I	B-3
Utilities	All Public	All Public	All Public	All Public	All Public
Sales Price	N/A	\$240,000	\$430,000	\$170,000	\$1,200,000
Size (Ac)	2.833	0.830	2.082	0.627	8.220
Size (SF)	123,417	36,155	90,692	27,323	358,073
Implied Sales Price/SF	N/A	\$6.64	\$4.74	\$6.22	\$3.35
<b>SUMMARY OF MARKET ADJUSTMENTS TO SALES PRICES</b>					
Adjustment for Property Rights Transferred		\$0	\$0	\$0	\$0
Adjusted Price		\$240,000	\$430,000	\$170,000	\$1,200,000
Adjustment for Financing Terms		\$0	\$0	\$0	\$0
Adjusted Price		\$240,000	\$430,000	\$170,000	\$1,200,000
Adjustment for Condition of Sale		\$0	\$0	\$0	\$0
Adjusted Price		\$240,000	\$430,000	\$170,000	\$1,200,000
Adjustment for Post-Purchase Expenditures		\$13,500	\$0	\$0	\$0
Adjusted Price		\$253,500	\$430,000	\$170,000	\$1,200,000
Adjustment for Date of Sale @	3%	1.02%	2.01%	2.28%	16.58%
Adjusted Price		\$256,084	\$438,624	\$173,870	\$1,398,937
Adjusted Price/SF		\$7.08	\$4.84	\$6.36	\$3.91
<b>SUMMARY OF PHYSICAL ADJUSTMENTS TO SALES PRICES</b>					
Location/Exposure		-25%	0%	-5%	-5%
Site Utility (Shape, Topography)		10%	0%	0%	0%
Size		-20%	0%	-20%	30%
Net Adjustment - Physical Factors		-35%	0%	-25%	25%
Implied Indication per SF		<b>\$4.60</b>	<b>\$4.84</b>	<b>\$4.77</b>	<b>\$4.88</b>
Minimum Price/SF	\$4.60				
Median Price/SF	\$4.80				
Mean Price/SF	\$4.77				
Maximum Price/SF	\$4.88				

**Adjustment Methodology:**

The methodology is to make a comparison of the sales to the subject property with regard to the terms of sale and major differences in location and site characteristics. This analysis first considers adjustments to the comparables for the date of sale, property interest sold, any buyer/seller motivation, and for special financing. This market-adjusted price will then reflect a current sale price for a similar property interest on a cash basis as negotiated by typically motivated participants. The market adjusted sale price is then adjusted for specific physical characteristics. The adjusted sale

prices will then be correlated to an indicated value for the subject. The explanation of adjustments is as follows:

**Summary of Market Adjustments to Sale Prices:** Each of the sales represents fee simple, cash equivalent and arm's length transactions. Sale #1 incurred approximately \$13,500 in demolition costs for the building shell on the property. This adjustment is presented in the Post-Purchase Expenditures to arrive at the net purchase price to the land.

**Time:** The adjustment for time is to compensate a property for appreciation or depreciation experienced in the marketplace because of inflation and or supply and demand factors over time. The Triangle MSA has been growing in spite of the state and national housing slow-down. However, in 2007 through the end of 2010, the state and national economic climate was dismal and the Triangle area saw a real estate contraction with no market evidence of appreciation. 2011 saw significant growth with land prices escalating at an estimated 3% annual rate through 2015. Hence, any sales occurring after the start of 2011 are adjusted to reflect upward-trending real estate values at 3% per year.

**Location/Exposure:** The subject segment is located on the southern margin of Booker Dairy Road just east of Buffalo Road in an area of mixed use including residential, institutional, and some commercial uses. The area is proximate to schools and popular shopping destinations. Sale #1 is located in Smithfield on North Brightleaf Boulevard in a more viable and dense area of commercial uses. Accordingly, the sale was adjusted downward. Sale #2 is located on Oleander Drive in Clayton in the Parkway Village Shopping Center which contains a number of commercial uses. The area is considered similar to the subject with no adjustments made. Sale #3 is located on Butternut Lane in Clayton in an area of office use. The site is considered superior to the subject and was adjusted downward. Sale #4 is located within the subject's neighborhood on Booker Dairy Road at its intersection of Buffalo Road. Given the property's corner location and the additional utility that dual frontage affords, the site was adjusted downward.

**Site Utility (Shape, Topography):** The subject segment contains 2.833 acres and has a shape conducive to commercial development consistent with the O&I district. Sale #1 contains 0.830-acre and is of a triangular shape. The shape of Sale #1 restricts any potential building envelope.



Accordingly, Sale #1 was adjusted upward. Sale #2 through Sale #4 all have shapes conducive to development and were not adjusted.

**Size:** The subject segment contains 2.833 acres. For commercial properties, an inverse relationship exists with regard to size and price paid per square foot (economies of scale). Sale #1 contains 0.830-acre and was adjusted downward to reflect the economies of scale associated with smaller land purchases. Sale #2 contains 2.082 acres and is considered similar with no adjustments made. Sale #3 contains 0.627-acre and was adjusted downward. Sale #4 contains 8.220 acres and was adjusted upward.

**Zoning:** A pairing of the sales data revealed no measurable adjustment for zoning differences between the subject's O&I zoning and that of the neighboring tract (Sale #4) B-3 zoning. Additionally, PUD zoning (Sale #2) is similar to that of the O&I district with no adjustment necessary.

**Conclusions:**

After these adjustments have been applied to the comparable sales, the sales indicate a range in value from \$4.60 per square foot to \$4.88 per square foot, averaging about \$4.77 per square foot. With equal consideration given to all of the sales, the appraiser has chosen a value of \$4.75 per square foot, which equates to:

$$123,417 \text{ Square Feet (2.833 Acres)} \times \$4.75/\text{SF} = \$586,250 \text{ (Rounded)}$$

The concluded price per square foot will be applied to the areas impacted by the proposed project. That value is shown in the following chart.

Land Area to be Acquired and Values						
Area	SF		Unit Rate		% of Fee	Total (R)
Right of Way	-	x	\$4.75	x	100%	= \$ -
TCE	10,387.551	x	\$4.75	x	50%	= \$ 24,650
TDE	-	x	\$4.75	x	55%	= \$ -
TUE	-	x	\$4.75	x	55%	= \$ -
AUE	-	x	\$4.75	x	90%	= \$ -
PUE	-	x	\$4.75	x	90%	= \$ -
DUE	-	x	\$4.75	x	95%	= \$ -
PDE		x	\$4.75	x	95%	= \$ -
PCE	-	x	\$4.75	x	55%	= \$ -
Slope Esmt	-	x	\$4.75	x	65%	= \$ -
<b>Total:</b>						<b>\$ 24,650</b>

**Value of Improvements:**

Improvements affected by the acquisition include landscaping (installation included) including approximately 4 shrubs, 30 Liriope, 25 flowers, irrigation, 1 area parking lamp, and 2 ground lights. According to the Appraisal Summary Sheet, the monument and sign will not be affected by the project. Additionally, asphalt and concrete paving and curbing are not valued in the appraisal as it is customary for the NCDOT to replace these improvements as part of the project. Mr. Embler (Town of Smithfield Planning Director) provided actual costs on all site improvements except the area parking lamp, which was derived using local cost sources on this project and others. The value of the improvements acquired is as follows:

SITE IMPROVEMENTS ACQUIRED					
Item	Units	Cost*	Cost New	% Deprec.	Depr. Cost (R)
Shrubs	4	\$ 40.25	\$ 161	0%	\$ 150
Liriope	30	\$ 8.62	\$ 259	0%	\$ 250
Flowers	25	\$ 8.62	\$ 216	0%	\$ 200
Landscaping Installation	1	\$ 287.50	\$ 288	0%	\$ 300
Irrigation	5	\$ 115.00	\$ 575	10%	\$ 500
Area Parking Lamp	1	\$ 2,300.00	\$ 2,300	10%	\$ 2,050
Ground Lights	2	\$ 460.00	\$ 920	15%	\$ 800
Total			\$ 4,718		\$ 4,250
*Includes Entrepreneurial Incentive @ 15%					

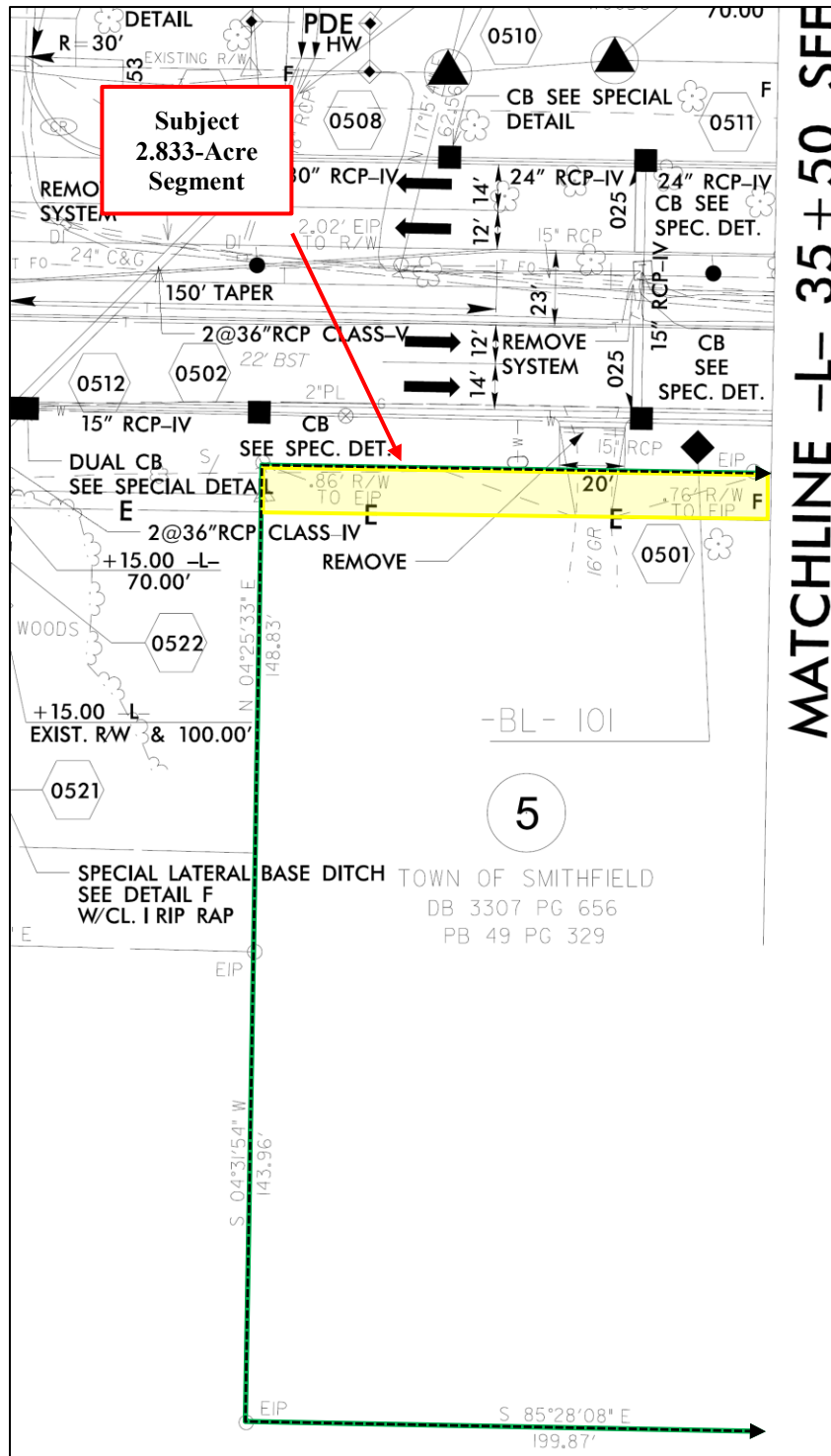
**Reconciliation and Final Value Estimate:**

The **cost approach** was the only method used to estimate the project's impact on the subject's value. The analysis resulted in a difference of **\$28,900** consisting of \$24,650 in land and \$4,250 in improvements.

On the following map, the subject's property lines are outlined in Green and the TCE in Yellow:



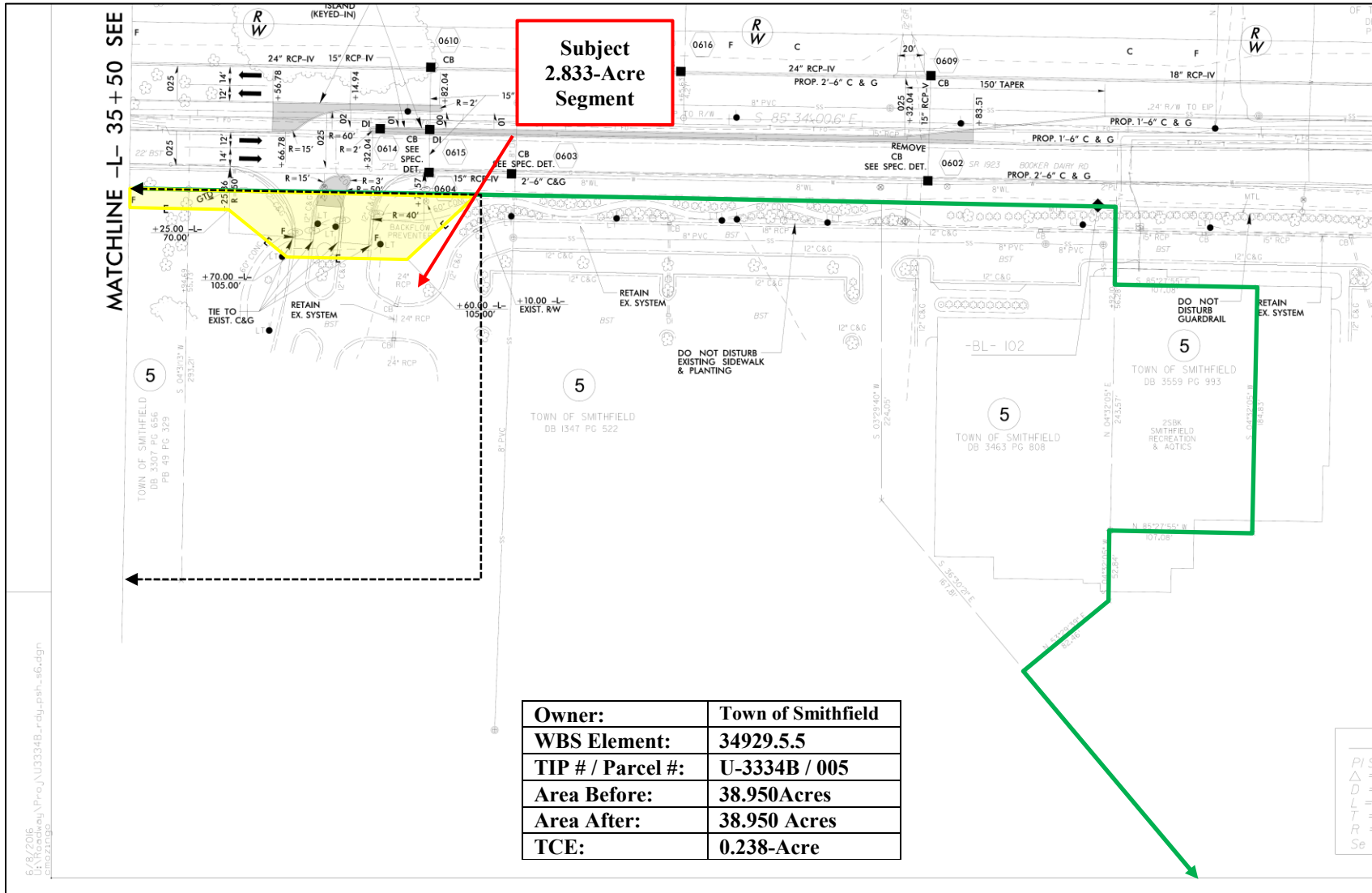
**NCDOT Acquisition Map (Sheet 5)**



**MATCHLINE -L- 35 + 50 SEE**

<b>Owner:</b>	<b>Town of Smithfield</b>
<b>WBS Element:</b>	<b>34929.5.5</b>
<b>TIP # / Parcel #:</b>	<b>U-3334B / 005</b>
<b>Area Before:</b>	<b>38.950 Acres</b>
<b>Area After:</b>	<b>38.950 Acres</b>
<b>TCE:</b>	<b>0.238-Acre</b>

