

The Smithfield Town Council reconvened its May 1, 2018 meeting on Monday, May 7, 2018 at 6:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Pro-Tem Scott presided.

Councilmen Present:

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

Councilmen Absent

Mayor M. Andy Moore

Administrative Staff Present

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

**Reconvene: May 1, 2018 Meeting**

Mayor Pro-Tem Scott reconvened the meeting at 6:05 pm

**1. Amendment to the Agenda to add Budget Discussion**

Councilman Barbour made a motion, seconded by Councilman Stevens, to amend the agenda to include budget discussions. Unanimously approved.

**2. FY 2018 – 2019 Budget Discussions**

**a. Planning Department**

Planning Director Stephen Wensman highlighted some line items in the proposed FY 18-19 Planning Department Budget. They are as follows:

- Advertising: The advertising budget was removed from the Planning Department and added to the General Government Department
- Vehicle Supplies & Maintenance: This line was reduced by 33%.
- Condemnations: Will encumber \$50,000 from the current year's budget in this line item
- Service Contracts: Complete Engineering Standards Manual for \$30,000. This will be the same standard for all construction.

**b. Police Department**

Chief of Police R. Keith Powell highlighted some line items in the proposed FY 18-19 Police Department Budget. They are as follows:

- Employee Separation Allowance: This line item will increase by 16% due to the retirement of Captain Gentry slated for October of 2018.
- Utilities: This line item decreased by 23% due to the Sarah Yard Community Center having its own budget.
- Training and Education: This line item decreased by 39% because there are no travel expenses associated this year with CALEA.
- Community Policing Projects: Requesting \$4,000 for community policing projects.

- Capital Outlay: \$220,109 has been budgeted for the following capital outlay items: 3 patrol cars totaling \$87,000, 3 unmarked cars totaling \$81,600, 4 supervisor laptops totaling \$7,655, 2 squad video cameras totaling \$15,404 and 10 XG 75 radios totaling \$28,450.

**Career Ladder Changes:**

Chief Powell explained that the Police Department was proposing changes to the Career Ladder program. The changes would allow officers to move more quickly through the ranks from Police Officer I to Police Officers II to Master Police Officer. Career ladder promotions do not affect supervisory positions, but they do prepare Officers for supervisory roles when a position becomes available.

It was the consensus of the Council to put funds in the budget for the proposed changes to the career ladder program.

**Salaries:**

Chief Powell explained the difficulties of competing with neighboring Police agencies for qualified Police Officers. He explained that most Police agencies offer higher salaries, better benefits and a take home car. Mayor Pro-Tem Scott suggested that the Town contact an agency to conduct a salary study for not only the Police Department employees, but all Town employees.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to direct the Manager to contact an agency to conduct a pay study for all Town employees. Unanimously approved.

Councilman Stevens stated that the Council should be prepared to act on any results of a pay study.

**Take Home Care Program:**

Chief Powell estimated that the cost to implement a take home care program would be approximately \$600,000. Officers living within an eighteen mile radius of the Police Department would be permitted to take their police vehicle home.

The Council expressed some concerns about Police Officers not living inside the Town limits or even the ETJ and suggested that the program be used as more of an incentive. Chief Powell explained that nineteen officers out of twenty-four officers lived within the eighteen mile radius.

Councilman Stevens suggested that the Police Department investigate the possibility of converting patrol vehicles to propane to save the Town in fuel costs.

The Town Manager explained that if the vehicles were purchased at the same time with loan proceeds, the estimated annual payment would be \$134,000 for five years.

The Council suggested that the Chief of Police and the Manager work together to determine if this program could be implemented over a two or three year period.

**c. Fire Department**

Fire Chief John Blanton highlighted some items in the proposed FY 18-19 Fire Department Budget. They are as follows:

- Salaries and Wages: The increase in this line item was due to the three new Firefighters that were hired last year through the Firefighter Assistance Grant. Approximately \$77,600 of grant proceeds will be received this fiscal year for these employees.
- Overtime: The increase in this line item is due to the addition of Station 2

- Utilities: The increase in this line item is due to the addition of Station 2
- Capital outlay: Replacement of 19 SCBA packs for a total of \$160,00, replacement of an SUV and equipment for a total of \$47,443, replacement of fire nozzles for a total of 16,380 and rescue Hydraulic Equipment for a total of \$101,352. Chief Blanton explained that the Fire Department applied for a grant to purchase the 19 SCBA packs, but the Town will not know if it has been awarded that grant until October.

**Ladder Truck:**

Chief Blanton explained that the ladder truck is one of the oldest in the Town's fleet. At seventy-five feet in height, the ladder will not reach the third floor of the hospital. Although it is still in fair condition, it does not meet the needs of the Town. Estimated cost of a new ladder truck would be \$1.126 million with a possible increase of 3 % to 5% at the time the order is placed.

The Town Manager explained that it takes eighteen months from the time the truck is ordered until it is received by the Town. Also, the ladder truck would be purchased through loan proceeds for 20 years. The estimated annual payment would be \$80,000.

**Adjourn**

Councilman Ashley made a motion, seconded by Councilman Stevens, to recess the meeting until Thursday, May 10, 2018 at 6:00 pm . The meeting adjourned at approximately 8:07 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk