

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, OCTOBER 23, 2018
8:30 A.M.**

PRESENT: Mayor Pro-Tem Willis presiding. Committee members Gibbons, Perdue, Perkins, Rohr, Stevens and Thomas.

City Manager Hildebran, City Clerk Cannon, Public Information Officer Harris, Police Chief Phelps, Fire Chief Hair, Economic Development Director Horn, Finance Director Bean, Recreation Director Story, Planning Director Wheelock, Public Utilities Director Thomas, Public Works Director Wright.

ABSENT: Councilmember Jonathan Beal.

OTHERS: Virginia Annable, *News-Topic*, Andy Honeycutt, MeterSys.

I. CALL TO ORDER

A. Mayor Pro-Tem Willis welcomed everyone and called the meeting to order.

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

A. Public Utilities/Public Works

1. Update; MeterSys: Public Utilities Director Radford Thomas introduced Andy Honeycutt, Representative with MeterSys, who was present at the meeting. Director Thomas explained that the City has discussed over the years the need for a utility meter reading system. One of the main objectives has been to identify the best method and technology for transitioning to a more automated meter reading system to improve efficiency and accuracy and develop better opportunities for our customers to manage their utility account information. The City contracted with MeterSYS – Advanced Metering Solutions to undertake a complete analysis of our metering practices and the feasibility of utilizing advanced metering technology. MeterSys has assisted with solicitation of bids for AMI system and is developing the bid tabulation. Six vendors submitted proposals.

The next step is implementation of the software followed by meter installation. The entire project will be an eighteen to twenty-four month process. It was noted that Staff would also have the option to build a customer data file followed by a customer portal site.

A brief discussion was held regarding cellular coverage with Director Thomas stating the City needs to make sure this technology will work in some of our geographical areas.

Note: This item will be placed on the November 20 Agenda for consideration of approval by City Council.

1. Public Utilities Director Radford Thomas updated City Council on the following items:
 - a) Work continues on the two improvements projects at the Water Treatment Plant.
 - b) Reported there are sinking issues at the Cahjhs Mountain Pump Station and most of the concrete work to correct this issue has been completed. Improvements will be made to the inside of the pump station next.
 - c) The two Engineering Service Agreements between the City of Lenoir and McGill Associates will assist the City with future water treatment plant improvements and distribution system improvements. Director Thomas stated these agreements will also help the City advance items on the City's Capital Improvements Project List (CIP).
 - d) Reported Staff will be traveling to Tennessee to view how a dryer system for the Bio-Solids project functions in a municipal setting. The City accepted a State Revolving Loan in the amount of \$6,000,000 on June 19, 2018 and Director Thomas stated he would be checking with the state to see if the remaining balance of \$1,500,000 could be used for additional improvements projects.
 - e) Reported he met with NCDOT officials regarding the installation of a water line across the Taylorsville Road and noted the project can be done without disrupting service to the area.
 - f) Reported the first Phase of the Brownfields Project will begin at the former City Service Cleaners facility.

On behalf of City Council, Mayor Pro-Tem Willis thanked Mr. Honeycutt for attending the meeting.

2. Public Works Director Jared Wright reported on the following items:
 - a) Master Service Agreement- Director Wright explained the Master Service Agreement between the City of Lenoir and McGill Associates provides for engineering services on a contractual basis, but stated the agreement does not prevent the City from using other consultants. He also explained the City would not have to go through the Request for Qualifications (RFQ) process for smaller projects. In addition, he mentioned McGill Associates has updated their billing rates.

A copy of the Master Services Agreement is on file in the City Clerk's office.

Motion

Upon a motion by Councilmember Perdue, Council voted 6 to 0 to approve the Master Services Agreement as recommended by City Staff.

- b) Update; Rights-of-Way Encroachment Agreement; City of Lenoir and Charter

Communications Properties, LLC: Director Wright stated it is the intent of the City to allow energy or cable providers access to our rights-of-way, but he mentioned the City needs a more defined process for reviewing what may be placed in its rights-of-way in order to simplify the process for utility providers. The three activities as referenced in the encroachment agreement with Charter include expansion projects, service drop installations and maintenance activities.

A copy of the Right-of-Way Encroachment Agreement is on file in the City Clerk's office.

Director Wright explained the agreement allows the City to have a documented process in place for Charter to submit for permission to encroach upon or in the City's rights-of-way for municipal public streets, roads, greenways, water drainage ways and/or sidewalks in order to expand its current system by installation of additional underground and above-ground facilities. In addition, he clarified the term of the proposed Master Encroachment Agreement is thirty years and noted the agreement also includes a \$3,000,000 bond.

Councilmember Perdue asked that insurance requirements be clarified to include specific policies and liability limits for those policies. He also commented the City needs to have some type of agreement in place for average users.

Motion

Upon a motion by Councilmember Perdue, Council voted 6 to 0 to approve the Right-of-Way Encroachment Agreement as amended and as recommended by City Staff.

- C. Director Wright updated Council on the following items:
 - 1) Reported he met with the utility owners for the Hospital Avenue Sidewalk Project regarding relocating the utility poles and a Coordination Meeting is scheduled for November.
 - 2) Five streets have been paved out of the City's fifteen locations on its paving schedule.

