



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

Town Council Agenda Packet

Meeting Date: Tuesday, January 8, 2019

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 JANUARY 8, 2019
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. Acceptance of the 2018 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the year
(Public Utilities Director – Ted Credle) See attached information.....1

2. Acceptance of the 2018 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year
(Public Utilities Director – Ted Credle) See attached information.....5

Public Hearings: None

Citizens Comments

Consent Agenda Items

1. **Approval of Minutes:**
 - a. December 4, 2018 – Regular Meeting
 - b. December 4, 2018 – Close Session (Under Separate Cover).....9

2. **Career Ladder:** The Police Department is requesting approval to promote an employee from the rank of Police Officer II to Master Police Officer
(Chief of Police – R. Keith Powell) See attached information.....27

3. Career Ladder: The Public Utilities Water/ Sewer Department is requesting approval for a career ladder promotion for the Water/ Sewer Pump Station Mechanic
(Public Utilities Director – Ted Credle) See attached information.....37

4. Consideration and Approval for the Fire Department promotions of Lieutenants and Engineers for Station 2
(Fire Chief – John Blanton) See attached information.....43

5. Bid Award to Deacon Jones in the amount of \$36,960 for the purchase of an SUV for the Fire Department
(Fire Chief – John Blanton) See attached information.....53

6. Bid Award to Dun-Right Services, Inc in the amount of \$15,661 for manhole rehabilitation services
(Public Utilities Director – Ted Credle) See attached information.....71

7. Bid Award to ACSM in the amount not to exceed \$182,270 for the fabrication and installation of the Wayfinding Signage
(Planning Director – Stephen Wensman) See attached information.....77

8. Bid Award to Performance Automotive Group in the amount of \$133,644 for the purchase of six vehicles for the Police Department
(Chief of Police – R. Keith Powell) See attached information.....87

9. Consideration and Approval for three reappointments and four new appointments to the Downtown Smithfield Development Corporation Board of Directors
(Town Clerk – Shannan Parrish) See attached information.....97

10. New Hire Report
(Human Resources Director – Tim Kerigan) See attached information.....115

Business Items: None

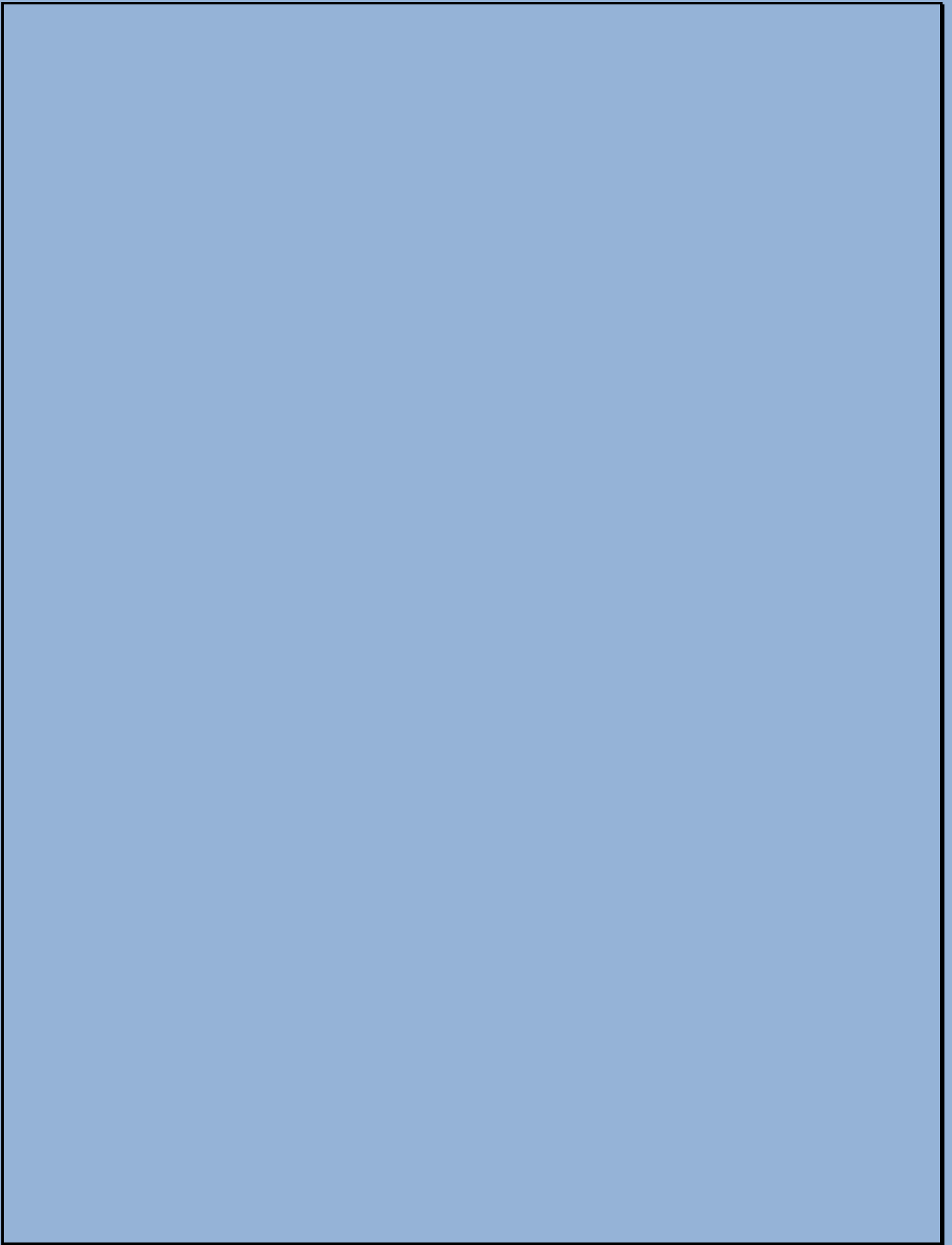
Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information).....117
- Department Reports (See attached information).....121
- Manager’s Report

Adjourn

Presentations





Request for Town Council Action

Presentation NC AWWA-WEA
Award
Date: 01/08/2019

Subject: NC AWWA-WEA Award Presentation

Department: Public Utilities

Presented by: Ted Credle

Presentation: Presentations

Issue Statement

Acceptance of the 2018 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the year

Financial Impact

N/A

Action Needed

Accept the award, as presented by a representative from the NC AWWA-WEA

Recommendation

Staff recommends acceptance of the award

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Letter of Notification



Staff Report

**Presentation: NC AWWA-
WEA
Award**

The purpose of the NC AWWA-WEA North Carolina Water Distribution System of The Year Award is to identify and recognize the municipality that protects the public health through pro-active practices of management, operations and maintenance of their water distribution system beyond minimum standards.

To assist in these efforts, the Water Distribution System committee shall annually recognize up to four water distribution systems in North Carolina based on the size of their system. In 2018, only three systems in North Carolina were selected for this honor.

Recipients of the award will have demonstrated that they perform quality water system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their distribution system in good working condition to minimize health hazards.

The award honors the system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their water distribution **system facilities. The recipient's staffs make the most of their available resources, no matter how great or small.**

2018 OFFICERS

CHAIR

(JAMES) RAY COX, P.E.
Highfill Infrastructure Engineers

CHAIR-ELECT

DAVID SAUNDERS, P.E.
HDR

PAST CHAIR

ANGELA LEE
Charlotte Water

SECRETARY

STEVE HAMILTON
Wayne Water Districts

TREASURER

KENNETH WALDROUP, P.E.
City of Raleigh Public Utility Dept.

VICE-CHAIR

JEFF COGGINS, P.E.
Black & Veatch

TRUSTEES

NICHOLAS DIERKES, P.E.
Brown and Caldwell

ANTHONY MARTIN, P.E.
Charlotte Water

COURTNEY DRIVER
Winston-Salem/Forsyth County
Utilities

RACHEL MONSCHIEIN
Town of Cary

AWWA DIRECTORS

BRIAN TRIPP, P.E.
WK Dickson

RON HARGROVE (Director-Elect)
Charlotte Water

WEF DELEGATES

TJ LYNCH
City of Raleigh Public Utility Dept.

BETSY DRAKE
Town of Cary

PROFESSIONAL WASTEWATER OPS REP

KENNETH STEVENS
City of Kinston

PROFESSIONAL WATER OPS REP

BEN KEARNS
Cape Fear Public Utility Authority

EXECUTIVE DIRECTOR

CATRICE JONES, CAE

October 1, 2018

Ted Credle

230 Hospital Road

Smithfield, NC 27577

Dear Ted Credle,

Congratulations to the Town of Smithfield Public Utilities Department on receiving the **2018 NC AWWA-WEA Distribution System of the Year Small System Award**. NC AWWA-WEA would like to recognize your utility for this accomplishment during the Monday Awards Ceremony at our 98th Annual Conference in Raleigh, NC. **The Monday Awards Ceremony will take place Monday, November 5, 2018 from 4:00 p.m. - 5:00 p.m. in the Raleigh Convention Center.** During the Monday Awards Ceremony, you will be invited on stage for a brief award presentation. Immediately following the event, a professional photographer will be available to take photos of all award recipients.

Attendance at the Monday Awards Ceremony is included in the Full Conference registration type registration types at no additional charge. If you are not registered to attend the Annual Conference, we are happy to offer complimentary attendance at the Monday Awards Ceremony I so that you may be recognized.

To help us prepare for the Annual Conference, please RSVP to Kyrie McKinney, NC AWWA-WEA Engagement & Outreach Coordinator, no later than Tuesday, October 24, 2018. There are three methods to submit your RSVP; Email khoover@ncsafewater.org, Phone (919) 784-9030 x1001, or Online at http://www.ncsafewater.org/event/AC18MondaySocial_Awards. When you RSVP, please let us know if you will be attending and if you will be bringing any guests. Each award recipient may bring three guests at no charge.

As an added benefit, NC AWWA-WEA is offering all award recipients the opportunity to have their award re-presented locally. If you are interested in this additional recognition, please let Rebecca know as you are submitting your RSVP. You may also contact the NC AWWA-WEA office about this opportunity at any time in the future.

Congratulations again on your outstanding accomplishment, and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

Sincerely,





Request for Town Council Action

Presentation: NC AWWA-WEA
Award

Date: 01/08/2019

Subject: NC AWWA-WEA Award Presentation

Department: Public Utilities

Presented by: Ted Credle

Presentation: Presentations

Issue Statement

Acceptance of the 2018 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year!

Financial Impact

N/A

Action Needed

Accept the award, as presented by a representative from the NC AWWA-WEA

Recommendation

Staff recommends acceptance of the award

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Letter of Notification



Staff Report

**NC AWWA-
Presentation: WEA
Award**

The purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award is to identify and recognize the municipality that protects the public health and the natural beauty of the environment through pro-active practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit.

To assist in these efforts, the committee annually recognizes three wastewater collection systems in our state based on the size of their collection system (small, medium & large systems). This award not only signifies the Town of Smithfield won their size category; but, **was also given the honor of "Overall Winner"!**

Recipients of the award will have demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer over flows during both wet weather and dry weather conditions.

The award honors the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their **wastewater collection system facilities. The recipient's staff** prove themselves to make the most of their available resources, no matter how great or small.

2018 OFFICERS

CHAIR

(JAMES) RAY COX, P.E.
Highfill Infrastructure Engineers

CHAIR-ELECT

DAVID SAUNDERS, P.E.
HDR

PAST CHAIR

ANGELA LEE
Charlotte Water

SECRETARY

STEVE HAMILTON
Wayne Water Districts

TREASURER

KENNETH WALDROUP, P.E.
City of Raleigh Public Utility Dept.

VICE-CHAIR

JEFF COGGINS, P.E.
Black & Veatch

TRUSTEES

NICHOLAS DIERKES, P.E.
Brown and Caldwell

ANTHONY MARTIN, P.E.
Charlotte Water

COURTNEY DRIVER
Winston-Salem/Forsyth County
Utilities

RACHEL MONSCHIN
Town of Cary

AWWA DIRECTORS

BRIAN TRIPP, P.E.
WK Dickson

RON HARGROVE (Director-Elect)
Charlotte Water

WEF DELEGATES

TJ LYNCH
City of Raleigh Public Utility Dept.

BETSY DRAKE
Town of Cary

PROFESSIONAL WASTEWATER OPS REP

KENNETH STEVENS
City of Kinston

PROFESSIONAL WATER OPS REP

BEN KEARNS
Cape Fear Public Utility Authority

EXECUTIVE DIRECTOR

CATRICE JONES, CAE

October 1, 2018

Ted Credle

230 Hospital Road

Smithfield, NC 27577

Dear Ted Credle,

Congratulations to the Town of Smithfield Public Utilities Department on receiving the **2018 NC AWWA-WEA Collection System of the Year Overall Winner**. NC AWWA-WEA would like to recognize your utility for this accomplishment during the Monday Awards Ceremony at our 98th Annual Conference in Raleigh, NC. **The Monday Awards Ceremony will take place Monday, November 5, 2018 from 4:00 p.m. - 5:00 p.m. in the Raleigh Convention Center.** During the Monday Awards Ceremony, you will be invited on stage for a brief award presentation. Immediately following the event, a professional photographer will be available to take photos of all award recipients.

Attendance at the Monday Awards Ceremony is included in the Full Conference registration type registration types at no additional charge. If you are not registered to attend the Annual Conference, we are happy to offer complementary attendance at the Monday Awards Ceremony so that you may be recognized.

To help us prepare for the Annual Conference, please RSVP to Kyrie McKinney, NC AWWA-WEA Engagement & Outreach Coordinator, no later than Tuesday, October 24, 2018. There are three methods to submit your RSVP; Email khoover@ncsafewater.org, Phone (919) 784-9030 x1001, or Online at http://www.ncsafewater.org/event/AC18MondaySocial_Awards. When you RSVP, please let us know if you will be attending and if you will be bringing any guests. Each award recipient may bring three guests at no charge.

As an added benefit, NC AWWA-WEA is offering all award recipients the opportunity to have their award re-presented locally. If you are interested in this additional recognition, please let Rebecca know as you are submitting your RSVP. You may also contact the NC AWWA-WEA office about this opportunity at any time in the future.

Congratulations again on your outstanding accomplishment, and thank you for your commitment and dedication to the water industry. We look forward to honoring you at the NC AWWA-WEA Annual Conference!

Sincerely,



Consent

Agenda Items



The Smithfield Town Council met in regular session on Tuesday, December 4, 2018 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem
Marlon Lee, District 1
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At-Large
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:00.

INVOCATION

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott, to amend the agenda as follows:

Remove the following the Public Hearing:

- ZA-18-07 Town of Smithfield: The Town of Smithfield Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) Article 9 to amend the nonconforming situations regulations as it pertains to the Board of Adjustment issuing permits.

Move from the Consent Agenda to the Business Items:

- Special Event: Consideration and approval to allow the Johnston County Alumnae Chapter to hold a Taking Strides Against Family Violence 5K run/walk on Saturday, May 4th, 2019 from 7:00 am to 11:00 am on the Buffalo Creek Greenway starting at 600 Booker Dairy Road

Unanimously approved.

PRESENTATIONS: None

PUBLIC HEARING

1. **Subdivision Request - Sam's Branch Development S-18-01): The applicant was requesting a preliminary subdivision plat for East River; a proposed 298-315 lot residential Planned Unit Development at 1899 Buffalo Road**

Councilman Dunn made a motion, seconded by Councilman Ashley, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Sam's Branch Development. The applicant was requesting a Preliminary Subdivision Plat for East River; a proposed 298-315 lot residential Planned Unit Development (PUD) on 67.88 acres. Mr. Wensman explained the proposed development site was divided east-west by Buffalo Road. The west side consisted of open farm land that sloped toward the Neuse River. The west side was surrounded by the Neuse River on the west, and agricultural/residential properties to the north and south. The east side of the development site was surrounded by a smaller residential property to the north, a vacant forested site to the east, and a smaller residential property and the State Employees Credit Union site to the south. A gas line easement crossed along the north boundary of the property. A drainage way, blue line stream, crossed the southwest boundary of the site within the tree line near the Neuse River. The low land and steeper slopes near the Neuse River were covered with a mostly deciduous forest. There was a drainage way that flowed from the home site across the open field towards a small pond/wetland near the Neuse River in the forested area. Near Buffalo Road, surrounded by open field, was a single family home with a few smaller accessory buildings and large trees.

Much of the proposed PUD development was within the WS IV-PA Overlay District. This overlay district provides an extra layer of regulation intended to protect the water supply watershed from pollution caused primarily from stormwater runoff.

This property was rezoned with a master plan and that plan had the following 7 conditions:

1. That a Traffic Impact Study be conducted – This has been completed
2. Voluntary annexation prior if connection to Town water, sewer and electricity are to be requested with the subdivision. This will be completed before final plat
3. NCDOT Right-of-Way Permit for accesses onto Buffalo Road.- An application has been submitted for the permit.
4. That there be no single-family attached units located in the first or second phases of the development. There are none proposed for the first phase
5. That any area to be dedicated for public parks or trails be identified on the PUD master plan. They have complied with this condition.
That all changes be incorporated into the PUD master plan and resubmitted for final approval by Town staff. This requirement has essentially been met.
Any material change as result of the subdivision process will require a new PUD rezoning with an amended master plan – The proposal is consistent with the master plan.

Changes from the master plan include the following:

1. Trail on northern and southern boundary. Eliminated due to gas easement restrictions on north edge (private trails).
2. Greenway Trail goes through cul-de-sac rather than around and uses the pump station access as the trail.
3. The Greenway Trail location is closer to homes than on the master plan.
4. Greenway Trail along the Neuse stops short of the property boundary, however trail easement will be provided.
5. Street trees are no longer proposed.
6. The Trails along Buffalo Road now extend to the boundaries of the development.
7. Phase I cul-de-sac has been modified, eliminating the island.

Mr. Wensman explained this development would have up to 280 single family homes of which up to 76 of them may be attached units (triplexes) and up to 35 townhouse units on the east side of Buffalo Road. In all phases except phases 1 and 2, only detached single family units would be constructed. Approved during the PUD process, each single family detached home has a five foot side yard setback 18 feet from the street and 12 foot rear setback. The triplexes were approved for future phases have been reserved based on market forces. Stated market price for homes would be \$150,000 to \$200,000.

Mr. Wensman outlined some of the environmental concerns. He explained the Neuse River and a blue line stream on the south edge of the site would require buffering. With the WS IV-PA Water Supply Watershed Protection Overlay District Zoning and utilization of the high density option, the buffers are increased from 50 ft. to 100 ft. The proposed greenway trail along the Neuse River was proposed to cross the blue line stream along the southern property boundary near the Twisdale property when constructed by others.

Mr. Wensman outlined the watershed overlay district and cluster regulations. He explained the required open space was 1,167,409 sq. ft., less the stormwater management and lift station areas are equal or greater to the reduction of the lot sizes from the underlying zoning district requirements. Under the cluster regulations, lot size cannot be less than 4,800 sq. ft. (60% of 8,000). Many of the lots are under 4,800 sq. ft. in size. Single-family detached lot size is 3,145 sq. ft., single family attached (tri-plex) units is 2,000 sq. ft., townhome units is 1,400 sq. ft. The Council approved these deviations with the approval of the PUD master plan.

Minimum lot width and lot frontage cannot be less than 40 feet. Many of the lots are less than 40 feet wide. Single-family detached are 37 ft., single family attached (tri-plex) units are 25 ft. and townhome units are 17.5 ft. The Council approved these deviations from the cluster provisions with the approval of the PUD master plan.

The side yard setbacks cannot be less than 6 feet. If a zero lot line lot, the other setback is required to be 12 feet. A zero lot line cannot be more than one side of the lot. The development proposes: Single-family detached are 5 ft., single family attached (tri-plex) units – 0 ft. on two sides/6 ft., and townhome units – 0 ft. on two sides/6 ft. The Council approved these deviations from the cluster provisions with the approval of the PUD master plan.

Mr. Wensman outlined state road dedication and access. He explained there would be two Buffalo Road access points: one on the west side and one on the east side. Road improvements would be undertaken by NCDOT and the improvements have not yet been designed. NCDOT reviewed the preliminary plat and has no objections. They will perform a more in depth review with the application for a NCDOT access permit.

Mr. Wensman outline proposed streets and sidewalks for the subdivision. He explained 50 ft. and 60 ft. wide public right of way. The outer loop road on the west side of the development was shown as a 60 ft. right of way, whereas, the remainder of the roadway is proposed to be 50 ft. wide. There will be 24 ft. wide streets with mountable valley curb. There will be 2-cul-de-sacs, one identified in the first phase of the development and another in the sixth phase. The east side of the subdivision consists of a looped public road around an open green space and a private road leading to the row-type single-family attached townhouses. The open green space is in the right of way, but to be maintained by the HOA. Sidewalks are shown on both sides of each street. Sidewalks are required along Buffalo Road; however the developer WAS proposing a 10 ft. trail rather than a sidewalk that weaves in and out of the Buffalo Road right-of-way along both frontages. Trail easements are shown as required. Sidewalk crosswalks are shown as being striped for pedestrian safety throughout the development.

Mr. Wensman outline trails and park dedication for the subdivision. He explained there are proposed private and public trails. There are two options for the Mountains to Sea Trail either via the Neuse River or Buffalo Road. The Neuse River trail runs through street D cul-de-sac and shares the sewer pump station access. Staff was uncomfortable with this configuration because utility trucks would block the greenway; also the configuration invites people to the pump station which is a security risk and it is uninviting as a trail feature. Public trail easements extend to the boundaries of the site, but the trails stop short. The missing trail segments can be constructed if the Mountains to Sea Trail extends to the site. Easements will cross a blue line stream and buffer area, and Piedmont Natural Gas easement. Public trails will be maintained by the HOA. Striped crosswalks for trails and sidewalks are shown throughout the development. Trails in the right of way of Buffalo Road will require an NCDOT permit. No park or trails had been dedicated with preliminary plat. Public access easements will be over public trails. Fee in lieu of park land dedication equal to 1/57 of an acre per lot at final plat, based on the number of lots within each platted phase. The fee in lieu of park dedication will be due prior to recording the final plat.

