



Mayor

M. Andy Moore

Mayor Pro-Tem

Sloan Stevens

Council Members

Dr. Gettys Cohen, Jr.

Travis Scott

Doris Wallace

John A. Dunn

Stephen Rabil

Roger Wood

Town Attorney

Robert Spence, Jr.

Interim Town Manager

Kimberly Pickett

Finance Director

Tracy Stubblefield

Town Clerk

Elaine Andrews

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, July 7, 2026

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  
July 07, 2026  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page:**

**Presentations:**

- 1. Proclamation – Independent Retailer Month**  
(Mayor – M. Andy Moore) See attached information.....1
- 2. Proclamation – Parks and Recreation Month**  
(Mayor – M. Andy Moore) See attached information.....2

**Public Hearings: NONE**

**Citizens Comments:**

**Consent Agenda Items:**

- 1. Approval of Minutes**
  - a. May 7, 2026 – Recessed Budget Session.....3
  - b. May 13, 2026 – Recessed Budget Session.....8
- 2. Consideration and request for approval of Career Ladder Promotion of one employee of the Fire Department from Firefighter I to Firefighter II.**  
(Fire Chief – Jeremy Daughtry) See attached information.....14
- 3. Consideration for approval of Capital Project Ordinance Amendment for PFAS Mitigation Project:** A budget ordinance amendment is respectfully requested to account for additional funds received for the Town's PFAS Mitigation Program.  
(Finance Director – Tracy Stubblefield) See attached information.....23

4. **Consideration and request for approval to enter into a contract with Thompson, Price, Scott, Adams & Co., P.A. (TPSA) for the budgeted cost of \$36,750.00 to audit the Town’s financial statements in accordance with NC G.S. 159-34.**  
(Finance Director – Tracy Stubblefield) See attached information.....26

5. **Consideration and request for approval to amend existing contract with Tyler Technologies software to add Time and Attendance for a total upfront budgeted cost of \$49,686, and \$22,830 annually.**  
(Finance Director – Tracy Stubblefield) See attached information.....45

6. **Consideration and request for approval to amend existing contract with Tyler Technologies software to add AP Automation for the total upfront cost of \$11,752.**  
(Finance Director – Tracy Stubblefield) See attached information.....52

7. **Consideration and request for approval to enter into an agreement with BoardBook Premier agenda software for the upfront budgeted cost of \$4,750. Subsequent contract renewals will be \$4,000 annually.**  
(Town Clerk – Elaine Andrews) See attached information.....58

8. **Consideration and request for approval to enter into an agreement with IworQ Software for fee and permit management:** Staff respectfully requests approval to enter into contract with IworQ Software. The upfront cost for installation and setup for the Fire Department is \$12,500, with an annual cost of \$7,500 per year. The upfront cost for installation and setup for the Planning Department is \$20,000, with an annual cost of \$12,000 per year.  
(Fire Chief – Jeremy Daughtry) See attached information.....75

9. **Consideration and request for approval of Samsara vehicle GPS tracking services and cameras for the budgeted cost of \$14,976 (year one cost), and \$43,274.58 total contract cost.**  
(Public Works Director – Lawerence Davis) See attached information.....98

10. **Consideration and request for approval of award of contract for GE Waukesha, the lowest responsible responsive bidder to provide 115kV Breakers at electric delivery point 1 (Hospital Road) for the amount of \$5,280,098. Further to authorize Town staff to pursue a loan for \$7,000,000 to provide funds for the total project.**  
(Public Utilities Director – Ted Credle) See attached information.....109

11. **Consideration and request for approval for the Police Department to purchase three used vehicles for fleet:** The Police Chief requests Council approval to purchase three used police vehicles for the amount budgeted to purchase two new vehicles. The total purchase cost, including vehicle upfitting, will not exceed the budgeted amount of \$140,000.  
(Police Chief – Pete Hedrick) See attached information.....113

12. **Consideration and request for approval to appoint Lee Smith to the DSDC Board of Directions by Council’s adoption of Resolution 807.**  
(Interim Town Manager – Kim Pickett) See attached information.....135

**13. New Hire Report**  
(Human Resources Director – Shannan Parrish) See attached information.....141

**Business Items: NONE**

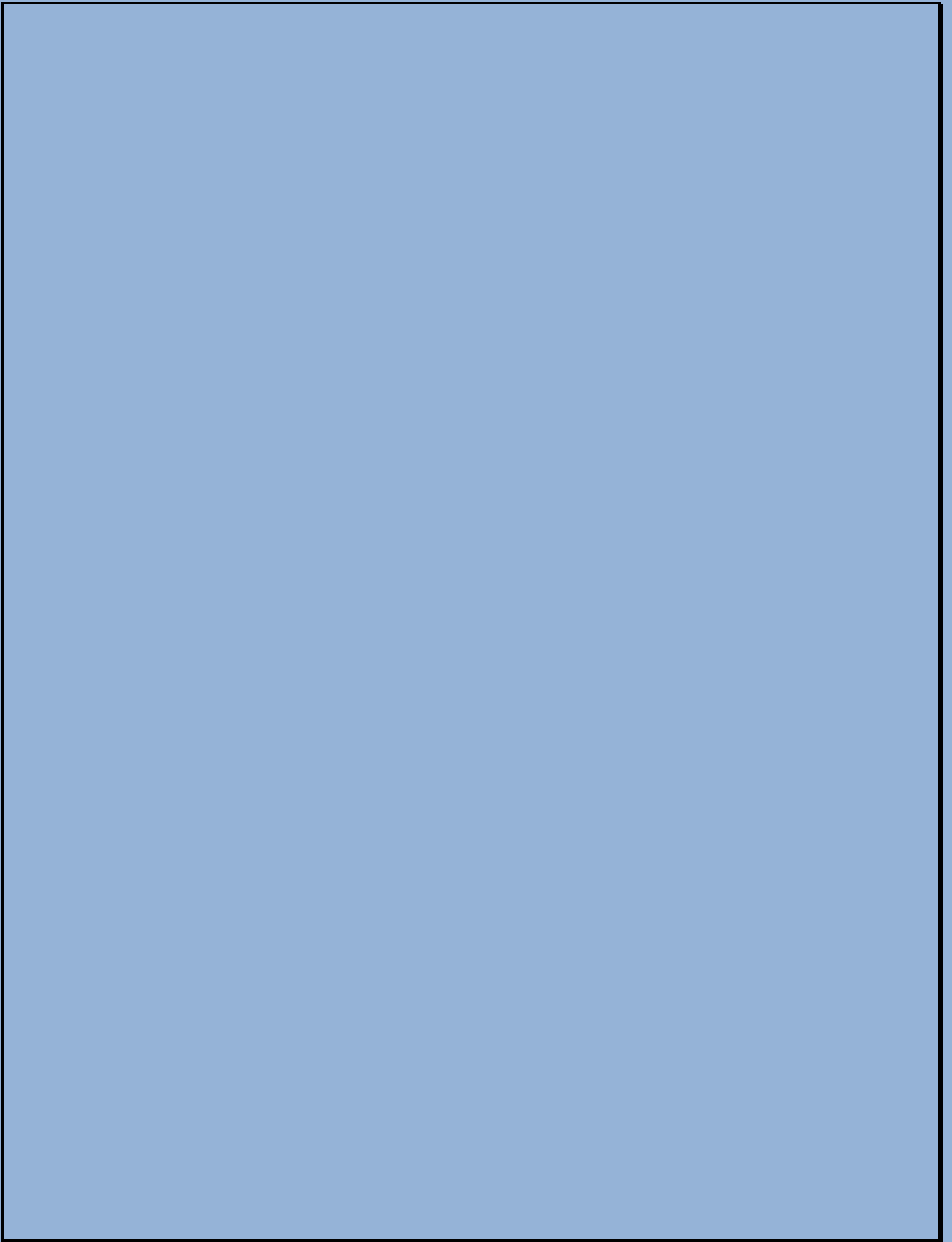
**Councilmember’s Comments**

**Town Manager’s Report**

- **Department Reports**.....142

**Adjourn**

# Presentations



**PROCLAMATION RECOGNIZING JULY 2026 AS  
INDEPENDENT RETAILER MONTH  
IN THE TOWN OF SMITHFIELD, NC**

**Whereas,** Independent Retailer Month provides a time to celebrate the independence of the citizens of our great country and the entrepreneurial spirit represented by our local independent retailers; and

**Whereas,** the individual decisions we make today shape the future of our communities; and

**Whereas,** local independent retailers help preserve the uniqueness of the communities we call "home" and give us a sense of place; and

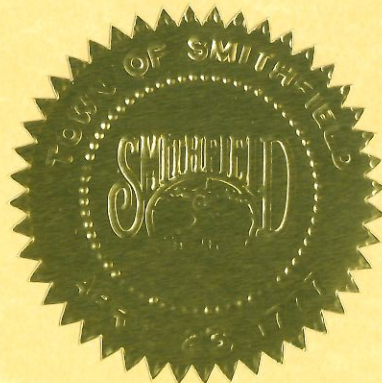
**Whereas,** independently-owned retailers give back to our communities in goods, services, time and talent; and

**Whereas,** the health of our economy and that of each community depends on our support of businesses owned by our friends and neighbors; and

**Whereas,** independent retailer owners and employees enrich our purchasing experiences with their knowledge & passion

**Whereas,** as we celebrate Independent Retailer Month, we acknowledge that the well-being of all of our communities lies within each of us.

**NOW, THEREFORE I,** M. Andy Moore, Mayor of the Town of Smithfield, along with members of the Town Council, do hereby proclaim the month of **July** as **Independent Retailer Month** and salute our citizens and local independent retailers who are integral to the unique flavor of our country and honor their efforts to make our communities the places we want to live and work.



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M. Andy Moore, Mayor

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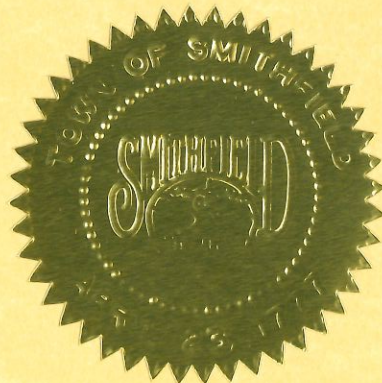
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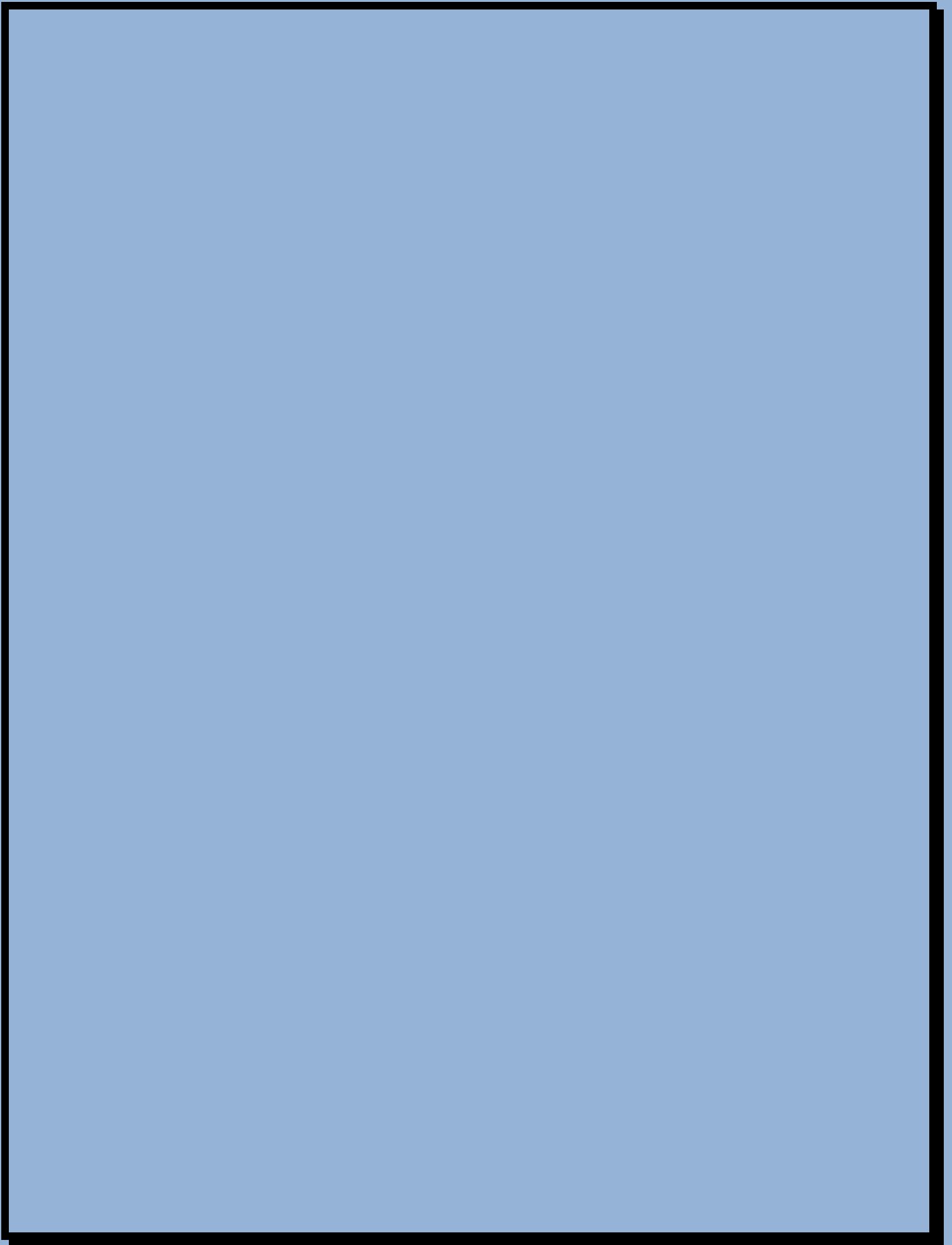
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M. Andy Moore, Mayor

# Consent Agenda Items



The Smithfield Town Council reconvened their May 5, 2026, meeting on Thursday, May 7, 2026, at 6:30 pm to continue budget discussions. The meeting was held at Fire Station One located at 111 S 4<sup>th</sup> St., Smithfield, NC. Mayor M. Andy Moore presided.

Council Members Present:

Mayor Pro Tem Sloan Stevens  
Dr. Gettys Cohen, Jr., District 1  
Travis Scott, District 3  
Doris L. Wallace, District 4  
Stephen Rabil, At-Large  
Roger Wood, At-Large

Council Members Absent:

John Dunn, At-Large

Administrative Staff Present

Kimberly Pickett, Interim Town Mgr.  
Elaine Andrews, Town Clerk  
Tracy Stubblefield  
Gary Johnson, Parks & Rec Director  
Pete Hedrick, Police Chief  
Jeremy Daughtry, Fire Chief  
Ted Credle Public Utilities Director  
Lawrence Davis, Public Works Dir.

Also Present:

Administrative Staff Absent:

**Reconvened May 5, 2026 Meeting for FY 2026-27 Town of Smithfield Budget Discussions:**

Mayor M. Andy Moore reconvened the meeting at approximately 6:30 pm.

**Adjustments:**

Interim Town Manager Kim Pickett explained that, following adjustments since the last budget meeting, the overall budget now reflects a 1% decrease from the prior year, with the total general fund budget at \$24,298,099 after removing the previously discussed loan. She noted that the Public Works – General budget has a 7% decrease, and outlined the primary revenues for that fund as cemetery lot sales (\$45,000), from the Riverside cemetery (\$4,500), and grave openings (\$40,000), with a slight upcoming fee schedule increase for those items to be detailed later by Lawrence Davis. For capital across Davis’s departments, she stated that the town is adding a new vehicle tracking system, including cameras that record both inside and outside the vehicles and track speed and location, replacing a system that had failed and was previously discussed in relation to the police department. She also noted that funds are included to replace downtown trees that were removed last year. She then asked Director Davis to provide further detail on those general fund items.

**Public Works – General**

Public Works Director Lawrence Davis expressed appreciation for recent equipment investments, noting the department had no vehicle accidents this year as a result. He highlighted two capital requests: a vehicle tracking and camera system (Samsara), and replacement of downtown trees removed as part of the Bradford pear eradication effort.

On tree replacement, Director Davis reported that 186 Bradford pear trees had been removed pursuant to a state mandate, and the department seeks to replace 82 trees along the Second Street corridor. Davis stated Warren Marshall, an arborist from the Johnston County Agriculture Center provided a list of recommended tree species. Director Davis asked whether the Council wished to select the species or delegate that to staff. The Board indicated they preferred to review the options and weigh in, potentially involving the town’s Appearance Commission. Council also pointed out that a particular cleared tree area on South Second Street currently appeared unkempt and Director Davis committed to dispatching crews to address the overgrowth in that area. Davis stated he and staff would coordinate weed abatement along the Second Street corridor down to Davis Street.

Regarding the tracking system, Director Davis explained that the prior vendor relationship had deteriorated and a new system was needed. The Samsara system provides GPS tracking, driver monitoring cameras,

interior and exterior recording, and integration with the town's work order and GIS systems. The Board discussed the benefits of the tracking and camera systems. Interim Manager Pickett clarified that a PowerPoint error showed an incorrect cost figure; and corrected allocation as \$14,976 annually for four devices, with a total 36-month contract, covering 24 cameras with the funding split across all three Public Works departments. Director Davis noted that Johnson County Schools uses a comparable system. The Board concurred the pricing was agreeable, with Pickett reiterating the contract cost of \$14,976 in year one and \$14,757 in years two and three for 24 cameras.

Pickett also stated the department is requesting to increase the cost for grave openings in its fee schedule due to a rise in contractor costs.

Mayor Andy Moore asked for clarification as to why the capital outlay line, originally budgeted at \$60,620, is projected at \$274,364, noting that while his operating line items are under budget, the department appears over budget overall due to capital outlay. Pickett explained it was because of the previously discussed knuckle boom and street sweeper purchase issue, which she will get fixed through year-end clean up budget amendments. Pickett explained that the prior Finance Director had budgeted items in capital outlay but often processed the actual purchases through operating and then intended to transfer funds back from capital, resulting in numerous transfers in and out that were never fully completed. She noted that the purchases were correctly charged to capital outlay, but the offsetting transfers were not done, partly because he had anticipated using a loan that was never finalized.

Pickett reported that she and Finance Director Tracy Stubblefield have now received the audit and financial statements, and their next step is to prepare a cleanup budget to straighten out these entries and eliminate unnecessary transfers going forward. She stated that beginning with the new fiscal year on July 1, the practice of frequent transfers in and out would stop, and that a budget amendment would be prepared before June, likely for the June 2 meeting, with the previously proposed loan now effectively scrapped from the budget. Pickett also stated that the auditor would present the Town's audit at the May 19<sup>th</sup> Council meeting. Interim Manager Pickett stated the Public Works budget was an overall decrease, with a slight increase in service contracts—which had to be re-bid this year.

## **Streets**

Interim Town Manager Pickett presented the Streets budget, which included a request for vehicles, a new salt tank and for two semi-paving projects.

Regarding paving projects, Pickett stated First Baptist Church submitted a formal request in January for the town to fund one-third of the repaving of their parking lot, which is used as public parking during the week. The town and Johnson County would each contribute a third.

Pickett stated in light of the proposed NCDOT changes for parking on Market Street, the second semi paving project is a proposed placeholder for an allocation of \$20,000 toward paving a gravel lot owned by the Johnston County Builders Association. The parking lot is located at Bridge and Second Streets. Pickett stated it would be offered to county employees for parking, thereby freeing up the existing county utility parking lot for public use. An estimate received for the lot came in at \$56,000, and a formal bidding process would be required.

Regarding the salt tank purchase, Director Davis explained that NCDOT has cut back on providing salt to the town—giving priority to their maintained streets. It was recommended municipalities obtain their own supply, as other communities such as Clayton have done. The tank — a 5,000-gallon brine storage unit — will allow the department to mix and deploy brine in-house for winter street treatment.

Interim Town Manager Pickett presented the Streets budget at \$565,688, a 78% decrease from the prior year, primarily because major paving costs are funded separately in the Powell Bill.

The council engaged in a broad discussion about downtown parking. Several members expressed concern about the loss of Market Street parking and the need for a more comprehensive strategy of addressing the Town's own lots and other shared lots that could be upgraded or re-configured for more space. Suggestions

included converting the town's own deteriorated lots (including one near the Indian restaurant), upgrading the gravel lot near the Greenway.

The Council also discussed possibly and implementing a paid parking program, possibly using metered system QR code-based vendor technology at no upfront cost to the town. Police Chief Pete Hedrick confirmed that enforcement of time-limited parking downtown had already begun and acknowledged the potential benefit of metered or fee-based parking to encourage turnover at premium spots.

Councilman Gettys Cohen, Jr. asked why the Town would pave someone else's parking lot. Interim Manager Pickett noted that it was her understanding that the First Baptist Street parking lot pavement was done in the past. Cohen stated this lot wasn't as much of his concern as the Bridge Street location. Pickett stated this is thought to help open up an alternative parking lot in favor of downtown businesses and reiterated that the County would also assist with the paving costs.

In discussing the proposal to pave the Builders Association parking lot, councilmembers expressed concern that the town would effectively be paving a lot primarily used by county vehicles, noting that the county already receives sales and property tax revenue and should therefore share more of the cost. They suggested that, before committing funds, the town should survey the entire downtown area to identify key parking locations, consider a broader parking management strategy (including QR-code-based paid parking), and potentially designate employee-only lots so that the most convenient spaces remain available for visitors and customers. They also emphasized the importance of getting input from the downtown business association, and pointed out that a structured, paid-parking program could generate dedicated revenue to reinvest in upgrading and maintaining these "premium" parking areas.

The council discussed the idea of retaining the \$20,000 placeholder as a contingency for parking improvements generally rather than earmarking it for the Builders Association lot and suggested re-engaging the Market Street stakeholder group to inform a parking strategy. No final decision was made, but consensus leaned toward a broader parking review before committing funds to any specific project.

Regarding metered parking, Councilman Travis Scott asked of Police Chief Hedrick if he would use staff or engage a third party. Hedrick stated that he would likely use a third party, who would also be more aggressive with collections and use a more automated process for ticketing. The Council reiterated that they were not advocating paid parking but would continue to examine its feasibility as downtown parking changes progress.

Councilman Travis Scott also raised concerns about non-functioning tree lights downtown, inconsistent bulb colors in the streetlight fixtures, and a previously discussed concept for overhead decorative lighting along the 2nd Street and Market Street corridor. Director Davis was asked to investigate the lighting issues and report back.

## **Garage**

Interim Manager Pickett presented the Garage budget at \$185,682, a 1% increase from the prior year. One Samsara tracking device at \$2,460 was also added for the single garage vehicle driven by the full-time employee. Pickett stated that the only notable change was an increase in supplies and operations — specifically oil, filters, and equipment maintenance — from \$20,000 to \$30,000.

Councilman Roger Wood raised the question of why police and fire vehicles are not serviced by the town's in-house mechanic. Public Works Director Lawrence Davis acknowledged this has historically not been the practice. Councilman Travis Scott iterated that under previous management of the department, it was found that some specialized service maintenance items were missed by staff. Police Chief Hedrick echoed that specialized maintenance needs of emergency vehicles led police to use outside vendors, though he expressed openness to routing routine maintenance — such as oil changes, tire rotations, and brake jobs — to the in-house garage as a cost-saving measure. Interim Town Manager Pickett noted police repair and maintenance is currently budgeted at \$115,200. The council directed staff to explore scheduling a portion of routine police vehicle maintenance through the town garage.

## **Powell Bill**

Interim Town Manager Pickett noted that the Powell Bill fund receives \$440,000 in state Powell Bill funds, which are allocated as \$400,000 for resurfacing and \$40,000 for sidewalk curbing and replacement. The council discussed whether to supplement paving from fund balance, as had been done previously. Councilman Roger Wood asked Davis to provide the Council with an update streets list, as the prior list was given in 2017. Davis agreed.

Councilwoman Doris Wallace asked what sidewalks were proposed in the budget, with Davis answering these were proposed repairs for holes and cracks in downtown sidewalks, and some on Fifth Street—not for anything new.

Councilman Stephen Rabil asked how much \$40,000 would accomplish for repairs; Davis answered he would need to get the list together, as well as contractors and get back to him with actual numbers. Rabil noted that some were dangerous, with Lawrence stating they have repaired a lot of sidewalks. Mayor Andy Moore concurred and added that these types of repairs need to be documented on our social media to show the Town is actively addressing these issues. Davis stated he would start trying to note and record these things for the Town's social media manager.

Councilman Gettys Cohen Jr. asked if \$40,000 was an adequate amount to address the Town's sidewalk issues, citing today's cost for materials. Davis stated the number was adequate for his department to stay in front of and address situations.

There was also discussion regarding staffing for the street sweeper as well as their schedule of operation.

Finance Director Tracy Stubblefield reported, based on the draft FY25 audit, that the Town's general fund unassigned fund balance is approximately \$20,108,346, up from about \$17,629,320 in the prior year. She explained that, while the figures are still in draft form and the numbers are technically unofficial, she does not anticipate significant changes. Tracy noted that the Town's available fund balance is equal to 136.43% of total general fund expenditures, and the total fund balance is 157.87% of total general fund expenditures, indicating a strong fiscal position. When asked about the water fund, she stated that she had not yet had time to fully break out those numbers, but that staff had reviewed the audit at a high level given the ongoing budget discussion.

Given the newly available audit data showing a healthy fund balance, several members expressed support for possibly committing approximately \$1,000,000 towards paving in fiscal year 2027 — roughly doubling the Powell Bill contribution. Councilman Scott stated this would avoid the Town falling further behind on the paving schedule. He also sought further clarity for the Town's maintaining a healthy unrestricted fund balance. Interim Town Manager Pickett stated she needed this direction from the council on their paving ambitions for the upcoming year so the budget could be adjusted accordingly.

## **Sanitation**

Interim Town Manager Pickett presented the Sanitation budget at \$2,222,676, a 3% decrease from the prior year. The only capital item requested was the Samsara tracking system for 13 vehicles at \$7,995. Overtime was recalculated at 3% of salary, now set at \$26,973, and maintenance costs increased by 25%. Interim

Pickett also reported that the Johnson County Landfill tipping fee is increasing from \$48 to \$50 per ton, but after running the numbers, staff determined no increase to the residential garbage collection fee is necessary at this time. When asked by Mayor Moore, Davis stated the Spain dumping facility rate remains unchanged.

When asked by Councilman Travis Scott, Davis briefed the Council on the downtown business trash collection program, which Director Davis described as working well despite early challenges with account compliance. Scott expressed general satisfaction with the program's effect on downtown cleanliness.

There was some discussion for a suggestion raised for a trash can washing service, potentially offered as a fee-based program through a third-party vendor. Director Davis agreed to research costs and present options to the council.

Interim Town Manager Pickett raised the question of whether to pursue outsourcing recycling pickup to a third-party vendor, as had been explored under prior management. After brief discussion, the council determined that doing so would add complexity and cost for residents without a clear benefit, particularly given the county's existing convenience recycling sites and the town's recent investment in a new recycling truck. The consensus was to maintain the current in-house recycling program.

## **Stormwater**

Interim Town Manager Pickett presented the Stormwater budget at \$239,709, a 54% decrease from the prior year. The only capital item was two Samsara tracking devices at \$2,460. Director Davis thanked the council for prior equipment investments, noting the department is well-equipped and did not request any new employees or major capital items. Interim Town Manager Pickett noted that the department operates under Director Davis's umbrella for now, with a potential future transition to a standalone structure.

Councilman Travis Scott stated he observed that across the Board in each department it appeared that fuel prices were budgeted lower, however that fuel prices are currently high. Pickett stated previously fuel prices were budgeted high when they were low. She added fuel prices are up, but not to the extent that they were previously budgeted.

Mayor Andy Moore asked Davis if he felt his budget contained enough money for mulching around town, because some areas were looking bad. Pickett stated this fell under the supplies and operations portion of the budget. Lawrence stated what is budgeted gets the Town mulch once per year. Staff noted they would consider more funds for mulch as the budget process progresses. Mayor Moore also asked about the new mowing equipment being used by part time help at least once per week in the high problem areas. Davis stated he would address this issue as new part time summer staff comes on board this month.

## **Recess Date Discussion**

Interim Town Manager Pickett noted that the remaining budget topics — Parks and Recreation, fireworks, and the fee schedule — had not yet been covered. She proposed an additional work session to complete the budget review, with a target of presenting the full budget to the council on May 19th and holding the public hearing on June 3rd. The council agreed to reconvene on Wednesday at 6:30 PM at Town Hall.

*Councilman Roger Wood made a motion, seconded by Mayor Pro Tem Sloan Stevens to recess the meeting for the next budget session date of Wednesday, May 13, 2026 at 6:30pm at the Town Hall location. The motion was unanimously approved at approximately 8:31 pm.*

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M. Andy Moore, Mayor

ATTEST:

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Elaine Andrews, Town Clerk

The Smithfield Town Council reconvened their May 7, 2026 meeting on Wednesday, May 13, 2026 at 6:30 pm to continue budget discussions in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Council Members Present:

Mayor Pro Tem Sloan Stevens  
Dr. Gettys Cohen, Jr., District 1  
Travis Scott, District 3  
Doris L. Wallace, District 4  
Stephen Rabil, At-Large  
John Dunn, At-Large  
Roger Wood, At-Large

Council Members Absent:

Administrative Staff Present

Kimberly Pickett, Interim Town Mgr.  
Elaine Andrews, Town Clerk  
Tracy Stubblefield  
Gary Johnson, Parks & Rec Director  
Pete Hedrick, Police Chief  
Jeremey Daughtry, Fire Chief  
Lawrence Davis, Public Works Dir.

