

1. Agenda Packet

Documents:

[JANUARY 22, 2019 AGENDA PACKET.PDF](#)

2. Meeting Materials

Documents:

[FEBRUARY CALENDAR.PDF](#)

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, JANUARY 22, 2019
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Public Utilities/Public Works

B. Presentation; MeterSys Water Metering Project – Mr. Andy Honeycutt and Ms. Lauren Brown

C. Presentation; Biosolids Project – Joel Whitford, McGill Associates

D. Update; Public Works Director Jared Wright

IV. Community Development

A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority did not meet in December. Kaylynn Horn, Economic Development Director, will present a report of current activities.

B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, January 10. Minutes of the meeting are submitted as information. Kaylynn Horn, Economic Development Director, will present a report of current activities.

C. Planning Board: The Planning Board will meet on Monday, January 21. Planning Director Jenny Wheelock will present a report of current projects.

1. Update; Historic Preservation Commission – Jenny Wheelock

2. Update; Environmental Protection Agency (EPA) – Jenny Wheelock

D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board will meet on Monday, February 18 at 6:00 p.m. Kenny Story, Recreation Director, will present a report of current activities.

V. FINANCE & ADMINISTRATION

A. Financial Summary – Finance Director Donna Bean

1. Recommended Staffing Reclassifications – Director Bean
2. Proposed Amendments; Personnel Resolution Policy – Director Bean

B. Update; Public Communications – Public Information Officer Joshua Harris

VI. PUBLIC SAFETY

A. Update; Police Department –Chief Brent Phelps

1. Update; Golf Cart Discussion

B. Update; Fire Department –Chief Ken Hair

1. Update; Lenoir Fire Station No. 3 – Chief Hair

VII. OTHER

A. February Calendar

1. City Council will meet on Tuesday, February 5 at 5:00 p.m. in lieu of their regular time of 6:00 p.m. Please note time change. The meeting will be held at the City/County Chambers, 905 West Avenue.

VIII. ADJOURN



January 15, 2019

Mr. Radford Thomas, Public Utilities Director
City of Lenoir
801 West Avenue
Post Office Box 958
Lenoir, North Carolina 28645

RE: Gryphon Dryer
Biosolids Facility Improvements
City of Lenoir, North Carolina

Dear Mr. Thomas:

As you are well aware, the purpose of the City's Biosolids Facility Improvements project is to replace the City's current Class A alkaline stabilization facility that is beyond economic repair. The proposed project generally includes improvements to and replacement of biosolids equipment and components at the Lower Creek Wastewater Treatment Plant. The City was approved for a Clean Water State Revolving Fund (SRF) loan in the amount of \$6,600,000 at 1.53% interest to finance the project. The NC Division of Water Infrastructure (DWI) administers the project funding and reviews all project documents.

During the Engineering Report and Preliminary Design phases, many Class A biosolids technologies were considered and evaluated. Different types of thermal dryers were investigated such as belt dryers, drum dryers and paddle dryers. In all cases, thermal dryers act by heating the dewatered cake and evaporating the water. This heat may be applied either by blowing a drying gas or air over or through dewatered sludge as it moves through the dryer (e.g. belt dryers), by heating the vessel that handles the dewatered cake (e.g. drum dryers), or by turning the cake with a heated metal agitator (e.g. paddle dryers). **Thermal belt drying was selected by the City as the best technology to meet current and future biosolids management needs.**

The City of Lenoir evaluated four (4) manufacturers of belt dryers for compatibility with Lenoir's sludge production, maintenance cost, ease of maintenance, expandability, and capital cost. Each belt dryer varies widely in efficiency and capital cost. All of the dryers rely solely on evaporative drying with the exception of Gryphon Environmental, which uses a combination of evaporative drying and pressure differential technology.

City staff and McGill reviewed the dryer manufacturers listed above. In addition to the research, City staff visited several facilities in 2018 to view various thermal belt dryer installations. Other belt dryer facilities were contacted by phone to discuss their experience with the installation and operation of this equipment. **Of the four (4) belt dryers considered, City Staff has selected the Pressure Differential Dryer by Gryphon.**

Gryphon Advantages

While other manufacturers also appear to have quality belt dryer systems, the Gryphon dryer offers significant advantages for the City of Lenoir:

1. Start-up and shut-down times are important for efficient operation and maintenance activities. Many dryers require long periods of start-up time before the dryer reaches optimum operating temperatures. Once operating temperatures are reached, the preferred efficient operation for most dryers is to operate continuously for several days, followed by a long cool down period. The Gryphon dryer has only 15-minute start-up and shut-down periods allowing for efficient day-to-day operations and maintenance needs.
2. The Gryphon dryer's unique process combines evaporative drying through high air flow rates and pressure differential technology to remove water from the incoming sludge cake. The lower operational temperatures and higher air volume often equate to less energy per ton of dried sludge.
3. Safety and maintenance are primary concerns for the City of Lenoir. Since the Gryphon dryer operates at a lower temperature and cools down in 15 minutes, it is the City's opinion that operations and maintenance will be less complicated and safer. Serviceable and wear components are non-proprietary and easily assessable from the floor level. Maintenance activities could be performed by current City staff, contrary to hiring contract maintenance as required for other dryer systems. Parts for the Gryphon dryer are readily available, "off the shelf" through Gryphon and other parts vendors.
4. The Gryphon dryer is a simple modular design of similar pieces. This unique concept in the dryer market saves cost. The upfront capital cost of the Gryphon dryer is well below their nearest competitor. Their modular design is also expected to have less overall installation costs.

Patented Technology

The Gryphon Dryer has five (5) patents, including various thermodynamic and mechanical advancements. These patented systems and components make it unique, less expensive to purchase and install, and more economical to operate. Information on these patents is included as an attachment to this letter.

The Gryphon Dryer is unique in the industry and there does not appear to be another available dryer similar to the Gryphon Dryer. The ability to maintain the equipment with City Staff, not with specialty contractors or equipment companies, is critical to the City of Lenoir. Creating a specification requiring Gryphon's technology would be pointless since no other manufacturer could meet these requirements.

Equipment Procurement

For the reasons described herein, the City of Lenoir plans to negotiate a direct purchase for the Gryphon dryer prior to the construction bidding process. DWI was contacted to discuss the potential pre-procurement and sole source requirements. DWI staff indicated this process has been **approved on SRF projects** which had similar justifications. DWI indicated that **pre-procurement is acceptable when performed in accordance with NC GS 143-129(e)(6):**

“(6) Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.”

The Gryphon dryer falls under the category of “(ii) a needed product is **available from only one source of supply**”. The information presented within this letter provides justification for the City to proceed with pre-procurement of the Gryphon dryer equipment.

The major steps in the pre-procurement process involve **(1) the submittal of dryer equipment information and design calculations to DWI, and (2) approval of the purchase by City officials in an open meeting.** McGill has prepared the necessary documentation for submittal to DWI at the direction of City staff. After review and approval, DWI would send an email with tentative approval of the dryer equipment for SRF funding reimbursement. Final DWI approval would follow later along with the approval of project plans and specifications.

We look forward to continuing our work with the City on this important project. Please advise if you would like to discuss this information in more detail. If you have any questions, please do not hesitate to contact us at (828) 328-2024.

Sincerely,
McGILL ASSOCIATES, P.A.



JOEL A. WHITFORD, PE
Senior Project Manager

:jw

Enclosures: Gryphon Patent Information

Cc: Scott Hildebran, City Manager
Andy Lovingood, PE, McGill Associates
Doug Chapman, PE, McGill Associates

Attachment 1 – Gryphon Patents Summary

The Gryphon Dryer has five (5) awarded patents, including various thermodynamic and mechanical advancements. These patented systems and components make it unique, less expensive to purchase and install, and more economical to operate. They are grouped into the following major categories.

A. Pressure Differential

The pressure differential allows the dryer to be more efficient in the removal of water from the sludge. The Gryphon Dryer utilizes positive pressure in the upper drying chambers combined with a vacuum applied to the lower drying chamber, which creates a pressure differential that causes rapid air pressure and acceleration of air as it passes through the sludge. The expansion and acceleration of air as it passes through the sludge enables moisture to be removed from the sludge by mass transfer. In addition, the pressure differential also results in a Relative Humidity differential, enabling the dryer to remove water without having to convert it to steam, making it uniquely efficient. As the dry pressurized air passes through the sludge, the temperature drops from about 300° F to about 140° F. At 140° F and saturated with the air removed from the suspension, the air travels to the Condenser so the water can be removed and the air reused (instead of exhausting it completely to the atmosphere). The patented use of pressure differentials within the drying process has resulted in a major increase in drying efficiency, which results in lower operating costs.

B. Advanced Particle Sizing

Incoming sludge is fed into the Sifter, which meters the sludge onto the dryer conveyor belt. The Sifter also acts to break the sludge into small particles, to increase the exposed surface area of the sludge being dried and to increase the porosity of the sludge to enable better air flow through the sludge. This results in over 80% of the dried material being approximately 1/8" in diameter. This particle size is ideal for farmers and traditional fertilizer spreading equipment. It has little dust and can be dispersed as fertilizer very effectively.

C. Closed Loop Re-Circulated Air Stream

Air flowing through the dryer is in a closed loop, such that the blower is also used to create the vacuum that draws air from the lower drying chamber. As a result, there is greatly reduced exhaust air from the air stream. This process eliminates the need for bag-houses, stacks and extensive scrubbing. Furthermore, the closed loop design with enhanced filtration reduces the exhaust of odors normally associated with the drying process. With the re-circulating air stream, process air maintains a steady state which increases the efficiency of the unit by decreasing the energy demand of the dryer. This design greatly minimizes the need to pull ambient air into the air stream, which can be damp, cold and expensive to heat.

D. Condenser & Use of Pre-Heat

As heavily saturated air is evacuated from the drying chamber, it is delivered to the condenser. In the condenser, the air will reach full saturation and the water is drawn from the air as the air cools. The water is collected in the water collection box and then discharges to the influent sewer. Cooled air flows back through the drying chamber and is preheated prior to passing back through the blower; thus reducing the energy required to reheat the air as it is recirculated back into the upper drying chamber. Gryphon's patents cover the specific design of the condenser which includes both filtration and condenser coils that can be removed via a roller and eject system. In addition, they have the unique ability to swap filters during operation. Above and beyond the maintenance enhancements, the condenser increases heat transfer by enabling larger exposure of the tube and fin exchanger within the unit and by decreasing the air speed as it passes through the unit. Additional claims supported in the awarded patent allow for the expansion of the air with negative pressure within the condenser unit, further enhancing the condensing of the water from the air stream.

Lenoir Business Advisory Board Meeting
Meeting Minutes
01/10/2019

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
Mark Transou	Tim Biddix	Joe Gibbons	Ike Perkins
Sean Williams	Grey Scheer	Scott Hildebran	Crissy Thomas
John Moore			
Glenda Wilson			
Kimmie Rogers			
Dana Clark			
Patrick Longano			
Therese Almquist			
Byron Grayson			

Staff Members PRESENT
Kaylynn Horn
Kyle Case, Joshua Harris

Mark Transou established a quorum and called the meeting to order.

Approval of Minutes

Upon a motion from Dana Clark, seconded by Sean Williams the November 08, 2018 minutes were unanimously approved.

Report from Grants Committee

Dana Clark reported the committee had no new business. A few applications have been distributed but none have been returned yet.

Main Street Committee Update

Glenda Wilson and Kyle Case reported on fall events including:

- 11/15 Light Up Lenoir - rescheduled due to rain, good turnout
- 11/15 Caldwell Heritage Museum Ginger Bread House Competition, good start for future growth
- 11/16 Downtown Lenoir Christmas Tree Festival, good event with solid turnout, new inclusion of Christmas tree theme, 17ft tree on square
- 11/30 Lenoir Christmas Parade, fewer floats than previous years but great turnout, perfect weather
- 12/2 Holiday Cruise-In, moved inside due to rain, toy drive went well inside
- 12/8 Breakfast with Santa, went well
- 12/8 Holiday Movie Night, rescheduled due to weather, very low turnout

Kaylynn Horn and Kyle Case report on upcoming events including:

- 3/12-14 NC Main Street Conference in Salisbury this year, all LBAB members invited to join
- 4/6 Cruise-In, first of the year
- 4/13 NC Gravity Games, new items including balloon launch, new date
- 4/20 Bootlegger 100, dirt bike race draws riders from all over the South

LBAB HAT

Scott Hildebran reports that the County EDC has commissioned a housing study that is to be released in February. The purpose of the study is to encourage and actively recruit developers to the area for multi-family and single-family dwellings.

OTHER BUSINESS

Mark Transou introduces Joshua Harris, PIO for the City of Lenoir. Joshua Harris reports on news stories taking place including:

- Spectrum News is doing an "Our Town" segment on Lenoir with Mayor Gibbons
- Rescued dog story on LPD and City Facebook pages
- City sign donated to West Caldwell Warriors
- Joshua describes his duties involving city communications

Mark Transou offers thanks to the Public Works Dept for their hard work during the winter storms and throughout the year with events support and more. Dana Clark makes a motion to officially commend the Public Works Dept for a job well done. Patrick Longano seconds the motion.

Meeting adjourned

7:05 pm

PLANNING DEPARTMENT MEMORANDUM

CITY OF LENOIR, 801 WEST AVENUE, LENOIR, NC 28645

TO: Scott Hildebran, City Manager
FROM: Jenny Wheelock, Planning Director
DATE: January 10, 2019
SUBJECT: Establishing a Historic Preservation Commission and Designating Local Landmarks

The City of Lenoir currently does not have a local Historic Preservation Commission (HPC), and as such, is not able to designate local historic districts or local landmarks. Should the Council want to move forward with designating certain properties as local landmarks, they would first have to adopt an ordinance establishing an HPC (the existing Planning Board can be identified as the body to fill this roll), and then the newly created HPC can initiate the landmark process.

Below is an outline of what this process could look like, with potential dates for completion, subject to modification by the City Council and the State Historic Preservation Office (please note these dates assume the various decision making bodies take action on the same night the item is presented to them, and as such this represents a “best case” scenario):

A. Establishing the Planning Board as the HPC

1. City Council briefed on process; timeline (January 22, 2019 – Committee of the Whole)
2. Planning Board considers the Historic Preservation Ordinance, makes a recommendation to City Council about adoption, and calls for a public hearing (January 28, 2019)
3. Notice of the Hearing: Publication in the Lenoir News-Topic (February 8 and 15, 2019)
4. Public Hearing (at Council) and Adoption of the Historic Preservation Ordinance, designating the Planning Board as Lenoir’s Historic Preservation Commission (February 19, 2019)
5. Adoption of Rules of Procedure and Design Guidelines by the HPC (February 25, 2019 – Planning Board meeting)

B. Establishing a Local Landmark

1. A report on the historical significance is prepared, including an assessment of the “special significance” of the property (January/February 2019 – mostly complete already)
2. Lenoir HPC reviews report, directs staff to submit the report to the State Historic Preservation Office for review and comment, and calls for a public hearing (February 25, 2019 Planning Board meeting)

3. State comment period – 30 days (during this time, an ordinance will be drafted in anticipation of moving forward with adoption)
4. Notice of the HPC Hearing: Publication in the Lenoir News-Topic (March 15 and 22, 2019), letters mailed to property owners within 125 ft. of the subject property (March 15, 2019), sign posted on the property (March 15, 2019).
5. Public Hearing of the landmark ordinance before the HPC. HPC hears public comment, considers state comments, and the report. Makes a recommendation to the City Council on the ordinance, and calls for a public hearing (March 25, 2019*)
6. Notice of the Council Hearing: Publication in the Lenoir News-Topic (April 5 and 12, 2019), letters mailed to property owners within 125 ft. of the subject property (April 5, 2019), sign posted on the property (April 5, 2019).
7. Public Hearing and adoption of the landmark ordinance by the City Council (April 16, 2019)
8. Ordinance recordation, notice to the local tax office (April 17, 2019)

*Please note that this hearing date is scheduled to occur just shy of the 30 days allotted to the SHPO by state statute for review. SHPO staff's familiarity with the properties, as well as the fact that they are already engaged with the City of Lenoir in this process, gives me good reason to believe we will have comments earlier than 30 days. However, this cannot be guaranteed and failure to have comments back by the hearing will necessitate that the HPC table the item to a later date, which would impact the remainder of the time line presented.



City of Lenoir
Financial Summary
As of 12/31/2018



General Fund					
	2018-2019 Budget	12/31/2018	% of Budget	Change from Previous Year	12/31/17
Total Revenue	\$ 17,090,331.00	\$ 11,257,677.45	66%	\$ 54,616.36	\$ 11,203,061.09
Expenditures	\$ 17,090,331.00	\$ 8,087,218.71	47%	\$ 263,018.02	\$ 7,824,200.69
Over/Under	\$ -	\$ 3,170,458.74		\$ (208,401.66)	\$ 3,378,860.40

Downtown District					
	2018-2019 Budget	12/31/2018	% of Budget	Change from Previous Year	12/31/2017
Revenues	\$ 183,736.00	\$ 2,490.25	1%	\$ -	\$ 1,203.70
Expenditures	\$ 183,736.00	\$ 88,218.04	48%	\$ 5,911.17	\$ 82,306.87
Over/Under	\$ -	\$ (85,727.79)		\$ (5,911.17)	\$ (81,103.17)

Water/Sewer Fund					
	2018-2019 Budget	12/31/2018	% of Budget	Change from Previous Year	12/31/2017
Revenues	\$ 8,890,000.00	\$ 4,633,714.85	52%	\$ 103,302.16	\$ 4,530,412.69
Expenditures	\$ 8,890,000.00	\$ 3,230,114.42	36%	\$ 143,371.30	\$ 3,086,743.12
Over/Under	\$ -	\$ 1,403,600.43		\$ (40,069.14)	\$ 1,443,669.57

Tax Collections					
		Collections As Of 12/31/18	Percentage of Change	Change from Previous Year	Collections As Of 12/31/17
Sales Tax (with adjustment for HB97)		\$ 1,657,739.58	7.61%	\$ 117,278.35	\$ 1,540,461.23
Sales Tax (without adjustment for HB97)		\$ 1,558,073.73	6.41%	\$ 93,844.18	\$ 1,464,229.55
Sales Tax - for the month of November (with adjustment for HB97)		\$ 325,831.92	13.27%	\$ 38,171.55	\$ 287,660.37
Sales Tax - for the month of November (without adjustment for HB97)		\$ 305,946.19	13.20%	\$ 35,686.72	\$ 270,259.47

Recommendations						
Department	Current Title	Proposed Title	Current Years Budget Impact	Recommendation	Current Grade	Proposed Grade
Job Responsibilities Changed						
FIRE DEPARTMENT - Opening of Station III						
Fire	Lieutenant - (3 positions)	Captain	3,106.14	With the opening of Fire Station III, the fire department will promote three Lieutenants to Captains and promote three Firefighter IIs to Driver/Operator to maintain the current chain of command. These changes will be effective when Station III is operational. Currently, station Commanders at each station are at the level of Captain. With the opening of Station III, it will be necessary for three (3) Lieutenants to be promoted to the ranks of Captain to serve at Station III as Commanders and allow for the current chain of command to be maintained. There will be no Lieutenants promoted and no personnel will be added. This re-organization will allow a staffing level of nine (9) Captains and six (6) Lieutenants. The Engine at Station II and the Rescue Truck at Headquarters will continue to have Lieutenants.	23	25
Fire	Firefighter II (3 positions)	Driver/Operator	2,335.43	Currently, only one (1) person is assigned to the Rescue Truck at all times. When Station III is operation, it is recommended to re-organize and maintain a minimum of two (2) personnel on the Rescue Truck at Headquarters to ensure the safety of personnel during responses (see staffing plan attached, current vs. new station). This will allow for the Rescue Truck to function like the rest of the apparatus where there is an assigned Officer and an assigned Driver/Operator for each apparatus. This re-organization will require promoting (3) Firefighter IIs to the ranks of Driver/Operator for the Rescue Truck at Headquarters.	18	20
			5,441.58			
STREET DEPARTMENT -Effective 1/27/19						
Streets	Master Equipment Operator	Labor Supervisor	678.60	Request a position be reclassified from a Master Equipment Operator to a Labor Supervisor due to the individual performing Labor Supervisor task due to work load shift when Streets acquired the Brush Truck responsibility. The individual has taken the responsibility of supervising the Street Crew and has experienced an increase in after hour call backs.	17	18
Total Change			6,120.17			

Current Staffing - Lenoir Fire Department

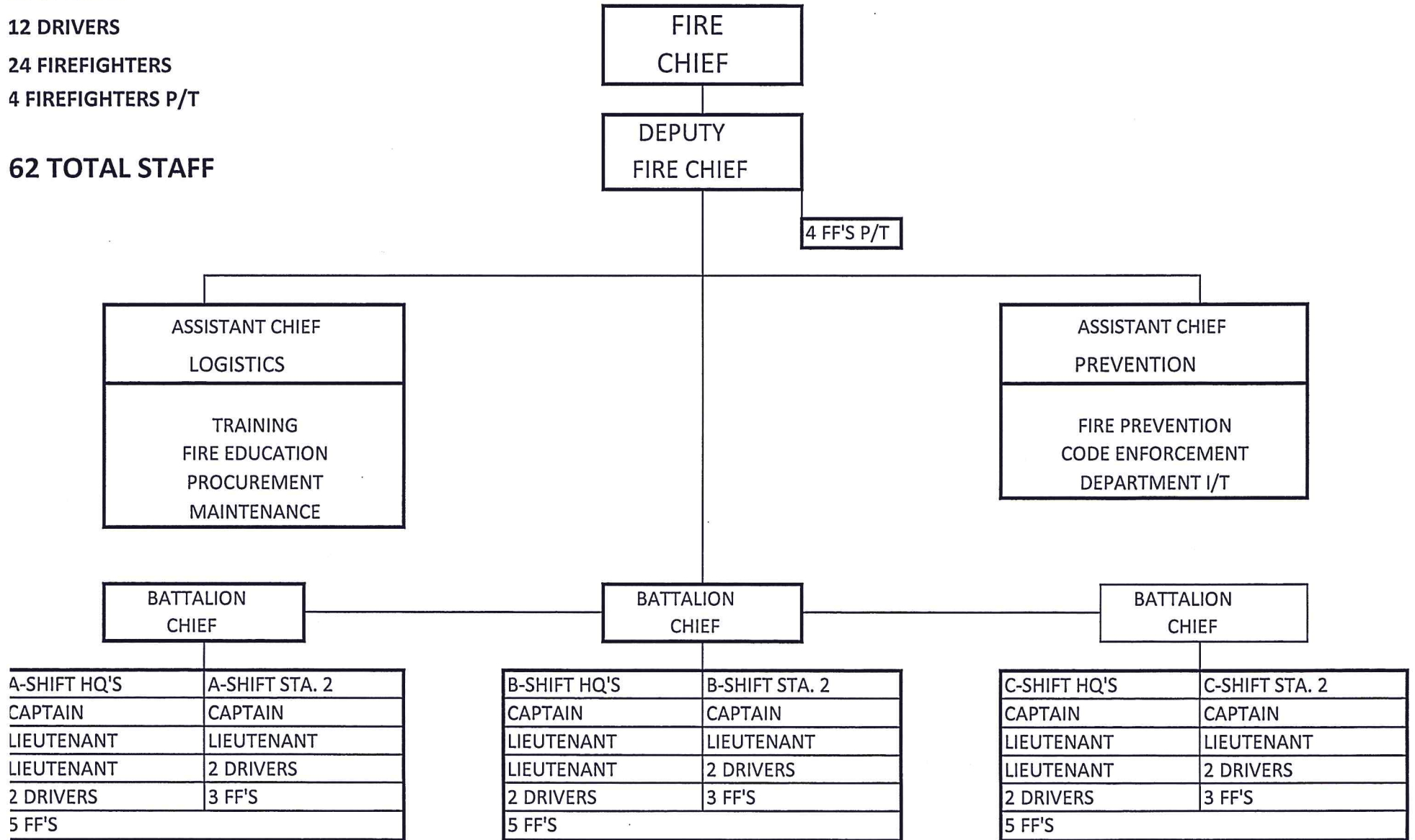
22 OFFICERS

12 DRIVERS

24 FIREFIGHTERS

4 FIREFIGHTERS P/T

62 TOTAL STAFF



Proposed Staffing - Lenoir Fire Department

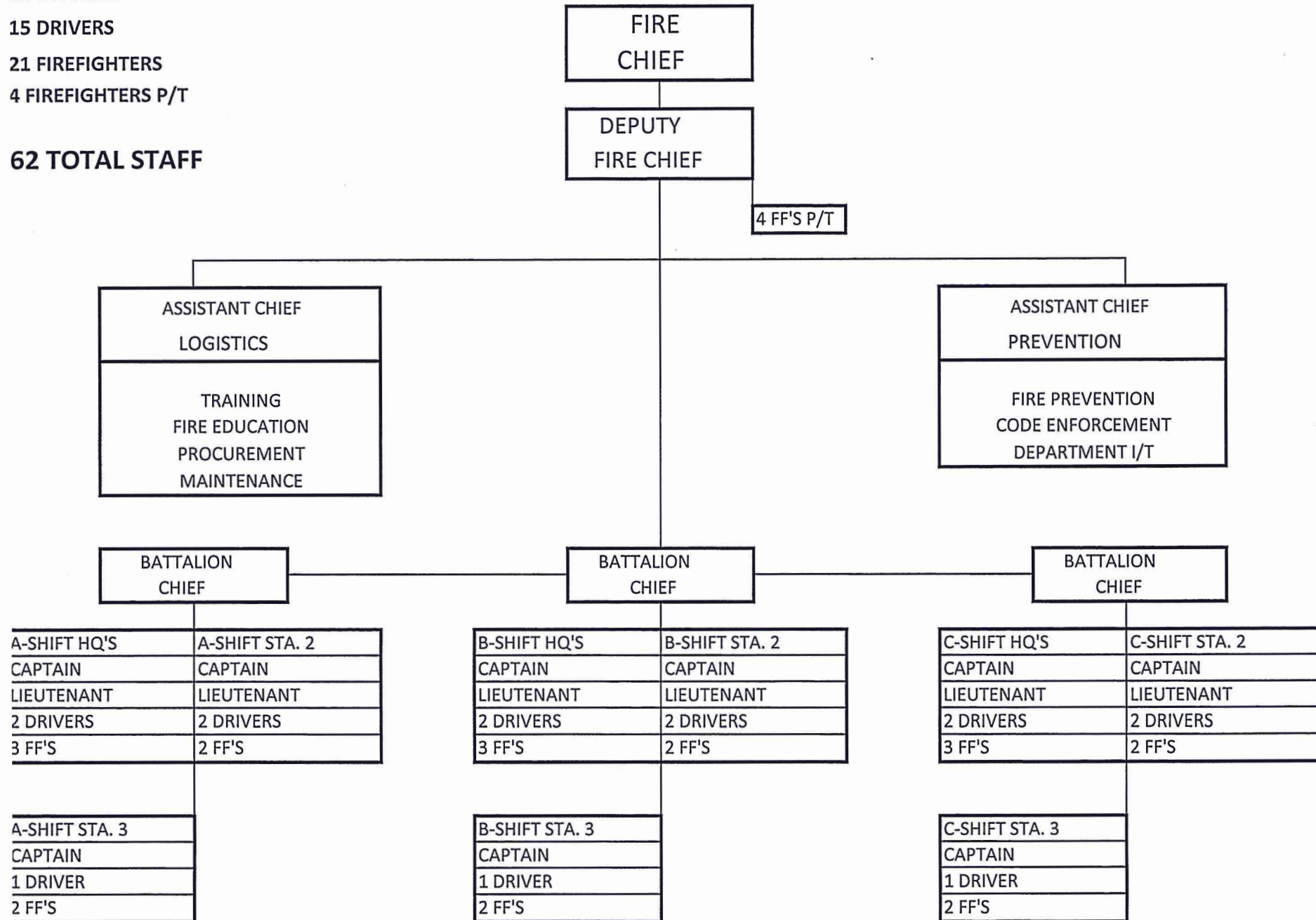
22 OFFICERS

15 DRIVERS

21 FIREFIGHTERS

4 FIREFIGHTERS P/T

62 TOTAL STAFF



CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Approve changes to the Personnel Resolution to clarify policies and align with the current pay plan.

II. Background Information: The following changes are recommend for the Personnel Resolution:

- **The current Personnel Resolution uses percentages as guidelines for employee salaries rather than referring to the classifications used in the Pay Plan (hiring, minimum and max). The revisions will align the Resolution with the Pay Plan. (Page 11, Section 5)**
- **Add clarifying information regarding garnishments. (Page 14, Section 14)**
- **Remove terminology “Applicant Interest Card” as this form is no longer used in hiring practices. (Page 15, Section 3)**
- **Revert back to the previous Resolution allowing internal candidates to complete a supplemental form to accompany their original application rather than being required to complete an entirely new application packet. This change will reduce redundancy and be more efficient. (Page 16, Section 5)**
- **Update the Employment of Relatives Section to add clarifying information. (Page 19, Section 5)**
- **Add outside reference information to the Substance Abuse Policy. (Page 20, Section 10)**
- **Add Retiree Health Insurance Policy to the Personnel Resolution. There is no change in the policy only the addition to the Resolution. (Page 21, Section 3)**

Staff Recommendation:

Approve as requested

III. Reviewed by:

City Attorney:

Finance Director: *Donna Bear*

If the training is not successfully completed to the satisfaction of the City Manager, the trainee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the hiring rate established for the position for which the employee was trained.

Section 5. Probationary Pay Increases

Employees hired or promoted into the hiring rate of the pay range shall receive a salary increase to at least the minimum rate for their classification upon successful completion of the probationary period; other qualifications may be considered for increases above the minimum for the pay grade. Employees serving a twelve-month probationary period may be considered for this increase after six months of employment.

Section 6. Merit Pay

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the City Manager.

Section 7. Merit Pay Bonus

Employees who are at the maximum amount of the salary range for their position classification are eligible to be considered for a Merit Bonus at their regular performance evaluation time. Merit bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and in the same amounts as employees who are within the salary range. Merit bonuses shall be awarded in lump sum payments and do not become part of base pay.

Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. When an employee is promoted, the employee's salary shall normally be advanced to the hiring rate of the new position, or to a salary which provides an increase of at least approximately 5% over the employee's salary before the promotion, whichever is greater. In the event of highly skilled and qualified employees, shortage of qualified applicants, or other reasons related to the merit principle of employment, the City Manager may set the salary at an appropriate rate in the range of the position to which the employee is promoted that best reflects the employee's qualifications for the job and relative worth to the City, taking into account the range of the position and relative qualifications of other employees in the same classification. In no event, however, shall the new salary exceed the maximum rate of the new salary range. In setting the promotion salary, the City shall consider internal comparisons with other employees in the same or similar jobs.

Demotions. Demotion is the involuntary movement of an employee from one position to a position in a class assigned to a lower salary range. When an employee is demoted to a position for which qualified, the salary shall be decreased at least 5%. Salaries of demoted employees may be no greater than the maximum of the new range.

Reassignments. A reassignment is defined as the voluntary movement to a position in a lower salary range. When an employee takes a reassignment, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employee's qualifications to perform the job and consistent with the placement of other employees within the same classification. Salary may be

communication device and must respond immediately to calls for service. Non-exempt employees required to be on "stand-by" duty will be paid for eight hours of work for each week of stand-by time they serve. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week.

Section 14. Payroll Deductions

Deductions shall be made from each employee's salary as required by law. Additional deductions may be made upon the request of the employee on determination by the City Manager as to capability of payroll equipment, associated increase in workload and appropriateness of the deduction.

Wages that are garnished by a taxing agency, child support agency, court order, EMS or other allowable agency will, in addition, be charged a per payroll administrative fee as allowed by law.

Section 15. Hourly Rate of Pay

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees.

The hourly rate for employees working other than 40 hours per week, such as police officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary for the position.

Section 16. Pay for Interim Assignments in a Higher Level Classification

An employee who is formally designated by the City Manager to perform the duties of a job that is assigned to a higher salary grade than that of the employee's regular classification shall receive an increase for the duration of the Interim assignment. The employee shall receive a salary adjustment to the minimum level of the job in which the employee is acting or an increase of 5%, whichever is greater. The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the Interim role, taking into account any increases the employee would have received if they had not been placed in the Interim role.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of the City to foster, maintain and promote equal employment opportunity. The City shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.

Section 2. Implementation of Equal Employment Opportunity Policy

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, disability, national origin, political affiliation, or marital status. Notices with regard to equal employment matters shall be posted in conspicuous places on City premises in places where notices are customarily posted.

Section 3. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Human Resources Department shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments if practical. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for City service. NC Works (formerly The North Carolina Employment Security Commission) may be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the City may hire or promote without advertising jobs, upon approval of the City Manager.

