



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Shannan Parrish

Town Council

Agenda

Packet

Meeting Date: Tuesday, September 3, 2024

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 SEPTEMBER 3, 2024
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

- 1. Proclamation: Declaring September 17-23, 2024 as Constitution Week in the Town of Smithfield**
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings: None

Citizens Comments

Consent Agenda Items:

- 1. Special Events: Fall Fridays on Front** – The Parks and Recreation Department is requesting to hold concerts on the following Friday Nights: September 13th, October 11th and November 8th from 4:00 pm until 10:00 pm at the Neuse River Amphitheater. The closure of South Front Street is also requested for these events.
(Planning Director – Stephen Wensman) See attached information.....3
- 2. Special Event: Demo Ride Days** – Bulldog Harley-Davidson is requesting to hold events on September 6 and 7, 2024 at 1043 Outlet Center Drive from 11:00 am until 3:00 pm. The request includes a food truck.
(Planning Director – Stephen Wensman) See attached information.....7

3. Special Event: Bike Night – Bulldog Harley-Davidson is requesting to hold an event on Thursday, September 12, 2024 at 1043 Outlet Center Drive from 12:00 pm until 5:00 pm. The request includes amplified sound and a food truck.
(Planning Director – Stephen Wensman) See attached information.....13

4. Special Event: Bikini Competition and Sister Store Gathering - Bulldog Harley-Davidson is requesting to hold an event on Saturday, September 21, 2024 at 1043 Outlet Center Drive from 5:00 pm until 8:00 pm. The request includes amplified sound and a food truck.
(Planning Director – Stephen Wensman) See attached information.....19

5. Special Event: Smithfield Selma High School Homecoming Parade – Smithfield Selma High School is requesting to hold a parade on a portion of M. Durwood Stephenson Parkway on Monday, October 14, 2024 from 5:00 pm until 6:00 pm.
(Planning Director – Stephen Wensman) See attached information.....27

6. Consideration and request for approval to establish a Utility Account Write Off Policy
(Finance Director – Andrew Harris) See attached information.....33

7. Consideration and request for approval to establish a Utility Allowance for Doubtful Accounts Policy
(Finance Director – Andrew Harris) See attached information.....37

8. Consideration and request for approval to adopt Resolution No. 753 (14-2024) appointing Andrew Wagner to the Downtown Smithfield Development Corporation’s Board of Directors
(Town Manager – Michael Scott) See attached information.....41

9. New Hire Report
(HR – Shannan Parrish) See attached information.....47

Business Items:

1. Discussion concerning the establishment of a Stormwater Utility
(Planning Director – Stephen Wensman) See attached information.....49

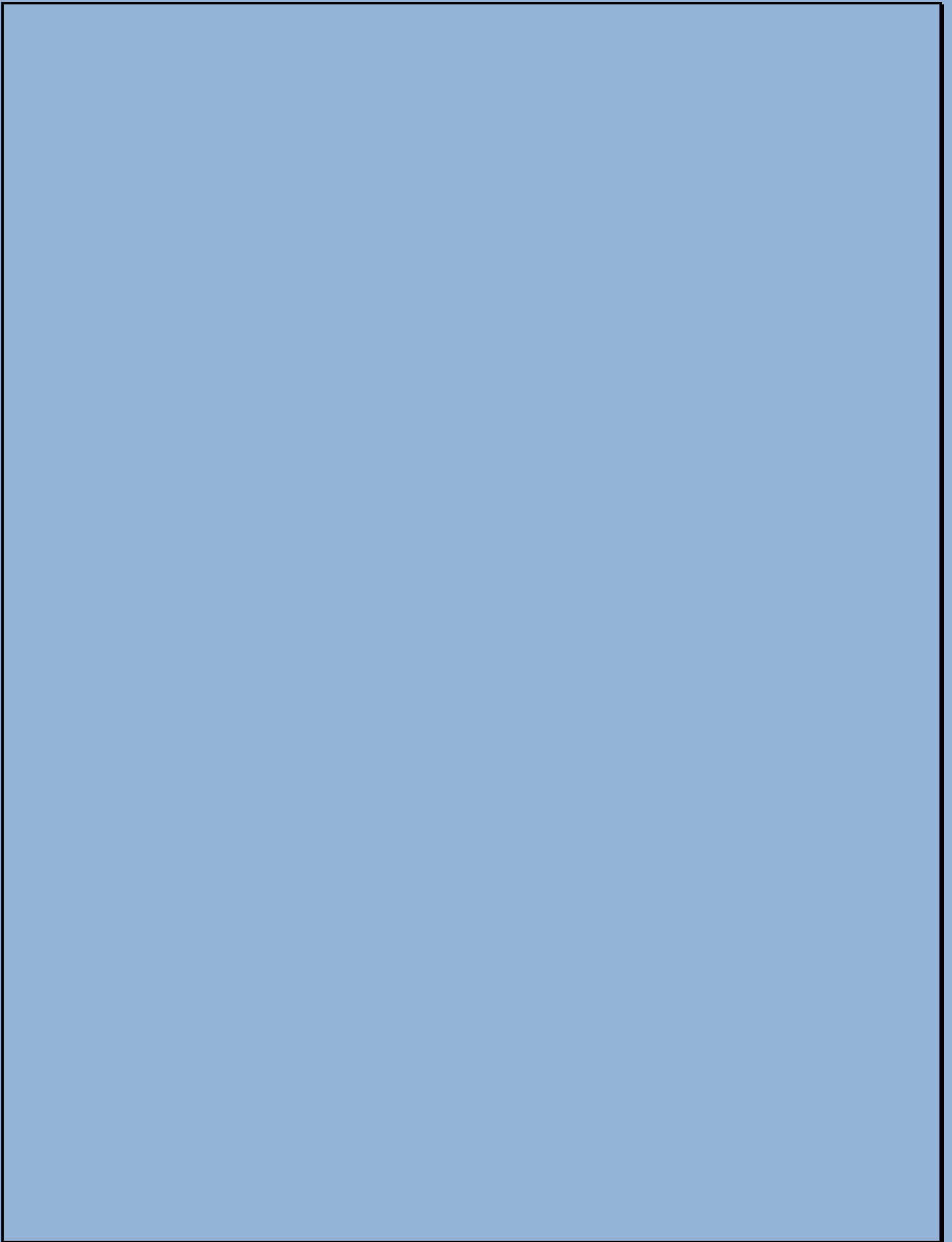
Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information).....61
- Department Reports (See attached information).....65
- Manager’s Report (Will be provided at the Meeting)

Adjourn

Presentation



**Proclamation
Constitution Week
September 17 – 23, 2024
In the Town of Smithfield, North Carolina**

Whereas, September 17, 2024 marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a Proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim September 17th through the 23rd, 2024 to be

CONSTITUTION WEEK

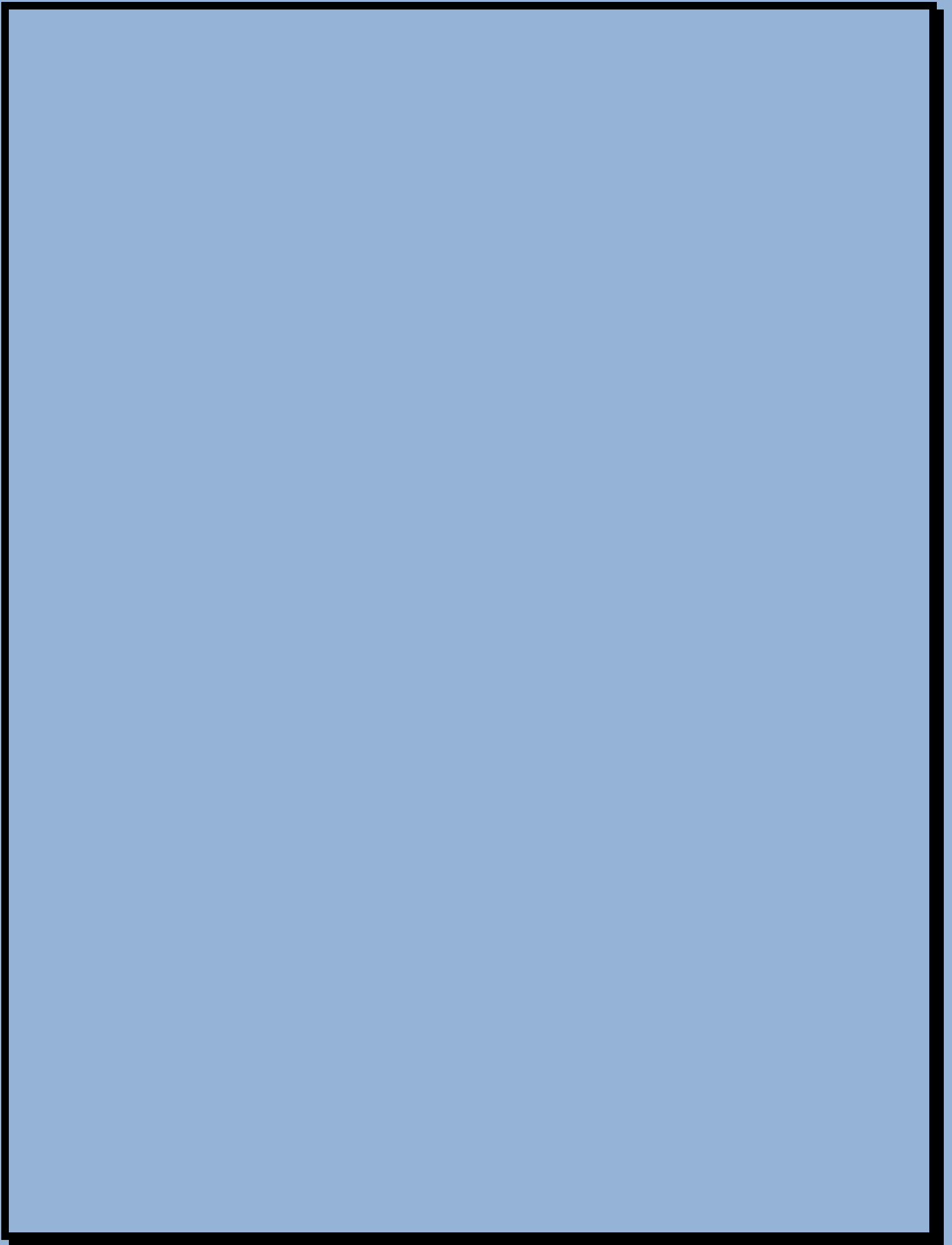
in the Town of Smithfield and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Third day of September in the year of our Lord Two Thousand Twenty – Four.

Consent

Agenda Items





Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/03/2024

Subject: Parks and Recreation
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Parks and Recreation to hold Fall Fridays on Front at the Neuse River Amphitheater.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

Smithfield Parks and Recreation is requesting to hold a Fall Fridays Concert Series on Front Street at the Neuse River Amphitheater on September 13th, October 11th and November 8th, 2024. These Fall concerts would run from 6:30 pm to 10:00 pm. Amplified sound will be used between 4:00 pm and 10:00 pm. Over 100 people are expected to attend. Alcohol and food will be sold. The applicant has requested to close South Front Street. Smithfield Police will provide a police presence. No trash cans have been requested.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event
 - Over 100 people in attendance
 - Live Band or Amplified Sound
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square feet
 - Involves Town Park property
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe)

Fall Fridays On Front	150 S Front Street
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Parks & Recreation Dept.

Address 600 M Durwood Stephenson pkwy

Phone number 919-934-2148

Email address tiffany.pearson@smithfield-nc.com

Event date Sept. 13, Oct. 11, Nov. 8th

Event start time 6:30 pm

Event set up time 5:00 pm

Sound Amplification Type Concert/ Sound Production

Sound Amplification Time 4:00 pm-10:00 pm

PROPERTY OWNER:

Name Town of Smithfield

Address 150 S Front Street

Phone number 919-934-2148

Email address tiffany.pearson@smithfield-nc.com

Will alcohol be sold or served? Y or N

Event end time 10:00 pm

Event cleanup time 10:30 pm

Will food or goods be sold? Y or N

Food Trucks (if applicable 1) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: Smithfield Police
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? Nuese River Ampitheater

If any town streets require closure, please list all street names. South Front Street

Are event trash cans needed? Y or N How many?

Please provide a detailed description of the proposed temporary use or special event:

Fall Concert Series

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment: Cash Check# Credit Card Amount \$

Payment Received By:

Date:

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Gary Johnson [Signature] 8-14-24
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] Date: 8-15-24



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/03/2024

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold Demo Ride Days at 1043 Outlet Center Drive on September 6 and 7, 2024.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information



Staff Report

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

Bulldog Harley-Davidson is requesting to hold Demo Ride Days located at 1043 Outlet Center Drive on September 6th and 7th. The event will operate from 11:00 am to 3:00 pm. This event will allow motorcycle enthusiasts to gather, earn gift cards for testing out motorcycle inventory and enjoy food from Mr. Outrageous food truck. No alcohol will be sold or given away.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

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 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square
 - Involves Town Park property (Call 919-934-2148)
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

<u>DEMO RIDE DAYS</u> Name of Event	<u>1043 OUTLET CENTER DR. SMITHFIELD NC 27577</u> Location of Event/Use (exact street address)
--	---

APPLICANT:

Name Manee L Welchis

Address 1119 Crab Orchard Dr. Raleigh, NC 27606

Phone number (847) 736-8519

Email address manee@bulldogharleydavidson.com

Event date September 6th 2024

Event start and end time 11am - 3pm

Event set up and clean up time 10am / 3pm

Sound Amplification Type none

Sound Amplification Start and End Times ✓

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hype Mills Rd. Fayetteville, NC 28304

Phone number 910-734-8509

Email address carson@bulldogharleydavidson.com

Will alcohol be sold or served? Y or (N)
(If yes, please supply an ABC Permit)

Will food or goods be sold? (Y) or N

Food Trucks (if applicable) 1 **Mr. Outrageous Truck** (Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr. Zip 27577
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com
Signature: [Signature] Date: _____

OWNER'S CONSENT FORM

Name of Event: _____ Submittal Date: _____

OWNERS AUTHORIZATION

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

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

[Signature] Signature of Owner Carson Baker Print Name _____ Date

N.C. Department of Health and Human Services
 Division of Public Health
 Environmental Health Section

PERMIT TRANSITIONAL PERMIT

Date: 02/07/2023

Name of Establishment: Mr. Outrageous
 Location Address: 101 Starbright Lane
 City: Clayton State: NC Zip: 27520
 Billing Name: Marquis Reese
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: reese-marquis@yahoo.com
 Phone: (919) 879-9740 Fax: _____

Permittee: Marquis Reese
 Manager/Person in Charge: _____
 County: JOHNSTON
 Status Code: I T K
 Establishment ID: 04051031748
 Map #: _____ Parcel ID: _____
 Lat. _____ Long. _____
 Emergency Phone Number: (919) 879-9740

Permission is granted to operate a Mobile Food Units as defined in G.S. 130A-247(1) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked for failure to comply with all requirements.

Wastewater System: Municipal/Community On-Site System Capacity 0 Category # 0 1 2
 Water Supply: Municipal/Community On-Site Supply 3 4
 Pushcart/Mobile Food Unit operating in conjunction with: Waffle Station / 04051011580
 Restaurant or Commissary Name and ID Number

Conditions/Remarks:

Unit must report to the commissary each day of operation for fresh water fill up, to empty waste water, to prepare food, store food, restock supplies, trash disposal and for utensil washing. No food prep or servicing of MFU can occur at any other location. Bulk processing of fruits, vegetables and raw meats must NOT be processed on MFU. Limited prep (washing/cutting/etc.) is allowed in emergency situations. MFU must stay plugged-in to power, or with generator running so that all coolers maintain proper temp at all times when in use or when foods are being stored on mobile food unit! Only hot holding/cold holding/cooking and assembly can occur on mobile food unit. All food handling must occur within the enclosed portion of the unit. At all times MFU is operating it must maintain the following: 1) Keep hot foods 135 degrees or above. 2) Keep cold foods 41 degrees or lower 3) Wash hands frequently. 4) No bare hand contact with ready to eat foods (use gloves/tongs/deli paper, etc.). 5) Must have hot water 110 degrees or above and cold running water at all times. 6) Sanitizer. 7) Test strips. 8) Accurate metal stem thermometers for checking food temps. 9) No waste water leaks. 10) Coolers/freezers working and holding proper temperature. 11) Electricity. Numbers 1-11 must be done at all times unit is in operation and all state rules must also be followed. If other foods want to be added or new equipment used, contact this department prior to starting. Only limited cooling of foods is permitted on mobile food unit! Bulk cooling must happen at the commissary where adequate cooling space exists! Call this department for notification of locations where you will operate. You must operate some in Johnston County so that an inspection can be conducted! If inspections are not conducted, permit suspension/revocation may occur. If going to other counties to operate, call that county for permission PRIOR to going. The county you want to work in must give permission PRIOR to going. Within 210 days, there must be a person on duty at all times that is a Certified Food Protection Manager. Keep permit on the unit at all times for review. Contact this office on a MONTHLY basis to notify of locations of operation. Vin#53NBE1620N1095495 Tag#DA-33914

ATTACHMENTS

Transitional Permit Conditions

This permit shall expire on _____ and is not renewable. All non-compliant items listed herein and on attached pages (if applicable) must be completed within 90 / 180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: Marquis Reese Title: OWNER Date: 02/07/23
 Manager/Person In Charge
 Signed: John Reese REHS RS#: 1848 Date: 02/07/23
 Division of Environmental Health 919-921-0109

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(c) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule 8 B 6, for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from 1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00) EHS 1341 (Revised 07/12) Environmental Health Section



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/05/2023 TLM

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
STRICKLAND INSURANCE BROKERS INC
1200 PARKWAY DRIVE
GOLDSBORO, NC 27534

CONTACT NAME: INSURANCE DOCTOR AGENCY OF NORTH CAROLINA INC
PHONE (A/C No. Ext): 919-872-8828
E-MAIL ADDRESS: FAX (A/C No):

INSURED
MR. OUTRAGEOUS LLC
101 STARBRIGHT LANE
CLAYTON NC 27520

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : UNITED STATES LIABILITY INS CO	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			GL 1217116	09/20/2023	09/20/2024	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$
	ANY AUTO ALL OWNED AUTOS HIRED AUTOS						
	SCHEDULED AUTOS NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

PER POLICY

City Of Raleigh is listed as an additional insured.
BLANKET ADDITIONAL INSURED FORM APPLIES-FORM L 723 (02-09)

CERTIFICATE HOLDER

City Of Raleigh
P O Box 590
Raleigh NC 27602-0590

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

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Clear All



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/03/2024

Subject: Bulldog Harley-Davidson Bike Night
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to Bike Night on September 12, 2024 from 5:00 pm to 8:00 pm.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information



Staff Report

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

Bulldog Harley-Davidson is requesting to hold Bike Night at 1043 Outlet Center Drive on September 12, 2024. This event will run from 5:00pm-8:00 pm. Amplified sound will be used during those same times. Food will be provided by Skullies Food Truck. Beer will be given away by the applicant, limit 2 per person. This event will allow the motorcycle community to gather, shop and listen to music. Vendors will be selling merchandise. Promotions and giveaways will also be included.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

<u>BIKE NIGHT</u> Name of Event	<u>1043 OUTLET CENTER DR. SMITHFIELD NC 27577</u> Location of Event/Use (exact street address)
------------------------------------	---

APPLICANT:

Name Marlee L. Welch
 Address 1119 Crab Orchard Dr. Raleigh, NC 27606
 Phone number (847) 736-8519
 Email address marlee@bulldogharleydavidson.com
 Event date September 12, 2024

PROPERTY OWNER:

Name Carson Baker
 Address 1508 Hepemiss Rd. Fayetteville, NC 28304
 Phone number 910-734-8509
 Email address Carson@bulldogharleydavidson.com
 Will alcohol be sold or served? Y or N
 (If yes, please supply an ABC Permit)

Event start and end time 5pm - 8pm
 Event set up and clean up time 4pm / 8pm
 Sound Amplification Type speakers
 Sound Amplification Start and End Times 5pm - 8pm

Will food or goods be sold? Y or N

Food Trucks (if applicable) 2 (Each Food Truck Requires Certificate of Inspections by Johnston County)

SKULLIES Food Truck

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

Property Owners Name (print) CFB Powersports, LLC
Address 1043 Outlet Center Dr. Zip 27577
Phone Number 919-938-1592 Email carson@bulldogharleydavidson.com
Signature: [Signature] Date: _____

OWNER'S CONSENT FORM

Name of Event: _____ Submittal Date: _____

OWNERS AUTHORIZATION

I hereby give CONSENT to Bulldog HD (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.