## NCDOT Acquisition Map (Sheet 6)

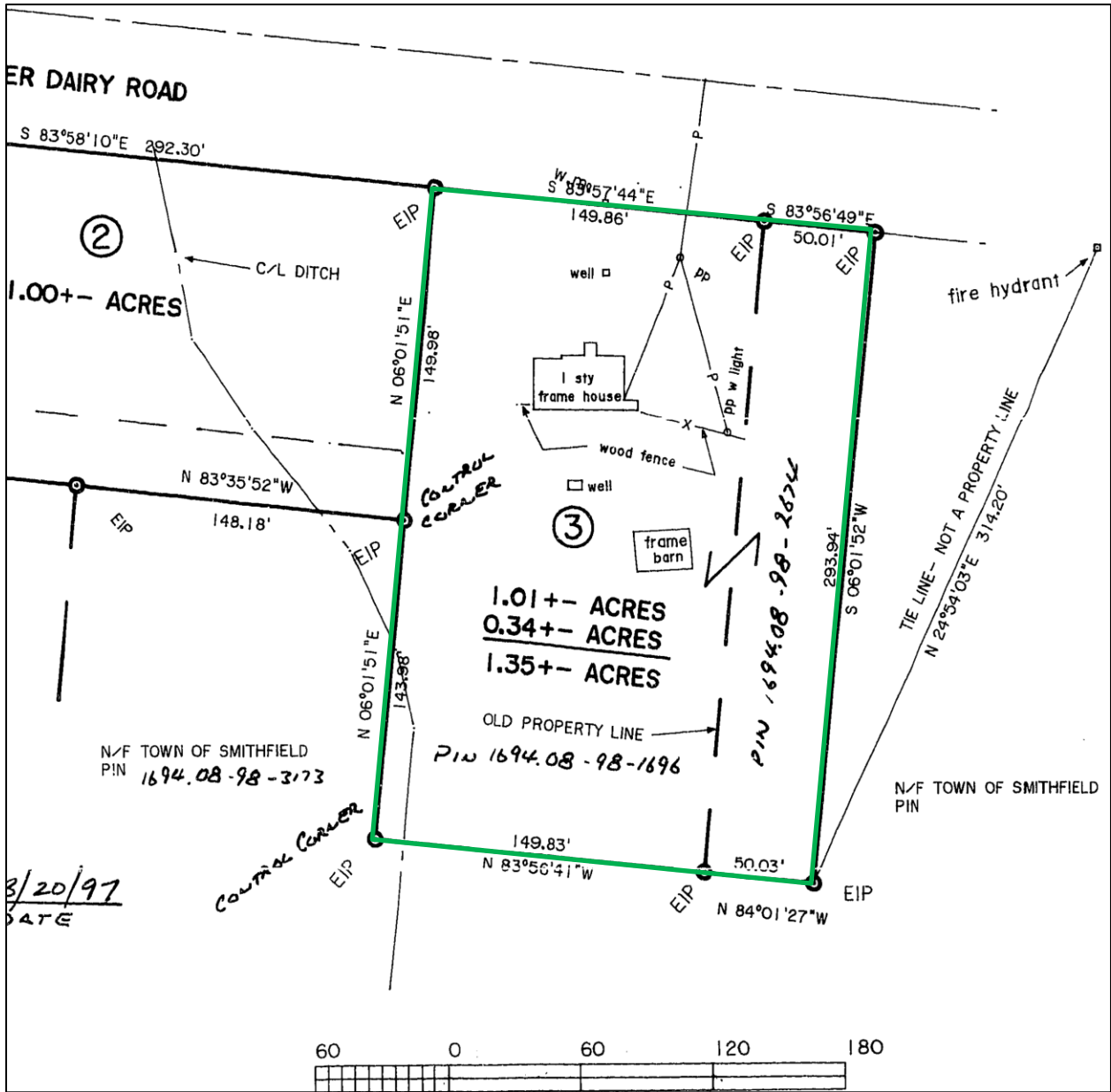


Aerial Tax Map



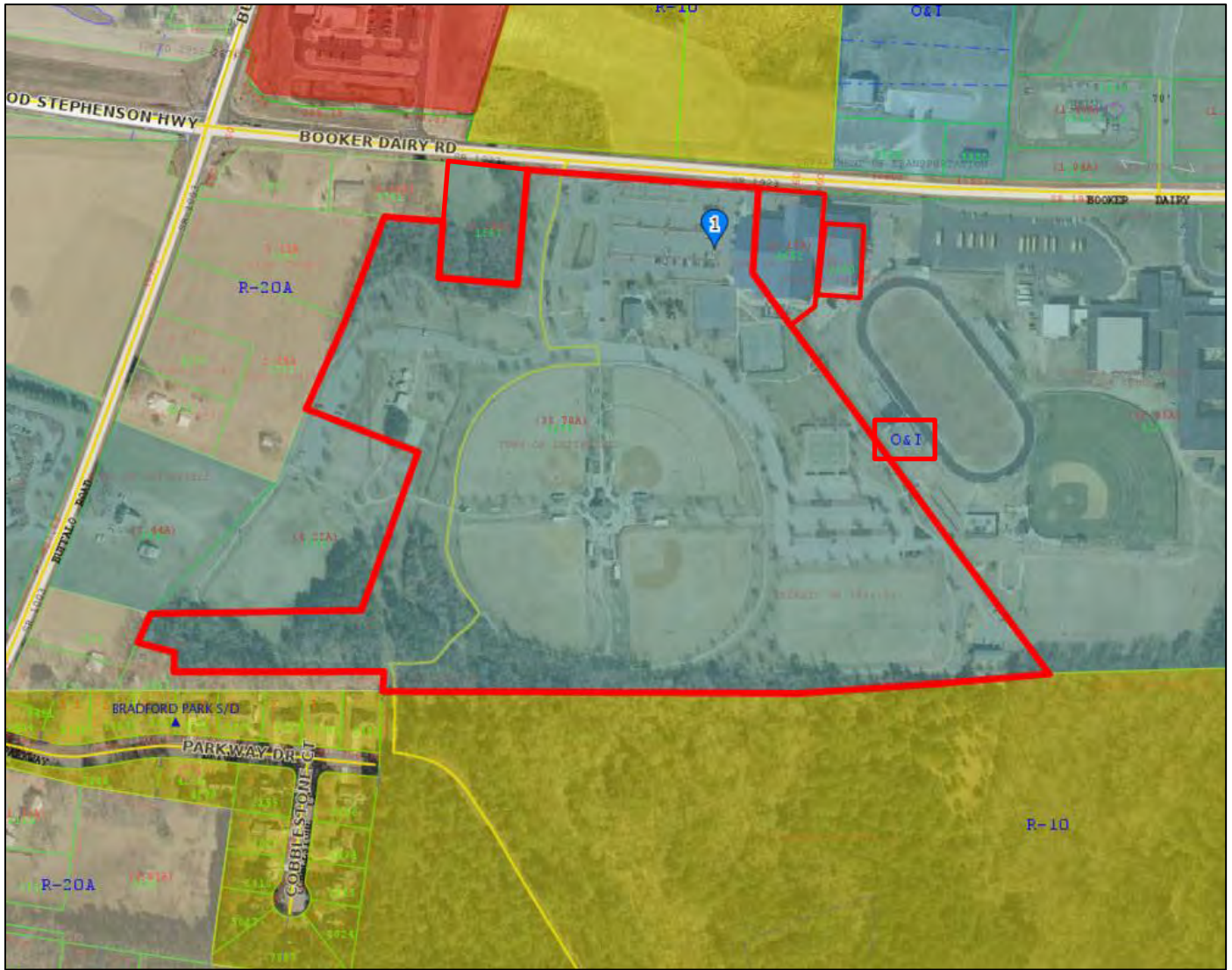


**Plat Book 49, Page 329 (Smaller Tract)**

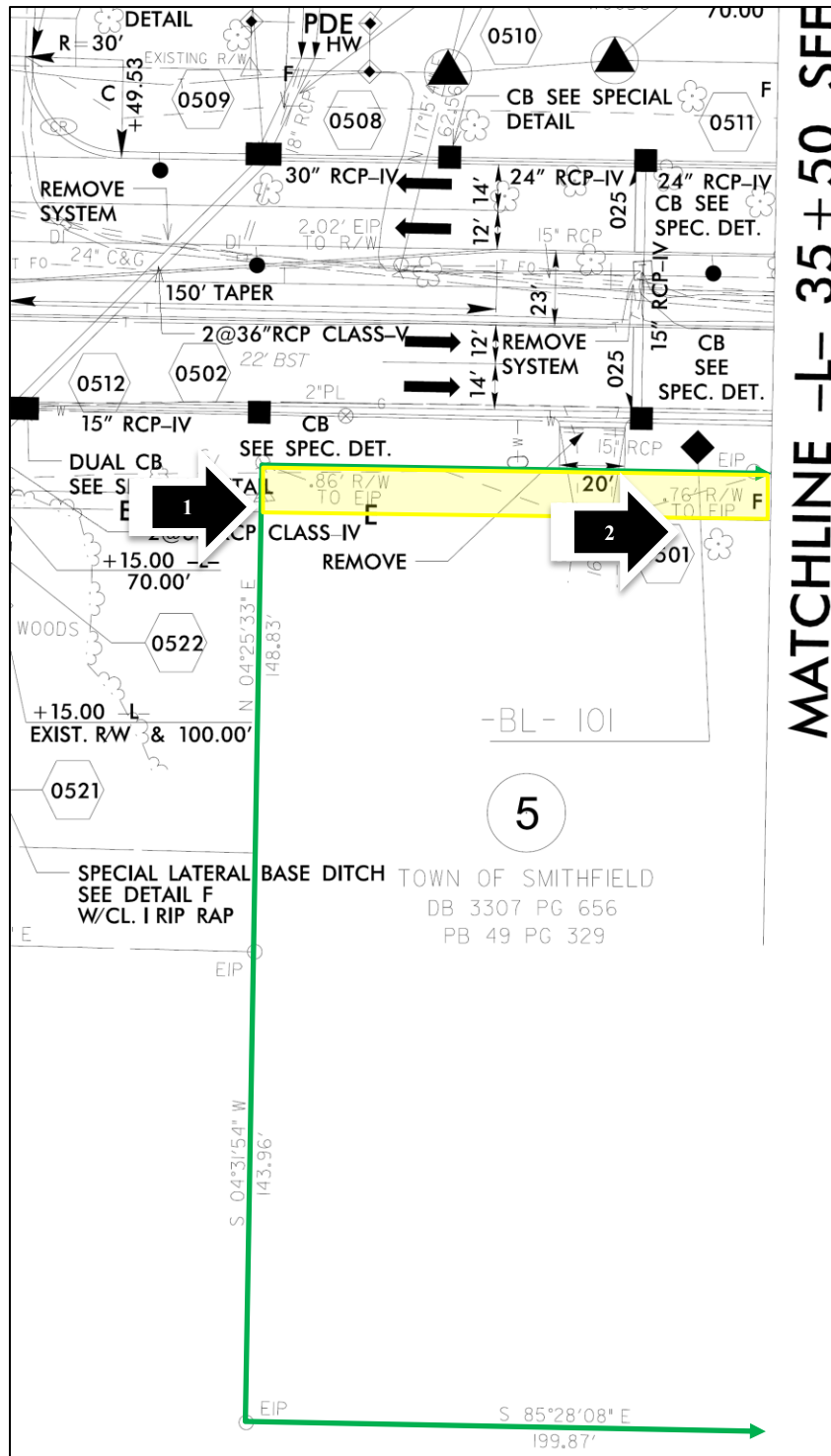


\*No plat available for adjoining larger tract to the east

# Zoning Map



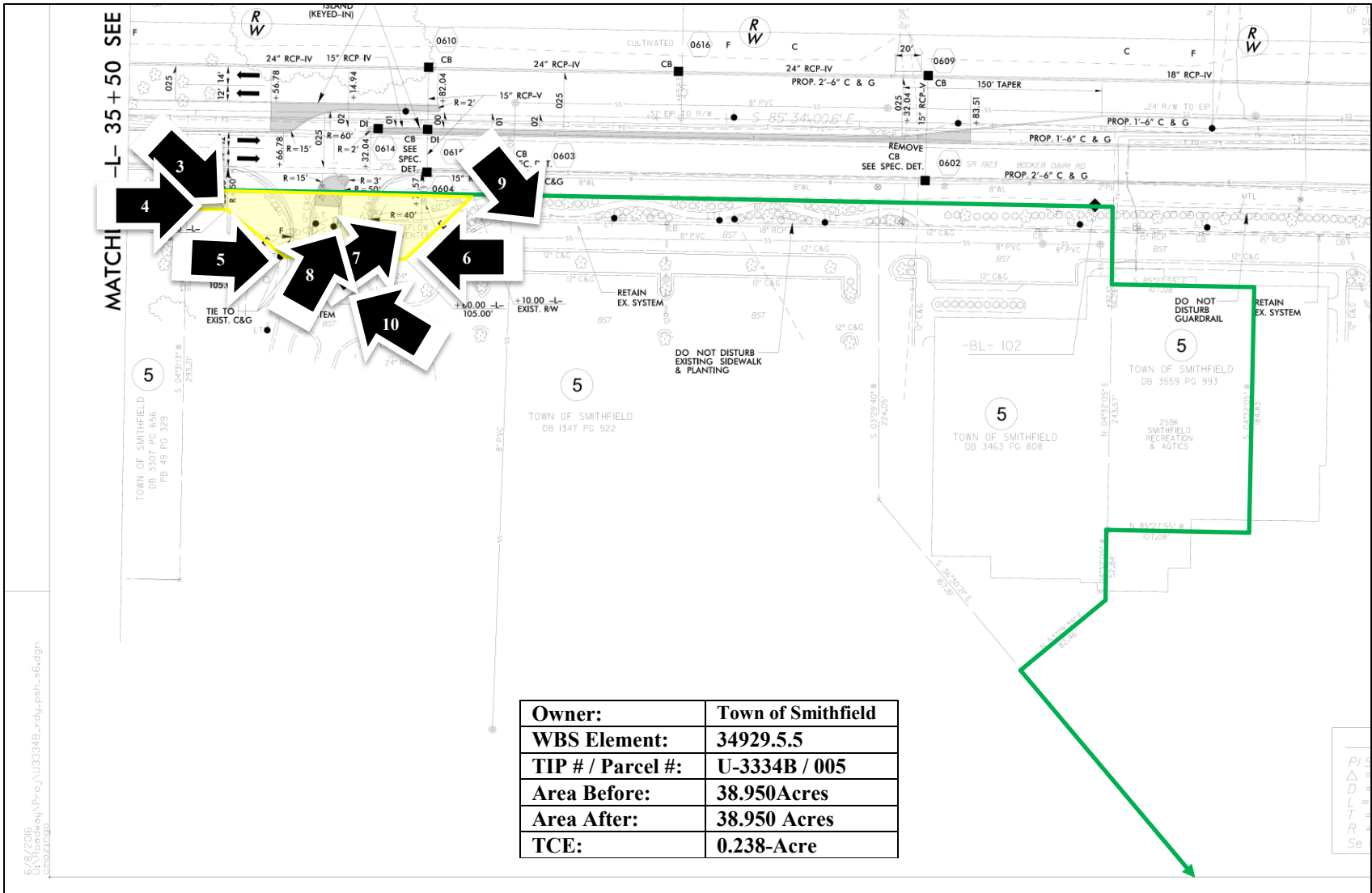
## Photographic Log



MATCHLINE -L- 35 + 50 SEE

<b>Owner:</b>	Town of Smithfield
<b>WBS Element:</b>	34929.5.5
<b>TIP # / Parcel #:</b>	U-3334B / 005
<b>Area Before:</b>	38.950 Acres
<b>Area After:</b>	38.950 Acres
<b>TCE:</b>	0.238-Acre





**PHOTOGRAPHS OF SUBJECT**



(1)



(2)





(3)



(4)





(5)



(6)





(7)



(8)





(9)



(10)



**QUALIFICATIONS**

C. Richard Birkholz

**Education:**

Bachelor of Arts Degree, 1995 Political Science  
University of Florida, Gainesville, Florida  
Overseas Study Program (Rome, Italy)  
Student Government Campaign Consultant  
Volunteer – State and US Political Campaigns  
Intern – United States House of Representatives, Capitol Hill

**Appraisal Related Seminars:**

1997 Appraisal Board Course 1  
1998 USPAP/Law Update - FL CE  
1998 Residential Course II  
2000 Appraising the Appraisal - FL CE  
2000 USPAP/Florida Law Update – FL CE  
2001 Rural Appraising – NC CE  
2001 The After Value Appraisal - NC CE  
2001 Advanced Income Capitalization Procedures (G-2)  
2001 Applied Income Property Valuation (G-3)  
2001 Sales Comparison/Appraisal of Transitional Properties - NC CE  
2001 NC Rules and Regulations,/USPAP Update – NC CE  
2002 Communicating the Appraisal – FL CE  
2002 USPAP – FL CE  
2002 Appraisal License Law – FL CE  
2002 Research and Analysis – FL CE  
2002 Sales Comparison Approach – FL CE  
2002 Residential Subdivision Analysis – FL CE  
2002 Neighborhood Analysis – FL CE  
2003 Revisiting the Cost Approach and those Recurring Errors – NC CE  
2003 The Appraisal of Residue and Special Purpose Properties – NC CE  
2003 North Carolina Real Estate Licensing Course  
2004 Appraisal Institute Course 520 – Highest and Best Use and Market Analysis – CE  
2004 Appraisal Institute Course 410 – National USPAP – CE  
2004 Appraisal Institute Course 420 – Business Practices and Ethics – CE  
2004 Appraisal Institute Course 530 – Advanced Sales Comparison and Cost Approaches – CE  
2005 North Carolina Real Estate Update Course – NC CE  
2006 North Carolina Real Estate Update Course – NC CE





- 2006 National USAP Course – CE
- 2006 The Practicality of the Income Approach – NC CE
- 2006 Real Estate Leasing and Value – NC CE
- 2006 Florida Real Estate Appraisal Law and Rules – FL CE
- 2007 The Appraiser Performing Ethically – NC CE
- 2007 Tackling Highest and Best Use in a Range of Situations – NC CE
- 2007 North Carolina Real Estate Update Course – NC CE
- 2007 Supervisors/Trainees – NC CE
- 2008 National USPAP Update
- 2008 Elusive Comparables and Complex Property Illustrations
- 2008 Florida Real Estate Appraisal Law – FL CE
- 2009 “Staying Out of Trouble” – NC CE
- 2009 “Situational Alternatives Impacting Market Value” – NC CE
- 2010 Market Condition – NC CE
- 2010 National USPAP Update
- 2011 “Applying Assignment Conditions to Value Situations” – NC CE
- 2011 Obsolescence – Impact on Value – NC CE
- 2012 National USPAP Update
- 2012 “A Better Review = A Better Appraisal” – NC CE
- 2013 You, the Court & the Other Side
- 2013 Applying Highest & Best Use to Transitional & Mixed Use Properties
- 2014 National USPAP Update
- 2014 General Appraiser Report Writing and Case Studies
- 2015 Supervisory Appraiser/Trainee Course & Report Writing
- 2015 Cost Approach
- 2015 Advanced Concepts & Case Studies
- 2016 National USPAP Update
- 2016 Supporting Adjustments
- 2016 General Demonstration Report Writing

Employment and Experience Record:

- June 2012 to Present: Oakwood Valuation Group, LLC  
Real Estate Appraiser/Consultant
- March 2007 to May 2012: North Carolina Department of Transportation  
Staff Appraiser
- Oct. 2002 to January 2007: John McCracken & Associates, Inc.  
Greensboro, North Carolina  
Real Estate Appraiser/Consultant
- Jan. 2001 to Oct. 2002: North Carolina Department of Transportation  
Staff Appraiser