The PUD narrative mentions the development of pocket parks within the common open space. The proposed pocket parks are shown as long green strips between rows of homes. The developer indicates that the pocket parks will include paved pedestrian trails and attractive landscaping that may be used for soccer, football, corn hole, horseshoes, fire pits and cook outs.

Mr. Wensman explained with annexation, the development would be serviced with Town water, sewer and electrical services. Estimating waste water flow to be 113,400 gallons per day. Phases 1, 2, 7, 8 & 9 would be serviceable by connection to the existing gravity sewer line along Buffalo Road. The remaining phases required a wastewater pump station. The wastewater pump station would be required to meet Town standards with appropriate public access for maintenance. The access to the pump station access shown to be shared with greenway trail. Public water is available to the site via an existing 16" water main along Buffalo Rd. Connections to the existing 16" main will be made and extended throughout the development. This level of inner-connectivity shall provide for adequate domestic water as well appropriate fire protection flow.

Mr. Wensman explained the proposed stormwater management plan for the development. The High Density Option within the WS-IV-PA required enhanced stormwater management, meeting 85% average annual removal of total suspended solids and addressing peak flow reduction and nitrogen reduction. The existing pond near the Neuse River will be used as a stormwater management feature without modification until construction of Phase 3 of development provided each phase remains under the 15% impervious. In Phase 3 the pond will be modified as required. Pond maintenance access meeting Town standards and an executed Operations and Maintenance Agreement are required.

Mr. Wensman explained landscaping for the development. There were no specific landscaping standards for residential development. The master plan indicated the development would include a +/-50 ft. perimeter landscaped type A buffer. The road section details show street trees in the right of way and over underground utilities. In the phase I construction drawings, all trees have been removed from the right of way at the request of staff. Trees are not permitted within the PSNC gas line easement along the north edge of the development.

Mr. Wensman explained parking for the development. The single family residential requirement of 2 parking stalls per unit would easily be accommodated with the garages and driveways. The multi-family requires 1.5 spaces per 1 bedroom units, 1.75 spaces per unit for 2 bedroom units, and 2 spaces for 3 or more bedroom units. The 30 townhomes shown in phases 8 and 9 have 55 parking stalls. The exact number of bedrooms in each unit is unknown. Parking requirements will be determined when the townhomes are developed. Throughout the development overflow parking for guests will be limited given the narrow lots and frequency of driveways. Developer 2 in the driveway and 1 in the garage. Throughout the development we have 50 foot and 60 foot wide streets. They are meeting all the standards, but the fire department has some concerns about parking on both sides of the street. The Planning Board thought there should be some type of overflow parking. The question was should the Town address it in the future should it become a problem or add overflow parking. The developer proposes to construct the subdivision over 9 phases (approximately 40 units per phase), one phase per year depending on the market. The approximate phase lines were shown on the approved master plan but are subject to change based on market conditions. The necessary infrastructure is proposed to be constructed as needed for each phase and designed for build-out.

Mr. Wensman explained the proposed homeowners association (HOA) of the development. The development will be a maintenance free development with the HOA responsible for maintenance of yards and shared open space and amenities. Submittal of deed restrictions and covenants will be required with this development to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents have not been provided as required and they will require Town Attorney review prior to plat recordation.

The developer was proposing entrance signs at all three entrances to the subdivision. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development

Ordinance prior to construction and will require a separate sign permit from the Planning Department.

The Planning Board reviewed the petition and stated the following concerns: lack of overflow parking and congestion of streets, proposed greenway trail entering into the cul-de-sac. The Planning Board recommended approval with 11 conditions, two of which addressed the concerns above.

The Planning Department and Planning Board recommend approval of the preliminary plat for the East River PUD subdivision with the following conditions:

- 1) That the final plat be contingent on the execution of an annexation agreement with the Town of Smithfield.
- 2) That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
- 3) That the developers dedicate additional right-of-way for Buffalo Road as required by NCDOT.
- 4) That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
- 5) That there are no attached single family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
- 6) That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
- 7) That the public trail is constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.
- 8) That the public trail in the cul-de-sac of Street D be modified such that it is independent of the sanitary sewer pump station access way.
- 9) The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.
- 10) The developer will work with staff to incorporate overflow parking areas into each phase of development.
- 11) The greenway trail shall go around the cul-de-sac rather than through it.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the December 4, 2018 agenda packet.

Mayor Moore asked if there were any questions from the Council.

Councilman Ashley asked for clarification on recommendation number ten. He questioned if it meant the Town was going to require over flow parking. Mr. Wensman responded the condition was a recommendation by the Planning Board to alleviate any future congestion caused by on street parking. Mr. Wensman stated that no overflow parking was shown on the plan and any addition of overflow parking would cause the developer to lose lots. Councilman Ashley questioned if overflow parking would or would not be included. Mr. Wensman responded he was unsure how overflow parking could be included without the developer losing lots. Staff included this recommendation to determine if the Council felt this was a valid concern. Mr. Wensman questioned if the Town should address it in the future should it become a problem or address the issue now. Mayor Pro-Tem Scott stated the Town should work with the developer to see what could be done.

Councilman Barbour stated that in the UDO, streets should be designed to only be as wide as needed to accommodate the usual vehicular mix for that street while providing adequate access for moving vans, garbage trucks, fire engines, and school buses. Councilman Barbour felt the developer was unable to show adequate access if there was going to be on street parking. If the

developed should limit parking to only one side of the street then adequate access would be achieved. Mr. Wensman responded the developer proposed more than enough parking.

Mayor Moore stated the developer met the street width requirement. He questioned if the roads would be dedicated to the Town. Mr. Wensman responded the roads would be dedicated to the Town and it would be the responsibility of the Town to restrict parking and enforce it. Mr. Wensman further stated the requirements have been met or exceeded. Councilman Barbour stated that parking requirements could be added into the HOA agreement.

Councilman Barbour referred to the staff report stating "Staff does not agree that the existing pond can be used at the Phase 1 and Phase 2 development stage without improvement unless the actual recorded property at each phase of development yields an impervious surface computation of 15% or less." Mr. Wensman responded that both the developer's engineer and the Town's engineer had reached an agreement to address all concerns.

Councilman Barbour stated the UDO required sidewalks along thoroughfares, but the developer was proposing a walking trail along Buffalo Road. He stated the Town had a standard and it should be consistent. The Town should either require sidewalks or not require sidewalks. Mr. Wensman responded that the original master plan approved by Council showed the trail along Buffalo Road. With this being an alternative Greenway route, a wider trail was better for the Greenway corridor. NCDOT was not proposing to have trails or sidewalks with their proposed improvements to Buffalo Road. The developer proposed sidewalks on one side and a trail on the other, but the Council approved a trail in lieu of sidewalks on both sides.

Councilman Ashley stated the Council was tasked with looking forward at future growth and activity. If the Town could regulate parking after the streets were dedicated to the Town, then parking should not be an issue in the future.

Mayor Pro-Tem Scott questioned why valley curb was being installed. Mr. Wensman responded this was allow the developer to construct the driveways where needed and not disturb all of the concrete.

Mayor Moore asked the developer, Reid Smith, to address some of the concerns of the Council. Mr. Smith stated the streets met the requirements of the Town's UDO. Mr. Smith stated the proposal does not plan for any on street parking. Mr. Smith stated the plan proposed 3 parking spaces (2 in the driveway and 1 in the garage) which exceeded the Town's requirement. In addition, there would be language in the HOA agreement that would address on street parking. This would include minimal on street parking during the day and no on street parking at night. If a homeowner violated the agreement, the fine would be \$50 a day until corrected. The HOA agreement would be reviewed by the Town attorney. Also, the Town has the right to regulate parking once the streets were dedicated. Mr. Smith stated if the Council wanted sidewalks, they would be amenable to that condition. Mayor Pro-Tem Scott questioned the greenway trail being constructed through the cul-de-sac. Donnie Adams, engineer for the project, responded that an easement would be provided so that the greenway does not have to go through the cul-de-sac.

Mayor Moore asked if there was anyone present who wished to speak on this matter.

Ken Langston of 2255 Buffalo Road questioned what type of home ownership did the developer envision for this project. Reid Smith responded he envision 100% homeownership. Mr. Langston stated that theoretically all of these homes could become rental properties therefore making a homeowners association null and void. Mr. Smith responded the HOA agreement would apply whether they were owner occupied or rented. Mr. Langston asked the Council how the Town was going to improve water flow because this project would take more water out of a 12 inch water pipe. Public Utilities Director Ted Credle responded that during the Booker Dairy Road improvements, the line went from a 12 in. to 16 in. so water flow should not be a problem. Mr. Langston also questioned what the Town proposed to do about the erratic water pressure in the area. Mr. Credle responded he was unaware of any water pressure issues, but he would have his staff investigate any possible problems.

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

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the request with the following conditions:

1. That the final plat be contingent on the execution of an annexation agreement with the Town of Smithfield.
2. That the developer obtains a NCDOT Right-of-Way Permit for the street access onto Buffalo Road prior to construction approval.
3. That the developers dedicate additional right-of-way for Buffalo Road as required by NCDOT.
4. That Homeowners Association deed restrictions and covenants will be submitted for Town Attorney review to address among other items, a statement of compliance with state local and federal regulations, and operation and maintenance of shared open space, amenities and stormwater management facilities. These documents will require Town Attorney approval prior to recordation.
5. That there are no attached single family residential units within phases 1 or 2 as identified on the approved master plan phasing plan.
6. That a park dedication fee in lieu of parkland be paid prior to recording the final plat approval of each phase of the development consistent with Article 10, Section 10.112.8.
7. That the public trail is constructed and easements be dedicated for trails adjacent to each phase with the final plat of that phase consistent with the preliminary plat.
8. That the public trail in the cul-de-sac of Street D be modified such that it is independent of the sanitary sewer pump station access way.
9. The utilities shall be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.
10. The developer will work with staff to incorporate overflow parking areas into each phase of development.
11. The greenway trail shall go around the cul-de-sac rather than through it.

Unanimously approved.

Councilman Ashley stated that the Council needed to be consistent with any adjoining developments.

CITIZENS' COMMENTS:

- Mayor Moore recognized newly elected County Commissioner representing the Town of Smithfield, Patrick Harris. Commissioner Harris informed the Council that he was committed to helping the citizens of Johnston County and Smithfield.
- Emma Gemmell of 207 Hancock Street questioned when the Public Hearing that had been removed from the agenda would be heard by the Town Council. Town Manager Michael Scott responded it was removed pending further legal review. Mr. Gemmell asked that she be informed when it would be heard by the Town Council. Town Attorney Robert Spence stated it would most likely be heard in January.

CONSENT AGENDA:

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

1. The following minutes were approved

- November 6, 2018 – Regular Meeting
 - November 6, 2018 – Close Session
2. Approval of Resolution #633 (20-2018) awarding Bruce Gentry a retiring member of the Smithfield Police Department, his service weapon and badge

TOWN OF SMITHFIELD
 RESOLUTION # 632 (19-2018)
 AWARDING THE SERVICE BADGE AND WEAPON
 TO RETIRED POLICE LIEUTENANT BRUCE GENTRY

BE IT RESOLVED that the Town Council of the Town of Smithfield hereby awards the service weapon, Sig P227, Serial Number 51C000108 and service badge to retired Police Captain Bruce T. Gentry, at a price of \$1.00

3. Approval to establish a Career ladder for the position of Water/Sewer Pump Station Mechanic

{Attached hereto and made a part of these official minutes is the Career ladder for the position of Water/Sewer Pump Station Mechanic}

4. Approval was granted for the promotion of an employee to Electric Line Crew Leader due to a recent retirement.
5. Bid was awarded to Vision NC in the amount of \$36,000 for construction observation and contract administration for Phase I of the Durwood Stephenson Highway water line. Bids received were as follows:
- Vision, NC: \$36,000
 - Draper Aden: \$36,200
 - The Wooten Company \$57,000

6. Approval of Various Budget Amendments

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<u>GENERAL FUND</u>			
1. Expenditure			
10-60-6200-5300-3900 Parks and Rec - Swimming Pool Demolition	\$ 27,000	\$ 5,725	\$ 32,725
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 207,704</u>	<u>\$ (5,725)</u>	<u>\$ 201,979</u>
To fund additional swimming pool demolition cost with savings from dump truck purchase			
2. Revenue			
10-10-3300-3307-0020 Grant - JC Visitor's Bureau	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>
Expenditure			
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 201,979</u>	<u>\$ 7,500</u>	<u>\$ 209,479</u>
To fund half of estimated basketball court resurfacing cost with J.C. Visitors' Bureau Grant			
3. Revenue			
10-10-3800-3800-0002 Grant - Friends of the Park	<u>\$ 5,000</u>	<u>\$ 6,000</u>	<u>\$ 11,000</u>

Expenditure			
10-60-6200-5700-7400 Parks and Rec - Capital Outlay	<u>\$ 209,479</u>	<u>\$ 6,000</u>	<u>\$ 215,479</u>

To fund additional dog park cost with citizen donations

4. Expenditure			
10-30-5600-5300-7301 Streets - Street Repaving	\$ -	\$ 320,000	\$ 320,000
10-30-5600-5300-7300 Streets - Sidewalk & Curb Repair	<u>\$ 423,906</u>	<u>\$ (320,000)</u>	<u>\$ 103,906</u>

To separate street repaving budget, which was initially budgeted in the sidewalk/curb expense line, to an expense line of its own

5. Revenue			
10-10-3300-3307-0030 Grant - Down Town Revitalization Grant (WIFI)	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>

Expenditure			
10-10-4100-5700-7400 General Government - Capital Outlay	<u>\$ 52,600</u>	<u>\$ 25,000</u>	<u>\$ 77,600</u>

To establish and fund Downtown Revitalization Grant for public WIFI

ELECTRIC FUND

6. REVENUE			
31-72-3550-3520-0000 Miscellaneous	<u>\$ 1,500</u>	<u>\$ 5,000</u>	<u>\$ 6,500</u>

Expenditure			
31-72-7230-5300-0800 Training	<u>\$ 13,400</u>	<u>\$ 5,000</u>	<u>\$ 18,400</u>

To fund Public Education on Load Management with Electricities Grant

7. The following advisory board appointments were approved:

- Mark Lane was reappointed to a third term on the Board of Adjustment and the Planning Board as an ETJ member.
- Connie Barbour was appointed to a first term to the Appearance Commission.
- Rachel Ayers was appointed to a first term on the Historic Properties Commission
- Doris Wallace was appointed to a first term on the Board of Adjustment.

8. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$18.27/hr. (\$38,001.60/yr.)
P/T Staff	P&R – Recreation	10-60-6220-5100-0220	\$9.00/hr.
P/T Staff	P&R – Recreation	10-60-6220-5100-0220	\$9.00/hr.

Current Vacancies
Position

Department

Budget Line

Electric Line Technician
Police Officer I
P/T Lifeguard
Utility Line Mechanic

PU - Electric
Police
P & R – Aquatics
PU – Water / Sewer

31-72-7230-5100-0200
10-20-5100-5100-0200
10-60-6220-5100-0220
30-71-7220-5100-0200

Unanimously approved.

Business Items

- 1. Subdivision Request - Last Investment LLC (S-18-02):** The applicant was requesting preliminary subdivision approval of a 110 lot residential development on approximately 100 acres of land located within an R-20A (Residential-Agricultural) zoning district. The property considered for preliminary subdivision approval is located on southwest side of the intersection of Swift Creek Road and Cleveland Road and further identified as Johnston County Tax ID# 15I08020.

Planning Director Stephen Wensman reminded the Council this item was tabled at the November 6, 2018 Town Council meeting to allow the developer time to negotiate a buffer along the northwest property line to potentially include existing vegetation and a fence. Other unresolved issues included verifying septic systems for lots and providing a cemetery access. Mr. Wensman explained a meeting was held, but no formal agreement was reached. The developer would try to minimize tree removal except to construct homes and septic systems.

The Planning Department recommends the Planning Board recommend approval of the preliminary plat of the Swift Creek Tract (S-18-02) with the following conditions:

1. That the suitability for on-site septic be proven for each lot prior to construction.
2. That the preliminary plat be revised to eliminate the hook lots, Lots 92 and 93.
3. That HOA documents be submitted for review by the Town Attorney prior to final plat approval that ensure HOA ownership and maintenance of common amenities and open space.
4. That a lighting plan be submitted for Town review prior to construction.
5. That a phasing plan be provided.
6. That the applicant obtains a NCDOT Permit for the access to Swift Creek Road prior to construction.
7. That the applicant provides proof of legal access to the cemetery.
8. That the applicant provides an emergency entrance onto Swift Creek Road with a crash gate.

Councilman Ashley questioned if the lateral access to both the north and south sides of the plat had been removed from the plan. Mr. Wensman responded it had been removed. Councilman Ashley further questioned where the access to the cemetery would be located. Town Attorney Bob Spence responded it was his understanding that access would be an 18 ft. strip of land on the developers side of the property line directly to the cemetery from Cleveland School Road. Councilman Ashley stated by removing the 60 feet of lateral access, he believed the cemetery would be better accessible directly through the subdivisions via lots 14, 15 or 16. This would cause a net gain of usable acreage for the developer. Town Manager Michael Scott responded the Council could amend condition 7 of the Planning Department's recommendation should the Council wish to amend the placement of the access to the cemetery

Town Attorney Bob Spence informed the Council that he met with the surveyors, developer and the developer's attorney to discuss access to the cemetery. Everyone agreed the best place for the access was the 18 ft. strip of land straight from the road to the cemetery. Mr. Spence stated that 9 ft. should be conveyed from the adjoining property owner, but the Town had no authority to require the Avera family to do such. Mr. Spence further stated that State Law required very little, but the Town's UDO required an 18 ft. access to the cemetery. This would be in the form of an easement with no additional improvements.

Mr. Wensman informed the Council of another issue concerning a secondary access into the subdivision. The Fire Marshall informed Mr. Wensman that fire code required a secondary access for emergency vehicles. Since NCDOT will not allow another full access, they will allow an emergency access.

Councilman Barbour stated he would be in favor of approving the request without the Town providing water since the developer was not seeking annexation into the Town. Councilman Barbour further stated citizens were concerned about the Town providing water to those that did not want to be a part of the Town.

Scott Lee, developer for the project, explained that the neighboring property owners do not want the lateral access so it was removed. Mr. Lee explained the cemetery was not a part of his project. The cemetery splits two pieces of property; therefore, it was not land locked. He questioned why he had to provide the full 18 ft. of access. Mr. Lee's concern was that the Homeowner's Association (HOA) would have to maintain the access to the cemetery. It would be difficult to sell that to the HOA especially if someone else was using the access and potentially causing damage to the access. Mr. Lee stated if the easement was to the back of the property, it would not be an eyesore if it was not maintained. The access is a wood lined area between the two properties.

Town Attorney Bob Spence stated by not providing an easement to the cemetery, it posed a risk of a lawsuit because of access. Everyone involved was trying to provide clear access to the cemetery. Councilman Ashley stated he was concerned that the easement would not provide proper parking for the ladies who maintain the cemetery. Mr. Lee responded they had already been parking along the road to access the cemetery. Mr. Lee questioned if the access had to be 18 ft. Town Attorney Bob Spence responded that the UDO required the 18 ft. easement. Mr. Spence stated the problem seemed to be that no one wanted to provide access to the cemetery, but since the subdivision request was being brought before the Town, the Town had to protect the cemetery for some type of access. Mr. Spence stated the developer and the surveyors preferred the access location to be at the rear of the property.

Councilman Ashley questioned if the homeowners would be happy if the trees were removed along the cemetery access. Mr. Lee responded State statute mandates that you have to provide access to the cemetery, but he didn't agree that the HOA should be responsible for maintaining the access.

Mayor Pro-Tem Scott questioned if the developer and the adjacent property owners reached any agreement or compromise on a buffer or fencing between the properties. Mr. Lee responded there was no agreement reached.

Councilman Barbour questioned if the request could be approved with a condition stating the Town would not provide water to the development. Mr. Wensman responded it could.

Denise Pilkington of Caldwell Banker Advance informed the Council that the property was under contract with the developer and was currently owned by the Assemblies of God and Mr. and Mrs. Ogburn. Ms. Pilkington stated in 2010, Inez Tuck had a survey complete by Jimmy Barbour and it showed a 30 ft. easement from Cleveland Road to the cemetery. Part of the cemetery was located on the Ogburn property and part of the cemetery was located on the Avera property. The cemetery was known as the Grand Avery/ Avera cemetery. Those buried in the cemetery worked for the Avera family in the 1800s. Ms. Tuck had the survey completed to enable her family to continue to maintain the cemetery. At that time, the Assemblies of God and the Ogburns were willing to deed the cemetery to the heirs and provide an easement for access to the property. In 2010, the family restored the cemetery and in 2013 they dedicated the cemetery. The family continues to maintain the cemetery to this day. Ms. Pilkington stated she had spoken with the Assemblies of God and the Ogburns and they both felt it was reason to provide 9 ft. of the 18 ft. easement. They also felt it was reasonable for the Avera family to provide the other 9 ft. since the Avery family did work for the Avera family. This compromise would not burden one property owner for the full 18 ft. access. Town Attorney Bob Spence stated the Town could not make the Avera family provide the half of the access. Ms. Pilkington responded if the Avera family would

not agree to providing half of the access then the Assemblies of God and the Ogburns would provide the full 18 ft. access. Mr. Spence asked members of the Avera family in attendance if they wished to speak on the matter. They did not comment. Mr. Spence stated the Town Council should approve the request with the 18 ft. easement and allow Mr. Lee and Ms. Pilkington to work out the details of the easement making it legal.