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[Signature] Signature of Owner Carson Baker Print Name _____ Date

N.C. Department of Health and Human Services
 Division of Public Health
 Environmental Health Section

Permit Transitional Permit

Name of Establishment: SKULLIES STREET Q Permittee: CATHERINE LONG
 Location Address: 1216 PARKWAY DR Manager/Person in Charge: _____
 City: GOLDSBORO State: NC Zip: 27534 County: Wayne
 Billing Name: _____ Status Code: A - Open For Business
 Billing Address: _____ Establishment ID: 6096030092
 City: _____ State: _____ Zip: _____ Map #: _____ Parcel ID: _____
 Email Address: tarheels197555@gmail.com Lat: 35.383254 Long: -77.934904
 Phone: (919) 394-3978 Fax: _____ Emergency Phone Number: _____

Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(I) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked to failure to comply with all requirements.

Wastewater Systems: Municipal/Community On-Site System Capacity: _____ Category #: 2
 Water Supply: Municipal/Community On-Site System

Pushcart/Mobile Food Unit operating in conjunction with: WHAT'S THE DILLA COMMISSARY / 6096150007
 Restaurant or Commissary Name and ID number

Conditions/Remarks:

Conditions: Cook to serve items only. No food prep on MFU.
 Remarks:

Attachments

Transitional Permit Conditions

This permit shall expire on _____ and is not renewable. All non-compliant items listed herein and on attached pages (if applicable) must be completed within 90 / 180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: _____ Title: _____ Date: _____
 Manager/Person in Charge
 Signed By: Lewis, Scott REHS#: 1539 Date: 04/19/2018
 Division of Public Health

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule 8.B.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from: Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/03/2024

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Bulldog Harley-Davidson to hold a Bikini Competition & Sister Store event at 1043 Outlet Center Drive on September 21, 2024 from 12:00 pm to 5:00 pm.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information



Staff Report

Consent
Agenda
Item:

Application
for
Temporary
Use Permit

Bulldog Harley-Davidson is requesting to hold a Bikini Competition & Sister Store event at 1043 Outlet Center Drive on September 21, 2024 from 12:00 pm to 5:00 pm. This event will allow unity of their dealership network which will include their sister stores and a bikini competition. Alcohol will be given away with a limit of (2) free beers only. Amplified sound will be used between 12:00 pm and 5:00 pm.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

<u>BIKINI COMPETITION + SISTER STARGAZING</u> Name of Event	<u>1043 OUTLET CENTER DR. SMITHFIELD NC 27577</u> Location of Event/Use (exact street address)
--	---

APPLICANT:

Name Marlee L Welchis

Address 1119 Crab Orchard Dr. Raleigh, NC 27606

Phone number (847) 736-8519

Email address marlee@bulldogharleydavidson.com

Event date SEPTEMBER 21ST 2024

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd. Fayetteville, NC 28304

Phone number 910-734-8509

Email address carson@bulldogharleydavidson.com

Will alcohol be sold or served? Y or N
(If yes, please supply an ABC Permit)

Event start and end time 12pm - 5pm

Event set up and clean up time 11am - 5:30pm

Will food or goods be sold? Y or N

Sound Amplification Type SPEAKERS

Sound Amplification Start and End Times SPEAKERS

Food Trucks (if applicable) 1 **The Chopping Block**
(Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

OWNERS AUTHORIZATION

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OWNER'S CONSENT FORM

Name of Event: _____ Submittal Date: _____

OWNERS AUTHORIZATION

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[Signature] Signature of Owner
Carson Baker Print Name
_____ Date

Food Establishment Inspection Report

Score: 98

Establishment Name: THE CHOPPING BLOCK

Establishment ID: 6096030156

Location Address: 1216 B PARKWAY DR
 City: GOLDSBORO State: North Carolina
 Zip: 27534 County: 96 Wayne
 Permittee: CATHERINE LONG
 Telephone: (919) 394-3978

Date: 07/17/2024 Status Code: A
 Time In: 11:00 AM Time Out: 12:00 PM
 Category#: II
 FDA Establishment Type:

Inspection Re-Inspection Educational Visit
Wastewater System:
 Municipal/Community On-Site System
Water Supply:
 Municipal/Community On-Site Supply

No. of Risk Factor/Intervention Violations: 1
 No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions						
Risk factors: Contributing factors that increase the chance of developing foodborne illness.						
Public Health Interventions: Control measures to prevent foodborne illness or injury						
Compliance Status	OUT	CDI	R	VR		
Supervision .2652						
1	<input checked="" type="checkbox"/> OUT	N/A			PIC Present, demonstrates knowledge, & performs duties	1 0
2	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> N/A			Certified Food Protection Manager	1 0
Employee Health .2652						
3	<input checked="" type="checkbox"/> OUT				Management, food & conditional employee; knowledge, responsibilities & reporting	2 1 0
4	<input checked="" type="checkbox"/> OUT				Proper use of reporting, restriction & exclusion	3 1.5 0
5	<input checked="" type="checkbox"/> OUT				Procedures for responding to vomiting & diarrheal events	1 0.5 0
Good Hygienic Practices .2652, .2653						
6	<input checked="" type="checkbox"/> OUT				Proper eating, tasting, drinking or tobacco use	1 0.5 0
7	<input checked="" type="checkbox"/> OUT				No discharge from eyes, nose, and mouth	1 0.5 0
Preventing Contamination by Hands .2652, .2653, .2655, .2656						
8	<input checked="" type="checkbox"/> OUT				Hands clean & properly washed	4 2 0
9	<input checked="" type="checkbox"/> OUT	N/A	N/O		No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4 2 0
10	<input checked="" type="checkbox"/> OUT	N/A			Handwashing sinks supplied & accessible	2 1 0
Approved Source .2653, .2655						
11	<input checked="" type="checkbox"/> OUT				Food obtained from approved source	2 1 0
12	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT			Food received at proper temperature	2 1 0
13	<input checked="" type="checkbox"/> OUT				Food in good condition, safe & unadulterated	2 1 0
14	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Required records available: shellstock tags, parasite destruction	2 1 0
Protection from Contamination .2653, .2654						
15	<input checked="" type="checkbox"/> OUT	N/A	N/O		Food separated & protected	3 1.5 0
16	<input checked="" type="checkbox"/> OUT				Food-contact surfaces: cleaned & sanitized	3 1.5 0
17	<input checked="" type="checkbox"/> OUT				Proper disposition of returned, previously served, reconditioned & unsafe food	2 1 0
Potentially Hazardous Food Time/Temperature .2653						
18	<input checked="" type="checkbox"/> OUT	N/A	N/O		Proper cooking time & temperatures	3 1.5 0
19	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Proper reheating procedures for hot holding	3 1.5 0
20	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Proper cooling time & temperatures	3 1.5 0
21	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Proper hot holding temperatures	3 1.5 0
22	<input checked="" type="checkbox"/> OUT	N/A	N/O		Proper cold holding temperatures	3 1.5 0
23	<input checked="" type="checkbox"/> OUT	N/A	N/O		Proper date marking & disposition	3 1.5 0
24	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Time as a Public Health Control; procedures & records	3 1.5 0
Consumer Advisory .2653						
25	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Consumer advisory provided for raw/ undercooked foods	1 0.5 0
Highly Susceptible Populations .2653						
26	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Pasteurized foods used; prohibited foods not offered	3 1.5 0
Chemical .2653, .2657						
27	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Food additives: approved & properly used	1 0.5 0
28	<input checked="" type="checkbox"/> OUT	N/A			Toxic substances properly identified stored & used	2 1 0
Conformance with Approved Procedures .2653, .2654, .2658						
29	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2 1 0

Good Retail Practices						
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.						
Compliance Status	OUT	CDI	R	VR		
Safe Food and Water .2653, .2655, .2658						
30	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Pasteurized eggs used where required	1 0.5 0
31	<input checked="" type="checkbox"/> OUT				Water and ice from approved source	2 1 0
32	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Variance obtained for specialized processing methods	2 1 0
Food Temperature Control .2653, .2654						
33	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT			Proper cooling methods used; adequate equipment for temperature control	1 0.5 0 X
34	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Plant food properly cooked for hot holding	1 0.5 0
35	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	N/O	Approved thawing methods used	1 0.5 0
36	<input checked="" type="checkbox"/> OUT				Thermometers provided & accurate	1 0.5 0
Food Identification .2653						
37	<input checked="" type="checkbox"/> OUT				Food properly labeled: original container	2 1 0
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657						
38	<input checked="" type="checkbox"/> OUT				Insects & rodents not present; no unauthorized animals	2 1 0
39	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT			Contamination prevented during food preparation, storage & display	2 X 0 X
40	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT			Personal cleanliness	1 0.5 0
41	<input checked="" type="checkbox"/> OUT				Wiping cloths: properly used & stored	1 0.5 0
42	<input checked="" type="checkbox"/> OUT	N/A			Washing fruits & vegetables	1 0.5 0
Proper Use of Utensils .2653, .2654						
43	<input checked="" type="checkbox"/> OUT				In-use utensils: properly stored	1 0.5 0
44	<input checked="" type="checkbox"/> OUT				Utensils, equipment & linens: properly stored, dried & handled	1 0.5 0
45	<input checked="" type="checkbox"/> OUT				Single-use & single-service articles: properly stored & used	1 0.5 0
46	<input checked="" type="checkbox"/> OUT				Gloves used properly	1 0.5 0
Utensils and Equipment .2653, .2654, .2663						
47	<input checked="" type="checkbox"/> OUT				Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1 0.5 0
48	<input checked="" type="checkbox"/> OUT				Warewashing facilities: installed, maintained & used; test strips	1 0.5 0
49	<input checked="" type="checkbox"/> OUT				Non-food contact surfaces clean	1 0.5 0
Physical Facilities .2654, .2655, .2656						
50	<input checked="" type="checkbox"/> OUT	N/A			Hot & cold water available; adequate pressure	1 0.5 0
51	<input checked="" type="checkbox"/> OUT				Plumbing installed; proper backflow devices	2 1 0
52	<input checked="" type="checkbox"/> OUT				Sewage & wastewater properly disposed	2 1 0
53	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A		Toilet facilities: properly constructed, supplied & cleaned	1 0.5 0
54	<input checked="" type="checkbox"/> OUT				Garbage & refuse properly disposed; facilities maintained	1 0.5 0
55	<input checked="" type="checkbox"/> OUT				Physical facilities installed, maintained & clean	1 0.5 0
56	<input checked="" type="checkbox"/> OUT				Meets ventilation & lighting requirements; designated areas used	1 0.5 0
TOTAL DEDUCTIONS:						2



Comment Addendum to Food Establishment Inspection Report

Establishment Name: THE CHOPPING BLOCK
Location Address: 1216 B PARKWAY DR
City: GOLDSBORO **State:** NC
County: 96 Wayne **Zip:** 27534
Wastewater System: Municipal/Community On-Site System
Water Supply: Municipal/Community On-Site System
Permittee: CATHERINE LONG
Telephone: (919) 394-3978

Establishment ID: 6096030156
 Inspection Re-Inspection **Date:** 07/17/2024
 Educational Visit **Status Code:** A
Comment Addendum Attached? **Category #:** II
Email 1: tarheels197555@gmail.com
Email 2: _____
Email 3: _____

Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
Cooling tomatoes/Prep cooler top	60				
Cooling beans/Prep cooler top	62				
Cooling street corn mix/Prep cooler top	62				
Cooling rice made at 10:30am/Prep cooler top	73				
Shredded chicken/Prep cooler bottom	41				
Cooling corn ribs/Prep cooler bottom	51				
Shredded pork/Prep cooler bottom	41				
Cooling brisket/Prep cooler bottom	88				
Hot water/3 compartment sink	123				
Sanitizer quat ppm/Sanitizer bucket	200				
Sanitizer quat ppm/Spray bottle	200				
Reheat brisket/Grill top	193				
Reheat chicken/Grill top	192				
Cook temp mac & cheese/Stove top	154				

Person in Charge (Print & Sign): *First* _____ *Last* C Long
Regulatory Authority (Print & Sign): *First* Samantha *Last* Otellio *Signature:* [Signature]
REHS ID: 3137 - Otellio, Samantha **Verification Dates:** _____ **Priority:** _____ **Priority Foundation:** _____ **Core:** _____
REHS Contact Phone Number: (919) 222-7939 **Authorize final report to be received via Email:** [Signature]

Comment Addendum to Inspection Report

Establishment Name: THE CHOPPING BLOCK

Establishment ID: 6096030156

Date: 07/17/2024 Time In: 11:00 AM Time Out: 12:00 PM

Observations and Corrective Actions

Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-405.11 of the food code.

- 2 2-102.12 (A) Certified Food Protection Manager (C) No certified food protection manager. Permit is still within 210 days. A certified food protection manager must be made available at all times after 7/25/24.

- 33 3-501.15 Cooling Methods (Pf) Items found out of temperature were all stated to be made this morning with not enough cooling time prior to event. Items cooling can be served out of temperature but must be going through an approved active cooling process to reach proper temperatures during time parameters. Ensure cooked foods are cooled to 41 degrees within 6 hours. Ensure ambient foods are cooled to 41 degrees within 4 hours. EHS recommends hot holding cooked foods in steam well and then cooling leftovers after event or discarding. CDI Event over at 2:30 and items will be served or discarded per PIC.

- 39 3-305.11 Food Storage - Preventing Contamination from the Premises (C) Container of tortillas stored on the floor. Maintain the storage of food to be 6 inches off of the floor.

3-307.11 Miscellaneous Sources of Contamination (C) Pork rinds stored with employee drinks, register paper, miscellaneous items. Store food in areas away from possible contamination.

- 40 2-303.11 Prohibition - Jewelry (C) Food handler working with watch. Food handlers are prohibited from wearing jewelry on wrists.



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/03/2024

Subject: Smithfield Selma High School Homecoming Parade
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow SSS High School to hold a homecoming parade on October 14, 2024 from 5:00pm-5:45pm.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Map of the Parade Route



Staff Report

Consent
Agenda
Item:

Application
for
Temporary
Use Permit

SSS High School is requesting to hold a homecoming parade on October 14, 2024 from 5:00pm to 5:45pm. The parade will be staged in the back parking lot of Smithfield Community Park. It will proceed to the right of Durwood Stephenson Parkway and end in the back parking lot of SSS High School. The applicant has requested to close the portion of Durwood Stephenson Parkway between Smithfield Community Park and SSS High School. Smithfield Police will provide a police presence.



Temporary Use Permit Application

Completed applications must be submitted at least 6 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square
- Involves Town Park property (Call 919-934-2148)
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) _____

Smithfield-Selma HS Homecoming Name of Event <u>Parade</u>	Durwood Stephenson Pkwy Location of Event/Use (exact street address)
---	---

APPLICANT:

Name Crystal Gregory/Principal
 Address 700 M. Durwood Stephenson Pkwy
 Phone number 919 934 5191
 Email address crystalgregory@johnston.k12.nc.us
 Event date October 14th

PROPERTY OWNER:

Town of Smithfield
 Name Smithfield-Selma/JCPS
 Address Smithfield Community Park and Durwood Stephenson Pkwy
 Phone number _____
 Email address _____

Event start and end time 5:00 - 5:45 PM
 Event set up and clean up time 3:00pm - 6pm
 Sound Amplification Type n/A
 Sound Amplification Start and End Times n/A

Will alcohol be sold or served? Y or N (N)
 (If yes, please supply an ABC Permit)
 Will food or goods be sold? Y or N (N)

Food Trucks (if applicable n/A) (Each Food Truck Requires Certificate of Inspections by Johnston County)

Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application.

Security agency name & phone, if applicable: Smithfield PD
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? Smithfield Community Park
 If any town streets require closure, please list all street names. Durwood Stephenson Parkway
 Are event trash cans needed? Y or N How many? 1 way towards 555

Please provide a detailed description of the proposed temporary use or special event:

Smithfield-Selma HS Homecoming parade to be staged
in the back parking lot of Community Park and proceed right down
Durwood Stephenson Parkway to back parking lot
of 555 HS.