**OAKWOOD**  
VALUATION GROUP

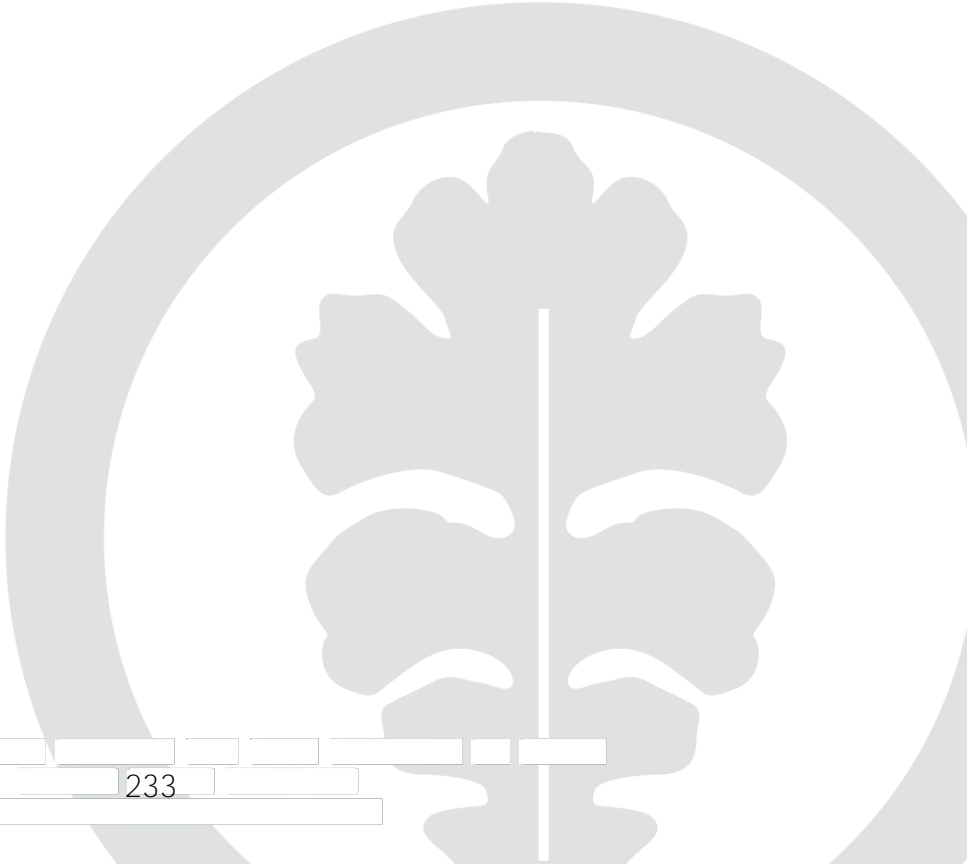
1997 to Jan. 2001:           Birkholz Appraisal  
Senior Appraiser

1990 to 1997:                The Video Studio, Inc.  
Office Manager/Technician

1994 to 1995:               Associated Writers  
Research Director

Professional Affiliations:

State-Certified General Real Estate Appraiser (Certificate #A4939) in North Carolina  
Candidate for Designation, Appraisal Institute



**Certificate of Appraiser**

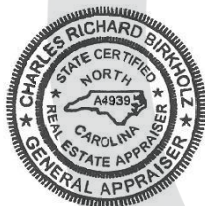
Per Standards Rule 2-3:

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or perspective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement with this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of the stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinion, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have made a personal inspection of the property that is the subject of this report. This appraisal was completed with the assistance of John P. Leonard, Trainee #T5549.
- John P. Leonard, Trainee Appraiser #T5549 provided significant real property appraisal assistance in the preparation of this report.

Supervisory Appraiser:

Charles Paul Burkholz



Trainee Appraiser:

John P. Leonard



# North Carolina Department of Transportation - Right of Way Unit

## Certificate of Appraiser

TIP/Parcel No.: U-3334B / 005      WBS Element: 34929.2.5      County: Johnston

Description: SR 1923 Extension (Booker Dairy Road) from SR 1003 (Buffalo Road) to US 301 (Brightleaf Blvd.)

Property Owner's Name: Town of Smithfield, A Municipal Corporation in Johnston County, NC      Fed Aid Project: STP-1923 (12)

### I HEREBY CERTIFY THAT:

I have , have not , performed ANY appraisal and ANY other services as an appraiser or any other capacity, regarding the property that is the subject of this appraisal within the three year period immediately preceding acceptance of this assignment. If "Have" box is marked, please see Scope of Appraisal Section for details.

I have personally inspected the property herein appraised and that I have also made a personal field inspection of the comparable sales/rentals relied upon in making said appraisal. The subject and the comparables relied upon in making said appraisal were as represented by the photographs contained in said appraisal.

I have given the owner or his designated representative the opportunity to accompany me during my inspection of the subject property.

Any decrease or increase in the "Market Value" of real property prior to the date of valuation caused by the public improvement for which such property is acquired or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, is disregarded in determining the compensation for the property.

The statements of fact contained in this appraisal report are true and correct, and the reported analyses, opinions and conclusions, subject to the critical assumptions and limiting conditions herein set forth, are my personal, unbiased, professional analyses, opinions and conclusions.

I understand such appraisal may be used in connection with the acquisition of or disposal of right-of-way for a highway to be constructed by the **State of North Carolina**, and that such appraisal has been made in conformity with appropriate State laws, regulations, and policies and procedures applicable to appraisal of right-of-way for such purposes, and that to the best of my knowledge, no portion of the value assigned to such property consists of items which are "Non-Compensable" under established laws of the **State of North Carolina**.

My analyses, opinions, and conclusions were developed, and this report has been prepared, in compliance with **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice**. The appraisals in this assignment are to be made in accordance with all of the requirements set out in the **NCDOT Real Estate Appraisal Standards and Legal Principles** and the **Uniform Standards of Professional Appraisal Practice** and shall also comply with all applicable **Local, State, and Federal** laws, ordinances, regulations, restrictions and/or requirements; and any additions, revisions and/or supplements thereto.

**Neither my employment nor my compensation for making this appraisal is in any way contingent on the values reported herein.**

I have no direct or indirect, present or prospective interest in neither the subject property nor any benefit from the acquisition of this property nor any bias with respect to the parties involved.

In addition to the undersigned, those persons duly noted in this report and under my direct supervision and responsibility, in so far as this particular appraisal is concerned, have contributed to the production of this appraisal. The analyses, conclusions or value estimates set forth in this appraisal are those of the undersigned.

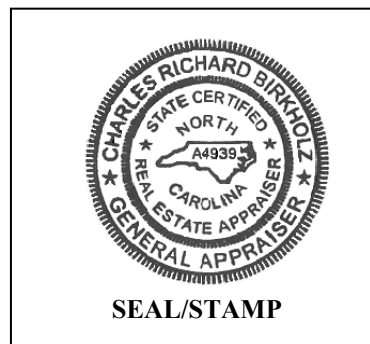
I will not reveal the findings and results of such appraisal to anyone other than the proper officials of the **State of North Carolina** or officials of the **Federal Highway Administration** until authorized by State officials to do so, or until I am required to do so by **due process of law**, or until I am released from this obligation by having publicly testified as to such findings or to a duly authorized professional peer review committee.

*My independent opinion of the difference in Market Value as of the* 11<sup>th</sup> *day of*  
October, 20 16, is \$ 28,900 *based upon my independent appraisal and the*  
*exercise of my professional judgment.*

  
\_\_\_\_\_  
**Specified Appraiser**

12/21/2016

**Date**







# Request for City Council Action

**Business** **Road**  
**Agenda** **Condition**  
**Item:** **Survey**  
Date: 03/07/2017

---

**Subject:** Discussion Regarding Road Condition Survey  
**Department:** Street  
**Presented by:** Michael Scott, Bill Dreitzler, Lenny Branch  
**Presentation:** Business

---

## Issue Statement :

The Town is currently operating under a 2006 road condition survey to make decisions regarding its traditional Spring road resurfacing program. It has been determined this study is antiquated and the Town Manager intends to include a new road survey in the FY 2017-18 budget request for the Council to consider. Councilman Lee requested this matter be discussed in regards to the direction the Public Works Director should proceed in making the decisions as to which roads should be scheduled for resurfacing in the current fiscal year.

## Financial Impact:

The road resurfacing project will continue using Powell Bill funds. There is no additional financial impact regarding the decision of which roads will be resurfaced in FY 2016-17.

## Action Needed:

Advise the Public Works Director how to proceed.

## Recommendation:

Advise the Public Works Director how to proceed in determining the roads to be resurfaced in FY 2016-17.

Approved:  City Manager  City Attorney

Attachments: Staff Report  
Street pavement Condition Assessment Summary Memo  
2006 Street Survey





# Staff Report

**Business Road  
Agenda Condition  
Item: Survey**

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Attached to this report is the relevant portion of the 2006 Road Condition Survey for the roads within the Town of Smithfield. The last two pages of this attachment are the next 27 roads scheduled for resurfacing. The Public Works Department generally contracts resurfacing projects in the Spring of each fiscal year and uses Powell Bill Funds to pay for these projects. \$300,000 is currently budgeted for this project.

In preparation of the FY 2017-**18 budget workshops, the Town manager asked the Town's** Contract Engineer, Bill Dreitzler, to complete an evaluation of the 2006 road condition survey, in order to check for validity. Mr. Dreitzler evaluated 35 roads, selected at random, in order to evaluate their need for resurfacing, using a similar rating system that was used **in 2006. Mr. Dreitzler's findings are attached to this action form.**

Based on these findings it appears a new condition study is warranted in the next fiscal year to best prioritize the annual road resurfacing project. The cost of this study is expected to be \$30,000. In the meantime, the Town Manager recommends resurfacing the eighteen (18) roads identified by Mr. Dreitzler as priority one (1) or priority two (2) streets, as opposed to following the recommendations of the 2006 condition survey.



# Memo

**To:** Mike Scott, Town Manager  
**From:** Bill Dreitzler, P.E., Town Engineer  
**Date:** February 24, 2017  
**Re:** Street Pavement Condition Evaluation Summary

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Mr. Scott,

I am providing this memorandum to summarize findings and recommendations regarding my assessment of the 2006 USI Pavement Condition Survey. The full report was submitted under seal dated December 19, 2016. Please consider:

A random selection of 35 street blocks was taken from the 2006 Survey within a Pavement Condition Ratio (PCR) range of 62-69. This range was selected because if we continue to follow the priorities within the 2006 survey these will be the streets identified for resurfacing over the next few years. Based on my independent field assessment of each selected street block, I prioritized the street sections as Tier 1 (top priority), Tier 2, and Tier 3. I then completed a second round of field evaluation and prioritized each tier giving me a priority list of 1 through 35. The following is my priority listing of the 35 street sections evaluated:

<u>STREET INSPECTION LOCATION</u>	<u>REPAIR PRIORITY</u>
CASWELL STREET (5TH ST TO 4TH ST)	1
S SECOND STREET (E ROSE TO E DAVIS)	1
S CRESCENT STREET (W SANDERS TO W BINGHAM)	1
S SECOND STREET (E SANDERS TO E WELLONS)	1
E HOLT STREET (FIFTH TO BRIGHLEAF)	1
BRIDGE STREET (4TH TO 5TH)	1
FRONT STREET (MARKET TO JOHNSTON)	1
FIFTH STREET (MARKET TO JOHNSTON)	1

E HOLT STREET (4TH TO 5TH)	1
W HOLDING STREET (S CRESCENT TO CRESCENT)	1
E DAVIS STREET (BRIGHTLEAF TO SEVENTH)	1
CASWELL STREET (4TH TO 3RD)	2
SIXTH STREET (CASWELL TO HANCOCK)	2
FIFTH STREET (CASWELL TO HANCOCK)	2
CASWELL STREET (6TH TO 7TH)	2
MASSEY STREET (6TH TO 7TH)	2
FIFTH STREET (E LEE TO ROSE)	2
CASWELL STREET (7TH TO BRIGHLEAF)	2
S SUNSET STREET (W MEADOWBROOK TO CUL-DE-SAC)	3
W WELLONS (CRESCENT TO WALNUT)	3
E WILSON STREET (S SECOND TO BRIGHTLEAF)	3
ROGERS CIRCLE (COLLIER TO DEAD END)	3
HARRIS STREET (COLLIER TO DEAD END)	3
E HOLT STREET (SECOND TO THIRD)	3
MLK JR DRIVE (FULLER TO LEMAY)	3
FAYETTEVILLE STREET (DEAD END TO DEAD END)	3
NORTH AVENUE (MLK JR TO WEST)	3
W BINGHAM STREET (S FIRST TO S VERMONT)	3
CEDAR DRIVE (WILLOW TO CUL-DE-SAC)	3
E LEE STREET (4TH TO 5TH)	3
SEVENTH STREET (CASWELL TO BRIDGE)	3
BRIDGE STREET (2ND TO FRONT)	3
E DAVIS STREET (4TH TO 5TH)	3
BAKER STREET (W HOOD TO END PVMT)	3
S VERMONT STREET (W ROSE TO W PARKER)	3

Please note that the above list does not represent a recommended priority list for street resurfacing during the current 2016-2017 fiscal budget year. The purpose of the evaluation was to assess the accuracy of the 2006 survey. When I compared my field assessment of street pavement condition against the 2006 survey I found that of the 11 priority 1 street sections listed above, only 3 of these locations would be priority 1 if using the PCR values and priority listing within the 2006 survey.

**Recommendations:** Based on my findings, I recommend that the Town solicit proposals from qualified firms to prepare an updated Street Pavement Condition Report. The goal should be to have the new Report and updated street section priorities in place for the 2017-2018 fiscal year re-surfacing. For consistency, I further recommend that the 2006 survey be used to select re-surfacing priorities for this 2016-2017 fiscal year.





# 2006 PAVEMENT CONDITION SURVEY

## APPENDIX B

# ALPHABETICAL & PRIORITY LISTINGS TOWN STREETS

March 2006

Prepared For: Town of Smithfield  
Prepared By: **US** Infrastructure of Carolina

# Town of Smithfield, N.C.

## 2006 Pavement Condition Survey

### I. INTRODUCTION

**US Infrastructure of Carolina, Inc. (USI)** is a consulting engineering firm with offices in Charlotte and Greensboro, North Carolina. **USI** specializes in serving public agency clients and offers a full range of municipal engineering services in transportation, infrastructure management, stormwater management, water and sewer, neighborhood improvements, and construction administration disciplines.

**USI** was retained by the Town of Smithfield to perform a pavement condition assessment of the town street system. Smithfield now maintains approximately 63.6 miles of roadway, including unpaved streets. A visual pavement condition survey of town streets was conducted by **USI**. These street segments were rated by driving each segment on a block to block basis and observing eight common pavement surface distresses and their corresponding severity levels.

The data from these observations was entered into an automated pavement management software program which generated a Pavement Condition Rating (PCR) for each street segment (see Table 7 for methodology). In addition, the pavement management program generated a recommended maintenance activity to address the deficiency on each segment. A recommended secondary, third and fourth maintenance activity and cost, when applicable were also determined and entered into the final database. Costs for the recommended maintenance activities were calculated using current local unit maintenance costs. (See Table 10, page 14)

Streets are prioritized based on Pavement Condition Ratings (PCR's) assigned as the "Rating" attribute within the database. Streets were categorized by the municipality as either low volume (Class A) or high volume (Class B) streets. Certain low volume or high volume streets may have higher or lower importance for the municipality based upon the number of dwelling units served, commercial traffic, or projected land development and traffic growth.

### II. FINDINGS

Overall, the Town of Smithfield's street system is in the low end of "fair" condition with an overall average PCR value of 70. This overall condition rating is considerably worse than other municipalities of similar size. To put this figure in perspective, the estimated PCR value of similar size NC municipalities is 84. The primary maintenance needs are patching, crack sealing, and resurfacing to correct a fair amount of moderate and severe alligator cracking and block cracking. Due to the high percentage of severely block-cracked streets, a seal coat prior to resurfacing is highly recommended. Based upon the results of this survey, approximately 15 miles of streets or about 25% of the street system is recommended for resurfacing within the next year. Once these immediate needs are addressed, **USI** recommends that Smithfield resurface approximately 4 miles of street segments per year. This rate would provide the generally accepted optimum 15 year paving cycle. (See Typical Pavement Deterioration Curve) Such a cycle will allow the Town to maximize the effectiveness of its maintenance funds by providing for timely resurfacing of streets before they deteriorate to a point

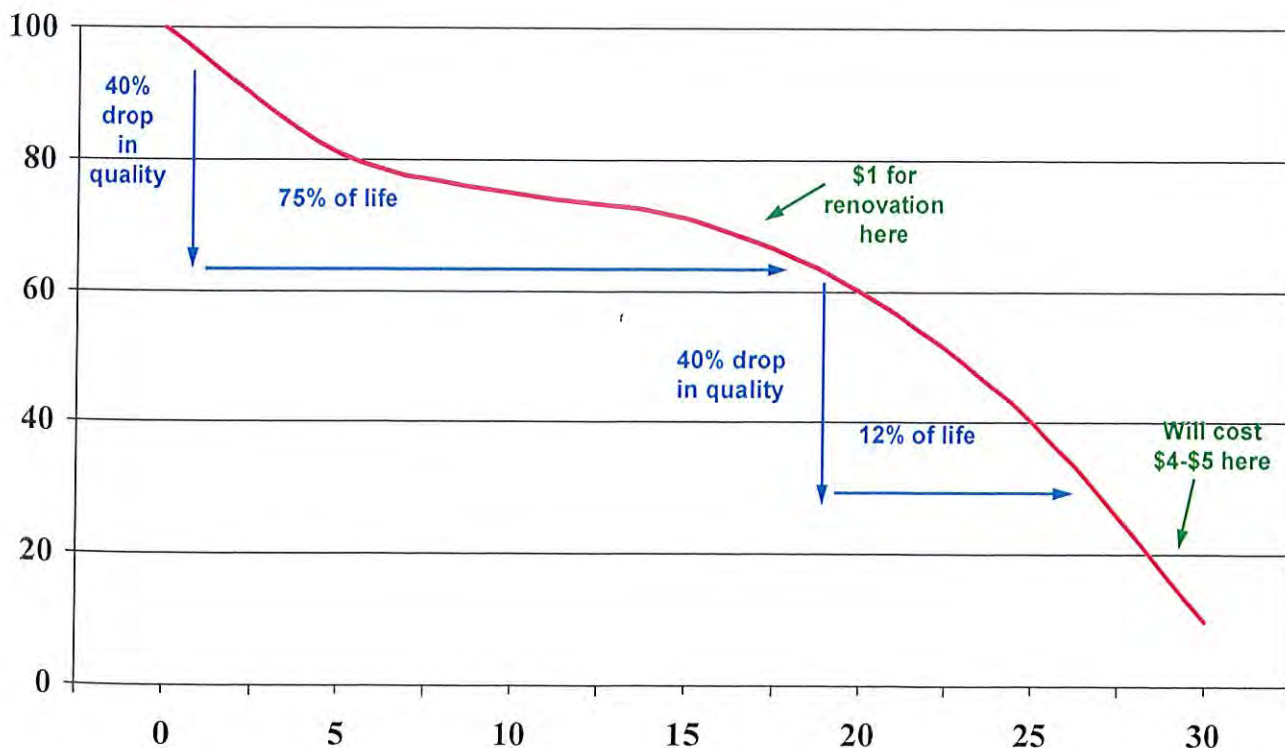


where more expensive rehabilitation or reconstruction is needed. It is **USI**'s recommendation that this year's street maintenance funds be allocated to include resurfacing and high priority routine maintenance, primarily full-depth patching and crack sealing.