IV. COMMUNITY DEVELOPMENT

- A. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority (LTDA) met on Thursday, October 11. Kaylynn Horn, Economic Development Director, reported the Board approved the annual audit report. Also, she stated several members would be attending the annual conference in November. The Board further approved a \$1,000 expenditure for billboard advertisement and also hired a consultant for a half-day strategic planning session for Board members.
- B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, October 11. Kaylynn Horn, Economic Development Director, presented a report of current activities.

Director Horn shared the annual Smoking in the Foothills Barbeque Festival was very successful with a large attendance. She mentioned the participants complimented our City and City Staff for all their preparation for the event. She remarked numerous volunteers from area churches and others helped out during the festival. In addition, she reported the annual Pumpkin Patch Parade will be held on Friday, October 26.

Next, Director Horn stated several downtown properties have been sold including the former Williams Produce, and the former Loes Brewery. Also a new boutique has opened downtown. Director Horn thanked all of the Department Heads for all of their support.

C. Planning Board: The Planning Board met on Monday, October 22. Planning Director Jenny Wheelock presented a report of current projects.

1. Conditional Use Permit (CUP); 1015 Ashe Avenue: A quasi-judicial public hearing will be held on Tuesday, November 20 to consider a Conditional Use Permit for property located at 1015 Ashe Avenue for a proposed 3-unit multi-family development, known as the Education Foundation Teacherage.
2. Reported the Board of Adjustments met and approved a variance for property located on Westview Street.
3. Director Wheelock reported the owners of the former Camelot facility located across from 211 Arrowood Street has inquired about selling the property which is currently zoned as R-12 and R-15 Residential in order to construct multi-family apartments. This step requires a Conditional Use Permit and Director Wheelock explained the facility was previously zoned for “golf course” use with a “club house” and not a restaurant. She stated she informed the applicant they could apply for a Conditional Zoning District thereby creating a by-right multi-family district. She remarked they could also establish buffers and legalize some type of restaurant use for the site. It was noted the Conditional Use Permit approved in 2003 has expired.

In addition, Director Wheelock mentioned there is a right-of-way for Faw Street that was required to be opened as a part of the conditions in 2003. City Council also directed Staff to conduct a traffic study at that time, but because the project didn’t move forward, she stated she could not find a record of any traffic study being completed by Staff. Director Wheelock explained this step is typically the responsibility of the developer and asked Council if they wished to proceed with this request.

Councilmember Rohr asked if the City has ever allowed by-right multi-family housing before with City Manager Hildebran replying there were several locations for multi-family housing located around the City that might be worth exploring. The Planning Department will review the matter and bring forth a recommendation.

Following a brief discussion, City Council was in consensus to proceed with this request.

4. Director Wheelock informed Council that an applicant has discussed a possible request to place a 160-foot cell tower on City owned property and stated the City of Lenoir's zoning requirement is 110-feet. She shared Caldwell County officials recently increased their height requirement for cell towers from 110-feet to 195-feet, but stated she thinks 195-feet is too high.

Director Wheelock stated the City's Code of Ordinances would have to be amended to reflect a new height regulation and asked Council if they wished to move forward with this request. Following a brief discussion, City Council was in consensus to proceed with amending the City's ordinance to increase the cellular tower requirements from 110-feet to 160-feet as requested by City Staff.

As information, Director Wheelock reported the Planning Department has issued 101 permits so far this year.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, October 15. Minutes of the meeting were submitted as information. Kenny Story, Recreation Director, presented the following report.

- 1) The annual Halloween Carnival will be held at the Martin Luther King, Jr. Center on Wednesday, October 31 from 5:30 p.m. – 8:00 p.m. for youth ages 12 and under.
- 2) Meleah Mikeal Half-Marathon will be held on Saturday, November 3 at the Aquatic & Fitness Center beginning at 9:00 a.m.
- 3) Reported they are currently signing up participants for the youth basketball and wrestling programs.
- 4) The ongoing improvements project at the J. E. Broyhill Park will be completed this week followed by the paving of the parking lot.
5. Director Story reviewed the list of rules and regulations for users of the J. E. Broyhill Park. These rules will be posted at the park. (A copy of the rules are attached to these minutes as information).

- E. Financial Summary: Finance Director Bean reviewed the Financial Summary as of September 30, 2018. The over/under balance in the General Fund is \$6,596,690.32, Downtown District (\$33,133.78), and Water & Sewer Fund \$1,068,569.73.

A copy of the September financial summary and Tax Collection Report are attached to these minutes as information.

- F. Pay Re-Classifications: Director Bean presented a list of pay re-classifications for Council's consideration of approval. (A copy of the re-classifications are attached to these minutes as information).

Director Bean explained when an employee resigns or retires; the position is re-evaluated to see whether changes may be made to make it more efficient. As

information, she reviewed the proposed re-classifications as follows:

- 1) Police Department – Narcotics Sergeant to Narcotics Lieutenant
Patrol Officer to Sergeant (Downtown and Traffic Control)

Part-time IT Tech-Crime Analysis changed to Full-Time to meet new state reporting requirements.

Part-Time IT Tech-Crime Analysis to Full-Time IT-Tech-Crime Analysis

Title Changes w/Same Salary as follows for Police Department:

Detective-Narcotics to Sergeant-Logistics Officer

Sergeant-Platoon C to Sergeant-SRO

- 2) Grounds –Laborer to Equipment Operator
Labor Supervisor to Recreation Landscaper

- 4) Planning – Administrative Assistant to Planning Technician

Motion

Upon a motion by Councilmember Rohr, Council voted 6 to 0 to approve the above list of Re-Classifications as presented by City Staff.