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

Method of Payment Cash Check# _____ Credit Card _____ Amount \$ _____

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Crystal Gregory [Signature] 8/20/24
 Applicant's Name (Print) Signature Date

Town Planning Director Signature: [Signature] Date: 8/22/24

Parade Route



Smithfield
Community
Park / SCLRA

555

M. Duwood Stephenson
Parkway

Parking lot

↑ stage
here

Bus parking
lot
END
here



Request for Town Council Action

Consent Item Agenda Date:	Utility Write Off Policy 09/03/2024
--	--

Subject: Utility Account Write Off Policy

Department: Finance Department

Presented by: Finance Director – Andrew Harris

Presentation: Consent Agenda Item

Issue Statement: Finance department is requesting Town Council to approve a semi-annual utility account write off policy. The department goal is to minimize the utility receivables written off each semi-annual period.

Financial Impact: Variable future negative impact dependent on amount of utility accounts receivables written off during each semi-annual period. The Town's Accounts Receivable balance may be stated higher than what is reasonably collectable or accounts receivables may be written off without proper authority.

Action Needed: Town Council to approve semi-annual utility account write off policy

Recommendation: Management is requesting Council to approve semi-annual write offs of utility accounts

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Utility Account Write Off Policy



Staff Report

Consent
Agenda Item

**Utility
Write
Off
Policy**

All accounting entries for uncollectible accounts, both the allowance for doubtful accounts reserve and the write-off of uncollectible accounts, will be initiated by the Finance Department. The Finance Department will work with customer service department on collection of delinquent accounts before requesting write off by the Town Council. The Finance Director, after due diligence collections efforts have been made, will compile a list for the Town Council to write-off.

The statute of limitations allows for three (3) years for utility accounts receivables per NC General Statutes. The two semi-annual periods would be from July 1 to December 31 and January 1 to June 30 of each year. A schedule will be provided to town council subsequent to the semi-annual period. The schedule would detail the account number, name, and amount of each utility account that is three years past due during each semi-annual period. These utility accounts receivable balances will report as balance owed but have a notation that the utility account is written off in our utility billing accounting software module.

The Government Accounting Standards Board (GASB) requires that bad debts be treated as a contra-revenue rather than an expense for financial reporting purposes. This treatment effectively reduces revenue for debts that are not probable for collection. In order for that realized revenue to be reflected properly, bad debts must be regularly recognized in the accounts of the Town.

Town of Smithfield, North Carolina
Utility Account Write Off Policy

Policy Statement:

The Finance Office will submit to the Town Council for their review and authorization to write off utility accounts deemed to be uncollectible by the Finance Director.

Purpose of the Policy:

The write off policy is needed to ensure the following:

- proper accounting for bad debts and write offs
- disclosure to the Town Council
- follow general statute guidelines

Procedures:

The finance director, after due diligence collection efforts have been made, will semi-annually compile a list for the Town Council to write-off. A write off list will be prepared of all utility customers that are three years past due as of November 30th and May 31st of each year by customer service personnel. The write off list will include the name, account number, address, and amount. The town council will vote to approve the write off list in the first board meeting during the months of January and July. Upon approval of the write off list, the customer service personnel will update the utility billing software and note the accounts are written off.



Request for Town Council Action

**Consent
Item
Agenda
Date:** **Utility
Allowance for
Doubtful
Accounts
09/03/2024**

Subject: Utility Allowance for Doubtful Accounts Policy

Department: Finance Department

Presented by: Finance Director – Andrew Harris

Presentation: Consent Agenda Item

Issue Statement: Finance department is requesting Town Council to approve an allowance for doubtful accounts calculation policy. The department goal is to properly account for bad debts, disclosure to the Town Council, and establish appropriate reserves.

Financial Impact: Variable future positive or negative impact dependent on the amount of accounts receivables that have an age greater than 90 days at the date of calculation.

Action Needed: Town Council to approve allowance for doubtful accounts policy

Recommendation: Management is requesting Council to approve the allowance for doubtful accounts policy based on the goals listed in the issue statement above

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Utility Allowance for Doubtful Accounts Policy



Staff Report

Consent
Agenda Item

Utility
Allowance
for
Doubtful
Accounts

All accounting entries for uncollectible accounts, both the reserves for uncollectible accounts and the write-off of uncollectible accounts, will be initiated by the Finance Department. The Finance Department will initiate the required reports for calculation and prepare the calculation on a quarterly basis.

The Government Accounting Standards Board (GASB) requires that bad debts be treated as a contra-revenue rather than an expense for financial reporting purposes. This treatment effectively reduces revenue for debts that are not probable for collection instead of recording an expenditure. In order for that realized revenue to be reflected properly, bad debts must be regularly recognized in the accounts of the Town (quarterly).

Town of Smithfield, North Carolina
Utility Allowance for Doubtful Accounts Policy

Policy Statement:

The Finance Office will submit to the Town Council for their authorization to approve an allowance for doubtful accounts policy.

Purpose of the Policy:

The write off policy is needed to ensure the following:

- proper accounting for bad debts and uncollectible accounts
- disclosure to the Town Council in how the allowance is determined
- establish appropriate reserves for uncollectible accounts annually

Procedures:

All uncollectible accounts will be reserved as specific accounts age and consequently are deemed to be uncollectible. Generally, debts aged more than ninety (90) days from the billing date are potentially no longer probable for collection. Circumstances may arise when specific accounts become uncollectible earlier than ninety (90) days. The finance office will work with the customer service department to determine which accounts meeting those specifications need to be reserved.

The allowances will be calculated by the sum of the associated revenue codes with respect to each revenue source (garbage, water, sewer, and electric) greater than 90 days on the Aging Report at the end of each month plus specific circumstances respective to each revenue code / revenue source.

When uncollectible accounts are reserved, a funding source must be identified to fund the reserve. The revenue account related to the utility allowance (garbage, water, sewer, and electric) will be the funding source.

The Government Accounting Standards Board (GASB) requires that bad debts be treated as a contra-revenue rather than an expense for financial reporting purposes. This treatment effectively reduces revenue for debts that are not probable for collection. Therefore, bad debt expenditure is never recorded. The revenue is reduced by the increase of the reserve.



Request for Town Council Action

**Consent
Agenda
Item** **DSDC Board
Appointment**
Date: 09/03/2024

Subject: Appointment to the Downtown Smithfield Development Corporation's Board of Directors

Department: General Government

Presented by: Town Manager – Michael Scott

Presentation: Consent Agenda Item

Issue Statement

The DSDC is requesting the Town Council to appoint Andrew Wagner to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointments and adoption of Resolution No. 753 (14-2024)

Recommendation

Staff recommends approval of this appointments and adoption of Resolution No. 753 (14-2024)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Andrew Wagner – DSDC Board Application
3. Resolution No. 753 (14-2024)



Staff Report

**Consent DSDC Board
Agenda: Appointment**

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Andrew Wagner (Owner of the Little Brown Jug) to serve on the DSDC Board of Directors.

Pursuant to Article VII "Directors Terms" (see below) of the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by resolution of the Smithfield Town Council.

Article VII – Directors Terms

Directors shall be elected for a term of three years, beginning with five Directors elected in January 2019 and four Directors elected in January 2020 and 2021. Directors will be elected in the month of January. Directors shall be nominated by the Board of Directors and shall become Directors upon approval by resolution of the Smithfield Town Council. At all times, there shall be at least five (5) Directors that own real property in the Downtown Smithfield Municipal Service District, own a business that leases property within the Downtown Smithfield Municipal Service District, or own an interest in a company that owns real property in the Downtown Smithfield Municipal Service District.



**Downtown Smithfield Development Corporation
Board of Directors Candidate Application**

Name Andrew Wagner

Business Little Brown Jug

Business Address 101 Market St Email

andywagner64@gmail Cell Phone 847-826-7094

Business Phone 919-934-0368 Home Phone

Home Address 1720 Galilee Rd Smithfield

Brief Biography

I am from Riverwoods IL

Arkansas University Sigma chi

owned chain of Delicetessens IL

Holy cross Football coach 20 yrs

Little Brown Jug

Jcc Foundation Board member 9 yrs

Specific Qualifications for DSDC Board of Directors

Same

Committee (indicate which committee best suits your interests):

€ Promotions

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

€ Design & Physical Improvement

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

€ Economic Development

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. COMMUNICATION
- WORK AS A WHOLE GROUP 2.
- MAKE SMITHFIELD A SUCCESS
- STRIVE TO MAKE A GREAT TOWN 3.

Membership in other organizations

Organization	Dates	Activities/Leadership
JCC Board Dir.	2015 - pres.	
Sigma Chi	1990 - pres	
Little Broom Jug	2010 - pres.	
Holy Cross Football	1990 - 2008	

Please submit application to:

Downtown Smithfield Development Corporation
 200 S. Front Street
 Smithfield, NC 27577

TOWN OF SMITHFIELD
RESOLUTION NO. 753 (14-2024)
Supporting an Appointment to the Downtown Smithfield
Development Corporation's Board of Directors

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation's Board of Directors to appoint a member to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation's By-Laws, the Town Council must approve any appointments/reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors has recommended the new appointment of Andrew Wagner; and

WHEREAS, the Town Council is asked to consider this appointment and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the appointment of Andrew Wagner to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 3rd day of September, 2024

M. Andy Moore, Mayor

Attest:

Shannan L. Parrish, Town Clerk



Staff Report

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

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:

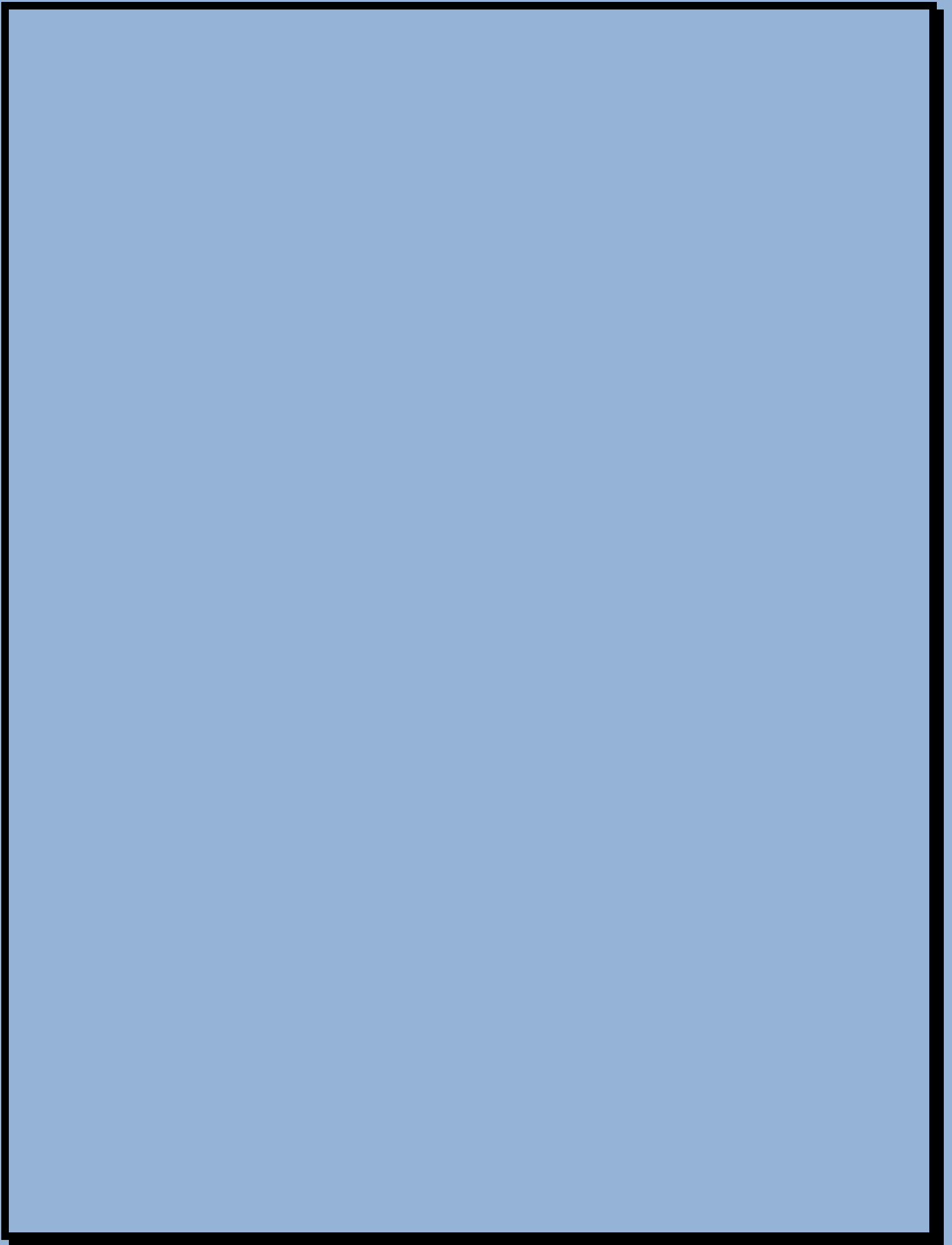
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Asst. Aquatics Supervisor	P&R – Aquatics	10-60-6220-5100-0200
Equipment Operator	PU – Streets	10-30-5600-5100-0200
Facility Maintenance Specialist	PW – Appearance	10-60-5500-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Human Resources Director	General Government	10-10-4000-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Police Officers	Police	10-20-5100-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I (4)	Police	10-20-5100-5100-0200	\$26.84/hr. (\$60,014.24/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$28.18/hr. (\$63,010.48/yr.)
Part-Time SRAC Pool Staff (2)	P&R – Aquatics	10-60-6220-5100-0220	\$10.00/hr.
Part -Time SRAC Staff	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.

Business Item





Request for Town Council Action

**Business
Agenda
Item:** Stormwater
Utility
Date: 09/03/2024

Subject: Establishment of a stormwater utility

Department: Planning Department

Presented by: Stephen Wensman, Planning Director; Michael Scott, Town Manager

Presentation: Business Agenda Item

Issue Statement

Request to take next steps to establish a stormwater utility.

Financial Impact

The establishment of a stormwater utility will enable the Town to establish a stormwater utility fee to fund the Town's stormwater program, including various capital projects to minimize flooding.

Action Needed

To take next steps to establish a stormwater utility.

Recommendation

Staff recommends the Town Council Discuss and approve creating a storm water fee affixed to property taxes and permit staff to begin discussion with our state legislators to be added to NCGS 160A-314 (a)(4).

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. NCGS 160A-314
3. Adopted Resolution No. 738



Staff Report

Business
Agenda
Item: Stormwater
Utility

STORMWATER UTILITY TIMELINE:

- In 2018, the Town hired Jewell Engineering to prepare the Stormwater Management Action Plan (the Plan) to identify, prioritize and plan to address flooding and stormwater quality problems throughout the community. The Plan was presented to the Town Council on July 7, 2019, with findings and recommendations.
- One of the action items in the Plan was the creation of a stormwater advisory committee (SWAC) which the Council created the SWAC in November 2019. The SWAC met monthly from January 2020-October 2020 with a mission to review and discuss a range of municipal stormwater services including regulatory programs and to make advisory-level recommendations to Town Management and Council regarding the extent and level of the Town's future stormwater program(s) and a program funding strategy.
- On February 2, 2021, the SWAC recommendation was presented to Council recommending a \$3 ERU based on a recommended Level 2 - level of service for the town's stormwater program.
- In August 2022, the Town Council adopted Resolution No. 709 (18-2022) By the Town of Smithfield to Develop and Implement a New Stormwater Utility with Stormwater Enterprise Fund as a requirement for an application for NCDEQ Stormwater infrastructure Investment (LASII) grant funding. Staff applied to NCDEQ and in April of 2023, the Town received notice that our application projects were eligible for funding.
- On September 5, 2023, the Town Council adopted Resolution#738 (21-2023) accepting the NCDEQ LASII ARPA stormwater grant funding in the amount of \$500,000 and agreeing to create a storm water utility.
- In June 2023, the Town hired KCI Engineering to study impervious in the corporate limits of the town for the purposes of creating a GIS impervious surface layer for the purposes of establishing an Equivalent Residential Unit (ERU), the basis for stormwater utility fees. KCI completed its study in March 2024.
- The study determined that the average residential impervious in the town is 4,111 sq. ft.

STORMWATER PROGRAM LEVEL OF SERVICE:

The Town of Smithfield is required by state law to develop and implement a stormwater program to comply with the State of North Carolina's Neuse River Basin – Nutrient Sensitive Waters Management Strategy (NSWMS). The stormwater portion of this strategy is known as the Neuse Stormwater Rule (NSR). The Town's stormwater program was effective February 1, 2001, and continues in force. Current requirements are:

- a. New development plan review and approval
- b. Stormwater control measure (SCM) maintenance
- c. Rule enforcement procedures
- d. Public education
- e. Storm sewer system mapping
- f. Illegal discharge removal

The current program may be described as reactive and comparable to similar-sized municipal programs in North Carolina that are funded by the general fund. A more comprehensive stormwater program could satisfy the Neuse Stormwater Rule (NSR) requirements, better maintain and replace aging public drainage infrastructure, plan for needed stormwater and stream system improvements on an objective and prioritized basis, help reduce drainage and flooding hazards, further protect the Neuse River and receiving water quality, and enable enhanced stormwater services for Smithfield residents and property owners.

In The SWAC reviewed three level of service alternatives found in the Plan and the level of funding needed for each and recommended Level 2 based on the needs of the Town (*Note the table was based on 2019 Dollars*):

Stormwater Program Function	Existing / Baseline Program GF Funding	Level 1 Enhanced Program SW Fee \$1/ERU	Level 2 Enhanced Program SW Fee \$3/ERU	Level 3 Enhanced Program SW Fee \$5/ERU
Program Administration & Engineering	\$13,500	\$120,000	\$158,000	\$263,000
NSR / Water Quality	\$3,000 (annual report)	\$10,000	\$32,000	\$53,000
Drainage System Operation & Maintenance	\$53,750 (includes 50% of leaf/limb, street sweeping)	\$80,000	\$182,000	\$384,000
Capital Improvement Program (CIP)	\$0	\$0	\$258,000	\$350,000
Totals	\$70,250	\$210,000	\$630,000	\$1,050,000

The baseline and alternatives are derived from the Town’s existing program costs, population of 11,342 and an estimated 15,879 – 18,714 ERUs.