Councilman Ashley stated that 86% of the cemetery was on the Ogburn and Assemblies of God property and 14% of the cemetery was on the Avera property. He questioned if the Avery heirs were satisfied with access off Cleveland School Road. Brenda Avery, representative for the Avery family, stated she would like to consult with her cousin about this first. Ms. Avery stated they were accessing the cemetery from 1010 Highway via an old farm path until that access was closed. This access was different than the access proposed by the developer.

Councilman Dunn questioned if the developer was able to work out an agreement with the Avera family concerning a buffer between the properties. Mr. Lee responded the buffer Mr. Dunn was referring to was where the easement was being proposed. Councilman Dunn stated the Avera family wished to have a buffer along the entire property line. Mr. Lee responded that the UDO does not require a buffer or a setback. At this time, he did not know if the trees would remain based on placement of the septic systems.

Mayor Moore asked if the developer was seeking annexation. Mr. Lee responded they were not seeking annexation, just water services. Mr. Wensman responded the Town had the first right of refusal for water services, but the County would provide those services if the Town chose not to provide water services.

Councilman Ashley stated his preference would be for the access to the cemetery to be off the subdivision road.

Councilman Ashley made a motion, seconded by Councilman Barbour, to approve the preliminary plat of the Swift Creek Tract (S-18-02) with the following conditions:

1. That the suitability for on-site septic be proven for each lot prior to construction.
2. That the preliminary plat be revised to eliminate the hook lots, Lots 92 and 93.
3. That HOA documents be submitted for review by the Town Attorney prior to final plat approval that ensure HOA ownership and maintenance of common amenities and open space.
4. That a lighting plan be submitted for Town review prior to construction.
5. That a phasing plan be provided.
6. That the applicant obtains a NCDOT Permit for the access to Swift Creek Road prior to construction.
7. That the applicant provides proof of legal access to the cemetery. (applicant provide 18 foot of legal access)
8. That the applicant provides an emergency entrance onto Swift Creek Road with a crash gate.
9. Water would not be provided by the Town of Smithfield

Unanimously approved.

2. **Annexation Petition:** Navaho Investment Company, LLC, was requesting to annex approximately 32.79 acres of land into the Town of Smithfield's corporate limits. The property considered for annexation on Galilee Road about 1900 feet south of Black Creek Road, near West Smithfield Elementary School.

Planning Director Stephen Wensman addressed the Council on a request by Navaho Investment Company to annex land into the Town of Smithfield's corporate limits. This item was tabled at the last meeting to allow staff to determine the cost benefit of annexation and the degree of nonconformities.

Mr. Wensman explained the proposed roads would have rural section with 20 ft. wide pavement and ditches within a 50 ft. right-of-way which conformed to the Town's standards. If annexed, the development will be nonconforming as follows:

1. No sidewalks were proposed. The Town's regulations require sidewalks on one side of each residential street. The rural road section with ditches makes the construction of sidewalks difficult.
2. The average lot size was 8,310 sq. ft. with the smallest lot being around 7,000 sq. ft. The Town's minimum lot size is 15,000 sq. ft.
3. The setbacks are 20 feet on the front and 5 feet on the side. The Town requires 30 feet setback on the front and 10 feet on the side.

With annexation, Smithfield would provide sewer and water utilities with a master meter on Johnston County's service lines and electricity would be provided by Duke.

Mr. Wensman explained there would not be a significant cost to service the development. Public Works sanitation revenue would be \$22,042 assuming 70 new units which was a conservative number. The first year costs would be \$18,000 for new roll outs, resulting in positive revenue of \$4,042. After the first year, the expense would decrease to \$13,000 and result in positive revenue of \$9,042. Annexation would cost the Police Department an additional 300 gallons of fuel at a cost of roughly \$750, plus additional wear on the patrol cars. This amount can be absorbed under the current budget.

Councilman Dunn questioned if water and sewer infrastructure would be put in place other than a master meter. Mr. Wensman responded there would be no other infrastructure and the developer would be installing a pump station.

Councilman Ashley stated, if annexed, the property owners would be subject to Town taxes. He questioned if staff had estimated the tax revenue. Town Manager Michael Scott responded preliminary revenue estimates were \$57,000 dependent on the value of the homes.

Councilman Barbour questioned if there would be sidewalks on the ETJ side and not the county side. Mr. Wensman responded the County does not require sidewalks, but the ETJ side would require sidewalks. Councilman David Barbour further questioned if the Town was holding the developer accountable for the property located within the ETJ. Mr. Wensman responded the developer had vested rights for the property located within county. Councilman Barbour stated that part of the development within the county has already been approved. Mr. Wensman responded the Council could approve the annexation with the nonconformities or not annex the area. Councilman Barbour stated it was unfair to ask the developer to do more than he has already done on that part of the property located within the county. Mr. Wensman stated that the developer asked the County for utilities but since part of the development was in the ETJ, the Town had the first right of refusal. Should the Town wish to not annex this property, the County would provide utilities, but the annexation was a way to grow the Town. Town Attorney Bob Spence stated that every time a Town annexes property, the Town annexes the nonconformities.

Mike Stewart Engineer with Stewart and Proctor Engineering and Surveying stated the development may not be as nonconforming as once thought. In this area, there was 28% open space which qualified it as an open space development making all the lots conforming. The only nonconformities would be the sidewalks, setbacks and length of the cul-de-sacs. We would match the lot width with the road. Mr. Stewart explained they went to the County, but they could only approve the side in the County and since the other portion was within the Town's ETJ, the Town had the first right of refusal for utilities. They decided to annex the entire subdivision into the Town. Mr. Stewart also explained they would be constructing a lift station that would also be beneficial for future development of the area.

Councilman Barbour questioned if the developer was willing to install sidewalks or trails in the subdivision. Mr. Stewart responded they would prefer installing a trail instead of sidewalks between the two parts of the development.

Mayor Moore questioned the homes that would be built in the proposed subdivision. Mr. Stewart responded that the builder is currently constructing homes across the county line that range from \$240,000 to \$300,000. This property is very attractive because of its proximity to the school.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Scott, approve the annexation petition with the stipulation that the developer include the trail that connects the two properties to make it a contiguous neighborhood. Unanimously approved.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to adopt Ordinance # 497. Unanimously approved.

ORDINANCE #497 TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF SMITHFIELD, NORTH CAROLINA

WHEREAS, the Town Council has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held in the Council Chambers of the Smithfield Town Hall at 7:00 pm on November 6, 2018 after due notice by publication in the Zone Edition of the News and Observer on October 26, 2018; and

WHEREAS, the Town Council finds that the area described therein meets the standards of G.S. 160A-58.1 (b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town [or indicate that, although closer to another municipality, there is an annexation agreement in place that allows the annexation of the propose satellite];
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. By virtue of an act of the General Assembly, The Town of Smithfield is exempt from exceeding ten percent (10%) of the area within the primary corporate limits of the Town, and

WHEREAS, the Town Council further finds that the petition has been signed by all the owners of the real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Smithfield, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Smithfield, as of (effective date):

Lying and being situated in Johnston County, North Carolina and being more particularly described as follows:

Being that certain tract of land in Smithfield, Johnston County, North Carolina and lying between Black Creek Road (N.C.S.R. 1162) and Galilee Road (N.C.S.R. 1341) and being Tract "1" recorded in Deed Book 3276, Page 267 at the Johnston County Registry and being more particularly described as follows:

Beginning at an existing railroad spike in the center of Galilee Rd (N.C.S.R. 1341); thence leaving said road South 74°40'07" West 741.84 feet to an existing iron pipe; thence South 74°39'51" West 456.07 feet to an existing iron pipe; thence South 01°41'30" West 368.00 feet to an existing iron pipe; thence South 62°43'26" West 37.26 feet to a point; thence North 22°39'40" West 55.38 feet to a point; thence North 52°36'15" West 69.91 feet to a point; thence North 58°25'21" West 91.28 feet to a point; thence North 49°33'53" West 117.07 feet to a point; thence North 58°22'01" West 47.73 feet to an existing iron pipe; thence North 67°32'42" West 143.13 feet to a point; thence North 64°36'55" West 139.41 feet to an existing iron pipe; thence North 68°02'16" West 84.32 feet to an existing iron pipe; thence North 79°47'30" West 61.67 feet to an existing iron pipe; thence North 86°39'18" West 201.99 feet to a point; thence North 79°19'02" West 55.94 feet to a point, thence North 09°52'10" East 19.11 feet to a point; thence North 80°16'25" West 20.73 feet to a point; thence North 78°50'43" West 246.89 feet to an existing iron pipe; thence South 40°39'53" West 168.02 feet to an existing iron pipe; thence North 66°46'57" West 242.10 feet to an existing iron pipe; thence North 25°17'15" West 86.30 feet to an existing railroad spike in the center of Black Creek Road (N.C.S.R. 1162); thence with the center of said road South 64°08'00" West 210.91 feet to an existing railroad spike; thence leaving said road South 72°31'45" East 551.61 feet to an existing railroad spike in tree; thence South 44°07'00" East 1415.74 feet to an existing iron pipe; thence South 24°37'51" East 247.53 feet to an existing iron pipe; thence North 58°02'55" East 223.26 feet to an existing iron pipe; thence North 58°09'04" East 90.52 feet to a point in creek; thence along said creek North 00°09'10" West 242.70 feet; thence North 02°57'17" West 266.80; thence North 28°49'37" West 64.94 feet; thence North 10°56'25" West 93.95 feet; thence North 08°12'11" West 39.95 feet; thence leaving said creek North 35°19'16" East 142.44 to a point; thence North 74°31'13" East 1090.63 feet to an existing railroad spike in Galilee Road (N.C.S.R. 1341); thence along and with said road North 01°27'40" East 392.24 feet to the point and place of beginning and being a total of 33.01 acres to be annexed, of which 0.13 acres lies within the right-of-way of Black Creek Road (N.C.S.R. 1162) and 0.27 acres lies within the right-of-way of Galilee Road (N.C.S.R. 1341).

Section 2. Upon and after (effective date), the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Smithfield and shall be entitled to the same privileges and benefits as other parts of the Town of Smithfield. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Smithfield.

3. Consideration and Approval accept the upset Bid amount of \$6500.00 for property located at 916 Third Avenue

Town Manager Michael Scott addressed the Council on a request to sell the empty lot at 916

Third Avenue. A beginning bid of \$6,500 was approved by the Council during the November 6, 2018 meeting. Proper protocols were followed in regards to NC G.S. 160A-268, as approved by the Town Attorney. No other bids were received. Town staff was recommending the sale of the lot to the sole bidder for \$6,500. Tax value for the lot is about \$10,200.

Mayor Pro-Tem Scott questioned the length of time the bid was open. The Town Manager responded for ten days as was required by state law. Mayor Pro-Tem Scott questioned how the property was advertised. The Town Manager responded it was advertised in the News and Observer in accordance with state statute.

Mayor Pro-Tem Scott suggested the bid process be left open for an additional thirty days. The Town Manager explained the Town would have to begin the process again if the Town Council chose to reject the bid offer of \$6500.00. In accordance with state statute, the bid must be open for ten days.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to reject the offer. Mayor Pro-Tem Scott rescinded his motion.

Town Attorney Robert Spence informed the Council that most properties in the area were not selling for tax value. Mayor Pro-Tem Scott suggested the Town sell the property on Gov.Deals. The Town Manager responded the Town Council could refuse the current offer and begin another process if they so wished.

Councilman Stevens questioned if the Town currently maintained the property. The Town Manager responded in the affirmative.

Councilman Dunn made a motion, seconded by Councilman Lee, to accept the bid of \$6500.00 from Vertis R. Richardson, III. to purchase the property located at 916 Third Avenue Unanimously approved.

4. Bid Award to John Deer Winterville Dealership in the amount of \$44,542.51 for the purchase of a skid steer tractor for the Public Utility – Electric Department

Town Manager Michael Scott explained to the Council this item was being presented as a business item because it was an unbudgeted expenditure. The skid steer was included in the Capital Improvement Plan. Due to unused funds from the purchase of the electric bucket truck, staff determined they could purchase the skid steer with realized savings. Also, no budget amendment would be needed. The Town Manager further explained that normally this type of item would be placed on the consent agenda for approval, but since this was an unbudgeted expenditure, he felt it best to present it as a business item. Bids received were as follows:

- John Deer Winterville Dealership \$44,542.51
- John Deere factory direct \$45,497.84
- John Deer Smithfield Dealership \$50,152.22

Councilman Ashley made a motion, seconded by Councilman Rabil, to award the bid to John Deer Winterville Dealership in the amount of \$44,542.51 for the purchase of a skid steer tractor for the Public Utility Electric Department. Unanimously approved.

5. Special Event: Approval was granted to allow The Johnston County Alumnae Chapter to hold a Taking Strides Against Family Violence 5K run/walk on Saturday, May 4th, 2019 from 7:00 am to 11:00 am on the Buffalo Creek Greenway starting at 600 Booker Dairy Road

Councilman Lee stated he spoke with the applicant and they would like to have this event approved as an annual event to be held the first Saturday in May. The Town Manager responded he believed Johnston Health also had 5k/ 10k event scheduled for the first Saturday in May, but

staff felt they could accommodate both events. Staff was trying to determine if both events could be held simultaneously before this event was approved as an annual event. DSDC Executive Director Sarah Edwards informed the Council that the Hospital's annual Champions run had been moved from the first weekend in May to the second weekend in May.

Councilman Ashley made a motion, seconded by Councilman Stevens, to approve the event as an annual event. Unanimously approved.

Councilmembers Comments

- Councilman Barbour informed the Council that Gary Snow, and employee with the Johnston County Sheriff's Department will be running in the Boston Marathon.
- Councilman Ashley suggested the Council consider conducting a voluntary workshop type meeting the week before the regular Town Council meeting to discuss upcoming agenda items.
- Mayor Pro-Tem Scott suggested that a Council committee be formed to work with Town staff to be a liaison to the school system. Councilman Rabil volunteered to work with Town Staff as a liaison to the area schools.
- Mayor Moore informed the Council the Annual Christmas Tree Lighting would be held Thursday night (December 6th) and the Christmas Parade would be held December 13th. Since the Town Council has decided to ride in beginning of the parade, he encouraged them to also ride in the Town sponsored float.
- David Stevens suggested the tree lighting and the arrival of Santa Claus be held earlier during the Tree Lighting Ceremony so more people would attend all of the festivities.

Town Manager's Report:

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

- Sarah Yard Center: The annual kids Christmas Party at the Sarah Yard Community Center will be held on December 7th from 5:00 to 8:00 pm. Parks and Recreation and the Police Department have partnered with Toy for Tots to make this a great event. Over 500 children's parents have signed up to receive a toy during the event. Stop by the event if anyone needs their Christmas Spirit recharged.
- State Gym Tournament: The 2018 State gymnast tournament was held at the SRAC on November 30, December 1, and December 2. 8 Sessions were held with about 250 different individuals attending each session. Over 700 gymnasts from areas that included Charlotte and High Point were in attendance. Competitions ranged from grade school through high school.
- Comprehensive Plan: The next Public Comprehensive Plan Meeting is scheduled for January 29th from 6:00 pm to 8:00 pm at the fire department training room.
- Brian Eaves has been hired as the Marketing and Communications Specialist.

Department Reports

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

Closed Session: Pursuant to NCGS 143-318.11 (a) (6) – Personnel Matter

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Scott to go into closed session

pursuant to NCGS 143-318.11 (a) (6) to discuss a personnel matter.
Unanimously approved at 9:25 pm.

Reconvened in open session at 10:14 pm.

Adjourn

Councilman Ashley made a motion, seconded by Councilman Stevens to adjourn the meeting. The meeting adjourned at approximately 10:15 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT



Request for Town Council Action

Consent
Agenda
Item:

Career
Ladder-
Police
Dept.

Date: 01/08/2019

Subject: Career Ladder Promotion

Department: Police Department

Presented by: Chief R.K. Powell

Presentation: Consent Agenda

Issue Statement

This is a request to promote one Officer from the rank of Police Officer II(POII) to Master Patrol Officer (MPO), moving from pay grade 17 to 18 pay grade. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the current budget year will be \$1,002.48 (annually starting next budget cycle \$2,405.96).

Action Needed

This Officer has followed the attached career ladder policy previously approved by the Council found in the support documentation and has earned the promotion. The Police Chief recommends this promotion and a five percent salary increase, moving him to the next pay grade in the current town salary schedule.

Recommendation

It is requested this Officer be allowed this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Officer's Request for MPO
2. Department Policy

Smithfield Police Department

Interoffice Memorandum

Date: November 30, 2018

To: Chief K. Powell

From: PO II

Subject: Career Ladder

This memo is to inform you that I was promoted to P O II on 12/11/2017, as of 12/11/2018, I will have met the minimum requirements set forth in the Smithfield Police Department General orders for advancement to the pay grade of Master Police Officer.

Date of Hire: November 03, 2014

Completed List of Required Classes:

40 Hours of Management/Supervisor Training:
Field Training Officer (40 Hours)

Completion of Crisis Intervention Team (CIT)

I have been employed with the department for over four years and received a performance rating of Outstanding on the last annual performance appraisal. I have not received any disciplinary actions in my 4 years of service with the Smithfield Police Dept. If you have any question please feel free to contact me at your earliest convenience.

Cc: Capt. J. Grady *JKG 12/5/18*
Sgt. J. Jeffrey

Jm Jeffrey / 1268



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: September 4, 2018
Approved by: Chief Robert K. Powell

RK Powell

I. POLICY STATEMENT

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

II. COMMENTARY

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

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

III. PROCEDURES

A. Administration

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

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

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

B. Vacancy Announcements

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

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

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

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

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

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

C. Promotional Procedures

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

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

D. Minimum Qualifications for Promotion

1. Sergeant

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

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

2. Lieutenant

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

- a) Have served as a Sergeant for two years;
- b) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

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

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

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

E. Review and Appeal

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

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

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

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

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

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

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

All finalists will be interviewed by the Chief of Police. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

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

- a) Have completed the following as a Police Officer I:
 - * Successfully completed one year probation and probationary requirements in as required in Police Officer I
 - * Receive Radar Certification
 - * Receive Standardized Field Sobriety Testing Certification
 - * Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

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

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
 - 40 hours of Management/Supervision Training
 - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
 - Completion of Crisis Intervention Team (CIT) Certification.

c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.



Request for Town Council Action

Consent **Career**
Agenda **Ladder**
Item: **Water/Sewer**
Date: 01/08/2019

Subject: Career Ladder Promotion

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda

Issue Statement

Approval of a career ladder promotion for an employee with the Water/ Sewer Collection & Distribution Division in Public Utilities.

Financial Impact

The employee will be promoted from Pump Station Mechanic to Advanced Pump Station Mechanic which carries a 5% increase. The financial impact will be \$1,586 annually, (\$793 for the remainder of this fiscal year). This amount will not impact the current budget as savings have been realized due to personnel shortages.

Action Needed

Approve the career ladder promotion for an employee with the Water/ Sewer Collection & Distribution Division in Public Utilities

Recommendation

Staff recommends the approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder Policy
3. Employee Certification



Staff Report

**Consent Career
Agenda Ladder:
Item: Water/Sewer**

In keeping with stated Town goals of retaining highly qualified employees, in 2018 the Council approved an updated career ladder within Public Utilities for the Distribution & Collection Division for employees to advance their career and become a more highly valued employee.

The employee attended training in August of 2018. By State law, he took his certification test at least 30 days after the training school was completed and only after he had worked as a Pump Station Mechanic for a minimum of 12 months.

This employee has followed the career ladder approved by the Council **on December 4, 2018**. This career ladder increase will promote the employee from Pump Station mechanic to Advanced Pump Station Mechanic.

**PUBLIC UTILITIES DEPARTMENT
PROPOSED CAREER LADDER FOR WATER & SEWER DIVISION**

WATER/SEWER DIVISION (2015)

<u>Title</u>	<u>Pay Range</u>	<u>Experience & Certification</u>
Utility Line Mechanic	26,686.40 – 40,856.71	Beginner
Advanced Utility Line Mechanic	28,059.20 – 42,929.64	Two Levels & 24 months
Senior Utility Line Mechanic	29,473.60 – 45,102.87	Highest Level & 48 months
Pump Station Mechanic	29,473.60 – 45,102.87	Collections I & 6 months
Wastewater System Technician	32,531.20 – 49,750.24	Collections I & 6 months
Utility Line Crew Supervisor	32,531.20 – 49,750.24	Highest Level & 5 Years
Water/Sewer Line Superintendent	53,123.20 – 81,278.77	10 Years

WATER/SEWER DIVISION (2018)

<u>Title</u>	<u>Pay Range</u>	<u>Experience & Certification</u>
Utility Line Mechanic	26,686.40 – 40,856.71	Beginner
Advanced Utility Line Mechanic	28,059.20 – 42,929.64	Two Levels & 24 months
Senior Utility Line Mechanic	29,473.60 – 45,102.87	Highest Level & 48 months
Pump Station Mechanic	29,473.60 – 45,102.87	Collections I & 6 months
Advanced Pump Station Mechanic	30,950.40 – 47,376.40	Collections II & 18 months
Senior Pump Station Mechanic	32,531.20 – 49,750.24	Collections III & 36 months
Wastewater System Technician	32,531.20 – 49,750.24	Collections I & 6 months
Utility Line Crew Supervisor	32,531.20 – 49,750.24	Highest Level & 5 Years
Water/Sewer Line Superintendent	53,123.20 – 81,278.77	10 Years

Water and Sewer Division:

Utility Line Mechanic is the title given to an employee with little experience. This is granted to someone looking to begin their career in the Water & Sewer Division. This individual will have no certification and 0-12 months experience.