- G. Tax Releases/Refunds: Finance Director Donna Bean presented a list of Tax Releases/Refunds for consideration of approval by City Council. (A copy of the Tax Releases/Refunds is attached to these minutes as information).

Director Bean stated the releases and refund request are due to overpayments or the property was split. She reminded Council they have to approve all releases and refunds over \$100.00. In addition, Director Bean stated several of the City's largest taxpayers have paid and the City is on target with its collection rate.

Motion

Upon a motion by Councilmember Thomas, Council voted 6 to 0 to approve the list of Tax Releases/Refunds as presented by City Staff.

- H. Update: Public Communications: Joshua Harris, Public Information Officer, reviewed the highlights of the Communications Reports for September. Activity included 219 social posts, 162 photos, 8 news releases and 4 videos. In addition, he stated there are 656 new followers and the website has experienced 30,312 views. The City's Facebook account experienced 3,844 views and YouTube 41 views.

Mr. Harris also reviewed the pros of changing our website vendor to Civic Plus. He stated they are more user friendly plus they have a Code Red option to send out alerts to the community. He stated the software is less expensive than the City's current system, Everbridge, and the City can piggyback off of Caldwell County's system.

It was the consensus of the Council to move forward with this project.

VI. PUBLIC SAFETY

- A. Police Department: Police Chief Brent Phelps reported the Department has hired three new officers who have experience and they are currently working on promotions within the Department. He also shared the pay rate for officers is getting closer to the market rate.

Chief Phelps stated discussion is ongoing regarding the issue of homeless people in the downtown area. He mentioned that Chief Hair, Public Works Director Jared Wright and he have spoken with Sharon Osborne at Lenoir Emergency Outreach Shelter (LEOS) and she talked with one gentleman who came to the Shelter. Chief Phelps noted Ms. Osborne is trying to find ways to meet the needs of the homeless population.

Next, Chief Phelps reported the Department is working on a modified parking ordinance for the downtown area and will be submitting a recommendation in the near future.

- B. Fire Department: Fire Chief Ken Hair stated he and Staff are excited about the new Fire Station and expressed their appreciation to City Council. Chief Hair also mentioned the foundation cracks that have occurred on the front left side of Station One downtown and need to be repaired. He further shared he will be submitting a proposal for a new HVAC system for Station No. 2 upon receiving additional proposals.

V. OTHER

- A. November Calendar: By consensus of the Council, the calendar for the month of November was approved by Council listing various meetings and events.
- B. Mayor Pro-Tem Willis reminded everyone of the Caldwell is Hiring Event on Thursday, October 25 from 8:30 a.m. until noon at the J. E. Broyhill Civic Center. In addition, he mentioned the North Carolina League of Municipalities Policy Board are reviewing new thing for municipalities.

VI. Adjourn:

There being no further business, the meeting was adjourned at 10:00 a.m.

Attachments



**City of Lenoir
Financial Summary
As of 9/30/2018**



General Fund					
	2018-2019 Budget	9/30/2018	% of Budget	Change from Previous Year	9/30/17
Total Revenue	\$ 17,090,331.00	\$ 12,871,780.52	75%	\$ 1,854,176.54	\$ 11,017,603.98
Expenditures	\$ 17,090,331.00	\$ 4,344,434.82	25%	\$ (76,478.84)	\$ 4,420,913.66
Over/Under	\$ -	\$ 8,527,345.70		\$ 1,930,655.38	\$ 6,596,690.32

Downtown District					
	2018-2019 Budget	9/30/2018	% of Budget	Change from Previous Year	9/30/2017
Revenues	\$ 183,736.00	\$ 2,484.61	1%	\$ -	\$ -
Expenditures	\$ 183,736.00	\$ 41,225.88	22%	\$ 8,092.10	\$ 33,133.78
Over/Under	\$ -	\$ (38,741.27)		\$ (8,092.10)	\$ (33,133.78)

Water/Sewer Fund					
	2018-2019 Budget	9/30/2018	% of Budget	Change from Previous Year	9/30/2017
Revenues	\$ 8,890,000.00	\$ 2,293,011.07	26%	\$ 57,718.43	\$ 2,235,292.64
Expenditures	\$ 8,890,000.00	\$ 1,564,022.43	18%	\$ 397,299.52	\$ 1,166,722.91
Over/Under	\$ -	\$ 728,988.64		\$ (339,581.09)	\$ 1,068,569.73