Job Advertisements. Jobs will be advertised in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool, as well as the City of Lenoir's social media outlets. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the City shall be given the opportunity to file an application for employment for positions which are vacant.

Application Reserve File. Applications shall be kept in an inactive reserve file for a period of two years, in accordance with Equal Employment Opportunity Commission guidelines.

Selection. Department Heads, with the assistance of the Human Resources Officer, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related using the DCI when needed. All selection devices administered by the City shall be valid measures of job

performance.

Appointment. Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Human Resources Officer including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Officer and Department Head shall recommend approval of appointments and the starting salary for all applicants to the City Manager. The City Manager shall approve appointments and the starting salary for all applicants.

Section 4. Probationary Period

An employee appointed or promoted to a permanent position shall serve a probationary period. Employees shall serve a six-month probationary period, except that employees in sworn police, entry level fire, and Department Heads positions shall serve a twelve-month probationary period. Employees hired as trainees shall remain on probation until the provisions of their traineeship are satisfied. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees serving a twelve month probationary period shall have a probationary review at the end of six months as well as before the end of twelve months.

Before the end of the probationary period, the supervisor shall conduct a performance evaluation conference with the employee and discuss accomplishments, strengths, and needed improvements. A summary of this discussion shall be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of *six* additional months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this policy.

A promoted employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed. Promoted and demoted employees who are on probation retain all other rights and benefits such as the right to use of the grievance procedures.

Section 5. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the City's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The City will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in rare situations where previous City experience is essential (such as promotions to Police Sergeant), or exceptional qualifications of an internal candidate so indicate, the City will consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the Job Posting Application (obtained through the Human Resources Department) and will follow the same recruitment process as external candidates.

integrity, neutrality, or reputation related to performance of the employee's City duties.

Section 4. Dual Employment

A full or part-time employee of the City may simultaneously hold another position with the City if the temporary position is in a different department and clearly different program area from that of the full or part-time position. The work of the temporary position must also be performed on an occasional or sporadic basis as identified in Fair Labor Standards Act regulations. However, the work of the full or part-time position shall take precedence over the temporary position, and such temporary work will not count toward the calculation of overtime for pay or time off.

Section 5. Employment of Relatives

The City prohibits the hiring and employment of immediate family in permanent positions within the same work unit. "Immediate Family" is defined in Article VII, Section 12. "Work unit" is defined as a division rather than a department within the City. The City also prohibits the employment of any person into a permanent position who is an immediate family member of individuals holding the following positions: Mayor, Mayor Pro Temp, City Council Member, City Manager, Department Heads, City Clerk, or City Attorney. Otherwise, the City will consider employing family members or related persons in the service of the City, provided that such employment does not:

- 1) result in a relative supervising relatives;
- 2) result in a relative auditing the work of a relative;
- 3) create a conflict of interest with either relative and the City; or
- 4) create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision is adopted by the City. Should an immediate family member of a City employee be elected to the Council, the employee shall resign within six months.

Section 6. Harassment Prohibited

The City prohibits harassment in any form that is based on sex, race, color, religion, national origin, age, and/or disability. Harassment is defined as conduct that culminates in tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment includes repeated offensive sexual remarks, continual or repeated comments about an individual's body and offensive sexual language.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the Human Resources Officer or Department Head who will immediately notify the City Manager. The employee

may file the complaint directly with the City Manager if it involves a Department Head. The Human Resources Officer will insure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees who are found to be engaged in harassment are subject to disciplinary action up to and including dismissal. Employees making complaints of harassment are protected against retaliation from alleged harassers or other employees.

Section 7. Solicitation and Acceptance of Gifts and Favors

No official or employee of the City shall solicit or accept any gift, favor, or thing of value (more than \$50) that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Section 8. Performance Evaluation

Supervisors and/or Department Heads shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be published by the City Manager.

Section 9. Safety

Safety is the responsibility of both the City and employees. It is the policy of the City to establish a safe work environment for employees. The City shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department Heads and supervisors are responsible for insuring the safe work procedures of all employees and providing necessary safety training programs. Employees shall follow the safety policies and procedures and attend safety training programs as a condition of employment. Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal.

Section 10. Substance Abuse Policy

The City may establish policies and procedures related to employee substance abuse in order to insure the safety and well-being of citizens and employees, and to comply with any state, federal, or other laws and regulations. The City provides a drug free workplace for all employees. **See the Substance Use Policy for additional information.**

ARTICLE VI. EMPLOYEE BENEFITS

Section 1. Eligibility

All full-time and part-time employees of the City are eligible for employee benefits as provided for in this Article which are subject to change at the City's discretion. Temporary employees are eligible only for workers' compensation and FICA.

Section 2. Group Health and Hospitalization Insurance

The City provides group health and hospitalization insurance programs for full-time and part-time employees. The City also makes health insurance available for employees to purchase for their families.

Employees who are scheduled to work 30 hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health through the City for themselves or for themselves and qualified dependents. A prorated amount of the cost of coverage paid for a full-time employee shall be paid by the City with the remainder of the cost being paid by the employee. This prorated amount shall be based on regularly scheduled hours.

Information concerning cost and benefits shall be available to all employees from the Human Resources Office.

Section 3. Retiree Health Insurance

Employees who retire from the City with at least 15 years of creditable City service may remain on the City's health insurance policy to age 65 or until Medicare eligibility is met, whichever occurs first. Creditable City service includes actual years and months of service plus unused sick leave with the City of Lenoir. Unused sick leave will be credited in accordance with LGERS rules that allow 1 month of service credit for each 20 days of unused sick leave.

The City of Lenoir will subsidize a percentage of the cost of retiree health insurance as outlined below:

15-19 Years of Service:

The City of Lenoir will allow an employee who retires from the City of Lenoir under the (LGERS) with 15-19 years of creditable City service to remain on the City's health insurance policy. The retired employee is responsible for the full cost of the insurance.

20-29 Years of Service:

The City of Lenoir will pay for 25% of the health insurance premium of an employee who retires from the City of Lenoir under the LGERS with 20-29 years of creditable City service.

30 or More Years of Service:

The City of Lenoir will pay for 50% of the health insurance premium of an employee who retires from the City of Lenoir under the LGERS with 30 or more years of creditable City service.

Disability Retirement:

The City will allow an employee who retires under the disability provisions of the LGERS with less than 20 years of creditable City service to remain on the City's health insurance policy. The retired

employee is responsible for the full cost of the health insurance premium. Employees with 20 or more years of service at the time of disability retirement will fall within the stated guidelines above.

Medicare Supplement:

Once a retired employee becomes eligible for Medicare (due to age or disability), the retired employee is no longer eligible for Retiree Health Insurance. The retired employee may choose to purchase a Medicare Supplement policy through any provider of their choice. The retired employee must pay the full cost of a Medicare Supplement policy through an individual billing arrangement.

Note: Rates for Retiree Health Insurance differ from the rates of health insurance for active employees. Please refer to the current rates when planning to retire.

Note: Eligible family members may remain on the health insurance policy after an employee retires only if they were covered prior to retirement. Family members cannot be added at the time of retirement. The retired employee is responsible for the full cost of family members' health insurance coverage.

Section 4. Group Life Insurance

The City provides group life insurance for each employee subject to the stipulations of the insurance contract. Life insurance will be provided by the City in an amount approved by the City, subject to appropriation.

Section 5. Other Optional Group Insurance Plans

The City may make other group insurance plans available to employees upon authorization of the City Manager or City Council.

Section 6. Retirement

Each employee who is expected to work for the City more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System on the first day of employment as a condition of employment. New hires who are current members of the NC Local or State Government Employees Retirement Systems shall be covered under the retirement system by the City on their first day of employment.

Section 7. Supplemental Retirement Benefits

The City may provide 401(K) benefits for its full time employees as a percentage of salary as designated by the City Council subject to appropriation by the City Council.

Each law enforcement officer shall receive 401(K) benefits as prescribed by North Carolina State Law and beginning on the first day of employment.