Advanced Utility Line Mechanic is the title given to a worker who has obtained the first and second levels of certification; either the “Distribution C & B” or the “Collections I & II” of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 24 months of work experience, has attended the appropriate training classes, and has successfully passed the written exams.

Senior Utility Line Mechanic is the title given to a worker who has obtained the final level of certification; either the “Distribution A” or the “Collections III & IV” of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has successfully completed the first two levels of certification, has a minimum of 48 months of work experience, has attended the appropriate training classes, and has successfully passed the written exams.

Pump Station Mechanic is the title given to a worker who has obtained the first level of certification, "Collections I" of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training classes, and has successfully passed the written exam. This employee must also perform routine maintenance tasks and be familiar with lift station machinery such as pumps & motors, plumbing, and simple electrical controls.

Advanced Pump Station Mechanic is the title given to a worker who has obtained the second level of certification, "Collections II" of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 18 months of work experience, has attended the appropriate training classes, and has successfully passed the written exam. This employee must perform routine maintenance tasks and be familiar with lift station machinery such as pumps & motors, plumbing, and simple electrical controls. This employee should be able to diagnose typical pump station issues; such as electrical failure, control system problems and pump failure.

Senior Pump Station Mechanic is the title given to a worker who has obtained the third level of certification, "Collections III" of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 36 months of work experience, has attended the appropriate training classes, and has successfully passed the written exam. This employee must also perform maintenance tasks and be familiar with lift station machinery such as pumps & motors, plumbing, and simple electrical controls. This employee should be able to diagnose complex pump station issues; such as reading pump curves, flow regulation and SCADA failure.

Wastewater System Technician is the title given to a worker who has obtained the first level of certification, "Collections I" of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training classes, and has successfully passed the written exam. This employee must also act as the Fats, Oil & Grease (FOG) coordinator for the Town.

Utility Line Crew Supervisor is the title given to a worker who has obtained the final level of certification; either the "Distribution C" or the "Collections IV" of the state-regulated certification program. This certification will only be granted by the State of North Carolina after the candidate has successfully completed the first levels of certification, has attended the training classes, and has passed the written exams. This employee should have at least 5 years of experience working in the water distribution and/or wastewater collection field.

Water/Sewer Line Superintendent is the title given to the employee that has managerial responsibility over the Water & Sewer Division. This employee must have a wealth of knowledge in the operation and maintenance of the Town potable water distribution system, the understanding and practical knowledge to operate and maintain the Town collection system for wastewater, and at least 10 years of experience working in the water distribution and/or wastewater collection field. This employee will also be designated as the ORC (Operator of Responsible Charge) for both the Water Distribution System and the Sanitary Sewer Collection System.

The State of North Carolina

Water Pollution Control System Operators Certification Commission

hereby certifies that

has met the requirements for certification established by the Certification Commission pursuant to Article 3, Chapter 90A, of the North Carolina General Statutes as a

Grade 2 COLLECTIONS Operator



W. Corey Basinger

W. Corey Basinger, Chairman of Commission

Certificate Number 1006576

Certificate Issued September 13, 2018



Request for Town Council Action

**Consent
Agenda
Item:** Fire Dept.
Promotions
Date: 01/08/2019

Subject: Fire Department Internal Promotions
Department: Fire Department
Presented by: Chief John Blanton
Presentation: Consent Agenda

Issue Statement

During the FY 2018-19 budget process, three additional lieutenant promotions and three additional engineer promotions were approved. This request fills these promotions. This request does not include adding any staff to the fire department.

Financial Impact

Total budgeted for the remainder of this fiscal for all promotions would be \$17,878.22 (annually \$35,756.44).

Action Needed

Council to approve these vacant Lieutenant and Engineer promotions.

Recommendation

Staff recommends approval of these promotions.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Amended Career Ladder and Structure Chart



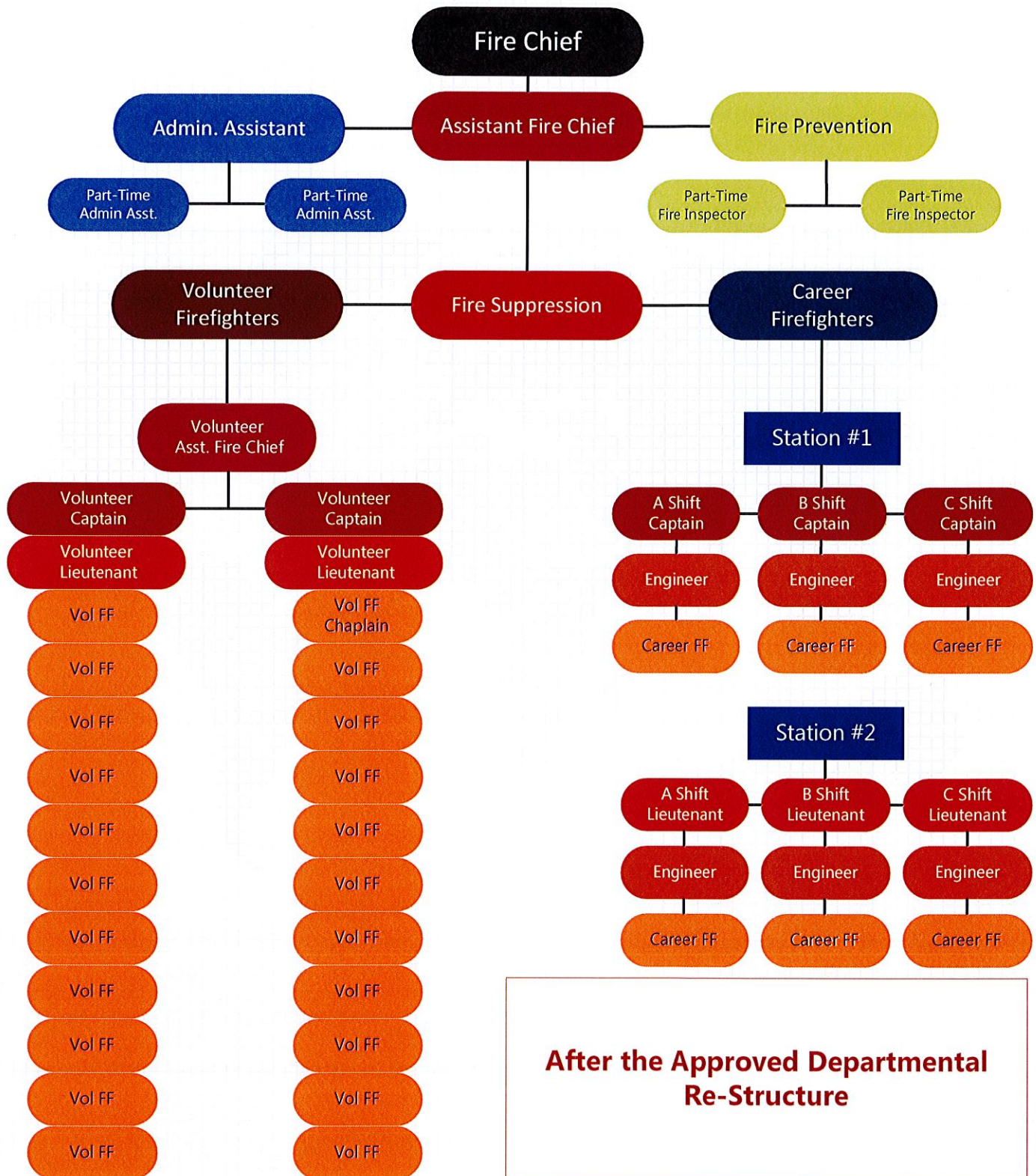
Staff Report

**Consent
Agenda
Item: Fire Dept.
Promotions**

The Fire Department requested to restructure the department in order to maintain appropriate span of control and supervision of fire personnel and fire scenes. This restructure including the addition of three new Lieutenant promotions and three additional Engineer promotions. This request was approved in the adopted 2018-2019 budget session.

The Fire Department is seeking approval for the addition of the 3 Lieutenant promotions and 3 additional Engineer positions, as well as back filling the three engineer positions that will become available following the three new lieutenant promotions. All promotions will receive a 10% increase in salary. These promotions were approved in the current FY 2018-19 budget and budgeted appropriately. The attached career ladder also adds the lieutenants' positions to the departmental structure.

Smithfield Fire Department Organizational Chart



**After the Approved Departmental
Re-Structure**



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 1 of 7

PURPOSE

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

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

POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

ELIGIBILITY REQUIREMENTS

Firefighter I

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



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 2 of 7

Firefighter II

- Must have served twenty-four (24) months as a Firefighter I with The Town of Smithfield Fire Department
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management ICS-100
- National Incident Management ICS-200
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

Fire Engineer (This step is subject to position availability)

- Must have served twenty-four (24) months as Firefighter II with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 3 of 7

Fire Lieutenant (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Engineer with the Town of Smithfield Fire Department
- NFA– Arson Detection for the First Responder
- NFA – Leadership I
- NFA – Leadership II
- NFA – Leadership III
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

Fire Captain (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Engineer **Lieutenant** with the Town of Smithfield Fire Department
- NFA – Arson Detection for the First Responder
- NFA – Leadership I
- NFA – Leadership II
- NFA – Leadership III
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Received no disciplinary action within the past 12 months



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 4 of 7

Fire Inspector I (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- NC Class B Driver's License must be obtained within 6 months of hire date
- NC Fire Inspections Level II
- Completion of departmental Driving Programs for all apparatus
- **Received no disciplinary action within the past 12 months**

Fire Inspector II (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Inspector I with the Town of Smithfield Fire Department
- National Incident Management ICS-200
- NC Fire Inspections Level III
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- Must successfully complete departmental testing
- Recommendation for promotion by the Fire Marshal
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Received no disciplinary actions within the past 12 months



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 5 of 7

Division Chief – Fire Marshal (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 6 of 7

Division Chief – Training **Assistant Fire Chief** (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
 - Firefighter
 - Hazardous Materials Level 1 Responder
 - Driver/Operator
 - Technical Rescuer
 - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership I
- NFA – Leadership II
- NFA – Leadership III
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



SMITHFIELD FIRE DEPARTMENT

General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 7 of 7

Fire Chief (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership I
- NFA – Leadership II
- NFA – Leadership III
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



Request for Town Council Action

**Approval to
purchase a
2019
Chevrolet
Tahoe 4X4**
Date: 01/08/2019

Subject: Approval to purchase a 2019 Chevrolet Tahoe 4X4 SUV
Department: Fire Department
Presented by: Fire Chief - John Blanton
Presentation: Consent Agenda

Issue Statement

Consideration of a motion to approve the purchase of a 2019 4X4 Chevrolet Tahoe SUV to be used by the Fire Department.

Financial Impact

The costs of this purchase will be \$36,960.00

Action Needed

Motion to approve the purchase of a 2019 Chevrolet Tahoe from Deacon-Jones of Smithfield.

Recommendation

Fire Department recommends the purchase from Deacon-Jones as they have submitted the best bid for this vehicle.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid – Capital Chevrolet
3. Bid – Kenly Chevrolet
4. Bid – Deacon Jones



Staff Report

**Consent
Agenda**

**Approval to
purchase a
2019
Chevrolet
Tahoe 4X4**

The Fire Department requests the approval of the budgeted purchase of a 2019 Chevrolet Tahoe 4X4. This Vehicle will replace a 2001 Ford Expedition currently in use by the Fire Department.

In our budget sessions it was approved the purchase of a new 4X4 SUV for a price of \$37,500.00. We solicited for bids and were able to confirm a bid price of \$36,960.00.

Bids were solicited from the following Dealerships, using the State Contract specifications:
See Attached bids

- Capital Chevrolet in Raleigh (State Contract Dealer) - \$38,347.91
- Kenly Chevrolet - \$39,608.00
- Deacon-Jones Chevrolet - \$36,960.00

After reviewing these bids, the Fire Department recommends the purchase of a 2019 Chevrolet Tahoe 4X4 from Deacon-Jones Chevrolet.

** Side note all these bids have Silver Ice as the color, this is in the State contract specification. We will be ordering our vehicle in White to stay consistent with our current fleet. **



November 7, 2018

To: Smithfield Fire Department

From: Rod Mitchell

The 2019 5W4 SSV 4WD Tahoe Silver Ice with your specifications from 2017 NC state contract #201601389 will be \$36,418.09. Option included

RKX ALUMINUM WHEELS ON 5W4 4X4 ONLY 564.00

NHT MAXIMUM TOWING PACKAGE INCLUDES JL1 BRAKE CONTROLLER AND REQUIRES PZX ALUMINUM WHEELS 545.20

VAV ALL WEATHER FLOOR MATS 211.50

UN9 Radio Suppression 397.62

5T5 Seats 2nd row vinyl with front cloth 211.50

Total Price \$38,347.91

Kenly Chevrolet703 N Church St
Kenly NC 27542Date: 11/9/2018
Time: 10:26:47 AM
Byrd, Rob

Name
Smithfield Fire Department

Address
111 South Fourth Street, Smithfield, NC 27577

Home Telephone	Business Telephone	E-Mail
919-934-2468	919-934-2468	lhodge.smithfieldfire.nc@gmail.com

Vehicle
2019 CHEVY TRKS TAHOE 4WD CK15706 4dr Wgn LS

Stock No.	VIN	Color	Odometer
			10

Options

RETAIL	
Retail Price	\$48,630.25
Savings	\$9,023.25
Selling Price	\$39,607.00
Options	\$0.00
Sub-Total	\$39,607.00
*Fees	\$1.00
**SalesTax	\$0.00
Net Sales Price	\$39,608.00



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

Deacon Jones

Prepared By:

Roger Wood
Deacon Jones
919-934-8101
rwood@deaconmail.com



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmall.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$49,700.00
Total Options	(\$2,659.75)
Vehicle Subtotal	\$47,040.25
Destination Charge	\$1,295.00
Grand Total	\$48,335.25

36,960.00

TOTAL

Ry Wood

12-14-18



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CK15706	2019 Chevrolet Tahoe 4WD 4dr Commercial	\$49,700.00

COLORS

CODE	DESCRIPTION	MSRP
GAN	Silver Ice Metallic	\$0.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
	Safety belts, 3-point, driver and front passenger in all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UE0	OnStar, delete (Requires a Fleet or Government sales order type. *CREDIT*	(\$85.00)



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
—	Capless fuel fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
JL1	Trailer brake controller, integrated (Included and only available with (NHT) Maximum Trailering Package.)	Inc.
K4B	Battery, Auxiliary, 730 CCA (Requires (RD6) 17" painted steel wheels or (PZX) 18" aluminum wheels with high-polished finish.)	Inc.
KW7	Alternator, 170 amps, high output (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
NQH	Transfer case, active, 2-speed electronic Autolrac with rotary controls, Includes neutral position for dinghy towing (Requires 4WD models. Included with (9C1) Police Vehicle, (5W4) Special Service Vehicle and (NHT) Maximum Trailering Package.)	Inc.
NZZ	Skid Plate Package with (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes frame-mounted shields, includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Requires 4WD models and a Fleet or Government sales order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
UN9	Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$423.00
V76	Recovery hooks, 2 front, frame-mounted, Black (Standard on 4WD Commercial models. Available on 2WD, Police and Special Service models. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	\$50.00



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
—	Door handles, body-color (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
—	Exterior ornamentation delete (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
—	Luggage rack, delete (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
AKP	Glass, solar absorbing *CREDIT*	(\$295.00)
VK3	License plate front mounting package	\$0.00



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
5HP	Key, 6 additional keys	\$41.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat.)	\$0.00
6C7	Lighting, red and white front auxiliary dome (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$170.00
9U3	Seats, driver and passenger front Individual seats in cloth trim Power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40-20-40 split bench seat with the 20% section removed which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (AZ3) 40/20/40 split bench seat, trim code (H0U) Jet Black cloth.)	\$0.00
---	Instrumentation, analog with certified 150 mph speedometer (PPV), 140 mph speedometer (Special Service), odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
---	Key, 2-sided (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
---	Power outlets, 4 auxiliary, 12-volt includes 1 on the instrument panel, 1 in armrest, and 2 in the cargo area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
---	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	Inc.
ATD	Seat delete, third row passenger (Deletes rear storage compartment and (AP9) rear cargo net. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*	Inc.
B30	Floor covering, color-keyed carpeting	\$190.00
B58	Floor mats, color-keyed carpeted first and second row, removable (included and only available with (B30) color-keyed carpeting, floor covering.)	\$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
5W4	Identifier for Special Service vehicle includes, (K47) high-capacity air cleaner, (KW7) 170 amps high output alternator, (K4B) 730 cold-cranking amp auxiliary battery, electrical power and vehicle signals for customer connection located at the center front floor, auxiliary battery circuit for customer connection located in the rear cargo area, (NZZ) underbody shield, delete roof rails, (ATD) third row seat delete and (NQH) active 2-speed transfer case. *CREDIT*	(\$4,535.00)
NHT	Max Trailering Package (Requires (PZX) 18" x 8.5" aluminum wheels with high-polished finish and (RKX) 18" all-season blackwall tires. Includes (GU6) 3.42 rear axle ratio, (JL1) Trailer brake controller and (Z85) Suspension Package. 4WD models also include (NQH) 2-speed active Transfer case.)	\$580.00



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	MSRP
VAV	LPO, All-weather floor mats (dealer-installed) (Requires (B30) floor covering.)	\$235.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	MSRP
R9Y	Fleet Free Maintenance Credit This option code provides a credit in lieu of the free oil changes, tire rotations and Inspections for one maintenance service during 1st year of ownership. The invoice will detail the applicable credit. The customer will be responsible for all oil change, tire rotations and inspections costs for this vehicle. (Requires one of the following Fleet or Government order types: FBC, FBN, FCA, FCN, FEF, FLS, FNR, FRC or FGO. Not available with FDR order types.)	(\$33.75)
VQ2	Fleet processing option	\$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	MSRP
1FL	Commercial Preferred Equipment Group Includes Standard Equipment	\$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
AZ3	Seating, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)	\$0.00

GVWR

CODE	DESCRIPTION	MSRP
C6A	GVWR, 7300 lbs. (3311 kg) (Requires 4WD model.)	\$0.00

EMISSIONS

CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

PAINT

CODE	DESCRIPTION	MSRP
GAN	Silver Ice Metallic	\$0.00



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

AXLE

CODE	DESCRIPTION	MSRP
GU6	Rear axle, 3.42 ratio (Included and only available with (NHT) Maximum Trailering Package. Is available with (5W4) Special Service Vehicle without (NHT) Maximum Trailering Package.)	Inc.

SEAT TRIM

CODE	DESCRIPTION	MSRP
H0U	Jet Black, Cloth seat trim	\$0.00

RADIO

CODE	DESCRIPTION	MSRP
IO5	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, Includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)	\$0.00

ENGINE

CODE	DESCRIPTION	MSRP
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)	\$0.00

TRANSMISSION

CODE	DESCRIPTION	MSRP
MYC	Transmission, 6-speed automatic, electronically controlled with overdrive and low/haul mode (STD)	\$0.00

WHEEL TYPE

CODE	DESCRIPTION	MSRP
PZX	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) aluminum with high-polished finish (Required when (NHT) Max Trailering Package is ordered.)	\$600.00

SPARE TIRE

CODE	DESCRIPTION	MSRP
RC4	Tire, spare P265/70R17 all-season, blackwall (STD)	Inc.



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

TIRES

CODE	DESCRIPTION	MSRP
RKX	Tires, P265/65R18 all-season, blackwall (Required when (NHT) Max Trailering Package is ordered.)	\$0.00

SHIP THRU CODES

CODE	DESCRIPTION	MSRP
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly	Inc.

SUSPENSION PKG

CODE	DESCRIPTION	MSRP
Z85	Suspension Package, Standard, Increased capacity, Premium Smooth Ride with Air leveler (Included and only available with (NHT) Maximum Trailering Package.)	Inc.

PAINT SCHEME

CODE	DESCRIPTION	MSRP
ZY1	Paint scheme, solid application	\$0.00

Options Total (\$2,659.75)



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 N-m] @ 4100 rpm) (STD)

Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode (STD)

Rear axle, 3.08 ratio (Not available with (NHT) Max Trailering Package.)

Suspension Package, Premium Smooth Ride (STD) (Not available with (NHT) Max Trailering Package.)

GVWR, 7300 lbs. (3311 kg) (Requires 4WD model.)

E85 FlexFuel capable

Transfer case, active, single-speed, electronic Autotrac with rotary controls, does not include neutral. Cannot be dinghytowed (Requires 4WD model. Not available with (NHT) Max Trailering Package.)

Differential, heavy-duty locking rear

4-wheel drive

Air cleaner, high-capacity

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes heavy-duty oil-to-coolant integral to driver-side of radiator.)

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Battery, 720 cold-cranking amps with 80 amp hour rating

Alternator, 150 amps

Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way sealed connector and 2" trailering receiver

Trailer sway control

Recovery hooks, 2 front, frame-mounted, Black

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Steering, power

Hill Start Assist

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes Silver with center caps. (STD) (Not included when (NHT) Max Trailering Package is ordered.)