Tax Releases and Refunds

Oct-18

Tax Releases				
Tax Payer	REF #	Tax Year	Amount	Reason
C&J Auto Sales	1518 & 7751	2014 & 2015	81.24	Business moved outside city limits
Chad Abernathy Trucking LLC	1820	2018	1,761.92	Moved business outside city limits
Chasity Crump	13227	2017	12.03	Overpaid July discount
Christopher and Cindy Wilson	10262	2018	10.59	Property not inside city limits
Debra Hicks	4627	2016	381.88	Transferred overpayment of \$381.88 to 2017 #24725
East Flat Baptist Church	2941	2018	737.98	Property exempt per county
Edward J Abernathy	38	2018	258.87	Vet exemption file did not come through from county
First Impressions Dental Lab	3254	2018	1,700.93	Business moved to granite falls end of 2017
Francotyp-Postalia Inc	3401	2018	19.18	Adjusted value per county
Gonnie Greer	20482	2017	18.16	Transferred \$206.16 payment to Whitnel Woodworks. Released \$4.54 penalty, \$8.50 interest and \$5.12 for July discount. Payment should have been applied to Whitnel Woodworks 2017 #53706 and was applied to Gonnie Greer in error.
Guy Stephen Lucas	4333	2013	18.35	Overpaid August discount
James Davis	2592	2018	8.82	Overpaid July discount
James Davis	2592	2018	264.83	Exemption did not come through from county
Jay Skinner	45341	2017	5.44	Overpaid July discount
Jimmy Hilton III	7061	2017	10.16	Overpaid July discount
Joe Robert Cooke	2240	2016	17.12	Customer paid more than the discount and the discount did not apply.
Larry & Brenda Carlton	1700	2018	264.83	Exemption file did not come through from county
Laura Ward	52144	2017	0.66	Customer paid amount on collection letter
MPI Watson LLC	36154	2015	3.00	Customer paid amount on collection letter
NCDOT	49652	2006	561.96	Property owned by DOT - Exempt
Precision Saw	7605	2016	0.40	Below \$1.00 - Prior year
Ronald Dean Greene	3788	2018	209.80	Exemption file did not come through from county
Ronald Walker - previously under Toua Lee and Xia Thao	5789	2018	143.01	House torn down
Sandra Ossanna	37451	2017	9.35	Transferred \$9.35 from 2017 credit to 2018 taxes
Sheila Auton	355	2018	264.83	Vet exemption file did not come through from county
Sheldon Cox	2340	2018	29.67	July discount did not apply
Susan A Annas	260	2018	264.83	Vet exemption file did not come through from county
Thomas & Angel Causby	1806	2018	264.83	Exemption file from county did not come through
Universal Property	9666	2016	0.01	Below \$1.00 - Prior year
US Bank NA	49137	2008	256.38	Release interest and penalty - Issue at closing
Wayne B Greene	3809	2018	77.90	Per County, exemption should be disabled vet not elderly
West Carolina Freightliner LLC	10002	2018	3,506.77	Adjusted value per county
Total			11,165.73	
Tax Refunds				
Tax Payer	REF #	Tax Year	Amount	Reason
Bounphat Phothichack	31190 & 5896	2017 & 2016	1,608.96	Overpayment
Carolina Lopez Mejia Estela	6452	2018	28.77	Overpayment
Cynthia Ramos	7770	2016	223.83	Overpayment
Linda Templeton	49164	2017	80.00	Overpayment
Mark & Melissa Bolick	53336	2017	64.03	Overpayment
Rosemarie Bradshaw	1078	2016	118.85	Overpayment
Thomas Dunn	15669	2017	12.41	Overpayment
Christopher Ferguson	17017	2017	102.86	Amount Garnished incorrectly
Daniel Todisco	9391	2018	4,350.58	Overpayment
Edward Reece	41205	2018	2,899.67	Overpayment - property split
Betty Buss	38399	2013-2017	1,791.53	Overpayment - property split
Jose Rivera	7987 & 42027	2016 & 2017	385.73	Overpayment
Blanche Reid	09132 1 20	2013-2017	423.50	Overpayment - property split
Total			12,090.72	

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Tax Releases less than 1.00**Tax Releases**

Tax Payer	REF #	Property ID#	Tax Year	Amount
AIR POWER INC	10549	2015056831	2018	0.05
ALL GOD'S CREATURES	148	2018000625	2018	0.17
AVERETT CAROLYN BERNICE	2021	2017002021	2018	0.08
BAUMBERGER MICHAEL P ATTY	646	2013003114	2018	0.56
BELLA RAE SALON	749	2018003670	2018	0.67
BIVENS SHERRI E	878	2016004271	2018	0.18
BLIZZARD ROBERT P	4558	06199 2 17	2018	0.42
BLUE MOOSE COFFEE LODGE LLC	4603	2017004603	2018	0.88
BOLICK INC	974	09 55 1 11A	2018	0.05
BOLICK JACK E	959	06149 1 15	2018	0.55
BOYD DONNA MOORE	1061	06 42 8 8	2018	0.65
BRITTAIN LARRY A	6081	09132 1 27	2018	0.10
BRITTAIN LARRY A	6082	09132 1 27A	2018	0.12
BRITTIAN LARRY ALLEN	6110	09132 1 32	2018	0.38
BRYANT DAVID E	6808	09 23 5 5	2018	0.32
BUCKNER BENNY DAVID	1402	06 12 5 23	2018	0.32
BUCKNER BENNY DAVID	1403	06 12 5 25	2018	0.32
BUSH INC	1480	06107 1 7	2018	0.14
CALDWELL READY-MIX INC	8111	06 11 1 11	2018	0.12
CALDWELL READY-MIX INC	1538	06 11 1 11	2018	0.24
CAMPBELL ERIC	1579	06176A 1 23	2018	0.69
CARDWELL EDNA KING	1685	2018008753	2018	0.29
CASUBY ARRON DOUGLAS	36785	06 69 1 7	2018	0.58
CHURCH ARLEY RAY	1900	06 72 4 8	2018	0.61
CLARK & CLARK PA	1944	2018010406	2018	0.59
CLUB CAR LLC	11121	2017011121	2018	0.13
COBB KIMBERLY D TRUST	2079	09132 1 22B	2018	0.23
COFFEY ANTHONY W	11198	2017011198	2018	0.24
COFFEY GARY	2109	2018011438	2018	0.07
COFFEY JAMES A	11422	06106 7 6	2018	0.24
COUNSELING GROUP INC THE	12585	2017012585	2018	0.03
CRISP MICHAEL E	2417	09146 1 5	2018	0.16
DAVIS BRADLEY	2574	09 92 3 43	2018	0.88
DELGADO CARLOS	2650	09148 2 42	2018	0.88
DEZERN LINDSEY	46935	06153 1 8	2018	0.08
DIXIE NOVELTY CO	560	2007057990	2018	0.03
DIXIE NOVELTY CO	3103	2012057479	2018	0.03
DIXIE NOVELTY CO	14091	2008014957	2018	0.16
DIXIE NOVELTY CO	3050	2009014450	2018	0.19
DIXON BOBBY	2761	06 21 2 47	2018	0.62
DRILLERS COURT LLC	2828	06 42 7 3	2018	0.36
DULA REVA L	2889	06 7 1 53A	2018	0.22