Section 8. Social Security

The City, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

December 2018 Communications Report

By Joshua Harris, Public Information Officer

1/4/2019

LENOIR
North Carolina



CONTENT CREATION

News Releases

9

Photos

19

Videos

3

Social Posts

224

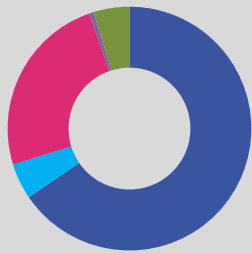
City Alerts

3

PUBLIC ENGAGEMENT

New Followers

166



Facebook Twitter Instagram
eNews City Alerts

Social Reach

76,567

Facebook 67,913
Twitter 7,764

Video Views

18,300

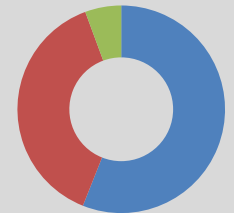
Facebook 18,193
YouTube 107

Website Views

27,624

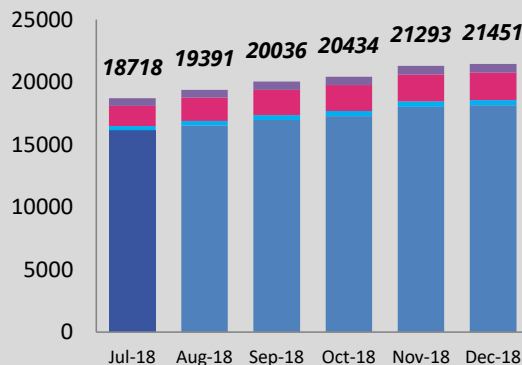
Top Pages

- 1 payonline
- 2 jobs
- 3 police
- 4 trashpickup
- 5 waterservice
- 6 City Prepping for Winter Storm
- 7 Risk Manager / Purchasing Agent

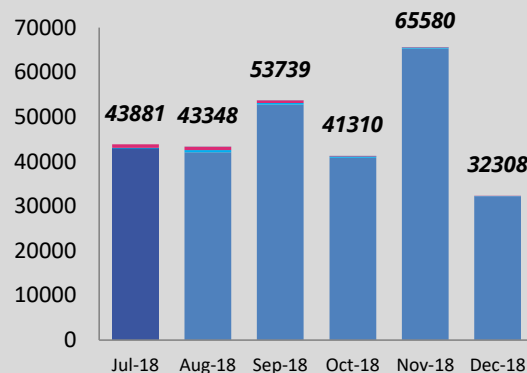


Mobile
Desktop
Tablet

Total Followers



Social Engagement

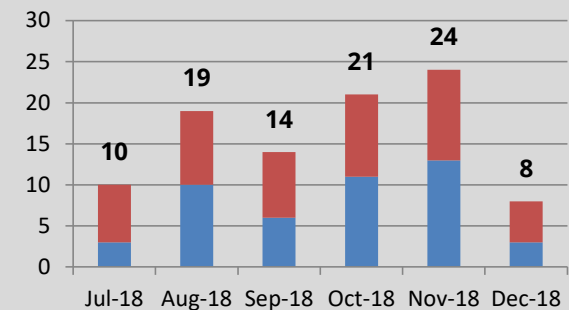


Media Coverage

8

Papers 3

Web 5





Top Facebook

Reach: The number of people who saw the post on their feed

Engagements: Reactions, comments, shares, photo/video views, and clicks

Total Facebook Followers

18,143

City of Lenoir Fire Department  Published by City of Lenoir Fire Dept [?] · December 7, 2018 at 7:33 PM · 

City of Lenoir Luminaries 2018
Blue Ridge Memorial Park



14,931 People Reached **2,315** Engagements [Boost Post](#)

   149 25 Comments 132 Shares

City of Lenoir, NC Government  Published by Joshua Harris [?] · December 11, 2018 at 11:41 AM · 

Thank you to Caldwell Journal for sharing this beautiful drone footage recorded Monday, Dec. 10, 2018



Snow Over Lenoir, Dec. 10, 2018
01:49

 **Get More Likes, Comments and Shares**
When you boost this post, you'll show it to more people.

12,872 People Reached **1,887** Engagements [Boost Post](#)

   Ann Miller, Cindy Bolick and 151 others 2 Comments 126 Shares

City of Lenoir, NC Government  Published by Joshua Harris [?] · December 6, 2018 at 4:10 PM · 

The City of Lenoir is prepping to respond to the winter storm forecast for this weekend. Residents need to take precautions as well, including moving vehicles off the streets to make way for snow plows.

City Code prohibits on-street parking on some streets during snow events. Cars parked on the following streets during a snow event will be towed at the owner's expense.

Prospect Street from Willow Street to Montclair Circle
Link Place from Montclair Drive to the end
Drum Circle from Norwood Street to Norwood Street
Vance Street from Willow Street to N. Main Street
Robbins Avenue from Vance Street to the end

Read more at <http://bit.ly/2QGRxUE>



CITYOFLENOIR.COM
Snow is likely, get ready
Official Website of City of Lenoir, North Carolina

10,647 People Reached **2,206** Engagements [Boost Post](#)

   84 19 Comments 137 Shares

	Paid	Organic
Reach		14,931
Engagements		2,315
Comments		25
Shares		132

	Paid	Organic
Reach		12,872
Engagements		1,887
Comments		2
Shares		126

	Paid	Organic
Reach		10,647
Engagements		2,206
Comments		19
Shares		137



Top Tweets

Impressions: Times people saw this Tweet on Twitter

Engagements: Times people interacted with this Tweet

Total Twitter Followers

421

City of Lenoir, NC @CityofLenoir

We're prepping to respond to the winter storm forecast for this weekend. Residents need to take precautions as well, including moving cars off streets. City Code prohibits on-street parking on some streets during snow events. Read more at <http://bit.ly/2QGRxUE>

Impressions	1,262
Total engagements	12
Detail expands	6
Link clicks	4
Profile clicks	2

City of Lenoir, NC @CityofLenoir

Due to the weather, City Hall and recreational facilities will be closed Monday, Dec. 10, 2018.



Reach a bigger audience

Impressions	811
Total engagements	12
Profile clicks	11
Retweets	1

Downtown Lenoir, NC @DowntownLenoir

The Christmas Parade is off without a hitch! Who's ready for the grand finale - Winston-Salem State University marching band! @DowntownLenoir
[https://www.instagram.com/p/Bq0xpOFHXmQ/?utm_source=ig_twitter_share&igshid=1e4glx467zr1m ...](https://www.instagram.com/p/Bq0xpOFHXmQ/?utm_source=ig_twitter_share&igshid=1e4glx467zr1m...)