Tires, P265/70R17 all-terrain, blackwall (STD) (Not included when (NHT) Max Trailering Package is ordered.)

Tire, spare P265/70R17 all-season, blackwall (STD)

Wheel, full-size spare, 17" (43.2 cm) steel



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Exterior

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, front

Fascia, front body-color (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes recovery hook openings, but does not include hooks.)

Fascia, rear body-color

Assist steps, Black (Premier includes chrome accent strip) (Deleted when (RVQ) Assist step kit, Black, LPO or (VXH) Assist step kit, Chrome, LPO are ordered.)

Mirrors, outside heated power-adjustable, manual-folding and color keyed driver mirror includes spotter mirror

Glass, deep-tinted (With (9C1) Police Vehicle or (5W4) Special Service Vehicle includes all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)

Wipers, front Intermittent, Rainsense

Wiper, rear intermittent with washer

Liftgate, rear manual

Entertainment

Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)

Audio system feature, single-slot CD/MP3 player

Audio system feature, 6-speaker system

SiriusXM Radio, delete

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Chevrolet 4G LTE and available built-in Wi-Fi hotspot offers a fast and reliable Internet connection for up to 7 devices; Includes data trial for 1 month or 3GB (whichever comes first) (Requires (UE1) OnStar Guidance plan. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

Chevrolet Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, Chevrolet Smart Driver, Marketplace and more (Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer Chevrolet vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Interior

Seating, front 40/20/40 split-bench with Vinyl (1FL) or Premium Cloth (1FL and 1LS), 3-passenger, includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center fold-down armrest with storage (Includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion, adjustable outboard head restraints and storage pockets (STD)

Seat trim, cloth

Seat adjuster, front passenger 6-way power

Seats, second row 60/40 split-folding bench, manual

Seat, third row manual 60/40 split-folding bench, fold flat

Floor covering, Black rubberized-vinyl

Steering column, Tilt-Wheel

Steering wheel, urethane

Steering wheel controls, mounted audio and cruise controls includes Driver Information Center controls

Driver Information Center, 4.2" diagonal multi-color

Warning tones headlamp on, key-in-ignition, driver and right-front passenger seat belt unfasten and turn signal on

Door locks, power programmable with lockout protection and delayed locking (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on Driver door.)

Remote Keyless Entry, extended-range

Windows, power, with Express-Down and Express-Up on front doors and lock out features

Cruise control, electronic with set and resume speed

Climate control, tri-zone automatic with individual climate settings for driver, right-front passenger and rear passengers (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, includes dual-zone automatic, front and rear air conditioning electronic controls)

Defogger, rear-window electric

Power outlet, 110-volt

Power outlets, 5 auxiliary, 12-volt Includes outlets in the Instrument panel, console, back of console, 1 in 3rd row and 1 in cargo area (With (AZ3) 40/20/40 split-bench front seats, the outlet on the back of the console is deleted.)

Mirror, inside rearview manual day/night

Conversation mirror

Assist handles, 1st row passenger and 2nd row outboard seats (With (9C1) Police Vehicle or (5W4) Special Service Vehicle, 1st row passenger assist handle is removed when (7X7) Spot lamps are ordered.)



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

(Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

Interior

Lighting, Interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. With (9C1) Police Vehicle or (5W4) Special Service Vehicle, interior lighting includes dome light, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions with control switch in the roof console

Cargo management system

Cargo net (Deleted when (ATD) 3rd row seat delete is ordered.)

Safety-Mechanical

Brakes, 4-wheel antilock, 4-wheel disc, VAC power with Brake Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, with automatic exterior lamp control

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, frontal and side-impact for driver and front passenger and head-curtain for all rows in outboard seating positions (Included and only available with (AZ3) 40/20/40 split-bench front seat. With (9C1) Police Vehicle or (5W4) Special Service Vehicle requires (AZ3) 40/20/40 split-bench front seat and (9U3) SEO front center seat (20% seat) delete. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector

Door locks, rear child security

OnStar and Chevrolet connected services capable (Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

Rear Park Assist with audible warning

Rear Vision Camera

LATCH system (Lower Anchors and Top tethers for Children), for child safety seats; lower anchors and top tethers located in all second row seating positions, top tethers located in third row seating positions

Tire Pressure Monitor System air pressure sensors in each tire with pressure display in Driver Information Center, includes Tire Fill Alert. With (9C1) Police Vehicle (5W4) Special Service Vehicle does not apply to spare tire.

Theft deterrent, content, electrical, unauthorized entry



Deacon Jones

Roger Wood | 919-934-8101 | rwood@deaconmail.com

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (13)

WARRANTY

Warranty Note: <<< Preliminary 2019 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit



Request for Town Council Action

**Consent
Agenda
Item:**
Date: 01/08/2019

**Award of
Contract**

Subject: Award of Contract for Manhole Rehabilitation Project

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda

Issue Statement

Part of the FY 2018 – FY 2019 approved budget was the continuance of the “Manhole Rehabilitation” project. This project enables the Town to re-build sanitary sewer manholes and line them in such fashion as they will be considered fixed for 40 – 50 years. The rehabilitation of the manhole will reduce the Inflow & Infiltration into the manholes. This service was bid out and a low-bidder was identified.

Financial Impact

\$15,661.00. The expense was approved as part of the Capital Project in the FY 2018-2019 budget.

Action Needed

Approve the award of Contract to the low bidder

Recommendation

Staff recommends the approval of the proposed low-bid Contractor

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid - CMT
3. Bid - Dun-Right Services



Staff Report

**Consent
Agenda
Item:** **Award of
Contract**

The Manhole Rehabilitation project is the natural extension of the Asset Inventory & Assessment grant/initiative, launched by the Town to reduce the Inflow & Infiltration into the sanitary sewer collection system and reduce the sewer treatment bill from the County. This project uses the data gathered by the AIA project and rehabilitates the worst of the manholes by rebuilding the interior with cement mortar and applying an epoxy lining to prevent future reoccurrence of sewer gas erosion.

The identified stretch of sewer line was listed and sent to contractors for bid. A limited number of contractors perform this work; as a result, only two bids were received. The submitted bids were received from Dun-Right Services and CMT on December 12, 2018. Osbourne Contract Services chose not to submit a bid. The low Bidder was identified as Dun-Right Services, Inc. in the amount of \$15,661.00.

Staff is asking the Council to approve the low bid and authorize the Town Manager to execute a contract for Manhole Rehabilitation Services, not to exceed \$15,661.00.



Carolina Management Team

coatings and concrete repair

49 McDowell Street
Asheville, NC 28801
www.CMTcoatings.com

336-431-7708

WBE and HUB certified

To: Ted Credle
Town of Smithfield
230 Hospital Road, Smithfield, NC 27577
919-934-2798 and ted.credle@smithfield-nc.com

December 12, 2018
Proposal #18283

From: Tonia Barton, Sales/Estimator, 336-434-0793

Proposal: FY 2018 Manhole Rehabilitation Project – (6) Manholes (4’ Diameter, 37 VF)

Location: Smithfield, NC

Surface Preparation, Mortar and Coating Application:

- Prepare surface per SSPC-SP 1 solvent clean
- Apply mortar using AW Cook MSM at 1/2” average
- Apply one coat using Sherwin-Williams Dura-Plate 5900 (120 mils DFT)

All materials guaranteed to be as specified and all work to be performed as specified and completed in a professional workmanlike manner for the sum of **\$39,758.00**. Payment is to be made net 30 days. Warranty is one year on materials and labor.

Notes:

- Price includes Manhole #1298, #1334, #1346, #1341, #1351 and #1322
- Price excludes testing
- Rings and pipes to be grouted prior to mobilization
- Frame to be bolted to manhole prior to mobilization
- Price assumes approximately 1/2” mortar – anything over 1/2” may incur additional charges
- Price includes one mobilization – delays requiring extra mobilizations will incur additional charges
- Price excludes removal of existing coatings unless otherwise stated
- Price excludes environmental controls, bypass pumping, traffic control and injection grout for water infiltration
- All agreements contingent upon weather, delay beyond our control, no lead present
- If inaccessible by 4-wheel drive vehicle, assistance may be necessary in reaching jobsite
- Proposal valid for 30 days from date above
- Price assumes the accuracy of the site conditions described in the project specifications. If CMT finds latent, concealed or subsurface conditions which differ materially from the project specifications, or unknown physical conditions, which differ materially from those ordinarily found and generally not recognized as inherent in the work described in this proposal, the project pricing will be equitably adjusted with a revised proposal and subcontract change order

We are qualified with NACE Certified Coating Inspectors and SSPC Certified Concrete Coating Inspectors on staff



PROPOSAL

PROPOSAL SUBMITTED TO Town of Smithfield Public Utilities	DATE December 11, 2018	Bid Date 12/14/18	Time 11:03:27 AM
STREET PO Box 761	JOB NAME FY 2018 Manhole Rehabilitation Project		
CITY, STATE, AND ZIP CODE Smithfield, NC 27577	JOB LOCATION Smithfield, NC		
ATTENTION Ted Credle - ted.credle@smithfield-nc.com	FAX NUMBER	TELEPHONE NUMBER 919-934-2116 x1162	

To provide all labor, materials, equipment and supervision necessary to prepare, rehabilitate, & top coat the interior of the existing concrete manholes as scheduled below:

- High pressure wash (5000 psi @ 5 gpm) and/or abrasive blast as necessary to remove all dirt, oils, contaminates and deteriorated substrate for the new lining system.
- Patch/Repair all minor voids, as necessary, with Quadex Hyperform rapid setting, high early strength patching material and/or Strong Seal QSR, a rapid setting calcium aluminate fiberglass reinforced corrosion resistant repair mortar.
- Rehabilitate existing substrate with Raven 755, reinforced, spray applied high early strength underlayment / repair material, for the existing concrete manholes, as indicated below.
- Top Coat with Raven 405FS Ultra high build epoxy as indicated below.
- The monolithic epoxy coating of entire structure will be inspected with high voltage holiday detection equipment.

MH-1298: EXISTING 4' DIA. X 6' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$2,594.00
PRESSURE WASH AND/OR ABRASIVE BLAST, AS NEEDED, TO REMOVE EXISTING LINING, PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	
MH-1334: EXISTING 4' DIA. X 7' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$2,715.00
PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	
MH-1346: EXISTING 4' DIA. X 7' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$2,715.00
PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	
MH-1341: EXISTING 4' DIA. X 5' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$2,036.00
PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	
MH-1351: EXISTING 4' DIA. X 8' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$3,055.00
PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	
MH-1322: EXISTING 4' DIA. X 6.5' DEEP ECCENTRIC CONE CONCRETE MANHOLE -	\$2,546.00
PATCH/REPAIR MINOR VOIDS/LEAKS, AS NEEDED, AND APPLY UP TO 1/2" THICK CEMENTITIOUS MORTAR BASE COAT, AS NEEDED, AND 125 MILS EPOXY TOP COAT	

DUN-RIGHT SERVICES, Inc.

Coatings & Infrastructure Rehab



910 B. PARKER DRIVE
FLORENCE, SOUTH CAROLINA 29501
(843) 317-1144 FAX (843) 317-1184

PROPOSAL

PROPOSAL SUBMITTED TO Town of Smithfield Public Utilities	DATE December 11, 2018	Bid Date 12/14/18	Time 11:03:27 AM
STREET PO Box 761	JOB NAME FY 2018 Manhole Rehabilitation Project		
CITY, STATE, AND ZIP CODE Smithfield, NC 27577	JOB LOCATION Smithfield, NC		
ATTENTION Ted Credle - ted.credle@smithfield-nc.com	FAX NUMBER -	TELEPHONE NUMBER 919-934-2116 x1162	

Notes:

- All work will be done in accordance with manufacturers' recommendations and current industry standards.
- Non-typical repairs/coatings will be negotiated on site.
- Unforeseen major leaks that require chemical grouting injections in addition to our standard patch/repair are not included in pricing unless otherwise specified. Extent of major leaks cannot be determined until surface prep. Dun-Right Services, Inc. will perform chemical grouting repairs on a time and materials rate.
- Removal of existing water/debris by others in combination with Dun-Right's mobilization (if required).
- BYPASS OR SHUT-OFF BY OTHERS (IF REQUIRED).
- DEBRIS DISPOSAL BY OTHERS (IF REQUIRED).
- ACCESS TO WITHIN 50' OF EACH STRUCTURE/HOLE BY OTHERS.
- WATER SUPPLIED BY OTHERS.
- Performance and payment bonding expenses by others (if required).
- Should verified dimensions differ from those provided on quotation above, additional invoicing shall be based on the same "per square foot" unit price as the above quote.
- Traffic Control, other than cones and non-directional signs, by others (if required).
- Unless otherwise noted on this proposal, only the concrete surfaces of proposed structures are quoted.

Kendall Moore -sales- 843-693-7832

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: As Per Above dollars (\$ ____).

Net 30 days (unless specified otherwise). A surcharge of 1.5% of the unpaid monthly balance will be added on late payments. The quotation is contingent upon our inspection of applicable drawings and/or site visit, and inspection of specifications, special conditions, and owner/contractor documents.

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.



Request for Town Council Action

**Consent
Agenda
Item:** **ACSM
Contract**
Date: 01/08/2019

Subject: ACSM Contract
Department: Planning Department
Presented by: Stephen Wensman, Planning Director
Presentation: Consent Agenda

Issue Statement

The Planning Department is requesting approval of the ACSM Contract to fabricate and install proposed signs per the wayfinding system plan previously approved by the Town Council on August 2, 2016.

Financial Impact

The project will be funded by USDA grant in the amount \$99,256 with a local match comprised of \$29,375 from the DSDC, and \$75,000 from the Johnston County Visitor **Bureau's 2% Tax monies for a total project cost, not to exceed, \$203,631.** The ACSM Contract is for services to not exceed \$182,270. The remainder of the budget has been reserved for landscaping, lighting, surveying and other misc. costs.

Action Needed

To Approve the ACSM contract to fabricate and install proposed signs in accordance with the **Town's wayfinding system plan**

Recommendation

The Planning Department recommends approval of the ACSM contract to fabricate and install the wayfinding signs in accordance with the **Town's** wayfinding system plan.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. ACSM Contract
3. Amendment to the Boiler Plate Contract
4. Wayfinding System Plan



Staff Report

Consent
Agenda
Item:

ACSM
Contract

Date:

01/08/2019

Introduction:

The Town Council approved The Wayfinding System Plan on August 2, 2016 to eliminate sign clutter and to provide consistent branded signs throughout the town and to help visitors find their way to key locations throughout the Town. The Wayfinding System Plan provided a variety of sign types including G1-Monumental Gateway, G2-Post and Panel Gateway, G3-Downtown Monumental Gateway, G4-Downtown Post and Panel Gateway, T1-Large Trailblazer, T2-Small Trailblazer and P1 and P2 Parking Directional signs to provide multiple sign options for differing situations. A sign committee consisting of the **Town's Economic Development Liaison** and Planning Director, **the Chair of the Town's Appearance Committee**, the Executive Director of the DSDC, and the President/CEO of the **Johnston County Visitor's Bureau** has been working on this sign project for several years to identify specific signs (and sign type) and sign locations throughout the Town in accordance with the Wayfinding Sign System Plan. The Committee advertised for and received 4 proposals for fabrication and installation of the signs and has chosen ACSM as the best proposal for the Town based on overall project cost, solid references, and the unique approach the contractor brings to the project.

Contract Details:

As initially proposed, ASCM was going to fabricate and install the (4) G1- Monumental Gateway signs, (2) G4 Downtown Post and Panel Gateway Signs, (42) T1-Large Trail Blazer Signs and (8) T2-Small Trail Blazer Signs. **The initial proposal exceeded the Town's wayfinding budget.** The contract has been revised to bring the contract within budget when factoring the estimated costs for:

- Demolition of existing wayfinding sign in West Smithfield (\$0 by Public Works)
- Site preparation (grading, landscaping, lighting, etc.) for G1 signs (\$6000)
- Cost of 1 survey for G1 signs on private property (\$500)

The contract is drafted to allow the Town to change the type and number of signs if the change is agreed to in writing by ACSM as long as the total contract does not exceed \$182,270, leaving enough budget funds to cover landscaping, lighting, surveying and other miscellaneous costs, not to exceed amount of \$203, 631 for the overall project. The sign committee will meet with ACSM before the project begins to confirm which signs and number of signs to be included in the contract for fabrication and installation.

As part of the contract ACSM will work with NCDOT to ensure the signs in the NCDOT right-of-way will comply with Manual on Uniform Traffic Control Devices MUTCD compliance regulations.

November 21, 2018

NORTH CAROLINA

JOHNSTON COUNTY

CONTRACT FOR SIGN FABRICATION AND INSTALLATION

THIS AGREEMENT made and entered into this ___ day of January, 2019, by and between The Town of Smithfield, North Carolina, hereby referred to as "Town"; and ACSM, Inc., 2525 Distribution St., Charlotte, NC 28203 of Mecklenburg County, North Carolina, hereinafter referred to as "ACSM".

WITNESSETH:

THAT, WHEREAS, ACSM is in the business of designing and manufacturing signage; and,

WHEREAS, Town desires to employ the services of ACSM to fabricate and install from existing designs approved by Town and NCDOT:

- 2-G1 signs
- 2-G4 signs
- 6-T-2 signs
- 30-T-1 signs

WHEREAS, ACSM has agreed to perform such services under the terms of this contract.

NOW, THEREFORE, the parties do hereby agree as follows:

1. ACSM agrees to fabricate and install a total of 40 signs in accordance with the design and specifications referred to above. The Town reserves the right to amend the number of signs and sign types to be fabricated and installed with the written approval of ACSM provided the total project cost does not exceed \$182,270.00 based on the total of the unit prices for the signs the town has chosen.
2. The work to be performed by ACSM will be completed, including installation, within a timely manner along with reasonable NCDOT approval and issue of all encroachment agreements. Project will be completed by October 1, 2019. **80**

3. All unit prices are attached on Appendix A which is incorporated herein. The contract shall be payable as follows:

First draw to begin due January 15th	\$36,454.00
Second draw due February 30th	\$36,454.00
Third draw 35 due April 13th	\$36,454.00
Fourth draw due May 24th	\$36,454.00
Final draw at completion of project	\$36,454.00

Any and all additional charges will be billed separately, but after the work or change to this contract is authorized by the Town.

4. Signs will be constructed and installed in a workmanlike manner and in accordance with NCDOT requirements.
5. The Signs and its installation shall be warranted as to material and workmanship by ACSM for a period of 1 year following completion of the terms of this agreement and acceptance by Town of Smithfield.
6. Should ACSM fail to timely perform any phase or provision of this Agreement in accordance with the terms and conditions hereof, or if Town shall be dissatisfied with the professional services rendered by ACSM to Town, then Town shall notify ACSM of such failure or dissatisfaction and ACSM shall thereupon correct such failure within thirty (30) days of providing such notice. Should ACSM fail to correct such failure in accordance with this Paragraph, then Town may terminate this Agreement and recover back from ACSM any portion of the contract price paid but not fully earned by ACSM as of the date of such termination. All work product completed and paid for by Town as of the date of termination shall be the sole property of Town. Notice under this Paragraph shall be deemed completed upon mailing the same to ACSM at their address stated above.

This Agreement executed in duplicate originals, the day and year first above written.

ACSM, Inc.

Town of Smithfield

By: _____

By: _____

Glen Nocik, President

Date: ____ January, 2019

Appendix A
Unit Prices per Sign Type

Sign Type	Unit Price Per Design and Spec
G1-MONUMENTAL GATEWAY SIGN	
Minor site work cost	\$ 500.00
Concrete base cost	\$ 450.00

Fabrication cost	\$ 7,200.00
Installation cost	\$ 3,900.00
Total Cost (per unit)	\$ 12,050.00

Sign Type	Unit Price Per Design and Spec
G4- DOWNTOWN POST AND PANEL GATEWAY SIGN	
Concrete footing cost	\$ 225.00 w/o breakaway bolts - \$1,200 w breakaway bolts
Fabrication cost	\$ 1,735.00
Installation cost	\$ 175.00
Total Cost (per unit)	\$ 1,935.00 - \$3,110.00

Sign Type	Unit Price Per Design and Spec
T1: LARGE TRAILBLAZER SIGN	
Concrete footing cost	\$ 1,150.00 (with breakaway bolts)
Fabrication cost	\$ 2,925.00
Installation cost	\$ 175.00
Total Cost (per unit)	\$ 4,250.00

Sign Type	Unit Price Per Design and Spec
T2: SMALL TRAILBLAZER SIGN	
Concrete footing cost	\$ 1,150.00 (with breakaway bolts)
Fabrication cost	\$ 2,750.00
Installation cost	\$ 175.00
Total Cost (per unit)	\$ 4,075.00

Additional Costs:

- Assisting with final (exact) placement of G4, T1 and T2 signs in the public right-of-way with regard to Manual on Uniform Traffic Control Devices MUTCD regulations.
+ or - \$3,500 (it's difficult to give accurate cost without knowing quantity of signs)

- Assisting with site preparation for the installation of G1 signs, such as leveling the grade, providing additional fill material, and removal of existing older gateway signs, or providing lighting or electrical work.
we cannot give pricing without a field visit

AMENDMENT TO BOILER PLATE CONTRACT

(131 East Market Street, Smithfield)

THIS AMENDMENT TO CONTRACT (“Amendment”) is made as of January ___, 2019, by and among ASCM, Inc. (“ACSM”), and the Town of Smithfield (“Town”).