Also Present:

Administrative Staff Absent:

## Reconvened May 7, 2026 Meeting for FY 2026-27 Budget Discussions

### Fire Department Budget

Interim Town Manager Kim Pickett addressed the Council. She stated the total Fire Department expense for the proposed budget was presented at \$5,206,788, reflecting a 30% increase on the expense side. Interim Town Manager Kim Pickett noted that the Johnston County cost share, if the budget were approved as presented, would amount to \$800,000 and that any reductions to the Fire Department budget would proportionally reduce that cost share amount.

Pickett highlighted other Fire Department budget items as:

- **Other projected revenues:**
  - Fire inspection fees: **\$25,000**
  - MVA cost recovery: **\$16,000**
  - EMS return: **\$3,000**
  - EMS building rent: **\$42,000**
- **Capital/software request:**
  - Implementation of **iWorQ software** for fire inspections, compatible with the Planning Department's system but under a separate contract; systems will integrate and share data.
- **Staffing/restructure request:**
  - **Restructure to add three battalion chiefs** (promotions from within).
  - **Addition of three new firefighters** to backfill positions created by promotions.
  - The battalion chief positions account for **\$362,705** in the requested budget (salary and related costs).

Fire Chief Jeremy Daughtry presented the department's budget requests to the Council, outlining his department's capital items requested as:

- **iWork Software** — Chief Daughtry requested \$12,500 for the first year of an iWork contract, which would decrease to \$7,500 annually thereafter. The software would integrate fire inspection activity with the Planning Department's billing operations, improving interdepartmental communication as the town grows.
- **Fire Engine Replacement** — Chief Daughtry requested \$625,000 as the first of two equal installments toward a new fire engine estimated at \$1,200,000, with the second installment to be funded in FY28 to coincide with the approximately two-year build time. Mayor Andy Moore and Council members discussed the rising cost of apparatus.

- Radio Upgrades — Chief Daughtry requested \$257,215 to replace 38 portable Harris radios with Motorola units. He explained that the Harris radios had exceeded their end-of-life, that replacement parts were no longer manufactured, and that Motorola radios would provide interoperability with county water rescue teams and personnel tracking capability. Mayor Pro Tem Sloan Stevens and Councilman Travis Scott discussed the feasibility of splitting the radio purchase over two fiscal years, to which Chief Daughtry confirmed that was possible, noting it would also reduce the county cost share accordingly.
- Firehouse Beds — Chief Daughtry requested \$12,000 to replace six beds at Station 1, which he noted had been in service for at least 20 years. The replacement beds include integrated storage to address space constraints.
- Storage Building — Chief Daughtry requested \$9,500 for a storage building at Station 1 to house gasoline-powered equipment that currently occupies the department's gear decontamination room. He explained that the separation is necessary to implement a proper decontamination protocol for turnout gear, noting the health significance of the program in light of a firefighter's recent cancer diagnosis.
- Pump Test Diffuser — Chief Daughtry requested \$4,500 for the final component needed to conduct independent annual pump test certifications, eliminating the need to borrow equipment.
- Land Purchase – Station 3 — Chief Daughtry requested \$200,000 to set aside for a future Station 3 land purchase. He reported that the department has been in productive discussions with Johnston County regarding potential co-habitation with EMS at the new station, which would allow cost-sharing and improve EMS distribution throughout the northern part of the service area. Chief Daughtry referenced a third-party station study, funded by the county, whose preliminary results confirmed the need for a third station in the location already under consideration. He noted that the study also identified a need for two additional stations beyond that. Mayor Pro Tem Stevens mentioned the cost-benefit of the investment relative to the response time improvements. Councilman Scott noted that the fire insurance rating — currently a Class 3 — directly affects business and residential insurance costs, and that improving the rating through better station distribution supports economic development.

Chief Daughtry also discussed the Johnston County Fire Commission and its single service district model at length. He explained that Smithfield has representation on multiple subcommittees, including staffing and compensation, apparatus replacement, budget, cost share, and communications. He clarified that the county has no intent to take over municipal fire departments, and that the cost share model is 100% data-driven, based on population, call volume, and heated square footage in both the rural district and the town. The current formula yields approximately 15% county funding and 85% town funding. He also disclosed that district boundary maps are under discussion to move toward midpoint boundaries, which would modestly expand Smithfield's rural service area. Chief Daughtry noted the department handled just over 3,300 calls in the past fiscal year, a roughly half-percent increase over the prior year.

- Personnel Requests - Chief Daughtry requested a departmental restructuring involving the creation of three Battalion Chief positions through internal promotions, the elimination of the Lieutenant title in favor of a single Captain title as the uniform company officer rank, and the addition of three new Firefighters to backfill the positions vacated by those promotions. He explained that under the current structure, neither he nor Deputy Chief Ward is present on nights, weekends, or holidays, leaving captains to assume incident command responsibilities in addition to their company officer duties — a gap he described as safety deficiency. The Battalion Chiefs would serve as 24/7 shift supervisors, improving span of control and command continuity. The estimated cost for the three Battalion Chief positions, including benefits, was noted in the salary and wages line item, with a base salary of \$75,850.51 per Battalion Chief. Chief Daughtry indicated implementation would target late summer following a promotional process. Councilman Scott confirmed his understanding that three Firefighters would be hired as a downstream result of the promotions, not as a separate standalone request.
- Not Included in Budget – Interim Town Manager Kim Pickett noted that the following items requested by Chief Daughtry were removed from the budget during the balancing process: a

quarter rescue boat (approximately \$50,000) and one additional item. These were identified as unfunded needs.

## **Parks and Recreation**

Parks & Recreation Director Gary Johnson presented the department's budget. Interim Town Manager Kim Pickett noted that the department is projected to finish the current year at approximately \$1,525,915 million dollars, noting a 9% increase.

### *Revenues*

Director Johnson presented proposed fee schedule increases to offset rising operational costs. Youth sports registration fees were proposed to increase from \$25/\$50 to \$30/\$60, with football moving to \$40/\$75 given the higher cost of that program — the first fee increase in approximately eight years. Non-resident athletic field and court rental rates were proposed to increase to \$50/hour, with resident rates unchanged. One-day tournament rental fees would increase from \$80 to \$100, with half-day and two-day rates restructured accordingly. A new non-refundable deposit policy was proposed for birthday parties (\$50) and summer camp registrations (\$25) to reduce last-minute cancellations that foreclose rebooking opportunities. Multipurpose room and gymnasium rental rates were modestly adjusted for simplicity. Mayor Pro Tem Stevens raised the issue of credit card processing fees, noting the department spent approximately \$23,000 in merchant fees during the current fiscal year.

### *Capital Items*

Director Johnson presented the following capital requests: fencing at the community park practice football/turf field for \$27,500; walkway repairs for \$15,000; a replacement Ventrac multi-use tractor (replacing a 2006 model) for \$45,000; restroom and press box remodeling across all park facilities for \$26,000; architectural/engineering drawings for park planning for \$7,500; and soccer goals for \$10,000. Interim Town Manager Pickett noted that parking lot seal coating (the town's share estimated at \$45,000) and a maintenance trailer were removed from the budget during the balancing process. Councilman Scott emphasized that seal coating is preventive maintenance critical to preserving the parking lot asset. The Council discussed the aging condition of the Community Park parking lot and directed staff to look at adequately budgeting for its repair. Councilman Gettys Cohen, Jr. raised concerns about mud holes and potholes at Smith Collins Park, which Interim Town Manager Pickett confirmed was a separate issue from paving. Director Johnson noted that the Community Park hosted approximately 700,000 of the department's nearly 950,000 annual visitors.

### *Personnel Requests*

Director Johnson requested one full-time Facility Maintenance Employee at an all-in cost of \$119,332, including salary, insurance, and benefits. He explained that current staff capacity is fully consumed by day-to-day field maintenance, trash removal, and basic repairs, with no remaining bandwidth for capital upkeep or off-season improvements. Mayor Moore asked whether a part-time position could meet the need; Director Johnson responded that finding qualified applicants for maintenance roles has become extremely difficult, noting he had not received a summer employment inquiry in approximately two years.

### *Not Included in Budget*

The following items were identified as needs not included in the proposed budget: parking lot seal coating at the Community Park (town share \$45,000) and a maintenance trailer. Councilwoman Doris Wallace raised the long-standing need for a restroom facility at the Gerry Johnson Park, which Director Johnson confirmed the town does not own — it is leased — and that the owners had previously declined to sell, though a long-term lease may be possible. A restroom facility at that location was estimated at approximately \$300,000.

## **Aquatics Center**

Interim Town Manager Pickett presented the Aquatics Center budget for a total expense of \$1,409,364, which was at a 10% increase. Recurring revenue line items included daily rentals at \$165,000, the daily rental program at \$70,000, program maintenance at \$75,000, and concession shop revenue at \$30,000. Director Johnson noted the facility sees close to 200,000 visitors annually.

### *Revenues*

The Council discussed the swim meet scoreboard, which was installed at opening in 2008-2009 and is reaching end-of-life, with LED pixel failures and no available replacement panels. Director Johnson noted the facility hosts between 23 and 27 high school meets annually, as well as meets from other counties. Mayor Pro Tem Stevens noted that beginning to charge credit card processing fees could offset significant cost; the Council again expressed support for passing those fees to members. Mayor Moore requested the fee schedule be emailed to him.

### *Capital Items*

Interim Town Manager Kim Pickett noted that all Aquatics Center capital items are split 50/50 with Johnston County Parks and Facilities (JCPF). Approved capital items included carpet replacement at a town cost of \$40,000 and a pool heater replacement at a town cost of \$7,500. Director Johnson noted the carpet has been in place since the 2009 opening and that most areas would be converted from carpet to LVT/hard flooring for durability, with only private office spaces retaining carpet. Items removed from the budget included parking lot seal coating (town share \$45,000), a front desk reconfiguration (\$16,500), and flooring replacement in the pool area (town share \$30,000). The front desk reconfiguration was discussed in the context of a prior safety incident; Director Johnson explained the goal is to reorient staff to face the entrance door, improving visibility of all patrons entering the facility. The cost to accomplish this was \$16,500 through the original builder as a retrofit.

### *Personnel Requests*

No additional personnel were requested for the Aquatics Center.

### *Not Included In Budget*

Items not included were the parking lot seal coating (town share \$45,000), front desk reconfiguration (\$16,500), and pool area flooring (town share \$30,000).

## **SYCC (Sarah Yard Center)**

### *Total Expense*

Interim Town Manager Pickett reported a 41% decrease in SYCC expenses, with a total budget of \$26,699. She explained that the Boys & Girls Club is scheduled to move into the facility on August 15th, and that staffing is budgeted at part-time levels only through that transition date. Post-occupancy costs are limited to building maintenance, supplies, operations, utilities, and custodial services as required under the lease agreement with the Boys & Girls Club. Mayor Moore raised a question about whether the utilities line item was sufficient given the anticipated increase in building use; Director Johnson expressed cautious optimism that it would be adequate, noting LED lighting and the ability to monitor usage.

Councilman Gettys Cohen, Jr. asked if the potholes, that appear as mud holes could be addressed in the budget. Councilman Travis Scott echoed this concern and directed staff to look into the issue. Councilman Gettys Cohen, Jr. also made note that the entrance door at the Sarah Yard Center has no way to see who is on the other side. Parks & Recreation Director, Gary Johnson stated the Boys and Girls Club asked him if they could put windows in, to which he stated this was no problem, as long as tempered glass was used, and the installation was as their expense.

### *Contingency*

No separate contingency discussion was recorded for SYCC beyond the transition cost structure described above.

## **Fee Schedule**

Interim Manager Pickett also noted proposed fee schedule updates.

Gary Johnson noted particular fee increases for his budget. He noted there were some increases for his budget line items that he would like to recoup with revenues. Some fees he highlighted were:

- *Adult sports team home game fees — increase to \$500 (basketball/volleyball/home fees).*
- *Youth sports registration — increase from \$25 / \$50 to \$30 / \$60.*
- *Youth football registration — increase from \$40 to \$75.*
- *Athletic field / court hourly rental (non-resident) — increase to \$50/hour.*
- *One-day tournament rental fee — increase from \$80 to \$100.*

- *Half-day tournament fee — \$50 per team.*
- *Two-day tournament fee — \$150 (total).*
- *Multi-purpose room rental — set to \$65 (resident) / \$85 (non-resident) (simplified rate).*
- *Gymnasium rental — same adjusted rates as multi-purpose room.*
- *Annual / monthly membership fee — increase from \$10 to \$12.*
- *Birthday party booking — refundable deposit \$50.*
- *Summer camp booking — refundable deposit \$25.*
- *Shelter rentals — change minimum booking from 1 hour to 2 hours.*
- *Field prep / drying agent — charge structure noted (town supplies; currently charging ~\$5/bag to renters while cost \$15/bag).*

Interim Manager Pickett stated that in addition to Parks & Recreation and Aquatics fee changes, staff has proposed changes in cemetery fees and electric rates (pending rate study). Pickett also noted the elimination of the taxicab permit fee after July 1, 2026 as administratively impractical. There was discussion among Pickett and the Council that this would require an ordinance update, to which Pickett stated this would be done.

Staff also committed to researching a utility line extension fee structure and a more granular subdivision tap fee schedule, with the mayor noting Smithfield's current rates are below those of surrounding municipalities.

### **Other Discussion**

Interim Manager Kim Pickett reviewed next steps for the budget process. She proposed presenting the FY27 proposed budget at the next Council meeting and scheduling a public hearing thereafter. Pickett noted she will prepare March financials for Council (to be provided Tuesday) and weekly budget reports going forward. Pickett also proposed allocating \$500,000 from fund balance for paving (for a total of \$900,000 for paving next year). She asked whether Council wants another budget work session prior to public presentation.

Mayor Andy Moore agreed another work session would be useful, and suggested Council consider specific items between now and the session. Mayor Moore recommended examining several fees (e.g., sewer/water tap fees, zoning fees). He observed current tap fees are not broken out by minor vs. major subdivisions and suggested creating clearer tiering (e.g., minor subdivision vs. major subdivision rates). Moore further commented that Smithfield's fees appear lower than some neighboring towns and recommended benchmarking against other municipalities to inform potential adjustments. He stated the town should review and update zoning and other development-related fees as appropriate. Mayor Moore added that historically the town has aligned sewer and water tap fees with the county's approach, but noted the county's fees have risen significantly and warrant comparison. Pickett stated that typically she would mimic fees in line with the County's fees.

Councilman Travis Scott also requested that Interim Town Manager Kim Pickett prepare materials for the next budget work session. To address transitions and changes, Scott urged a close review of the numerous personnel requests in the proposed budget, and emphasized the need for conservative revenue and expense assumptions. Scott stated that given recent management changes, he was concerned about inconsistent fund balance figures and he stressed the need to clarify actual cash/reserve levels before making spending decisions. Councilman Scott asked staff to provide analysis on whether available funds could support a property tax rate reduction or other allocations for Council consideration.

Councilman Travis Scott requested staff prepare a budget scenario showing the impact of lowering the property tax rate to \$0.40 (and staged alternatives) so Council can evaluate tax-rate reductions vs. use of fund balance. He again emphasized need for conservative revenue assumptions and transparency.

There was Council discussion/debate around this suggestion. Brief, at times heated exchange between Councilmembers concerns about timing, staffing requests, reserve levels, and whether the budget process has had adequate time for review were stated. Councilman Travis Scott expressed concern that the town has substantial reserves while continuing to collect full revenues; suggested the tax rate should better reflect current expenses, asked staff (Kim Pickett) to review and eliminate nonessential items as appropriate, and proposed considering use of fund balance to help balance the budget. Pickett noted that staff has trimmed a lot from their respective budgets. She further commended staff on these efforts.

Interim Manager Pickett stated that she respectfully declined to use fund balance to balance the operating budget, citing Benson as an example where Council-directed use of reserves created problems, and she became the scapegoat. She stated she does not recommend using fund balance except for specific capital projects (e.g., resurfacing or major purchases), agreed to prepare a budget scenario showing the impact of a \$0.40 tax rate but noted that producing that analysis will take time and is not a one-day task (she will work on it and present results as soon as feasible).

Councilman Travis Scott said the purpose of the discussion is to understand budget impacts. He acknowledged some items are matters of opinion, and expressed concern that while there was pushback about public safety needs, budgeted Parks & Rec spending appears disproportionately high. Scott cited a prior Parks & Rec study showing the department is already spending above national averages. He noted this concern is heightened given the planned baseball stadium (a major expense) is not yet reflected in the operating budget. Pickett reminded Council that some items (e.g., stadium) are capital projects and will be accounted for in project funds rather than the operating budget. Interim Manager Kim Pickett further clarified that the baseball stadium is currently a capital project—not an operating expense—and therefore is accounted for in a capital fund while under construction; it will only move into the operating budget after construction is complete and a certificate of occupancy is issued, at which point it becomes an asset and its operating costs will be reflected in the appropriate operating fund. Pickett indicated the proposed budget would be presented to Council at the next meeting, with a public hearing scheduled for June 2nd, and final adoption targeted prior to the June 30th deadline.

Councilman Scott stated he agreed to disagree on this point for the sake of time, and would like to discuss the issue later. He reiterated concerns about the budget process, requesting staff prepare analyses for future discussion; he stressed the importance of the town's rainy-day fund but re-stated his view that the town could realistically lower the property tax rate to \$0.40 given recent reserve inflows. Councilman Scott stressed the necessity of a routine annual review of the budget and conservative revenue/expense assumptions amid staff transitions. Scott further noted that he felt the budget cycle was delayed and rushed this year compared with prior practice. He asked for thorough tax-rate and budget adjustment scenarios to be provided for Council consideration.

It was the consensus of the Council to reconvene the meeting on Monday, May 18<sup>th</sup> at 7:00 pm.

**Adjourn/Recess:**

*Councilman Travis Scott made a motion, seconded by Councilman John Dunn to recess the meeting at approximately 9:26 pm until Monday, May 18, 2026 to resume budget discussions. Unanimously approved.*

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M. Andy Moore, Mayor

ATTEST:

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Elaine Andrews, Town Clerk



# Request for Town Council Action

<b>Consent Agenda Item Date:</b>	<b>Career Ladder Promotion 07/07/2026</b>
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**Subject:** Personnel Promotion  
**Department:** Fire Department  
**Presented by:** Fire Chief – Jeremey Daughtry  
**Presentation:** Consent Agenda Item

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## Issue Statement

This is a request to promote a Firefighter I to the position of Firefighter II.

## Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary will be an increase of \$2,653.56. The proposed promotion will result in an increase from \$24.30/hr. to \$25.52/hr. based on an average of 84 hours bi-weekly.

## Action Needed

Approval of the requested promotion.

## Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Career Ladder



# Staff Report

**Consent  
Agenda  
Item**      **Personnel  
Promotion**

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In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Firefighter II for the Fire Department. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Firefighter II is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.

## **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, 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

## **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
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- 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

**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 in Supervision {6-day course OR (3) 2-day courses}
- 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
- Must successfully pass departmental written and practical testing
- 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 Lieutenant with the Town of Smithfield Fire Department
- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

**Part-Time 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 I
- Completion of departmental Driving Programs for all apparatus
- Received no disciplinary action within the past 12 months

**Part-Time 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 II
- 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

**Part-Time Fire Inspector III (This step is subject to position availability)**

- Must have served twenty-four (24) months as a Fire Inspector II 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

**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

**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 in Supervision {6-day course OR (3) 2-day courses}
- 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

**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 in Supervision {6-day course OR (3) 2-day courses}
- 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

**Consent  
Agenda  
Item:** PFAS  
Project  
Ordinance  
Amendment  
**Date:** 07/07/2026

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**Subject:** PFAS Mitigation – Amendment 1

**Department:** Finance Department

**Presented by:** Finance Director - Tracy Stubblefield

**Presentation:** Consent Agenda Item

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## Issue Statement

The Finance Department is seeking approval of a project ordinance amendment for the PFAS mitigation project in order to establish the budget and accounting framework necessary for the design, permitting, construction, and implementation of treatment and infrastructure improvements intended to address per- and polyfluoroalkyl substances (PFAS) within the Town's water system. Adoption of the project ordinance amendment will ensure proper financial tracking, compliance with Local Government Commission requirements, and transparency in the administration of project funds.

## Financial Impact

See attached Ordinance

## Action Needed

Council to approve Project Ordinance as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Project Ordinance – Amendment 1



# STAFF REPORT

**PFAS  
Consent Project  
Agenda Ordinance  
Item: Amendment**

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Staff is requesting approval of a project ordinance amendment for the PFAS mitigation project. The purpose of the ordinance is to establish the project budget and provide the financial framework necessary for tracking all revenues and expenditures associated with the planning, design, permitting, construction, and implementation of PFAS treatment and related water system improvements.

The project ordinance amendment will allow the Town of Smithfield to properly account for project costs in accordance with North Carolina budget and accounting requirements while ensuring transparency and oversight throughout the duration of the project. The current funding sources identified within the ordinance are litigation funds collected by the Town of Smithfield.

Approval of the ordinance will authorize staff to proceed with the administration and financial management of the project as outlined within the attached ordinance.

Town of Smithfield  
PFAS Mitigation  
CP-01-2026 - Amendment 1

Be it ordained by the Town of Smithfield Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Water Sewer Capital Project Ordinance amendment is hereby adopted:

Section 1. This ordinance establishes regulations and procedures for identifying, monitoring, reducing, and managing per- and polyfluoroalkyl substances (PFAS) contamination within the jurisdiction. The project aims to protect public health, drinking water sources, and the environment by setting standards for testing, reporting, remediation, disposal, and compliance for affected facilities, industries, and public infrastructure.

Section 2. The officers of this unit are hereby directed to proceed with the project within the rules and regulations established by the NCGS and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

PFAS Litigation Funds	\$260,000.00
PFAS Interest	10,000.00
	Total: \$270,000.00

Section 4. The following amounts are appropriated for the project:

PFAS Expense	\$270,000.00
	Total: \$270,000.00

Section 5. The Finance Director is hereby directed to maintain within the Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by Federal and State regulations.

Section 6. The Finance Director is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 7. The Finance Director is directed to include detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Town Council.

Section 8. Copies of this Project Ordinance shall be made available to the Finance Director for direction in carrying out this project.

Adopted this 7<sup>th</sup> day of July, 2026.

Attest:

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

\_\_\_\_\_  
Elaine Andrews, Town Clerk



# Request for Town Council Action

Consent FY 25-26  
Agenda Audit  
Item: Contract  
Date: 07/07/2026

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**Subject:** Approval of the 2025-2026 Annual Financial Statement  
Audit Contract

**Department:** Finance Department

**Presented by:** Finance Director - Tracy Stubblefield

**Presentation:** Consent Agenda Item

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## Issue Statement

Thompson, Price, Scott, Adams & Co., P.A. (TPSA) has presented Fiscal Year 2026 audit contract and engagement letter for approval. An audit is required per NCGS 159-34 Annual Independent Audit, and a completed audited financial statement is due December 31 of each year to the Local Government Commission.

## Financial Impact

Budgeted Item 10-10-4100-5300-1202

## Action Needed

Council to approve contract as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. 2025-2026 Financial Statement Audit Contract



# STAFF REPORT

**Consent FY 25-26  
Agenda Audit  
Item: Contract**

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Thompson, Price, Scott, Adams & Co., P.A. (TPSA) has presented Fiscal Year 2026 audit contract and engagement letter for approval. A financial statement audit is required per NCGS 159-34, which states annual independent audit and is due December 31 of each year. An audit contract is required for the auditors to commence the audit process and the contract is required to be submitted to the Secretary of the Local Government Commission.

The	Governing Board <b>TOWN COUNCIL</b>
of	Primary Government Unit <b>TOWN OF SMITHFIELD</b>
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name <b>THOMPSON, PRICE, SCOTT, ADAMS &amp; CO, P.A.</b>
	Auditor Address <b>1626 S MADISON STREET, WHITEVILLE, NC 28472</b>

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/26	Date Audit Will Be Submitted to LGC 12/31/26
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*Must be within six months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
  - b) the status of the prior year audit findings;
  - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
  - d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

**For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:**

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Tracy Stubblefield	FINANCE OFFICER/SMITHFIELD	tracy.stubblefield@smithfield-nc.com

**OR Not Applicable**  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	TOWN OF SMITHFIELD
Audit Fee (financial and compliance if applicable)	\$ 31,000
Fee per Major Program (if not included above)	\$ 2,500 (one program included in audit fee)
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$ 5,750
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 36,750</b>






<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>


**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* THOMPSON, PRICE, SCOTT, ADAMS & CO, P.A.	
Authorized Firm Representative (typed or printed)* ALAN W. THOMPSON	Signature* 
Date* 05/26/26	Email Address* alanthompson@tpsacpas.com

**GOVERNMENTAL UNIT**





Governmental Unit* TOWN OF SMITHFIELD	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)* 	Signature* 
Date 	Email Address* 

 Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$ 36,750
Primary Governmental Unit Finance Officer* (typed or printed) TRACY STUBBLEFIELD 	Signature* 
Date of Preaudit Certificate* 	Email Address* tracy.stubblefield@smithfield-nc.com 



May 26, 2026

Town of Smithfield  
350 East Market Street  
Smithfield, NC 27577

To Management and Those Charged with Governance:

We are pleased to confirm our understanding of the services we are to provide the Town of Smithfield for the year ended June 30, 2026.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Town of Smithfield as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Smithfield's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Smithfield's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of the Proportionate Share of the Net Pension Liability and Schedule of Contributions – LGERS
3. Schedule of changes in Total Pension Liability and Schedule of Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance
4. Schedule of Changes in Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Smithfield's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. Schedule of Expenditures of Federal and State Awards.

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA's Private Companies Practice Section

## 2. Combining and Individual Fund Financial Statements, Budgetary Schedules, and Other Schedules

Our responsibility for other information included in documents containing the entity's audited financial statements and auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually, or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objective also includes reporting on-

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures-Internal Controls**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Smithfield's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Smithfield's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Smithfield's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of the schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and State awards; federal or State award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including

noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by June 1, 2026.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and State awards. You also agree to make the audited financial statements readily available to intended users of schedules of expenditures of federal and State awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

### **Other Services**

We will also assist in compiling the financial statements, schedule of expenditures of federal and State awards, and related notes of Town of Smithfield in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. We may also assist in preparing year end cash to accrual and GASB related entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, related notes, and other services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and State awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the

financial statements, the schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, (Tracy Stubblefield), who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' report or nine months after the end of the audit period.

We will provide copies of our reports to the Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to Oversight Agencies (or its designee), a federal agency provided direct or indirect funding, or the U.S. Government Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Alan Thompson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit by approximately June 1, 2026, and to issue our reports no later than December 31, 2026. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, should not exceed \$36,750. This fee estimate includes testing one major compliance program. Should additional programs be required, those will be added to the contract price at \$2,500 per program. Also, any excessive

additional fees incurred in obtaining required audit evidence (i.e. bank confirmations) will be billed directly to the Board. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

## **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Council and management of Town of Smithfield. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Smithfield and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Alan W. Thompson, CPA  
Thompson, Price, Scott, Adams & Co., P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Smithfield.

Management signature: \_\_\_\_\_



Title: \_\_\_\_\_ ✓

Date: \_\_\_\_\_ ✓

Governance signature: \_\_\_\_\_



Title: \_\_\_\_\_ ✓

Date: \_\_\_\_\_ ✓

CC: Town Council



# Request for Town Council Action

**Consent  
Agenda  
Item:** Tyler  
Technologies  
Time &  
Attendance  
Contract  
**Date:** 07/07/2026

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**Subject:** Approval of the Tyler Time and Attendance Contract  
**Department:** Finance Department  
**Presented by:** Finance Director - Tracy Stubblefield  
**Presentation:** Consent Agenda Item

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## Issue Statement

Tyler Technologies Time & Attendance is a workforce management solution that automates employee timekeeping, attendance tracking, leave management, and payroll integration within the Town's existing Tyler ERP system. The software will improve the accuracy and efficiency of payroll processing, strengthen compliance with Town policies and labor regulations, reduce manual data entry, and provide employees and supervisors with streamlined tools for recording and approving time worked. Funding for this project was previously approved as part of the FY 2026-2027 adopted budget. Town Council approval of the contract is requested to authorize execution of the agreement and implementation of the software.

## Financial Impact

Budgeted Items 10-10-4200-5700-7400, 30-71-7220-5700-7400, and 31-72-7230-5700-7400

## Action Needed

Council to approve contract as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Tyler Technologies Time & Attendance Contract



## STAFF REPORT

**Consent  
Agenda  
Item:** Tyler  
Technologies  
Time &  
Attendance  
Contract

---

Tyler Technologies Time & Attendance is a workforce management solution that automates employee timekeeping, attendance tracking, leave management, and payroll integration within the Town's existing Tyler ERP system. The software will improve the accuracy and efficiency of payroll processing, strengthen compliance with Town policies and labor regulations, reduce manual data entry, and provide employees and supervisors with streamlined tools for recording and approving time worked. Funding for this project was previously approved as part of the FY 2026-2027 adopted budget. Town Council approval of the contract is requested to authorize execution of the agreement and implementation of the software.