WHAT IS AN “ERU” ?

ERU= Equivalent Residential Unit - a common billing unit for stormwater utility fees (charged monthly). An ERU is a measure of the average amount of impervious surface area for a single-family residential property located in the town. Residential properties will be billed at

a flat rate based on ERU. Multi-family and non-residential properties would be billed based on the amount of impervious area (ERUs) on the property.

STORMWATER FEE COMPARISONS:

NCGS 160A-314 is the statute that provides the authority to fix and enforce rates. The statute allows some municipalities to collect stormwater fees by property tax; however, the Town of Smithfield is only allowed to collect stormwater fees by a monthly utility billing.

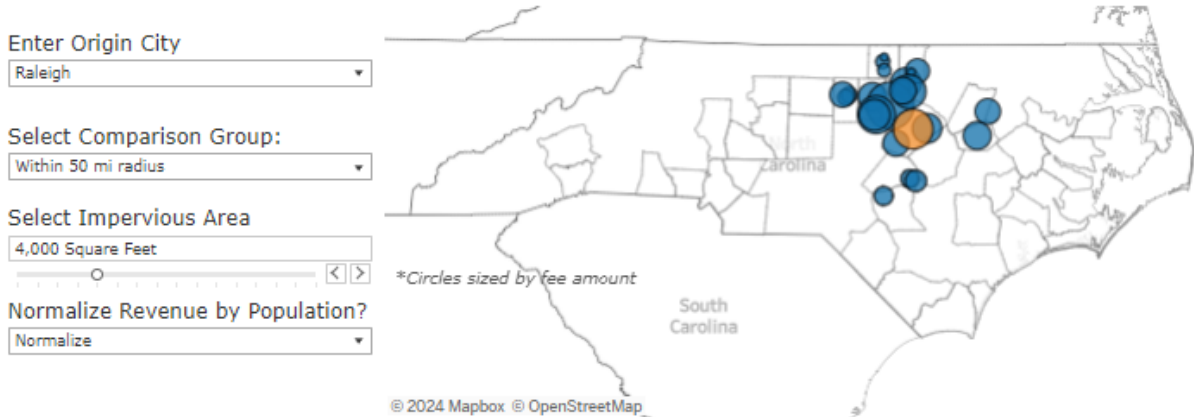
The stormwater utility fee dashboard below shows the residential bill for properties and revenue per capita (normalized by population for 4000 sq. ft. of impervious area:

Municipality	ERU	Revenue per Capita (Normalized by Population)
Durham	17.42	\$76
Raleigh	12.21	\$54
Chapel Hill	11.07	\$54
Knightdale	6.75	\$50
Fayetteville	6.00	\$56
Wilson	6.00	\$88
Holly Springs	5.20	\$35
Hope Mills	4.00	\$46
Dunn	3.50	\$16
Spring Lake	2.75	
Erwin	2.50	\$97

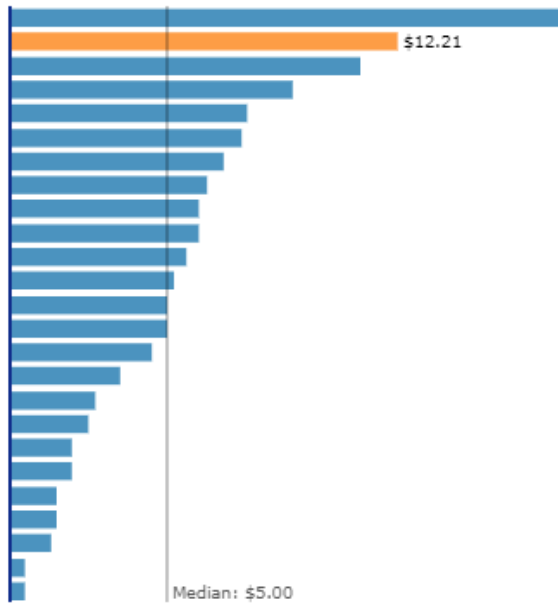
The median ERU is \$5.00 and the median Revenue per Capita is \$54.00 (normalized by population with a 4,000 sq. ft impervious area.

2023-2024 NC Residential Stormwater Utility Fee Dashboard

Fees as of January 1, 2023



Fees Across Comparison Group ⓘ



Revenue Across Comparison Group



Data Source: 2023 North Carolina Stormwater Fee Survey: Environmental Finance Center at the University of North Carolina School of Government



Residential Stormwater Utility Fees within 50 Miles of Dunn.
(Source: NCDEQ)

To provide a local perspective, the table below illustrates the impact a fee would have on some town non-residential properties (\$6 ERU):

Company	Site Acreage	Impervious sf	ERU (sf)	ERUs	ERU	Utility Fee/mo	Utility Fee/year
Penn Compression	8.24	133049.81	4111.142494	32.36	\$ 6.00	\$ 194.18	\$ 2,330.15
Tru Hotel	1.99	24642.38	4111.142494	5.99	\$ 6.00	\$ 35.96	\$ 431.57
Classic Ford	7.46	246845.74	4111.142494	60.04	\$ 6.00	\$ 360.26	\$ 4,323.10
Neuse Charter School	26.3	252011.02	4111.142494	61.30	\$ 6.00	\$ 367.80	\$ 4,413.56
First Baptist Church	2.9	104639.621	4111.142494	25.45	\$ 6.00	\$ 152.72	\$ 1,832.59
Heavner Furniture Showroom	12.45	245207.42	4111.142494	59.64	\$ 6.00	\$ 357.87	\$ 4,294.41
Deacon Jones Used Car lot	4.69	93515.596	4111.142494	22.75	\$ 6.00	\$ 136.48	\$ 1,637.77
Lowes	18.9	505300.55	4111.142494	122.91	\$ 6.00	\$ 737.46	\$ 8,849.52
Pine Needles Mall	10.73	415748.88	4111.142494	101.13	\$ 6.00	\$ 606.76	\$ 7,281.17
Carolina Pottery	58.37	1840704.607	4111.142494	447.74	\$ 6.00	\$ 2,686.41	\$ 32,236.96
JCC	143.88	1725536.96	4111.142494	419.72	\$ 6.00	\$ 2,518.33	\$ 30,219.98
Johnston Health	64.56	1377909.73	4111.142494	335.16	\$ 6.00	\$ 2,010.99	\$ 24,131.86
						\$	121,982.66

Company	Parcels Included					
Penn Compression	260419-52-0163					
Tru Hotel	260417-10-4438					
Classic Ford	260415-64-2955					
Neuse Charter School	260405-19-9924					
First Baptist Church	169418-40-6836	169418-40-3960	169418-40-3989	169418-40-7533	169418-40-7597	169418-40-9458
Heavner Furniture Showroom	168407-79-0256	168407-79-3023	168407-68-8893			
Deacon Jones Used Car lot	260414-23-7855	260414-23-5735				
Lowes	260414-33-9922	260414-44-3160				
Pine Needles Mall	169416-93-4124					
Carolina Pottery	260418-31-6044	260418-30-7435	260418-31-6821	260418-30-5300	260419-51-2551	260418-41-6231
JCC	169308-87-5887	169311-66-8706				
Johnston Health	169416-82-0969	169416-82-5882	169415-73-1511	169420-82-6066		

PROJECTED STORMWATER UTILITY REVENUE:

	# Lots	Impervious sf	ERU (sf)	ERUs	ERU	Utility Fee/mo	Utility Fee/year
Commercial	1009	42936446.59	4111.142494	10443.92	\$ 6.00	\$ 62,663.52	\$ 751,962.30
Residential	3591	14763112.7	4111.142494	3591.00	\$ 6.00	\$ 21,546.00	\$ 258,552.00
Total	4600	57699559.28	4111.142494	14034.92	\$ 6.00	\$ 84,209.52	\$ 1,010,514.30

If the Town adopted a a \$6.00 ERU, the per capita revenue in Smithfield would be approximately \$1 Million annually.

NEXT STEPS:

If the Town Council agrees with the recommendation to create a stormwater utility, the next step would be:

1. Determine how to access the storm water fee, via utility bills or added to property taxes.

RECOMMENDATION:

Direct Staff to begin discussing with our state legislators the adding of Smithfield to NCGS 160A-314 (a)(4) to affix the storm water fee to local property tax bills.

§ 160A-314. Authority to fix and enforce rates.

(a) A city may establish and revise from time to time schedules of rents, rates, fees, charges, and penalties for the use of or the services furnished or to be furnished by any public enterprise. Schedules of rents, rates, fees, charges, and penalties may vary according to classes of service, and different schedules may be adopted for services provided outside the corporate limits of the city.

- (a1) (1) Before it establishes or revises a schedule of rates, fees, charges, or penalties for stormwater management programs and structural and natural stormwater and drainage systems under this section, the city council shall hold a public hearing on the matter. A notice of the hearing shall be given at least once in a newspaper having general circulation in the area, not less than seven days before the public hearing. The hearing may be held concurrently with the public hearing on the proposed budget ordinance.
- (2) The fees established under this subsection must be made applicable throughout the area of the city. Schedules of rates, fees, charges, and penalties for providing stormwater management programs and structural and natural stormwater and drainage system service may vary according to whether the property served is residential, commercial, or industrial property, the property's use, the size of the property, the area of impervious surfaces on the property, the quantity and quality of the runoff from the property, stormwater control measures in use by the property, the characteristics of the watershed into which stormwater from the property drains, and other factors that affect the stormwater drainage system. Rates, fees, and charges imposed under this subsection may not exceed the city's cost of providing a stormwater management program and a structural and natural stormwater and drainage system. The city's cost of providing a stormwater management program and a structural and natural stormwater and drainage system includes any costs necessary to assure that all aspects of stormwater quality and quantity are managed in accordance with federal and State laws, regulations, and rules.
- (3) No stormwater utility fee may be levied under this subsection whenever two or more units of local government operate separate stormwater management programs or separate structural and natural stormwater and drainage system services in the same area within a county. However, two or more units of local government may allocate among themselves the functions, duties, powers, and responsibilities for jointly operating a stormwater management program and structural and natural stormwater and drainage system service in the same area within a county, provided that only one unit may levy a fee for the service within the joint service area. For purposes of this subsection, a unit of local government shall include a regional authority providing stormwater management programs and structural and natural stormwater and drainage system services.
- (4) A city may adopt an ordinance providing that any fee imposed under this subsection may be billed with property taxes, may be payable in the same manner as property taxes, and, in the case of nonpayment, may be collected in any manner by which delinquent personal or real property taxes can be collected. If an ordinance states that delinquent fees can be collected in the same manner as delinquent real property taxes, the fees are a lien on the real property described on the bill that includes the fee.

This subdivision applies only to the Cities of Creedmoor, Durham and Winston-Salem, the Towns of Bolton, Butner, Fairmont, Garner, Kernersville, Knightdale, La Grange, Morrisville, Pembroke, Proctorville, Rowland, St. Pauls, Stem, Wendell, and Zebulon, and the Village of Clemmons.

- (5) A city shall not impose a stormwater utility fee on a runway or taxiway located on military property.
- (6) For all airports other than those covered by the exemption in subdivision (5) of this subsection, a city shall list separately the amount of a stormwater utility fee levied on airport runways and taxiways from the amount levied on the remainder of the airport property. An airport shall be exempt from paying a stormwater utility fee levied on its runways and taxiways. To qualify for an exemption under this subdivision, an airport shall use the amount of savings realized from this exemption for attracting business to the airport and shall provide certification to the city that the savings realized shall ~~be~~ used for this purpose. Except as otherwise prohibited

under federal law, and upon request, an airport shall provide the levying city with evidence that the full amount of savings realized from the exemption authorized under this subdivision has been used or encumbered for the purpose set forth in this subdivision. Any amount of savings realized from the exemption authorized under this subdivision that is not used or encumbered for the purpose set forth in this subdivision shall be remitted to the city to be used in accordance with applicable law governing the use of stormwater utility fee proceeds. Savings realized from the exemption authorized under this subdivision shall be in addition to, and not in lieu of, any local funding provided by the city to the airport.

(a2) A fee for the use of a disposal facility provided by the city may vary based on the amount, characteristics, and form of recyclable materials present in solid waste brought to the facility for disposal. This section does not prohibit a city from providing aid to low-income persons to pay all or part of the cost of solid waste management services for those persons. A city may, upon a finding that a fund balance in a utility or public service enterprise fund used for operation of a landfill exceeds the requirements for funding the operation of that fund, including closure and post-closure expenditures, transfer excess funds accruing due to imposition of a surcharge imposed on another local government located within the State for use of the disposal facility, as authorized by G.S. 160A-314.1, to be used to support the other services supported by the city's general fund.

(a3) Revisions in the rates, fees, or charges for electric service for cities that are members of the North Carolina Eastern Municipal Power Agency must comply with the public hearing provisions applicable to those cities under G.S. 159B-16.1.

(b) A city shall have power to collect delinquent accounts by any remedy provided by law for collecting and enforcing private debts, and may specify by ordinance the order in which partial payments are to be applied among the various enterprise services covered by a bill for the services. A city may also discontinue service to any customer whose account remains delinquent for more than 10 days. When service is discontinued for delinquency, it shall be unlawful for any person other than a duly authorized agent or employee of the city to do any act that results in a resumption of services. If a delinquent customer is not the owner of the premises to which the services are delivered, the payment of the delinquent account may not be required before providing services at the request of a new and different tenant or occupant of the premises, but this restriction shall not apply when the premises are occupied by two or more tenants whose services are measured by the same meter.

(b1) A city shall not do any of the following in its debt collection practices:

- (1) Suspend or disconnect service to a customer because of a past-due and unpaid balance for service incurred by another person who resides with the customer after service has been provided to the customer's household, unless one or more of the following apply:
 - a. The customer and the person were members of the same household at a different location when the unpaid balance for service was incurred.
 - b. The person was a member of the customer's current household when the service was established, and the person had an unpaid balance for service at that time.
 - c. The person is or becomes responsible for the bill for the service to the customer.
- (2) Require that in order to continue service, a customer must agree to be liable for the delinquent account of any other person who will reside in the customer's household after the customer receives the service, unless one or more of the following apply:
 - a. The customer and the person were members of the same household at a different location when the unpaid balance for service was incurred.
 - b. The person was a member of the customer's current household when the service was established, and the person had an unpaid balance for service at that time.

(b2) Notwithstanding the provisions of subsection (b1) of this section, if a customer misrepresents his or her identity in a written or verbal agreement for service or receives service using another person's identity, the city shall have the power to collect a delinquent account using any remedy provided by subsection (b) of this section from that customer.

(b3), (b4) Reserved.

(b5) **(Applicable to certain localities)** Except as provided in subsections (a1) and (d) of this section and G.S. 160A-314.1, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the person contracting for them, and shall in no case be a lien upon the property or premises served, provided that no contract shall be necessary in the case of structural and natural stormwater and drainage systems.

This subsection applies only to the Cities of Creedmoor, Durham and Winston-Salem, the Towns of Butner, Garner, Kernersville, Knightdale, Morrisville, Stem, Wendell, and Zebulon, and the Village of Clemmons.

(c) **(Applicable to other localities)** Except as provided in subsection (d) of this section and G.S. 160A-314.1, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the person contracting for them, and shall in no case be a lien upon the property or premises served, provided that no contract shall be necessary in the case of structural and natural stormwater and drainage systems.

(d) Notwithstanding subsection (b1) of this section, rents, rates, fees, charges, and penalties for enterprisory services shall be legal obligations of the owner of the premises served when:

- (1) The property or premises is leased or rented to more than one tenant and services rendered to more than one tenant are measured by the same meter.
- (2) Charges made for use of a sewage system are billed separately from charges made for the use of a water distribution system.

(e) Nothing in this section shall repeal any portion of any city charter inconsistent herewith.

(f) (1) A city may adopt an ordinance providing that a fee charged by the city for sewer services and remaining unpaid for a period of 90 days may be collected in any manner by which delinquent personal or real property taxes can be collected. If the ordinance states that delinquent fees may be collected in the same manner as delinquent real property taxes, the delinquent fees are a lien on the real property owned by the person contracting with the city for the service, and the ordinance shall provide for an appeals process. If a lien is placed on real property, the lien shall be valid from the time of filing in the office of the clerk of superior court of the county in which the service was provided and shall include a statement containing the name and address of the person against whom the lien is claimed, the name of the city claiming the lien, the specific service that was provided, the amount of the unpaid charge for that service, and the date and place of furnishing that service. A lien on real property is not effective against an interest in real property conveyed after the fees become delinquent if the interest is recorded in the office of the register of deeds prior to the filing of the lien for delinquent water or sewer services. No lien under this act shall be valid unless filed in accordance with this section after 90 days of the date of the failure to pay for the service or availability fees and within 180 days of the date of the failure to pay for the service or fees. The lien may be discharged as provided in G.S. 44-48.

The city shall adopt an appeals process providing notice and an opportunity to be heard in protest of the imposition of such liens. The county tax office, once notified of the city's lien, shall include the lien amount on any tax bills printed subsequent to the notification. The county tax office shall add or remove liens from the tax bill at the request of the city (such as in the case of an appeal where the city decides to cancel the lien).

(2) This section [subsection] applies only to the City of Locust and to the Towns of Bolton, Fairmont, La Grange, New London, Pembroke, Proctorville, Rowland, St. Pauls, and Stanfield.

(g) A city may require system development fees only in accordance with Article 8 of Chapter 162A of the General Statutes. (1971, c. 698, s. 1; 1991, c. 591, s. 1; c. 652, s. 4; 1991 (Reg. Sess., 1992), c. 1007, s. 46; 1995 (Reg. Sess., 1996), c. 594, s. 28; 2000-70, s. 4; 2005-441, ss. 3(a), (b), 4; 2009-302, s. 3(a), (b); 2010-59, ss. 1, 2; 2011-109, s. 1; 2012-55, s. 2; 2012-167, s. 2; 2013-413, s. 59.4(d); 2017-44, ss. 1, 2(a)-(c); 2017-132, s. 2; 2017-138, s. 4(a); 2023-137, s. 3(a).)