Approximately 64% of the streets in the Town of Smithfield need some level of maintenance. This figure is relatively high in comparison to other similar size towns. This survey indicated a total estimated maintenance need for patching, crack sealing, short overlays, and plant mix resurfacing of approximately \$1.6 million. This represents an average of \$26,600 per mile for the entire Town street system. It should be noted that **this cost estimate is for pavement repair only**. Additional costs of 25-40% can be incurred for drainage improvements, administration, milling (prior to resurfacing), utility adjustments, work zone traffic control, and other items.

Without a continued financial commitment and dedicated funding for street maintenance and resurfacing efforts, pavement ratings will decrease. Ultimately, postponing recommended maintenance activities typically leads to pavement failures and subsequently costly major rehabilitation or reconstruction.

## Typical Pavement Deterioration Curve





**Table 11**  
**Summary Table of Suggested Primary Maintenance Activities**

ACTIVITY	MILES LO VOL	COST LO VOL	MILES HI VOL	COST HI VOL	TOTAL MILES	% MILES	TOTAL COST	COST/ MILE	% COST
Crack Seal	4.12	\$29,527	0.50	\$4,786	4.61	7.5	\$34,313	\$7,440	2.1
Joint Repair	0.00	\$0	0.09	\$2,877	0.09	0.2	\$2,877	\$0	0.2
Skin Patch	9.26	\$87,915	0.63	\$8,853	9.89	16.1	\$96,768	\$9,786	5.9
F. Depth Patch	9.39	\$303,180	0.00	\$0	9.39	15.3	\$303,180	\$32,303	18.6
Short Overlay	0.00	\$0	0.00	\$0	0.00	0.0	\$0	\$0	0.0
<b>RM Total</b>	<b>22.77</b>	<b>\$420,622</b>	<b>1.22</b>	<b>\$16,516</b>	<b>23.98</b>	<b>39.0</b>	<b>\$437,138</b>	<b>\$18,230</b>	<b>26.8</b>
1" Plant Mix	7.62	\$549,740	0.19	\$11,193	7.81	12.7	\$560,933	\$71,838	34.3
1" PM & Seal	6.70	\$548,496	0.77	\$70,548	7.48	12.2	\$619,044	\$82,810	37.9
1.5" Plant Mix	0.00	\$0	0.00	\$0	0.00	0.0	\$0	\$0	0.0
2" Plant Mix	0.11	\$16,896	0.00	\$0	0.11	0.2	\$16,896	\$156,735	1.0
<b>Resurface Total</b>	<b>14.43</b>	<b>\$1,115,132</b>	<b>0.96</b>	<b>\$81,741</b>	<b>15.39</b>	<b>25.0</b>	<b>\$1,196,873</b>	<b>\$77,761</b>	<b>73.2</b>
<b>Total Repair</b>	<b>37.20</b>	<b>\$1,535,754</b>	<b>2.18</b>	<b>\$98,257</b>	<b>39.38</b>	<b>64.0</b>	<b>\$1,634,011</b>	<b>\$41,503</b>	<b>100.0</b>
No Repair	20.54		1.59		22.12	36.0			
<b>Total System</b>	<b>57.74</b>	<b>\$1,535,754</b>	<b>3.77</b>	<b>\$98,257</b>	<b>61.50</b>	<b>100.0</b>	<b>\$1,634,011</b>	<b>\$26,571</b>	<b>100.0</b>

# **APPENDIX B**

## **Town of Smithfield 2006 Pavement Condition Survey**

### **Legend**

- END DESC** This describes the location where the segment ends. Again, this would generally be an intersection with another street. It should be completed as described under **BEG DESC**.
- LEN** Length of the section measured in feet (GIS extracted). In database as 'Length'
- P** Pavement Surface Type. This describes the type of pavement surface that exists on the section. The type is filled in as shown below:
- |   |             |
|---|-------------|
| P - Plant Mix Surface (PM)                  | U - Unpaved |
| B - Bituminous Surface Treatment (BST)      | D - Brick   |
| C - Portland Cement Concrete Pavement (PCC) |             |
- The survey only evaluates streets with plant mix surfaces and bituminous surface treatments.
- WI** Pavement Width. This is the width of the section measured in feet from edge of pavement to edge of pavement.
- L** Number of Travel Lanes. This is the number of through travel lanes that exist on the segment or the majority of the segment.
- C** Location of Curb and Gutter. This shows the existence of curb and gutter existing on each section. Please note that percent of C&G exist in database for L & R sides.
- |   |
|---|
| 0 - No curb and gutter                      |
| 1 - Curb and gutter on one side of street   |
| 2 - Curb and gutter on both sides of street |
- CT** Type of Curb and Gutter.
- |                                    |
|------------------------------------|
| SC – Standard Curb (J-type)        |
| CR – Concrete Rolled (valley curb) |
| VC – Vertical Curb                 |
| GR – Granite Curb                  |
| AR – Asphalt Rolled                |
- UC** Total number of utility cuts existing on each street block segment.
- S-L** Sidewalk on Left side of street (In database as 'Sdwk\_Lt')
- |  |
|--|
| N – No sidewalk                                  |
| P – Partial Sidewalk present (10-90% of segment) |
| C – Continuous Sidewalk (100% of segment)        |
- S-R** Sidewalk on Right side of street (In database as 'Sdwk\_Rt')
- |   |
|---|
| N – No sidewalk                           |
| P – Partial Sidewalk (10-90% of segment)  |
| C – Continuous Sidewalk (100% of segment) |



## Pavement Management System

### Legend for Alphabetical and Priority Listings

#### INVENTORY:

**D** Direction. This should be shown when a street has a designated direction as part of its street name, such as North Main Street or South Elm Street. One of the following letters is used to designate the directions:

N - North	E - East
S - South	W - West

**STREET** The name of the street as shown.

**TP** Street Type. This designates a section of a street, boulevard, avenue, etc. The following standard abbreviations are used:

AL - Alley	EX - Extension	RD - Road
AV - Avenue	FR - Freeway	RN - Run
BT - Belt	HW - Highway	RW - Row
BV - Boulevard	KB - Knob	SQ - Square
CR - Circle	LN - Lane	ST - Street
CT - Court	LP - Loop	TE - Terrace
CO - Cove	PI - Pike	TP - Turnpike
DR - Drive	PK - Park	TR - Trail
DW - Driveway	PL - Place	WK - Walk
EP - Expressway	PW - Parkway	WY - Way

Other abbreviations are used as needed.

**CL** Class of street. Sections are classified according to traffic usage.

A - Low Volume, residential street.  
B - High Volume, arterial/collector streets

**BLK** Block number. Low Even Block #

**BEG DESC** Begin description. This is the description of the beginning point of the street section. Most commonly, this is an intersection with another street.

If the section begins at a point other than an intersection, the begin point is described using the standard descriptions shown below:

Dead End	Private Prop
Beg Pvmt	Beg Median
End Pvmt	End Median
Cul de sac	Beg C&G
Town Limit	End C&G
End Maint	Beg Concrete
R/R Trks	End Concrete
Chg Pvmt	Bridge

Other descriptions are used as needed.

**DISTRESS:**

**AN, AL,  
AM, AS**

Alligator Cracking: None, Light, Moderate, and Severe  
Alligator Cracking is rated as a percentage of the section that falls under the categories of None, Light, Moderate, and Severe. Percentages are shown as 1 = 10%, 2 = 20%, 3 = 30%, up to 10 = 100%. The appropriate percentages should be placed under None, Light, Moderate, and Severe. These percentages should always add up to 100%.

**BK**

Block/Transverse Cracking. This indicates the overall condition of the section as follows:

N - None  
L - Light  
M - Moderate  
S - Severe

See Appendix B for a description of each severity level.

**RF**

Reflective Cracking. This is shown in the same manner as BK.

**RT**

Rutting. This is shown in the same manner as BK.

**RV**

Raveling. This is shown in the same manner as BK.

**BL**

Bleeding. This is shown in the same manner as BK.

**RQ**

Ride Quality. The condition is designated as follows:

L - Average (including new)  
M - Slightly Rough  
S - Rough

**PA**

Patching. This is shown in the same manner as BK.

**RESULTS:**

**PCR** Pavement Condition Rating: A rating on a scale of 0 to 100. (100 is best)  
In Database as 'Rating'

**SY** Estimated square yardage of full-depth patching required. In database as 'PAF\_SY'

**TOTAL COST** Total cost of maintenance repair needed including secondary maintenance costs.

**ACTIVITY** Primary Maintenance activity required. The following abbreviations are used:

CP	-	Crack Seal
SKP	-	Skin Patch
FDP	-	Full-Depth Patch
SO	-	Short Overlay
S	-	BST Seal
PM1	-	1" Plant Mix Resurfacing
PM1+S	-	1" Plant Mix Resurfacing and a BST Seal
PM2	-	2" Plant Mix Resurfacing

**ACTIV-2** Secondary Maintenance activity required (included in Total Cost).

CP	-	Crack Seal
FDP	-	Full-Depth Patch
SKP	-	Skin Patch

The following listed Attributes are included within the database but are not printed in the hard copy Street Listings:

**HAND\_RAMPS** Number of Handicap Ramps missing or in need of replacement per Segment.

**ASPHALT\_HEIGH** Height of Asphalt above gutter listed in inches (0, 1, 2, 3)  
Note: Streets with Asphalt Height listed as 1" inches or greater should be considered for milling prior to resurfacing.

**RT\_PCT** Percentage of Sidewalk on right side of street in 10% increments for S-R = "P"

**LT\_PCT** Percentage of Sidewalk on left side of street in 10% increments for S-L = "P"

**CURB\_RT** Percentage of Curb on right side of street in 10% increments

**CURB\_LT** Percentage of Curb on left side of street in 10% increments

**ACT2\_COST** Secondary Activity Cost associated with secondary activity.

**ONE WAY** One way traffic designation.

N - Two way traffic  
Y - One way traffic



**DIV\_HIGH** Denotes that the Street Segment is divided by a median and is drawn on GIS Centerline as one line.

- N - Not divided
- Y - Divided

**MARK** Pavement Markings

- N - None
- T - Thermoplastic
- P - Paint

**MARK\_TYPE** Pavement Marking Type

- N - None
- S - Striping
- B - Stop Bar
- C - School or R/R Crossing
- O - Other (ex/parking delineation)

**MARK\_COND** Pavement Marking Conditon

- G - Good
- F - Fair
- P - Poor

# Priority Street List





# Pavement Management System 2006 Town of Smithfield

Note: Priority List does not include Unpaved Streets

## Priority Street Listing      Town Streets

Inventory													Distress													Results				
D STREET	TP	CL	BLK	BEG DESC	END DESC	LEN	P	WI	L	C	CT	UC	S-L	S-R	AN	AL	AM	AS	BK	RF	RT	RV	BL	RQ	PA	PCR	SY	TOTAL COST	ACTIVITY	ACTIV-2
E WOODALL	ST	A	400	S FOURTH ST	S FIFTH ST	479	P	22	2	2	SC	2	C	N	10	0	0	0	M	N	N	L	N	M	L	N	60	0	585	CP
E WOODALL	ST	A	500	S FIFTH ST	S SIXTH ST	464	P	20	2	0		0	N	N	10	0	0	0	S	N	N	L	N	L	N	60	0	4764	PM1+S	
N EIGHTH	ST	A	612	LASSITER ST	TURNER DR	577	P	27	2	0		0	N	N	6	1	1	2	L	N	N	L	N	L	N	62	103	4066	FDP	SKP
W HOLDING	ST	A	500	CHESTNUT DR	BAKER ST	399	P	26	2	2	SC	0	N	N	6	3	1	0	N	N	N	M	N	L	N	62	0	3899	PM1	SKP
NOBLE	ST	A	2	N BRIGHTLEAF BL	CUL DE SAC	582	P	28	2	2	CR	1	N	N	7	1	1	1	N	N	L	L	N	M	N	62	52	2441	FDP	SKP
OLD GOLDSBORO	RD	A	1500	DOGWOOD ST	DEAD END	575	P	16	2	0		1	N	N	6	3	1	0	N	N	L	L	N	M	L	62	0	768	SKP	
S SECOND	ST	A	500	E DAVIS ST	E ROSE ST	627	P	22	2	2	VC	0	C	C	7	1	1	1	M	N	N	N	L	N	N	62	56	3395	FDP	SKP
S FIFTH	ST	A	518	E LEE ST	E ROSE ST	377	P	26	2	2	VC	1	C	C	9	1	0	0	M	N	N	L	N	M	N	63	0	545	CP	
N HARTLEY	DR	A	280	LANDMARK DR	COATS DR	303	P	19	2	0		0	N	N	6	2	2	0	L	N	N	L	N	M	N	63	0	809	SKP	
MAPLE	DR	A	100	S ROGERS DR	S RODERICK DR	698	P	20	2	0		0	N	N	8	1	0	1	N	M	N	L	N	M	N	63	57	2533	FDP	CP
OLD GOLDSBORO	RD	A	1400	PINE ST	DOGWOOD ST	378	P	19	2	2	SC	0	N	N	6	1	0	3	N	N	N	N	L	L	L	63	101	3232	FDP	
ROGERS	CR	A	200	CUL DE SAC	COLLIER ST	177	P	27	2	2	SC	0	N	N	9	1	0	0	L	N	L	M	N	L	N	63	0	1551	PM1	
S SECOND	ST	A	900	E WELLS ST	E SANDERS ST	579	P	27	2	2	SC	1	N	N	9	1	0	0	S	N	N	N	N	L	N	63	0	8025	PM1+S	
S VERMONT	ST	A	600	W ROSE ST	W MEADOWBROOK	547	P	27	2	2	SC	0	N	N	7	3	0	0	M	N	N	L	N	L	L	63	0	821	CP	
E WILSON	ST	A	200	S SECOND ST	S BRIGHTLEAF BL	500	P	27	2	2	SC	0	N	N	6	2	2	0	L	N	N	L	N	L	M	63	0	1335	SKP	
CASWELL	ST	A	700	N SEVENTH ST	N BRIGHTLEAF BL	381	P	25	2	0	SC	0	N	N	9	0	1	0	L	N	N	M	N	L	N	64	0	3599	PM1	SKP
CASWELL	ST	A	900	N NINTH ST	END MAINT	300	P	22	2	2	CR	1	N	N	9	0	1	0	N	N	N	M	N	L	L	64	0	2542	PM1	SKP
GREENWOOD	CR	A	100	HILLSIDE DR	CUL DE SAC	356	P	22	2	2	SC	1	N	N	7	2	1	0	L	N	N	L	N	M	L	64	0	475	SKP	
HARRIS	ST	A	900	DEAD END	MARTIN LUTHER K	164	P	27	2	2	SC	1	N	N	7	2	1	0	N	N	N	M	N	L	N	64	0	1656	PM1	SKP
OLD GOLDSBORO	RD	A	1100	N MALTA ST	S ETNA ST	217	P	20	2	0		1	N	N	7	0	1	2	L	N	N	L	N	L	N	64	39	1538	FDP	SKP
N SUSSEX	DR	A	2	CANTERBURY RD	TOWBRIDGE ST	415	P	27	2	2	SC	0	N	N	7	2	1	0	L	N	L	L	N	L	M	64	0	554	SKP	
N SUSSEX	DR	A	10	TOWBRIDGE ST	CHG PVMT	892	P	27	2	2	SC	7	N	N	7	2	1	0	N	N	N	L	N	M	M	64	0	911	SKP	
BRIDGE	ST	A	100	N FRONT ST	N SECOND ST	512	P	27	2	2	GR	0	C	C	10	0	0	0	S	N	N	N	N	L	N	65	0	7096	PM1+S	
BRIDGE	ST	A	400	N FOURTH ST	N FIFTH ST	484	P	26	2	2	SC	0	C	N	9	0	0	1	M	N	N	L	N	L	N	65	43	2075	FDP	CP



# Pavement Management System 2006 Town of Smithfield

Note: Priority List does not include Unpaved Streets

## Priority Street Listing      Town Streets

Inventory													Distress										Results							
D STREET	TP	CL	BLK	BEG DESC	END DESC	LEN	P	WI	L	C	CT	UC	S-L	S-R	AN	AL	AM	AS	BK	RF	RT	RV	BL	RQ	PA	PCR	SY	TOTAL COST	ACTIVITY	ACTIV-2
CAMELIA	DR	A	14	AZALEA DR	WHITE OAK DR	708	P	20	2	0	1	N	N	8	2	0	0	0	L	N	N	M	N	L	N	N	65	0	4601	PM1
S CRESCENT	DR	A	1000	W SANDERS ST	W BINGHAM ST	504	P	36	2	2	SC	0	N	N	10	0	0	0	S	N	N	N	N	L	N	N	65	0	9314	PM1+S
E DAVIS	ST	A	700	S SEVENTH ST	S BRIGHTLEAF BL	156	P	22	2	1	SC	0	N	N	10	0	0	0	S	N	N	N	L	N	N	65	0	1750	PM1+S	







# Request for City Council Action

**Business** **Storm**  
**Agenda** **Water**  
**Item:** **Upgrade**  
Date: 03/07/2017

---

**Subject:** Storm Water Upgrade-Barbour Road  
**Department:** Street  
**Presented by:** Michael Scott, Town Manager  
**Presentation:** Business

---

## Issue Statement :

During the February Council Meeting the Council approved the construction of a new subdivision on Barbour Road known as Bella Square. The subdivision will include the construction of over 40 new residential properties and the beautification of the area. As the result of this construction NCDOT is requiring an upgraded drainage pipe be placed under Barbour Road. The developer of Bella Square has requested the Town assist with this upgrade.

## Financial Impact:

A maximum of \$13,000 would be spent on the project. The funds would be paid from the non-departmental, economic development line item, 10-4110-5710.

## Action Needed:

Approve a maximum of \$13,000 for this project.

## Recommendation:

Approve a maximum of \$13,000 for this project.

Approved:  City Manager  City Attorney

Attachments:

Staff Report  
Engineer Report and Maps



# Staff Report

**Business  
Agenda  
Item:** **Storm  
Water  
Upgrade**

At the February, 2017 regular council meeting, the Town Council approved the final plat of Bella Square for a 45unit row house subdivision on Barbour Road. Phase 1 will include the construction of 14 units. There will be a home owners association established for the development to maintain all common property including the recreational amenity and the storm water management facility. As part of the storm water management requirements, NCDOT is requiring the developer to up fit a storm drainage pipe under Barbour Road. This would include changing the existing 24 inch culvert and pipe to a 30 inch culvert and pipe. The developer, Genesis Living, Inc., has asked the Town of Smithfield to assist with this project, both financially and by managing the upgrade. The Town Manager is recommending the Town of Smithfield approve the payment of the labor for the storm water pipe upgrade, as well as manage the project, in exchange for right of ways being provided to the Town on both sides of Barbour Road at the location of the new Storm Drainage Pipe and culvert. The maximum amount agreed by the Town to support this project is \$13,000. This money can be paid from the Economic Development Line Item in the General Fund, 10-4110-5710, without budget amendment.



January 6, 2017

Paul Embler  
Planning Director  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Subject: Analyze Ex 24" RCP under Barbour Rd

Dear Mr. Embler,

As requested I have analyzed the existing 24" culvert under Barbour Rd. The attached pipe chart shows this existing culvert is slightly undersized in the pre-condition and should be a 30" culvert.

Also, the pipe chart illustrates that a 30" pipe would have a HW/D of 1.2 in the post condition.

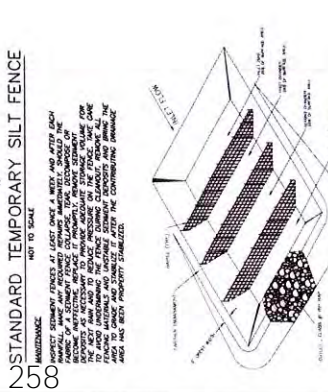
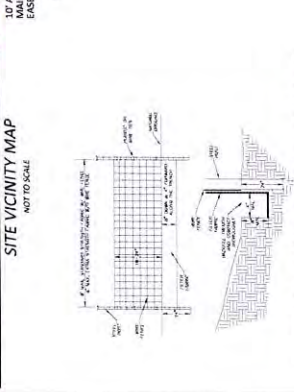
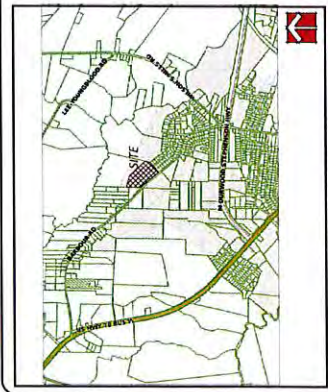
If you have any questions or comments, please give me a call at 919-369-1938 or email to [andrew@adamsandhodge.com](mailto:andrew@adamsandhodge.com).

Sincerely,

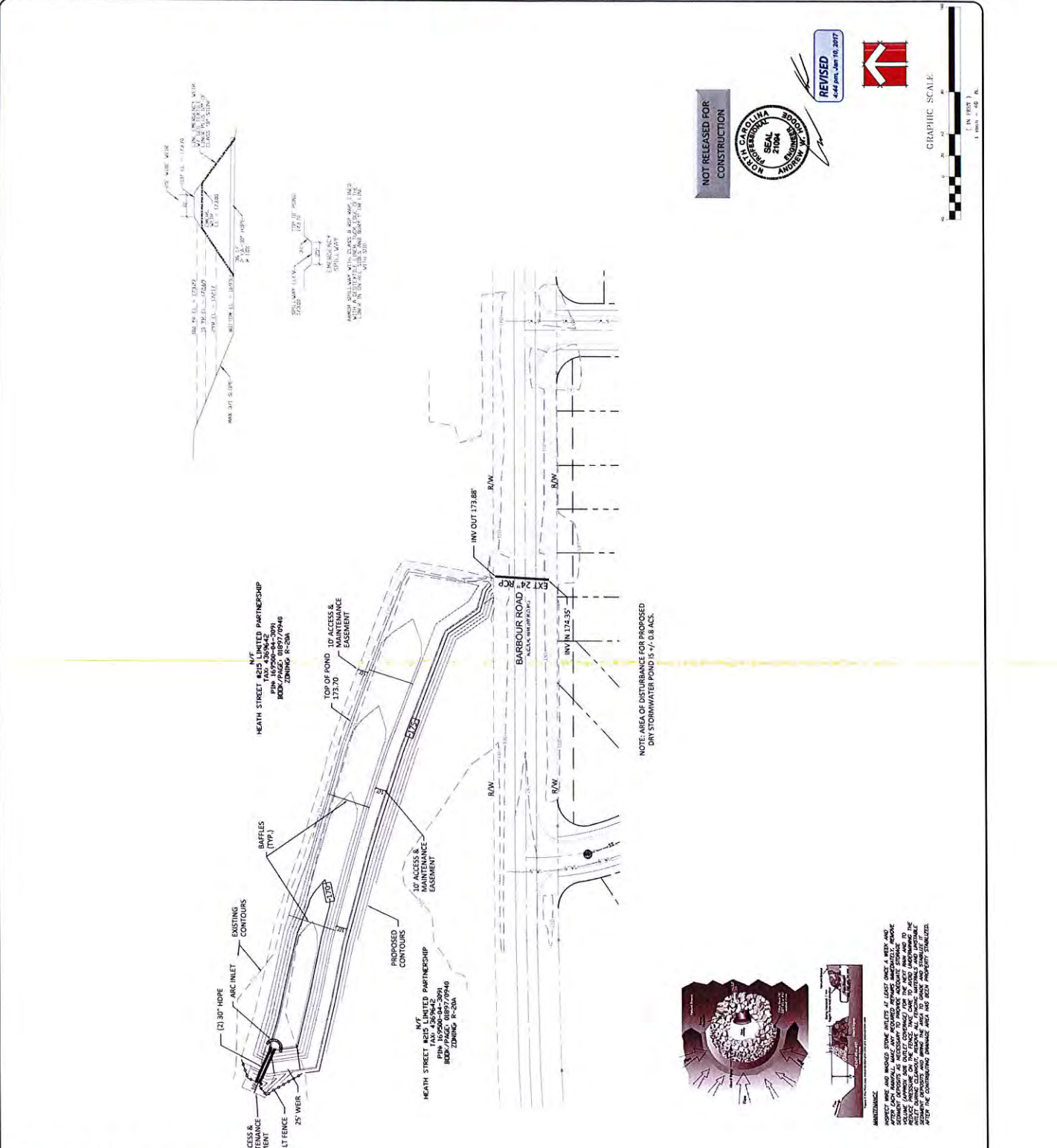


Andrew W Hodge, PE





**MAINTENANCE:** PROPERTY OWNERS OF EACH TRAP, BATTERY AND SIFT ASH SHOULD BE NOTIFIED IMMEDIATELY BY PHONE AND VISUALLY BY SIGNAGE TO MAINTAIN THE SIFT ASH AND BATTERY. PROPERTY OWNERS SHOULD BE NOTIFIED IMMEDIATELY BY PHONE AND VISUALLY BY SIGNAGE TO MAINTAIN THE SIFT ASH AND BATTERY. PROPERTY OWNERS SHOULD BE NOTIFIED IMMEDIATELY BY PHONE AND VISUALLY BY SIGNAGE TO MAINTAIN THE SIFT ASH AND BATTERY.



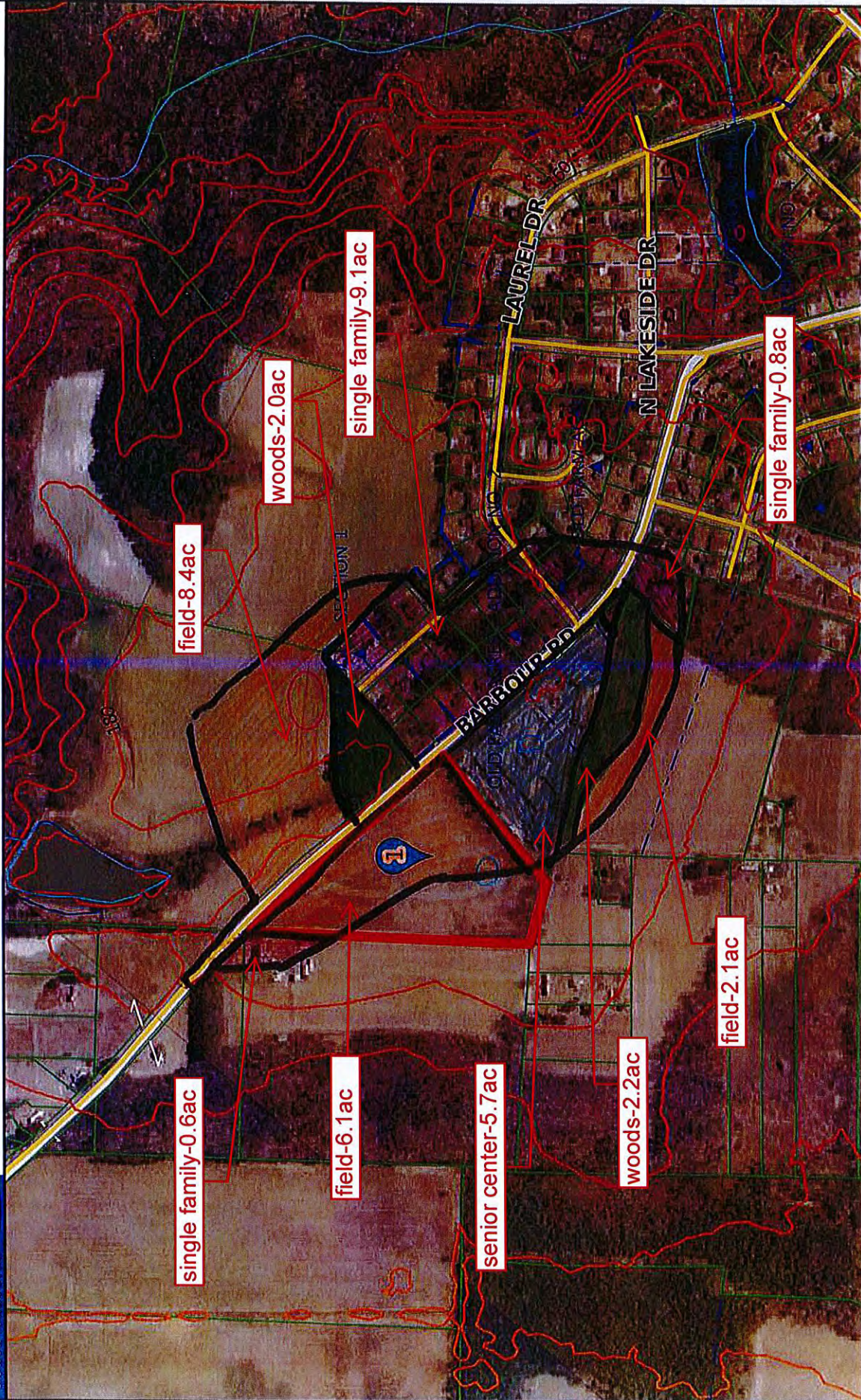


# BELLA SQUARE - PRE CONDITION



\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:6000 - 1 in. = 500 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS  
January 4, 2017



# BELLA SQUARE - POST CONDITION



\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:6000 - 1 in. = 500 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



Johnston County GIS  
January 4, 2017

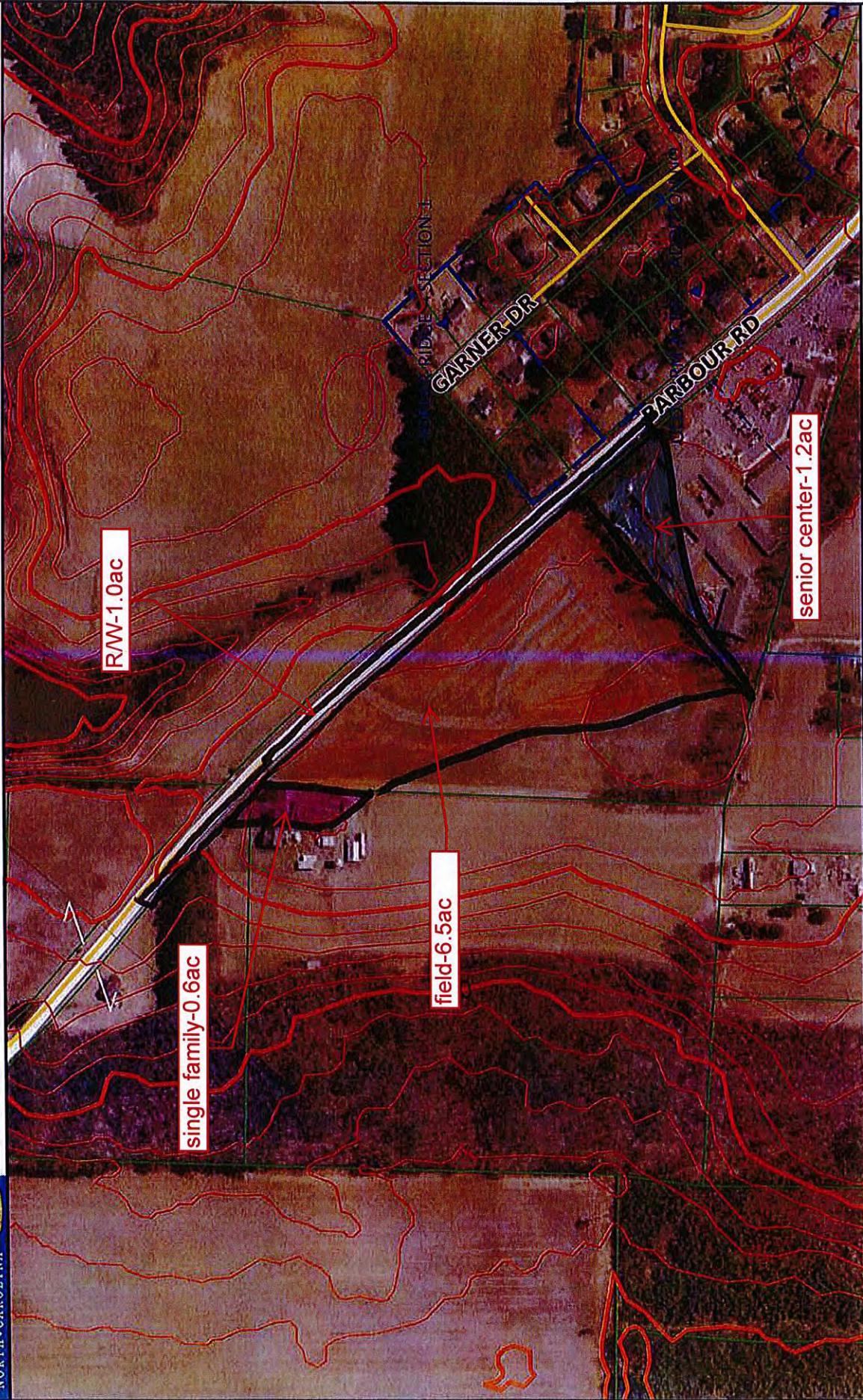


# EX 24" RCP UNDER BARBOUR RD - PRE CONDITION



\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



Scale: 1:3600 - 1 in. = 300 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

Johnston County GIS  
January 6, 2017

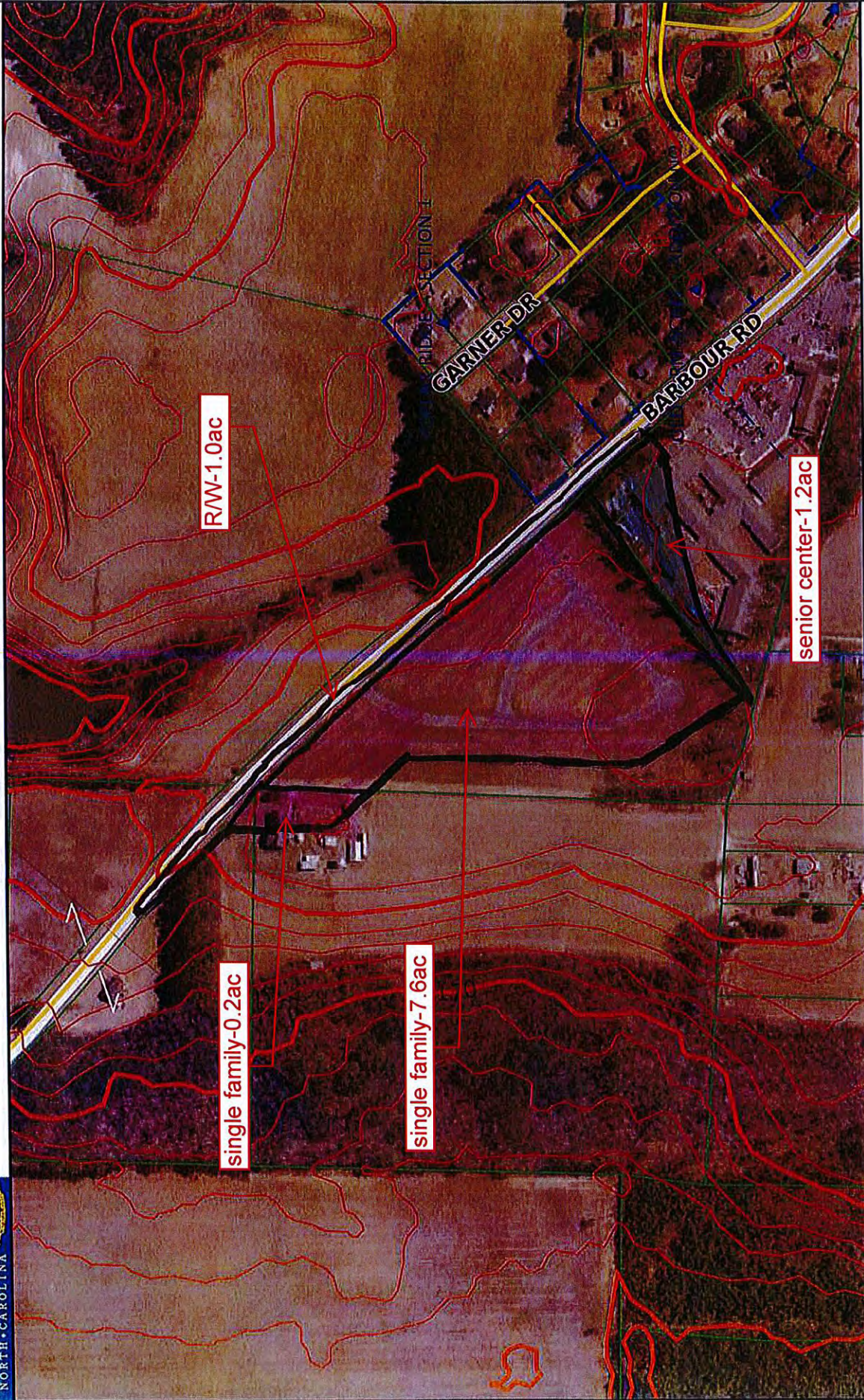


# EX. 24" RCP UNDER BARBOUR RD - POST CONDITION



## \*\*\* DISCLAIMER \*\*\*

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Scale: 1:3600 - 1 in. = 300 feet