**Sales Quotation For:**  
 Town of Smithfield  
 PO BOX 761  
 SMITHFIELD NC 27577-0761

**Shipping Address**  
 Town of Smithfield  
 350 E Market St  
 Smithfield NC 27577-0761

**Quoted By** Augusta McCarver  
**Quote Expiration** 7/31/26  
**Quote Name** Time and Attendance  
 Powered by ExecuTime

Tyler Annual Software – SaaS		Annual
Description		
<b>Tyler One</b>		
Time & Attendance		\$ 12,351
Advanced Scheduling		\$ 1,503
Time & Attendance Mobile Access License		\$ 13,002
Time & Attendance		
<b>TOTAL:</b>		<b>\$ 26,856</b>

<b>Services</b>		Hours/Units	Extended Price
Description	Time & Attendance		
Project Management		1	\$ 1,950
Professional Services		144	\$ 20,880
<b>TOTAL:</b>			<b>\$ 22,830</b>

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 26,856
Total Tyler Services	\$ 22,830	
<b>Summary Total</b>	<b>\$ 22,830</b>	<b>\$ 26,856</b>
<b>Contract Total</b>	<b>\$ 49,686</b>	

## Comments

Work will be delivered remotely unless otherwise noted in this agreement.  
Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.  
SaaS is considered a term of one year unless otherwise indicated.

## Advanced Scheduling

Advanced Scheduling includes Advanced Scheduling Mobile Access

## Time & Attendance

Time & Attendance includes Time & Attendance Mobile Access

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_





# Request for Town Council Action

**Consent** Tyler  
**Agenda** Technologies  
**Item:** AP  
**Automation**  
**Contract**  
**Date:** 07/07/2026

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**Subject:** Approval of the Tyler Technologies AP Automation Contract  
**Department:** Finance Department  
**Presented by:** Finance Director - Tracy Stubblefield  
**Presentation:** Consent Agenda Item

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## Issue Statement

Tyler Technologies AP Automation is an accounts payable workflow solution that streamlines invoice processing, routing, approvals, and record retention within the Town's existing Tyler ERP system. The software will improve efficiency by reducing manual data entry and paper-based processes, enhancing internal controls, and providing greater visibility into the status of invoices and payments. Funding for this purchase was previously approved as part of the FY 2026-2027 adopted budget. Town Council approval of the contract is requested to authorize execution of the agreement and implementation of the software.

## Financial Impact

Budgeted Item 10-10-4100-5300-1202

## Action Needed

Council to approve contract as provided

## Recommendation

Staff recommends approval

**Approved:**  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Tyler Technologies AP Automation Contract



# STAFF REPORT

**Consent** Tyler  
**Agenda** Technologies  
**Item:** AP  
**Automation**  
**Contract**

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Tyler Technologies AP Automation is an accounts payable workflow solution that streamlines invoice processing, routing, approvals, and record retention within the Town's existing Tyler ERP system. The software will improve efficiency by reducing manual data entry and paper-based processes, enhancing internal controls, and providing greater visibility into the status of invoices and payments. Funding for this purchase was previously approved as part of the FY 2026-2027 adopted budget. Town Council approval of the contract is requested to authorize execution of the agreement and implementation of the software.



**Billing Address:**  
 SMITHFIELD, NC TOWN OF  
 PO BOX 761  
 SMITHFIELD NC 27577-0761

**Shipping Address**  
 Town of Smithfield  
 350 E Market St  
 P O Box 761  
 Smithfield NC 27577-0761

**Quoted By** Augusta McCarver  
**Quote Expiration** 10/4/26  
**Quote Name** AP Automation

Tyler Annual Software – SaaS		Annual
Description		
ERP Pro		
ERP Pro 10 Financial Management Suite		
AP Automation Capture with Disbursements		\$ 11,752
<b>TOTAL:</b>		<b>\$ 11,752</b>

Tyler Fees per Transaction		Net Unit Price
Description		
ERP Pro		
ERP Pro 10 Financial Management Suite		
AP Automation Disbursements		\$ 0.00

<b>Services</b>		Hours/Units	Extended Price
<b>Other Services</b>			
Project Management		1	\$ 250

**TOTAL: \$ 250**

<b>Summary</b>	<b>One Time Fees</b>	<b>Recurring Fees</b>
Total SaaS		\$ 11,752
Total Tyler Services	\$ 250	
<b>Summary Total</b>	<b>\$ 250</b>	<b>\$ 11,752</b>

## Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

### AP Automation Capture with Disbursements

A fully automated vendor payment system, including an automated invoice capture system, invoice approval system, AP Invoice Access. Tyler Software may include artificial intelligence ("AI") features that are provided as an administrative convenience, designed to analyze data or make suggestions, subject to changing laws applicable in your local jurisdiction. Client is responsible for independently validating the accuracy of data analyzed or suggestions provided via AI features and using such features only to the extent permissible under applicable law.

### AP Automation Disbursements

Expedited disbursement options available to vendors include instant transfer to a bank account, PayPal, Venmo and fast ACH where fees may apply. No fee options include standard ACH, and physical checks. All disbursements will be made pursuant to the terms and conditions found at <https://www.tylertech.com/client-terms/ap-automation-disbursements-software-and-services-terms-of-use>

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.

2026-605240-H3L5V8

- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
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Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

2026-605240-H3L5V8



# Request for Town Council Action

<b>Consent Agenda Item</b>	<b>BoardBook Agenda Software Agreement</b>
Date:	07/02/2026

**Subject:** Approval of Agreement – BoardBook Software

**Department:** General Government

**Presented by:** Town Clerk – Elaine Andrews

**Presentation:** Consent Agenda Item

### Issue Statement

The General Government Department is respectfully requesting the Town Council to authorize staff to enter into an agreement with BoardBook Premier agenda software for the estimated up-front cost of \$4,750, as budgeted in Capital Outlay line item 10-10-4100-5700-7400. BoardBook will be utilized to streamline Council meeting preparation and offer meeting minutes assistance. The package also includes current data migration into the new system.

### Financial Impact

Not more than \$4,750 up-front cost, and \$4,000 annually.

### Action Needed

Approval or denial for staff to execute the agreement.

### Recommendation

Staff recommends approval of contract, with direction for the Interim Town Manager execute the agreement.

Approved:  Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. Proposed BoardBook Proposal Agreement
3. Proposed BoardBook Contract



# Staff Report

Consent  
Agenda  
Item

BoardBook  
Agenda  
Software  
Agreement

The General Government Department respectfully requests that the Town Council authorize staff to enter into an agreement with BoardBook Premier agenda management software at an estimated implementation cost of not more than \$4,750, as budgeted in Capital Outlay account 10-10-4100-5700-7400. The annual contract cost is \$4,000.

BoardBook Premier will enhance and streamline the preparation and management of Town Council meetings by providing the key features listed below. The proposed package also includes the migration of existing data into the new system, ensuring a smooth transition and continuity of records.

### *BoardBook Features:*

- *Automatic document conversion*
- *Electronic voting*
- *Attendance taking*
- *Meeting minutes assistance*
- *Searchable archives*
- *Ease of access for supplemental documents*
- *Secure user-management portal*
- *Browser based program access*
- *Email notifications*
- *Public Postings*

## Introduction

BoardBook® was developed in 2002 by the Texas Association of School Boards to help Texas school districts cut costs by providing a digital system that reduces the labor and materials involved in the printing and distribution of school board meeting packets. As BoardBook® grew in popularity, other boards outside of Texas began to take notice and request access to the program.

Today, over 1,700 organizations throughout the United States and Canada use BoardBook®—these include colleges and universities, counties, cities, public libraries, public health care facilities, associations, and non-profit organizations.

One of the biggest advantages of using BoardBook® is the reduction in the time and expenses related to board meeting preparation. The other is its flexibility. Designed for both online and offline use, you can access materials no matter where you are.

BoardBook® allows you to stay current with state and national trends in processes and technology that enable effective and efficient governance. At the same time, it provides a better experience for constituents by making your information available to the public in a professional format.

Organizations choose BoardBook® because it is user friendly and simple to implement. BoardBook's 98% renewal rate is a testament to our commitment to excellent customer service and the superior value BoardBook provides our users.

## BoardBook® Premier

Since the advent of the original BoardBook® product, we have now upgraded to the new BoardBook® Premier program. BoardBook® Premier is fully functional with a wide range of features. These features have been expanded even more for those who want additional functions and capabilities.

### Features

- Attachment Uploads in Bulk
- Electronic Attendance
- 13 User Access Permissions
- Follow the Leader
- Hand Raising
- Personal Note Taking
- Public Projector
- Cloud Based Storage
- Historical/Searchable Meeting Database
- Unlimited Users
- Public Subscription Option

## Features cont.

- Electronic Voting
- 10 Viewer Groups (Boards, Committees)
- Planning & Tracking Goals
- Online Document Repository
- Organizational Branding
- Website Links
- Document Viewer Control

## Summary of Features

The following features were designed for a better meeting and meeting preparation experience:

### *Automatic PDF Conversion*

Eliminate unnecessary printing and scanning of agenda packet attachments. Agenda managers can upload standard file types, such as Word, Excel, PowerPoint, and image files directly into BoardBook® Premier, and the program automatically converts the files into PDF documents.

### *Electronic Voting*

Premier allows the person that is leading the meeting to take an action at any point and create (or select) a recommended motion. The leader is then able to specify which board member made the motion and who seconded. The leader can record the votes and Premier shows the results of the vote. These are then be added to the minutes automatically. You also have the additional capability for your members to review the motion and cast their votes from their own devices.

### *Templates*

A variety of different template types and options let you customize everything from default item formatting to agendas and notices.

### *Drag and Drop/Re-Positioning Items*

Agenda managers can drag and drop agenda items or re-position an item with ease whenever the order of agenda topics changes. BoardBook® Premier automatically updates the agenda item numbering and lettering. This makes last minute changes easy.

### *Attendance*

Premier allows an organization to take board member attendance in meetings. Attendance can be taken at any point during the meeting and is date and time stamped.

### *Minutes*

BoardBook® Premier provides a minutes report that is automatically created based on the agenda for a meeting. Any attendance or voting performed as well as any discussion notes documented during the meeting are added to the minutes report.

### *Supplemental Documents*

Late-arriving attachments, documents presented at the meeting, or web links can all be added to specific meetings within BoardBook® Premier.

### *Security*

Access to BoardBook® Premier is tightly controlled through a secure user management portal managed by your local account administrator. And with multiple viewing options, leadership can ensure the right information is shared with the right people.

### *Searchable Archive*

Historical meeting information is automatically archived in BoardBook® Premier and can easily be searched with keywords. Premier also provides an advanced search tool to narrow search results by date range or specific meeting categories.

### *Browser-based Program Access*

Whether it's Chrome, Firefox, Microsoft Edge, or Safari, you can use your preferred browser on any device to access the program.

### *Resources/Online Documents*

Additional resources such as policy manuals, school handbooks, expense report forms, and external web links can be added to BoardBook to provide a centralized repository of information for board members and administrators.

### *Email Notifications*

BoardBook® Premier provides a convenient way to notify board members when a meeting is available for viewing. Additional email notifications can be sent as needed.

### *Public Postings*

BoardBook® Premier makes it so easy to post and maintain required postings. With just one click, any document can also be shared with the public.

### *Printing*

BoardBook® Premier is equipped to facilitate a paperless meeting, but you always have the option to print selected documents or the whole meeting packet.

## Pricing

***\$4,000.00 Per Year***

## Implementation Process

- The BoardBook® subscription includes unlimited training and support. Training begins with a 3 hour training program with the agenda manager and then follow-up training based on the needs and skills of each customer.
- There is also 24/7 access to handouts and videos to show your board members how to use the platform. Additional training is available as needed.
- A link to a BoardBook web page is provided for public postings. Publishing public documents then becomes as easy as adding a link to your organization's website.

BoardBook® makes implementation easy. You could be up and running for **your next meeting!**

## Contact Information

Kylie Chapman  
888.587.2665  
[Kylie.Chapman@boardbook.org](mailto:Kylie.Chapman@boardbook.org)

BoardBook®  
12007 Research Blvd.  
Austin, TX 78759

## BoardBook® Premier® Subscription Agreement

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This BoardBook® Premier® Subscription Agreement (“Agreement”) is by and between the Texas Association of School Boards, Inc. (“TASB” or “Supplier”) and the below-named customer (“Subscriber”). The Agreement consists of (a) the **Order Form**, executed by Subscriber; and (b) the **General Terms and Conditions** (v.TASB.10/2023), attached and incorporated by reference as Exhibit A. (All undefined capitalized terms herein shall have such meaning as described in the General Terms and Conditions.)

### ORDER FORM

<b>Initial Term</b> <sup>(a)</sup>		<b>Initial Term Cost</b> <sup>(b)</sup>	
<i>Actual Dates</i>	<u>07/01/2026 - 06/30/2027</u>	USD	<u>\$ \$4,000.00</u>
<b>Renewal Term</b> <sup>(a)</sup>		<b>Renewal Term Cost</b> <sup>(b)</sup>	
<i>Month/Day –Month/Day</i>	<u>07/01 - 06/30</u>	USD	<u>\$ \$4,000.00</u>

<sup>(a)</sup> A subscription term, whether initial or renewal, cannot exceed a year. Renewal terms are subject to price adjustment, as permitted by the Agreement.

<sup>(b)</sup> Unless otherwise extended in writing by TASB, price quotes will expire after 90 days if not accepted.

#### Subscriber Coordinator Information

#### Subscriber Billing Information

*Name:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

The undersigned parties accept and agree to be legally bound by the entire BoardBook® Premier® Subscription Agreement and the persons executing this Agreement agree that they are fully authorized to enter into this Agreement. If Subscriber is eligible for Active, Associate, or Affiliate Membership within TASB, membership is a condition precedent to entering into this Agreement.

Except as otherwise provided by the General Terms and Conditions, this Agreement can only be modified by a separate written instrument executed by the parties; any unilateral change or insertion by Subscriber will be deemed void and unenforceable. Subscriber’s payment and use of the product will be treated as acceptance of this Agreement if the Agreement has not been fully signed by the parties.

**ACCEPTANCE BY SUBSCRIBER:**

**Subscriber Entity:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Purchase Order Number *(optional)*: \_\_\_\_\_

TASB Member? (Active/Associate/Affiliate)                      Yes or                      No

Governmental entity?                      Yes or                      No      Sales Tax Exempt?                      Yes or                      No

If yes, provide a copy of your Sales Tax Exemption Certificate.

*(Note: Nebraska, Oklahoma, South Dakota, and Tennessee customers will be referred to the appropriate supplier.)*

**ACCEPTANCE BY SUPPLIER:**

**Texas Association of School Boards, Inc.**

\_\_\_\_\_  
Director  
BoardBook Division

\_\_\_\_\_  
Date

***Signed Order Form may be returned by:***

Email:                      [boardbook@boardbook.org](mailto:boardbook@boardbook.org)  
Fax:                              512.467.3658  
U.S. Mail:                      Texas Association of School Boards  
   Attn: BoardBook  
   P.O. Box 400  
   Austin, TX 78767-0400

## Exhibit A — BoardBook® Premier® General Terms and Conditions

WHEREAS, the Texas Association of School Boards, Inc. (“**TASB**” or “**Supplier**”) is the lead supplier of BoardBook® services, including BoardBook® Premier®, (collectively “**BoardBook**”) and makes BoardBook available under these General Terms and Conditions (the “**GTC**”); and

WHEREAS, customer (“**Subscriber**”) accepts the GTC as evidenced through its execution of the BoardBook® Premier® Subscription Agreement (“**Agreement**”);

NOW, THEREFORE, in exchange for good and valuable consideration, the receipt of which is hereby acknowledged, TASB and Subscriber (also referred to as “party” or “parties”) agree as follows:

1. **Product.** BoardBook is a paperless meeting application used to create electronic meeting agendas and assemble board meeting materials. As a Software-as-a-Service (SaaS) product, BoardBook is internet-based and web-hosted. BoardBook is delivered through Supplier, in conjunction with one or more third-party affiliates.

2. **Access and Use.** Subject to the terms and conditions of this Agreement, Subscriber is granted a limited, non-exclusive, non-transferable right to access and use BoardBook for its internal business use only, to the degree and extent permitted by the product-level subscription ordered.

### 3. Intellectual Property.

(a) Except for the limited access and use rights granted herein, Subscriber acknowledges and agrees that it has no right, title, or interest in and to the BoardBook® and BoardBook® Premier® trademarks, service marks, tradenames or software application, including its programming codes, documentation, interfaces, sequences, or derivatives thereof (collectively the “**BoardBook IP**”). Subscriber acknowledges that the BoardBook IP includes trade secrets and proprietary information owned or under the legal rights of Supplier and other third parties and that such BoardBook IP is subject to the protection of federal and state copyright laws, as well as other laws protecting intellectual property and trade secret information. Subscriber will not directly or indirectly allow any of its users or third-parties to copy, modify, reverse compile, disassemble, reverse engineer, assign, rent, sublicense, or distribute all or any portion of the BoardBook IP. To the extent any design improvement or modification is made to the BoardBook IP at the suggestion or request of Subscriber, Subscriber hereby disclaims any right, title, or interest to such change, beyond the access and use rights otherwise granted herein, and assigns same to Supplier (or the third party designated by Supplier) without any right or claim to payment or consideration therefor.

(b) In the event of any claim or proceeding against Subscriber alleging that the BoardBook IP, as provided through this Agreement, infringes on the rights of any third party, Supplier will indemnify Subscriber, provided that Subscriber promptly notifies Supplier in writing and grants Supplier full authority to defend and settle such matter. Supplier shall have full authority to select counsel of its own choosing and Subscriber shall cooperate with such counsel. Notwithstanding the foregoing, Supplier shall not be liable or responsible for any content uploaded or entered into BoardBook by Subscriber or any of its users.

4. **Technical Support.** Supplier will provide Subscriber with online or telephone-based technical support during its normal and customary business hours (U.S. Central Time), which times may be posted on the BoardBook website. Upon the initial activation of a BoardBook account, Supplier will provide at least one remote training session up to two (2) hours in length. Supplier will not be responsible for supporting non-BoardBook software applications installed on Subscriber’s computers or network. In the

event that Subscriber requires legal advice on any issue, including but not limited to the content of meeting agendas, Subscriber must consult its duly appointed legal advisor. No attorney-client relationship is established under this Agreement.

#### **5. Subscriber Data.**

(a) Content uploaded or entered into the BoardBook application by or through Subscriber shall be deemed the property of Subscriber ("**Subscriber Data**"). Depending on the BoardBook subscription Subscriber Data may include, but is not limited to, (i) account credential information (e.g., email addresses, etc.); (ii) meeting agendas, minutes, supporting documents, and resource files; and (iii) policies, procedures, manuals, or similar content. Subscriber understands that BoardBook is NOT intended to serve as a repository for highly sensitive information, including personally identifiable information (e.g., Social Security numbers, medical or diagnostic information, credit card or bank information, student records, etc.). Thus, Subscriber will exercise due care and discretion in the content it uploads in BoardBook.

(b) Nothing in this Agreement grants Supplier any proprietary rights to Subscriber Data, except that Subscriber hereby grants Supplier a royalty-free, perpetual, irrevocable, and non-exclusive right and license, under its rights in the Subscriber Data, to use, copy, modify, display, archive, store, publish, transmit, distribute, and reproduce, and to create derivative works from, any and all Subscriber Data for the limited purpose of carrying out their duties under this Agreement. Moreover, as to Subscriber Data posted on BoardBook platforms that are open to the general public, Supplier may access and use such content for any and all legitimate business purposes, subject to any copyright or other legal restrictions related thereto. It is understood that any access and use of public-facing Subscriber Data shall be at Supplier's sole risk and that Subscriber shall not be held responsible for Supplier's use thereof.

(c) BoardBook is not intended to serve as Subscriber's permanent data storage facility. Subscriber is responsible for archiving Subscriber Data that must be retained onto a platform or location outside of BoardBook. Although Supplier aims to maintain Subscriber Data for a rolling period of at least five (5) years, no guaranty is made that Subscriber Data always will be available for such length of time. Upon termination of this Agreement, Subscriber shall have access to Subscriber Data for a period of 30 days, after which point Subscriber Data shall be subject to deletion. Upon request, Supplier will cooperate with Subscriber in transferring or converting Subscriber Data into a useful format, within the capabilities and limitations of the BoardBook technology; however, no promise is made that Subscriber Data will be transferred in any particular format.

#### **6. Confidentiality.**

(a) Except as otherwise provided in this Agreement, Supplier agrees to treat Subscriber Data as Subscriber's proprietary confidential information. To the fullest extent authorized by law, Subscriber agrees to treat the BoardBook IP as Supplier's proprietary confidential information. Notwithstanding the foregoing, either party may disclose the other party's confidential information (the "source party") where required by law or regulation, but only to the extent and for the purpose of such required disclosure, after providing the source party with advance written notice when legally possible, such that the source party is afforded the opportunity to pursue its legal rights.

(b) The parties recognize and agree that money damages are an inadequate remedy for any breach of confidentiality and further recognize that any such breach would result in irreparable harm to the source party. Therefore, in the event of breach, it is agreed that the source party may seek injunctive relief to enjoin such activity, without need of posting bond or other financial security, in addition to seeking other available remedies.

## **7. Account Use/Operation.**

(a) Account access to BoardBook is limited to Subscriber's authorized users in accordance with the product subscription. (Authorized users have log-in credentials.) Subscriber is responsible for maintaining the confidentiality of its account access credentials and passwords and will immediately notify Supplier of any known unauthorized access or use. Subscriber is responsible for ensuring that its authorized users comply with all terms and conditions of this Agreement. Upon request of Supplier, Subscriber will designate a primary account contact and will notify Supplier of any change thereto.

(b) The obligation of Subscriber to conduct its board meetings in accordance with applicable law and policy, including any open meetings law, resides entirely with Subscriber. It is also Subscriber's sole obligation under this Agreement to ensure that it has all legal rights and permissions required to upload, store, copy, and display Subscriber Data in BoardBook and that Subscriber Data is accurate and complete. Subscriber is solely responsible for determining who has access to view, copy, download, or otherwise access Subscriber Data and for managing rights to access Subscriber Data, including account-level access credentials. Supplier is not responsible or liable to any third party for the content or accuracy of any Subscriber Data posted or stored by or through Subscriber. Subscriber agrees that it will not use BoardBook to communicate or place any message or content that (i) is harassing, defamatory, or obscene; (ii) infringes on the intellectual property rights, including copyrights, of others; (iii) contains an image, likeness, or audio or visual recording of an individual without permission to do so, or that violates any privacy rights of any individual; (iv) contains software viruses or any other codes, files, or programs designed to damage or disrupt any software, hardware, or equipment; or (v) otherwise gives rise to civil or criminal liability. Supplier shall have the right to immediately suspend account access, without right of partial refund, if it determines this provision of the Agreement has been breached. Consistent with its rights and responsibilities under the Digital Millennium Copyright Act, Supplier hereby provides notice that it maintains the right to suspend or terminate the BoardBook account of any repeat infringer.

## **8. Representations/Warranties.**

(a) Supplier represents that BoardBook will be performed in good faith, consistent with commercially reasonable industry standards applicable to the service.

(b) NOTWITHSTANDING THE FOREGOING, AND TO THE FULLEST EXTENT ALLOWED BY LAW, BOARDBOOK IS PROVIDED "AS IS" AND "AS AVAILABLE." NO WARRANTY IS MADE, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF BOARDBOOK OR THAT BOARDBOOK WILL BE UNINTERRUPTED OR ERROR-FREE.

## **9. Limitations on Liability.**

TO THE FULLEST EXTENT PERMITTED BY LAW, LIABILITY IS LIMITED AS FOLLOWS:

(a) EXCEPT FOR LIABILITY ARISING UNDER SECTION 3 (INTELLECTUAL PROPERTY), THE MAXIMUM AMOUNT OF MONEY DAMAGES RECOVERABLE THROUGH THIS AGREEMENT BY ANY PARTY, UNDER ANY CLAIM OR PROCEEDING BASED IN CONTRACT, TORT, OR OTHER THEORY, IS LIMITED TO THE AGGREGATE AMOUNT OF ALL FEES ACTUALLY PAID OR DUE BY SUBSCRIBER DURING THE 12-MONTH PERIOD PRECEDING THE DATE OF THE CLAIM.

(b) IN NO EVENT SHALL ANY PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, OR LOSS OF BUSINESS INFORMATION) ARISING OUT OF THE USE OR INABILITY TO USE BOARDBOOK.

(c) Any delay or failure to perform as required by this Agreement (other than for payment of amounts due) caused by conditions beyond the reasonable control of the performing party shall not constitute a breach of this Agreement, and the time for performance, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing performance.

#### **10. Term/Termination.**

(a) The initial BoardBook subscription term under this Agreement shall be as stated on the Order Form and this term shall not exceed a period of one (1) year. After the initial term, the subscription shall automatically renew for successive annual periods unless the Agreement is terminated as provided herein. Either Subscriber or TASB may stop the automatic renewal of this Agreement by giving the other party 30 days prior written notice of termination before renewal.

(b) Upon automatic renewal, if Subscriber fails to make required payment for the BoardBook subscription within 30 days of renewal, Subscriber will be deemed to have terminated this Agreement and BoardBook access can be deactivated without notice. If Subscriber opts to terminate this Agreement during the middle of a subscription term for convenience, no prorated refund shall be due. If Subscriber is eligible for TASB membership and fails to timely renew its TASB membership, TASB may treat such failure as a material breach of obligation and immediately terminate this Agreement without any right of refund. Either party may terminate this Agreement due to the other party's material breach of obligation under this Agreement and seek any and all remedies allowed by law, consistent with this Agreement. No party will be liable for delays or failures in performance resulting from causes beyond the reasonable and foreseeable control of that party, including but not limited to acts of God, epidemics, labor disputes or disturbances, material shortages or rationing, riots, acts of war, governmental regulations, or utility failures.

(c) Upon the termination of this Agreement, for any reason, Subscriber shall immediately cease any further use of BoardBook and, to the extent permitted by law, return or destroy any BoardBook IP in its possession.

**11. Governing Law.** This Agreement is governed by the laws of Texas, without regard to conflict of laws provisions thereof.

**12. Third-Parties/Relationships.** Subscriber agrees that Supplier's third-party developer(s) or sub-suppliers of the BoardBook IP are third-party beneficiaries to this Agreement, as it applies to the BoardBook IP, and shall have all such rights and duties to the degree specifically stated herein, but that no other third-party beneficiaries are created hereby. The parties further agree that no principal-agent, partnership, joint venture, or employment relationship is created by or through this Agreement. BoardBook is provided as an independent contractor arrangement only.

**13. Headings.** Headings used in this Agreement are for ease of reference only and will not be used to interpret any aspect of this Agreement.

**14. Entire Agreement.** Use of BoardBook, including the BoardBook website, is subject to compliance with all privacy and security policies, service level agreements, and other terms and conditions posted on the BoardBook website or otherwise made available to Subscriber in writing ("**Additional Terms**"); provided, however, that any such Additional Terms cannot diminish or conflict with the protections afforded to Subscriber in this Agreement. In the event of any conflict or inconsistency among the provisions of the Order Form, GTC, Additional Terms, or any other provision of this Agreement, the GTC shall take precedence in reconciling the conflict or inconsistency unless Supplier agrees in writing otherwise. This Agreement constitutes the complete and exclusive expression of the contract among the parties; and all previous representations, discussions, and understandings, whether written or oral, are

superseded by said Agreement. If any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of the Agreement shall continue to be in force and effect.

15. **Amendments.** Supplier may amend or replace the terms of the Agreement, including pricing and the GTC, by providing Subscriber with at least 30 days prior written notice of the change before renewal of the subscription, and the notice must include the actual change to the Agreement. Subscriber's continued use of BoardBook after the effective date of the change shall constitute acceptance by course of conduct, without necessity of obtaining the Subscriber's signature. Subscriber may opt out of any amendment or change through timely termination of the Agreement, as provided herein.

16. **Notices.** Any notice required by this Agreement shall be in writing and deemed duly tendered when delivered to the respective party. Unless otherwise directed in writing, formal notice to Subscriber shall be sent to the person at the address identified on the Order Form. Formal notice for Supplier shall be sent to the Texas Association of School Boards, Attn: BoardBook Director, at the following address: P.O. Box 400, Austin, TX 78767-0400 (mailing address); or 12007 Research Blvd., Austin, TX 78759-2349 (physical address).

—END—

## Certificate Of Completion

Envelope Id: 26296E44-F674-809A-80C5-2C90E2286045  
 Subject: Please Sign: TASB BoardBook Premier Subscription Agreement  
 Source Envelope:  
 Document Pages: 7  
 Certificate Pages: 4  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent  
 Envelope Originator:  
 Kylie Chapman  
 12007 Research Blvd.  
 Austin, TX 78759  
 Kylie.Chapman@boardbook.org  
 IP Address: 209.36.175.51

## Record Tracking

Status: Original  
 6/18/2026 1:19:24 PM  
 Holder: Kylie Chapman  
 Kylie.Chapman@boardbook.org  
 Location: DocuSign

## Signer Events

Kylie Chapman  
 Kylie.Chapman@boardbook.org  
 Business Development  
 Texas Association of School Board  
 Security Level: Email, Account Authentication  
 (None)

**Signature**  
**Completed**  
 Using IP Address: 209.36.175.51

**Timestamp**  
 Sent: 6/18/2026 1:22:01 PM  
 Viewed: 6/18/2026 1:22:27 PM  
 Signed: 6/18/2026 1:22:40 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

Elaine Andrews  
 elaine.andrews@smithfield-nc.com  
 Security Level: Email, Account Authentication  
 (None)

Sent: 6/18/2026 1:22:42 PM  
 Viewed: 6/18/2026 1:23:20 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/18/2026 1:23:20 PM  
 ID: bbc28d34-314f-4b8e-a225-2ab70405f4a4

Corin Silva  
 corin.silva@tasb.org  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Texas Association of School Boards, Inc., or any of its affiliates (we, us or Company) may be required by law to provide to you certain written notices or disclosures.

Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **How to contact the Company.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

### **To advise the Company of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [esignature@tasb.org](mailto:esignature@tasb.org) and in the body of such request you must state: your previous e-mail address, your new e-mail address. In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

### **To request paper copies from the Company**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [esignature@tasb.org](mailto:esignature@tasb.org) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number.