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Tax Releases less than 1.00**Tax Releases**

Tax Payer	REF #	Property ID#	Tax Year	Amount
DULA REVA L	2887	06 7 1 65	2018	0.85
DULA ROBERT A	20446	06169 1 9	2018	0.66
DULA ROBERT A	14668	06169 1 9	2018	0.75
DULA ROBERT A	3231	06169 1 9	2018	0.84
ENERGY UNITED PROPANE	16321	2017016321	2018	0.10
FLS SOLAR 60 LLC	3299	2018017451	2018	0.27
G R HAYNES INC	3423	2016018181	2018	0.80
GOODYEAR TIRE & RUBBER CO	19244	2017019244	2018	0.09
GREER JONATHAN	3823	2016020397	2018	0.25
GRIFFIN BERNICE L	20843	06152 2 9A	2018	0.35
GRIFFIN FULMER F & BERNICE L	4009	06152 2 9A	2018	0.20
GRIFFIN JILL H	3953	06 38 1 1	2018	0.01
GWS INVESTMENTS INC	4052	2018021242	2018	0.96
HAAS ROBERT S	4090	09187 1 16A	2018	0.99
HAMBY GARLAN	4188	06 20 2 1	2018	0.24
HAMMOND JENNIFER ROBIN	4219	2016056467	2018	0.08
HARRIS BILLY JOE	4288	06159 1 13	2018	0.28
HARRIS BILLY JOE	4289	06108 2 9	2018	0.68
HARRIS BILLY JOE	4290	06109 4 4	2018	0.73
HEADS UP HAIR DESIGN	4446	2016023730	2018	0.05
HEADS UP HAIR DESIGN	23804	2017023804	2018	0.05
HEADS UP HAIR DESIGN	23920	2015023920	2018	0.06
HICKS SHARON AUSTIN	4659	09202 2 14	2018	0.15
HIGHLAND RANCH ESTATES II LLC	5031	09148 2 56	2018	0.61
HINTON ERIC A	4747	06 18 1 7	2018	0.37
HOFFMAN J DAVID	4775	06114 1 3	2018	0.05
HOLSCLAW MARK S	25695	09 23 5 18	2018	0.85
HONEYCUTT REBECCA	5261	2009025303	2018	0.10
HOOD ROSEMARIE	4900	06104 1 11	2018	0.24
ISGETT DISTRIBUTORS INC	5168	2018027024	2018	0.84
JONES GEORGINA KATHLEEN	56955	2011056955	2018	0.72
KIDD JUDY	5514	06201 2 5	2018	0.94
LENOIR FIRST WESLEYAN CHURCH	5812	06 21 2 62	2018	0.71
MCNEILL JUDY LAWS	6418	09 98 1 5A	2018	0.08
MEDINA RAUL	6445	06 4 1 9	2018	0.29
MICHIE JOHN & MARY	6505	09 49 2 2	2018	0.20
MORROW KRISTIE	35926	06106 7 10	2018	0.15
NORMAN JACK	6985	2016036858	2018	0.04
PATTERSON HERMAN LEE JR	7214	06206 1 25	2018	0.19
PATTERSON HERMAN LEE JR	7213	09 25 1 29	2018	0.21
PRICE RICHARD W	7657	09 63 1 9	2018	0.26
PROJECT RX	56470	2017056470	2018	0.92

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Tax Releases less than 1.00**Tax Releases**