Impressions	264
Total engagements	8
Link clicks	4
Likes	3
Profile clicks	1



Top Instagram

Likes: The number of people who liked the post on their feed

Total Instagram Followers

2,193



Likes

124

Comments

1

Views



Likes

40

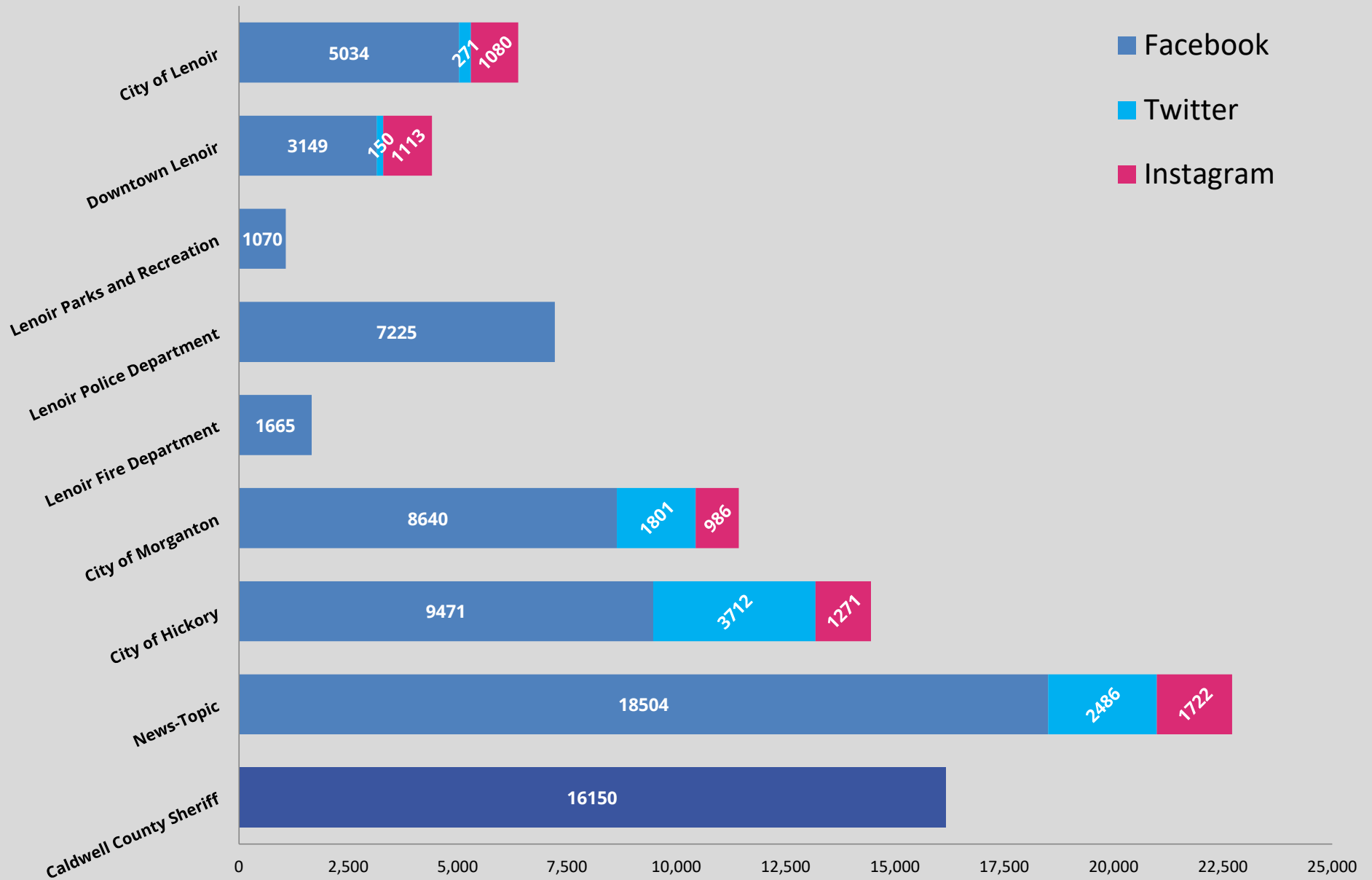
Comments

Views



Social Comparison

The chart below compares Lenoir's social accounts with surrounding organizations.





Contact Form Questions

19

Anyway possible I could get some help [with Christmas presents]?

Hi mi name is gabin and lm doing a high school project and I was wondering if some one would answer a couple of my questions?

we were charged 50.00 from blue ridge /paysi, lenior nc on 11/14 our bank is investigating this can u email us if this is ur company

Good Afternoon, We are needing to cancel our water services as our business has moved. Please let me know what we need to do to proceed with the cancellation.

Mayflower Restaurant parking area. When exiting the northern exit onto 321, the traffic heading south bound is severely obstructed from view. This makes exiting a very dangerous

I have many relatives buried at Blueridge Memorial Park. Do you have a map or directory to assist in finding their burial plot locations? It is a very large area to walk over looking for

I am paying city taxes for what? My roads around my house have not even been plowed. My family and friends that live on secondary roads, outside city limits, their roads have been

I have a favor to ask. I leave on Beall st and there is only parking allowed on one side of the road. When the street is plowed it would help all of us if the plow came in the other direction

Today, I watched a city snowplow clear my street, I was thrilled that we were finally able to get out. Imagine my surprise when I crested the hill and found that the section of road beyond

We are new to this street and are wondering when snow removal will be done? Today was not a problem but we will need to be getting out by late morning tomorrow to go to work

British Woods Subdivision needs plowing and salting ASAP!!

What can the city of Lenoir do to help me with a seemingly necessary utility of quality internet and mobile service in 2019?

My road, neighborhood hasnt been scrapped yet, ive had to drive to work the past 2 mornings and my road is treacherous. i pay city taxes and i have other people that dont pay taxes

How do I go about petitioning to get my street widen, culverts cleaned out, and new culverts put in? Who do I need to speak to about this?

The vacant lot next to me was trashed in the ice storm and now a month later we have seen no effort to start a clean-up of this eyesore.

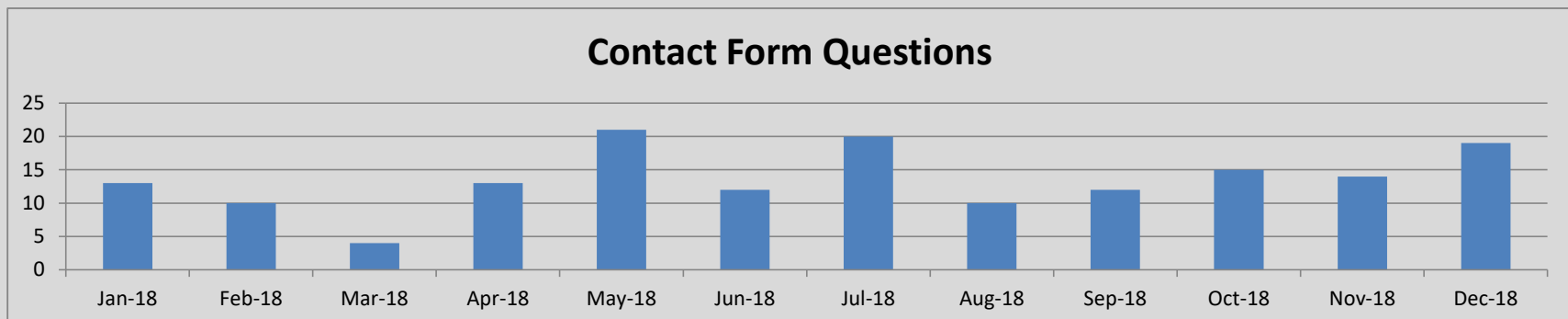
Who owns & keeps the Fairfield Cem? Is there a listing of burials? I have several members of my maternal side of my family buried there. Thanks for your help. Mar

Anyway possible I could get some help [with Christmas presents]?

I contacted the City on Dec 14 regarding a vacant lot next to me that had bad damage (trees down). I have yet to hear from Officer Lee concerning this Eyesore in our neighborhood

I see there is an ordinance that relates to alarm permits. Is this still required? If so, could I have a copy of the application in order to provide it to customers?

We do not live in the city. Can you please take our phone number off the call list.



Hildebran, Scott

From: Phelps, Brent
Sent: Wednesday, January 16, 2019 3:52 PM
To: Hildebran, Scott
Subject: RE: Lenoir Transportation Opportunity

Mr. Hildebran,

This request has come up before with Council and Chief Brown. On April 25th of 2017 at COW this was the discussion by Chief Brown:

b) Request; Golf Cart Ordinance – Chief Brown reported the Department has recently received two requests from individuals who want to be able to use a golf cart/scooter in the downtown area and for church events. Chief Brown asked Council if they were interested in pursuing these requests.

Chief Brown stated these vehicles would have to be registered with the Police Department in order for the Department to conduct inspections and could only be used during daylight hours. He also mentioned that any violations of the general statutes regarding golf carts would result in a \$100.00 fine.

Following a brief discussion, Council was not in favor of moving forward with this project due to a number of safety issues.

On June 27th of 2017 this was the further discussion by Chief Brown and Council:

1. Update; Police Department: Chief Brown informed Council that he has learned additional information regarding guidelines for low speed vehicles since he shared a citizen's request at the April Committee of the Whole meeting. Chief Brown stated that N.C.G.S. §20-121.1 authorizes the operation of a low speed vehicle on certain streets and highways with the following restrictions:
 - Posted speed limit is 35 mph or less
 - Vehicle shall be registered and insured
 - Vehicle shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshields, windshield wipers, speedometer, seat belts and a vehicle identification number.
 - Vehicle has to pass inspection with the local DMV office along with proof of insurance plus pay a registration fee.

Chief Brown related that operation of golf carts are legal if they are registered with the state and follow the above guidelines, but pointed out that City Council still retains the option to exercise their authority.

I don't think a lot has changed since 2017 and I'm not aware of anyone else with a similar request. I will be prepared to discuss this at COW on the 22nd. If you need anything further let me know.



Brent Phelps
Chief of Police

Lenoir Police Department
1035 West Ave.
Lenoir, NC 28645
828-757- 0471

From: Hildebran, Scott
Sent: Wednesday, January 16, 2019 3:20 PM
To: Phelps, Brent
Subject: FW: Lenoir Transportation Opportunity

From: Benjamin Willis [<mailto:bwillis@cccti.edu>]
Sent: Wednesday, January 16, 2019 1:50 PM
To: Hildebran, Scott
Subject: FW: Lenoir Transportation Opportunity

We addressed this in the past with Chief Brown but I do not recall the outcome. Can you please refresh my memory? Thanks.