### **To withdraw your consent with the Company**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [esignature@tasb.org](mailto:esignature@tasb.org) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number.

### **Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>•Allow per session cookies</li><li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li></ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

### **Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we may provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access.



# Request for Town Council Action

Consent  
Agenda  
Item: iWorQ  
Software  
Date: 07/07/2026

---

**Subject:** iWorQ Software  
**Department:** Fire Department  
**Presented by:** Fire Chief - Jeremey Daughtry  
**Presentation:** Consent Agenda Item

---

## Issue Statement

The Fire Department and Planning Department are requesting the purchase of the iWorQ Software to improve the continuity of operations within both departments.

## Financial Impact

Funds are available as approved in the current adopted budget, FY '27.

## Action Needed

Approval of the execution of contract for the purchase, installation, and set up of the iWorQ Software.

## Recommendation

Staff respectfully requests the Town Council to approve the execution of contract for the purchase, installation, and set up of the iWorQ Software.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Service Agreements



# Staff Report

Consent  
Agenda iWorQ  
Item: Software

During budget sessions, the Fire Department and the Planning Department identified the iWorQ Software as an improvement to the operations of both departments. These modules provide the opportunity to improve the continuity of operations and provide for a better overall customer experience with the Town of Smithfield. The software allows for the seamless communications for permit management, planning and zoning software, fire inspections software, and code enforcement. The system also allows an avenue for processing and collecting fees and payments made to the Town of Smithfield which would be more convenient for our customers.

Town Council approved the purchase of the iWorQ Software within the adopted FY '27 budget. The following is a breakdown of the costs by department.

## **Fire Department**

Year 1 includes the setup fees of \$5,000.00 plus the annual service fee of \$7,500.00 for a total of \$12,500.00. The setup fees include installation/setup, data transfer, training, and the use of the software for one year.

After the first year, the annual cost of this software will be \$7,500.00 per year.

This is in the FY '27 adopted budget within the capital line: **10-20-5300-5700-7400**.

## **Planning Department**

Year 1 includes the setup fees of \$8,000.00 plus the annual service fee of \$12,000.00 for a total of \$20,000.00. The setup fees include installation/setup, data transfer, training, and the use of the software for one year.

After the first year, the annual cost of this software will be \$12,000.00 per year.

This is in the FY '27 adopted budget within the capital line: **10-10-4900-5700-7400**.

The total for both departments is \$32,500.00 for the first year and \$19,500.00 for each year following.



# Service Agreement

For iWorQ Applications and Services

**Prepared for:**

**Town of Smithfield, NC  
350 East Market Street, Smithfield, NC 27577,  
US  
Population: 13191**

**Prepared by:**

**Kaiden McConnell  
iWorQ Systems**

**Agreement ID: 261388**



## AMENDMENTS & EXCEPTIONS

### AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

This section outlines approved amendments and exceptions to standard terms. In the event of a conflict, the terms in this section shall supersede the standard terms of this Agreement, but only to the extent expressly stated herein. All other provisions of the Agreement remain unchanged and fully enforceable.

#### ***Amendment - Delayed Billing Terms***

##### **Delayed Billing Terms**

###### **Recurring Fees:**

<b>Delayed Standard Invoice Date</b>	<b>Amount</b>	<b>Invoice Purpose</b>	<b>First Year Service Period</b>
07-01-2026	\$7,500.00	Annual Invoice	07-01-2026 - 06-30-2027

##### **Setup Fees**

<b>Delayed Invoice Date</b>	<b>Amount</b>	<b>Invoice Purpose</b>	<b>Service Period</b>
07-01-2026	\$5,000.00	Agreement Setup Amount	60 Days after Kickoff



Town of Smithfield, NC hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

### **4. CUSTOMER DATA:**

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).



Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

## **5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

## **6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

## **7. TERMINATION:**

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.



Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MISCELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

**10. CUSTOMER IMPLEMENTATION INFORMATION:**

**Primary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_



**11. CUSTOMER BILLING INFORMATION:**

**Billing Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PO #:** \_\_\_\_\_ **Tax Exempt ID # (required):** \_\_\_\_\_

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

**Signature:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

*Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.*

**APPENDIX A  
APPLICATIONS, SERVICES AND PRICING SCHEDULE**

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## Standard Billing Terms

### Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$7,500.00	Annual Invoice	07-01-2026 - 06-30-2027

### Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$5,000.00	Agreement Setup Amount	60 Days after Kickoff

### Annual Subscription Fees

Application ID	Classification	Application Name	Agreement Pricing
1800	Package	Fire Inspections	\$7,500.00
1000	Package	Fire Portal	\$0.00
ADD-22	Added	Payment Processing (Payroc)	\$0.00
ADD-25	Added	Emergency Floor Planning Tool	\$0.00

**Subscription Fee Total (This amount will be invoiced each year) \$7,500.00**

### One-Time Setup

Service(s)	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$5,000.00

Recurring Agreement Pricing \$7,500.00

Agreement Setup \$5,000.00

**Total Due Year 1 \$12,500.00**

## **NOTES AND SERVICE DESCRIPTION**

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



## APPENDIX B PRODUCT DESCRIPTIONS

### Package(s) Purchased

Fire
Fire Enterprise

### Product Descriptions

Application / Feature	Fire Basic	Fire Enterprise
Fire Inspections Application	x	x
Track Inspections on Devices & Locations	x	x
Available on Multiple Device Types	x	x
Configurable Reporting	x	x
Fees & Payments	x	x
Notice and Invoicing Capabilities	x	x
Sensitive File Uploads	x	x
OpenStreetMap w/ Quarterly Updates	x	x
File Usage Allowance*	x	x
Custom Letters*	x	x
Template Notices	x	x
Emergency Floor Planning Tool		x
Inspection Routing		x
Online Portal		x
Scheduled Reports*		x
Credit Card Processing via Payroc		x
XworQ AI Features		x

\* Available for Expansion Purchase



# Service Agreement

For iWorQ Applications and Services

**Prepared for:**

**Town of Smithfield, NC  
350 East Market Street, Smithfield, NC 27577,  
US  
Population: 13191**

**Prepared by:**

**Peter Vernon  
iWorQ Systems**

**Agreement ID: 261380**



## AMENDMENTS & EXCEPTIONS

### AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

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07-01-2026	\$12,000.00	Annual Invoice	07-01-2026 - 06-30-2027

###### **Setup Fees**

<b>Delayed Invoice Date</b>	<b>Amount</b>	<b>Invoice Purpose</b>	<b>Service Period</b>
07-01-2026	\$8,000.00	Agreement Setup Amount	60 Days after Kickoff



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## **5. CUSTOMER SUPPORT:**

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**9. MISCELLANEOUS PROVISIONS:**

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**10. CUSTOMER IMPLEMENTATION INFORMATION:**

**Primary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Implementation Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_



**Portal Setup Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Email: \_\_\_\_\_

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

**Portal Setup Contact Signature:**

\_\_\_\_\_

**11. CUSTOMER BILLING INFORMATION:**

**Billing Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PO #:** \_\_\_\_\_ **Tax Exempt ID # (required):** \_\_\_\_\_

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

**12. ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

**Signature:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

*Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.*

**APPENDIX A**  
**APPLICATIONS, SERVICES AND PRICING SCHEDULE**

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## Standard Billing Terms

### Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$12,000.00	Annual Invoice	07-01-2026 - 06-30-2027

### Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$8,000.00	Agreement Setup Amount	60 Days after Kickoff

### Annual Subscription Fees

Application ID	Classification	Application Name	Agreement Pricing
2000	Package	Planning & Zoning	\$6,500.00
1000	Package	Portal Home	\$0.00
ADD-22	Added	Payment Processing (Payroc)	\$0.00
400	Individual	Code Enforcement	\$4,500.00
ADD-26	Added	Bluebeam Integration	\$1,000.00

**Subscription Fee Total (This amount will be invoiced each year) \$12,000.00**

### One-Time Setup

Service(s)	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$8,000.00

Recurring Agreement Pricing \$12,000.00

Agreement Setup \$8,000.00

**Total Due Year 1** **\$20,000.00**

**NOTES AND SERVICE DESCRIPTION**

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



**APPENDIX B  
PRODUCT DESCRIPTIONS**

**Package(s) Purchased**

<b>ComDev</b>
Planning & Zoning Enterprise

**Product Descriptions**

<b>Application / Feature</b>	<b>Planning &amp; Zoning Basic</b>	<b>Planning &amp; Zoning Enterprise</b>
Track Projects	x	x
Available on Multiple Device Types	x	x
Configurable Reporting	x	x
Fees & Payments	x	x
Inspections & Plan Reviews	x	x
Workflow Configuration	x	x
Meeting & Hearing Management	x	x
Plan Annotation & Review	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Access to iWorQ Letter Template Library	x	x
Custom Letters*	x	x
Card Processing		x
Online Portal		x
Custom Web Forms*		x
Access to iWorQ Web Form Templates		x
iWorQ Notifications		x
Scheduled Reports*		x
XworQ AI Features		x

\* Available for Expansion Purchase

**Code Enforcement**

- Available on Multiple Device Types
- Track Activities and Follow-Ups
- OpenStreetMap w/ Quarterly Updates



- Configure Violations & Fees, Track Payments
- Configurable Reporting
- Access to iWorQ Letter Template Library
- 3 Custom Letters\*
- Includes Sensitive File Uploads

\* Available for Expansion Purchase

### **Bluebeam Integration**

- iWorQ integration with Bluebeam



# Request for Town Council Action

<b>Consent Agenda Item:</b>	<b>Samsara Location Devices</b>
<b>Date:</b>	<b>07/07/2026</b>

**Subject:** FY 26/27 Samsara Location devices for Public Works Vehicles

**Department:** Public Works Department

**Presented by:** Public Works Director - Lawrence Davis

**Presentation:** Consent Agenda Item

### Issue Statement

The Public Works Department is requesting Samara Inc. to enter an Agreement between the Town of Smithfield and Samara Inc. for the FY 2026-2027; this agreement is renewable for License Term: 36 Months

### Financial Impact

Amount of contract Bid: \$ \$43,274.58

### Action Needed

A motion to approve the agreement with Samsara Inc. attached agreement and authorize the Town Manager to execute the agreement on behalf of the Town.

### Recommendation

Public Works Department recommends Samsara Inc., and recommends Council's approval of FY 26-27 Samsara Inc. contract.

Approved: Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. Samsara Proposed Contract



# Staff Report

Consent  
Agenda  
Item:

Samsara  
Location  
Devices

---

Location/tracking devices play a crucial role in ensuring the safety and productivity of both employees and citizens in the Town of Smithfield. The Public Works Department will collect data to better serve our residents and keep our employees safe while operating vehicles.

Samsara Tracking offers the following features:

- ❖ Real-time location and vehicle telematics
- ❖ Dashboard access with unlimited administrator accounts
- ❖ Driver app for iOS and Android devices with unlimited driver accounts
- ❖ Over-the-air software feature upgrades
- ❖ API access for integration with third-party systems
- ❖ Maintenance and phone support

This has been approved in the budget adopted for FY 2026-2027.

Quote #: Q-2712327

Issued Date: 06-25-2026  
 Expires 07-22-2026  
 Order Number: S-2930829

**Payment Information:**  
 Payment Method: Check/Wire  
 Payment Terms: Net 30  
 Payment Frequency: Direct Annual  
 Estimated Ship Date: 07-01-2026

**Prepared For:**  
 TOWN OF SMITHFIELD  
 350 E Market St  
 Smithfield,  
 North Carolina  
 27577-3920

**Prepared By:**  
 Dante Sellers  
 dante.sellers@samsara.com

## Cost Overview

License Term: 36 Months

Total License Cost over 36 Months	\$41,472.00
Hardware and Accessories	Included
Non Recurring Discount(s) (First Invoice Only)	(\$1,152.00)
Shipping and Handling*	\$232.98
Total Sales Tax*	\$2,721.60
Total Contract Value <sup>1</sup>	\$43,274.58
First Invoice <sup>1</sup>	\$13,760.34
Recurring Invoice <sup>2</sup>	\$14,757.12

<sup>1</sup>Estimated value, actual invoice amount may change based on product fulfillment date, includes estimated sales tax  
<sup>2</sup>Amount displayed is for products purchased in this order only, includes estimated sales tax  
 \*If shipping is "Pending" - Amount is pending due to size of order; Shipping and Handling subject to change  
 \*Sales tax subject to change: If Sales tax is "Pending" - Final amount will be provided prior to payment  
 3% fee only applies to US - (CAD, MX, EMEA are exempt)

# Product Overview

SHIP TO Geuel Hernandez  
 350 E Market St  
 Smithfield, North Carolina, 27577-3920  
 United States

Hardware & Accessories	Net Unit Price	Total Price
Vehicle IoT Gateway, model VG55 HW-VG55-NA• QTY: 24	Included	Included
Forward-facing dash-camera, Series 4 HW-CM33• QTY: 24	Included	Included
Enhanced VG Series OBDII J1962 L-mount cable CBL-VG-COBDII-Y1• QTY: 12	Included	Included
Enhanced VG Series J1939 or J1708 (9-pin) CBL-VG-CJ1939• QTY: 8	Included	Included
CARB Executive Order Sticker and Instruction Insert ACC-VG-ASTKR• QTY: 8	Included	Included
Enhanced VG series 1226 cable CBL-VG-CRP1226• QTY: 6	Included	Included
Enhanced VG Series J1708 (6-pin) CBL-VG-CJ1708• QTY: 1	Included	Included
CARB Executive Order Sticker and Instruction Insert ACC-VG-ASTKR• QTY: 1	Included	Included
<b>Total Price:</b>		Included

<b>Licenses</b>	<b>Annual Unit Price</b>	<b>Total Annual Price</b>
Telematics Premier Public Sector LIC-VG-PREMIER-PS• QTY: 24	\$180.00	\$4,320.00
Safety Premier (Single Camera) LIC-CM-S-PREMIER• QTY: 24	\$396.00	\$9,504.00
<b>Total Price:</b>		\$13,824.00

<b>Non Recurring Discount(s)</b>	<b>Total Price</b>
Free Months Rebate	(\$1,152.00)
DC-FUTURE-FREE-MONTHS	
<hr/>	
<b>Total Price:</b>	USD (\$1,152.00)

**Billing Details:**

**Bill To:**  
TOWN OF SMITHFIELD  
350 E Market St  
Smithfield, North Carolina, 27577--  
3920

**Billing Contact::**  
Name: Lawrence Davis  
Title:Public Works Director  
Billing Email: [geuel.hernandez@smithfield-nc.com](mailto:geuel.hernandez@smithfield-nc.com)  
Phone Number: 9199342580

Does your organization require a purchase order (PO) in order to process payment to vendors?

If yes, please provide the PO Number:

If your organization requires invoice submission via an electronic invoice portal, please email any e-invoicing requirements to [billingsupport@samsara.com](mailto:billingsupport@samsara.com).

Please email any tax documentation to [billingsupport@samsara.com](mailto:billingsupport@samsara.com).

### Thank you for considering Samsara

Samsara provides real-time visibility, business-relevant tools, and powerful analytics that enable customers to increase the productivity of their fleets and reduce operating costs. A solution for your fleet is proposed below.

### What is included?

Samsara's fleet tracking solution includes hardware accessories and a per-gateway license. Gateway licenses provide all ongoing elements of the service, including:

- Real-time location and vehicle telematics
- Dashboard access with unlimited administrator accounts
- Driver App for iOS and Android devices with unlimited driver accounts
- Over-the-air software feature upgrades
- API access as it relates to features for integration with 3rd party systems
- Maintenance and phone support

Samsara does not include hidden costs in its licenses. If you want access to Samsara's full set of fleet features--including but not limited to WiFi hotspot and ELD capabilities--you will need to upgrade your license. Samsara reserves the right to audit usage of features unrelated to the solution as well as remove them from the Samsara Dashboard.

### Payment Terms

This order form includes a license fee for the Samsara Software associated with the Hardware to be paid annually beginning on the License Start Date and, if applicable, a one-time Hardware cost to be paid upfront as of the license start date. The annual fees are payable by recurring wire transfer. All transfers made by credit card are subject to a processing fee up to 3%, subject to applicable law. Late payments are subject to a 1.5% per month late fee. If license payments are delinquent by 30 days, Samsara may suspend the Service until late payments are remitted.

### License Term

The license term for the Samsara Software licenses purchased under this Order Form begins on the day Samsara activates the applicable Samsara Software license by providing you a claim number and access to the Hosted Software ("License Start Date"). If Hardware associated with a then-unactivated Samsara Software license will be shipped to you under this Order Form, such Samsara Software license will be activated on the day the Samsara Hardware ships. Notwithstanding the foregoing, if you are renewing the license term for a previously-activated Samsara Software license under this Order Form, the License Start Date for the renewal license term shall be the day that Samsara extends your access to the Hosted Software for the renewal license term. Samsara Hardware requires a valid license to function.

Samsara may ship Hardware under this Order Form subject to a schedule as mutually agreed between the Parties or as determined by Samsara. By signing this Order Form, you confirm that each "Ship To" delivery address set forth herein is accurate and that any individual accepting delivery at that address is authorized to do so on your behalf. To the extent such Hardware is associated with then-unactivated Samsara Software licenses, the Samsara Software license term

**Samsara Inc.**

1 De Haro Street, San Francisco, CA 94017 • [samsara.com](http://samsara.com)

for each such Hardware device will start on the day that device ships regardless of the shipment schedule for the other such Hardware devices. If all such Hardware is shipped in one shipment, the license term for all such Hardware will be the full license term under this Order Form. If such Hardware is shipped in multiple shipments, only the license term of such Hardware in the initial shipment will be such full license term. The license term of the remaining such Hardware shipped after the initial shipment will be set to match the then-remaining license term of the initial shipment, so that the license term for all such Hardware under this Order Form expires on the same date. The total cost of the licenses for such Hardware shipped after the initial shipment will be pro-rated based on their actual license term, rounded up to the nearest month, as compared to the full license term under this Order Form. Certain payment amounts under this Order Form assume that the entire order is fulfilled at the same time and are subject to potential reduction based on the actual schedule of order fulfillment.

You agree that you will only use the features included with the Samsara Software licenses purchased under this Order Form ("Licensed Scope"). Samsara reserves the right to audit usage of Samsara Software and to remove your access to such features beyond the Licensed Scope (for example, the licensed feature scope or licensed user count, as applicable) at any time. If you would like to use features beyond the Licensed Scope, you are required to purchase the applicable Samsara Software licenses and if applicable install the applicable Hardware that include such scope. If Samsara becomes aware that you are using features beyond the Licensed Scope, Samsara reserves the right to charge you for the applicable Samsara Software licenses that include such Licensed Scope at list price, and you agree to immediately pay such amounts. Samsara further reserves the right to change, discontinue, or remove features included in a Samsara Software license at any time.

You acknowledge and agree that, during your license term, you may not downgrade your Samsara Software license plan to a lower Samsara Software license plan (e.g., downgrading your "Enterprise" license to a "Premier" license).

### Support And Warranty

Samsara stands behind its Products. During the applicable warranty period, defective Hardware will be remedied pursuant to our Hardware Warranty Policy at [www.samsara.com/support/hardware-warranty](http://www.samsara.com/support/hardware-warranty). Additional support information can be found at [www.samsara.com/support](http://www.samsara.com/support).

### Terms

Unless otherwise set forth herein, your use and access of the Hardware, Products, and Services specified herein are governed by Samsara's standard terms of service found at <https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service/>, unless the Parties have entered into a separate terms of service agreement and/or a separate terms of service agreement is attached to the Order Form, in which case such separate terms of service agreement shall govern (the 'Terms of Service') provided that notwithstanding anything stated in the Terms of Service to the contrary, Customer agrees the following sections from Samsara's standard terms of service found at <https://www.samsara.com/legal/public-sector-customers-platform-terms-of-service/> shall apply: License (Section 4), Product Updates (Section 7), Data Protection Addendum (Section 10.3), Non-Samsara Products (Section 14), and Hardware Warranty (Section 17). You agree to be bound by the Terms of Service, and any capitalized terms not defined herein shall have the meaning set forth in the Terms of Service. The terms and conditions of the Terms of Service and this Order Form are the exclusive agreement of the parties with respect to the subject matter hereof and no other terms or conditions, including those associated with any Customer payment portal or onboarding of Samsara as a Customer vendor,

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shall be binding upon Samsara or otherwise have any force or effect.

To the extent Samsara allows you to make subsequent purchases of Products via Purchase Order without a corresponding Quote, you agree that (i) such Purchase Order shall be subject to the terms and conditions of this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service; and (ii) to the extent there is a conflict between such Purchase Order and this Order Form, including with respect to payment and license terms, as well as the applicable Terms of Service, the terms of this Order Form shall prevail, and no additional terms included in such Purchase Order that are not included in this Order Form shall apply. You acknowledge and agree that any reference to a Purchase Order in this Order Form is solely for your convenience in record keeping, and the existence of a Purchase Order or any delivery of Products to you following receipt of any Purchase Order shall not be deemed an acknowledgement of or agreement to any terms or conditions associated with any such Purchase Order or in any way be deemed to modify, alter, supersede or supplement the Terms of Service or this Order Form.

Samsara is providing a one-time service credit in the amount of \$1,152.00 (**Free Service Credit**) to be applied against the fees due for the licensed devices purchased during the Initial Term under this Order Form. This Free Service Credit is non-recurring and applies only to the licensed devices purchased herein. It will not be applied to any Renewal Term or for any add-on purchases made by Customer, and the pricing and payment terms under this Order Form shall not apply to any such other Order Forms.

**Notification of Confidentiality**

You agree that the pricing and payment terms specified in this Order Form shall (i) be held in strict confidence; (ii) not be disclosed to any Samsara competitor or other entity, except as pre-approved in writing by Samsara; and (iii) not be used except to evaluate the suitability of the Samsara Products for your business. You will immediately notify Samsara in the event of any unauthorized use or disclosure under these terms. Violation of these obligations will cause irreparable harm to Samsara for which Samsara may obtain compensatory and timely injunctive relief from a court, as well as any other remedies that may be available, including recovery of all reasonable attorney's fees and costs incurred in seeking such remedies. Your obligations specified herein shall last until the pricing and payment terms herein are, through no fault or action by you, public. This Order Form is a legally binding agreement between you ("Customer") and Samsara Inc. ("Samsara"). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein." "Please confirm acceptance of this Order Form by signing below:

**Signature** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Request for Town Council Action

**Consent  
Agenda  
Item:**  
**Award of  
Contract**  
Date: 07/07/2026

---

**Subject:** Award of Contract for 115kV Breakers at the Electric Delivery Point

**Department:** Public Utilities Department

**Presented by:** Public Utilities Director - Ted Credle

**Presentation:** Consent Agenda Item

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## Issue Statement

As the Town replaces the existing electric delivery point #1 (Hospital Road), the expansion will require two new transformers for the proposed delivery point. The Town bid out the large equipment to save on any contractor mark ups. The lowest, responsible bid for the electric 115 kV transformers is being presented for Town Council approval.

## Financial Impact

The funds for the transformers (\$5,280,098.00) will come from a project loan. This loan will be approved by both the Local Government Commission and the Town Council. Approval of these transformers is contingent upon acquisition of the loan.

## Action Needed

Approve the proposed bidder (GE Waukesha), as recommended by staff, and authorize the Town Manager to execute the proposed agreement. Further, authorize Town staff to pursue a loan for \$7,000,000 to provide funds for the total project.

## Recommendation

Staff recommends the approval of GE Waukesha as the low, responsive bid and authorize the Town Manager to execute the contract.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Bid Tab
3. Letter of Recommendation



# Staff Report

Consent  
Agenda  
Item: Award of  
Contract

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To prepare the Town for future growth, the Smithfield Public Utilities Department lays out a 10-year Capital Improvements Plan, which is approved and adopted by the Town Council. Part of the current plan is to improve the long-term health and stability of the Town's electric distribution system, by converting delivery point #1 (Hospital Road) from a receiving switchyard to a true substation. This improvement will modernize the receiving end of the transmission power from Duke Energy and create a sister station to delivery point #2 (Brogden Road).

As part of this project, the Town desires to purchase certain large pieces of heavy-duty equipment to save on any contractor markup costs. Two such pieces of equipment are the 115 kV electric transformers to handle the incoming electric transmission. The electric consultant prepared specifications, posted the bid and received the bids on May 12, 2026. After some clarification of the proposed bids, a responsible, low bidder was identified and presented to Town Council for approval.

Staff is asking Council to approve the proposed low bid apparatus and to authorize the Town Manager to execute the purchase contract, for two (2) 115 kV electric transformers, in the amount of \$5,280,098.00, per the submitted proposal. Further, please authorize Town staff to pursue additional funds, via loan, for \$7,000,000.00 to complete the construction of this project.

\*\*

**Town of Smithfield**  
Smithfield, North Carolina

**Bid Tabulation**

Project: Hospital Road Transformer  
Bid Date: May 12, 2026

Supplier	Lead Time	Purchase Price (each)	Purchase Price (extended)	No Load Losses (kw)	Load Losses (kw)	Total Ownership Cost (each)	Total Ownership Cost (extended)	Manufacturing Location	Notes (see additional below)
Delta Star	210-220 wks	\$ 3,624,355.00	\$ 7,248,710.00	19	105	\$ 3,818,655.00	\$ 7,637,310.00	Lynchburg	Escalation
Prolec-GE Waukesha	Q1 2029	\$ 2,419,207.00	\$ 4,838,414.00	24.15	107.337	\$ 2,640,049.00	\$ 5,280,098.00	Goldsboro	Escalation
Virginia Transformer	44-49 wks	\$ 2,372,400.00	\$ 4,744,800.00	25	110	\$ 2,599,900.00	\$ 5,199,800.00	Idaho	Escalation, Late Bid

**Notes:**

1. Delta Star Proposal contains numerous exceptions, clarifications and notes. In depth analysis of these was not done due to purchase price.
2. See separate document for specific PGEW notes.
3. Virginia Transformer bid did not arrive by specified deadline. Bid documents indicate "optional" pricing for delivery, dressout, and field services. These items would increase purchase price significantly.

This bid tabulation is a record of the bid opening and the figures as they appear in the proposals. This tabulation does not represent an evaluated price, recommendation or intent to award. A recommendation will be made after all bids are reviewed and evaluated with respect to cost of ownership, exceptions, delivery, etc. The award will be made based upon the product which is best suited to the needs of the Owner and the product deemed to provide the best investment of public funds.



May 14, 2026

Mr. Ted Credle  
Public Utilities Director  
Town of Smithfield

Subject: Hospital Road Transformer Recommendation

Mr Credle,

ECE has reviewed the power transformer bids for the units to be installed in the new Hospital Road Substation. The attached bid tabulation is a summary of the bids. It should be noted that the Virginia Transformer bid did not come in before the designated time and must be rejected. Further review of the VT bid documents seems to indicate that they had "optional" pricing for delivery, field services and dressout that would have increased their bid substantially. This wasn't completely clear but we did not delve into this further since their bid was invalid anyway.

Prolec-GE Waukesha (PGEW) has the lowest responsible bid at \$2,419,207/ea., \$4,838,414/extended. PGEW will build the unit in their Goldsboro, NC facility and has an outstanding record of delivering quality transformers at this voltage and size. It is our belief that the PGEW unit will best suit the needs of the Town and would represent the best investment of public funds. We recommend that the contract be awarded to Prolec-GE Waukesha, Inc. for \$4,838,414. There are several conditions in the proposal that the Council should be aware of while considering approval. I have noted those on a separate sheet. Upon approval by Council, we will provide a guide for the actual Purchase Order language required.

Please let us know if you have any questions.

Sincerely,

Tony B. Pearce, PE



# Request for Town Council Action

**Consent**   **Purchase**  
**Agenda**   **Of Police**  
**Item:**   **Vehicles**  
**Date:**   **07/07/2026**

---

**Subject:** Police Department purchase of vehicles  
**Department:** Police Department  
**Presented by:** Pete Hedrick, Police Chief  
**Presentation:** Consent

---

## Issue Statement

The Police Chief is requesting to purchase 3 vehicles for the fleet.

## Financial Impact

Budgeted \$123,000

## Action Needed

Approve or deny

## Recommendation

Approve

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Quotes
3. Car fax history



# Staff Report

**Consent Purchase of  
Agenda Police  
Item: Vehicles**

---

The police Chief is requesting the purchase of three vehicles. Budget was for two new police packaged vehicles at \$140,000. The Chief has located two 2024 Dodge Durango already equipped with lights and sirens which is a savings of approximately \$10,000 both under 100 miles and 2020 Dodge Durango with 19000 miles for a total \$123,000. The remaining \$17,000 will be used to upfit the vehicles and mark them.

These vehicles are with Asia Motors that purchases used law enforcement vehicles and then resells them.