RESOLUTION No. 709 (18-2022)

**BY TOWN OF SMITHFIELD TO DEVELOP AND IMPLEMENT A NEW STORMWATER
UTILITY WITH STORMWATER ENTERPRISE FUND**

WHEREAS, North Carolina General Assembly (NCGA) Session Law 2021-180 Section 12.14 established the Local Assistance for Stormwater Infrastructure Investments (LASII) Fund as a special fund in the Department of Environmental Quality to provide grants to eligible entities as defined in the Session Law for projects that will improve or create infrastructure for controlling stormwater quantity and quality, and

WHEREAS, The Town of Smithfield intends to request, or to partner with a Council of Government or non-profit entity to request, LASII grant assistance to develop and implement a new stormwater utility in the Town of Smithfield in a project described as Smithfield Stormwater Utility and Mapping Project, and

WHEREAS, The Town of Smithfield does not have a stormwater utility with a stormwater Enterprise Fund at the time of application,

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

That Town of Smithfield will develop and implement a Stormwater Utility by providing staff and resources as determined by the project described above before the completion of the project.

That Town of Smithfield will establish a Stormwater Enterprise Fund before the completion of the project described above.

That Town of Smithfield will adopt and place into effect on, before, or upon completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for the Stormwater Enterprise Fund and for the proper operation, maintenance, and administration of the Stormwater Utility.

That Michael Scott, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Smithfield with the State of North Carolina for a grant to aid in the development and implementation of a new stormwater utility project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Smithfield has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the August 30 at the Smithfield Town Hall, Smithfield, North Carolina.



M. Andy Moore

Mayor, Town of Smithfield

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified Town Clerk of the Town of Smithfield does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council duly held on the August day of 30, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of August, 2022.

Shanice Parrish

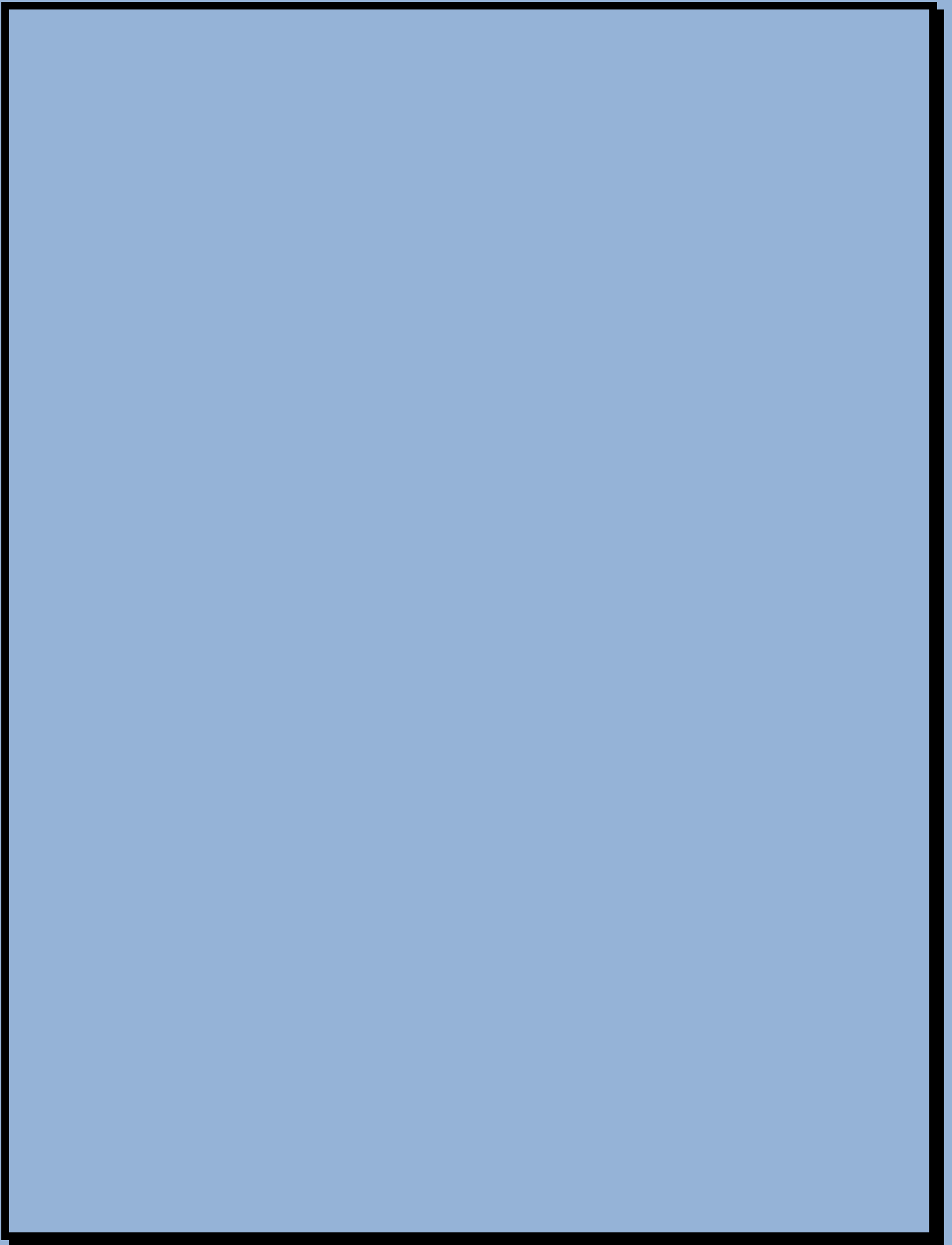
(Signature of Recording Officer)

Town Clerk

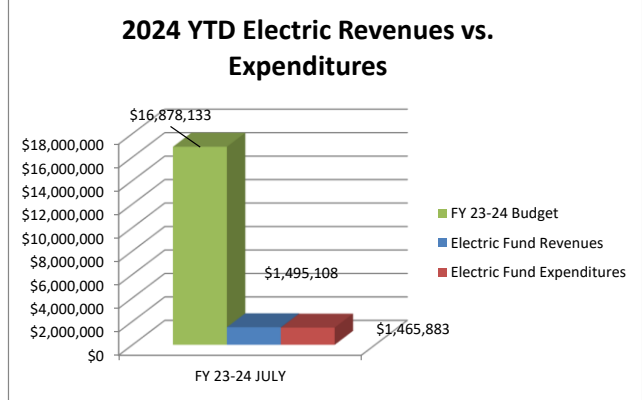
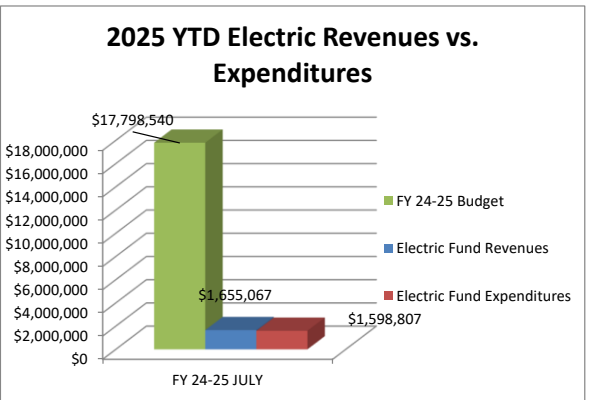
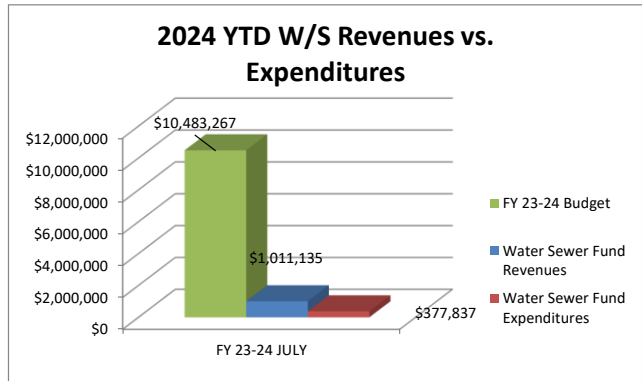
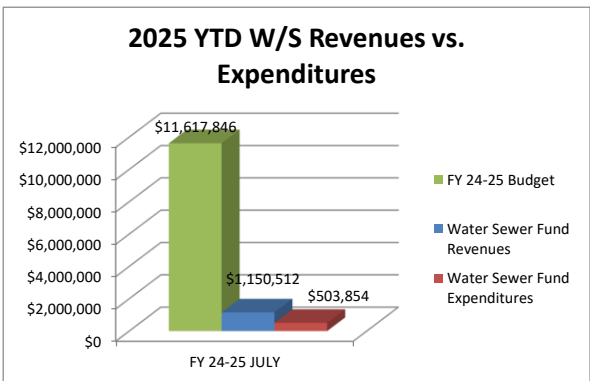
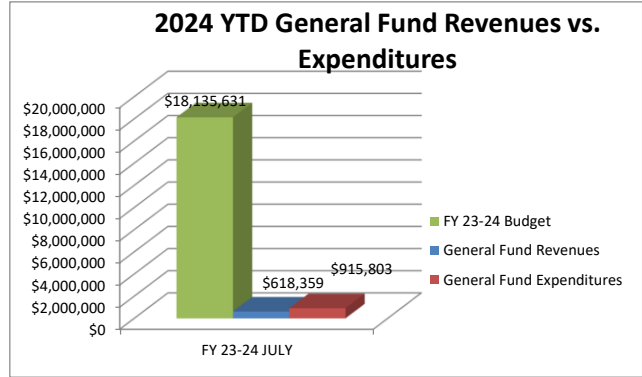
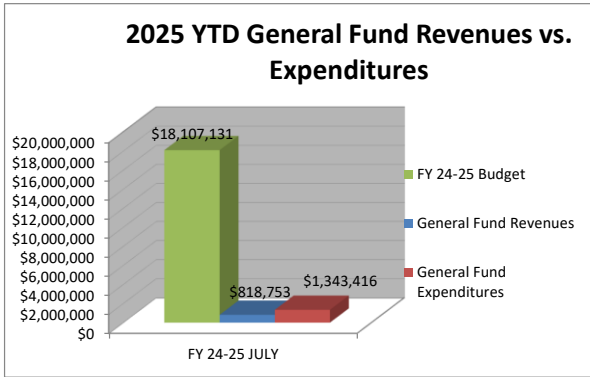
(Title of Recording Officer)



Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July 31, 2024
Gauge: 1/12 or 8.33 Percent

8.33%

		GENERAL FUND						
Revenues	Frequency	Actual to Date		Budget		Actual to Date		YTD %
		FY '23-24	FY '24-25	FY '24-25	FY '24-25	Collected		
Current & Prior Year Property Taxes	Monthly	\$ 59,901	\$ 8,110,000	\$ 1,867				0.02%
Motor Vehicle Taxes	Monthly	(79,742)	825,000	87,322				10.58%
Utility Franchise Taxes	Quarterly	-	1,000,000	-				0.00%
Local Option Sales Taxes	Monthly	303,655	3,700,000	332,397				8.98%
Aquatic and Other Recreation	Monthly	92,224	759,000	98,112				12.93%
Sanitation (Includes Penalties)	Monthly	128,762	1,560,900	133,807				8.57%
Grants		3,769	220,500	204				0.09%
All Other Revenues		109,790	1,775,381	165,044				9.30%
Transfers (Electric and Fire Dist.)		-	712,790	-				0.00%
Fund Balance Appropriated		-	562,680	-				0.00%
Total		\$ 618,359	\$ 18,107,131	\$ 818,753				4.52%

Expenditures	Actual to Date		Budget		Actual to Date		YTD %
	FY '23-24	FY '24-25	FY '24-25	FY '24-25	Spent		
General Gov.-Governing Body	\$ 17,374	\$ 712,507	\$ 26,804				3.76%
Non Departmental	176,283	1,465,743	235,280				16.05%
Debt Service	211,469	419,096	178,454				42.58%
Finance	6,936	157,950	9,669				6.12%
IT	9,487	150,100	9,331				6.22%
Planning	15,773	413,850	25,046				6.05%
Police	150,031	5,908,835	278,323				4.71%
Fire	127,213	3,403,656	211,669				6.22%
General Services/Public Works	37,977	1,226,906	46,833				3.82%
Streets	14,535	572,027	24,742				4.33%
Motor Pool/Garage	13,212	173,700	30,732				17.69%
Powell Bill	7,843	398,195	18				0.00%
Sanitation	57,429	1,706,469	89,600				5.25%
Stormwater	11,225	286,480	4,650				1.62%
Parks and Rec	49,997	1,416,944	75,270				5.31%
SRAC	7,477	1,236,800	95,323				7.71%
Sarah Yard Center	1,542	51,300	1,672				3.26%
Contingency	-	252,696	-				0.00%
Total	\$ 915,803	\$ 18,107,131	\$ 1,343,416				7.42%

YTD Fund Balance Increase (Decrease) (297,444) (0) (524,663)

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July 31, 2024
Gauge: 1/12 or 8.33 Percent

8.33%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Water Charges	\$ 266,529	\$ 2,950,000	\$ 308,321	10.45%
Water Sales (Wholesale)	258,612	2,610,000	268,217	10.28%
Sewer Charges	456,662	5,000,000	475,395	9.51%
Penalties	7,329	60,000	5,752	9.59%
Tap Fees	-	15,000	4,780	31.87%
Other Revenues	22,003	982,846	88,047	8.96%
Fund Balance Appropriated	-	-	-	#DIV/0!
Total	\$ 1,011,135	\$ 11,617,846	\$ 1,150,512	9.90%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Water Plant (Less Transfers)	\$ 119,154	\$ 2,714,715	\$ 164,094	6.04%
Water Distribution/Sewer Coll (Less Transfers)	258,683	5,336,706	339,760	6.37%
Transfer to W/S Capital Proj. Fund	-	1,975,000	-	0.00%
Debt Service	-	1,020,336	-	0.00%
Contingency	-	571,089	-	0.00%
Total	\$ 377,837	\$ 11,617,846	\$ 503,854	4.34%

YTD Fund Balance Increase (Decrease) 633,298 - 646,658

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Collected
Electric Sales	\$ 1,448,121	\$ 16,270,040	\$ 1,600,107	9.83%
Penalties	9,521	85,000	6,071	7.14%
All Other Revenues	37,466	443,500	48,889	11.02%
Fund Balance Appropriated	-	1,000,000	-	0.00%
Total	\$ 1,495,108	\$ 17,798,540	\$ 1,655,067	9.30%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '23-24	FY '24-25	FY '24-25	Spent
Administration/Operations	\$ 301,839	\$ 3,143,971	\$ 332,743	10.58%
Purchased Power - Non Demand	481,287	12,925,000	517,369	9.80%
Purchased Power - Demand	586,409	-	652,347	
Purchased Power - Debt	96,348	-	96,348	
Debt Service	-	342,586	-	0.00%
Capital Outlay	-	35,000	-	0.00%
Contingency	-	271,077	-	0.00%
Transfers to Electric Capital Proj Fund	-	1,000,000	-	0.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 1,465,883	\$ 17,798,540	\$ 1,598,807	8.98%

YTD Fund Balance Increase (Decrease) 29,225 - 56,260

**TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July 31, 2024**

Gauge: 1/12 or 8.33 Percent

8.33%

CASH AND INVESTMENTS FOR JULY

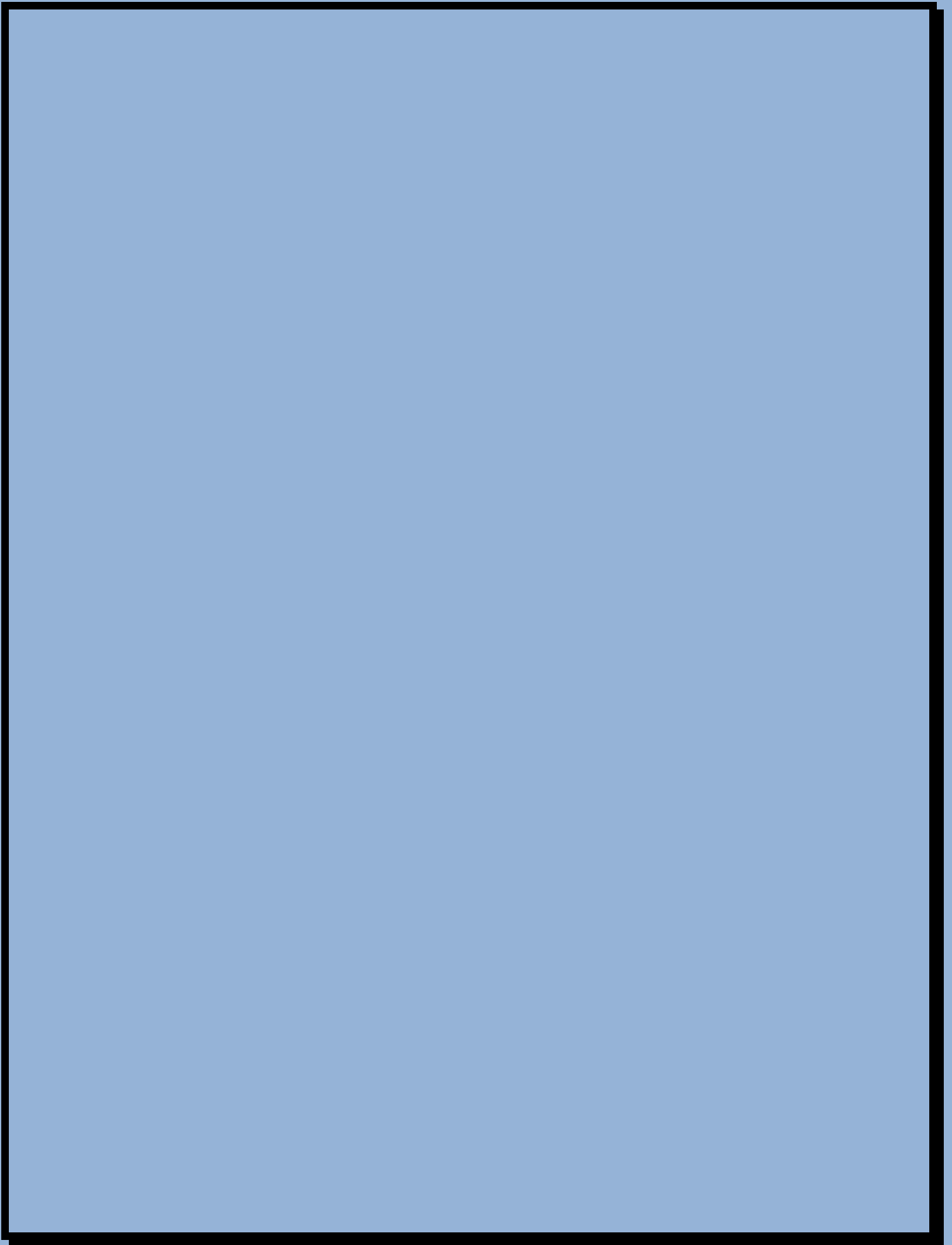
General Fund (Includes P. Bill)	19,973,752		
Water and Sewer Fund	13,913,258		
Electric Fund*	10,955,783		
ARPA (20)	2,172,401		
JB George Endowment (40)	138,060		
Water Plant Expansion (43)	954,817		
Booker Dairy Road Project (44)	457,896		
Capital Project Fund: Wtr/Sewer (45)	1,709,145		
Capital Project Fund: General (46)	2,018,378		
Capital Project Fund: Electric (47)	851,292		
FEMA Acquisitions and Elevations (48)	550		
Firemen Relief Fund (50)	101,884		
Fire District Fund (51)	116,204	1st CITIZENS	35,337,679 1.75%
General Capital Reserve Fund (72)	6,609	NCCMT	5,438,805 5.000%
Total	<u>\$ 53,370,029</u>	KS BANK	2,432,133 3.00%
		TRUIST	<u>10,161,412 3.25%</u>
			<u>\$ 53,370,029</u>