Ben

From: Jon Thomson <jon.thomson@vondrehle.com>
Sent: Wednesday, January 16, 2019 8:51 AM
To: ben.willis.lenoir@gmail.com
Subject: Lenoir Transportation Opportunity

Dear Mr. Willis,

I am writing you and your council members today in support of legalizing golf carts in our fine city of Lenoir. As I am sure you are aware, communities from coast-to-coast are legalizing these vehicles for a variety of reasons including:

- Ease of transportation for the elderly and/or handicapped
- Ease of traffic congestion
- Easier parking near businesses
- Promotes tourism
- Promotes friendlier communities
- Additional revenue

Additionally, they are quiet, don't pollute, are very economical, and on a personal level, are absolutely fun to drive. They provide excellent visibility and a sense of freedom and adventure that you cannot get in a car. We trailer our cart to Carolina Beach at least once a year as they allow carts on their streets with proper registration and safety requirements.

We have lived in Lenoir for fifteen years and have seen the city try to reinvent itself since the decline of the furniture industry. I think allowing carts on our roads (with proper registration and guidelines) could be an additional "positive" to our community.

My former hometown of Jacksonville, Illinois (pop. 19K) legalized carts about two years ago. I contacted the former Alderman that started the ordinance to find out why he did it. He said an elderly neighbor mentioned that it would be much easier for him to be able to drive his golf cart instead of his car to the grocery store as it

was much easier for him to get in and out of. The Alderman decided to do some research and talk with the other council members and members of the community.

There were three main concerns that the Alderman initially heard:

- Safety - increased injuries and/or fatalities from accidents
- Increased traffic congestion - slow moving carts on city streets
- Town size too big/demographics - "only smaller or wealthy communities allow carts"

After doing much research, he found that all of these "beliefs" were wrong. The Alderman contacted Police Chiefs in numerous communities that allowed carts, to discover issues that they were experiencing. The overwhelming reply was that it was working very well with none of the issues that they, too, were expecting.

The majority of the golf cart-related injuries were caused by people falling out of carts. The Alderman included mandatory seatbelts in his ordinance. Traffic congestion actually decreased due to people driving their carts instead of their cars, and many communities, much larger than Jacksonville and Lenoir, allowed carts and were also happy with their decision. An additional concern was the safety of minors driving carts, so the Alderman added the requirement that drivers must be 18 years old with a valid driver's license and carry liability insurance.

Since the legalization of carts, Jacksonville has a new revenue stream (\$100 yearly registration fee), and additional cart-related businesses have moved into town and are paying taxes. The Alderman and several Jacksonville residents have told me that they enjoy seeing people driving around in carts and that, even though they don't personally have a cart, they think it is good for the community and have experienced no negative issues.

I've also communicated with the Mayor of Carolina Beach, NC, regarding their golf cart ordinance. He said that he is very aware that many tourists love the ability to bring their carts (or rent carts from local businesses), and drive them on their streets - that it greatly enhances their vacation experience, and the locals - many of whom have their own carts - enjoy it as well. They have also added golf cart parking spaces to ease parking congestion, and they have a \$100 yearly registration fee for tourists and \$20 registration for residents. They consider legalized carts an asset to increase tourism and reduce traffic congestion.

I have attached Jacksonville, Illinois' cart ordinance as well as the requirements for Carolina Beach for your review. Below are some informative excerpts I found regarding cart legalization in general. I sincerely hope that you and your fellow council members will consider this opportunity to add another feather in our city's hat.

Best regards,

Jon Thomson
jon.thomson@vondrehle.com
 T. 828-514-6141

Center for Urban Transportation Research, University of S. Florida, concluded that "aside from the potential for a positive environmental impact, the use of electric golf carts and other NEVs holds great promise for enhancing the safe mobility of senior citizens, persons with disabilities, and others who do not or cannot drive regular vehicles. As individuals reach an age when they are no longer comfortable driving (or have their

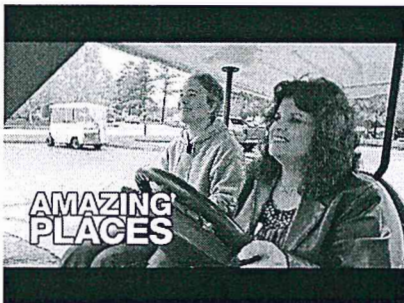
licenses revoked), golf carts may prove to be a safe, affordable, and environmentally sensitive way to maintain independence and mobility, at least for local trips."

AARP states that "they provide a convenient way for people to travel farther and faster than they would on foot or a bicycle, without having to use a car. With proper planning, infrastructure design, public education, regulation, and enforcement, communities can safely accommodate LSVs and golf carts and improve the quality of life for residents of all ages."

The Municipal - The Premier Magazine for America's Municipalities, leads with "Quick, convenient and less expensive than heading out onto the highway, golf carts have long been darlings of the post- 8-to-5 crowd. Ecologically minded residents embrace the low emissions; and in communities that permit their widespread use, residents describe the option of traveling by golf cart as 'less stressful.'"

A reduction in regular vehicle traffic has been one of the biggest benefits of lenient and popular golf cart-friendly ordinances, said City Clerk and Public Information Officer Betsy Tyler. Significant quality of life and tourism issues are also noted with some regularity. They also add a more friendly component than a closed car — in an open cart on the path, you're closer to other path users. People wave and say 'Hi,' and stop to help obviously lost strangers pouring over the map. Peachtree City Chief of Police William McCollom believes public safety benefits from the fact that golf cart use reduces the number of miles driven by regular motor vehicles in the city.

<https://www.youtube.com/watch?v=pcVGqtdm2wM>



The City of Golf Carts

www.youtube.com

Some American cities use buses, or trams, or trains. Peachtree City, Georgia, has a different solution: it's not quite public transit, but a hundred miles of golf cart tracks helps to keep cars off the road. More about Peachtree City: <https://www.peachtree-city.org/> and <https://visitpeachtreecity.com> Edited by Michelle Martin (@mrsmmartin) With ...

Email correspondence to and from this address may be subject to the North Carolina Public Records law and may be disclosed to third parties by an authorized state official. (NCGS. ch. 132)

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 7:00 p.m. Jazz Show "The Groove Masters" (MLK, Jr. Center)
3	4	5 5:00 p.m. City Council *Note Time Change	6 9:00 a.m. Staff Mtg.	7	8	9 5:00 p.m. Movie Night at MLK, Jr. Center ("Green Book")
10	11 11:45 a.m. City/County Services Committee	12 8:00 a.m. EDC Business Adv. Board 2-6:30 p.m. Blood Drive (MLK, Jr. Ctr.)	13	14 2:00 p.m. ABC Board 4:00 p.m. Lenoir Tourism Dev. Auth. 6:00 p.m. LBAB Board	15 8:00 a.m. City Council Planning Retreat (Blue Ridge Electric Meeting Room)	16
17	18 6:00 p.m. Recreation Advisory Board (Optimist Park Clubhouse)	19 6:00 p.m. City Council	20 9:00 a.m Staff Mtg.	21 6:00 p.m. Quiz Bowl/ Essay Contest (MLK, Jr. Center)	22	23
24	25 5:30 p.m. Planning Board	26 8:30 a.m. Committee pf the Whole	27 Noon - Foothills Regional Airport Authority	28		
Notes for February/March February is Celebrate Black History Month. Events are scheduled at the Martin Luther King, Jr. Center.						



February 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 7:00 p.m. Jazz Show "The Groove Masters" (MLK, Jr. Center)
3	4	5 5:00 p.m. City Council *Note Time Change	6 9:00 a.m. Staff Mtg.	7	8	9 5:00 p.m. Movie Night at MLK, Jr. Center ("Green Book")
10	11 11:45 a.m. City/County Services Committee	12 8:00 a.m. EDC Business Adv. Board 2-6:30 p.m. Blood Drive (MLK, Jr. Ctr.)	13	14 2:00 p.m. ABC Board 4:00 p.m. Lenoir Tourism Dev. Auth. 6:00 p.m. LBAB Board	15 8:00 a.m. City Council Planning Retreat (Blue Ridge Electric Meeting Room)	16
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City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

Joseph L. Gibbons, Mayor
Scott E. Hildebran, City Manager
Shirley M. Cannon, City Clerk