# BILL OF SALE

SELLER

BUYER(S)

ASIA MOTORS INC 2300 NORTH MANNHEIM RD MELROSE PARK, IL 60164 847-447-3500  Date: 6/30/26 Salesman:	SMITHFIELD POLICE DEPARTMENT  110 S 5TH ST SMITHFIELD, NC 27577 County: Phone: 919-989-1069												
DESCRIPTION OF VEHICLE SOLD	DESCRIPTION OF TRADE-IN(S)												
Stock #:26132                      Year: 2024 Make: DODGE                        Model: DURANGO Body Type: 4DR                      Color: BLACK Tag:                                      Mileage: 60 VIN: 1C4SDJFTXRC254198	Trade # 1:    N/A VIN:  Mileage:  Trade # 2:    N/A VIN:  Mileage:												
<b>WARRANTY DISCLAIMER</b> Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Seller makes no warranty of any kind, express or implied, as to the merchantability or fitness for a particular purpose of the vehicle covered by this agreement, and buyer understands and agrees that such vehicle, whether new or used is sold "AS-IS" and "WITH ALL FAULTS".	<b>SETTLEMENT</b>												
<b>LIEN HOLDER</b>	Price:                                      48,700.00 Less Trade Allowance:                      N/A <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Difference:                                      48,700.00 Payoff on Trade-In                              N/A Sales Tax:                                      N/A :    N/A Tag & Title Fee::                              N/A												
<b>TAX JURISDICTION BREAKDOWN</b>	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Total:    48,700.00 Less Cash Down Payment:                      N/A Deferred Down Payment:                      N/A  <b>BALANCE REMAINING:                              48,700.00</b>												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right;">8.500 %</td> <td style="width: 30%; text-align: right;">0.00</td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: right;">0.000 %</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td style="text-align: right;">0.000 %</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td style="text-align: right;">1.000 %</td> <td style="text-align: right;">0.00</td> <td></td> </tr> </table>	8.500 %	0.00		0.000 %	0.00		0.000 %	0.00		1.000 %	0.00		
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**CONTRARY LANGUAGE DISCLOSURE** The following applies to all vehicles sold as "DEMONSTRATOR" or "USED". The information you see on the window form (entitled "Buyer's Guide") for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Buyer hereby acknowledges the presence of the above mentioned window form (BUYER'S GUIDE) on the purchased vehicle at time of delivery and receipt of the original of said form.

**WILL NOT PROVIDE ANY LOANER VEHICLE**

Buyer \_\_\_\_\_ Co-Buyer \_\_\_\_\_

I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER

**ALL SALES FINAL**

BUYER AGREES THAT HE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS AND LIMITATIONS OR LIABILITY SET FORTH HEREIN AND AFFIXES HIS SIGNATURE IN CONFIRMATION OF HIS OFFER.

Buyer \_\_\_\_\_ Co-Buyer \_\_\_\_\_  
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER.  
 I HAVE RECEIVED A COPY OF MY PURCHASE OPTION CONTRACT ON DELIVERY.

Accepted This Date 6/30/26  
 By \_\_\_\_\_  
 Purchase Order must be accepted by an officer or manager of the Company.



# BILL OF SALE

SELLER

BUYER(S)

ASIA MOTORS INC 2300 NORTH MANNHEIM RD MELROSE PARK, IL 60164 847-447-3500  Date: 6/30/26 Salesman:	SMITHFIELD POLICE DEPARTMENT  110 S 5TH ST SMITHFIELD, NC 27577 County: Phone: 919-989-1069																																				
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<p><b>WARRANTY DISCLAIMER</b> Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.</p> <p>Seller makes no warranty of any kind, express or implied, as to the merchantability or fitness for a particular purpose of the vehicle covered by this agreement, and buyer understands and agrees that such vehicle, whether new or used is sold "AS-IS" and "WITH ALL FAULTS".</p> <p style="text-align: center;"><b>LIEN HOLDER</b></p>	SETTLEMENT																																				
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Less Cash Down Payment:	N/A																																				
Deferred Down Payment:	N/A																																				
<b>BALANCE REMAINING:</b>	<b>25,600.00</b>																																				

**CONTRARY LANGUAGE DISCLOSURE** The following applies to all vehicles sold as "DEMONSTRATOR" or "USED". The information you see on the window form (entitled "Buyer's Guide") for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Buyer hereby acknowledges the presence of the above mentioned window form (BUYER'S GUIDE) on the purchased vehicle at time of delivery and receipt of the original of said form.

**WILL NOT PROVIDE ANY LOANER VEHICLE**

Buyer \_\_\_\_\_ Co-Buyer \_\_\_\_\_

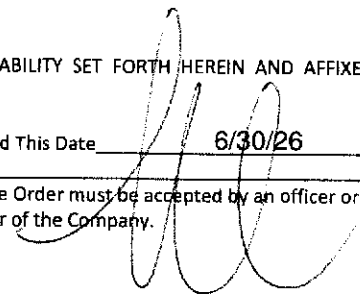
I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER

**ALL SALES FINAL**

BUYER AGREES THAT HE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS AND LIMITATIONS OR LIABILITY SET FORTH HEREIN AND AFFIXES HIS SIGNATURE IN CONFIRMATION OF HIS OFFER.

Buyer \_\_\_\_\_ Co-Buyer \_\_\_\_\_  
 I UNDERSTAND NO VERBAL AGREEMENT WILL BE HONORED BY DEALER.  
 I HAVE RECEIVED A COPY OF MY PURCHASE OPTION CONTRACT ON DELIVERY.

Accepted This Date 6/30/26  
 By \_\_\_\_\_  
 Purchase Order must be accepted by an officer or manager of the Company.





This report provided free of charge by:

Asia Motors Inc  
2300 N Mannheim Rd  
Melrose Park, IL 60164  
847-416-8231

**3.8 / 5.0**  
29 Verified Reviews



# Report

US \$44.99

## 2024 Dodge Durango Pursuit

23 mi | VIN: 1C4SDJFT1RC254199

4 Door Wagon/Sport Utility | 5.7L V8 F OHV 16V | Gasoline | All wheel drive



**NO ACCIDENTS REPORTED**

No Accidents or Damage Reported to CARFAX

2 Service History Records

7 Detailed Records Available

This CARFAX Vehicle History Report is based only on information supplied to CARFAX and available as of 6/29/26 at 11:56:46 AM (CDT). Other information about this vehicle, including problems, may not have been reported to CARFAX. Use this report as one important tool, along with a vehicle inspection and test drive, to make a better decision about your next used car.



### Additional History

Not all accidents / issues are reported to CARFAX

#### Total Loss

No total loss reported to CARFAX.

#### Structural Damage

No structural damage reported to CARFAX.

#### Airbag Deployment

No airbag deployment reported to CARFAX.

#### Odometer Check

No indication of an odometer rollback.

#### Accident / Damage

No accidents or damage reported to CARFAX.

#### Manufacturer Recall

No open recalls reported to CARFAX.

#### Basic Warranty

Original warranty estimated to have 7 months or 35,977 miles remaining. Confirm with dealer or vehicle manufacturer.

### Summary

- No Issues Reported
- No Issues Reported
- No Issues Reported
- No Issues Indicated
- No Issues Reported
- No Recalls Reported
- Warranty Active



### Title History

CARFAX guarantees the information in this section

#### Damage Brands

Salvage | Junk | Rebuilt | Fire | Flood | Hail | Lemon

### Summary

- Guaranteed No Problem

**Odometer Brands**




Not Actual Mileage | Exceeds Mechanical Limits

**Guaranteed No Problem**



**GUARANTEED** - None of these title problems were reported by a U.S. state Department of Motor Vehicles (DMV). If you find that any of these title problems were reported by a DMV and not included in this report, you may qualify. [View Terms](#) | [View Certificate](#)

**CARFAX Detailed History**

Date	Mileage	Source	Comments
Not Reported		FCA US LLC	<b>Original Window Sticker</b> 
08/27/2024	23	Texas Inspection Station	<b>Passed safety inspection</b>
08/28/2024		Sewell Chrysler Dodge Jeep Ram Andrews, TX 432-444-7150 teamsewell.com/ 4.8 / 5.0 22 Verified Reviews 19 Customer Favorites	<b>Vehicle offered for sale</b>
08/28/2024		Sewell Chrysler Dodge Jeep Ram Andrews, TX 432-444-7150 teamsewell.com/ 4.8 / 5.0 22 Verified Reviews 19 Customer Favorites	 <b>Vehicle serviced</b> - Pre-delivery inspection completed - Emissions or safety inspection performed - Vehicle washed/detailed
01/11/2025		Sewell Chrysler Dodge Jeep Ram Andrews, TX 432-444-7150 teamsewell.com/ 4.8 / 5.0 22 Verified Reviews 19 Customer Favorites	 <b>Vehicle serviced</b> - Maintenance inspection completed - Engine serviced
03/03/2026		Texas Motor Vehicle Dept. Andrews, TX	<b>Title issued or updated</b> - Dealer took title of this vehicle while it was in inventory - Vehicle color noted as Black
05/10/2026		Asia Motors Inc Melrose Park, IL 708-223-0360 asiamotorsinc.com/ 3.8 / 5.0 29 Verified Reviews	<b>Vehicle offered for sale</b>
06/29/2026		CARFAX Car Care	<b>Manufacturer Recommended Maintenance Schedules</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                         Get this vehicle's maintenance schedule, service history and recall alerts at <a href="http://carfax.com/service">carfax.com/service</a>.                     </div>

Have Questions? Please visit our Help Center at [www.carfax.com](http://www.carfax.com).

**CARFAX Glossary**

**Title Issued**

A state issues a title to provide a vehicle owner with proof of ownership. Each title has a unique number. Each title or registration record on a CARFAX report does not necessarily indicate a change in ownership. In Canada, a registration and bill of sale are used as proof of ownership.

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This report provided free of charge by:

Asia Motors Inc  
2300 N Mannheim Rd  
Melrose Park, IL 60164  
847-416-8231

3.8 / 5.0  
29 Verified Reviews

# CARFAX Report

US \$44.99

## 2024 Dodge Durango Pursuit

45 mi | VIN: 1C4SDJFTXRC254198

4 Door Wagon/Sport Utility | 5.7L V8 F OHV 16V | Gasoline | All wheel drive



**NO ACCIDENTS REPORTED**

No Accidents or Damage Reported to CARFAX

Regular Oil Changes

2 Service History Records

7 Detailed Records Available

This CARFAX Vehicle History Report is based only on information supplied to CARFAX and available as of 6/29/26 at 11:57:31 AM (CDT). Other information about this vehicle, including problems, may not have been reported to CARFAX. Use this report as one important tool, along with a vehicle inspection and test drive, to make a better decision about your next used car.

### CARFAX Additional History

Not all accidents / issues are reported to CARFAX

#### Total Loss

No total loss reported to CARFAX.

#### Structural Damage

No structural damage reported to CARFAX.

#### Airbag Deployment

No airbag deployment reported to CARFAX.

#### Odometer Check

No indication of an odometer rollback.

#### Accident / Damage

No accidents or damage reported to CARFAX.

#### Manufacturer Recall

No open recalls reported to CARFAX.

#### Basic Warranty

Original warranty estimated to have 7 months or 35,955 miles remaining. Confirm with dealer or vehicle manufacturer.

### Summary

- No Issues Reported
- No Issues Reported
- No Issues Reported
- No Issues Indicated
- No Issues Reported
- No Recalls Reported
- Warranty Active

### CARFAX Title History

CARFAX guarantees the information in this section

#### Damage Brands

Salvage | Junk | Rebuilt | Fire | Flood | Hail | Lemon

### Summary

- Guaranteed No Problem

**Odometer Brands**

Not Actual Mileage | Exceeds Mechanical Limits




**Guaranteed**  
No Problem



**GUARANTEED** - None of these title problems were reported by a U.S. state Department of Motor Vehicles (DMV). If you find that any of these title problems were reported by a DMV and not included in this report, you may qualify. [View Terms](#) | [View Certificate](#)



**Detailed History**

Date	Mileage	Source	Comments
Not Reported		FCA US LLC	Original Window Sticker 
08/27/2024	10	Sewell Chrysler Dodge Jeep Ram Andrews, TX 432-444-7150 teamsewell.com/ 4.8 / 5.0 22 Verified Reviews 19 Customer Favorites	 <b>Vehicle serviced</b> - Pre-delivery inspection completed - Emissions or safety inspection performed - Vehicle washed/detailed
08/27/2024	33	Texas Inspection Station	<b>Passed safety inspection</b>
08/28/2024	34	Sewell Chrysler Dodge Jeep Ram Andrews, TX 432-444-7150 teamsewell.com/ 4.8 / 5.0 22 Verified Reviews 19 Customer Favorites	<b>Vehicle offered for sale</b>
03/07/2025	45	EAG Chrysler Dodge Jeep Ram Navasota Navasota, TX 936-755-5111 eagcdjrnavasota.com/ 4.4 / 5.0 15 Verified Reviews	 <b>Vehicle serviced</b> - Maintenance inspection completed - Oil and filter changed
03/03/2026		Texas Motor Vehicle Dept. Andrews, TX	<b>Title issued or updated</b> - Dealer took title of this vehicle while it was in inventory - Vehicle color noted as Black
05/01/2026		Asia Motors Inc Melrose Park, IL 708-223-0360 asiamotorsinc.com/ 3.8 / 5.0 29 Verified Reviews	<b>Vehicle offered for sale</b>

This vehicle's oil change history, as reported to CARFAX, follows the manufacturer's recommendation. Track your service history for free at [carfax.com/service](https://carfax.com/service).

Have Questions? Please visit our Help Center at [www.carfax.com](https://www.carfax.com).



**Glossary**

**CARFAX Well Maintained - Regular Oil Changes**

CARFAX identifies a "Well Maintained - Regular Oil Change" vehicle as having a regular oil change history when all its recommended oil changes, based on the vehicle's maintenance schedule, have been reported to CARFAX. CARFAX uses the manufacturer's schedule and assumes normal driving conditions. When an oil change schedule is not available, CARFAX may analyze reported service events to determine what is typical for the same make and model vehicle. Dealers and service shops may publish different recommended service schedules.

**Title Issued**

A state issues a title to provide a vehicle owner with proof of ownership. Each title has a unique number. Each title or registration record on a CARFAX report does not necessarily indicate a change in ownership. In Canada, a registration and bill of sale are used as proof of ownership.

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This report provided free of charge by:

Asia Motors Inc  
2300 N Mannheim Rd  
Melrose Park, IL 60164  
847-416-8231

**3.8 / 5.0**  
29 Verified Reviews

# CARFAX Report

US \$44.99

## 2020 Dodge Durango Pursuit

19,865 mi | VIN: 1C4RDJFG8LC204988

4 Door Wagon/Sport Utility | 3.6L V6 F DOHC 24V | Gasoline | All wheel drive



NO ACCIDENTS REPORTED  
[Redacted] Damage Reported to  
 CARFAX

52 Service History Records

59 Detailed Records Available

This CARFAX Vehicle History Report is based only on information supplied to CARFAX and available as of 6/29/26 at 11:58:23 AM (CDT). Other information about this vehicle, including problems, may not have been reported to CARFAX. Use this report as one important tool, along with a vehicle inspection and test drive, to make a better decision about your next used car.

### CARFAX Additional History

Not all accidents / issues are reported to CARFAX

#### Total Loss

No total loss reported to CARFAX.

#### Structural Damage

No structural damage reported to CARFAX.

#### Airbag Deployment

No airbag deployment reported to CARFAX.

#### Odometer Check

No indication of an odometer rollback.

#### Accident / Damage

No accidents or damage reported to CARFAX.

#### Manufacturer Recall

No open recalls reported to CARFAX.

#### Basic Warranty

Original warranty estimated to have expired.

### CARFAX Title History

CARFAX guarantees the information in this section

#### Damage Brands

Salvage | Junk | Rebuilt | Fire | Flood | Hail | Lemon

### Summary

- No Issues Reported
- No Issues Reported
- No Issues Reported
- No Issues Indicated
- No Issues Reported
- No Recalls Reported

### Warranty Expired

### Summary

- Guaranteed No Problem

**Odometer Brands**









Not Actual Mileage | Exceeds Mechanical Limits

**Guaranteed No Problem**












**GUARANTEED** - None of these title problems were reported by a U.S. state Department of Motor Vehicles (DMV). If you find that any of these title problems were reported by a DMV and not included in this report, you may qualify. [View Terms](#) | [View Certificate](#)












**CARFAX Detailed History**

Date	Mileage	Source	Comments
Not Reported		FCA US LLC	Original Window Sticker 
05/05/2020	2,020	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites	 <b>Vehicle serviced</b> - Maintenance inspection completed - Transmission checked
07/14/2020	3,767	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites	 <b>Vehicle serviced</b> - Oil and filter changed
07/23/2020	4,028	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites	 <b>Vehicle serviced</b> - Tire(s) replaced
09/21/2020	5,707	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites	 <b>Vehicle serviced</b> - Maintenance inspection completed - Electrical system checked - Noise checked
10/27/2020	6,313	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites	 <b>Vehicle serviced</b> - Maintenance inspection completed - Engine/powertrain computer/module checked - Oil and filter changed - Tire(s) balanced - Tires rotated
12/22/2020	7,004	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites	 <b>Vehicle serviced</b> - Oil and filter changed
01/22/2021	7,503	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com	 <b>Vehicle serviced</b> - Oil and filter changed

		601 Customer Favorites		
02/05/2021	7,704	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
02/19/2021	7,910	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Oil and filter changed
03/05/2021	8,050	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
03/09/2021	8,122	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews 113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - A/C system checked - A/C hose/line replaced
03/24/2021	8,466	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
04/12/2021	9,024	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews 113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - A/C system checked - A/C compressor replaced - A/C condenser replaced
04/19/2021	9,092	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
05/08/2021	9,391	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
05/26/2021		Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews 601 Customer Favorites		<b>Vehicle serviced</b> - Air filter replaced - Oil and filter changed
06/01/2021	10,005	Dobbs Tire & Auto Centers Saint Louis, MO		<b>Vehicle serviced</b>

		314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		
06/09/2021	10,213	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed - Tire condition and pressure checked
06/16/2021	10,406	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Blower motor replaced/repaired - Engine/powertrain computer/module checked - Spark plug(s) replaced
06/30/2021	10,549	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
07/15/2021	10,809	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
07/23/2021	10,986	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Alternator replaced - Drive belt idler pulley replaced - Engine/powertrain computer/module checked - Serpentine belt replaced
09/20/2021	11,144	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Headlight bulb(s) replaced
10/04/2021	11,239	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
10/27/2021	11,404	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com 4.7 / 5.0 310 Verified Reviews ♥ 113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Battery serviced
11/10/2021	11,502	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews		<b>Vehicle serviced</b> - Oil and filter changed

 75 Customer Favorites









11/30/2021	11,811	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com  4.6 / 5.0 546 Verified Reviews  601 Customer Favorites		<b>Vehicle serviced</b> - Air filter replaced - Oil and filter changed
12/22/2021	12,070	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com  4.6 / 5.0 546 Verified Reviews  601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
01/05/2022	12,175	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com  4.7 / 5.0 310 Verified Reviews  113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Battery/charging system checked - Battery replaced - Spark plug(s) replaced
01/28/2022	12,181	South County Dodge Chrysler Jeep Saint Louis, MO 314-487-1010 southcountyautos.com  4.7 / 5.0 310 Verified Reviews  113 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - A/C compressor replaced - A/C refrigerant recharged - Tire repaired
03/21/2022	12,284	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com  4.6 / 5.0 546 Verified Reviews  601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
04/28/2022	12,515	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com  4.8 / 5.0 225 Verified Reviews  75 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed - Tire repaired
05/21/2022	12,719	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com  4.6 / 5.0 546 Verified Reviews  601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
06/22/2022	13,074	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com  4.6 / 5.0 546 Verified Reviews  601 Customer Favorites		<b>Vehicle serviced</b> - Tire condition and pressure checked
06/24/2022	13,152	Valvoline Instant Oil Change Arnold, MO 636-282-0418 vioc.com  4.7 / 5.0 381 Verified Reviews  272 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
11/05/2022	13,643	Valvoline Instant Oil Change St Louis, MO		<b>Vehicle serviced</b> - Oil and filter changed

314-351-8510

vioc.com

4.6 / 5.0 546 Verified Reviews

♥ 601 Customer Favorites

02/10/2023	14,005	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed - Thrust angle alignment performed - Tire(s) balanced - Tire(s) replaced
08/07/2023	14,394	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
09/14/2023	14,966	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
12/31/2023	15,199	St. Louis Chrysler Dodge Jeep Ram Bridgeton, MO 314-310-1060 stl-cdjrr.com 4.2 / 5.0 36 Verified Reviews ♥ 968 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Antifreeze/coolant flushed/changed - Engine/powertrain computer/module checked - Induction system serviced - Oil and filter changed - Tire repaired - Tires rotated
01/14/2024	15,310	St. Louis Chrysler Dodge Jeep Ram Bridgeton, MO 314-310-1060 stl-cdjrr.com 4.2 / 5.0 36 Verified Reviews ♥ 968 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Antifreeze/coolant flushed/changed - Engine checked - Front brake pads replaced - Front brake rotor(s) resurfaced - Radiator replaced
02/12/2024	15,428	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Anti-theft/keyless remote battery replaced - Computer reprogrammed - Ignition coil(s) replaced - Oxygen sensor replaced - Spark plug(s) replaced - Tire repaired
02/28/2024	15,561	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b>
03/22/2024		Missouri Inspection Station Saint Louis, MO		<b>Safety inspection performed</b> - Failed emissions inspection
03/28/2024	15,765	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Emissions inspection performed

05/21/2024	15,944	St. Louis Chrysler Dodge Jeep Ram Bridgeton, MO 314-310-1060 stl-cdjr.com 4.2 / 5.0 36 Verified Reviews ♥ 968 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - A/C refrigerant recharged - Intake manifold gasket(s) replaced
06/17/2024	16,163	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
08/07/2024	16,858	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Tire repaired
09/11/2024	17,150	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b> - Ignition coil(s) replaced - PCV system checked - Rear wiper blade replaced - Spark plug(s) replaced - Wiper(s) replaced
10/15/2024	17,505	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Oil and filter changed
12/03/2024	18,259	Valvoline Instant Oil Change St Louis, MO 314-351-8510 vioc.com 4.6 / 5.0 546 Verified Reviews ♥ 601 Customer Favorites		<b>Vehicle serviced</b> - Air filter replaced - Oil and filter changed - Tire condition and pressure checked
04/14/2025	19,751	Dobbs Tire & Auto Centers Saint Louis, MO 314-241-1959 gotodobbs.com 4.8 / 5.0 225 Verified Reviews ♥ 75 Customer Favorites		<b>Vehicle serviced</b>
06/11/2025	19,752	St. Louis Chrysler Dodge Jeep Ram Bridgeton, MO 314-310-1060 stl-cdjr.com 4.2 / 5.0 36 Verified Reviews ♥ 968 Customer Favorites		<b>Vehicle serviced</b> - Maintenance inspection completed - Engine checked
06/13/2025		Auto Auction		<b>Vehicle offered for sale</b>  Millions of used vehicles are bought and sold at auction every year.
06/26/2025		Auto Auction		<b>Vehicle sold</b>
06/26/2025		Illinois Motor Vehicle Dept.		<b>Vehicle purchase reported</b>

08/27/2025	19,865	Asia Motors Inc Melrose Park, IL 708-223-0360 asiamotorsinc.com/ 3.8 / 5.0 29 Verified Reviews	Vehicle offered for sale
09/03/2025		Illinois Motor Vehicle Dept. Melrose Park, IL	Title issued or updated - Dealer took title of this vehicle while it was in inventory - Vehicle color noted as White
06/29/2026		CARFAX Car Care	Manufacturer Recommended Maintenance Schedules

Get this vehicle's maintenance schedule, service history and recall alerts at [carfax.com/service](http://carfax.com/service).

Have Questions? Please visit our Help Center at [www.carfax.com](http://www.carfax.com).

**CARFAX** Glossary

**Failed Emissions Inspection**

The emissions check performed during a vehicle inspection indicated the vehicle was emitting more than allowable emissions standards and/or had missing or modified parts. Repeated failed emissions records can indicate engine problems and CARFAX recommends you have the vehicle inspected.

**Title Issued**

A state issues a title to provide a vehicle owner with proof of ownership. Each title has a unique number. Each title or registration record on a CARFAX report does not necessarily indicate a change in ownership. In Canada, a registration and bill of sale are used as proof of ownership.

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# Request for Town Council Action

**Consent  
Agenda  
Item**    **DSDC Board  
Appointment**  
Date: 07/07/2026

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

**Department:** General Government

**Presented by:** Interim Town Manager – Kimberly Pickett

**Presentation:** Consent Agenda Item

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## Issue Statement

The DSDC is requesting the Town Council appoint Lee Smith to its Board of Directors

## Financial Impact

There will be no impact to the budget.

## Action Needed

Council approval of the appointment and adoption of Resolution No. 807 (14-2026)

## Recommendation

Staff recommends approval of the appointment and adoption of Resolution No. 807 (14-2026)

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Lee Smith – Board Application
3. Resolution No. 807 (14-2026)



# Staff Report

Consent DSDC Board  
Agenda: Appointment

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Lee Smith to serve on the DSDC Board of Directors.

Pursuant to Article IX Vacancies on the Board (see below) of the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by resolution of the Smithfield Town Council.

#### Article IX – Vacancies on Board

When a vacancy shall occur on the Board of Directors, the remaining Directors 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 Executive Director shall announce the vacancy to the remaining Directors at the next regularly scheduled meeting after being given notice of the same. The Executive Director shall then advertise the vacancy for a period of no less than forty-five (45) days to all property owners in the Downtown Smithfield Municipal Service District, in its newsletter, and through other means of communication and advertisement it deems appropriate. The remaining Directors shall review the applicants at the next meeting following the advertisement period and elect a person to fill the vacancy subject to approval from the Smithfield Town Council. Applications must be submitted at least two weeks prior to the board meeting at which they are scheduled to be reviewed.



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

Name Lee Smith

Business

Tarva Group LLC

Business Address

101-2G E Market Street, Smithfield, NC 27577 Email

Lee@tarvagroup.com Cell Phone (919) 538-7144

Business Phone (919) 495-6272 Home Phone (919) 538-7144

Home Address 121 N Hawks Ridge Lane, Smithfield, NC 27577

**Brief Biography**

Lee is a seasoned executive with leadership experience that spans both the for-profit and non-profits sectors.  
He brings over 25 years of experience bridging the gap between organizations and the communities they serve.  
As the CEO of Tarva Group, LLC, Lee helps businesses and nonprofits build intentional strategies and navigate  
digital marketing and branding landscapes. Deeply rooted in the local community, Lee serves as the Squadron  
Commander of the Johnston County Composite Squadron the Civil Air Patrol and is an Ambassador for the  
Triangle East Chamber of Commerce. He brings a unique blend of corporate business development, financial  
services, and community-centric leadership to Smithfield.



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. Leverage modern digital media strategies and intentional storytelling to highlight Downtown Smithfield's unique historical charm, attracting a surge of new visitors, young families, and remote professionals. **2.**

Implement targeted outreach and development resources to help downtown merchants scale their digital marketing, client relations, and local networking capabilities. **3.**

Build seamless collaborative bridges between the DSDC, local educational institutions like Johnston Community College, and regional business networks to drive unified economic growth.

**Membership in other organizations**

<b>Organization</b>	<b>Dates</b>	<b>Activities/Leadership</b>
Triangle East Chamber of Commerce	2023-Present	Member and Ambassador
Johnston County HBA	2024-Present	Member (Award 2024)
Civil Air Patrol	2022-Present	Squadron Commander

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

**TOWN OF SMITHFIELD**  
**RESOLUTION NO. 807 (14-2026)**  
**Supporting an Appointment to the Downtown Smithfield**  
**Development Corporation's Board of Directors**

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

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

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

WHEREAS, the Town Council is asked to consider these appointments and make a determination.

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

Adopted this the 7<sup>th</sup> day of July, 2026

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M. Andy Moore, Mayor

Attest:

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Elaine S. Andrews, Town Clerk



# Request for Town Council Action

Consent Agenda Item: Date: **New Hire/Vacancy Report**  
07/07/2026

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**Subject:** New Hire Report

**Department:** General Government – Human Resources

**Presented by:** Human Resources Director – Shannan Parrish

**Presentation:** Consent Agenda Item

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## Issue Statement

When an employee is hired, the Town Manager or Department Head shall report the hire to the Town Council by including the item on the Consent Agenda of the next scheduled monthly Town Council meeting.

## Financial Impact

All salaries were budgeted for FY 2026-2027

## Action Needed

The Town Council is asked to acknowledge that the following vacancies have been successfully filled in accordance with the adopted FY 2026-2027 Budget.

## Recommendation

Staff recommends that the Town Council acknowledge the positions that have been successfully filled in accordance with the adopted FY 2026-2027 Budget and take note of the current vacancies.