Tax Payer	REF #	Property ID#	Tax Year	Amount
REYNOLDS ELLEN B	7932	06 64 5 3	2018	0.96
RUSSELL REGINA KAYE	8169	06100 3 22	2018	0.41
SAVANNAH ROSE FORESTRY LLC	8853	06109 4 4A	2018	0.03
SAVANNAH ROSE FORESTRY LLC	8306	06109 4 4A	2018	0.03
SAVANNAH ROSE FORESTRY LLC	43812	06109 4 4A	2018	0.03
SAVANNAH ROSE FORESTRY LLC	8241	06109 4 4A	2018	0.06
SCOTT JANIE HRS COT W SCO &	43730	09 30 1 24	2018	0.94
SCOTT THOMAS WAYNE	43755	09 30 1 29	2018	0.41
SHATTUCK DANIEL K	14415	09 34 2 1	2018	0.01
SHOEMAKER GARY JR	8459	09147 1 67	2018	0.43
SMITH DANIEL MAURICE	45554	06 18 1 38	2018	0.53
SMITH ELECTRIC CO	8634	2018045680	2018	0.18
SPENCER'S GAMEMASTER CO INC	9271	2009045802	2018	0.72
STEPHENS AUTO MART INC	8967	09140 2 7 LH	2018	0.61
STILWELL CECILIA	8974	06 7 1 43	2018	0.09
STILWELL REX RONELL	8977	06 7 1 44A	2018	0.09
STILWELL REX RONELL	8976	06 7 1 63	2018	0.35
STILWELL REX RONELL	8979	06 7 1 51	2018	0.35
STURGILL MARTHA L	47999	06154 1 1D	2018	0.24
SUAREZ ALEXIS	9064	2018048031	2018	0.74
SUDDRETH JANET J TRUSTEE	9089	09 91A 1 6A	2018	0.05
SWANSON MICHAEL A	9153	2016048301	2018	0.08
TOLLEFSON DENISE	10580	2016059530	2018	0.58
TUCKER'S TOWING & AUTOMOTIVE	9596	2016050654	2018	0.09
TUCKER'S TOWING & AUTOMOTIVE	50803	2017050803	2018	0.09
TURNER LEAH	56103	2017056103	2018	0.35
TURNER LEAH	10556	2016056506	2018	0.37
TURNMIRE LINDA KIRBY	9584	2018050940	2018	0.10
UNIVERSAL FINANCE INC	9635	2018051120	2018	0.49
VASQUEZ SHEILA	9695	06147 1 11	2018	0.51
VASQUEZ SHEILA	9694	06148 1 1	2018	0.82
WALSH DANYELLE RENEE	9838	2016051907	2018	0.14
WEST JEFFERSON OFFICE EQPT INC	10007	2018053060	2018	0.04
WESTERN AUTO ASSOC STORE	10094	2014053475	2018	0.30
WILLIAMS JAMES E	10231	06 15 1 12	2018	0.82
WILSON CHRISTOPHER A	10261	09182 1 21	2018	0.94
WILSON MARK EUGENE	10279	06 21 1 10	2018	0.73
WITHERSPOON WILLIAM JEROME	10366	09 28 2 1	2018	0.18
WOODS JOHN ARCHIE	10403	06 80 1 14	2018	0.94
Total				45.67

Tax Releases less than 5.00

Tax Releases

Tax Payer	REF #	Property ID#	Tax Year	Amount
A PLUS ACCOUNTING SERVICES	18	2013000058	2018	4.24
ABERNATHY CHAD DAVID	33	2018000129	2018	4.43
ADDERHOLDT WILL	86	06177 2 6	2018	1.68
ADVANCE STORES COMPANY INC	97	2018000457	2018	4.89
AIR POWER INC	515	2017000515	2018	2.61
AMERIGAS PROPANE LP	194	2018000869	2018	1.07
ANNAS JOHN M	253	09201 1 11	2018	3.00
ANNAS MACHINE SHOP INC	257	2018001346	2018	1.39
ARNETT DOLLY LOU ANN M	1481	09 26 2 14	2018	1.38
ARNETT DOLLY MORNINGSTAR	1485	09 26 2 12	2018	1.07
ASBURY CHARLES JR	1603	2017001603	2018	4.98
BANDON BOUNGNOTH	465	06 42 3 12	2018	1.92
BANDON BOUNGNOTH	464	06 5 2 5	2018	2.43
BANKS SABRINA S	480	06236 1 16	2018	3.01
BANNER STEPHANIE	2281	06 78 1 32	2018	2.67
BARE COY T	498	06165 1 31	2018	4.11
BARKER RICHARD GENE	538	2012057080	2018	4.46
BEACH NEIL D	673	09 89 1 16A	2018	3.53
BEAVER CHARLES LARRY	717	2018003502	2018	4.71
BIGGERSTAFF ELMER T	878	06 35 4 3	2018	4.47
BIOMERIEUX INC	869	2016004229	2018	1.75
BISSELL RENTAL LLC #FRED-2173	894	2018004352	2018	3.73
BISSELL RENTAL LLC #LOW-1509	895	2018004353	2018	3.53
BLANKENSHIP BRUCE	919	06 74 1 13	2018	3.21
BROOKSHIRE WILLIAM A	1191	09184 1 36	2018	4.52
BROWN BILLY G	1179	06198 1 28	2018	3.27
BROWN RONALD P	1262	09 85 1 22	2018	1.31
BRUMIT RESTAURANT GROUP LLC	1358	2018006795	2018	1.49
BRYANT BRADLEY A	1363	09208 1 8	2018	1.27
BUCKNER BENNY DAVID	1404	06 12 5 24	2018	1.90
CADDY SHACK THE	56237	2017056237	2018	4.41
CALDWELL WILBERT	1550	09190 4 12	2018	1.46
CALLE IGNACIO	8228	09148 2 35	2018	1.41
CALLE IGNACIO	8229	09148 2 46	2018	1.41
CANNON REBA A	1616	06 21 2 32	2018	2.90
CAROLINA CONCEPTS	1874	2012009407	2018	4.46
CARROLL NC PROPERTIES LLC	1721	09201 1 7A	2018	1.65
CHANDLER CHRISTOPHER ALLEN	1824	2016009450	2018	3.47
CLARK GINA A	1967	06 19 2 41	2018	1.88
CLARK GINA A	1966	06 17 2 39	2018	2.63
CLARK GINA ARNETT	1968	06 17 2 40	2018	2.79