*Plug 0

Account Balances Confirmed By Finance Director on

8/27/2024

Department Reports



FINANCE DEPARTMENTAL REPORT FOR SEPTEMBER 2024

ACCOMPLISHMENTS

- Implemented monthly financial reporting for the appearance commission
- Accounts Receivable related policies written for board approval
- Assisted with the implementation of the new employee benefit management team
- Refunded numerous utility accounts with credit balances or applied credit balances to new accounts for old utility accounts; cleaned up the inactive revenue codes on utility accounts

WORK IN PROGRESS

- In process of updating the Customer Service Policy Manual
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- Drafting the revised employee handbook for council approval in the near future
- In process of comprehensive inventory of fixed assets for all departments
- In process of updating all grant and capital project ordinances to comply with ordinance and resolution requirements
- In process of working with Town Clerk and Town Manager to properly account for capital reserve / capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- Assisting with the transition of various tasks related to the exiting Human Resource Director, such as NEOGOV
- In process of implementing a training plan for each employee in finance and customer service departments
- Assisting with the phone implementation and internet / fiber projects

GOALS

- Update all policies and procedures related to finance and customer service in the near term for council approval
- Work with various departments to obtain a document management system so all departments can access documents for various town projects



Planning Department Development Report

Tuesday, August 27, 2024

Project Name: **Hartley Drive Townhomes**

Request: 94 unit TH dev

Location

Tax ID#: PIN#:

Project Status

Notes:

Special Use 24-01	
Submittal Date:	8/21/2024
Planning Board Review:	8/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	8/20/2024

Project Name: **Stadler Station**

Request: 168 unit apartments

Location

Tax ID#: PIN#:

Project Status

Notes:

Special Use 24-05	
Submittal Date:	8/12/2024
Planning Board Review:	10/3/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Buffalo Ridge Subdivision**

Request: 210-lot sf subdivision

Location

Tax ID#: PIN#:

Project Status

Notes:

Conditional Zoning 2024-05	
Submittal Date:	7/25/2024
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	9/17/2024
Approval Date:	

Project Name: **606 S 3rd Street**

Request: Rezone from R-8 to O/I

Location

Tax ID#: PIN#:

Project Status

Notes:

Map Amendment 2024-08	
Submittal Date:	7/8/2024
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	9/17/2024
Approval Date:	

Project Name: **Massey Street Subdivision**
 Request: zoning for 3 lot subdivision
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Conditional Zoning 2024-04	
Submittal Date:	7/5/2024
Planning Board Review:	8/1/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	

Project Name: **Neuse Charter Elementary School**
 Request: Construct Elementary School
 Location 907 M. Durwood St
 Tax ID#: 14057005E PIN#: 260405-19-9924
 Project Status **Second Review Complete**
 Notes:

Site Plan 24-09	
Submittal Date:	5/21/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/2/2024

Project Name: **Market Street Plaza**
 Request: Retail Center
 Location 1551 East Market Street
 Tax ID#: 15K10023 PIN#:
 Project Status
 Notes: **Application requires conditional zoning or variance to move forward.**

Site Plan 24-08	
Submittal Date:	5/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Watershed overlay map amendment**
 Request:
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-05	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	6/18/2024

Project Name: **Driveway Ordinance**

Request:

Location

Tax ID#: PIN#:

Project Status

Notes:

Text Amendment 24-02

Submittal Date: 5/3/2024

Planning Board Review: 6/6/2024

Board of Adjustment Review:

Town Council Hearing Date: 6/18/2024

Approval Date: 6/18/2024

Project Name: **Buffalo Ridge Subdivision**

Request:

Location

Tax ID#: 140001021 PIN#:

Project Status

Notes: **210 Lot SF Subdivision - application denied**

Conditional Zoning 24-03

Submittal Date: 5/3/2024

Planning Board Review: 6/6/2024

Board of Adjustment Review:

Town Council Hearing Date: 6/18/2024

Approval Date:

Project Name: **CarMax**

Request: Dealership and Auction

Location

Tax ID#: 15L10061 PIN#:

Project Status **Approved**

Notes:

Site Plan 24-06

Submittal Date: 4/24/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Wellons Woods**

Request: 44 lot single family subdivision

Location

Tax ID#: 15049017 15049014 PIN#:

Project Status **Withdrawn**

Notes: **Tabled by applicant**

Subdivision 24-03

Submittal Date: 4/23/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Local 70**
 Request: Mixed Use PUD with 627 dwelling units consisting of 324 multi
 Location
 Tax ID#: 14057011X, 14057011 PIN#:
 Project Status **Approved**
 Notes:

Conditional Zoning 24-02	
Submittal Date:	4/22/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Heritage Townes at Waddell**
 Request: 17-unit townhome development on 1.92 acres
 Location 19 Waddell Street
 Tax ID#: 15005022, 15005023 PIN#: 260413-03-1645 260
 Project Status
 Notes: **Incomplete application**

Special Use 2024-02	
Submittal Date:	4/9/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Johnston County**
 Request: rezone R20A to O/I
 Location
 Tax ID#: 15L11014A 15L11014E PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-02	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Heavner Properties**
 Request: Rezone 9.61 acres from R-10/R-20A to R-8
 Location
 Tax ID#: 15K09010A,15K09010 PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-04	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hillcrest-Poplar-Riverdale**
 Request: 11 lot subdivision
 Location
 Tax ID#: 15083049B PIN#: 169406-48-0447
 Project Status **Approved**
 Notes:

Subdivision 24-02	
Submittal Date:	3/27/2024
Planning Board Review:	4/4/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Express Oil Change**
 Request: Site Plan Approval
 Location 1266 North Bright Leaf Boulevard
 Tax ID#: 14074013A PIN#: 260414-44-7577
 Project Status **In First Review**
 Notes:

Site Plan 24-04	
Submittal Date:	3/3/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **SST Annexation**
 Request: Annexation of Samet Property
 Location
 Tax ID#: 15077033C PIN#:
 Project Status **Approved**
 Notes:

Annexation 2024-01	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hollys Open Air Market**
 Request: 15' Variance for Gas Canopy
 Location 716 South Brightleaf Boulevard
 Tax ID#: 15041023 PIN#: 169306-48-0172
 Project Status **Approved**
 Notes: **April BOA Meeting**

Variance 2024-03	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/25/2024

Project Name: **937 N BRIGHTLEAF**
 Request: 8' SIDE YARD VARIANCE
 Location 937 North Brightleaf Boulevard
 Tax ID#: 15007001 PIN#: 260413-13-3627
 Project Status **Approved**
 Notes:

Variance BA-24-01	
Submittal Date:	2/20/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Airport Industrial Park Lot 13**
 Request: Additional Building & Improvements with stormwater SCM
 Location 55 Airport Industri Drive
 Tax ID#: 15J08017P PIN#: 168500-40-5363
 Project Status **In Second Review**
 Notes:

Site Plan 2024-03	
Submittal Date:	2/7/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/6/2024

Project Name: **CarMax Conditional Rezoning**
 Request: B-3 Conditonal Rezoning
 Location 1331 Outlet Center Drive
 Tax ID#: 15L10061 PIN#: 27577
 Project Status **Approved**
 Notes:

Conditional Zoning 2024-01	
Submittal Date:	2/2/2024
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	3/19/2024
Approval Date:	3/19/2024

Project Name: **Bulldog Harley-Davison**
 Request: Site and Store renovation
 Location 1043 Outlet Center Drive
 Tax ID#: 15074012R PIN#: 27577
 Project Status **Approved**
 Notes:

Site Plan 2024-02	
Submittal Date:	2/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Lynn's Automotive Repair**
 Request: Site Improvements and Building reuse
 Location 559 West Market Street
 Tax ID#: 15080062D PIN#: 27577
 Project Status **Approved**
 Notes:

Site Plan 2024-01	
Submittal Date:	1/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/17/2024

Project Name: **Jubilee Creek Subdivision**
 Request: 7-lot subdivision
 Location
 Tax ID#: PIN#: 167300-68-6746
 Project Status **Approved**
 Notes:

Subdivision 2023-01	
Submittal Date:	12/18/2023
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Johnston County Neuse River Pump Station**
 Request: new replacement pump station
 Location
 Tax ID#: 15J10015J PIN#: 168319-60-6281
 Project Status **In First Review**
 Notes:

Site Plan 2023-13	
Submittal Date:	12/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	1/22/2024

Project Name: **SCC Real Estate**
 Request: Contractor Building and Yard
 Location
 Tax ID#: 15079005G PIN#:
 Project Status **First Review Complete**
 Notes:

Site Plan SP-23-11	
Submittal Date:	12/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/1/2024

Project Name: **Smithfield Venue - 230 N Equity Dr**
Request: Reuse of building as an event venue
Location 230 North Equity Drive
Tax ID#: 15008045C. PIN#: 260417-20-2951
Project Status **Approved**
Notes:

Site Plan 2023-12
Submittal Date: 11/15/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 2/1/2024

Project Name: **Watershed Ordinance Update**

Request:
Location
Tax ID#: PIN:
Project Status **Approved**
Notes:

Text Amendment 2023-09
Submittal Date: 11/7/2023
Planning Board Review: 12/7/2023
Board of Adjustment Review:
Town Council Hearing Date: 1/9/2024
Approval Date: 1/23/2023

Project Name: **96 Gulf Stream Court Industrial**

Request: Site Plan review
Location 96 Gulfstream Court
Tax ID#: 15079005D PIN#: 168510-47-8027
Project Status **Approved**
Notes:

Site Plan 2023-10
Submittal Date: 10/25/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/8/2024

Project Name: **Rapid Response Electric**

Request: Site plan review for expansion
Location 228 Tyler Drive
Tax ID#: 15J11023N PIN#: 168206-38-3045
Project Status **Approved**
Notes:

Site Plan 2023-09
Submittal Date: 10/19/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/23/2024

Project Name: **JCC Greenhouses**

Request:

Location 1240 East Market Street

Tax ID#: 15L11005N PIN#: 169308-89-4088

Project Status **Approved**

Notes:

Site Plan 2023-08	
Submittal Date:	10/5/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	10/6/2023

Project Name: **Johnson's Tire & Auto**

Request: Rezoning form R-20A to B-3

Location 267 NC Hwy 210

Tax ID#: 15076014 PIN#: 168400-93-3800

Project Status **Scheduled for Public Hearing**

Notes: **Rezones a .5 acre portion of 1.5 acre tract of land**

Map Amendment 2023-02	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Outdoor vehicluar display**

Request: Lowers parking lot striping standards

Location

Tax ID#: PIN#:

Project Status

Notes: **Special considerations for automobile sales only.**

Text Amendment 2023-10	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Special event ordinance revisions**

Request: Reduces permit requirments for events held in town parks

Location

Tax ID#: PIN#:

Project Status

Notes:

Text Amendment 2023-11	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Slim Chickens**
 Request: Free Standing Restaurant
 Location 1311 North Brightleaf Boulevard
 Tax ID#: 14074019A PIN#: 260411-55-9256
 Project Status **Approved**
 Notes: **Under Construction**

Site Plan 2023-07	
Submittal Date:	7/18/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/9/2023

Project Name: **Buffalo Road Subdivision**
 Request: 222 unit subdivision
 Location Buffalo Road
 Tax ID#: 14A03005 PIN#: 260412-06-3802
 Project Status **In Second Review**
 Notes: **TC tabled to the March TC meeting**

Conditional Zoning 2023-01	
Submittal Date:	6/30/2023
Planning Board Review:	11/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	1/23/2024
Approval Date:	7/9/2024

Project Name: **Johnston County / Yelverton Grove Road Rezoning**
 Request: Rezone 49.02 acers from R-20A to OI
 Location Yelverton Grov
 Tax ID#: 15L11012 PIN#: 260300-46-7578
 Project Status **Approved**
 Notes: **Planning Board Reccomends Approval**

Map Amendment 2023-01	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	8/1/2023

Project Name: **Sidewalk Fee in lieu of**
 Request: Amend Article 2 to create a sidewalk fee in lieu of option
 Location
 Tax ID#: PIN#:
 Project Status **In First Review**
 Notes: **Town Council tabled discussion to future workshop**

Text Amendment 2023-07	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**
 Request: Car wash tunnel
 Location 100 Smithfield Cros
 Tax ID#: 15008045Y PIN#: 260305-09-6780
 Project Status **Approved**
 Notes: **Old Checkers Site**

Site Plan 2023-06	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/15/2023

Project Name: **Cox Automotive Addition**
 Request: Open canopy addition to building
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Site Plan 2023-05	
Submittal Date:	5/22/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/22/2023

Project Name: **General Design Standards**
 Request: Article 2,10 and Appendix A
 Location
 Tax ID#: PIN#:
 Project Status **In First Review**
 Notes: **Town Council tabled discussion to future workshop**

Text Amendment 2023-06	
Submittal Date:	5/1/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	7/4/2023
Approval Date:	

Project Name: **Airport Industrial Lot 4**
 Request: 8000 sq ft Industrial Flex Space
 Location 154 Airport Ind Drive
 Tax ID#: 15J08017H PIN#: 68500-04-6994
 Project Status **Approved**
 Notes: **Under Construction**

Site Plan 2023-04	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/9/2023

Project Name: **Westerman Place Sub'd**

Request: variance to create a lot on a private easement

Location 350 Westerman Place

Tax ID#: 15107040 PIN#: 167500-74-2102

Project Status **Approved**

Notes: **10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement**

Variance 2023-05	
Submittal Date:	4/7/2023
Planning Board Review:	
Board of Adjustment Review:	4/27/2023
Town Council Hearing Date:	
Approval Date:	4/27/2023

Project Name: **Home2Suites**

Request: 98 Room Hotel

Location 180 Towne Center Place

Tax ID#: 15L11001H PIN#: 260305-08-8796

Project Status **Approved**

Notes: **Construction Eminent**

Site Plan 2023-03	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/22/2023

Project Name: **Airport Overlay District**

Request: Amends Section 10.95 Airport Height Hazard Overlay (AHH).