RECITALS:

- A. ASCM desires to enter into a Contract with Town according to a form supplied, a boiler plate contract, by ASCM and used in its normal business, which agreement is hereinafter referenced as the Contract and dated approximately simultaneously with this Amendment.
- B. It is efficient for Town to enter small contracts such as this on forms supplied by ASCM so as to avoid the time and expense of more formally drafted contracts but Town desires to preserve for itself certain basic contractual provisions in all contracts.
- C. The Parties hereto have therefore agreed to the following Amendment to Contract to add said provisions and to specify some foreseeable damages so it is clear the importance to the Town that the work (hereinafter, the “Work”) to be performed by ASCM will be fully and absolutely completed, including installation, within a timely manner along with reasonable NCDOT approval and issue of all encroachment agreements by October 1, 2019.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties amend the Contract signed approximately simultaneously herewith and attached hereto by inserting the following provisions which shall be additional provisions of the Contract and shall control over any other provisions of the Contract that might appear contradictory hereto or appear to create ambiguities when read with the provisions agreed to herein.

1. Foreseeable Damages. The Parties acknowledge that time is of the essence of this contract in that the Town must have the project totally completed on a defined “Work Completion Date” defined as October 1, 2019 which date may be extended by USDA. ASCM can begin to fabricate the signs but could later have delays if the Town does not receive locations approved by NCDOT so ASCM knows the specific info to be added to each particular sign after fabrication. Both parties hereto are dependent on NCDOT for those timely location approvals and receipt of the approvals is a condition precedent ASCM completing the signs. ASCM can produce the signs by the Work Completion Date if it has received all the approvals on or before June 15, 2019. Therefore, ASCM shall commence the Work to be performed under this Contract, the fabrication of the signs, on the “Work Commencement Date” being February 1, 2018 and complete the Work by September 1, 2019 to allow time for review and approval of the Grant provided it has approvals by June 15, 2019. Town will make a good faith effort to obtain all the NCDOT approvals by June 15, 2019.

The failure of ASCM to complete the Project in a timely manner could cost the Town the USDA Grant Funds if USDA refuses an extension. To avoid loss of the grant upon request by ASCM the Town will make reasonable requests for extensions.

- a. If the ASCM is delayed at any time in the progress of its work by any act or negligence of the Town, its employees or by changes ordered in the work; by grossly abnormal weather conditions; by other causes deemed justifiable by Town, then the contract time may be reasonably extended in a written order from the Town upon written request from the ASCM within ten days following the cause for delay. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the

Town do not entitle ASCM to any extension of the liquidated damage deadline. The parties understand that the nature of this Contract is such that justifiable reasons to delay are not in the immediate expectations of the parties as the signs may be constructed off site and easily installed in a short time at the sites unless the cause is a delay in the Work Commencement Date.

2. Miscellaneous:

- a. Clause Control. Due to the volume of vender and independent ASCM agreements submitted to the Town of Smithfield that would be too time consuming to redraft, this miscellaneous paragraph (subparagraphs a-n) is being inserted in Town Contracts and the provisions of this miscellaneous paragraph will control over all other provisions of the contract.
- b. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
- c. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
- d. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
- e. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
- f. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
- g. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
- h. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement, whether the claims alleges tortuous conduct (including negligence) or any other legal theory.
- i. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
- j. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
- k. Authority. Any corporate party or business entities and its designated partners, venturers, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
- l. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If,

moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.

- m. Contract Termination. The Town may terminate this contract without cause on 10 days' notice.
- n. Pre-Audit Certification. This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act to assure compliance with NCGS 159-28.

Greg Siler, Town Budget Officer

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Agreement as of the day and year first above written.

Town:

By: _____
Town Manager

ASCM,
a North Carolina corporation

By: _____

Business Name: _____

**SMITHFIELD
 WAYFINDING
 SIGN SYSTEM**

Smithfield, North Carolina
 WAYFINDING COLOR PALETTE

- P1 PANTONE 287 C
- P2 PANTONE 7741 C
- P3 PANTONE 292 C
- P4 C-75; M-37.5; Y-0; K-0
- P5 3M Diamond Grade Reflective Sheeting
- P6 White
- P7 Black

These drawings are meant for DESIGN INTENT ONLY. Fabricator shall verify all dimensions and conditions of the job. Fabricator shall be familiar with the site and conditions it presents. Shop drawings and details must be submitted for approval prior to fabrication. All materials and equipment materials must be approved by the City of Smithfield, NC, and/or Frazier Associates.

REVISION DATE

PROJECT NO. 2012.0036
 SCALE: AS SHOWN
 PROJECT MANAGER: SH
 CHECKED BY: PB
 DRAWN BY: SH
 DATE: 06/01/2015

**SIGN PROGRAMMING:
 TRAILBLAZER "A" SIGNS**



G1: MONUMENTAL GATEWAY

G2: POST & PANEL GATEWAY

G3: DOWNTOWN MONUMENTAL GATEWAY

G4: DOWNTOWN POST & PANEL GATEWAY



T1: LARGE TRAILBLAZER

T2: SMALL TRAILBLAZER
 PT2: PARKING DIRECTIONAL

PT1: STAND-ALONE
 PARKING DIRECTIONAL



Request for City Council Action

**Consent
Agenda
Item:** **Police
Department-
Vehicle
Purchase**
Date: 01/08/2019

Subject: Purchase of Six (6) Patrol Vehicles
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent Agenda

Issue Statement

The Police Department was budgeted \$168,600 for the purchase and preparation of six (6) Dodge Chargers. The Police Department solicited quotes from Deacon Jones, Bleecker and Performance Automotive Group. All three submitted bids and the quotes are attached.

- Performance Automotive: \$133,644 (6) Vehicles (State Contract)
- Deacon Jones: \$135,198 (6) Vehicles
- Bleecker: \$136,233 (6) Vehicles

Financial Impact

The purchase of these vehicles and preparation for the road will be covered by the current budget (\$168,600).

Action Needed

It is requested the Town Council approve the low quote from Performance Automotive and approve the purchase of 6 Dodge Chargers for the Police Department. The recommended quote is within the budgeted amount for this purchase.

Recommendation

The Police Department be allowed to purchase the six (6) Dodge Chargers from the low quote at Performance Automotive Group in Clinton, NC

Approved: Town Manager Town Attorney

Attachments:

1. Bid from Performance Automotive
2. Bid from Deacon Jones
3. Bid from Bleecker

PERFORMANCE

AUTOMOTIVE



RAM



Vehicle Price Worksheet

NAME: Town of Smithfield
Make: Dodge Model: Charger Date: 11/27/2018
Model: 2019 Dodge Charger Pursuit, 5.7L Hemi RWD - Patrol Spec Year: 2019
VIN#: TBD Stock #: TBD
Salesman: Govt Miles: 1S

Vehicle Pricing:

Market Price: \$ 36,395.00

Sales Price: \$ 22,208.00

Government Concessions:

TB9076	2019 Chrysler Government Concessions
--------	--------------------------------------

Final Base Vehicle Pricing: \$ 22,208.00

Upfit/Accessory Pricing

_____	_____
_____	_____
_____	_____
-	\$ -
Total Body Cost:	\$ -
Total Vehicle Cost:	\$ <u>22,208.00</u>

Trade In Allowance:

0	\$ -
Less: Payoff:	\$ -
Trade Equity:	\$ -

Net Cost Each: \$ 22,208.00
Total Number: \$ 3.00

Net Vehicle Cost: \$ 66,624.00

Note: Vehicle pricing good through contract period - Please call to confirm specs

605 Warsaw Road * Clinton, North Carolina 910-592-5337

Vehicle Build Sheet - Options Sales Codes

2019 CHARGER POLICE RWD (LDDE48)

Sales Code	Description	MSRP(USD)
LDDE48	CHARGER POLICE RWD	32,325
29A	Customer Preferred Package 29A	0
EZH	5.7L V8 HEMI MDS VVT Engine	2,230
DGJ	5-Speed Auto W5A580 Transmission	0
PW7	White Knuckle Clear Coat	0
APA	Monotone Paint	0
*X5	HD Cloth Bucket Seats w/Vinyl Rear	120
-X9	Black	0
4ES	Delivery Allowance Credit	0
MAF	Fleet Purchase Incentive	0
W8A	18" Wheel Covers	40
LBG	Front Reading/Map Lamps	75
LNF	Black Left Spot Lamp	210
TBF	Delete Spare Tire	-100
4DH	Prepaid Holdback	0
5N6	Easy Order	0
4FM	Fleet Option Editor	0
4FT	Fleet Sales Order	0
166	Zone 66-Orlando	0
4EA	Sold Vehicle	0
4FA	Special Bid-Ineligible For Incentive	0
TB9190	Government Incentives	0
YGF	8 Additional Gallons of Gas	0
		1,345
	Total Price:	<u>36,245</u>

Patrol Specification

PERFORMANCE

AUTOMOTIVE



RAM



Vehicle Price Worksheet

NAME: Town of Smithfield
Make: Dodge Model: Charger Date: 11/27/2018
Model: 2019 Dodge Charger Pursuit, 5.7L Hemi RWD - Admin Spec Year: 2019
VIN#: TBD Stock #: TBD
Salesman: Govt Miles: 15

Vehicle Pricing:

Market Price: \$ 36,395.00

Sales Price: \$ 22,340.00

Government Concessions:

TB9076	2019 Chrysler Government Concessions
--------	--------------------------------------

Final Base Vehicle Pricing: \$ 22,340.00

Upfit/Accessory Pricing

_____	_____
_____	_____
_____	_____
-	\$ -
Total Body Cost:	\$ -
Total Vehicle Cost:	\$ <u>22,340.00</u>

Trade In Allowance:

0	\$ -
Less: Payoff:	\$ -
Trade Equity:	\$ -

Net Cost Each: \$ 22,340.00

Total Number: \$ 3.00

Net Vehicle Cost: \$ 67,020.00

Note: Vehicle pricing good through contract period - Please call to confirm specs

605 Warsaw Road * Clinton, North Carolina 910-592-5337

Vehicle Build Sheet - Options Sales Codes

2019 CHARGER POLICE RWD (LDDE48)

Sales Code	Description	MSRP(USD)
LDDE48	CHARGER POLICE RWD	32,325
29A	Customer Preferred Package 29A	0
EZH	5.7L V8 HEMI MDS VVT Engine	2,230
DGJ	5-Speed Auto W5A580 Transmission	0
PAU	Granite Pearl Coat	0
APA	Monotone Paint	0
*C8	HD Cloth Bucket & Rear Bench Seats	0
-X9	Black	0
4DH	Prepaid Holdback	0
4ES	Delivery Allowance Credit	0
MAF	Fleet Purchase Incentive	0
TBF	Delete Spare Tire	-100
AEB	Street Appearance Group	375
5N6	Easy Order	0
4FM	Fleet Option Editor	0
4FT	Fleet Sales Order	0
166	Zone 66-Orlando	0
4EA	Sold Vehicle	0
4FA	Special Bid-Ineligible For Incentive	0
TB9190	Government Incentives	0
YGF	8 Additional Gallons of Gas	0
		1,345
	Total Price:	<u>36,175</u>

Admin Specification

- 1 - Granite Crystal Pearl Coat
- 1 - Octane Red Pearl Coat
- 1 - Midnight Blue

DEACON JONES CHRYSLER DODGE JEEP
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Configuration Preview

Date Printed: 2018-11-07 11:24 AM VIN:
 Estimated Ship Date: VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 00P9A Town of Smithfield NC
 FAN 2:
 Client Code:
 Bid Number: TB9076
 PO Number:

Sold to:
 DEACON JONES CHRYSLER DODGE JEEP
 (67501)
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Ship to:
 DEACON JONES CHRYSLER DODGE JEEP (67501)
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Vehicle: 2019 CHARGER POLICE RWD (LDDE48)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	LDDE48	CHARGER POLICE RWD	32,325	31,726
Package:	29A	Customer Preferred Package 29A	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,230	1,985
	DGJ	5-Speed Auto W5A580 Transmission	0	0
Paint/Seal/Trim:	PW7	White Knuckle Clear Coat	0	0
	APA	Monotone Paint	0	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	120	107
	-X9	Black	0	0
Options:	4DH	Prepaid Holdback	0	-1,092
	4ES	Delivery Allowance Credit	0	-323
	MAF	Fleet Purchase Incentive	0	-985
	AWC	Fleet Safety Group	350	312
	GXQ	Additional Non-Key Alke Fobs	150	-134
	LNF	Black Left Spot Lamp	210	187
	LBG	Front Reading/Map Lamps	75	67
	TBF	Delete Spare Tire	-100	-89
	W8A	18" Wheel Covers	40	36
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB9076	Government Incentives	0	-10,800
Discounts:	YGF	8 Additional Gallons of Gas	0	24
Destination Fees:			1,345	1,345
Total Price:			36,745	22,664

Order Type: Fleet PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Customer Name:
 Customer Address: USA
 Instructions: PATROL CARS

\$68,292

DEACON JONES CHRYSLER DODGE JEEP
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Configuration Preview

Date Printed: 2018-11-07 11:30 AM VIN:
 Estimated Ship Date: VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 00P9A Town of Smithfield NC
 FAN 2:
 Client Code:
 Bid Number: TB9076
 PO Number:

Sold to:
 DEACON JONES CHRYSLER DODGE JEEP
 (67501)
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Ship to:
 DEACON JONES CHRYSLER DODGE JEEP (67501)
 1109 N BRIGHTLEAF BLVD
 SMITHFIELD, NC 275774247

Vehicle: 2019 CHARGER POLICE RWD (LDDE48)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	LDDE48	CHARGER POLICE RWD	32,325	31,726
Package:	29A	Customer Preferred Package 29A	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,230	1,985
	DGJ	5-Speed Auto W5A580 Transmission	0	0
Pain/Seat/Trim:	PRV	Octane Red Pearl Coat	0	0
	APA	Monotone Paint	0	0
	*C8	HD Cloth Bucket & Rear Bench Seats	0	0
	-X9	Black	0	0
Options:	4ES	Delivery Allowance Credit	0	-323
	MAF	Fleet Purchase Incentive	0	-985
	TBF	Delete Spare Tire	-100	-89
	LBG	Front Reading/Map Lamps	0	0
	GXQ	Additional Non-Key Alike Fobs	150	134
	AEB	Street Appearance Group	375	334
	4DH	Prepaid Holdback	0	-1,049
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB9076	Government Incentives	0	-10,800
Discounts:	YGF	8 Additional Gallons of Gas	0	24
Destination Fees:			1,345	1,345
Total Price:			36,325	22,302

Order Type: Fleet PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Customer Name:
 Customer Address: USA

Instructions:

DETECTIVE CARS \$66,906

BLEECKER CHRY-DODGE-JEEP INC
 1110 EAST CUMBERLAND ST
 DUNN, NC 283345137

Configuration Preview

Date Printed:	2018-11-17 12:39 PM	VIN:	Quantity:	3
Estimated Ship Date:		VON:	Status:	BA - Pending order
			FAN 1:	00P9A Town of Smithfield NC
			FAN 2:	
			Client Code:	
			Bid Number:	T89076
Sold to:		Ship to:	PO Number:	00012
BLEECKER CHRY-DODGE-JEEP INC (68570)		BLEECKER CHRY-DODGE-JEEP INC (68570)		
1110 EAST CUMBERLAND ST		1110 EAST CUMBERLAND ST		
DUNN, NC 283345137		DUNN, NC 283345137		

Vehicle: 2019 CHARGER POLICE RWD (LDDE48)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	LDDE48	CHARGER POLICE RWD	32,325	31,726
Package:	29A	Customer Preferred Package 29A	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,230	1,985
	DGJ	5-Speed Auto W5A580 Transmission	0	0
Paint/Sea/Trim:	PW7	White Knuckle Clear Coat	0	0
	APA	Monotone Paint	0	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	120	107
	-X9	Black	0	0
Options:	4ES	Delivery Allowance Credit	0	-323
	MAF	Fleet Purchase Incentive	0	-985
	YEP	Manuf Statement of Origin	0	0
	TBF	Delete Spare Tire	-100	-89
	MDA	Front License Plate Bracket	0	0
	GXQ	Additional Non-Key Alike Fobs	150	134
	LNF	Black Left Spot Lamp	210	187
	LBG	Front Reading/Map Lamps	75	67
	AWC	Fleet Safety Group	350	312
	4DH	Prepaid Holdback	0	-1,061
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB9076	Government Incentives	0	-10,800
Discounts:	YGF	8 Additional Gallons of Gas	0	24
Destination Fees:			1,345	1,345
			Total Price:	<u>36,705</u>
				<u>22,629</u>

Order Type:	Fleet	PSP Month/Week:	
Scheduling Priority:	1-Sold Order	Build Priority:	99
Salesperson:			
Customer Name:			
Customer Address:			
	USA		
Instructions:			

BLEECKER CHRY-DODGE-JEEP INC
 1110 EAST CUMBERLAND ST
 DUNN, NC 283345137

Configuration Preview

Date Printed: 2018-11-17 12:39 PM VIN: Quantity: 3
 Estimated Ship Date: VON: Status: BA - Pending order
 FAN 1: 00P9A Town of Smithfield NC
 FAN 2:
 Client Code:
 Bid Number: TB9076
 PO Number: 00012

Sold to: Ship to:
 BLEECKER CHRY-DODGE-JEEP INC (68570) BLEECKER CHRY-DODGE-JEEP INC (68570)
 1110 EAST CUMBERLAND ST 1110 EAST CUMBERLAND ST
 DUNN, NC 283345137 DUNN, NC 283345137

Vehicle: 2019 CHARGER POLICE RWD (LDDE48)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	LDDE48	CHARGER POLICE RWD	32,325	31,726
Package:	29A	Customer Preferred Package 29A	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	2,230	1,985
	DGJ	5-Speed Auto W5A580 Transmission	0	0
Paint/Seat/Trim:	PDN	Destroyer Grey Clear Coat	0	0
	APA	Monotone Paint	0	0
	*C8	HD Cloth Buckel & Rear Bench Seats	0	0
	-X9	Black	0	0
Options:	MAF	Fleet Purchase Incentive	0	-985
	AEB	Street Appearance Group	375	334
	YEP	Manuf Statement of Origin	0	0
	TBF	Delete Spare Tire	-100	-89
	MDA	Front License Plate Bracket	0	0
	GXQ	Additional Non-Key Alike Fobs	150	134
	LNF	Black Left Spot Lamp	210	187
	LBG	Front Reading/Map Lamps	0	0
	4DH	Prepaid Holdback	0	-1,056
	W8A	18" Wheel Covers	0	0
	4ES	Delivery Allowance Credit	0	-323
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB9076	Government Incentives	0	-10,800
Discounts:	YGF	8 Additional Gallons of Gas	0	24
Destination Fees:			1,345	1,345
			Total Price:	36,535
				22,482

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address: USA

PSP Month/Week:
 Build Priority: 99



Request for Town Council Action

**Consent
Agenda
Item** **DSDC Board
Appointments**
Date: 01/08/2019

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

Department: General Government

Presented by: Shannan Parrish

Presentation: Consent Agenda

Issue Statement

The DSDC is requesting the Town Council reappoint Ruffin Johnson, Billie Stevens and Rick Childrey to serve on its Board of Directors. The DSDC is also requesting the Town Council appoint Todd Johnson, Jud Patterson, Jeremy Pearce and Cathie Shuler to serve on its Board of Directors.

Financial Impact

There will be no impact to the budget.

Action Needed

Approve the appointments

Recommendation

Staff recommends approval of these appointments

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Rick Childrey
4. Application – T. Ruffin Johnson, Jr.
5. Application – Billie Stevens
6. Application – K. Todd Johnson
7. Application - Judson Patterson
8. Application – Jeremy Pearce
9. Application – Cathie Shuler



Staff Report

**Consent
Agenda
Item: DSDC Board
Appointments**

The Downtown Smithfield Development Corporation's Board of Directors would like to recommend the reappointments of Rick Childrey, Ruffin Johnson and Billie Stevens to serve on the DSDC Board of Directors. The Board also would like to recommend the new appointments of Todd Johnson, Jud Patterson, Jeremy Pearce and Cathie Shuler to serve on the DSDC Board of Directors.

Pursuant to the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by the Town Council.



December 19, 2018

Mrs. Shannan Parrish
Town Clerk
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: DSDC Board Appointments

Dear Mrs. Parrish and the Smithfield Town Council,

As stated in Paragraph 8 of the Downtown Smithfield Development Corporation bylaws:

Vacancies on Board. When a vacancy shall occur on the Board of Directors, the remaining members of the Board shall nominate and elect a person to fill the vacancy and the nominee shall become a Director upon approval by resolution of the Smithfield Town Council.

The Board of Directors of the Downtown Smithfield Development Corporation would like to recommend the reappointment of Rick Childrey, Ruffin Johnson, and Billie Stevens, whose terms are set to expire in January 2019. The Board would also like to recommend that Todd Johnson, Jud Patterson, Jeremy Pearce, and Cathie Shuler be appointed to the Downtown Smithfield Development Corporation board to fill the four vacancies that currently exist. For your reference, I am enclosing their applications.

The Downtown Smithfield Development Corporation is formally requesting approval and asks that this be placed under the consent agenda for the Town Council's January meeting.

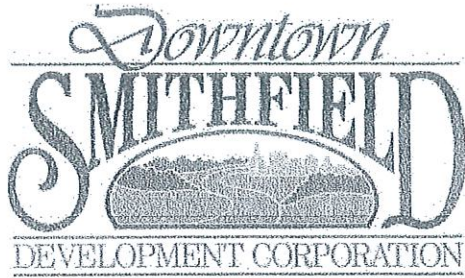
Thank you in advance for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards", written over a horizontal line.