Tax Releases less than 5.00				
Tax Releases				
Tax Payer	REF #	Property ID#	Tax Year	Amount
CLOONCAN LLC	2074	06 1 7 12A	2018	4.59
COFFEY DEWEY	2103	06 6 1 5	2018	2.85
COFFEY GRANT L	2112	06 70 3 15	2018	3.82
COFFEY TOMMY RAY	11683	06 19 4 12	2018	1.00
COFFEY TOMMY RAY	11684	06 19 4 11	2018	1.16
COFFEY TOMMY RAY	11682	06 20 2 3	2018	1.47
COFFEY'S INSULATION	11715	2017011715	2018	4.86
COMMUNITYONE BANK NA	2199	09191 1 10	2018	1.42
CORPENING ERNEST JAMES SR	2281	06 68 1 88	2018	3.27
CORPENING MINNIE	12491	06 19 2 36	2018	1.54
COX ROY LAWRENCE	2338	06 82 1 37	2018	2.03
CURTIS LAWRENCE W	2501	2018013655	2018	3.23
CURTIS LAWRENCE W	2509	2016013551	2018	3.63
CURTIS LAWRENCE W	13592	2015013592	2018	3.87
DAVIS BRADLEY NED	2577	09 92 3 10	2018	1.03
DAVIS BRADLEY NED	2576	09 92 3 36	2018	4.79
DENT AID INC	2676	2018014516	2018	4.62
DIERDORF ROBIN ANN	14611	2017014611	2018	4.16
DILLARD KEITH DARRIN	2714	2018014685	2018	4.87
DIXIE NOVELTY	2758	2016014727	2018	1.18
DIXON FREDRICK D JR	3067	06 19 2 31A	2018	4.17
DOLGEN CORP	2790	2018014912	2018	2.24
DOLGEN CORP	2788	2018014910	2018	2.84
DOLGEN CORP	2789	2018014914	2018	4.16
DRILLERS COURT LLC	2827	06 42 7 5	2018	1.68
DULA MARY ALDOIRA	2877	09 27 1 16A	2018	3.54
DULA ROBERT A	3242	06169 1 9	2018	1.04
DULA ROBERT A	2940	06169 1 9	2018	1.23
DULA ROBERT A	2897	06169 1 9	2018	1.27
DULA ROBERT A	15464	06169 1 9	2018	1.27
DULA ROBERT A	2890	06169 1 9	2018	1.27
DULA ROBERT A	15477	06169 1 9	2018	1.29
EAST HARPER ST APARTMENTS LLC	2942	2018015859	2018	1.60
ECHEVERRIA DEYSI MARISOL	2964	06 12 10 4	2018	3.25
EDMISTEN KELLY J	2974	09 9 4 1A	2018	4.21
ELROD JACK PARLIER	3029	06 38 1 20	2018	3.58
FOX YVONNE CHRISTINE	3389	06 62 1 31	2018	4.20
FRANCISCO PASCUAL MARTIN	3396	06 15 3 35	2018	3.49
FRAZIER KIMBERLY ANN	3386	2016017925	2018	3.47
FRAZIER KIMBERLY ANN	18095	2015018095	2018	4.05
GILBERT RICHARD LEE	3582	06100 1 7	2018	2.81

Tax Releases less than 5.00

Tax Releases

Tax Payer	REF #	Property ID#	Tax Year	Amount
GRAGG DOLPH HORACE	19386	03 18 1 16	2018	1.50
GRANDVIEW ASSISTED LIVING CTR	3704	2018019638	2018	2.94
GRANT MARVIN	3707	09 25 1 8	2018	4.77
GRAVELY C WAYNE	3709	2018019701	2018	3.53
GREENE DAVID	3742	06100 2 11	2018	3.39
GREENE KEVIN THOMAS	3769	2018020157	2018	4.65
GRIFFITH LEE SCOTT	4033	2013021096	2018	4.31
GRIFFITH LEE SCOTT	4411	2012021646	2018	4.88
GUERRA DOUGLAS ARMANDO	21096	09 31 2 20	2018	2.51
HAGAMAN CHARLES J	4100	06108 3 28	2018	2.70
HAGAMAN CHARLES J	4101	06114 1 3D	2018	3.71
HAGAMAN CHARLES J	4103	06 70 3 9	2018	4.13
HAGAMAN CHARLES J	4099	09131 1 10	2018	4.70
HAGAMAN CHARLES JEFFREY	4107	06114 2 58	2018	1.55
HAGAMAN CHARLES JEFFREY	4105	06201 3 2A	2018	3.22
HAGAMAN CHARLES JEFFREY	4110	09131 2 4	2018	3.94
HAMBY AMY SCOTT	4228	2013022184	2018	3.32
HARRIS JEAN G	23190	09 60 1 18	2018	4.09
HATLEY VANDA C	4390	09206 3 6	2018	2.44
HEDDEN WILLIAM ETAL	4461	06111A 1 25	2018	2.81
HEDDEN WILLIAM ETAL	4462	06111A 1 33	2018	2.94
HEDRICK RICHARD H	4478	2018023839	2018	3.33
HELTON BRENT ANTHONY	4501	2018023950	2018	4.52
HENDRIX BILLIE WHITE	4523	2016056129	2018	3.10
HICE GAYLE	4650	09 8 2 11	2018	3.15
HICKS RONALD L	4656	06237 2 4	2018	4.63
HILLTOP REST HOME INC	24968	09 32 1 2C	2018	2.79
HILTON JIMMY E SR	4734	09180 2 9	2018	3.53
HODGES PATRICIA COLE	4771	06198 1 26	2018	1.72
HOLLAR BRYAN	5224	06236 1 24	2018	1.80
HOLSCLAW NELSON B	4869	06 42 3 11	2018	2.29
HORTON ZAN DUELLA	25981	2017025981	2018	4.05
HORTON ZAN DUELLA	4947	2016025926	2018	4.79
HOWELL WADE S SR	26194	06151 1 53	2018	2.70
HOWELL WILLIAM MONROE	26204	2017026204	2018	3.63
HOWELL WILLIAM MONROE	5024	2016026142	2018	4.06
HYG FINANCIAL SERVICES INC	5109	2018026717	2018	4.85
ICENHOUR KENNETH H	5119	06235 2 25	2018	4.71
IDEXX DISTRIBUTION INC	5133	2018056522	2018	1.45
INDOOR DIRECT INC	26871	2017026871	2018	4.22
INDOOR DIRECT INC	5135	2016026782	2018	4.52