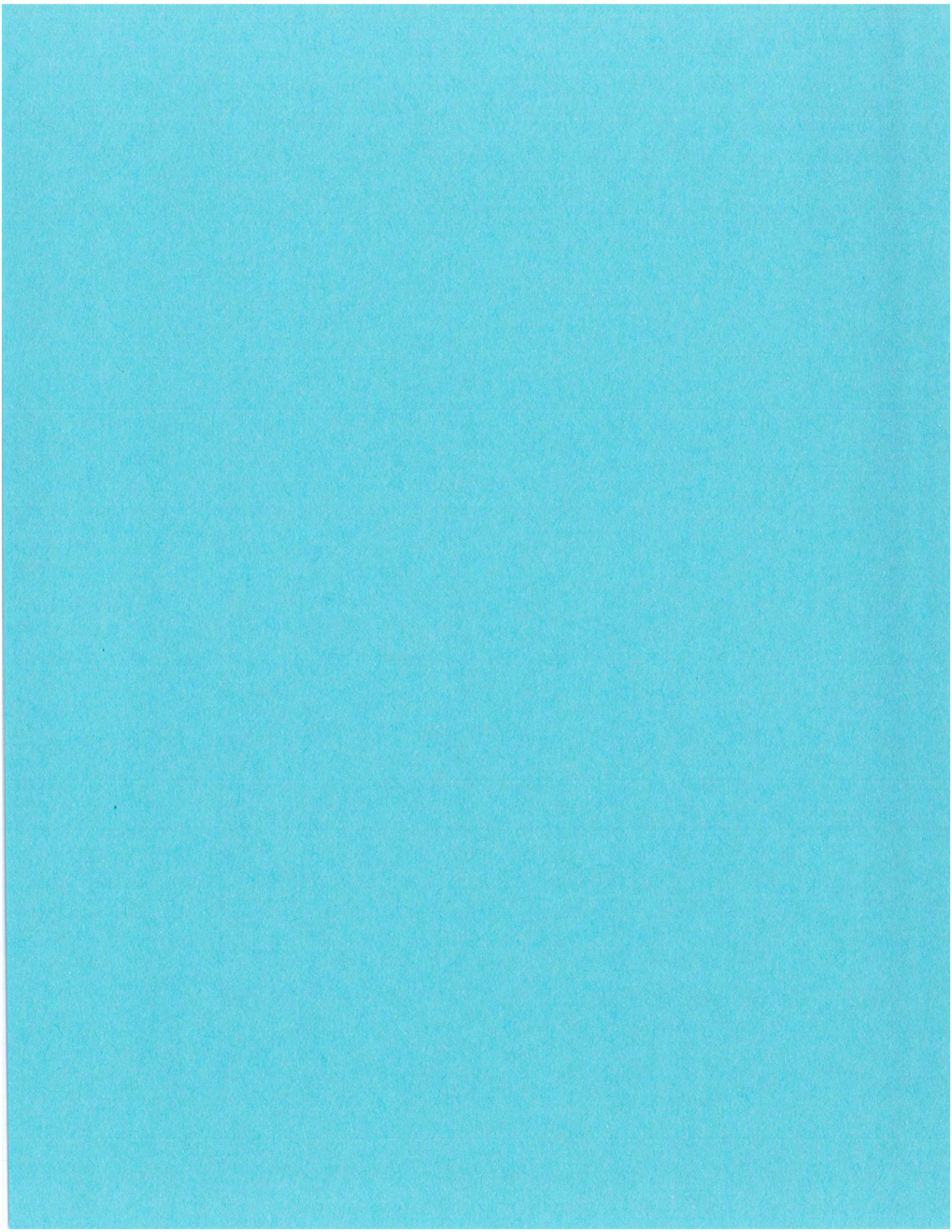
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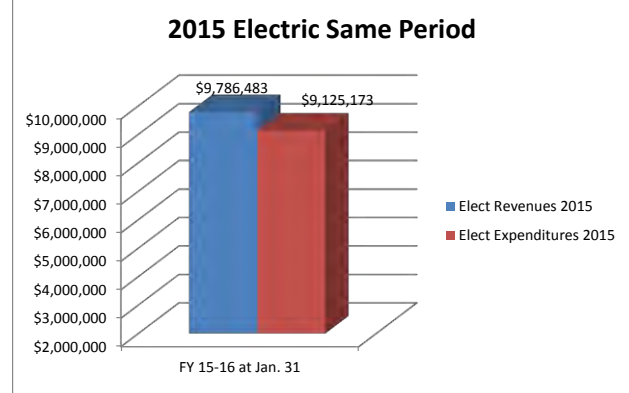
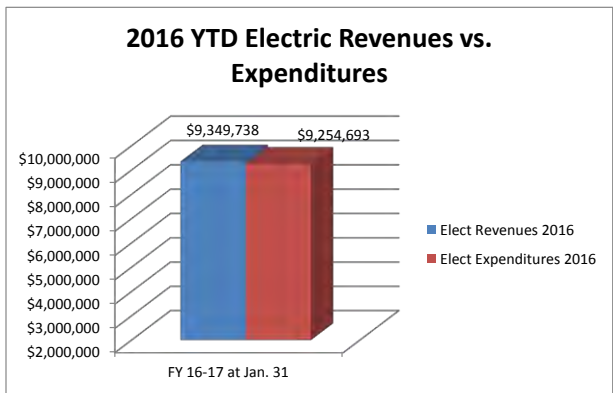
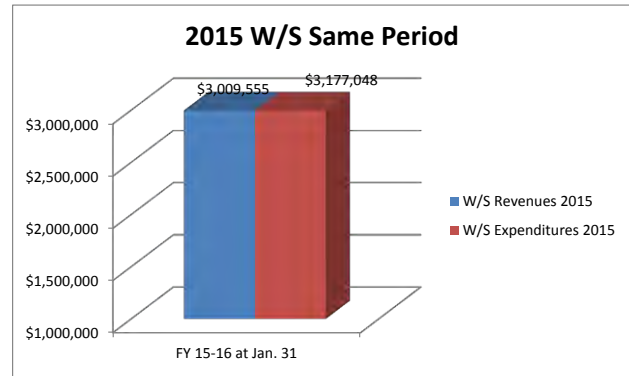
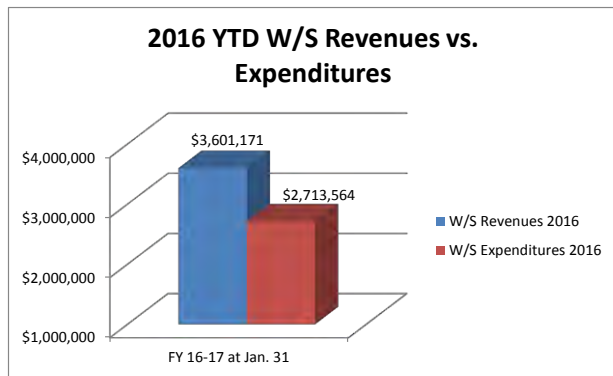
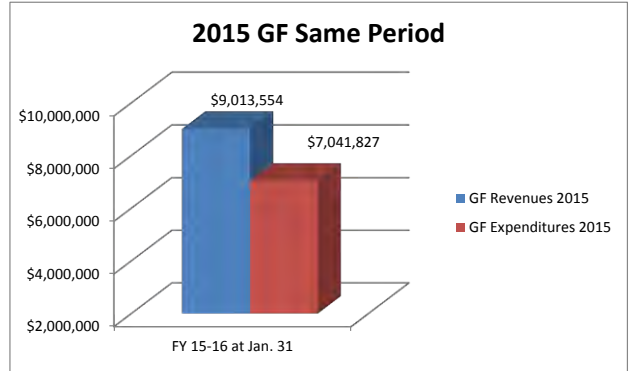
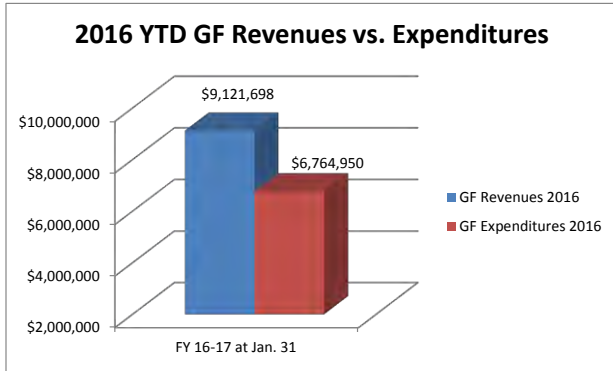
# Financial Report







## Town of Smithfield Revenues vs. Expenditures







**TOWN OF SMITHFIELD  
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

January 31, 2017

Gauge: 7/12 or 58.33 Percent

58.33%

**GENERAL FUND**

Revenues	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '15-16	FY '16-17	FY '16-17	Collected
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,528,779	\$ 5,286,977	95.63%
Motor Vehicle Taxes	Monthly	-	470,000	302,733	64.41%
Utility Franchise Taxes	Quarterly	-	1,000,000	503,446	50.34%
Local Option Sales Taxes	Monthly	-	2,064,700	988,946	47.90%
Aquatic and Other Recreation	Monthly	-	753,300	417,828	55.47%
Sanitation	Monthly	-	1,306,500	682,223	52.22%
All Other Revenues		-	1,307,825	939,545	71.84%
Loan Proceeds		-	104,000	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	803,343	-	0.00%
Total		\$ -	\$ 13,600,061	\$ 9,121,698	67.07%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '15-16	FY '16-17	FY '16-17	Spent
General Gov.-Governing Body	\$ -	\$ 389,407	\$ 235,584	60.50%
Non Departmental	-	919,709	539,439	58.65%
Debt Service	-	1,283,352	964,071	75.12%
Finance	-	159,792	52,914	33.11%
Planning	-	367,698	171,104	46.53%
Police	-	3,608,768	1,773,327	49.14%
Fire	-	1,498,722	890,523	59.42%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	483,940	235,896	48.74%
Streets	-	1,251,604	273,205	21.83%
Motor Pool/Garage	-	91,880	48,875	53.19%
Powell Bill	-	348,225	71,317	20.48%
Sanitation	-	1,237,219	553,370	44.73%
Parks and Rec	-	858,580	445,006	51.83%
SRAC	-	927,613	510,320	55.01%
Contingency	-	173,552	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,600,061	\$ 6,764,951	49.74%

YTD Fund Balance Increase (Decrease)

-

-

58.33%

**WATER AND SEWER FUND**

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Collected
<b>Revenues</b>				
Water Charges	\$ -	\$ 2,890,000	\$ 1,308,697	45.28%
Water Sales (Wholesale)	-	715,210	480,591	67.20%
Sewer Charges	-	3,270,000	1,783,665	54.55%
Tap Fees	-	16,000	21,129	132.06%
All Other Revenues	-	-	7,089	#DIV/0!
Loan Proceeds	-	316,000	-	0.00%
Fund Balance Appropriated	-	-	-	#DIV/0!
Total	\$ -	\$ 7,207,210	\$ 3,601,171	49.97%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
<b>Expenditures</b>				
Water Plant (Less Transfers)	\$ -	\$ 1,631,097	\$ 828,066	50.77%
Water Distribution/Sewer Coll (Less Transfers)	-	4,045,521	1,693,065	41.85%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	930,000	-	0.00%
Debt Service	-	495,361	192,434	38.85%
Contingency	-	105,231	-	0.00%
Total	\$ -	\$ 7,207,210	\$ 2,713,565	37.65%

**ELECTRIC FUND**

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Collected
<b>Revenues</b>				
Electric Sales	\$ -	\$ 16,894,747	\$ 9,030,090	53.45%
Penalties	-	400,000	283,249	70.81%
All Other Revenues	-	90,463	36,399	40.24%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	-	-	
Total	\$ -	\$ 17,385,210	\$ 9,349,738	53.78%

	Actual FY '15-16	Budget FY '16-17	Actual to Date FY '16-17	YTD % Spent
<b>Expenditures</b>				
Administration/Operations	\$ -	\$ 2,105,522	\$ 1,110,814	52.76%
Purchased Power	-	13,600,000	7,644,756	56.21%
Debt Service	-	359,972	359,184	99.78%
Capital Outlay	-	255,000	139,939	
Contingency	-	303,502	-	
Transfers to Electric Capital Proj Fund	-	400,000	-	
Transfer to Water Capital Improvement Fund	-	275,000	-	

Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 17,385,210	\$ 9,254,693	53.23%

**CASH AND INVESTMENTS**

General Fund (Includes P. Bill)	10,310,622			
Water and Sewer Fund	4,776,746			Interest Rate
Electric Fund*	8,373,470			
Capital Project Fund: Wtr/Sewer (45)	(16,789)	1st CITIZENS	17,259,861	0.20%
Capital Project Fund: General (46)	622,056	NCCMT	2,252,859	0.500%
Capital Project Fund: Electric (47)	64,532	STIFEL	-	Market
Firemen Relief Fund (50)	168,197	KS BANK	3,753,176	.2, .65, &.7
Fire District Fund (51)	123,579	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	133,618	PNC BANK	-	0.00%
Total	\$24,556,031		\$ 24,556,031	

\*Plug

**Account Balances Confirmed By Finance Director on 2/27/2017**

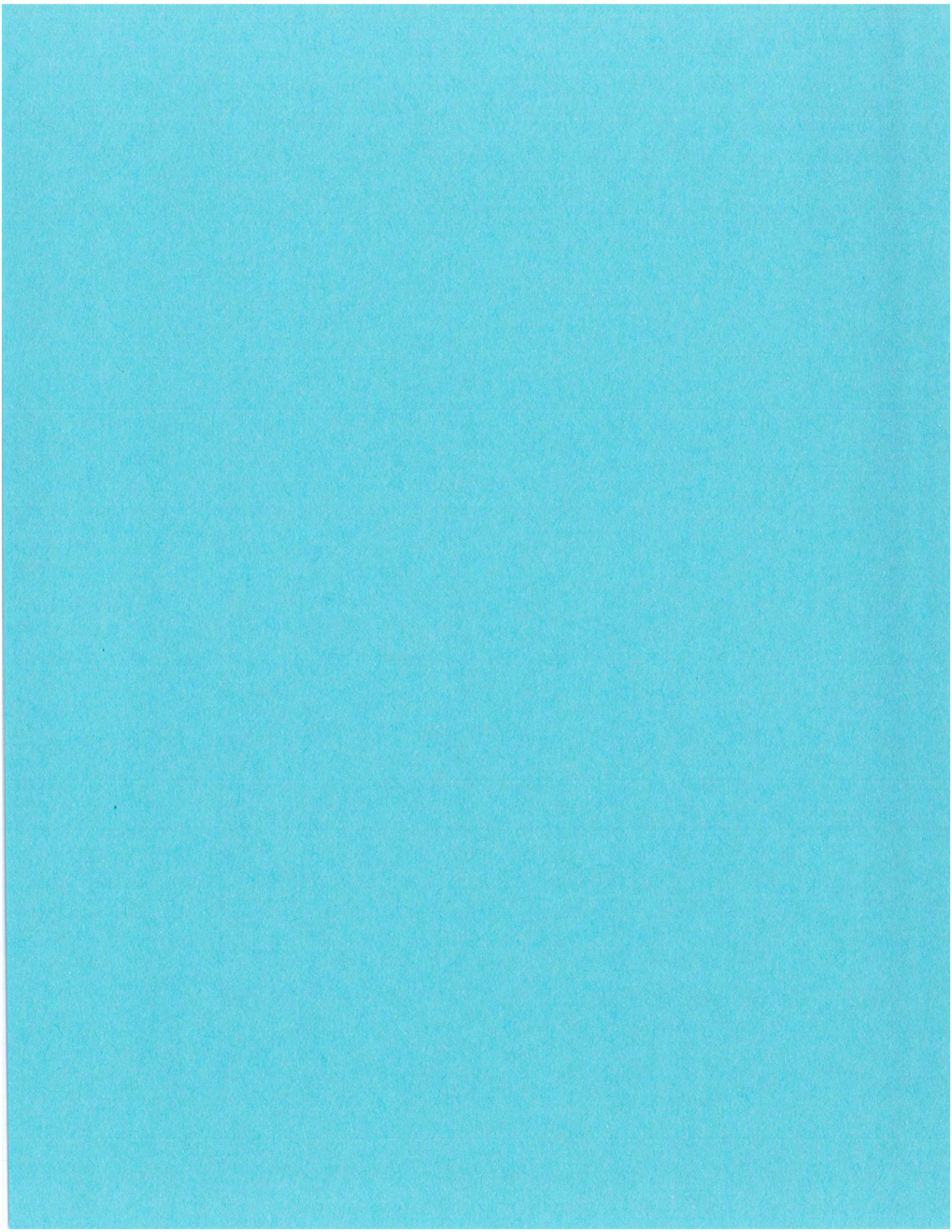






# Department Reports









**FINANCE DEPARTMENTAL REPORT FOR JANUARY, 2017**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other .....	\$4,638,882
Franchise Tax.....	0
Sales & Use Tax.....	197,761
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$4,836,643</b>