Sarah Edwards
Executive Director

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887



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

Name Rick Childrey

Business Retired

Business Address _____

Email rchildrey@embury.com Cell Phone 919-915-5588

Business Phone _____ Home Phone 919-934-0747

Home Address 1105 S. Crescent Drive, Smithfield, NC 27577

Brief Biography

Graduated in 1977 from N.C. State University; worked in pharmaceuticals before serving nearly 31 years as President of the Greater Smithfield-Selma Area Chamber of Commerce; eagle scout; former state vice president of NC Jaycees; member of Central Johnston County Rotary Club; ~~was~~ vice chair of Johnston County Tourism Authority; member of Public Library Board; named Smithfield-Selma Citizen of the Year in 2006

Specific Qualifications for DSDC Board of Directors

Member and current chair of the DSDC Board of Directors; have economic development background and love downtown Smithfield; have worked with current and previous directors in promoting this organization.

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. Attract a micro-brewery to downtown
2. Hold one or more events for downtown businesses/property owners to provide updates on downtown activities
3. Assist businesses with national register/historic preservation applications

Membership in other organizations

Organization	Dates	Activities/Leadership
GSSA Member	1986-2016	President
Rotary Club	1996-present	member
Library Board	2017-present	member
J.C. Tourism Authority	2016-present	vice chair

Please submit application to:

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



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

Name T. Ruffin Johnson, Jr.

Business Unlimited Benefits, Inc.

Business Address 310 E. Johnston Street (PO Box 781) Smithfield, NC 27577

Email melissahughes@yahoo.com Cell Phone 919-631-7575

Business Phone 919-934-4006 Home Phone 919-934-4510

Home Address 1512 Wilson Mills Road Smithfield, NC 27577

Brief Biography

Born in Smithfield, NC. Graduated from Smithfield High School 1952. Graduated Wake Forest University 1956. Served in the US Army 1956 -1958. Entered Insurance business June 1960. Served various boards thru Town of Smithfield.

Specific Qualifications for DSDC Board of Directors

Local business in Downtown Development location. Interested in continuing support for downtown area.

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. Continue events in Downtown

2. Continue to be active w/Downtown Smithfield events

3. Promoting local businesses.

Membership in other organizations

Organization	Dates	Activities/Leadership
Jaycees		President
Insurance Agents Association		Vice President

Please submit application to:

Downtown Smithfield Development Corporation
200 S. Front Street



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

Name Billie C. Stevens

Business retired

Business Address _____

Email _____ Cell Phone 919-349-2861

Business Phone _____ Home Phone 919-934-9263

Home Address 407 N. 3rd St. Smithfield, NC 27577

Brief Biography

Have lived in Smithfield 33 years. Married to Thomas Stevens. Retired as Director of the Arto Gardner museum.

Member of St. Paul's Episcopal Church

Specific Qualifications for DSDC Board of Directors

Having served on the Smithfield Appearance Comm, the Johnston County Library Board and the DSDC Board, I feel I have a good insight into Smithfield's needs. Also living in the Town makes the success of the DSDC Board very important to me.

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. *More upgrading of storefronts and making more visible thru lighting.*
2. *More retail in downtown Smithfield*
3. *Beautification of entrances into town
Way finding*

Membership in other organizations

Organization	Dates	Activities/Leadership
<i>Smith Library Board</i>	<i>2008 - 2013</i>	<i>Chairman</i>
<i>Smith Appearance Comm.</i>	<i>2008 - 2015</i>	<i>Chairman</i>
<i>Kirkland Club</i>	<i>- 2016</i>	<i>President</i>

Please submit application to:

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



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

Name K Todd Johnson
Business Johnston County Heritage Center
Business Address 241 E Market St / PO Box 2709
Email todd.johnson@johnstonnc.com Cell Phone 919-720-8605
Business Phone 919-938-4708 Home Phone N/A
Home Address 415 E Davis St, Smithfield

Brief Biography

Native of Johnston County and resident of Smithfield since 1997. Have served as Heritage Center director 1997-2003 & 2014-present. Previously Director of Ava Gardner Museum, 2011-2014.

Specific Qualifications for DSDC Board of Directors

Previous board service, knowledge of local history, historic preservation, administrative & decision-making experience.

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. More retail establishments & restaurants on Market & Third Streets
2. Renovate/develop ^{former} Gabriel Johnston Hotel / Town Hall
3. Beautify gateways into Downtown

Membership in other organizations

Organization	Dates	Activities/Leadership
Federation of NC Historical Societies	2018-	Board member
Ava Gardner Museum Board	2018-	Board member, vice-chair
Johnston Co. Hospitality Assn.	2016-	member
Bentville Strategic Planning Comm.	2017-	member

Please submit application to:

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



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

Name Judson J. Patterson
Business The Oak City Collection
Business Address 105 S. 3rd Street Smithfield, NC
Email judo@oakcitycollective.org Cell Phone 919-870-7472
Business Phone Same Home Phone Same
Home Address 418 Westerman Place Smithfield, NC 27577

Brief Biography

Born in Jackson, MS, grew up in middle TN (near Nashville). B.A. in Psychology from Ole Miss (Univ. of MS) & M.S. in Computer Science from Univ. of Southern MS. Worked at IBM from late '80 until late '93. From 1993-2001 did software development with Nortel. From late 2001 I have run Creative Concepts and, more recently, The Oak City Collection which began in 2014.

Specific Qualifications for DSDC Board of Directors

Business Owner and member of several Chambers of Commerce over a 20 year period, Apex Chamber Ambassador for 2 years

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. Find retail tenants for available space on 3rd Street and Market Street
2. Consider additional events in the downtown area
3. Get condemned building rehabbed and occupied

Membership in other organizations

Organization	Dates	Activities/Leadership
Smithfield - Selma CoL	1 year	
Cozy CoL	15 years	
Peak CoL	20 years bar/brunch lounge	Ambassador

Please submit application to:

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



Downtown Smithfield Development Corporation
Board of Directors Candidate Application

Name JEREMY PEARCE

Business THE INSURANCE SHOPPE

Business Address 1360 N. BRIGHTLEAF Blvd, Smithfield NC 27577

Email JPEARCE@theinsuranceshoppe.com Cell Phone 919-631-9257

Business Phone 919-934-7188 Home Phone _____

Home Address 409 E LEE St, Smithfield NC 27577

Brief Biography

MY NAME is Jeremy PEARCE, and I am a lifelong resident of Johnston County but moved to Downtown Smithfield in September of 2017. I am married to my lovely wife Julie and we have a one-year old daughter Caroline and two dogs MAC + FIAN. I am employed at The Insurance Shoppe here in Smithfield and have worked there for 15 years. I attended college at East Carolina University where I received my UNDERGRADUATE degree in Marketing in 2001 and MBA in 2002. We are members of First Presbyterian Church in Smithfield.

Specific Qualifications for DSDC Board of Directors

SERVED on Board of Directors at Cardinal Country Club for 6 years, served on various committees for Kently Chamber of Commerce, served on advisory council for Liberty Mutual Insurance (2017) + Advisory Council for Penn. NATIONAL Insurance (current)

Currently Vice President of The Insurance Shoppe. Although our physical building is not downtown, as a small locally owned business we take pride in the community that we work and serve.

Committee (indicate which committee best suits your interests): ANY

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.

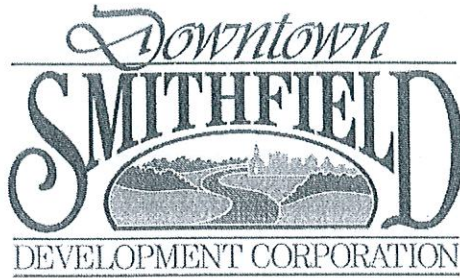
List three results you would like to see the DSDC accomplish

1. Increasing Pedestrian + vehicle accessibility to downtown businesses
2. Attract a Downtown Brewery
3. Continued promotions to enhance growth of After-hour Entertainment options - Restaurants, bars etc

Membership in other organizations

Organization	Dates	Activities/Leadership
Smithfield Appearance Commission	Feb 2018 - current	Beautification of town
TIANC - Independent Insurance Agents of NC	2008 - current	Various Industry Committees

Please submit application to:
Downtown Smithfield Development Corporation
200 S. Front Street
Smithfield, NC 27577



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

Name Cathie G Shuler
Business River Walk Office Suites, LLC
Business Address 101-2C E. Market Street Smithfield NC
Email RiverWalkSuites@gmail.com Cell Phone 919-630-9292
Business Phone _____ Home Phone 919-550-4951
Home Address PO Box 808 Clayton NC 27528

Brief Biography

A long time Johnston County Native that has watched this area grow and has a strong interest in developing Downtown Smithfield's potential. Retired Mother of 4 with 3 grandchildren.
Current business owner in downtown as well as previous business owner in Smithfield for 30 years
Current landowner 101 East Market Street.

Specific Qualifications for DSDC Board of Directors

- 1) Former Board member of Johnston County Partnership for children as well as advocate for partnership's program development at State Level.
- 2) Former co-founder of NCLicensed Childcare Association (NCLCA)

Sincere desire to assist with further development in
Downtown area

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. Enhance the potential of the Greenway / Riverwalk by adding displays for student's Art along the walk
2. Explore the possibility of a park in downtown area in honor of Frank B. Holding, gardens, water pad etc.
3. Explore possibility of window graphic for vacant store fronts, lighting etc.

Membership in other organizations

Organization	Dates	Activities/Leadership
Chamber of Commerce	Current & past	
Johnston City Partnership for Children		Board, Committee - Past
NCLCA		Co-Founder / Board Member
Johnston City Childcare Association		- PAST

Please submit application to:

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



**Consent
Agenda
Item:
Date:**

**New Hire
Report

01/08/2019**

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Police Officer I	Police	10-20-5100-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200

Action Requested

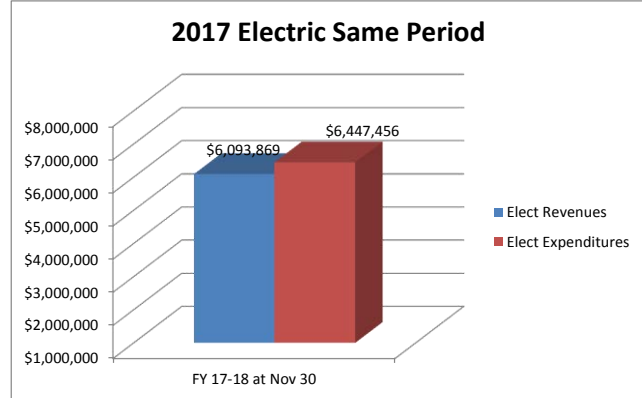
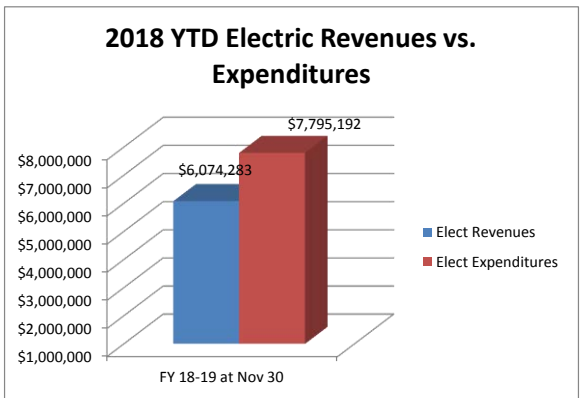
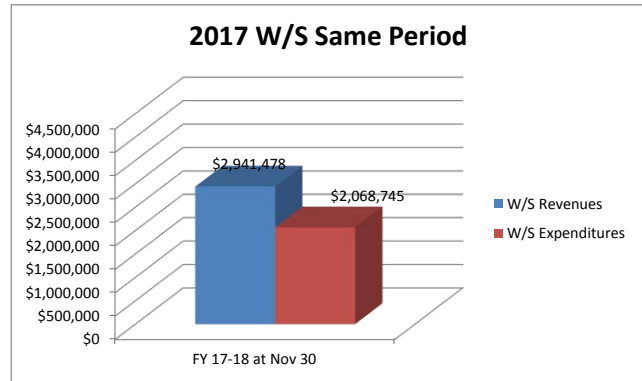
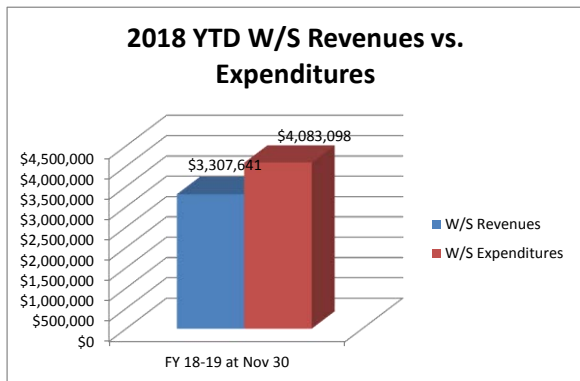
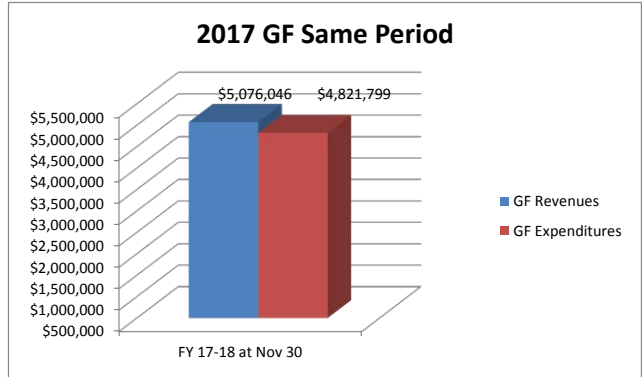
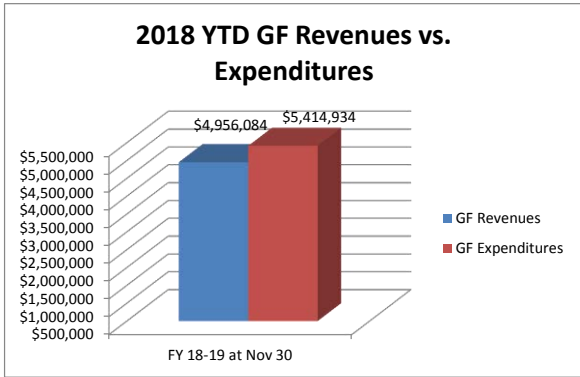
The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$18.27/hr. (\$38,001.60/yr.)
Marketing & Comm Specialist	General Government	10-10-4100-5100-0200	\$20.37/hr. (\$42,369.60/yr.)
	PU – Water/Sewer	30-71-7220-5100-0200	(1/3)
	PU – Electric	31-72-7230-5100-0200	(1/3)
P/T Labor	PU – Water/Sewer	30-71-7220-5100-0200	\$12.00/hr.
P/T Lifeguard	P&R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
P/T Staff	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$12.83/hr. (\$26,686.40/yr.)

Financial Report



Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

November, 2018

Gauge: 5/12 or 41.7 Percent

41.70%

GENERAL FUND

Revenues	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '17-18	FY '18-19	FY '18-19	Collected
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,663,000	\$ 2,053,131	36.26%
Motor Vehicle Taxes	Monthly	-	515,000	240,585	46.72%
Utility Franchise Taxes	Quarterly	-	975,000	225,822	23.16%
Local Option Sales Taxes	Monthly	-	2,200,000	660,296	30.01%
Aquatic and Other Recreation	Monthly	-	877,500	303,798	34.62%
Sanitation	Monthly	-	1,305,500	471,146	36.09%
All Other Revenues		-	1,324,996	1,001,306	75.57%
Loan Proceeds		-	88,500	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	1,374,837	-	0.00%
Total		\$ -	\$ 14,585,947	\$ 4,956,084	33.98%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
General Gov.-Governing Body	\$ -	\$ 488,406	\$ 176,350	36.11%
Non Departmental	-	840,906	385,909	45.89%
Debt Service	-	1,003,781	733,267	73.05%
Finance	-	105,501	40,877	38.75%
Planning	-	646,927	200,058	30.92%
Police	-	3,790,500	1,335,443	35.23%
Fire	-	2,106,953	932,595	44.26%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	546,914	199,498	36.48%
Streets	-	905,643	166,221	18.35%
Motor Pool/Garage	-	92,582	29,177	31.51%
Powell Bill	-	582,725	13,604	2.33%
Sanitation	-	1,116,768	437,811	39.20%
Parks and Rec	-	1,012,771	354,806	35.03%
SRAC	-	969,779	400,445	41.29%
Sarah Yard Center	-	40,600	8,873	21.85%
Contingency	-	335,191	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 14,585,947	\$ 5,414,934	37.12%

YTD Fund Balance Increase (Decrease) - -

41.70%

WATER AND SEWER FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Water Charges	\$ -	\$ 2,852,000	\$ 982,723	34.46%
Water Sales (Wholesale)	-	\$ 1,200,000	\$ 564,290	47.02%
Sewer Charges	-	3,800,000	1,563,534	41.15%
Tap Fees	-	13,000	700	5.38%
All Other Revenues (Includes Grants)	-	599,000	196,394	32.79%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	626,432	-	0.00%
Total	\$ -	\$ 9,090,432	\$ 3,307,641	36.39%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Water Plant (Less Transfers)	\$ -	\$ 1,811,936	\$ 723,443	39.93%
Water Distribution/Sewer Coll (Less Transfers)	-	4,231,837	1,474,768	34.85%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	1,467,000	1,350,000	92.02%
Debt Service	-	1,382,896	534,887	38.68%
Contingency	-	196,763	-	0.00%
Total	\$ -	\$ 9,090,432	\$ 4,083,098	44.92%

ELECTRIC FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Electric Sales	\$ -	\$ 16,400,000	\$ 5,936,158	36.20%
Penalties	-	320,000	58,182	18.18%
All Other Revenues	-	59,000	79,943	135.50%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	120,075	-	
Total	\$ -	\$ 16,899,075	\$ 6,074,283	35.94%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Administration/Operations	\$ -	\$ 2,195,899	\$ 944,574	43.02%
Purchased Power - Non Demand	-	12,600,000	2,067,701	16.41%
Purchased Power - Demand	-	-	2,763,685	#DIV/0!
Purchased Power - Debt	-	-	481,740	#DIV/0!
Debt Service	-	359,972	351,278	97.58%
Capital Outlay	-	-	-	
Contingency	-	441,990	-	
Transfers to Electric Capital Proj Fund	-	1,215,000	1,100,000	
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	86,214	86,214	100.00%
Total	\$ -	\$ 16,899,075	\$ 7,795,192	46.13%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	10,093,559			
Water and Sewer Fund	6,140,228			
Electric Fund*	8,738,199			Interest Rate
JB George Endowment (40)	131,761			
Water Plant Expansion (43)	(125,620)			
Booker Dairy Road Fund (44)	448,851			
Capital Project Fund: Wtr/Sewer (45)	1,357,062	1st CITIZENS	21,695,881	0.20%
Capital Project Fund: General (46)	568,213	NCCMT	2,313,846	1.960%
Capital Project Fund: Electric (47)	1,639,387	STIFEL	-	Market
Firemen Relief Fund (50)	150,896	KS BANK	3,729,262	1.75%
Fire District Fund (51)	(113,412)	UNITED COMM	1,290,135	0.85%
		PNC BANK	-	0.00%
Total	\$29,029,124		\$ 29,029,124	

*Plug

Account Balances Confirmed By Finance Director on 12/18/2018

Department Reports





FINANCE DEPARTMENTAL REPORT FOR NOVEMBER, 2018

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other.....	\$6,146,921
Franchise Tax.....	0
Sales & Use Tax.....	214,122
Powel Bill.....	<u>0</u>
Total Revenue	\$6,361,043

Expenditures: General, Water, Electric and Firemen’s Fund..... \$5,818,517

FINANCE:

- Compiled and submitted monthly retirement report on 11/30/18
- Issued 30 purchase orders
- Processed 602 vendor invoices for payment and issued 407 accounts payable checks
- Prepared and processed 3 regular payrolls. Remitted federal and state payroll taxes on 11/2/2018, 11/16/2018 and 11/30/2018
- Issued 1 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Collected \$30.00 on past due privilege license fees. **NOTE:** Total collected now at \$10,744. The past due collections are the result of mailing some 287 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,216
- Processed 5 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$35,686.83 (EMS = \$12,120.83; SRAC = \$6,505.17; Utility= \$16,585.36; and Other = \$475.47).
- Invoiced 1 grave opening for a total of \$700.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Paid \$0 to First Citizens Bank for bank fees in Aug. and Sept.
- Paid \$4,941.13 to PNC Bank for credit/debit card fees

FINANCE DIRECTOR

- Attended Town Council Meeting on November 6, 2018
- Renewed J.B. George CD for 24 months at 2.20 percent. Was 1.19 percent last renewal.
- Completed and submitted the Municipal Street Fiscal Data Report on November 6, 2018, ahead of the December 1, 2018, due date
- Met with Mrs. Ted Wilbank’s regarding several old rental property accounts with past due balances totaling \$3,500 on November 7, 2018. Agreement made to pay \$1000 per month beginning December 26, 2018
- Attended NCDOR Tax Distribution and Refund Claims workshop on December 8, 2018
- Hosted Tyler Software Review for The Town of Selma who is considering purchasing the Tyler Incode 10 Software
- Met with Fire Chief, John Blanton and EMS employee, Kim Grimes to discuss EMS data request from State dating back to 2011 and 2012
- Attended Department Head Meeting on November 6 and 20, 2018



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

BOARD ACTIONS REPORT - 2018

	November	Calendar Year to date
Town Council		
Zoning Map Ammendments	1	7
Special Use Permit	1	11
Zoning Ordinance Amendments	1	9
Major Subdivisions	1	1
Annexations	1	1
Special Events	0	14
Site Plan	0	0
Planning Board		
Zoning Map Amendments	0	8
Zoning Ordinance Ammendments	0	12
Major Subdivisions	1	1
Board of Adjustment		
Variance	0	4
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING November 30, 2018**

I. STATISTICAL SECTION

Month Ending Nov. 30, 2018	Nov-18	Nov-17	Total 2018	Total 2017	YTD Difference
Calls For Service	1642	1993	20702	21010	-308
Incident Reports Completed	115	149	1489	1708	-219
Cases Closed	103	103	1097	1181	-84
Accident Reports	81	90	797	802	-5
Arrest Reports	89	120	1193	1268	-75
Burglaries Reported	9	10	70	105	-35
Drug Charges	18	34	375	325	50
DWI Charges	16	7	77	98	-21
Citations Issued	174	223	2577	2064	513
Speeding	39	45	864	482	382
No Operator License	44	55	480	470	10
Registration Violations	17	25	346	303	43

II. PERSONNEL UPDATE

The department currently has five vacant positions. One officer is still out on medical leave. One civilian employee is out on maternity leave at this time. Lt. Gentry retired on November 30, 2018 with thirty years of service.