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report



# Staff Report

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

## Filled Positions

The Town Council is informed that the following positions have been successfully filled in accordance with the Adopted FY 2026–2027 Budget. This information is provided to formally acknowledge staffing updates and to maintain transparency in the hiring process.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Annual Salary</u>
Aquatic Center Supervisor	SRAC	10-60-6220-5100-0200	\$75,268.28
*Pump Station Mechanic	PU – W/S	30-71-7220-5100-0200	\$48,152.00

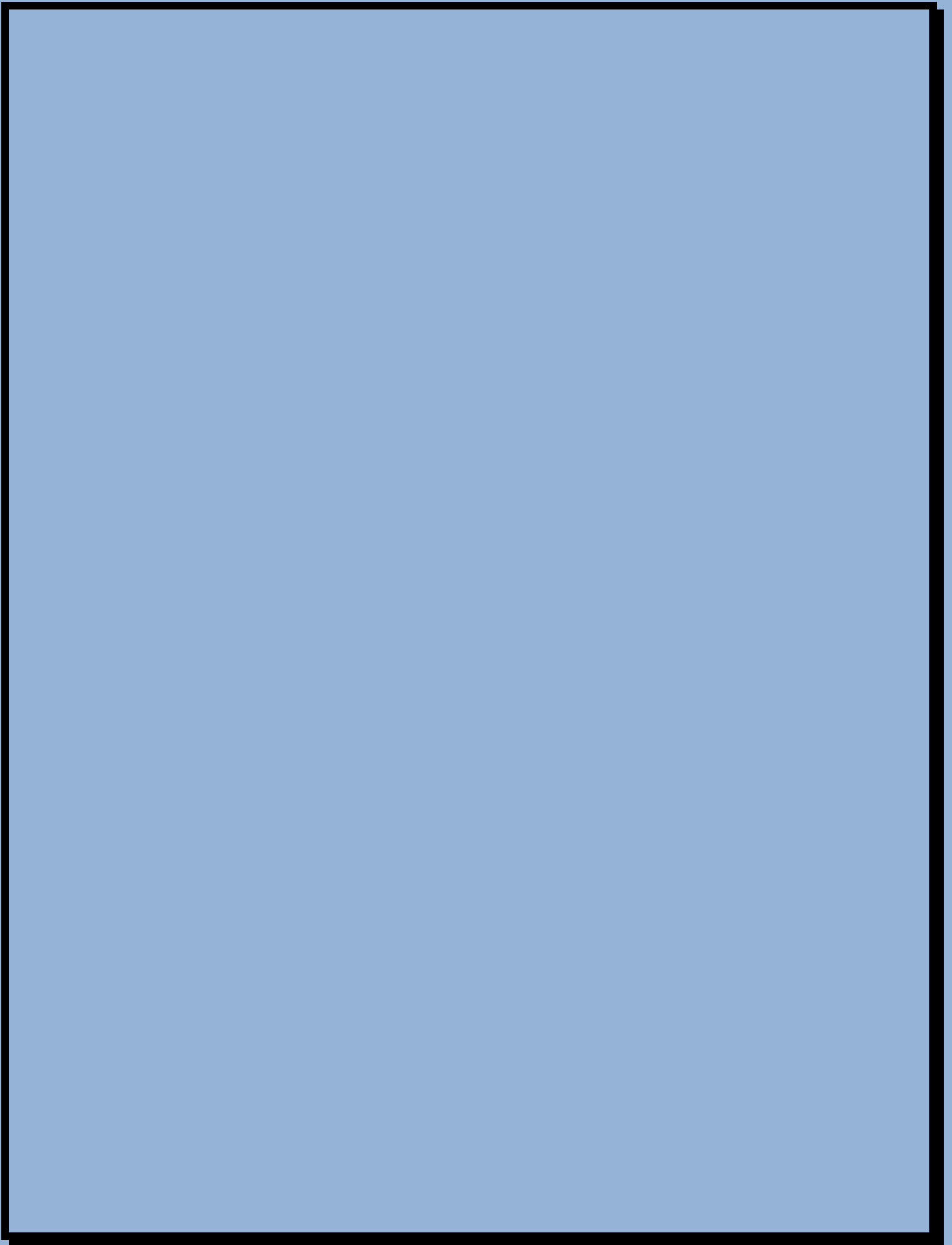
## Current Vacancies

The Town Council is informed of the following current vacancies within the organization, which remain unfilled. These vacancies are reported to ensure transparency in staffing levels and to keep the Council apprised of ongoing recruitment efforts.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Town Manager	General Gov.	10-10-4200-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Assistant Finance Director	Finance	10-10-4200-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Police Officer (3 positions)	Police	10-20-5100-5100-0200
Firefighter (4 positions)	Fire	10-20-5300-5100-0200
Facility Maintenance Specialist	PW – Appearance	10-60-5500-5100-0200
Sanitation Equipment Operator (2 positions)	PW – Sanitation	10-40-5800-5100-0200
Facility Maintenance Specialist	Parks and Rec	10-60-6200-5100-0200
Water/ Sewer Crew Leader (2 positions)	PU – W/S	30-71-7220-5100-0200
Utility Line Mechanic (2 positions)	PU – W/S	30-71-7220-5100-0200

\*Denotes promotion of a current employee approved by Council on June 2, 2026

# Department Reports





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

**Permit Summary Report for May 2026**

Permit Type	# Issued	Permit Fees
Right-of-Way Encroachment Application:		
Electric	1	300
Total Right-of-Way Encroachment Application	1	300
Site Plan Application:		
Site Plan Application	1	400
Total Site Plan Application	1	400
Zoning Permit Application:		
Wall Sign	1	50
Food Truck	3	300
Ground Sign	3	150
Land Use	15	1050
New Construction	33	825
Total Zoning Permit Application	55	2375
<b>Report Period Permit Total:</b>	<b>57</b>	<b>\$3,075.00</b>
<b>FISCAL YTD TOTAL:</b>	<b>468</b>	<b>\$30,000.00</b>

**Individual Permit Breakdown for May 1<sup>st</sup> – May 31<sup>st</sup>, 2026**

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Right-of-Way Encroachment Application	Electric	RWE26-000001	108 Wildberry Road	05/14/2026	300
Right-of-Way Encroachment Application Total	Electric Total			1	300
Right-of-Way Encroachment Application Total				1	300
Site Plan Application	Site Plan Application	SIT26-000011	2150 US HWY 70 BUS	05/21/2026	400

Site Plan Application Total	Site Plan Application Total				1	400
Site Plan Application Total					1	400
Zoning Permit Application	Food Truck	SZD26-000152	1230 North Brightleaf Boulevard	05/06/2026		100
Zoning Permit Application	Food Truck	SZD26-000153	1230 North Brightleaf Boulevard	05/07/2026		100
Zoning Permit Application	Food Truck	SZD26-000149	1299 North Brightleaf Boulevard	05/01/2026		100
Zoning Permit Application Total	Food Truck Total				3	300
Zoning Permit Application	Ground Sign	SZD26-000156	950 West Market Street	05/08/2026		50
Zoning Permit Application	Ground Sign	SZD26-000163	216 South Third Street	05/13/2026		50
Zoning Permit Application	Ground Sign	SZD26-000177	1551 East Market Street	05/15/2026		50
Zoning Permit Application Total	Ground Sign Total				3	150
Zoning Permit Application	Land Use	SZD26-000181	902 Second Avenue	05/21/2026		25
Zoning Permit Application	Land Use	SZD26-000197	368 West Saltgrass Lane Lot 99	05/28/2026		25
Zoning Permit Application	Land Use	SZD26-000205	109 Lundy Lane Lot 182	05/29/2026		25
Zoning Permit Application	Land Use	SZD26-000179	212 East Church Street	05/18/2026		100
Zoning Permit Application	Land Use	SZD26-000201	412 West Sanders Street	05/29/2026		25
Zoning Permit Application	Land Use	SZD26-000202	1230 North Brightleaf Boulevard	05/29/2026		100
Zoning Permit Application	Land Use	SZD26-000171	133 Lundy Lane	05/14/2026		25
Zoning Permit Application	Land Use	SZD26-000183	951 M. Durwood Stephenson Parkway	05/26/2026		100
Zoning Permit Application	Land Use	SZD26-000186	610 South Brightleaf Boulevard	05/28/2026		100

Zoning Permit Application	Land Use	SZD26-000157	234 West Market Street	05/08/2026	100
Zoning Permit Application	Land Use	SZD26-000151	526 South Brightleaf Boulevard	05/05/2026	100
Zoning Permit Application	Land Use	SZD26-000154	116 West Langdon Avenue	05/07/2026	25
Zoning Permit Application	Land Use	SZD26-000155	101 East Market Street Suite 2D	05/08/2026	100
Zoning Permit Application	Land Use	SZD26-000160	216 South Third Street	05/12/2026	100
Zoning Permit Application	Land Use	SZD26-000162	1233 North Brightleaf Boulevard	05/13/2026	100
Zoning Permit Application Total	Land Use Total			15	1050
Zoning Permit Application	New Construction	SZD26-000203	101 Lundy Lane Lot 184	05/29/2026	25
Zoning Permit Application	New Construction	SZD26-000204	105 Lundy Lane Lot 183	05/29/2026	25
Zoning Permit Application	New Construction	SZD26-000176	817 Blount Street	05/19/2026	25
Zoning Permit Application	New Construction	SZD26-000038	20 White Oak Drive	05/21/2026	25
Zoning Permit Application	New Construction	SZD26-000182	519 South Fifth Street	05/22/2026	25
Zoning Permit Application	New Construction	SZD26-000206	113 Lundy Lane Lot 181	05/29/2026	25
Zoning Permit Application	New Construction	SZD26-000207	117 Lundy Lane Lott 180	05/29/2026	25
Zoning Permit Application	New Construction	SZD26-000208	121 Lundy Lane Lot 179	05/29/2026	25
Zoning Permit Application	New Construction	SZD26-000198	372 West Saltgrass Lane Lot 98	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000159	153 Lake Park Circle	05/12/2026	25

Zoning Permit Application	New Construction	SZD26-000161	327 Holland Drive	05/12/2026	25
Zoning Permit Application	New Construction	SZD26-000165	157 Lundy Lane Lot 171	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000166	161 Lundy Lane Lot 170	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000167	165 Lundy Lane Lot 169	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000168	169 Lundy Lane Lot 168	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000169	173 Lundy Lane Lot 167	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000170	129 Lundy Lane Lot 178	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000187	149 East Saltgrass Lane Lot 92	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000188	153 East Saltgrass Lane Lot 93	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000189	157 East Saltgrass Lane Lot 94	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000190	161 East Saltgrass Lane Lot 95	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000191	165 East Saltgrass Lane Lot 96	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000192	169 East Saltgrass Lane Lot 97	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000193	352 West Saltgrass Lane Lot 103	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000194	356 West Saltgrass Lane Lot 102	05/28/2026	25

Zoning Permit Application	New Construction	SZD26-000195	360 West Saltgrass Lane Lot 101	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000196	364 West Saltgrass Lane Lot 100	05/28/2026	25
Zoning Permit Application	New Construction	SZD26-000172	137 Lundy Lane Lot 176	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000173	141 Lundy Lane Lot 175	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000174	145 Lundy Lane Lot 174	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000175	149 Lundy Lane Lot 173	05/14/2026	25
Zoning Permit Application	New Construction	SZD26-000178	1729 Galilee Road	05/18/2026	25
Zoning Permit Application	New Construction	SZD26-000164	153 Lundy Lane Lot 172	05/13/2026	25
Zoning Permit Application Total	New Construction Total			33	825
Zoning Permit Application	Wall Sign	SZD26-000158	234 West Market Street	05/08/2026	50
Zoning Permit Application Total	Wall Sign Total			1	50
Zoning Permit Application Total				55	2375
<b>All Permits Total</b>				<b>57</b>	<b>\$3,075.00</b>



# Planning Department Development Report

## Preliminary Subdivisions

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review Date	TC Hearing Date	Approval Date	Note
S-26-02	Clarius Industrial	17J07032	Clarius Partners LLC	1/2/2026	2/5/2026	3/17/2026	3/17/2026	
S-26-01	Mallard Crossing	15K11019F/15K110177/15K11047F/15L11043/15L11042B	Mallard Rd Smithfield LLC	1/2/2026	2/5/2026	3/17/2026	3/17/2026	easement agreement CD's under review CD's under review
S-25-06	West Smithfield Business Park	15078011G / 15077033C	SST Properties	10/21/2025	11/6/2025			An extension was granted
S-25-05	Waddell Drive TH	15005031, 15005029 and part of 15005031A	Spectrum Realty, LLC and Sun Auto Wash, LLC	10/17/2025	11/6/2025	12/16/2025	12/16/2025	
S-25-04	Village on the Neuse	14075011A, 14001001	HomeVestors - Eric Villeneuve	4/8/2025	5/1/2025	7/15/2025	7/16/2025	
S-25-03	Heritage Townes at Waddell	15005023, 15005022	Shovel Ready Johnston, Inc	3/5/2025	4/3/2025	5/20/2025	5/20/2025	
S-25-02	Powell Tract Subdivision	15108014I / 15108014	Crantock Land	1/7/2025	3/6/2025	5/20/2025	5/20/2025	
S-25-01	Buffalo Ridge	140001021	Smithfield Land Group	1/3/2025	2/6/2025	3/18/2025	3/18/2025	
S-24-08	Local 70 Residential Developmen	14057011X / 14057011Y	Smithfield Growth LLC	11/21/2024	12/5/2024	1/21/2024	2/5/2025	
S-24-07	Buffalo Road (Skybrook) Subdivision	14A033005	Vesta Enterprises, Inc.	11/18/2024	12/5/2024	1/21/2024	2/5/2025	CDs approved pending fee payments
S-24-06	Local 70 (Interim) plat	14057011Y, 14057011X	Smithfield Growth LLC	10/4/2024	11/14/2024	12/17/2024	12/17/2024	N/A
S-24-05	Powell Tract Subdivision	15108014	Crantock Land	8/25/2024	10/3/2024	12/3/2024	denied	denied by Council
S-24-03	Welltons Woods	15049017/ 15049010	BRL Engineering	4/8/2024				Withdrawn CD's not approved
S-24-02	Hillcrest-Poplar-Riverdale	15083049B	BRL Engineering	3/7/2024	4/4/2024	4/16/2024	4/16/2024	
S-24-01	Jubilee Creek	167300-68-6746	CMH Homes Inc/McIntyre & Assoc	12/17/2023	3/7/2024	3/19/2024	5/7/2024	11/7/2024

## Final Plats

Case ID	Project Name	Owner/Applicant	Submittal Date	Approval Date	Note
S-22-02	Finley Landing Phase 4	CE Group	5/6/2025	3/17/2026	
S-18-02	Kamden Ranch Phase 2B	Laura and Scott Lee	5/6/2025	6/13/2025	
S-22-02	Finley Landing Phase 3	CE Group	1/31/2025		
S-22-02	Finley Landing Phase 2	CE Group	12/19/2024		

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
S-24-06	Local 70 Interim Plat		Smithfield Growth LLC		12/19/2024			
<b>Conditional Zonings</b>								
CZ-26-01	Grace Mills Jackson Trust	14L09028	GRACE MILLS JACKSON FAMILY TRUST // David Boon	5/15/2026	6/4/2026	7/21/2026		pending resubmittal with site plan
CZ-25-09	Holt Lake Commercial	15J11023I	Two Magnolias Kelly Griffin/Dalton Gen Contractor	12/5/2025	1/8/2026	2/17/2026	Approved	
CZ-25-08	Grace Homemade Flex Commrc	15021009	Samet/Real Zeal Proptry Grp LLC	12/3/2025	1/8/2026	2/17/2026	Approved	
CZ-25-07	Commercial	15078011G	Twin States Farming	12/5/2025	1/8/2026	2/17/2026	Denied	
CZ-25-06	Bellamy	17K08039A,17K08032	Twin States Farming	8/1/2025	9/4/2025	10/7/2025	Denied	
CZ-25-05	Bellamy	17K08039A,17K08032	Twin States Farming	6/25/2025	8/7/2025	8/19/2025	Approved	
CZ-25-04	Local 70 PUD Map Amendment	14057011Y	Carolina Commercial					
CZ-25-03	Mallard Crossing	15K11019D, 15K11019F, 15L11043, 15K11017, 15K11047C, 15K11047F, 15K11047, 15L11042B	Contender	6/6/2025	7/10/2025	8/5/25 & 7/15/25	Approved	
CZ-25-02	Johnston Hotel (MF)	15025021 and 15025020	Noviomagus LLC	2/27/2025	4/3/2025	4/15/2025	Approved	
CZ-25-01	Finley Landing Phase 5	15077035H	FL Smithfield LLC	2/25/2025	3/6/2025	3/18/2025	Approved	
CZ-24-08	Village on the Neuse	14001001,14075011A	Village on the Neuse LLC	10/9/2024	11/14/2024	12/3/2024	Approved	
CZ-24-07	Waddell Drive TH	15005031, 15005029, 15005031a	Spectrum Realty, LLC	10/8/2024	11/14/2024	12/17/2024	Approved	
CZ-24-06	Finley Landing Alt Plan	15077035H	FL Smithfield LLC	9/13/2024	10/3/2024	10/15/2024	denied	
CZ-24-05	Buffalo Ridge	140001021	Smithfield Land Group	8/6/2024	9/5/2024	9/17/2025	Approved	
CZ-24-04	Massey Street Subd.	15026054; 15026055	Clay Pigeons Properties	7/3/2024	8/1/2024	8/20/2024	Approved	
CZ-24-03	Buffalo Ridge	140001021	Smithfield Land Group	5/3/2024	6/6/2024	6/18/2024	Denied	
CZ-24-02	Local 70 PUD	14057011Y, 145057011X,	Smithfield Growth llc	3/11/2024	4/4/2024	5/21/2024	Approved	under construction
CZ-24-01	Carnax	15L10061	Centerpoint/CE Group	2/2/2024	3/7/2024	3/19/2024	Approved	under construction
<b>Special Use Permits</b>								
Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	PB Review	TC Hearing	Decision	Notes
SUP-26-01	Cloak & Dagger Tattoo	1502109	Owner: Grace Homemade International, LLC // Applicant: Drew & Mandy Lockamy	3/12/2026	4/2/2026	5/19/2026	Approved	

SUP-25-03	Foster Home	15058013	Kisha and Joshua Davis Allied Commercial Propertaris LLC	12/29/2025	2/5/2026	3/17/2026	Approved	
SUP-25-02	Aruza Pest Control	14002010c	David Seigler/Adrenaline Designs Brown Investment Proprieties Shovel Ready Johnston, Inc Crantock Land, LLC Shovel Ready Johnston, Inc	11/4/2025	12/4/2025	1/20/2025	Approved	
SUP-25-01	Adrenaline Designs Tattoo Est	14074002/14074002B	Terra Eden	10/27/2025	12/4/2025	1/20/2025	Approved	
SUP-24-05	Stadler Station	15074012E		8/13/2024	10/3/2024	11/19/2024	Approved	
SUP-24-04	Heritage Townes at NC210	15079012A		8/6/2024			Project withdrawn	
SUP-24-03	Country Club Townhomes	15J11023		8/12/2024	9/5/2024	11/19/2024	Denied	
SUP-24-02	Heritage Townes at Waddell	15005023, 15005022 15089019A/15K09010A		7/5/2024	10/3/2024	12/17/2024	Approved	
SUP-24-01	Hartley Drive Townhomes	/15K09010P		7/1/2024	8/1/2024	8/20/2024	Approved	
<b>Rezoning</b>								
<b>Case ID</b>	<b>Project Name</b>	<b>Tax ID</b>	<b>Owner/Applicant</b>	<b>Submittal Date</b>	<b>PB Review</b>	<b>TC Hearing</b>	<b>Decision</b>	<b>Notes</b>
RZ-26-04	Continued Parks Rezoning	14A03005A / 15004020A	Town of Smithfield	4/22/2026	6/4/2026	7/21/2026		
RZ-26-03	Peedin Road Rezoning	15007027	Maria Dawod	4/27/2026	6/4/2026	7/21/2026		
RZ-26-02	Lincoln Barbour Farm	14K09195C	Lincoln Barbour (Heirs) // Applicant: Donna Barbour Oldham Timothy and Melanie Peedin Kim and Chris Johnson	3/9/2026	4/2/2026	5/19/2026	Denied	
RZ-26-01	Peedin Family Rezoning	15M12027G		2/5/2026	3/5/2026	3/17/2026	Approved	
RZ-25-04	Johnson-US 70 Business	15078019C		9/30/2025	11/6/2025	12/16/2025	Approved	
RZ-25-03	Mitchell Concrete to R-20A/B-3 H	Parts of 15O99004J and 15080012	Marshall Concrete	6/27/2025	8/7/2025	9/16/2025	Approved	
RZ-25-01	B-3/R-20A to LI	17J07032	Clarius	6/4/2025	7/10/2025	8/19/2025	Approved	
RZ-24-09	N/A	15006015/ 15007014	JCC/New Vision Partners LLC	11/8/2024	11/14/2024	12/17/2024	Approved	
RZ-24-08	606 S 3rd Street	15039027	Syed Rizvi	8/13/2024	9/5/2024	9/17/2024	Denied	
RZ-24-07	Village on the Neuse to R-8	14001001/14075011A 15015033/15016033/1501 6032	Village on the Neuse LLC David Dupree Town Staff	8/19/2024	10/3/2024		Withdrawn	
RZ-24-06	400 Brightleaf to B-3			5/24/2024	7/11/2024	8/13/2024	Approved	
RZ-24-05	Watershed Boundary Update			12/22/2023	6/6/2024	6/18/2024	Approved	
RZ-24-04	Heavener Property to R-8	15089019A/15K09010A /15K09010P	Terra Eden	4/5/2024	5/2/2024	5/21/2024	Approved	
RZ-24-03	1558 W Market St to B-3	15077033B	Lena Patterson Parks	4/28/2024	5/2/2024	5/21/2024	Approved	

RZ-24-02	Joco Massey Tract to O/I	15L11014A / 15L11014E	JOCO		3/20/2024	5/2/2024	5/21/2024	Approved	
RZ-24-01	Swift Creek Property to LI	15J08015b / 15J08014C	Tulloch/Groschlose		3/2/2024	4/4/2024	5/7/2024	Approved	
<b>Site Plans</b>									
<b>Case ID</b>	<b>Project Name</b>	<b>Tax ID</b>	<b>Owner/Applicant</b>	<b>Submittal Date</b>	<b>First Review Complete</b>	<b>2nd Review Complete</b>	<b>3rd Review Complete</b>	<b>Approval Date</b>	<b>Notes</b>
SP-25-11	Floyd Landing - Anthemnet Teleco	15077022A	Keener Lumber	11/24/2025	12/13/2025			12/16/2025	
SP-25-10	7 Brews Coffee	14074013A	TNB Brews Smithfield LLC	11/20/2025	12/17/2025	2/19/2026		2/19/2026	
SP-25-09	Ace Fabrication	15079006	Prince Holdings QOZB, LLC	9/18/2025	10/22/2025	11/17/2025		11/17/2025	
SP-25-08	Twin Oaks Cabins	15J10061F	David Parker	8/5/2025	9/24/2025				
SP-25-07	Perfect Ride	15006006	Gray Creek Properties, LLC (Lee Stanley)	6/30/2025	8/28/2025			10/16/2025	
SP-25-06	Clarius Park Industrial	17J07032	Clarius	1/2/2026	2/13/2026				
SP-25-05	JNX Public Safety Hangar	15079001	JNX Public Safety Hangar	4/17/2025	7/11/2025	8/10/2025		8/11/2025	
SP-25-04	JNX Taxilane Rehab & Construct B	15079017D	JNX Airport	5/1/2025				5/20/2025	
SP-25-03	Webster Accounting	15044032	Adam Webster	3/18/2025	5/1/2025	6/24/2025		6/30/2025	
SP-25-02	Johnston Hotel	15025020/	Noviomagus LLC	3/5/2025	5/12/2025			7/3/2025	
SP-25-01	377 West Market Office Bldg	15080053	Lee and Hudgins	8/21/2025	9/29/2025				
SP-24-14	Gates Concrete	15079005F	Larry Gates	11/14/2024	12/23/2024				Turned over to Bob for Code Enforcement
SP-24-13	JCC Repaving	169308-87-5887	JCC	10/21/2024	12/11/2024	2/24/2025	3/21/2025	3/24/2025	
SP-24-12	Smithfield West	15084003D/	Jim Perricone	10/17/2024	11/18/2024	2/10/2025		6/9/2025	
SP-24-11	Smithfield Storage	15077023	Adams and Hodge	10/16/2024	12/9/2024	3/31/2025		4/29/2025	
SP-24-10	Town Place Suites	15008046T	Barlett Engineering	6/2/2024	7/30/2024				first review completed
SP-24-09	Neuse Charter Elementary	14057005E	Terra Eden	5/21/2024	6/14/2024	7/2/2024		7/2/2024	
SP-24-08	Market Street Plaza	15K10023	Adams and Hodge	5/16/2024	10/9/2024	3/31/2025		6/10/2025	
SP-24-07	JoCo Waste Water Plant Bldg	15o99006	Dellinger Inc	5/13/2024				5/29/2024	
SP-24-06	CarMax	15K10061	CE Group	4/22/2024	5/10/2024			6/21/2024	
SP-24-05	Equipment Share	15060031	Onyx Creative	4/25/2024	8/15/2024			11/25/2024	Email comments
SP-24-03	Airport Industrial Park Lot 13	15J08017P	Capital Civil Engineering	2/7/2024	2/22/2024			12/6/2024	

SP-24-01 Lynn's Automotive Repair 15077009 ECLS Global Inc 2/1/2024 2/21/2024 4/2/2024 Project appears to be on hold 5/16/2024

**Annexations**

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	Council Hearing	Decision
ANX-25-05	Bellamy (2nd try)	17K08039A/17K08032	Twin States Farming	12/31/2025	2/17/2026	Denied
ANX-25-04	Bellamy	17K08039A/17K08032	Twin States Farming	8/1/2025	10/7/2025	Denied
ANX-25-03	Heath Street #215 Annexation	15078009K	Alexis Barefoot - Heath Street #215	7/22/2025	9/2/2025	Approved
ANX-25-02	West Smithfield Elementary	15I09034G	JC Board of Education	2/17/2025	5/6/2025	Approved
ANX-25-01	Barbour Road	17K09016J	Town of Smithfield	3/2/2025	3/18/2025	Approved
ANX-24-02	Local 70	14057011Y	Smithfield Growth LLC	11/25/2024	2/5/2025	Approved
ANX-24-01	SST Properties	15077033C	SST Properties	3/15/2024	5/21/2024	Approved

**Variances**

Case ID	Project Name	Tax ID	Owner/Applicant	Submittal Date	BOA Review Date	Decision	Notes
BA-26-04	Mezzina Detached Garage	14057008I	Damiano Mezzina	3/6/2026	4/30/2026	Approved	
BA-26-03	GM Service, LLC Sign Variance	15A61055A	Gustavo Martinez	2/11/2026	4/30/2026	Approved	
BA-26-02	Young Privacy Fence	15051026	Caleb and Sarah Young	1/8/2026	1/29/2026	Approved	
BA-26-01	McMillen Pool House	15J11025D	Mark and Alisa McMillen	1/8/2026	1/29/2026	Approved	
BA-25-07	Smithfield West Landscape Variance	15084003D/ 15084003F	Jim Perricone	12/5/2025	1/29/2025	Approved	
BA-25-06	Clarius Park Industrial Variance	17J07032	Clarius Partners LLC	11/24/2025	12/18/2025	Approved	
BA-25-05	Carolina Premium Outlets Sign Variance	15074012L	Simon Property Group DBA Carolina Premium Outlets LLC	10/1/2025	10/30/2025	Approved	
BA-25-04	Chicken Salad Chick Sign Variance	15005033	Heather Damon	6/3/2025	7/31/2025	Approved	
BA-25-03	Perry Harris South Second Street 57 Strickland Road ADU size Variance	15029033	Perry Harris	5/7/2025	6/12/2025	Approved	
BA-25-02	Lynda Carroll Pool Variance	17J07024E	Marilyn Mozingo	4/1/2025	4/24/2025	Approved	
BA-25-01	Curated Collections Sign Variance	15J11023P	michael and Linda Carroll Curated Collections of NC LLC	2/28/2025	3/27/2025	Approved	
BA-24-09	Curated Collections Sign Variance	15L11008T	Curated Collections of NC LLC	12/3/2024	1/30/2025	Approved	

BA-24-08	Johnston Animal Hospital - Sign height variance	15005056	Jodee Langdon	11/21/2024	Withdrawn
BA-24-07	Equipment Share				Withdrawn
BA-24-06	Brightleaf Plaza Signs-setback variance	15005041	Jim Perricone	8/2/2024	8/29/2024 approved
BA-24-05	ReginaId Barnes - street frontage variance	15063037	Reginald Barnes	7/24/2024	8/29/2024 approved
BA-24-04	Market Street Plaza - 8' Streetyard Variance	15K10023	Adams and Hodge Engineering, PC	7/10/2024	8/29/2024 Approved
BA-24-03	Holly's Open Air Market - 35' front setback variance	15041023	Professional Permits	1/18/2024	4/25/2024 Approved
BA-24-02	Packing Plan Road				Incomplete
BA-24-01	937 N Brightleaf- 8' side yard variance	15007001	Comfort Shield HVAC of NC	2/14/2024	3/28/2024 Approved

### UDO Text Amendments

Case ID	Project Name	Applicant	Submittal Date	PB Review Date	TC Hearing	Decision	Notes
ZA-25-05	Board membership and PB recommendation	Town and DSDC	9/18/2025	5/7/2026	5/16/2026	Approved	
ZA-25-04	Private Clubs in B-1 with SS	Town and DSDC	7/17/2025	8/7/2025	4/7/2026	Approved	
ZA-25-03	DT Overlay	Town and DSDC	7/17/2025	8/7/2025	2/3/2026	Approved	
ZA-25-02	B-3 height from 40'-50'	Brown Property	6/3/2025	7/10/2025	7/15/2025	Approved	
ZA-25-01	Tattoo Establishments	Staff	10/18/2024	2/5/2025	1/21/2025		on hold PB reviewed
ZA-24-03	Misc. MF Amendments	Staff	10/7/2024	11/14/2024-1/2/25	8/13/2024	Approved	on hold
ZA-24-02	MF in B-3	Staff	7/1/2024	8/1/2024	8/13/2024	Approved	
ZA-24-01	Driveways	Staff	5/2/2024	6/6/2024	6/18/2024	Approved	



# SMITHFIELD POLICE DEPARTMENT

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

## MONTHLY STATISTICS

*MONTH ENDING May 31<sup>st</sup>, 2026*

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1,935	10,951
INCIDENT REPORTS TAKEN	117	620
BURGLARY	3	17
CASES CLOSED	98	499
ACCIDENT REPORTS	67	337
ARREST REPORTS TAKEN	112	481
DRUGS	18	110
DWI	7	26
CITATIONS ISSUED	344	2,091
PARKING/PAID	12/11	141/57
SPEEDING	132	729
NOL/DWLR	84	553
FICT/CNCL/REV REG CARD/TAG	50	297

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

## REPORTED UCR OFFENSES FOR THE MONTH OF MAY 2026

PART I CRIMES	May 2025	May 2026	+/-	Percent Changed	Year-To-Date 2025	Year-To-Date 2026	+/-	Percent Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	1	3	2	200%
ROBBERY	1	0	-1	-100%	1	2	1	100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	1	0	-1	-100%	1	2	1	100%
ASSAULT	3	2	-1	-33%	15	15	0	0%
* VIOLENT *	4	2	-2	-50%	18	21	3	17%
BURGLARY	7	4	-3	-43%	26	17	-9	-35%
Residential	5	2	-3	-60%	14	9	-5	-36%
Non-Resident.	2	2	0	0%	12	8	-4	-33%
LARCENY	50	29	-21	-42%	187	101	-86	-46%
AUTO THEFT	4	1	-3	-75%	8	9	1	13%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	61	34	-27	-44%	221	127	-94	-43%
PART I TOTAL:	65	36	-29	-45%	239	148	-91	-38%
PART II CRIMES								
Drug	35	24	-11	-31%	120	142	22	18%
Assault Simple	15	16	1	7%	62	80	18	29%
Forgery/Counterfeit	1	1	0	0%	9	7	-2	-22%
Fraud	8	7	-1	-13%	38	34	-4	-11%
Embezzlement	0	0	0	N.C.	6	1	-5	-83%
Stolen Property	2	1	-1	-50%	8	3	-5	-63%
Vandalism	6	6	0	0%	24	26	2	8%
Weapons	3	0	-3	-100%	9	4	-5	-56%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	4	4	0	0%
D. W. I.	3	7	4	133%	34	29	-5	-15%
Liquor Law Violation	0	0	0	N.C.	1	0	-1	-100%
Disorderly Conduct	3	1	-2	-67%	5	4	-1	-20%
Obscenity	0	0	0	N.C.	0	3	3	N.C.
Kidnap	0	2	2	N.C.	0	4	4	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	40	23	-17	-43%	143	145	2	1%
PART II TOTAL:	118	88	-30	-25%	464	486	22	5%
GRAND TOTAL:	183	124	-59	-32%	703	634	-69	-10%

N.C. = Not Calculable



**Town of Smithfield**  
**Fire Department**  
 May 2026

**I. Statistical Section**

	May	YTD
<b>Confirmed Structure Fires</b>	<b>3</b>	<b>28</b>
<b>EMS Responses</b>	<b>185</b>	<b>879</b>
<b>Misc./Other Calls</b>	<b>37</b>	<b>212</b>
<b>Mutual Aid Calls</b>	<b>7</b>	<b>65</b>
<b>TOTAL EMERGENCY RESPONSES</b>	<b>318</b>	<b>1,466</b>

	May	YTD
Fire Inspections	97	425
Public Fire Education Programs	0	4
# Of Children Educated	0	388
# Of Adults Educated	0	138
Plans Review Construction/Renovation Projects	32	144
Fire Department Permits reviewed / Issued	57	254
Business Preplans	0	10
<b>Fire Related Injuries &amp; Deaths</b>	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

**II. Major Revenues**

	May	YTD
<b>Inspections/Permits</b>	<b>\$1,600.00</b>	\$9,790.98
<b>Fire Recovery USA</b>	<b>\$3,802.60</b>	\$12,553.19

**III. Personnel Update:**

Continuous Part-time positions available, 8 p/t positions currently filled including the p/t fire inspector.  
 1 FT Firefighter vacancy.