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes: **PB reccomends approval**

Text Amendment 2023-03	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Landscape Maintenance**

Request: Amends Section 10.11. Landscape Maintenance

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Gov. offices in the IND Zoning Districts**
 Request: Amends Section 6.6, Table of Permitted Uses
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Ram Rent-All**
 Request: Free standing storage building
 Location 804 North Brightleaf Boulevard
 Tax ID#: 15006010 PIN#: 260413-02-1766
 Project Status **Approved**
 Notes: **1,800 square foot metal building**

Site Plan 2023-04	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	4/13/2023

Project Name: **Accessory Structures**
 Request: Allows 2 accessory structures perresidential zoned lot
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB reccomended approval**

Text Amendment 2023-02	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
Approval Date:	4/4/2023

Project Name: **Perfect Ride**
 Request: Variance from Street Yard, Paking lot trees, Parking lot striping
 Location 721 North Brightleaf Boulevard
 Tax ID#: 15006006 PIN#: 169416-92-9618
 Project Status
 Notes: **Denied by TOSBOA**

Variance 2023-03	
Submittal Date:	2/3/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
 Request: Exemption from parking lot striping
 Location 1109 North Brighleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status
 Notes: **Denied by TOSBOA**

Variance 2023-02	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
 Request: Exceed the maximum of four wall signs for a total of six
 Location 1109 North Brighleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status **Approved**
 Notes: **Approved by TOSBOA**

Variance 2023-01	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Country Club Road Townhomes**
 Request: 60 unit TH Dev
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Special Use 24-03	
Submittal Date:	8/1/124
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Building Height Ordinance**
 Request: Increases max building Height to 80' in the HI zoning district
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB recommended approval**

Text Amendment 2023-01	
Submittal Date:	
Planning Board Review:	2/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	3/7/2023
Approval Date:	3/7/2023

Project Name: **Hartley Drive Townhomes**
Request: SUP for 94 lot townhome development
Location
Tax ID#: PIN#:
Project Status
Notes:

Special Use 2024-01	
Submittal Date:	
Planning Board Review:	8/1/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	

Project Name: **Remove MF from B-3 District**
Request:
Location
Tax ID#: PIN#:
Project Status
Notes:

Text Amendment 2024-02	
Submittal Date:	
Planning Board Review:	7/11/2024
Board of Adjustment Review:	
Town Council Hearing Date:	7/16/2024
Approval Date:	

Project Name: **Country Club Road Townhomes**
Request: SUP for 60 lot townhome development
Location
Tax ID#: 15J11023 PIN#:
Project Status
Notes:

Special Use 2024-03	
Submittal Date:	
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **400 Brightleaf Blvd Dupree**
Request: Rezone 400 Brightleaf and adjacent residential parcels, 1.21 ac
Location
Tax ID#: 15015033, 15016033, PIN#:
Project Status
Notes:

Map Amendment 2024-06	
Submittal Date:	
Planning Board Review:	7/11/2024
Board of Adjustment Review:	
Town Council Hearing Date:	7/16/2024
Approval Date:	



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

Permits Issued for July 2024

		Permit Fees	Permits Issued
Zoning	Land Use	\$900.00	10
Subdivisions	Major Subdivision	\$300.00	2
Site Plan	Minor Site Plan	\$325.00	10
Zoning	Sign	\$150.00	3
Zoning	Wireless Communication (Small Cell)	\$100.00	2
Zoning	Single Family & Two Family Zoning	\$25.00	1
Report Period Total:		\$1,675.00	28
Fiscal YTD Total:		\$12,125.00	168

Permit#	Permit Type	Sub Type	Address	File Open Date	Fees
SP24-000105	Site Plan	Major Site Plan	909 M Durwood Stephenson Parkway Unit	07/02/2024	100
SP24-000107	Site Plan	Minor Site Plan	553 Sturgeon Street	07/08/2024	25
SP24-000108	Site Plan	Minor Site Plan	1010 Blount Street	07/08/2024	25
SP24-000115	Site Plan	Minor Site Plan	1073 West Market Street	07/08/2024	100
Z24-000086	Zoning	Sign	1073 West Market Street	07/08/2024	50
Z24-000088	Zoning	Sign	907 South Brightleaf Boulevard	07/08/2024	50
Z24-000089	Zoning	Land Use	36 East Edgerton Street Unit 1A	07/08/2024	100
Z24-000090	Zoning	Land Use	101 South Brightleaf Boulevard	07/08/2024	100
SP24-000109	Site Plan	Major Site Plan	169-219 West Saltgrass Lane	07/09/2024	200
Z24-000091	Zoning	Land Use	902 Berkshire Road	07/09/2024	0
SP24-000110	Site Plan	Minor Site Plan	410 Pine Street	07/12/2024	25
SP24-000111	Site Plan	Minor Site Plan	246 West Saltgrass Lane	07/16/2024	25
SP24-000112	Site Plan	Minor Site Plan	102 Shady Lane Drive	07/16/2024	25
Z24-000092	Zoning	Land Use	103 North Third Street	07/18/2024	100
SP24-000113	Site Plan	Minor Site Plan	2802 Packing Plant Road	07/22/2024	25
SP24-000114	Site Plan	Minor Site Plan	8 Nottingham Place	07/22/2024	25
Z24-000093	Zoning	Land Use	259 Venture Drive Suite G	07/22/2024	100
Z24-000094	Zoning	Land Use	128 Airport Industrial Drive Unit A	07/22/2024	100
Z24-000095	Zoning	Sign	1025 Outlet Center Drive Suite 510	07/22/2024	50
Z24-000096	Zoning	Land Use	1025 Outlet Center Drive Suite 225	07/22/2024	100
Z24-000097	Zoning	Wireless Communication (Small Cell)	3 Noble Street	07/23/2024	50
Z24-000098	Zoning	Wireless Communication (Small Cell)	3 Shelter Way	07/23/2024	50
Z24-000099	Zoning	Land Use	1299 North Brightleaf Boulevard	07/23/2024	100
SP24-000116	Site Plan	Minor Site Plan	104 Maple Drive	07/25/2024	25
Z24-000100	Zoning	Land Use	125 North Second Street	07/25/2024	100
Z24-000101	Zoning	Land Use	1025 Outlet Center Drive	07/26/2024	100
SP24-000117	Site Plan	Minor Site Plan	615 Barbour Road Unit J	07/30/2024	25
Z24-000103	Zoning	Single Family & Two Family Zoning	28 Eden Drive	07/30/2024	25



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577
Phone: (919) 934-2121 • Fax: (919) 934-0223

MONTHLY STATISTICS

MONTH ENDING JULY 31, 2024

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	1992	11973
INCIDENT REPORTS TAKEN	141	820
BURGLARY	2	20
CASES CLOSED	95	638
ACCIDENT REPORTS	72	560
ARREST REPORTS TAKEN	81	532
DRUGS	17	136
DWI	3	33
CITATIONS ISSUED	240	1311
PARKING/PAID	133/30	640/153
SPEEDING	14	57
NOL/DWLR	97	474
FICT/CNCL/REV REG CARD/TAG	5	150

Smithfield, North Carolina • The Heart of Johnston County Since 1777

REPORTED UCR OFFENSES FOR THE MONTH OF JULY 2024

PART I CRIMES	July 2023	July 2024	+/-	Percent Changed	Year-To-Date 2023	Year-To-Date 2024	+/-	Percent Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	1	1	N.C.	2	2	0	0%
ROBBERY	0	1	1	N.C.	3	5	2	67%
Commercial	0	1	1	N.C.	1	2	1	100%
Individual	0	0	0	N.C.	2	3	1	50%
ASSAULT	3	1	-2	-67%	28	29	1	4%
* VIOLENT *	3	3	0	0%	34	37	3	9%
BURGLARY	6	1	-5	-83%	31	25	-6	-19%
Residential	3	0	-3	-100%	15	16	1	7%
Non-Resident.	3	1	-2	-67%	16	9	-7	-44%
LARCENY	34	45	11	32%	223	197	-26	-12%
AUTO THEFT	3	2	-1	-33%	13	14	1	8%
ARSON	0	0	0	N.C.	1	1	0	0%
* PROPERTY *	43	48	5	12%	268	237	-31	-12%
PART I TOTAL:	46	51	5	11%	302	274	-28	-9%
PART II CRIMES								
Drug	10	19	9	90%	100	142	42	42%
Assault Simple	13	14	1	8%	65	70	5	8%
Forgery/Counterfeit	4	0	-4	-100%	11	8	-3	-27%
Fraud	7	9	2	29%	62	42	-20	-32%
Embezzlement	3	1	-2	-67%	6	7	1	17%
Stolen Property	0	1	1	N.C.	3	6	3	100%
Vandalism	2	11	9	450%	25	44	19	76%
Weapons	1	0	-1	-100%	3	7	4	133%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	2	2	N.C.	1	4	3	300%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	1	4	3	300%
D. W. I.	5	3	-2	-40%	28	34	6	21%
Liquor Law Violation	0	0	0	N.C.	1	3	2	200%
Disorderly Conduct	0	0	0	N.C.	6	1	-5	-83%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	1	1	0	0%	2	1	-1	-50%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	33	30	-3	-9%	187	145	-42	-22%
PART II TOTAL:	79	92	13	16%	501	519	18	4%
GRAND TOTAL:	125	143	18	14%	803	793	-10	-1%

N.C. = Not Calculable



Town of Smithfield
Fire Department
July 2024

I. Statistical Section

July

Confirmed Structure Fires	10
EMS Responses	187
Misc./Other Calls	40
Mutual Aid Calls	17
TOTAL EMERGENCY RESPONSES	301

July YTD

Fire Inspections	79	541
Public Fire Education Programs	1	11
# Of Children Educated	105	611
# Of Adults Educated	87	372
Plans Review Construction/Renovation Projects	12	143
Fire Department Permits reviewed / Issued	42	245
Business Preplans	0	0
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

July YTD

Inspections	\$1,400.00	\$6,750.00
Fire Recovery USA	\$1,372.00	\$11,029.99

III. Personnel Update:

Continuous Part-time positions available, 15 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 7 of 23 days
- Total Training Hours for July = 253.5 hours
- Website Updating (Continuing)
- Command Staff Meeting

- ESO Training
- ESO Preparation/Occupancy Data Migration
- July 4 – Independence Day Parade – 1203 S. Crescent Dr.
- July 8, 9, 11 – Quarterly Departmental Training
- July 11 – Fire Prevention – Johnston County Library

V. Upcoming Plans

- ESO Migration and development
- Prepare for National Night Out
- Prepare for River Rat Regatta
- Plan for Amazon Evacuation Drill/Emergency Training
- Meet with Amazon (BDA Issues)
- Medical Mall Inspections



Reporting

07/01/2024 - 07/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Category

+ Add Filter

My Filters

Work Orders

Created vs. Completed >



208

Created

199

Completed

95.7%

Percent Completed

200

150

100

50

0

7/1/2024

Work Orders by Type ⓘ >



4

Preventive

204

Reactive

0

Other

1.9%

Total Preventive Ratio

Work Orders 13

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Support

Lawrence Davis

Settings

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
July 31, 2024



I. Statistical Section

3 Burials

0 Works Orders – Buildings & Facilities Division

61 Work Orders – Grounds Division

10 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales: \$0

Riverside Ext Cemetery Lot Sales: \$0

Grave Opening Fees: \$2,325.00

Total Revenue: \$2325.00

III. Major Expenses for the Month:

Paid \$1,072.59 to Blacks tire for wrangler duratrac bsi tires

IV. Personnel Update:

Zach Creech was transferred and hired under the Public Utilities

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. The Public Works Dept. safety meeting was on "BBP/PPE" with Jaime Pearce from Wellness Works.

**Town of Smithfield
Public Works Department
July 31, 2024**



208 Total Work Orders completed by the Public Works Department

3 Burials, at \$775.00 each = \$2,325.00

0 Cremation Burial, \$425.00 each = \$0

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

509.63 tons of household waste collected

118.00 tons of yard waste collected

4.75 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

Lawrence Davis

From: Mark Lane <markfd12@aol.com>
Sent: Monday, August 19, 2024 7:15 PM
To: Lawrence Davis
Cc: Michael Scott; Ted Credle
Subject: Lane Lawn Care July schedule and completion date

7/1/2024
SCHEDULED DATE COMPLETE

1 operation center	7/1
2 town garage	7/1
3 MLK trees	7/3
4 Brogden Road	7/3

7/8/2024
SCHEDULED DATE COMPLETE

1 underpass/Mkt Street	7/9
2 Hwy 70 West	7/10
3 I95/Brogden Road	7/13

7/15
SCHEDULED DATE COMPLETE

1 operation center	7/16
2 MLK trees	7/17
3 Brogden Road	7/17
4 town garage	not completed due to standing water

7/22
SCHEDULED DATE COMPLETE

1 town garage	7/22
2 Hwy 70 West	7/25
3 underpass/mkt street	7/27
4 I95/ Brogden Road	7/25

7/29
SCHEDULED DATE COMPLETE

OPERATION CENTER	7/29
MLK trees	7/30
Brogden Road	7/30
town garage	7/29

Call with questions

Mark Lane
Lane Lawn Care LLC

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
July 31, 2024**



I. Statistical Section

- 4 Preventive Maintenances
- 0 North Carolina Inspections
- 15 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid Nappa \$15,055.00 for heavy duty Tire machine approved in Capital outlay items. Paid First call \$2,979.59 for update commercial vehicle Scan tool ms908cv11 and software update. Paid Kimball Midwest \$1,380.46 shop Supplies

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Dept. safety meeting was on "BBP/ PPE" with Jaime Pearce from Wellness Works.



Reporting

07/01/2024 - 07/31/2024

Last Month

Export

- Work Orders
- Asset Health
- Reporting Details
- Recent Activity
- Export Data

Custom Dashboards

- Assigned To
- Due Date
- Category 6
- + Add Filter
- Reset Filters
- Save Filters
- My Filters

Work Orders 13

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Support

Lawrence Davis
Settings

Work Orders

Created vs. Completed >

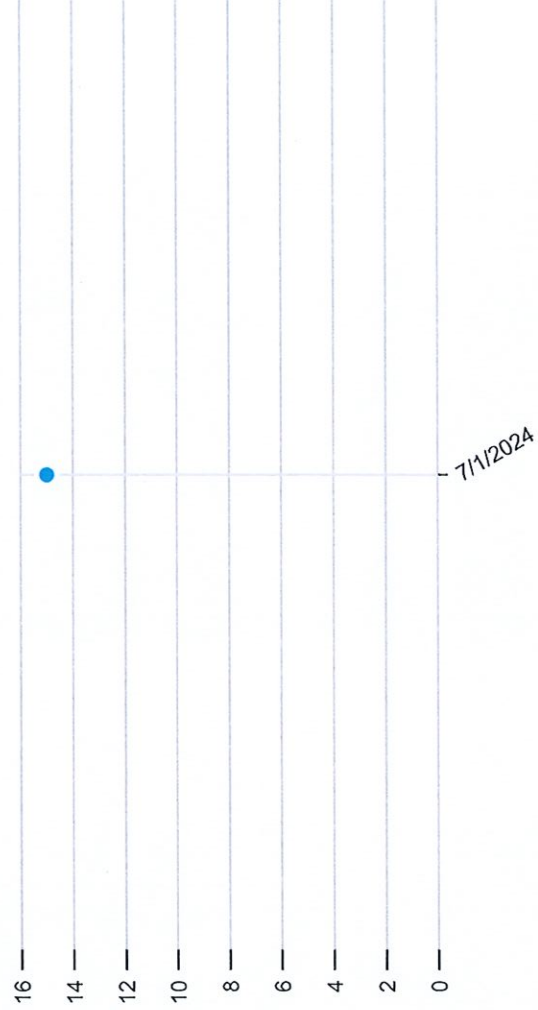
15

Created

15

Completed

100.0%
Percent Completed





Work Orders List for 07/01/2024 - 07/31/2024

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3396	Service truck 311 Type: Reactive Fleet Division	Drainage Division Truck #311 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/01/2024		
Andrew Strickland					
#3405	Service 408 Type: Reactive Fleet Division	Drainage Division Truck #408 Parent: Drainage Division (F550)	✓ Done Completed by Andrew Strickland on 07/02/2024		
Andrew Strickland					
#3404	Blind corner Type: Reactive Drainage Parks and rec	Drainage Division	✓ Done Completed by Ethan Bryant on 07/02/2024	Total Time Costs Total Time Total Costs	\$7.63 22m 9s \$7.63
Ethan Bryant					
#3415	Service truck 310 Type: Reactive Fleet Division	Drainage Division Truck #310 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/03/2024	Total Time Costs Total Time Total Costs	\$66.99 3h 0m 0s \$66.99
Andrew Strickland					

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

#3417
Service truck 309
 Type: Reactive
Fleet Division
 Andrew Strickland

Drainage Division
 Parent: Sanitation Division
 Truck 309

✓ Done
 Completed by Andrew Strickland on 07/03/2024

Total Time Costs
 Total Time 2h 0m 0s
Total Costs \$44.66

#3432
Service truck 318
 Type: Reactive
Fleet Division
 Andrew Strickland

Drainage Division
 Parent: Sanitation Division
 Truck #318

✓ Done
 Completed by Andrew Strickland on 07/08/2024

Total Time Costs
 Total Time 2h 30m 0s
Total Costs \$55.83

#3437
Service truck 308
 Type: Reactive
Fleet Division
 Andrew Strickland

Drainage Division
 Parent: Sanitation Division
 Truck #308

✓ Done
 Completed by Andrew Strickland on 07/09/2024

Total Time Costs
 Total Time 2h 30m 0s
Total Costs \$55.83

#3440
Tire for sweeper
 Type: Reactive
Fleet Division
 Andrew Strickland

Public Works Facility
 Parent: Sanitation Division
 Sweeper

✓ Done
 Completed by Andrew Strickland on 07/09/2024

Total Time Costs
 Total Time 30m 0s
Total Costs \$11.17

#3448
Service truck 304
 Type: Reactive
Fleet Division
 Andrew Strickland

Drainage Division
 Parent: Sanitation Division
 Truck #304

✓ Done
 Completed by Andrew Strickland on 07/10/2024

Total Time Costs
 Total Time 3h 0m 0s
Total Costs \$66.99

WORK ORDER INFO LOCATION & ASSET DUE & STATUS TIME & COST PROCEDURE ANSWERS

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3450 Service truck 320 Type: Reactive Fleet Division Andrew Strickland	Public Works Facility Truck 320 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/10/2024	Total Time Costs Total Time Total Costs	\$66.99 3h 0m 0s \$66.99
#3460 311 Hydraulic lines Type: Reactive Fleet Division Andrew Strickland	Drainage Division Truck #311 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/11/2024	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33
#3494 Service truck 305 Type: Reactive Fleet Division Andrew Strickland	Drainage Division Truck #305 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/17/2024	Total Time Costs Total Time Total Costs	\$66.99 3h 0m 0s \$66.99
#3449 Service truck 319 Type: Reactive Fleet Division Andrew Strickland	Drainage Division Truck #319 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 07/24/2024	Total Time Costs Total Time Total Costs	\$66.99 3h 0m 0s \$66.99
#3433 Service truck 903 Type: Reactive Fleet Division Andrew Strickland	Appearance Division Truck 903 Parent: Appearance Division	✓ Done Completed by Andrew Strickland on 07/24/2024	Total Time Costs Total Time Total Costs	\$22.33 1h 0m 0s \$22.33

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2024**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 6 Work Orders - 560 Linear Feet of Right-a-way ditches were cleaned
- e. 3 Work Orders – 300 lbs. of Cold Patch was used for street repair.
- f. 38 Work Orders

II. Major Revenues

None for the month.

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

No one hired for the month of July.

V. Narrative of monthly departmental activities: Assisted with Traffic control and event containers for July 4th celebration, The Public Works Dept. safety meeting was on "BBP/PPE" with Jaime Pearce from Wellness Works.