III. MISCELLANEOUS

The Police Department partnered with Greater Vision Worship Center and the SRAC to provide six (6) families with Thanksgiving Meals and also provided food to Harbor House for (3) three families. Mandatory in-service training continues during the month of November. The agency continues to be extremely busy with community events.

REPORTED UCR OFFENSES FOR THE MONTH OF NOVEMBER 2018

PART I CRIMES	November	November	+/-	Percent	Year-To-Date		+/-	Percent
	2017	2018		Changed	2017	2018		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	3	2	-1	-33%
ROBBERY	1	0	-1	-100%	20	13	-7	-35%
Commercial	0	0	0	N.C.	4	1	-3	-75%
Individual	1	0	-1	-100%	16	12	-4	-25%
ASSAULT	3	3	0	0%	36	38	2	6%
* VIOLENT *	5	3	-2	-40%	59	53	-6	-10%
BURGLARY	11	9	-2	-18%	102	67	-35	-34%
Residential	5	6	1	20%	64	44	-20	-31%
Non-Resident.	2	1	-1	-50%	11	10	-1	-9%
Commercial	4	2	-2	-50%	27	13	-14	-52%
LARCENY	36	29	-7	-19%	454	365	-89	-20%
AUTO THEFT	1	1	0	0%	12	17	5	42%
ARSON	0	1	1	N.C.	0	1	1	N.C.
* PROPERTY *	48	40	-8	-17%	568	450	-118	-21%
PART I TOTAL:	53	43	-10	-19%	627	503	-124	-20%
PART II CRIMES								
Drug	28	20	-8	-29%	299	334	35	12%
Assault Simple	4	2	-2	-50%	142	116	-26	-18%
Forgery/Counterfeit	5	2	-3	-60%	51	39	-12	-24%
Fraud	8	5	-3	-38%	85	67	-18	-21%
Embezzlement	4	1	-3	-75%	15	5	-10	-67%
Stolen Property	0	0	0	N.C.	9	19	10	111%
Vandalism	4	6	2	50%	65	51	-14	-22%
Weapons	2	1	-1	-50%	29	24	-5	-17%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	12	6	-6	-50%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	2	5	3	150%
D. W. I.	6	17	11	183%	93	73	-20	-22%
Liquor Law Violation	2	1	-1	-50%	8	4	-4	-50%
Disorderly Conduct	1	0	-1	-100%	11	8	-3	-27%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	7	3	-4	-57%	83	75	-8	-10%
PART II TOTAL:	72	58	-14	-19%	904	827	-77	-9%
===== GRAND TOTAL:	125	101	-24	-19%	1531	1330	-201	-13%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
November, 2018**

I. Statistical Section

Responded to	2018 Nov	Nov IN	Nov OUT	2017 Nov	2018 IN	2018 OUT	2018 YTD	2017 YTD
Total Structure Fires Dispatched	14	7	7	11	54	55	109	84
Confirmed Structure Fires (Our District)	6	6	0	2	27	6	33	20
Confirmed Structure Fires (Other Districts)	3	0	0	1	0	0	21	24
EMS/Rescue Calls	104	91	13	128	1389	77	1466	1502
Vehicle Fires	3	3	0	1	19	4	23	11
Motor Vehicle Accidents	20	17	3	27	194	17	211	188
Fire Alarms (Actual)	12	12	0	7	89	8	97	115
Fire Alarms (False)	14	14	0	4	120	4	128	105
Misc./Other Calls	20	18	2	21	269	42	306	239
Mutual Aid (Received)	6	0	0	6	0	0	53	62
Mutual Aid (Given)	10	0	0	8	0	0	49	73
Overlapping Calls (Calls at the same time)	18	0	0	20	0	0	296	314
TOTAL EMERGENCY RESPONSES	182	164	18	199	2108	205	2313	2244

* Denotes the breakdown of calls, these are not calculated into the totals *
IN/OUT denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Nov	YTD
Fire Inspections/Compliance Inspections	43	424
Public Fire Education Programs	1	39
Children in Attendance	48	1979
Adults in Attendance	6	1013
Plans Review Construction/Renovation Projects	3	63
Fire Code Citations	0	1
Fire Lane Citations	0	0
Consultation/Walk Through	5	159
Re-Inspections	0	190

II. Major Revenues

	Nov	YTD
Inspections	\$850.00	\$16,300.00
False Alarms	\$200.00	\$4,150.00
Fire Recovery USA	\$0.00	\$6,621.44
EMS Debt Setoff	\$0.00	\$11,584.69

Major Expenses for the Month:

III. Personnel Update:

- We have many vacancies in the Volunteer Firefighter positions and are currently seeking recruitment of volunteers to become probationary Volunteer Firefighters.

IV. Narrative of monthly departmental activities:

- We participated in a Fire prevention program in the month of November: First Baptist Church visited the Fire Station for a tour and education.

**Town of Smithfield
Public Works Department
Nov. 30, 2018**



180 Total Work Orders completed by the Public Works Department

1 Burials, at \$700.00 each = \$700.00

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

\$0 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

434.56 tons of household waste collected

172 tons of yard waste collected

647 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Nov. 30, 2018



I. Statistical Section

- 1 _____ Burials
- 5 _____ Works Orders – Buildings & Facilities Division
- 5 _____ Work Orders – Grounds Division
- 40 _____ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$0.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$700.00
Total Revenue:	\$700.00

III. Major Expenses for the Month:

\$1,596.78 to Mosca Design for Christmas bulb replacement, \$960.50 for string lights on downtown district trees.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Nov. 30, 2018



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Crew assisted Police Department with black Friday road closures.
- c. Installed American flags for Veterans Day and Christmas banners through Christmas holiday.
- d. 37 Work Orders – 1,050lbs. of Cold Patch was used for 37 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$690.00 to HD Supply for pallet of Perma Patch asphalt, \$1,150.00 to Coastal Plain Supply for turbo charger on New Holland tractor, \$656.00 to Daughtry' s repair service for mechanic work on New Holland tractor.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

No departmental safety meeting was held this month.

**Town of Smithfield
Public Works Department
Nov. 2018 Drainage Report**

Location: 926 Martin Luther King Drive.
 Starting Date: 11/2/2018
 Completion Date: 11/2/2018
 Description: Repaired large washout area around culvert.
 Man-hours: 2hrs.
 Equipment: 420 Cat backhoe, 401 pickup plus hand tools.
 Materials: 2 yards of rip rap rock.

Location: 102 E Sanders Street, 5th and Market, North and Buffalo, 13-15 Eden Drive, 110 W Caroline Ave, Sunset Cemetery, 1208 Old Goldsboro Road, 402 McCullers, 109 Holding, 1st and Holding, 104-106 Holding, 816 S 2nd, 1202 S First, Outlet Center Drive, 404 N 3rd, 307 S 3rd, 3rd and Lee, Johnston and 3rd, Woodsdale and Bookerdaury.
 Starting Date: 11/2/2018
 Completion Date: 11/29/2018
 Description: Repaired 37 potholes.
 Man-hours: 6.17hrs.
 Equipment: 401 pickup plus hand tools.
 Materials: 17.5 bags of Perma Patch asphalt.

Location: 6th Street dirt road.
 Starting Date: 11/6/2018
 Completion Date: 11/6/2018
 Description: Scraped dirt road
 Man-hours: 1hr.
 Equipment: 420 Cat backhoe.
 Materials: N/A

Location: Downtown district.
 Starting Date: 11/7/2018
 Completion Date: 11/7/2018
 Description: Put up American flags and banners for Veterans Day.
 Man-hours: 13.5hrs.
 Equipment: 402 pickup plus ladders and hand tools.
 Materials: N/A

Location: S 7th and Lee Street.
 Starting Date: 11/14/2018
 Completion Date: 11/14/2018
 Description: Cut back blind corner and removed debris.
 Man-hours: 4hrs.
 Equipment: 420 Cat backhoe, 408 flatbed plus hand tools.
 Materials: N/A

Location: 350 e Market Street.
 Starting Date: 11/16/2018
 Completion Date: 11/19/2018
 Description: Relocated flagpole and utility lines in front of town hall.
 Man-hours: 39hrs.
 Equipment: 2 line trucks, 420 Cat backhoe plus hand tools.
 Materials: 1 yard of 3000psi concrete, 8 bags of sand, new ground sleeve with lighting rod.

Location: Outlet Center Drive.
 Starting Date: 11/20/2018
 Completion Date: 11/25/2018
 Description: Installed traffic counters near the roundabout for black Friday numbers.
 Man-hours: 7hrs.
 Equipment: 900 pickup plus, both traffic counters plus hand tools.
 Materials: N/A

Location: Downtown district.
 Starting Date: 11/26/2018
 Completion Date: 11/26/2018
 Description: Put up Christmas banners and pole lights.
 Man-hours: 12hrs.
 Equipment: 401 pickup plus hand tools.
 Materials: N/A

Location: Pottery (Black Friday Event)
 Starting Date: 11/21/2018
 Completion Date: 11/27/2018
 Description: Provided cones and barricades for road closures.
 Man-hours: 3hrs.
 Equipment: 401 pickup, 40 cones, 14 barrels, 3 barricades and 3 road closed signs.
 Materials: N/A

Location: Police Dept parking lot, 1409 Old Goldsboro Road, 8 Alpine, 430 MLK.
 Starting Date: 11/28/2018
 Completion Date: 11/30/2018
 Description: Repaired 4 sinkhole areas around storm drain lines.
 Man-hours: 8hrs.
 Equipment: 420 Cat backhoe, 408 flatbed plus hand tools.
 Materials: 2 yards of 3000psi concrete and one yard of fill dirt.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Nov. 30, 2018**



I. Statistical Section

4 Preventive Maintenances

22 North Carolina Inspections Outsourced

47 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

Paid Alan Tye & Associates, L. C. \$715.23 for the Annual Safety Inspections of the shop lifts.

V. Narrative of monthly departmental activities:

None

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
Nov. 30, 2018**



I. Statistical Section

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

- a. Sanitation forces completed 37 work orders
- b. Sanitation forces collected tons 434.56 of household waste
- c. Sanitation forces disposed of 86 loads of yard waste and debris at Spain Farms Nursery and 3.98 tons of yard waste to Johnston County landfill
- d. Recycled 1.36 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 93 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.97 tons of (co-mingle) recyclable plastic
- h. Recycled 2020 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 3060lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 5060 lbs. of shredder steel for \$265.55 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,574.00 for disposal of yard waste and debris.

IV. Personnel Update:

No new personnel was hired.
Jesus Garcia Sanitation worker retired on Nov 30th with 23 years of service.

V. Narrative of monthly departmental activities:

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC Nov. 7th. Providing traffic control devices and event containers for special event for Gobble Waddle race. Providing traffic control devices and event containers for Black Friday Nov. 22-24. Safety meeting had to be rescheduled. Community Service Workers worked 4.17 hrs



PARKS AND RECREATION

MONTHLY REPORT FOR NOVEMBER, 2018

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	9	8
TOTAL ATHLETICS PARTICIPANTS	490	440
TOTAL NON/ATHLETIC PARTICIPANTS	439	259
NUMBER OF GAMES PLAYED	3	15
TOTAL NUMBER OF PLAYERS (GAMES)	78	360
NUMBER OF PRACTICES	3	4
TOTAL NUMBER OF PLAYER(S) PRACTICES	109	169

	November, 2018	18/19 FY YTD	November, 2017	17/18 FY YTD
PARKS RENTALS	19	128	13	115
USERS (PARKS RENTALS)	520	9375	535	12929
TOTAL UNIQUE CONTACTS	629		1,323	

FINANCIAL STATISTICS	November, 2018	18/19 FY YTD	November, 2017	17/18 FY YTD
PARKS AND RECREATION REVENUES	\$ 2,812.00	\$ 33,899.00	\$ 5,217.00	\$ 46,973.07
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 64,737.00	\$ 328,805.00	\$ 34,079.83	\$ 280,392.05
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 44,253.00	\$ 1,218.47	\$ 2,946.47

NOTES: TRANSITIONING FOR WINTER ATHLETICS
 PLANNING AND PREPARING FOR WINTER/CHRISTMAS SPECIAL EVENTS



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR NOVEMBER, 2018

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	32	26
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1385	1460

	November, 2018	18/19 FY YTD	November, 2017	17/18 FY YTD
SRAC MEMBER VISITS	2731	19155	3924	26101
DAY PASSES	255	4303	617	4371
RENTALS (SRAC)	62	323	50	238
USERS (SRAC RENTALS)	5458	21501	3225	13645
TOTAL UNIQUE CONTACTS	9,829		9,226	

FINANCIAL STATISTICS

	November, 2018	18/19 FY YTD	November, 2017	17/18 FY YTD
SRAC REVENUES	\$ 32,138.00	\$ 269,894.00	\$ 43,249.01	\$ 286,437.40
SRAC EXPENDITURES	\$ 86,558.00	\$ 400,445.00	\$ 70,151.30	\$ 364,006.81
SRAC MEMBERSHIPS	1591		3128	

NOTES: HOSTED 9 JOHNSTON COMMUNITY COLLEGE BASKETBALL GAMES
HOSTED 6 HIGH SCHOOL SWIM MEETS



- **Statistical Section**

- Electric CP Demand 21,675 Kw relative to October's demand of 25,715 Kw.
- Electric System Reliability for was 99.996%, with three (3) recorded outage; relative to October's 99.976%.
- Raw water treated on a daily average was 3.488 MG relative to 3.432 MG for October; with maximum demand of 4.750 MG relative to October's 5.000 MG.
- Total finished water to the system was 97.658 MG relative to October's 104.602 MG. Average daily for the month was 3.150 MG relative to October's 3.374 MG. Daily maximum was 4.256 MG (November 1st) relative to October's 4.644 MG. Daily minimum was 2.913 (November 25th), relative to October's 1.717 MG.

- **Miscellaneous Revenues**

- Water sales were \$217,469 relative to October's \$227,312
- Sewer sales were \$347,728 relative to October's \$371,525
- Electrical sales were \$1,207,135 relative to October's sales of \$1,363,727
- Johnston County Water purchases were \$110,6112 for 55.306 MG relative to October's \$139,648 for 69.824 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$917,330 relative to October's \$1,026,962
- Johnston County sewer charge was \$249,710 for 74.473 MG relative to October's \$155,191 for 47.025 MG.

- **Personnel Changes –**

- Hunter Parker began employment as a Electric Line Technician on November 26
- Demetrius Wood was terminated from employment on November 12



**Town of Smithfield
Electric Department
Monthly Report
November, 2018**

I. Statistical Section

- Street Lights repaired -20
- Area Lights repaired -14
- Service calls - 36
- Underground Electric Locates -170
- Poles changed out, installed or removed-1
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had two Safety meetings one on Hazardous Communication & the other was a Flagger training class.

V. Miscellaneous Activities:

- Continuing conversion work on the south side of Town. (Holding St. to Wellons St.)
- Directional Boring Crew started doing bores for upgrading primary lines to 25kv for conversion.
- Installed underground conduit along Kellie Dr.



WATER & SEWER

NOVEMBER 2018 MONTHLY REPORT

● DISCONNECT WATER	6
● RECONNECT WATER	0
● TEST METER	5
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	0
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	10
● METER CHECKS	21
● METER REPAIRS	11
● WATER MAIN/SERVICE REPAIRS	6
● STREET CUTS	3
● REPLACE EXISTING METERS	10
● INSTALL NEW METERS	2
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	8

- CLEANOUTS INSTALLED 3
- SEWER MAIN CLEANED 949LF
- SERVICE LATERALS CLEANED 865LF
- SERVICE CALLS 84
- LOCATES 173

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH OF OCTOBER

- Rebuild Pump #2 at Station 1

PERSONNEL UPDATES

- Glenn Anderson Started
- Malik Ricks Started full time

UP COMING PROJECTS FOR THE MONTH OF NOVEMBER

- Contractor has started utility installation at Smithfield Living Facility
- Braswell will be continuing to work on Kellie Dr. water and sewer installation
- Emergency waterline replacement on S 2nd St between Riverside Dr. and E Davis St.
- Replacing control cabinets at SLS stations 9, 10, & 6



MONTHLY WATER LOSS REPORT

November, 2018

(2) Meters with slow washer leaks

(2) ¾" Line, 1/8" hole – 1days

(3) ¾" Line, 1/8" hole – 4days

6" Line, Full split – 6hrs

Fire Hydrant dripping – 1day

Smithfield Water Plant

Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephenson Drive	11/26/18	3.4	15	7965	10	North Street	11/29/18	3	15	17820	40
Computer Drive	11/26/18	3.4	15	31860	10	West Street	11/29/18	3	15	78030	50
Castle Drive	11/26/18	3.4	15	7965	10	Regency Drive	11/29/18	3.4	15	63720	60
Parkway Drive	11/26/18	3.2	15	63720	40	Randers Court	11/29/18	3.4	15	15930	40
Garner Drive	11/26/18	3.4	15	63723	40	Noble Street	11/29/18	3.2	15	15930	40
Hwy 210 LIFT ST.	11/26/18	2.8	15	15930	40	Fieldale Dr#1(L)	11/29/18	3.2	15	63720	40
Skyland Drive	11/27/18	3.4	15	7965	10	Fieldale Dr#2(R)	11/29/18	3.2	15	63720	40
Bradford Street	11/28/18	2.6	15	15930	10	Heather Court	11/29/18	3.4	15	15930	40
Kellie Drive	10/29/18	3.2	15	7965	10	Reeding Place	11/29/18	3.4	15	63720	40
Edgewater	10/29/18	2.6	15	7965	10	East Street	11/29/18	3	15	63720	40
Edgewcombe	10/29/18	2.6	15	15930	40	Smith Street	11/29/18	3.2	15	63720	40
Valley Wood	10/29/18	3.2	15	63720	40	Wellons Street	11/29/18	1.2	15	63720	40
Creek Wood	10/29/18	3.2	15	63720	40	Kay Drive	11/26/18	2	15	38985	15
White Oak Drive	10/29/18	3.2	15	7965	10	Huntington Place	11/26/18	1.2	15	38985	15
Brookwood Drive	10/29/18	3	15	22515	5	N. Lakeside Drive	11/26/18	1	15	9750	15
Runnymede Place	10/29/18	3.4	15	31860	10	Cypress Point	11/26/18	1	15	34890	12
Nottingham Place	10/29/18	3	15	38985	10	Quail Run	11/26/18	1.2	15	8715	12
Heritage Drive	10/29/18	3.2	15	38985	10	British Court	11/26/18	1.2	15	8715	12
Noble Plaza #1	10/29/18	2.4	15	9750	10	Tyler Street	11/19/18	1.2	15	78030	60
Noble Plaza #2	10/29/18	2.6	15	9750	10	Yelverton Road	11/19/18	3	15	63720	40
Pinecrest Street	10/29/18	3	15	19500	10	Ava Gardner	11/19/18	3	15	63720	40
S. Sussex Drive	10/29/18	3.4	15	31860	10	Waddell Drive	11/19/18	3.4	15	7965	10
Elm Drive	10/29/18	3.4	15	9750	10	Henly Place	11/19/18	3.4	15	8715	12
Bradford Street	10/29/18	2.6	15	38985	10	Birch Street	11/19/18	3	15	34890	12
Coor Farm Supply	11/30/18	2.6	15	7965	10	Pine Street	11/19/18	3	15	38985	15
Old Goldsboro Rd,	11/30/18	3	15	7965	10	Oak Drive	11/19/18	3	15	37695	14
Hillcrest Drive	11/29/18	3.4	15	31860	10	Cedar Drive	11/19/18	3	15	31860	10
Eason Street	11/29/18	3	15	38985	40	Aspen Drive	11/26/18	3	15	34890	12
Magnolia circle	11/29/18	3	15	78030	40	Furlonge Street	11/26/18	3.4	15	34890	12
Rainbow Drive	11/29/18	2	15	19500	60	Golden Corral	11/26/18	3.2	15	40290	16
Rainbow Circle	11/29/18	2	15	19500	60	Holland Drive	11/26/18	3.4	15	9750	15
Moonbeam Circle	11/29/18	2	15	19500	60	Davis Street	11/26/18	3	15	34890	12
Ray Drive	11/29/18	3.2	15	15930	60	Caroline Ave.	11/26/18	3	15	31860	10
Will Drive	11/29/18	3.2	15	63720	40	Johnston Street	11/26/18	3.4	15	38985	15
Michael Lane	11/29/18	3	15	63720	40	Ryans	11/26/18	3	90	9750	15
Ward Street	11/29/18	3	15	15930	40						