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,074,151

**FINANCE:**

- Compiled and submitted monthly retirement report on 1/31/2017
- Issued 75 purchase orders
- Processed 768 vendor invoices for payment and issued 365 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 1/13/2017 and 1/27/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,291. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0, in grass cutting invoices. Total collected calendar year to date is \$6,437
- Processed 13 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$35,235 (EMS = \$8,379; SRAC = \$9,219; Utility= \$17,210; and Other = \$427).
- Invoiced five (5) grave openings for a total of \$3,500
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security

**FINANCE DIRECTOR**

- Attended Town Council Meeting on January 3, 2017
- Participated in biweekly Tyler Technologies meeting on 1/6/2017 and 1/18/2017 to discuss records management system
- Prepared and submitted the LGC203 Report of Deposits and Investments 1/17/2017
- Updated and renewed the Federal System For Award Management (SAM) on 1/18/2017
- Prepared for USDA Rural Development compliance audit during the month of January scheduled for 1/31/2017
- Attended NCCMT Advisory Committee meeting 1/30/2017
- Prepared Public Hearing Ad and agenda item on Booker Dairy Rd Project
- Received and started the review process for audit proposals
- Completed paper work for Wells Fargo Investment account with check writing privileges





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

**BOARD ACTIONS REPORT - 2017**

	January	Calendar Year to date
<b>Town Council</b>		
Rezoning	1	1
Conditional Use	0	0
Ordinance Amendment	0	0
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	0
<b>Planning Board</b>		
Rezoning	1	1
Condition Use	0	0
Ordinance Amendment	0	0
Subdivisions	0	0
Annexations	0	0
<b>Board of Adjustment</b>		
Variance	0	0
Admin Appeal	0	0
<b>Historic Properties Commission</b>		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0





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

## Permit Issued for January 2017

				Permit Fees	Permits Issued
Site Plan	Site Plan	Minor Site Plan		\$150.00	3
Zoning	Zoning	Land Use		\$1,500.00	23
Zoning	Zoning	Sign		\$250.00	5
Report Period Total:				\$1,900.00	31
<b>Fiscal YTD Total:</b>				<b>\$12,050.00</b>	<b>185</b>
Z17-000001	Zoning	Land Use	Metal carport	100 Fareway Drive	
Z17-000002	Zoning	Sign	Partners Commercial Realty	388-A Venture Drive	
Z17-000003	Zoning	Land Use	Temporary FEMA Trailer	808 NC Hwy 210	
Z17-000004	Zoning	Land Use	FEMA Class B Manufactured Home	708 NC Hwy 210	
Z17-000005	Zoning	Sign	Miracle Ear	210 North Brightleaf	
Z17-000006	Zoning	Land Use	Coastal Finance Co. Inc.	130 Peedin Road	
Z17-000008	Zoning	Land Use	Accessory Structure	1830 Yelverton Grove Road	
Z17-000007	Zoning	Sign	Beef Jerky Outlet	1025 Outlet Center Drive	
SP16-000056	Site Plan	Minor Site Plan	Lampe & Malphus Q Building	210 North Tenth Street	
Z17-000009	Zoning	Land Use	New SFD	125 Brook Place	
Z17-000010	Zoning	Land Use	New SFD	109 Stephenson Drive	
Z17-000012	Zoning	Land Use	New SFD	117 Stephenson Drive	
Z17-000013	Zoning	Land Use	New SFD	125 Stephenson Drive	
Z17-000014	Zoning	Land Use	New SFD	129 Stephenson Drive	
Z17-000015	Zoning	Land Use	New SFD	133 Stephenson Drive	
Z17-000016	Zoning	Land Use	New SFD	141 Stephenson Drive	
Z17-000017	Zoning	Land Use	New SFD	149 Stephenson Drive	
Z17-000018	Zoning	Land Use	New SFD	153 Stephenson Drive	
Z17-000011	Zoning	Sign	CB Wireless	2320 South BRIGHTLEAF Boulevard	
Z17-000019	Zoning	Land Use	Income Tax Preparation	827 South Brightleaf Boulevard	
SP17-000001	Site Plan	Minor Site Plan	Class A Manufactured Home	1830 Yelverton Grove Road	
Z17-000021	Zoning	Land Use	AR Income Tax	827 South Brightleaf Boulevard	
Z17-000020	Zoning	Land Use	Fence	51 South Sussex Drive	
Z17-000022	Zoning	Land Use	Fireworks Sales	1273 North Brightleaf Boulevard	
Z17-000023	Zoning	Sign	Temporary Sign	1273 North Brightleaf Boulevard	
Z17-000024	Zoning	Land Use	SSS Bathroom	750 BOOKER DAIRY Road	
Z17-000025	Zoning	Land Use	Single Family Dwelling	695 NC 210 Highway	
Z17-000026	Zoning	Land Use	SFD Addition	216 West Davis St Street	
SP17-000002	Site Plan	Minor Site Plan	12'X17' SFD addition	116 MOONBEAM Circle	
Z17-000028	Zoning	Land Use	Temporary Museum	331 East Market Street	
Z17-000029	Zoning	Land Use	Joco Dept. of Social Services	714 North Street	



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING January 31, 2017**

**I. STATISTICAL SECTION**

Month Ending Jan. 31, 2017	Jan-17	Jan-16	Total 2017	Total 2016	YTD Difference
Calls For Service	1736	1615	1736	1615	121
Incident Reports Completed	148	181	148	181	-33
Cases Closed	91	153	91	153	-62
Accident Reports	70	59	70	59	11
Arrest Reports	116	120	116	120	-4
Burglaries Reported	9	9	9	9	0
Drug Charges	35	24	35	24	11
DWI Charges	9	10	9	10	-1
Citations Issued	262	218	262	218	44
Speeding	94	57	94	57	37
No Operator License	50	38	50	38	12
Registration Violations	36	31	36	31	5

**II. PERSONNEL UPDATE**

Department currently has three vacancies at this time. A background is being completed at this time to fill one of the open vacancies. Interviews are being scheduled to fill the open vacancies. Captains Assessment will be completed on February 23, 2017 by Gregg Jarvis (Retired Chapel Hill Chief). Lt. Grady and Lt. West applied for the position. Additional promotional processes for Lt. and Sgt. are to be completed once the Captain's position is filled.

**III. MISCELLANEOUS**

The department provided security and traffic control for the Martin Luther King Parade that was held on January 13, 2017. The department has began the process of getting the Family Life Center on Lee Street back operational as a community center. Three new patrol cars have arrived and will be operational shortly.

## REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2017

PART I CRIMES	January	January	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	0	3	3	N.C.	0	3	3	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	3	3	N.C.	0	3	3	N.C.
ASSAULT	3	2	-1	-33%	3	2	-1	-33%
* VIOLENT *	3	5	2	67%	3	5	2	67%
BURGLARY	9	8	-1	-11%	9	8	-1	-11%
Residential	5	7	2	40%	5	7	2	40%
Non-Resident.	2	0	-2	-100%	2	0	-2	-100%
Commercial	2	1	-1	-50%	2	1	-1	-50%
LARCENY	52	44	-8	-15%	52	44	-8	-15%
AUTO THEFT	1	0	-1	-100%	1	0	-1	-100%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	62	52	-10	-16%	62	52	-10	-16%
PART I TOTAL:	65	57	-8	-12%	65	57	-8	-12%
PART II CRIMES								
Drug	24	29	5	21%	24	29	5	21%
Assault Simple	18	10	-8	-44%	18	10	-8	-44%
Forgery/Counterfeit	8	3	-5	-63%	8	3	-5	-63%
Fraud	11	3	-8	-73%	11	3	-8	-73%
Embezzlement	3	1	-2	-67%	3	1	-2	-67%
Stolen Property	1	0	-1	-100%	1	0	-1	-100%
Vandalism	4	11	7	175%	4	11	7	175%
Weapons	2	3	1	50%	2	3	1	50%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	1	1	N.C.	0	1	1	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	9	8	-1	-11%	9	8	-1	-11%
Liquor Law Violation	0	0	0	N.C.	0	0	0	N.C.
Disorderly Conduct	1	1	0	0%	1	1	0	0%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	1	0	-1	-100%	1	0	-1	-100%
All Other Offenses	10	7	-3	-30%	10	7	-3	-30%
PART II TOTAL:	92	77	-15	-16%	92	77	-15	-16%
===== GRAND TOTAL:	157	134	-23	-15%	157	134	-23	-15%

N.C. = Not Calculable





**Town of Smithfield  
Fire Department  
January, 2017**

**I. Statistical Section**

Responded to	2017 Jan.	JAN. IN	JAN. OUT	2016 Jan.	2017 IN	2017 OUT	2017 YTD	2016 YTD
<b>Total Structure Fires Dispatched</b>	<b>13</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>13</b>	<b>8</b>
*Confirmed Structure Fires (Our District)*	2	2	0	1	2	0	2	1
*Confirmed Structure Fires (Other Districts)*	5	0	0	0	0	0	5	0
<b>EMS/Rescue Calls</b>	<b>129</b>	<b>125</b>	<b>4</b>	<b>148</b>	<b>125</b>	<b>4</b>	<b>129</b>	<b>148</b>
<b>Vehicle Fires</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Motor Vehicle Accidents</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>13</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>13</b>
<b>Fire Alarms (Actual)</b>	<b>14</b>	<b>12</b>	<b>2</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>12</b>
<b>Fire Alarms (False)</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>7</b>
<b>Misc./Other Calls</b>	<b>16</b>	<b>13</b>	<b>3</b>	<b>28</b>	<b>13</b>	<b>3</b>	<b>16</b>	<b>28</b>
*Mutual Aid (Received)*	6	0	0	4	0	0	6	4
*Mutual Aid (Given)*	10	0	0	10	0	0	10	10
*Overlapping Calls (Calls at the same time)*	14	0	0	45	0	0	14	45
<b>TOTAL EMERGENCY RESPONSES</b>	<b>188</b>	<b>173</b>	<b>15</b>	<b>220</b>	<b>173</b>	<b>15</b>	<b>188</b>	<b>220</b>

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Jan.	YTD
Fire Inspections/Compliance Inspections	27	27
Public Fire Education Programs	3	3
Children in Attendance	62	62
Adults in Attendance	21	21
Plans Review Construction/Renovation Projects	0	0
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	30	30
Re-Inspections	9	9

**II. Major Revenues**

	Jan.	YTD
<b>Inspections</b>	<b>\$1,225.00</b>	<b>\$1,225.00</b>
<b>False Alarms</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fire Recovery USA</b>	<b>\$312.00</b>	<b>\$312.00</b>
<b>EMS Debt Setoff</b>	<b>\$198.69</b>	<b>\$198.69</b>

## **Major Expenses for the Month:**

### **III. Personnel Update:**

- One Firefighter announced his resignation; he has accepted a firefighter position in Knightdale. With his last day of employment being February 18<sup>th</sup>, 2017.
- The Fire dept. opened a hiring process for this available position to close March 3<sup>rd</sup> at 4 pm

### **IV. Narrative of monthly departmental activities:**

- We participated in a fire prevention program at West Smithfield Elementary and had several groups visit the Fire Station.
- On Jan. 6<sup>th</sup> the Fire Dept. responded to a confirmed Structure Fire in Town at 911 Second Ave.
- On Jan. 9<sup>th</sup> the Fire Dept. responded to a confirmed Structure Fire in Town at 412 Laurel Dr.
- The status has been updated of the upcoming NCDOI ISO rating inspection, the inspection has been rescheduled for November 20<sup>th</sup>, 2017.

**Town of Smithfield  
Public Works Department  
Jan. 31, 2017**



167 Total Work Orders completed by the Public Works Department

6 Burials, at \$700.00 each = \$4,200

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

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

417.31 tons of household waste collected

106 tons of yard waste collected

5.45 tons of recycling collected



**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**Jan. 31, 2017**



**I. Statistical Section**

6 \_\_\_\_\_ Burials

1 \_\_\_\_\_ Works Orders – Buildings & Facilities Division

27 \_\_\_\_\_ Work Orders – Grounds Division

45 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:            \$0.00

Riverside Ext Cemetery Lot Sales:    \$0.00

Grave Opening Fees:                    \$4,200.00

Total Revenue:                            \$0.00

**III. Major Expenses for the Month:**

\$1,175.00 to its Gotta Go tree service for tree on E Davis Street, \$1,473.28 to McClungs Electric to install LED lights under canopy's at town hall.

**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. Monthly staff meeting was used to address departmental concerns.

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
Jan. 31, 2017**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 14 Work Orders – 18.96Tons of Asphalt was placed in 13 utility cuts and 1 overlay.
- c. Painted parking spaces at S 4<sup>th</sup> and Johnston street.
- d. Assisted the Police Department with traffic control for MLK Parade.
- e. 24 Work Orders – 1,830lbs. of Cold Patch was used for 13 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$1,364.50 to Geo Technologies for pavement evaluation of Lake Park Circle, \$2,453 to Triangle J Council of Government for Clean Water Education Partnership, \$15,981.50 to Vision NC for Venture Drive drainage inspection, \$34,604 to JP Edwards for culvert replacement on Vermont Street, \$9,828 to Narron Construction for culvert repairs on Laurel Drive.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Dept. safety meeting covered departmental related issues.

**Town of Smithfield  
Public Works Department  
January 2017 Drainage Report**

Location: FEMA lot beside Travel Odyssey.  
Starting Date: 1/4/2017  
Completion Date: 1/4/2017  
Description: Repaired large sinkhole beside Spring Branch culvert.  
Man-hours: 4.5hrs.  
Equipment: 420 Cat backhoe, 401 pickup truck.  
Materials: 4 yards of fill dirt and 1.5 yards of 3000psi concrete.

Location: 221 S Sunset Drive.  
Starting Date: 1/4/2017  
Completion Date: 1/4/2017  
Description: Repaired sinkhole beside Meadowbrook creek culvert.  
Man-hours: 4hrs.  
Equipment: 420 Cat backhoe, 401 pickup truck.  
Materials: 4 yards of fill dirt and 1.5 yards of 3000psi concrete.

Location: City Streets.  
Starting Date: 1/6/2017  
Completion Date: 1/10/2017  
Description: Due to ice storm crews scraped roadways, applied brine and salt for safety. Downtown district sidewalks and town facilities were salted down as well.  
Man-hours: 111.5hrs.  
Equipment: 903 with brine tank, 401 with snow plow, 408 with snow plow, 420 Cat backhoe.  
Materials: 3,500 gallons of brine, 3,200lbs. of salt.

Location: 3 Meadow Ct, 509 Rosewood Dr, 612 N 7<sup>th</sup>, 110 NBL, 103 E Meadowbrook, 1045 N Lakeside, Kay Drive at SBL intersection, 839 SBL, 803 East Street, 212 N 5<sup>th</sup>, 7<sup>th</sup> and North, 405 N 5<sup>th</sup>, 408 N 4<sup>th</sup>, Woodsdale Drive and Booker dairy Road.  
Starting Date: 1/12/2017  
Completion Date: 1/31/2017  
Description: Repaired 13 utility cuts and overlaid 1 area of pavement that was sinking.  
Man-hours: 60hrs.  
Equipment: 420 Cat backhoe, 405 dump truck, 408 flatbed.  
Materials: 18.96 tons of S9.5B asphalt mix.

Location: Downtown district, Martin Luther King Parade.  
Starting Date: 1/13/2017  
Completion Date: 1/13/2017  
Description: Delivered 83 cones and placed at intersection for parade.  
Man-hours: 6hrs.  
Equipment: 905 plus enclosed trailer with cones.  
Materials: 83 traffic cones.



Location: Water Plant Reservoir path.  
Starting Date: 1/13/2017  
Completion Date: 1/13/2017  
Description: Hauled 36.19 tons of 57 stone to the water plant reservoir path and placed on road.  
Man-hours: 3.5hrs.  
Equipment: 405 dump truck.  
Materials: 36.19tons of 57 stone.

Location: Harris and MLK, 302 MLK, Fuller and MLK, 1000 MLK, Furlong and MLK, 15 Eden Drive, 735 N Equity Drive, North and Buffalo Rd, Lee and West, West and East, 701-703-720-814-818 East, South and West, 3<sup>rd</sup> and Midway, 2<sup>nd</sup> Ave and Midway, 1029 Broadway, East and North, Lee and Blount, Woodsdale, N 5<sup>th</sup> and North, N 5<sup>th</sup> and Caswell.

Starting Date: 1/17/2017  
Completion Date: 1/30/2017  
Description: Repaired 54 potholes with Perma Patch asphalt.  
Man-hours: 10.75hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: 30.5 bags of Perma Patch asphalt.

Location: 221 Meadowbrook Drive at Creek.  
Starting Date: 1/23/2017  
Completion Date: 1/23/2017  
Description: Removed large obstruction from ditch bank for positive drainage.  
Man-hours: 2.75hrs.  
Equipment: 420 Cat backhoe, 304 knuckleboom loader plus hand tools.  
Materials: N/A

Location: S 4<sup>th</sup> and Johnston Street.  
Starting Date: 1/25/2017  
Completion Date: 1/25/2017  
Description: Painted parking spaces and no parking zones.  
Man-hours: 12hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: 6 gallons of yellow and ¼ gallon of with traffic paint



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Jan. 31, 2017**



**I. Statistical Section**

- 6 Preventive Maintenances
- 2 North Carolina Inspections
- 19 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 held a monthly staff meeting and addressed areas of concern.



**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**January 31, 2017**



**I. Statistical Section**

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

- a. Sanitation forces completed 34 work orders
- b. Sanitation forces collected 417.31 tons of household waste
- c. Sanitation forces disposed of 53 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 1.47 tons of construction debris (C&D)
- f. Town disposed of 125 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.28 tons of recyclable plastic
- h. Recycled 1820 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gallons of cooking oil was collected at the Convenient Site Center
- j. Recycled 3060 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$37.39 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 1740 lbs. of shredder steel for \$91.35 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$ 2432.00 for disposal of yard waste and debris.  
Equipment repairs paid to .....