**IV. Narrative of monthly departmental activities:**

- Squad was in-service 10 of 21 days
- Training Hours for the month = 561 hours
- Total Training Hours = 2,378 hours

- Follow-ups and Re-inspections.
- Continue professional development.
- Budget process continues.
- Command Staff Meeting.
- Ham & Yam Festival
- Complete the application for FF vacancy.
- Prepare for the FF assessment center.
- Run for the Wall event – May 21 and 22.
- Fee Invoice for FD Implementation
- Meeting with County Building Inspections at 36 Edgerton

## **V. Upcoming Plans**

- Continue professional development.
- Budget process continues.
- Inspections Billing Training
- New Inspectors vehicle in service
- New Construction Projects Checklist Revision/Implementation



# Reporting

05/01/2026 - 05/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Location

Priority

+ Add Filter

## Work Orders

Created vs. Completed >

+ Add to Dashboard

205

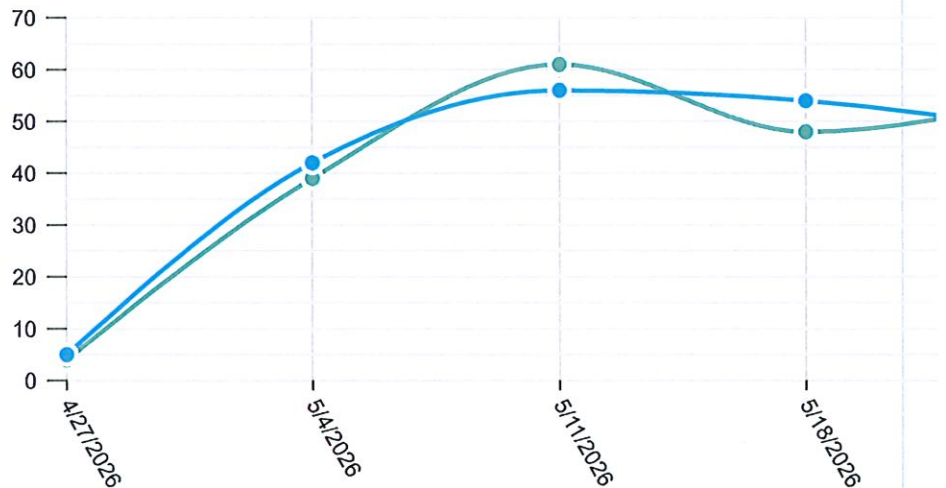
Created

207

Completed

101.0%

Percent Completed  
*\*More Work Orders were completed than created during this time period*



Work Orders by Type > ⓘ

+ Add to Dashboard

5

Preventive

200

Reactive

0

Other

2.4%

Total Preventive Ratio

## Support

Lawrence Davis >

Settings

**Town of Smithfield  
Public Works Department  
May 31, 2026**



205 Total Work Orders completed by the Public Works Department

7 Burials, at \$775.00 each = \$5,425.00

0 Cremation Burial, \$475.00 each = \$0

\$1,000 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

462.58 tons of household waste collected

126.82 tons of yard waste collected

3.17 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**May 31, 2026**



**I. Statistical Section**

- 7 Burials
- 2 Works Orders – Buildings & Facilities Division
- 50 Work Orders – Grounds Division
- 52 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$5,425.00
Total Revenue:	\$6,425.00

**III. Major Expenses for the Month:**

The Appearance Division paid Craft digging 4,375 Grave opening and closing

**IV. Personnel Update:**

4 Pt. workers hired for the month to work till the end of August.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Appearance Division safety meeting was on "on Tobacco and other drugs " with Jaime Pearce with Wellness Works.



# Reporting

05/01/2026 - 05/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Jesus Mier

Due Date

Location

Priority

+ Add Filter

## Work Orders

Created vs. Completed >

+ Add to Dashboard

50

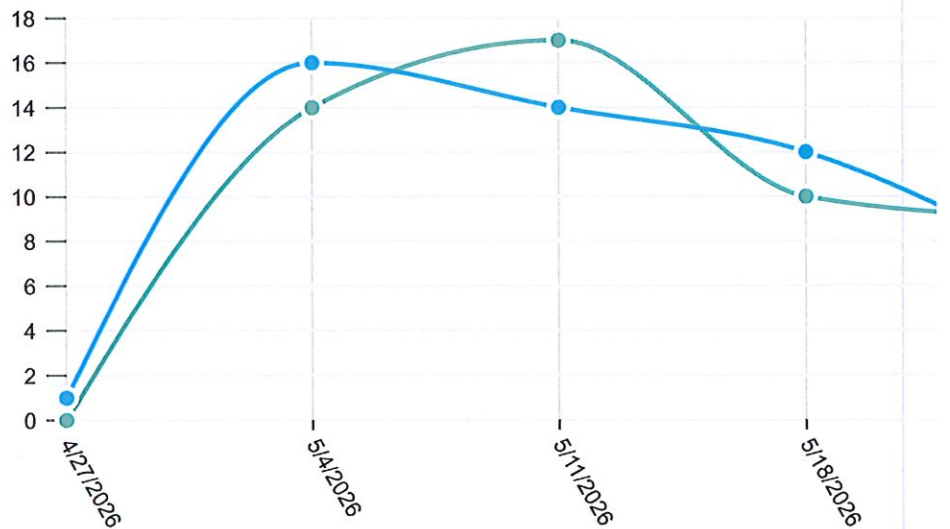
Created

50

Completed

100.0%

Percent Completed



Work Orders by Type > ⓘ

+

0

Preventive

50

Reactive

0

Other

0.0%

Total Preventive Ratio

### Support

Lawrence Davis >

Settings



# Work Orders List for 05/01/2026 - 05/31/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<b>ID: #7436</b> <b>Put out cones and event cans in downtown</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 05/04/2026	Total Time Costs Total Time 1h 0m 0s <b>Total Costs \$21.28</b>	
<b>ID: #7443</b> <b>Raise up trees at fire department</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 05/04/2026	Total Time Costs Total Time 2h 0m 0s <b>Total Costs \$42.56</b>	
<b>ID: #7444</b> <b>Lower flags half staff</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Jesus Mier	Appearance Division Scag mower #1 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 05/04/2026	Total Time Costs Total Time 1h 0m 0s <b>Total Costs \$21.28</b>	
<b>ID: #7445</b> <b>Pick up event cones and event cans</b> Type: Reactive <span style="border: 1px solid blue; padding: 2px;">Appearance Division</span> Jesus Mier	Appearance Division Truck #905 Parent: Appearance Division	✓ Done Completed by Jesus Mier on 05/04/2026	Total Time Costs Total Time 4h 0m 0s <b>Total Costs \$85.12</b>	

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7446  
**Cut and weedat dollar general lot**  
 Type: Reactive  
 Appearance Division  
 Parent: Appearance Division  
 Scag mower #1  
 Done  
 Completed by Jesus Mier on 05/04/2026  
 Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division

Jesus Mier

ID: #7447  
**Cut and weedat substation on brogden rd**  
 Type: Reactive  
 Appearance Division  
 Parent: Appearance Division  
 Scag mower #1  
 Done  
 Completed by Jesus Mier on 05/04/2026  
 Total Time Costs  
 Total Time 2h 0m 0s  
**Total Costs \$42.56**

Appearance Division

Jesus Mier

ID: #7464  
**Weedat and blow roundabout on outlet center drive**  
 Type: Reactive  
 Appearance Division  
 Parent: Appearance Division  
 Scag mower #1  
 Done  
 Completed by Jesus Mier on 05/06/2026  
 Total Time Costs  
 Total Time 25m 0s  
**Total Costs \$8.87**

Appearance Division

Jesus Mier

ID: #7461  
**Cut and weedat john thomas cemetary**  
 Type: Reactive  
 Appearance Division  
 Parent: Appearance Division  
 Scag mower #1  
 Done  
 Completed by Jesus Mier on 05/06/2026  
 Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division

Jesus Mier

ID: #7460  
**Cut and weedat peecin road**  
 Appearance Division  
 Done  
 Completed by Jesus Mier on 05/06/2026  
 Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive  
Appearance Division  
 Jesus Mier  
 Scag mower #1  
 Parent: Appearance Division

Total Costs \$21.28

ID: #7463

Cut and weedat resthaven cemetary

Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/06/2026

Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
 Total Costs \$42.56

ID: #7462

Cut and weedat pine acres

Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/06/2026

Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
 Total Costs \$42.56

ID: #7469

Clean catch basins in south north and east Smithfield

Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/08/2026

Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
 Total Costs \$42.56

ID: #7468

Cut and weedat welcome sign in east smithfield

Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/08/2026

Total Time Costs \$21.28  
 Total Time 1h 0m 0s  
 Total Costs \$21.28

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Jesus Mier

ID: #7471  
 515 E Lee Street,  
 crepe myrtles  
 Type: Reactive

Low

Appearance  
 Division

Jesus Mier

Appearance Division  
 Appearance Division

05/08/2026  
 ✓ Done  
 Completed by Jesus Mier on  
 05/08/2026

Total Time Costs  
 Total Time  
 1h 0m 0s  
**Total Costs \$21.28**

ID: #7475  
 Cut and weedeat  
 around welcome sign  
 in south smithfield  
 Type: Reactive

Appearance  
 Division

Jesus Mier

Appearance Division  
 Scag  
 mower #1  
 Parent:  
 Appearance  
 Division

05/11/2026  
 ✓ Done  
 Completed by Jesus Mier on  
 05/11/2026

Total Time Costs  
 Total Time  
 25m 0s  
**Total Costs \$8.87**

ID: #7474  
 Cut grass on outlet  
 center drive  
 Type: Reactive

Appearance  
 Division

Drainage

Jesus Mier

Appearance Division  
 Scag  
 mower #1  
 Parent:  
 Appearance  
 Division

05/11/2026  
 ✓ Done  
 Completed by Jesus Mier on  
 05/11/2026

Total Time Costs  
 Total Time  
 2h 0m 0s  
**Total Costs \$42.56**

ID: #7473  
 Cut right of ways and  
 blow on 2nd st.  
 Type: Reactive

Appearance  
 Division

Jesus Mier

Appearance Division  
 Scag  
 mower #1  
 Parent:  
 Appearance  
 Division

05/11/2026  
 ✓ Done  
 Completed by Jesus Mier on  
 05/11/2026

Total Time Costs  
 Total Time  
 35m 0s  
**Total Costs \$12.41**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7497  
**Cut and weedeat smithfield sign in west smithfield**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 05/11/2026

Total Time Costs  
 Total Time 20m 0s  
**Total Costs \$7.09**

Appearance Division  
 Parent: Appearance Division  
 Jd mower 1

ID: #7490  
**Cut and weedeat townhall and spray 12 oz of round up**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 05/11/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division  
 Parent: Appearance Division  
 Scag mower #1

65 ID: #7502  
**Prune bushes in the front of townhall**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 05/11/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division  
 Parent: Appearance Division  
 Gas pruners

ID: #7503  
**Cut and weedeat rose manor**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

✓ Done  
 Completed by Jesus Mier on 05/11/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division  
 Parent: Appearance Division  
 Scag mower #1

ID: #7504  
**Cut and weedeat part of section c at sunset**

✓ Done  
 Completed by Jesus Mier on 05/11/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

Appearance Division

**WORK ORDER INFO**

**LOCATION & ASSET**

**DUE & STATUS**

**TIME & COST**

**PROCEDURE ANSWERS**

for funeral  
 Type: Reactive  
 Appearance Division  
 Jesus Mier

Total Costs \$21.28

ID: #7491  
 Cut and weedat sunset cemetery  
 Type: Reactive  
 Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/12/2026  
 Total Time Costs \$148.96  
 Total Time 7h 0m 0s  
 Total Costs \$148.96

ID: #7517  
 Cut lower tree branches on section b on 70 side  
 Type: Reactive  
 Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/13/2026  
 Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
 Total Costs \$42.56

ID: #7518  
 Clean shop and iside the trucks  
 Type: Reactive  
 Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/13/2026  
 Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
 Total Costs \$42.56

ID: #7525  
 Pick up trash at sunset and empty trash can  
 Type: Reactive  
 Appearance Division  
 Jesus Mier

Appearance Division  
 ✓ Done  
 Completed by Jesus Mier on 05/15/2026  
 Total Time Costs \$14.19  
 Total Time 40m 0s  
 Total Costs \$14.19

Appearance Division

Jesus Mier

ID: #7524

Cut and weedat riverside cemetery  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Scag mower #1  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 05/15/2026

Total Time Costs  
Total Time  
Total Costs

\$148.96  
7h 0m 0s  
\$148.96

ID: #7535

Cut and weedat downtown streets  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Scag mower #1  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 05/15/2026

Total Time Costs  
Total Time  
Total Costs

\$42.56  
2h 0m 0s  
\$42.56

ID: #7534

Cut and weedat Simple twist parking area  
Type: Reactive

Appearance Division

Jesus Mier

Appearance Division  
Scag mower #1  
Parent: Appearance Division

✓ Done  
Completed by Jesus Mier on 05/15/2026

Total Time Costs  
Total Time  
Total Costs

\$21.28  
1h 0m 0s  
\$21.28

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7536  
**Cut and weedat overgrown right of ways in downtown**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/15/2026

Total Time Costs  
 Total Time 1h 30m 0s  
**Total Costs \$31.92**

PROCEDURE ANSWERS

ID: #7537  
**Lower flags half staff from sunrise to sunset**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Truck #905  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/15/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7539  
**Cut and weedat townhall**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/18/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7540  
**Cut and weedat dollar general lot**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7541  
**Cut and weedat substation on brogden rd**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
**Total Costs \$42.56**

ID: #7542  
**Cut and weedat peedin road edge curb**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs \$21.28  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7570  
**Cut and john thomas cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs \$21.28  
 Total Time 1h 0m 0s  
**Total Costs \$21.28**

ID: #7571  
**Cut and weedeat pine acres**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs \$42.56  
 Total Time 2h 0m 0s  
**Total Costs \$42.56**

**WORK ORDER INFO**

**LOCATION & ASSET**

**DUE & STATUS**

**TIME & COST**

**PROCEDURE ANSWERS**

ID: #7572  
**Cut and weedeat resthaven cemetery**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs  
 Total Time 2h 0m 0s  
**Total Costs \$42.56**

ID: #7574  
**Cut and weedeat roundabout on outlet center drive**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs  
 Total Time 20m 0s  
**Total Costs \$7.09**

ID: #7575  
**Cut and weedeat and spray 1 oz of round around the smithfield welcome sign**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs  
 Total Time 40m 0s  
**Total Costs \$14.19**

ID: #7577  
**Change blades on the scags**  
 Type: Reactive  
Appearance Division  
 Jesus Mier

Appearance Division  
 Scag mower #1  
 Parent: Appearance Division

✓ Done  
 Completed by Jesus Mier on 05/20/2026

Total Time Costs  
 Total Time 1h 15m 0s  
**Total Costs \$26.60**

ID: #7573  
**Appearance Division**  
 Jesus Mier

Appearance Division

✓ Done

Total Time Costs  
 Total Time 8h 0m 0s  
**Total Costs \$170.24**

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

**Cut and weedat oakland cemetery**  
 Type: Reactive  
 Parent: Appearance Division  
 Scag mower #1

**Total Costs**      **\$170.24**

Appearance Division

Jesus Mier

**ID: #7598**  
**Cut and weedat rose manor**  
 Type: Reactive  
 Parent: Appearance Division  
 Scag mower #1

**Total Time Costs**      **\$21.28**  
 Total Time      1h 0m 0s  
**Total Costs**      **\$21.28**

Appearance Division

Jesus Mier

**ID: #7597**  
**Cut and weedat sunset cemetery**  
 Type: Reactive  
 Parent: Appearance Division  
 Scag mower #1

**Total Time Costs**      **\$170.24**  
 Total Time      8h 0m 0s  
**Total Costs**      **\$170.24**

Appearance Division

Jesus Mier

**ID: #7627**  
**Cut and weedat riverside cemetery and extension**  
 Type: Reactive  
 Parent: Appearance Division  
 Scag mower #1

**Total Time Costs**      **\$170.24**  
 Total Time      8h 0m 0s  
**Total Costs**      **\$170.24**

Appearance Division

Jesus Mier

**ID: #7576**  
**Prune bushes be simple twist parking area**  
 Type: Reactive  
 Parent: Appearance Division  
 Scag mower #1

**Total Time Costs**      **\$21.28**  
 Total Time      1h 0m 0s  
**Total Costs**      **\$21.28**

Appearance Division

Jesus Mier

Appearance Division

Jesus Mier

ID: #7636

Cut and weedat Simple twist parking area

Type: Reactive

Appearance Division

Jesus Mier

Appearance Division

Scag mower #1  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 05/29/2026

Total Time Costs

Total Time

\$21.28

1h 0m 0s

**\$21.28**

**Total Costs**

ID: #7638

Cut and weedat streets in Downtown

Type: Reactive

Appearance Division

Jesus Mier

Appearance Division

Scag mower #1  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 05/29/2026

Total Time Costs

Total Time

\$42.56

2h 0m 0s

**\$42.56**

**Total Costs**

ID: #7637

Cut and weedat police station

Type: Reactive

Appearance Division

Jesus Mier

Appearance Division

Scag mower #1  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 05/29/2026

Total Time Costs

Total Time

\$21.28

1h 0m 0s

**\$21.28**

**Total Costs**

ID: #7640

Raise trees up on section b and prune bushes at sunset cemetery

Type: Reactive

Appearance Division

Appearance Division

Gas pruners  
Parent: Appearance Division

✓ Done

Completed by Jesus Mier on 05/29/2026

Total Time Costs

Total Time

\$53.20

2h 30m 0s

**\$53.20**

**Total Costs**

Jesus Mier

Jesus Mier

Signed off by

5/31/06

Date



# Reporting

05/01/2026 - 05/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

J.B. Young

Due Date

Location

Priority

+ Add Filter

## Work Orders

Created vs. Completed >

+ Add to Dashboard

52

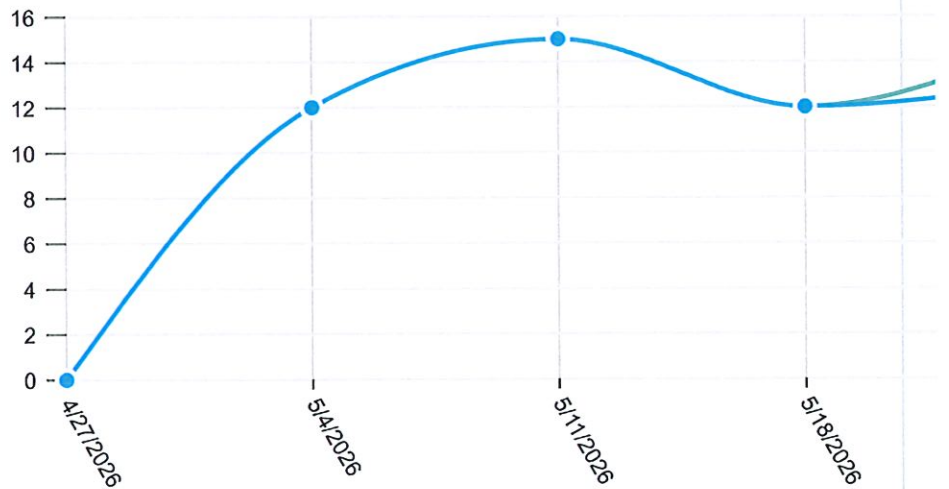
Created

54

Completed

103.8%

Percent Completed  
*\*More Work Orders were completed than created during this time period*



Work Orders by Type > ⓘ

+

0

Preventive

52

Reactive

0

Other

0.0%

Total Preventive Ratio

## Support

Lawrence Davis >

Settings

# Work Orders List for 05/01/2026 - 05/31/2026



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7440 Street blades torn down Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 05/04/2026	Total Time Costs Total Time 30m 0s <b>Total Costs \$7.50</b>	
ID: #7441 Small tree blocking view of stopsign Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 05/04/2026	Total Time Costs Total Time 15m 0s <b>Total Costs \$3.75</b>	
ID: #7442 Broken limbs hanging in street Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 05/04/2026	Total Time Costs Total Time 16m 15s <b>Total Costs \$4.06</b>	
ID: #7448 Cut right away Type: Reactive <a href="#">Signage</a> J.B. Young		✓ Done Completed by J.B. Young on 05/04/2026	Total Time Costs Total Time 1h 15m 0s <b>Total Costs \$18.75</b>	
ID: #7449 Cut right away Type: Reactive		✓ Done Completed by J.B. Young on 05/04/2026	Total Time Costs Total Time 20m 0s <b>Total Costs \$5.00</b>	

[Signage](#)

J.B. Young

ID: #7453

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

ID: #7454

Install adopt a street sign

Type: Reactive

[Signage](#)

J.B. Young

ID: #7459

Faded 25mph sign

Type: Reactive

[Signage](#)

J.B. Young

ID: #7465

Cut ditches

Type: Reactive

[Signage](#)

J.B. Young

ID: #7477

Cut right away

Type: Reactive

[Signage](#)

J.B. Young

Total Costs \$5.00

Total Time Costs \$6.25  
Total Time 25m 0s

Total Costs \$6.25

Total Time Costs \$7.50  
Total Time 30m 0s

Total Costs \$7.50

Total Time Costs \$3.00  
Total Time 12m 0s

Total Costs \$3.00

Total Time Costs \$45.00  
Total Time 3h 0m 0s

Total Costs \$45.00

Total Time Costs \$18.75  
Total Time 1h 15m 0s

Total Costs \$18.75

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7478

**Cut right away**  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/08/2026

Total Time Costs  
Total Time  
\$8.75  
35m 0s

**Total Costs \$8.75**

ID: #7479

**Cut right away**  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/08/2026

Total Time Costs  
Total Time  
\$7.50  
30m 0s

**Total Costs \$7.50**

ID: #7483

**Blind corner**  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/11/2026

Total Time Costs  
Total Time  
\$5.00  
20m 0s

**Total Costs \$5.00**

ID: #7489

**Limbs blocking view  
of stopsign**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/11/2026

Total Time Costs  
Total Time  
\$3.88  
15m 32s

**Total Costs \$3.88**

ID: #7492

**Blind corner**  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/11/2026

Total Time Costs  
Total Time  
\$3.75  
15m 0s

**Total Costs \$3.75**

ID: #7493

**Blind corner**  
Type: Reactive

✓ Done  
Completed by J.B. Young on  
05/11/2026

Total Time Costs  
Total Time  
\$7.50  
30m 0s

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

[Signage](#)

J.B. Young

**Total Costs** \$7.50

ID: #7495

**Blind corner**

Type: Reactive

[Signage](#)

J.B. Young

**Total Time Costs** \$9.66  
Total Time 38m 38s

**Total Costs** \$9.66

✓ Done  
Completed by J.B. Young on  
05/11/2026

ID: #7501

**Broken limb hanging  
in street**

Type: Reactive

[Signage](#)

J.B. Young

**Total Time Costs** \$2.50  
Total Time 10m 0s

**Total Costs** \$2.50

✓ Done  
Completed by J.B. Young on  
05/11/2026

ID: #7507

**Faded 25mph sign**

Type: Reactive

[Signage](#)

J.B. Young

**Total Time Costs** \$2.50  
Total Time 10m 0s

**Total Costs** \$2.50

✓ Done  
Completed by J.B. Young on  
05/12/2026

ID: #7508

**Faded No Parking  
Anytime Sign**

Type: Reactive

[Signage](#)

J.B. Young

**Total Time Costs** \$2.50  
Total Time 10m 0s

**Total Costs** \$2.50

✓ Done  
Completed by J.B. Young on  
05/12/2026

ID: #7509

**Cut right away**

Type: Reactive

[Signage](#)

J.B. Young

**Total Time Costs** \$17.50  
Total Time 1h 10m 0s

**Total Costs** \$17.50

✓ Done  
Completed by J.B. Young on  
05/12/2026

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7510  
**Cut right away**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 05/12/2026

Total Time Costs  
 Total Time  
 1h 0m 0s  
**Total Costs \$15.00**

ID: #7522  
**Divided highway sign leaning**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 05/14/2026

Total Time Costs  
 Total Time  
 10m 0s  
**Total Costs \$2.50**

ID: #7523  
**Cut ditch**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 05/14/2026

Total Time Costs  
 Total Time  
 1h 0m 0s  
**Total Costs \$15.00**

ID: #7527  
**25mph sign torn down**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 05/15/2026

Total Time Costs  
 Total Time  
 30m 56s  
**Total Costs \$7.73**

ID: #7530  
**Blind corner**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

✓ Done  
 Completed by J.B. Young on  
 05/15/2026

Total Time Costs  
 Total Time  
 19m 59s  
**Total Costs \$5.00**

ID: #7533  
**Cut right away**  
 Type: Reactive

✓ Done  
 Completed by J.B. Young on  
 05/15/2026

Total Time Costs  
 Total Time  
 1h 15m 0s  
**Total Costs \$18.75**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

[Signage](#)

J.B. Young

ID: #7544

Blind corner

Type: Reactive

[Signage](#)

J.B. Young

Total Costs \$18.75

Total Time Costs \$5.00  
Total Time 20m.0s

Total Costs \$5.00

✓ Done  
Completed by J.B. Young on 05/18/2026

ID: #7546

Low hanging limbs on sidewalk

Type: Reactive

[Signage](#)

J.B. Young

Total Time Costs \$5.00  
Total Time 20m.0s

Total Costs \$5.00

✓ Done  
Completed by J.B. Young on 05/18/2026

ID: #7547

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

Total Time Costs \$3.75  
Total Time 15m.0s

Total Costs \$3.75

✓ Done  
Completed by J.B. Young on 05/18/2026

ID: #7549

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

Total Time Costs \$2.50  
Total Time 10m.0s

Total Costs \$2.50

✓ Done  
Completed by J.B. Young on 05/18/2026

ID: #7550

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

Total Time Costs \$5.00  
Total Time 20m.0s

Total Costs \$5.00

✓ Done  
Completed by J.B. Young on 05/18/2026

J.B. Young

ID: #7556

**Cut ditch**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/18/2026

Total Time Costs  
Total Time  
30m 0s  
**\$7.50**

ID: #7557

**Blind corner**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/18/2026

Total Time Costs  
Total Time  
20m 0s  
**\$5.00**

ID: #7563

**Cut right away**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/19/2026

Total Time Costs  
Total Time  
1h 0m 0s  
**\$15.00**

ID: #7564

**Cut right aways**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/19/2026

Total Time Costs  
Total Time  
1h 10m 0s  
**\$17.50**

ID: #7565

**Make new street blade**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/20/2026

Total Time Costs  
Total Time  
1h 0m 0s  
**\$15.00**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