Work Orders List for 07/01/2024 - 07/31/2024

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3403 Blind corner Type: Reactive Medium Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 07/02/2024	Total Time Costs \$12.29 Total Time 35m 41s Total Costs \$12.29	
#3404 Blind corner Type: Reactive Drainage Parks and rec Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 07/02/2024	Total Time Costs \$7.63 Total Time 22m 9s Total Costs \$7.63	
#3406 Limbs blocking view of stop sign Type: Reactive Signage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 07/02/2024	Total Time Costs \$11.50 Total Time 33m 24s Total Costs \$11.50	
#3430 Cut grass Type: Reactive Drainage FEMA Lots	Drainage Division	✓ Done Completed by Ethan Bryant on 07/08/2024	Total Time Costs \$87.49 Total Time 4h 14m 5s Total Costs \$87.49	

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Ethan Bryant

Drainage Division

#3439
Cut limbs blocking stop sing

Type: Reactive

High

Drainage

Ethan Bryant

✓ Done
Completed by Ethan Bryant on 07/09/2024

Total Time Costs
Total Time 27m 56s
Total Costs \$9.62

#3441

Drainage Division

Stopsign torn down

Type: Reactive

Signage

Ethan Bryant

✓ Done
Completed by Ethan Bryant on 07/09/2024

Total Time Costs
Total Time 30m 13s
Total Costs \$10.40

#3446

Drainage Division

Clean out pipe at splash pad

Type: Reactive

Drainage

Ethan Bryant

✓ Done
Completed by Ethan Bryant on 07/10/2024

Total Time Costs
Total Time 30m 34s
Total Costs \$10.53

#3459

Drainage Division

Cut greenway at community park

Type: Reactive

Drainage

Ethan Bryant

✓ Done
Completed by Ethan Bryant on 07/11/2024

Total Time Costs
Total Time 5h 5m 20s
Total Costs \$105.14

#3466

Drainage Division

Cleaning catchbasins

Type: Reactive

Drainage

Ethan Bryant

✓ Done
Completed by Ethan Bryant on 07/12/2024

Total Time Costs
Total Time 3h 57m 58s
Total Costs \$81.94

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Ethan Bryant

#3472

Deliver cones and rollouts

Type: Reactive

Events / Cans and Cones / Trash collection and street sweeping

Drainage Division

✓ Done

Completed by Ethan Bryant on 07/12/2024

Total Time Costs
Total Time

\$15.19
44m 7s

Total Costs

\$15.19

Ethan Bryant

#3475

Pick up cones and rollouts

Type: Reactive

Events / Cans and Cones / Trash collection and street sweeping

Drainage Division

✓ Done

Completed by Ethan Bryant on 07/15/2024

Total Time Costs
Total Time

\$10.98
31m 53s

Total Costs

\$10.98

Ethan Bryant

#3481

Trim tree

Type: Reactive

Drainage

Drainage Division

✓ Done

Completed by Ethan Bryant on 07/15/2024

Total Time Costs
Total Time

\$21.16
1h 1m 27s

Total Costs

\$21.16

Ethan Bryant

#3486

Drainage Division

✓ Done

\$49.18

Total Time Costs

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Cut outlet center drive

Type: Reactive

Drainage
FEIMA
Lots

Ethan Bryant

Completed by Ethan Bryant
on 07/16/2024

Total Time 2h 22m 49s

Total Costs \$49.18

#3488

STOP sign is faded

Type: Reactive

High

Streets
Division

Ethan Bryant

07/16/2024

✓ Done

Completed by Ethan Bryant
on 07/16/2024

Total Time Costs \$11.72

Total Time 34m 2s

Total Costs \$11.72

#3490

**Stopsign torn down &
55mph sign**

Type: Reactive

Signage

Ethan Bryant

✓ Done

Completed by Ethan Bryant
on 07/16/2024

Total Time Costs \$15.51

Total Time 45m 3s

Total Costs \$15.51

#3495

Clean catchbasins

Type: Reactive

Drainage

Ethan Bryant

✓ Done

Completed by Ethan Bryant
on 07/17/2024

Total Time Costs \$90.73

Total Time 4h 23m 30s

Total Costs \$90.73

#3500

**Paint over graffiti on
street**

Type: Reactive

Drainage

Ethan Bryant

✓ Done

Completed by Ethan Bryant
on 07/18/2024

Total Time Costs \$66.75

Total Time 3h 13m 51s

Total Costs \$66.75

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

#3507
Fill sink hole
 Type: Reactive
Drainage
 Ethan Bryant
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/18/2024
 Total Time Costs
 Total Time 1h 3m 54s
Total Costs \$22.00

#3511
**Take down American
 Flags**
 Type: Reactive
Drainage
 Ethan Bryant
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2024
 Total Time Costs
 Total Time 1h 37m 31s
Total Costs \$33.58

#3503
**Corner of Fifth and
 Holt**
 Type: Reactive
High
Drainage
 Ethan Bryant
 Drainage Division
 Drainage Division
 07/18/2024
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2024
 Total Time Costs
 Total Time 11m 38s
Total Costs \$4.01

#3509
S Sussex Drive
 Type: Reactive
Medium
Sanitation
 Division
 Ethan Bryant
 Drainage Division
 Drainage Division
 07/19/2024
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2024
 Total Time Costs
 Total Time 8m 55s
Total Costs \$3.07

#3515
Cut . Ditch
 Type: Reactive
Drainage
 Ditch
 Ethan Bryant
 Drainage Division
 ✓ Done
 Completed by Ethan Bryant
 on 07/19/2024
 Total Time Costs
 Total Time 1h 23m 2s
Total Costs \$28.59

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

work and right-of-way

Ethan Bryant

#3530

Clean catchbasins

Type: Reactive

Medium

Drainage

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant on 07/24/2024

Total Time Costs

Total Time 7h 43m 24s

\$159.56

Total Costs \$159.56

#3542

20 Nottingham Place

Type: Reactive

High

Drainage

Ethan Bryant

Drainage Division

07/24/2024

✓ Done

Completed by Ethan Bryant on 07/25/2024

#3552

1004 S Brightleaf Blvd

Type: Reactive

High

Streets Division

Appearance Division

Jesus Mier

Ethan Bryant

Drainage Division

07/25/2024

✓ Done

Completed by Jesus Mier on 07/25/2024

Total Time Costs

Total Time 1h 0m 0s

\$21.28

Total Costs \$21.28

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

#3546
Clean catch basin
 Type: Reactive
Medium
Drainage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/25/2024

Drainage Division
 Total Time Costs
 Total Time
 7h 41m 32s
\$158.92
\$158.92

#3567
Blind corner
 Type: Reactive
Signage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/29/2024

Appearance Division
 Total Time Costs
 Total Time
 38m 45s
\$13.34
\$13.34

#3568
Limbs blocking view of stop sign
 Type: Reactive
Signage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/29/2024

Appearance Division
 Total Time Costs
 Total Time
 24m 13s
\$8.34
\$8.34

#3569
Limbs blocking view of stop sign
 Type: Reactive
Signage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/29/2024

Appearance Division
 Total Time Costs
 Total Time
 10m 12s
\$3.51
\$3.51

#3570
Blind corner
 Type: Reactive
Signage
 Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 07/29/2024

Appearance Division
 Total Time Costs
 Total Time
 22m 8s
\$7.62
\$7.62

#3571 **Blind corner**
 Type: Reactive Signage
 Ethan Bryant

Appearance Division

✓ Done
 Completed by Ethan Bryant on 07/29/2024

Total Time Costs
 Total Time 17m 15s
Total Costs \$5.94

#3575 **Langdon Avenue pot holes**
 Type: Reactive Medium
Drainage Potholes and street repairs
 Ethan Bryant

Drainage Division
 Street Division

07/29/2024
 ✓ Done
 Completed by Ethan Bryant on 07/29/2024

Total Time Costs
 Total Time 20m 9s
Total Costs \$6.94

#3578 **Fill potholes**
 Type: Reactive Signage
 Ethan Bryant

Appearance Division

✓ Done
 Completed by Ethan Bryant on 07/29/2024

Total Time Costs
 Total Time 10m 38s
Total Costs \$3.66

#3579 **Fill pothole**
 Type: Reactive Signage
 Ethan Bryant

Appearance Division

✓ Done
 Completed by Ethan Bryant on 07/29/2024

Total Time Costs
 Total Time 20m 20s
Total Costs \$7.00

#3581 **Sink hole**
 Type: Reactive High
 Ethan Bryant

08/01/2024
 ✓ Done
 Completed by michael Siger on 08/02/2024

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Drainage

michael Silger
Ethan Bryant

#3573

Ditch I stopped up

Type: Reactive

Open

Medium

Drainage

Ethan Bryant

Signed off by

Date

Town of Smithfield
Public Works Sanitation Division
Monthly Report
July 31, 2024



I. Statistical Section

The Division collected from approximately 4,296 homes, 4 times during the month

- a. Sanitation forces completed 78 work orders
- b. Sanitation forces collected tons 509.63 of household waste
- c. Sanitation forces disposed of loads 59 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 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.75 tons of recyclable plastic
- h. Recycled 0 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,800 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0.00 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 2,100 lbs. of shredder steel for \$ 140.70 to Foss

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,242.00 for disposal of yard waste and debris. Amick Equipment Co. was paid \$1,113.13 for new blades on truck #319 and 320. MaintainX was paid \$1,365.00 for Premium Plan Split between divisions.

IV. Personnel Update: There has been no new hires.

The Sanitation department added part time workers

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "BBP/PPE" With Jamie Pearce. Public works Helped with delivering and picking up traffic control devices for Down Town Development for the 4th Celebration.

Community Service Workers worked 0 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
July 31, 2024**



I. Statistical Section

0 outsourced jobs

II. Major Revenues

None

III. Major Expenses for the Month:

None

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was for "BBP/PPE." led by Jamie Pearce.



MONTHLY REPORT FOR JULY, 2024

PROGRAMS STATISTICS	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
NUMBER OF PROGRAMS	8	8	12	
TOTAL ATHLETICS PARTICIPANTS	864	864	295	295
TOTAL NON/ATHLETIC PARTICIPANTS	133	123	434	434
NUMBER OF GAMES PLAYED	123	123	34	34
TOTAL NUMBER OF PLAYERS (GAMES)	2952	2952	748	748
NUMBER OF PRACTICES / CAMPS	19	19	34	34
TOTAL NO. PLAYER(S) PRACTICES / CAMPS	333	333	530	530
SYCC VISITS			99	99
	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
PARKS RENTALS	21	21	23	23
USERS (PARKS RENTALS)	11,731	11,731	3972	3972
TOTAL UNIQUE CONTACTS	15,149	15,139	6,078	6,078
	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 14,074.00	\$ 14,074.00	\$ 9,860.00	\$ 9,860.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 75,269.00	\$ 75,269.00	\$ 49,997.00	\$ 49,997.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ -
SYCC EXPENDITURES (OPERATIONS)	\$ 1,671.00	\$ 1,671.00	\$ 1,542.00	\$ 1,542.00
SYCC EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ -

HIGHLIGHTS Hosted Tar Heel Leagues District 5 Tournaments
 Assisted with July 4th Celebration
 National Parks and Recreation Month Programs



SRAC MONTHLY REPORT FOR JULY, 2024

PROGRAMS STATISTICS	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
NUMBER OF PROGRAMS	18	18	22	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3107	3107	4523	4523
	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
SRAC MEMBER VISITS	4921	4921	3942	3942
DAY PASSES	3083	3083	3568	3568
RENTALS (SRAC)	56	56	71	71
USERS (SRAC RENTALS)	3083	3083	2938	2938
TOTAL UNIQUE CONTACTS	14,194	14,194	14,971	14,971
	July, 2024	24/25 FY YTD	July, 2023	23/24 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 84,035.00	\$ 84,035.00	\$ 80,684.00	\$ 80,684.00
SRAC EXPENDITURES (OPERATIONS)	\$ 95,323.00	\$ 95,323.00	\$ 54,357.00	\$ 54,357.00
SRAC EXPENDITURES (CAPITAL OUTLAY)	\$ -	\$ -	\$ -	\$ -
SRAC MEMBERSHIPS			3470	

HIGHLIGHTS Summer Day Camps (all sessions full)
 Tiger Sharks Swim Lessons
 Hosted SML Year End Swim Meet



- **Statistical Section**

- Electric CP Demand 29,763 Kw relative to June's demand of 32,060 Kw.
- Electric System Reliability was 99.9164%, with three (3) recorded main line outages; relative to June's 99.9756%.
- Raw water treated on a daily average was 5.259 MG relative to 5.080 MG for June; with maximum demand of 6.154 MG relative to June's 6.254 MG.
- Total finished water to the system was 146.965 MG relative to June's 121.254 MG. Average daily for the month was 4.741 MG relative to June's 4.042 MG. Daily maximum was 5.322 MG (July 26th) relative to June's 4.952 MG. Daily minimum was 3.077 MG (July 8th), relative to June's 2.942 MG.

- **Miscellaneous Revenues**

- Water sales were \$308,320 relative to June's \$277,366
- Sewer sales were \$475,394 relative to June's \$438,018
- Electrical sales were \$1,600,107 relative to June's sales of \$1,386,365
- Johnston County Water purchases were \$266,490 for 104.917 MG relative to June's \$261,876 for 103.101 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,272,288 relative to June's \$1,295,725
- Johnston County sewer charge was \$219,152 for 51.932 MG relative to June's \$164,274 for 38.927 MG.

- **Personnel Changes**

JD Bradley was hired as Electric Line Technician on July 15, 2024

Zach Creech was hired as Meter Reader on July 24, 2024



**Town of Smithfield
Electric Department
Monthly Report
July, 2024**

I. Statistical Section

- Street Lights repaired –13
- Area Lights repaired-13
- Service calls – 39
- Underground Electric Locates -3310
- Poles changed out/removed or installed -13
- Underground Services Installed -7

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Electrical Dept. has a full staff at this time.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4 & 5 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept helped the Street Dept. remove the flags.



WATER & SEWER JULY 2024 Monthly Report

● DISCONNECT WATER	2
● QUOTE	7
● RECONNECT WATER	1
● TEST METER	9
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	8
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	14
● LEAK DETECTION	14
● METER CHECKS	25
● METER REPAIRS	18
● WATER MAIN/SERVICE REPAIRS	5
● STREET CUTS	3
● REPLACE EXISTING METERS	8
● INSTALL NEW METERS	9
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS/SINK HOLES	3
● CLEANOUTS INSTALLED	12
● INSPECTIONS	15
● CAMERA SEWER	2
● SEWER MAIN CLEANED	1400 LF
● SERVICE LATERALS CLEANED	520 LF

- SERVICE CALLS 102
- LOCATES 281

- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

Major Expenses for the Month of July

1. Had Stuckey's to make some water and sewer repairs that we were not able to.
2. Major repairs made to the Excavator and the Backhoe.

Personnel Updates

Upcoming Projects for the Month of August.

1. I-95 project continues.
2. Work on Finley Landing.

Adam finished installing all the pressure gauges at the lift stations.



MONTHLY WATER LOSS REPORT

July 2024

(10) - Meters with slow washer leaks

(2) ¾" Line, 1/8Hole, 1 day

2" Line, 1/8", 2 days

1" Line, Full Shear, 1 day

(2) – Fire Hydrants Slow drip

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	07/26/24	3	15	7965	10	North Street	07/24/24	2	15	17820	40
Computer Drive	07/26/24	3	15	31860	10	West Street	07/24/24	2.2	15	78030	50
Castle Drive	07/26/24	3	15	7965	10	Regency Drive	07/24/24	2.8	15	63720	60
Parkway Drive	07/26/24	3	15	63720	40	Randers Court	07/24/24	2.2	15	15930	40
Garner Drive	07/26/24	3	15	63723	40	Noble Street	07/24/24	2.2	15	15930	40
Hwy 210 LIFT ST.	07/29/24	3	15	15930	40	Fieldale Dr#1(L)	07/24/24	2.2	15	63720	40
Skyland Drive	07/29/24	3	15	7965	10	Fieldale Dr#2(R)	07/24/24	2	15	63720	40
Bradford Street	07/29/24	3	15	15930	10	Heather Court	07/24/24	2.2	15	15930	40
Kellie Drive	07/29/24	3	15	7965	10	Reeding Place	07/24/24	2.2	15	15930	40
Edgewater	07/29/24	3	15	7965	10	East Street	07/24/24	2.5	15	63720	40
Edgecombe	07/29/24	2.8	15	15930	40	Smith Street	07/24/24	2.6	15	63720	40
Valley Wood	07/29/24	3	15	63720	40	Wellons Street	07/24/24	2	15	63720	40
Creek Wood	07/29/24	3	15	63720	40	Kay Drive	07/24/24	2	15	38985	15
White Oak Drive	07/30/24	3	15	7965	10	Huntington Place	07/24/24	2.2	15	38985	15
Brookwood Drive	07/30/24	3	15	22515	5	N. Lakeside Drive	07/24/24	2.8	15	9750	15
Runnymede Place	07/30/24	3	15	31860	10	Cypress Point	07/24/24	2.4	15	34890	12
Nottingham Place	07/30/24	3	15	38985	10	Quail Run	07/24/24	2.8	15	8715	12
Heritage Drive	07/30/24	3	15	38985	10	British Court	07/24/24	2.4	15	8715	12
Noble Plaza #1	07/30/24	2.8	15	9750	10	Tyler Street	07/24/24	2.8	15	78030	60
Noble Plaza #2	07/30/24	2.8	15	9750	10	Yelverton Road	07/24/24	2.4	15	63720	40
Pinecrest Street	07/30/24	3	15	19500	10	Ava Gardner	07/31/24	2.2	15	63720	40
S. Sussex Drive	07/30/24	3	15	31860	10	Waddell Drive	07/31/24	2.2	15	7965	10
Elm Drive	07/30/24	3	15	9750	10	Henly Place	07/31/24	2.2	15	8715	12
						Birch Street	07/31/24	2.6	15	34890	12
Coor Farm Supply	07/30/24	2	15	7965	10	Pine Street	07/31/24	2.6	15	38985	15
Old Goldsboro Rd,	07/30/24	3	15	7965	10	Oak Drive	07/31/24	2.43	15	37695	14
Hillcrest Drive	07/24/24	2	15	31860	10	Cedar Drive	07/31/24	2.4	15	31860	10
Eason Street	07/24/24	2.2	15	38985	40	Aspen Drive	07/31/24	2.6	15	34890	12
Magnolia circle	07/24/24	2.8	15	78030	40	Furlonge Street	07/31/24	2	15	34890	12
Rainbow Drive	07/24/24	2.2	15	19500	60	Golden Corral	07/31/24	2.8	15	40290	16
Rainbow Circle	07/24/24	2	15	19500	60	Holland Drive	07/31/24	2.8	15	9750	15
Moonbeam Circle	07/24/24	2	15	19500	60	Davis Street	07/25/24	2.2	15	34890	12
Ray Drive	07/24/24	2	15	15930	60	Caroline Ave.	07/25/24	2.2	15	31860	10
Will Drive	07/24/24	2.5	15	63720	40	Johnston Street	07/25/24	2.4	15	38985	15
Michael Lane	07/24/24	2.4	15	63721	40	Ryans	07/25/24	2.2	90	9750	15
Ward Street	07/24/24	2	15	15930	40						

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