American Tire Distributors. 2 tires for HHW Tk. # 310 \$796.57  
Carolina Freightliner of Raleigh. Core/Tank HHW #303 \$1267.78  
ERJ Hydraulics. Hydraulic cylinder repair on Knuckle boom # 301 \$535.00

**IV. Personnel Update:**

Due to the lack of man power a temporary employee was hired.  
Two new workers hired Donald Brown (Operator), Jeremy Reddick (Operator).  
Daniel Rodriguez promoted as (Public Works Sanitation Crew Leader).

**V. Narrative of monthly departmental activities:**

All Christmas lights and decorations are down except for Downtown lights up until Feb 15 2017.  
Public Works Department continues to work on leaf season and curbside cleaning.  
Community Services work hours 57 workers performed various task in appearance and trash collection.



**PARKS AND RECREATION**

**MONTHLY REPORT FOR JANUARY, 20017**

**PROGRAMS STATISTICS**

NUMBER OF PROGRAMS	16
TOTAL ATHLETICS PARTICIPANTS	190
TOTAL NON/ATHLETIC PARTICIPANTS	70
NUMBER OF GAMES PLAYED	35
TOTAL NUMBER OF PLAYERS (GAMES)	700
NUMBER OF PRACTICES	71
TOTAL NUMBER OF PLAYER(S) PRACTICES	710

	<b>JANUARY, 2016</b>	<b>16/17 FY YTD</b>	<b>JANUARY 2016</b>	<b>15/16 FY YTD</b>
PARKS RENTALS	3	123	1	175
USERS (PARKS RENTALS)	75	9011	25	5098
<b>TOTAL UNIQUE CONTACTS</b>	<b>1,555</b>			

<b>FINANCIAL STATISTICS</b>	<b>JANUARY, 2016</b>	<b>16/17 FY YTD</b>	<b>JANUARY 2016</b>	<b>15/16 FY YTD</b>
PARKS AND RECREATION REVENUES	\$ 1,448.90	\$ 35,388.46	\$ 623.00	\$ 46,312.60
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 39,669.69	\$ 370,230.38	\$ 38,118.48	\$ 367,932.08
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 81,379.04	\$ 8,682.44	\$ 8,682.44

**HIGHLIGHTS**

TOOK THE STERLING SENIORS TO LEXINGTON  
 STARTED RESOLUTION WALKING WEIGHT LOSS PROGRAM  
 STARTED YOUTH BASKETBALL PROGRAMS IN 6U, 8U, 10U, 12U AND 15U



**SMITHFIELD RECREATION  
AND AQUATICS CENTER**

**SRAC MONTHLY REPORT FOR JANUARY, 20017**

**PROGRAMS STATISTICS**

NUMBER OF PROGRAMS	21
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1377

	JANUARY, 2017	16/17 FY YTD	JANUARY, 2016	15/16 FY YTD
SRAC MEMBER VISITS	5801	35287	5622	37917
DAY PASSES	433	5287	465	5796
RENTALS (SRAC)	103	501	39	350
USERS (SRAC RENTALS)	4038	26207	1560	16245
<b>TOTAL UNIQUE CONTACTS</b>	<b>10,464</b>	<b>77,746</b>	<b>7,667</b>	<b>67,975</b>

**FINANCIAL STATISTICS**

	JANUARY, 2017	16/17 FY YTD	JANUARY, 2017	15/16 FY YTD
SRAC REVENUES	\$ 54,021.34	\$ 371,667.53	\$ 51,796.15	\$ 383,885.26
SRAC EXPENDITURES	\$ 62,850.15	\$ 510,320.19	\$ 66,431.32	\$ 497,100.30
SRAC MEMBERSHIPS	2959			

**HIGHLIGHTS**

HOSTED BRIDGE TO SPORTS WHEELCHAIR BASKETBALL TOURNAMENT  
 HOSTED 26 BIRTHDAY PARTIES  
 HOSTED 2 RIVERS 3A CONFERENCE SWIM MEET  
 HOSTED GREATER NEUSE RIVER 4A CONFERENCE SWIM MEET





- **Statistical Section**

- Electric CP Demand 26,563 Kw relative to December's demand of 22,735 Kw.
- Electric System Reliability for was 99.9984%, with three recorded outages; relative to December's 99.9989%.
- Raw water treated on a daily average was 3.305 MG relative to 2.993 MG for December; with maximum demand of 3.731 MG relative to December's 3.630 MG.
- Total finished water to the system was 97.236 MG relative to December's 87.174 MG. Average daily for the month was 3.137 MG relative to December's 2.812 MG. Daily maximum was 3.487 MG (January 9<sup>th</sup>) relative to December's 3.249 MG. Daily minimum was 2.531 MG (January 7<sup>th</sup>), relative to December's 2.310 MG.

- **Miscellaneous Revenues**

- Water sales were \$204,676 relative to December's \$202,012
- Sewer sales were \$287,889 relative to December's \$280,424
- Electrical sales were \$1,476,158 relative to December's sales of \$1,311,353
- Johnston County Water purchases were \$75,017 for 50.012 MG relative to December's \$79,656 for 53.104 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,113,814 relative to December's \$1,047,870
- Johnston County sewer charge was \$184,230 for 61.609 MG relative to December's \$172,065 for 57.577 MG.

- **Personnel Changes –**

- Ty Forbes began employment as Water Operator I on January 23, 2017



**Town of Smithfield  
Electric Department  
Monthly Report  
January, 2017**

**I. Statistical Section**

- Street Lights repaired –42
- Area Lights repaired -10
- Service calls – 31
- Underground Electric Locates –76
- Poles changed out or installed 8
- Underground Services Installed/Repaired -2

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on CPR & First Aid.

**V. Miscellaneous Activities:**

- Removed all Christmas Decorations.
- Helped Meter Dept. with turn on & turn off.
- Helped Parks & Recreations remove Christmas Tree.



## Water & Sewer January 2017 Monthly Report

● DISCONNECT WATER	12
● RECONNECT WATER	3
● TEST METER	7
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	2
● LOW PRESSURE CALLS	6
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	21
● METER CHECKS	21
● METER REPAIRS	9
● WATER MAIN/SERVICE REPAIRS	8
● STREET CUTS	3
● REPLACE EXISTING METERS	3
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	37
● CLEANOUTS INSTALLED	12



- SEWER MAIN CLEANED 8435LF
- SERVICE LATERALS CLEANED 485LF
- SERVICE CALLS 138
- LOCATES 85
- FLUSHED ALL DEAD END LINES ONE TIME
- FLUSHED ALL HYDRANTS ON HYDRANT LIST
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH

- Braswell finished relaying the force main at SLS #12, billed \$73,902.03. Extra \$1,200.00 for the overflow bypass out of SLS #11 into new manhole.
- Mizelle Contracting begin SLS #3 project, billed for \$40,018.75.
- Pump Station 11 went off line. Spent money for new pipe and gaskets for both pumps. Only able to get one pump back on line.
- Generator at SLS #13 Ray Dr. engine was replaced. Cummins Atlantic Kenly billed \$13,743.89. (1/11/17)

## PERSONNEL UPDATES

NONE

## UP COMING PROJECTS FOR THE MONTH OF FEBRUARY

- Braswell will be starting the rebuild of Pump Station #7. Still waiting on wet well to be coated.
- Sewer manhole survey (Hydrostructures) has started.
- Bids for the Booker Dairy Road Project were turned in, Braswell was awarded the job with the bid of \$1,906,678.78 , with an alternate of \$28,941.00
- Mizelle is continuing the work on SLS #3.
- Waiting on Bill and Braswell for plans for SLS #12 pumps.
- Ordered new Superintendent truck.



## **MONTHLY WATER LOSS REPORT**

**JANUARY 2017**

### **5- Meters with slow washer leaks**

**1"Line, 1/16"hole – 4hrs**

**2 - 2"Line, 1/16"hole – 1day**

**2 - ¾" Line, 1/18" hole – 1day**

**6" Line with shear – 5hrs**

**FH Bonnet slow drip- 2days**



**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**  
1,073,750

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	01/12/17	3	15	5310	10	North Street	01/05/17	2.6	15	15930	
Computer Drive	01/12/17	2.5	15	5310	10	West Street	01/05/17	2.8	15	17620	50
Castle Drive	01/12/17	3	15	5310	10	Regency Drive	1/12/17	1	30	39000	60
Parkway Drive	01/18/17	1	15	15930	40	Randers Court	1/12/17	1	30	31860	40
Garner Drive	01/12/17	1.4	15	7965		Noble Street	1/12/17	1	30	15840	
Hwy 210 LIFT ST.	01/12/17	1.2	15	7965		Fieldale Dr#1(L)	1/12/17	1	30	31860	40
Skyland Drive	01/18/17	2	15	5310	10	Fieldale Dr#2(R)	1/12/17	1	30	31860	40
Braford Street	01/18/17	0.4	15	7965		Heather Court	1/12/17	1	30	15930	40
Kellie Drive	01/18/17	0.4	15	7965		Reeding Place	1/12/17	1	30	15930	40
Edgewater	01/05/17	0.6	15	7965		East Street	1/12/17	2.4	15	15930	40
Edgecombe	01/05/17	0.6	15	159480	40	Smith Street	1/12/17	2.4	15	15930	
Valley Wood	01/05/17	0.4	15	15930	40	Wellons Street	1/12/17	2.8	15	15930	40
Creek Wood	01/05/17	0.4	15	15930		Kay Drive	1/17/17	1	15	9750	15
White Oak Drive	01/05/17	0.4	15	5310	10	Huntington Place	1/17/17	1.6	15	10095	
Brookwood Drive	01/05/17	0.3	15	5655	5	N. Lakeside Drive	1/17/17	1.7	15	9435	15
Runnymede Place	01/05/17	0.6	15	5310	10	Cypress Point	1/17/17	1.7	15	8715	12
Nottingham Place	01/05/17	0.3	15	5310	10	Quail Run	1/17/17	1.6	15	10095	
Heritage Drive	01/05/17	0.6	15	5310	10	British Court	1/17/17	1.6	15	11550	
Noble Plaza #1	01/18/17	0.2	15	5310	10	Tyler Street	1/17/17	2	15	19500	60
Noble Plaza #2	01/18/17	0.2	15	5310	10	Yelverton Road	1/17/17	2.3	15	15930	40
Pinecrest Street	01/05/17	0.4	15	5310	10	Ava Gardner	1/18/17	1	30	47990	
S. Sussex Drive	01/05/17	0.4	15	7965		Waddell Drive	01/18/17	1	15	5310	10
Elm Drive	01/18/17	0.2	15	5310	10	Henly Place	01/18/17	1.8	15	8715	12
Braford Street	01/05/17	0.4	15	7965		Birch Street	1/17/17	2	15	8715	12
Coor Farm Supply	01/18/17	2	15	5080		Pine Street	1/17/17	1.8	15	9750	15
Old Goldsboro Rd.	01/18/17	2	15	10620		Oak Drive	1/17/17	2	15	9430	14
Hillcrest Drive	01/12/17	2.8	15	10620	10	Cedar Drive	1/17/17	1.8	15	5310	10
Eason Street	01/12/17	1.3	15	15930	40	Aspen Drive	1/17/17	2.4	15	8715	12
Magnolia circle	01/05/17	1.6	15	7965		Furlonge Street	01/18/17	1.5	15	8715	12
Rainbow Drive	01/03/17	1.8	15	19500	60	Golden Corral	01/18/17	2	15	10080	16
Rainbow Circle	01/03/17	1.5	15	19500	60	Holland Drive	01/18/17	2	15	9750	15
Moonbeam Circle	01/03/17	1.6	15	19500	60	Davis Street	01/18/17	2.5	15	8715	12
Ray Drive	01/12/17	2.8	15	31860	40	Caroline Ave.	01/18/17	3.8	15	5310	10
Will Drive	01/12/17	2.6	15	31860	40	Johnston Street	01/18/17	3.4	15	7965	15
Michael Lane	01/12/17	3.8	15	7965	40	Ryans	01/18/17	1	30	31860	
Ward Street	01/12/17	2.8	15	15930	40					545020	

**DISTRIBUTION FACILITY (Ground or Purchased Source)  
MONTHLY OPERATING REPORT (from GPWMOR application)**

**Chloramine**

Report Month / Year: JANUARY, 2017  
 Public Water System ID • Name: NC4051007 • SMITHFIELD SOUTH WATER DIST  
 Treatment WSF ID • Name: D01 • DISTRIBUTION SYSTEM

Distribution System Class: D

County Name: JOHNSTON

SAMPLE NBR	COLLECTION DATE	LOCATION CODE	SAMPLE ADDRESS	MRT Site Residual Disinfectant		Chloramine Monitoring Parameters per Rule .1302 (a)(3)(B)				MRT Site Residual Disinfectant	
				TOTAL CHLORINE (mg/L)	TOTAL CHLORINE (mg/L)	TOTAL CHLORINE (mg/L)	MONO-CHLORAMINE (mg/L)	FREE AMMONIA (ma/L)	pH	FREE CHLORINE (mg/L)	
1	01/06/2017	SO1	NEUSE RIVER							8.27	1.97
2	01/06/2017	SO3	HUNTINGTON PLACE							8.26	1.79
3	01/06/2017	SO5	QUAIL RIDGE (MRT)							8.23	1.71
4	01/06/2017	SO6	N LAKESIDE DR							8.24	1.58
5	01/06/2017	SO7	HWY 301 & HOLT LAKE BBQ							8.3	2.14
6	01/11/2017	SO1	NEUSE RIVER							7.78	2.44
7	01/11/2017	SO3	HUNTINGTON PLACE							8.24	1.32
8	01/11/2017	SO5	QUAIL RIDGE (MRT)							7.69	2.35
9	01/11/2017	SO6	N LAKESIDE DR							7.67	1.73
10	01/11/2017	SO7	HWY 301 & HOLT LAKE BBQ							7.67	2.59
11	01/18/2017	SO1	NEUSE RIVER							8	2.17
12	01/18/2017	SO3	HUNTINGTON PLACE							7.91	0.8
13	01/18/2017	SO5	QUAIL RIDGE (MRT)							7.93	2.25
14	01/18/2017	SO6	N LAKESIDE DR							7.97	1.74
15	01/18/2017	SO7	HWY 301 & HOLT LAKE BBQ							7.99	2.03
16	01/23/2017	SO1	NEUSE RIVER							7.94	2.24
17	01/23/2017	SO3	HUNTINGTON PLACE							7.83	1.65
18	01/23/2017	SO5	QUAIL RIDGE (MRT)							7.88	2.12
19	01/23/2017	SO6	N LAKESIDE DR							7.86	1.53
20	01/23/2017	SO7	HWY 301 & HOLT LAKE BBQ							7.93	2.24

Submitted Date: Thu, Feb 2, 2017

Certificate Number: 130021

ORC Name: AUBREY P BUTLER

Comments:

**WATER USAGE (PURCHASED SOURCES)  
MONTHLY OPERATING REPORT (from GPWMOR application)**

County Name: JOHNSTON

Report Month / Year: JANUARY, 2017  
Public Water System ID - Name: NC4051007 - SMITHFIELD SOUTH WATER DIST

Purchaser WSF ID	Seller PWS ID	Seller System Name	Water Purchased (gallons)
S01A	NC4051018	JOHNSTON CO-EAST	1,868,000
S01B	NC0351070	JOHNSTON CO-WEST	0
S02	NC0351010	SMITHFIELD, TOWN OF	0

Total Monthly Water Purchased:

DENR 3398 (05/2011)

Submitted By (using GPWMOR application):  
Submitted Date:

Aubrey P Butler  
Thu, Feb 2, 2017

Date / Time Printed: Wed, Feb 8, 2017 10:29 am



**Town of Smithfield  
Water Treatment Plant**

All figures are in MGD.

Jan-17  
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.75	20.0	3.193	3.010	0.1010	2.909	91.11
2	3.50	17.5	2.617	2.879	0.0900	2.789	106.57
3	3.50	22.5	3.326	3.174	0.1070	3.067	92.21
4	3.50	22.5	3.200	3.341	0.0990	3.242	101.31
5	3.50	24.0	3.519	3.224	0.1000	3.124	88.78
6	3.50	21.0	3.054	3.134	0.0970	3.037	99.44
7	3.50	20.0	2.901	2.625	0.0940	2.531	87.25
8	3.50	20.0	2.970	2.700	0.0980	2.602	87.61
9	3.50	23.0	3.417	3.597	0.1100	3.487	102.05
10	3.50	22.5	3.292	3.480	0.1010	3.379	102.64
11	4.00	24.0	3.731	3.578	0.1060	3.472	93.06
12	4.00	22.5	3.646	3.377	0.0990	3.278	89.91
13	4.00	22.0	3.635	3.494	0.1020	3.392	93.31
14	4.00	20.5	3.397	3.331	0.0980	3.233	95.17
15	4.00	20.0	3.378	3.302	0.1000	3.202	94.79
16	4.00	18.0	3.024	3.290	0.1000	3.190	105.49
17	3.70	21.0	3.469	3.307	0.1030	3.204	92.36
18	3.70	22.0	3.393	3.242	0.1010	3.141	92.57
19	3.70	21.5	3.315	3.354	0.1010	3.253	98.13
20	3.70	21.5	3.302	3.254	0.1060	3.148	95.34
21	3.70	20.5	3.248	3.049	0.0940	2.955	90.98
22	3.70	21.0	3.216	3.199	0.1110	3.088	96.02
23	3.70	21.0	3.252	3.331	0.1040	3.227	99.23
24	3.70	22.0	3.417	3.435	0.1050	3.330	97.45
25	3.70	23.5	3.598	3.285	0.1010	3.184	88.49
26	3.70	22.0	3.343	3.198	0.0990	3.099	92.70
27	3.70	21.5	3.313	3.474	0.1060	3.368	101.66
28	3.70	21.5	3.328	3.293	0.1010	3.192	95.91
29	3.70	22.0	3.400	3.238	0.1010	3.137	92.26
30	3.70	21.5	3.297	3.093	0.0960	2.997	90.90
31	3.70	21.0	3.256	3.073	0.0940	2.979	91.49
Total	114.75	663.5	102.447	100.361	3.125	97.236	94.91
Avg	3.70	21.4	3.305	3.237	0.101	3.137	
Max	4.00	24.0	3.731	3.597	0.111	3.487	
Min	3.50	17.5	2.617	2.625	0.090	2.531	