ID: #7578

Cut around pond

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 05/20/2026

\$52.50

Total Time Costs

3h 30m 0s

**Total Costs \$52.50**

ID: #7585

Faded street blades

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 05/21/2026

\$22.79

Total Time Costs

1h 31m 10s

**Total Costs \$22.79**

ID: #7595

Faded street blades

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 05/26/2026

\$20.15

Total Time Costs

1h 20m 36s

**Total Costs \$20.15**

ID: #7599

Cut right aways

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 05/26/2026

\$23.75

Total Time Costs

1h 35m 0s

**Total Costs \$23.75**

ID: #7369

Limbs blocking view of stopsign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 05/26/2026

ID: #7368

Limbs blocking view of stopsign

Completed by J.B. Young on 05/26/2026

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

[Signage](#)

J.B. Young

ID: #7601

Blind corner

Type: Reactive

[Signage](#)

J.B. Young

\$9.58

Total Time Costs

Total Time

38m 19s

\$9.58

Total Costs

ID: #7610

No littering sign leaning

Type: Reactive

[Signage](#)

J.B. Young

\$3.00

Total Time Costs

Total Time

11m 59s

\$3.00

Total Costs

83

ID: #7611

Community watch sign torn down

Type: Reactive

[Signage](#)

J.B. Young

\$3.75

Total Time Costs

Total Time

15m 0s

\$3.75

Total Costs

ID: #7612

Street blades torn down

Type: Reactive

[Signage](#)

J.B. Young

\$5.00

Total Time Costs

Total Time

20m 0s

\$5.00

Total Costs

ID: #7613

Stopsign leaning

Type: Reactive

[Signage](#)

J.B. Young

\$2.50

Total Time Costs

Total Time

10m 0s

\$2.50

Total Costs

J.B. Young

ID: #7614

**Blind corner**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/27/2026

Total Time Costs  
Total Time  
25m 0s

\$6.25

**Total Costs**  
**\$6.25**

ID: #7616

**Broken limbs hanging  
in street**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/27/2026

Total Time Costs  
Total Time  
10m 0s

\$2.50

**Total Costs**  
**\$2.50**

ID: #7621

**Faded street blades**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/28/2026

Total Time Costs  
Total Time  
1h 25m 41s

\$21.42

**Total Costs**  
**\$21.42**

ID: #7624

**Cut ditch**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/28/2026

Total Time Costs  
Total Time  
20m 0s

\$5.00

**Total Costs**  
**\$5.00**

ID: #7625

**Cut right away**

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
05/29/2026

Total Time Costs  
Total Time  
1h 30m 0s

\$22.50

**Total Costs**  
**\$22.50**

ID: #7635

**Faded street blades**

✓ Done

Total Time Costs

\$23.20

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

Type: Reactive

Signage

J.B. Young

Completed by J.B. Young on  
05/29/2026

Total Time  
1h 32m 47s

Total Costs  
\$23.20



Signed off by



Date



# Reporting

05/01/2026 - 05/31/2026

Last Month

Build report

Export

Work Orders Asset Health Reporting Details Recent Activity Export Data

Custom Dashboards

Work Orders 3

Reporting

Requests

Assets

Messages

Categories

Parts Inventory

Library

Meters

Automations

Locations

Teams / Users

Support

Lawrence Davis Settings

Andrew Strickland

Due Date

Location

Priority

Add Filter

Reset Filters

Save Filters

## Work Orders

Created vs. Completed

13

Created

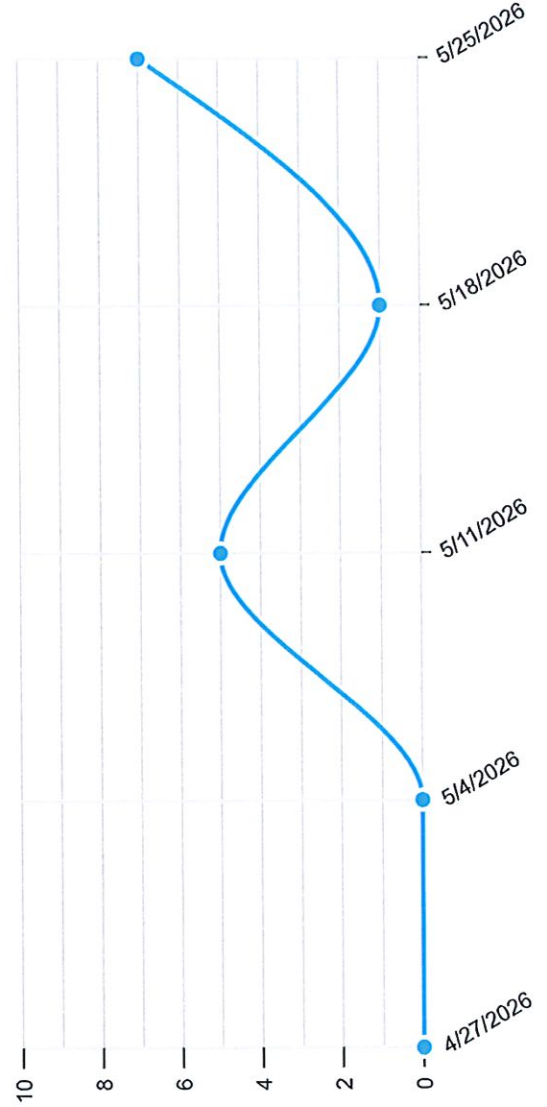
13

Completed

+ Add to Dashboard

100.0%

Percent Completed



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
May 31, 2026**



**I. Statistical Section**

3 Preventive Maintenances

0 North Carolina Inspections

13 Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None for the month

**IV. Personnel Update:**

No one was hired for the month of May.

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned vehicles. The Public Works Department safety meeting was on "on Tobacco and other drugs " with Jaime Pearce with Wellness Works



# Work Orders List for 05/01/2026 - 05/31/2026

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
<b>ID: #7484</b> <b>Replaced tires on 707</b> Type: Reactive <span>Utilities</span>	Drainage Division Truck# 707 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/11/2026	Total Time Costs Total Time 2h 0m 0s <b>Total Costs \$44.66</b>	
<b>ID: #7485</b> <b>Replaced tires 704</b> Type: Reactive <span>Utilities</span>	Drainage Division Truck# 15704 Parent: Public Utilities (Water and Sewer)	✓ Done Completed by Andrew Strickland on 05/11/2026	Total Time Costs Total Time 2h 0m 0s <b>Total Costs \$44.66</b>	
<b>ID: #7486</b> <b>Replaced tires 819</b> Type: Reactive <span>Utilities</span>	Drainage Division Truck# 819 Parent: Public Utilities (Electric Department)	✓ Done Completed by Andrew Strickland on 05/11/2026	Total Time Costs Total Time 2h 0m 0s <b>Total Costs \$44.66</b>	
<b>ID: #7487</b> <b>Plug tire 315</b> Type: Reactive <span>Sanitation Division</span>	Drainage Division Truck #315 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/11/2026	Total Time Costs Total Time 1h 0m 0s <b>Total Costs \$22.33</b>	
<b>ID: #7488</b> <b>Service 324</b> Type: Reactive	Public Works Facility 324 Parent: Sanitation Division	✓ Done Completed by Andrew Strickland on 05/11/2026	Total Time Costs Total Time 1h 0m 0s <b>Total Costs \$22.33</b>	

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Sanitation Division

Andrew Strickland

ID: #7548  
**Replaced 4 tires 321**  
 Type: Reactive

Sanitation Division

Andrew Strickland

Public Works Facility  
 Parent:  
 Truck #321 Sanitation Division

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

✓ Done  
 Completed by Andrew Strickland on 05/18/2026

ID: #7605  
**Change fire 304**  
 Type: Reactive

Sanitation Division

Andrew Strickland

Drainage Division  
 Parent:  
 Truck #304 Sanitation Division

Total Time Costs  
 Total Time  
 \$22.33  
 1h 0m 0s  
**\$22.33**

✓ Done  
 Completed by Andrew Strickland on 05/27/2026

ID: #7606  
**Replaced alternator 304**  
 Type: Reactive

Sanitation Division

Andrew Strickland

Drainage Division  
 Parent:  
 Truck #304 Sanitation Division

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

✓ Done  
 Completed by Andrew Strickland on 05/27/2026

ID: #7607  
**Road call 319**  
 Type: Reactive

Sanitation Division

Andrew Strickland

Drainage Division  
 Parent:  
 Truck #319 Sanitation Division

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

✓ Done  
 Completed by Andrew Strickland on 05/27/2026

ID: #7608  
**Depraved front tires 818**

Drainage Division

Total Time Costs  
 Total Time  
 \$22.33  
 1h 0m 0s

✓ Done  
 Completed by Andrew Strickland on 05/27/2026

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

Type: Reactive  
Utilities  
 Andrew Strickland

**Total Costs**      \$22.33

ID: #7609  
**Service 505**  
 Type: Reactive  
Parks and rec  
 Andrew Strickland

**Total Time Costs**      \$22.33  
 Total Time      1h 0m 0s  
**Total Costs**      \$22.33

✓ Done  
 Completed by Andrew Strickland on 05/27/2026

ID: #7622  
**Replace hose 304**  
 Type: Reactive  
Sanitation Division  
 Andrew Strickland

**Total Time Costs**      \$22.33  
 Total Time      1h 0m 0s  
**Total Costs**      \$22.33

✓ Done  
 Completed by Andrew Strickland on 05/28/2026

ID: #7623  
**Service 708**  
 Type: Reactive  
Utilities  
 Andrew Strickland

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

✓ Done  
 Completed by Andrew Strickland on 05/28/2026

  
 Signed off by

5/21/26  
 Date



# Reporting

05/01/2026 - 05/31/2026

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Warren Summers

Due Date

Location

Priority

+ Add

## Work Orders

Created vs. Completed >

+ Add to Dashboard

19

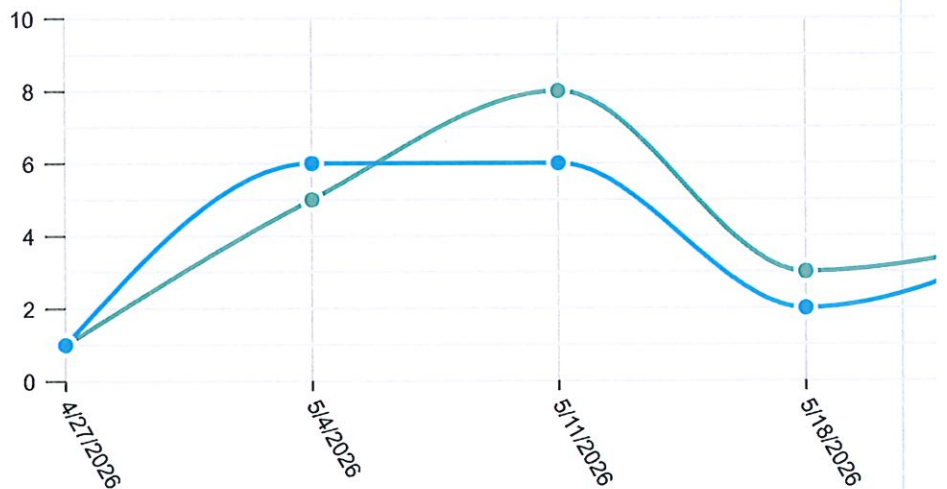
Created

21

Completed

110.5%

Percent Completed  
*\*More Work Orders were completed than created during this time period*



Work Orders by Type > ⓘ

+

0

Preventive

19

Reactive

0

Other

0.0%

Total Preventive Ratio

### Support

Lawrence Davis >  
Settings

**Town of Smithfield**  
**Public Works Drainage/Street Division**  
**Monthly Report**  
**May 31, 2026**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Orders - 0 Linear Feet Drainage Pipe installed.
- d. 3 Work Orders - 750 Linear Feet of ditches were cleaned
- e. 19 Work Orders – 625 lbs. of Cold Patch was used for 4 Potholes.

**II. Major Revenues**

None hired for the month.

**III. Major Expenses for the Month:**

No major bills

**IV. Personnel Update:**

No one hired for the month of May.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting on. "Tobacco and other drugs " with Jaime Pearce with Wellness Works.

# Work Orders List for 05/01/2026 - 05/31/2026



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #7438 Basin inspection and miscellaneous duties Type: Reactive Drainage and Streets Warren Summers		✓ Done Completed by Warren Summers on 05/01/2026	Total Time Costs Total Time 8h 0m 0s <b>Total Costs \$165.28</b>	
ID: #7451 Landscaping and miscellaneous duties Type: Reactive Appearance Division Warren Summers		✓ Done Completed by Warren Summers on 05/05/2026	Total Time Costs Total Time 6h 30m 0s <b>Total Costs \$134.29</b>	
ID: #7458 Landscaping, potholes Type: Reactive Appearance Division Drainage and Streets Warren Summers		✓ Done Completed by Warren Summers on 05/05/2026	Total Time Costs Total Time 7h 0m 0s <b>Total Costs \$144.62</b>	
ID: #7466 Landscaping and basin inspection Type: Reactive		✓ Done Completed by Warren Summers on 05/06/2026	Total Time Costs Total Time 7h 0m 0s <b>Total Costs \$144.62</b>	

Drainage and appearance

Warren Summers

ID: #7467

Inspecting basins and miscellaneous duties

Type: Reactive

Drainage

Warren Summers

✓ Done

Completed by Warren Summers on 05/07/2026

Total Time Costs

Total Time

\$169.87

8h 13m 20s

**Total Costs \$169.87**

ID: #7472

763 Bridge Street, storm drains

Type: Reactive

High

Drainage and Streets

Warren Summers

05/08/2026

✓ Done

Completed by Warren Summers on 05/08/2026

Total Time Costs

Total Time

\$14.59

42m 22s

**Total Costs \$14.59**

ID: #7505

Landscaping and miscellaneous duties

Type: Reactive

Appearance Division

Warren Summers

✓ Done

Completed by Warren Summers on 05/11/2026

Total Time Costs

Total Time

\$165.28

8h 0m 0s

**Total Costs \$165.28**

ID: #7512

Pothole fill, basin inspection, and landscaping

Type: Reactive

Drainage, Appearance,

Warren Summers

✓ Done

Completed by Warren Summers on 05/12/2026

Total Time Costs

Total Time

\$165.28

8h 0m 0s

**Total Costs \$165.28**

Miscellaneous Duties

Warren Summers

ID: #7320

Landscaping and basin inspection

Type: Reactive

Drainage and appearance

Warren Summers

✓ Done

Completed by Warren Summers on 05/14/2026

ID: #7293

Grass cutting, basin inspection, and miscellaneous duties

Type: Reactive

Drainage, Appearance, Miscellaneous Duties

Warren Summers

✓ Done

Completed by Warren Summers on 05/14/2026

ID: #7165

Grass cutting

Type: Reactive

Appearance Division

Warren Summers

✓ Done

Completed by Warren Summers on 05/14/2026

Total Time Costs \$3,456.16

Total Time 167h 17m 15s

Total Costs \$3,456.16

ID: #7520

Miscellaneous duties

Type: Reactive

Drainage and appearance

✓ Done

Completed by Warren Summers on 05/14/2026

Total Time Costs \$165.28

Total Time 8h 0m 0s

Total Costs \$165.28

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Warren Summers

ID: #7521

Inspecting basins and miscellaneous duties

Type: Reactive

Drainage

Warren Summers

✓ Done

Completed by Warren Summers on 05/14/2026

Total Time Costs

Total Time

8h 47m 34s

Total Costs

\$181.66

ID: #7538

Replacing damaged basin and miscellaneous duties

Type: Reactive

Street and Appearance

Warren Summers

✓ Done

Completed by Warren Summers on 05/15/2026

Total Time Costs

Total Time

8h 40m 0s

Total Costs

\$179.05

ID: #7532

275 N Equity Drive - clogged drain

Type: Reactive

Medium

Drainage and Streets

Warren Summers

05/15/2026

✓ Done  
Completed by Warren Summers on 05/18/2026

Total Time Costs

Total Time

8h 0m 0s

Total Costs

\$165.28

ID: #7558

Landscaping and miscellaneous duties

Type: Reactive

Drainage, Appearance, Miscellaneous Duties

✓ Done

Completed by Warren Summers on 05/18/2026

Total Time Costs

Total Time

8h 0m 0s

Total Costs

\$165.28

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Warren Summers

ID: #7579

Landscaping and potholes

Type: Reactive

Drainage..  
pothole  
repair  
Appearance

Warren Summers

✓ Done  
Completed by Warren Summers on 05/20/2026

Total Time Costs  
Total Time  
8h 10m 0s  
**Total Costs \$168.72**

ID: #7600

Inspecting drainage basins and miscellaneous duties

Type: Reactive

Drainage and miscellaneous

Warren Summers

✓ Done  
Completed by Warren Summers on 05/26/2026

Total Time Costs  
Total Time  
8h 0m 0s  
**Total Costs \$165.28**

ID: #7618

Resurfacing and landscaping and miscellaneous duties

Type: Reactive

Street and Appearance

Warren Summers

✓ Done  
Completed by Warren Summers on 05/27/2026

Total Time Costs  
Total Time  
8h 0m 0s  
**Total Costs \$165.28**

ID: #7626

Resurfacing, landscaping, and pothole repair

Type: Reactive

Drainage Potholes

Warren Summers

✓ Done  
Completed by Warren Summers on 05/28/2026

Total Time Costs  
Total Time  
8h 0m 0s  
**Total Costs \$165.28**

and street repairs

Warren Summers

ID: #7639

Resurfacing and pothole repair

Type: Reactive

Drainage Potholes and street repairs

Warren Summers

ID: #7470

Catch basin clogged

Type: Reactive

Medium

Drainage

Warren Summers

Total Time Costs	\$165.28
Total Time	8h 0m 0s
<b>Total Costs</b>	<b>\$165.28</b>

✓ Done  
Completed by Warren Summers on 05/29/2026

🔒 Open

*[Handwritten Signature]*

Signed off by

*5/31/26*

Date

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**May 31, 2026**



**I. Statistical Section**

The Division collected from approximately 4,678 homes, 4 times during the month

- a. Sanitation forces completed 75 work orders
- b. Sanitation forces collected tons 462.58 of household waste
- c. Sanitation forces disposed of loads 0 of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 12.16 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.17 tons of recyclable plastic
- h. Recycled 0 lbs. of cardboard material from the Convenient Site Center
- i. A total of 126.82 tons of loose yard waste was collected and dumped Landfill.
- j. Recycled 2,560 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

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

**III. Major Expenses for the Month:**

**Cox Repair Service was paid \$600.00 for the tow of TK #319. Snider Tire was paid \$1,003.84 for tires for TK #321. Walker Napa was paid \$607.32 for grease, oil, and def.**

**IV. Personnel Update:**

The Public Works Department hired 4 Part-time workers in the Cemetery and Grounds department.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting "Plan Silica" With Neo Gov. and on "Tobacco and other drugs" With Jaime Pearce.  
Public Works Delivered traffic control devices and clean up for the Ham and Yam Events.

Community Service Workers worked 62 Hrs.

**Town of Smithfield  
Public Works Storm Water Division  
Monthly Report  
May 31, 2026**



**I. Statistical Section**

**II. Major Revenues**

None

**III. Major Expenses for the Month:**

None

**IV. Personnel Update:**

None

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was for " on "Tobacco and other drugs  
" with Jamie Pearce at Wellness Works.

**PARKS AND RECREATION / SRAC  
MONTHLY REPORT  
APRIL, 2026**

	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	FY 25/26 YTD
<b>PARKS AND RECREATION</b>													
ATHLETICS PROGRAMS	3	5	5	5	2	1	1	1	5	4	4		36
NUMBER OF PARTICIPANTS	621	671	671	995	618	413	413	413	627	566	566		6574
NUMBER OF GAMES	72	23	132	201	12	0	77	98	40	134	134		911
PLAYER GAME EXPERIENCES	1728	834	2646	5250	360	0	1386	1764	1200	3278	3454		21900
NUMBER OF PRACTICES	3	149	67	12	7	376	128	83	137	39	10		1011
PLAYER PRACTICE EXPERIENCES	243	2520	1345	487	310	3760	1152	747	1921	494	120		13099
NUMBER OF CAMPS	1	0	0	0	0	0	0	0	0	0	0		1
CAMPS SESSIONS	3	0	0	0	0	0	0	0	0	0	0		3
PLAYER CAMP EXPERIENCES	144	0	0	0	0	0	0	0	0	0	0		144
PROGRAMS	11	4	4	5	3	4	2	5	3	4	4		49
PROGRAMS EXPERIENCES	996	402	322	895	109	189	28	73	96	107	54		3271
SPECIAL EVENTS	1	0	1	1	1	3	0	1	3	2			13
ESTIMATED ATTENDANCE	3000	0	275	825	250	3701	0	258	1654	388	500		10951
SARAH YARD VISITS	109	114	163	193	158	108	66	74	109	113	109		1316
PARKS AND FACILITY RENTALS	11	29	47	53	16	6	2	37	90	73	52		416
NUMBER PARKS AND FACILITY RENTAL USERS	247	1367	3973	2845	697	60	24	652	1703	1961	1930		15459
<b>TOTAL UNIQUE CONTACTS</b>	<b>7088</b>	<b>5908</b>	<b>9395</b>	<b>11490</b>	<b>2502</b>	<b>8231</b>	<b>3069</b>	<b>3981</b>	<b>7310</b>	<b>6907</b>	<b>6733</b>		<b>72614</b>
PARKS AND RECREATION REVENUES	\$ 19,382	\$ 7,407	\$ 13,332	\$ 20,340	\$ 3,089	\$ 2,910	\$ 14,486	\$ 11,651	\$ 13,296	\$ 21,462	\$ 16,355		\$ 150,524
PARKS AND RECREATION OPERATIONS EXPENSES	\$ 82,116	\$ 112,147	\$ 102,780	\$ 98,645	\$ 86,526	\$ 88,636	\$ 108,013	\$ 82,228	\$ 82,231	\$ 91,905	\$ 101,286		\$ 1,036,513
PARKS AND RECREATION CAPITAL EXPENDITURES	\$ -	\$ 19,075	\$ 7,400	\$ 310	\$ 14,299	\$ -	\$ 10,000	\$ 8,000	\$ 370,520	\$ -	\$ 54,106		\$ 483,710
SARAH YARD OPERATIONS EXPENSES	\$ 2,554	\$ 4,802	\$ 6,007	\$ 2,492	\$ 2,722	\$ 3,414	\$ 3,392	\$ 2,460	\$ 2,905	\$ 2,808	\$ 2,139		\$ 35,695
SARAH YARD CENTER CAPITAL EXPENDITURES	\$ -	\$ -	\$ 6,104	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,104
<b>SRAC</b>													
	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	FY 25/26 YTD
NO OF PROGRAMS	26	5	3	3	5	4	3	6	6	9	5		75
PROGRAM PARTICIPANTS	815	414	521	689	398	255	295	433	780	102	346		5048
PROGRAM CONTACTS	2243	414	539	689	398	299	295	454	795	780	1064		7970
FITNESS CLASSES	11	12	14	14	14	12	14	11	12	14	13		141
FITNESS CLASSES CONTACTS	588	531	690	580	601	851	651	563	615	646	692		7008
SRAC MEMBERSHIPS	4357	4386	4379	4386	4407	4412	4436	4497	4521	4496	4655		4386
SRAC MEMBER VISITS	5369	5032	4020	3911	3364	3510	3880	3969	4679	4312	4312		46358
DAY PASSES	4967	2627	797	692	783	1007	1110	1118	1790	2626	2234		19751
FACILITY RENTALS	39	48	31	29	30	33	14	40	36	33	68		401
SRAC FACILITY RENTAL USERS	2984	2006	1402	1615	1563	2273	2042	1279	1351	1289	1689		19493
<b>TOTAL UNIQUE CONTACTS</b>	<b>16151</b>	<b>10610</b>	<b>7448</b>	<b>7487</b>	<b>6709</b>	<b>7940</b>	<b>7978</b>	<b>7383</b>	<b>9230</b>	<b>9653</b>	<b>9991</b>		<b>100580</b>
SRAC REVENUES	\$ 84,029	\$ 67,963	\$ 64,118	\$ 56,591	\$ 49,077	\$ 45,912	\$ 57,271	\$ 58,176	\$ 75,795	\$ 148,031	\$ 73,190		\$ 817,422
SRAC OPERATIONS EXPENSES	\$ 97,339	\$ 145,094	\$ 103,223	\$ 94,859	\$ 88,603	\$ 75,325	\$ 109,346	\$ 85,503	\$ 74,733	\$ 101,017	\$ 92,125		\$ 1,067,167
SRAC CAPITAL EXPENSES	\$ -	\$ -	\$ 69,464	\$ 43,481	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 112,945
<b>TOTAL NUMBER OF CONTACTS</b>													<b>173194</b>

TOTAL NUMBER OF CONTACTS

**HIGHLIGHTS**  
Creative Connections  
Parents Todler Playdates  
Able Without Barriers Inclusion Program



**HIGHLIGHTS**  
Youth Baseball, Softball, T-Ball, Fun and Fellowship Softball  
River Jam Concert Series- Jim Quick and Coastline  
Senior Trip to Calabash





**Town of Smithfield  
Electric Department  
Monthly Report  
May, 2026**

**I. Statistical Section**

- Street Lights repaired –6
- Area Lights repaired-7
- Service calls – 37
- Underground Electric Locates -502
- Poles changed out/removed or installed -16
- Underground Services Installed -7

**II. Major Revenues**

- Process starting to extend Kellie drive feeder to create a loop.

**III. Major Expenses for the Month:**

- Booth and Associates starting to lay out Kellie DR loop circuit.

**IV. Personnel Update:**

- The Electrical Dept. has a full staff at this time.
- Have five employees enrolled in Electric city line career development program. Three have pass level two test, one pass level one all going to last hand on school to advance to next level.

**V. Miscellaneous Activities:**

Installing circuit in Local 70 subdivision.

- Working on light circuit at Perfect Ride Dealer ship.
- The Electrical Dept. is working on replacing old poles and upgrading lines on the South side and North side Market St. area.

. Asplundh Tree contractor trimming trees around town contract ended May 13,2026.



**Public Utilities Water and Sewer**

Monthly Statistics	Month Ending	5/31/2026
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	85	1031
Sewer Calls	59	554
Utility Locates	502	7688
Storm Drainage Calls	2	14
<b>Total Calls</b>	<b>648</b>	<b>8865</b>
Quotes new services	1	45
Inspections	4	112
Locate existing water & sewer services	2	37
Disconnect water	4	54
Reconnect water	7	27
Test meter	1	26
Temp hydrant meter	7	43
Discolored water call	2	51
Low pressure call	6	76
Leak detection	15	312
Meter check	35	412
Meter repair	31	248
Meter leak	4	111
Service leak	3	80
Water main leak	4	64
Replace existing water meter	4	141
Install new water meter	10	320
Install new water service	3	27
Renew water service	0	25
Water blow off repair	0	2
Street cuts	5	117

Repair utility cut or sink hole	3	41
Fire hydrant repair	1	18
Fire hydrant replaced	0	30
Camera Sewer main or service	1	38
Sewer odor complaint	7	35
Sewer repair	25	118
Clean out repair or install	5	86
LF of sewer main cleaned	600	73477
LF of sewer service cleaned	660	16853
LF of storm drain cleaned	3000	41100

- Service and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- **Helped public works with cleaning storm drain lines and catch basin during and before rain events**

### **Major Expenses for the month of May**

- Had Stuckey to make some water and sewer repairs that we were not able to.

### **Upcoming Projects for the month of June**

- I 95 project continues.
- Floyd landing homes are being built, which means meters are being installed.
- New subdivision behind Walmart has begun.
- Hydromechanics will continue replacing and repairing fire hydrants.

### **Personnel Updates**

- Brian Baker and Daniel Baker were terminated.
- David Batten resigned.



## **MONTHLY WATER LOSS REPORT**

**May 2026**

**(5) - Meters with slow washer leaks**

**(3) 3/4" Line, 1/8", 3 Day**

**(2) 6" Line, 1/4" hole, 1 Day**

**6" Line, Valve leaking at gasket, 1 Day**

**FH slow drip**



- **Statistical Section**

- Electric CP Demand 26,773 Kw relative to April's demand of 24,556 Kw.
- Electric System Reliability was 99.9963%, with one (1) recorded main line outages; relative to April's 99.7919%.
- Raw water treated on a daily average was 5.187 MG relative to 4.312 MG for April; with a maximum demand of 6.260 MG relative to April's 5.985 MG.
- Total finished water to the system was 153.457 MG relative to April's 124.208 MG.  
Average daily for the month was 4.950 MG relative to April's 4.140 MG.  
Daily maximum was 5.756 MG (May 19<sup>th</sup>) relative to April's 5.662 MG.  
Daily minimum was 3.017 MG (May 9<sup>th</sup>), relative to April's 3.017 MG.

- **Miscellaneous Revenues**

- Water sales were \$293,838 relative to April's \$260,811
- Sewer sales were \$509,421 relative to April's \$467,629
- Electrical sales were \$1,308,961 relative to April's sales of \$1,320,593
- Johnston County Water purchases were \$257,056 for 101.203 MG relative to April's \$239,856 for 94.431 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,063,126 relative to April's \$972,951
- Johnston County sewer charge was \$226,960 for 46.130 MG relative to April's \$255,391 for 51.909 MG.

- **Personnel Changes**

- Daniel Brian Baker was relieved of duties on May 19, 2026
- Daniel Teabo Baker was relieved of duties on May 19, 2026
- Josh Mareno was promoted to Water Plant Operator I on May 5, 2026