Tax Releases less than 5.00				
Tax Releases				
Tax Payer	REF #	Property ID#	Tax Year	Amount
INDOOR DIRECT INC	27018	2015027018	2018	4.88
INDOOR DIRECT INC	5148	2014026949	2018	4.89
INGRAM KENNETH DALE	5556	2012027669	2018	4.98
JOHNSON CHARLES MARVIN	5309	06153 1 1A	2018	1.55
JONES J HOUSTON HEIRS	5366	09 30 1 16	2018	2.22
KEYS TO THE JUNGLE LLC	28813	09 7 2 10A	2018	4.47
KILLIAN RAYBURN DUANE	28907	06199 2 1	2018	2.67
KIRBY DANIEL DOUGLAS	5580	06184 1 12	2018	4.61
KIRBY DAVID RALPH	5932	09 55 2 5	2018	1.13
KIRBY DAVID RALPH	5993	09 55 2 5	2018	1.26
KIRBY DAVID RALPH	29461	09 55 2 5	2018	1.26
KIRBY DAVID RALPH	6009	09 55 2 5	2018	1.30
KIRBY DAVID RALPH	5616	09 55 2 5	2018	1.30
KIRBY DAVID RALPH	5595	09 55 2 5	2018	1.35
KIRBY DAVID RALPH	29386	09 55 2 5	2018	1.35
KIRBY DAVID RALPH	5580	09 55 2 5	2018	1.35
LEWIS TAVIO D	5863	06 15 2 15	2018	3.71
LINGERFELT MICHAEL LEE	5883	09187 1 35	2018	4.71
LOVINS DIANE W	5988	06 41 1 6	2018	2.85
MALTBA TIMOTHY NATHAN	32279	2017032279	2018	1.61
MCCANN MARK STEVEN	6294	06 1 7 12B	2018	4.28
MEEDO'S	6937	2012034839	2018	4.46
MEEHAN GABRIEL JOSEPH	34172	06 7 1 25	2018	4.51
MERVIN CIRA SUTTON	6475	06 68 1 90	2018	3.44
MI CARRETA	6494	2018034406	2018	3.28
MICHAELS SHANNA ELIZABETH	6538	2013034521	2018	4.20
MICHAELS SHANNA ELIZABETH	6984	2012035072	2018	4.75
MIDWAY HAIR STYLES	6513	2018034487	2018	3.65
MILLER DEAN	34658	06 17 1 5	2018	1.28
MINTON HORACE A	35159	06158 1 1	2018	4.63
MORROW RUBY GORDON	6806	2013035985	2018	4.24
NCR CORPORATION	6862	2018036489	2018	4.24
NELSON WILLIE W JR	6907	06157A 3 13	2018	2.84
NGO QUEENA	6934	09 22 1 35	2018	2.43
NGO QUEENA	6933	09 22 1 34	2018	2.47
NGO QUEENA	6932	09 22 1 36	2018	3.04
NORMAN AGNES V	6969	06 72 4 2	2018	1.71
NORMAN AGNES V	6970	06 72 4 1	2018	2.80
OGBORN RICKY LEE	7042	2018037241	2018	3.53
PAZ LOURDES BELINDA	7251	06 19 3 6	2018	4.23
PENA-STAR	38300	2017038300	2018	1.68

Tax Releases less than 5.00				
Tax Releases				
Tax Payer	REF #	Property ID#	Tax Year	Amount
PETERS EDWIN D	7358	2016038583	2018	4.42
PRICE JEFF HORTON MRS	7648	06 19 2 45	2018	2.13
PROPST FLOYD D	7697	09183 1 1	2018	4.21
PUTMAN ROSA L	7719	09 18 1 6	2018	4.05
R & R ENTERPRISES	7744	06 35 6 3	2018	4.49
RANGEL JOSE & DOLORES NUNEZ	7778	06100 1 4	2018	2.77
RECLAIMED LUMBER & BEAMS LLC	7805	2018041142	2018	1.21
REID DON AVERY	7855	09136 1 7B	2018	2.04
RESENDIZ-CHAVEZ MELITON	7916	03 18 2 18	2018	4.49
RHODES MELISSA	7939	09 71 1 7	2018	1.73
ROBBINS MARY R	8031	09158 1100	2018	1.71
ROBERTS BILLY WAYNE	42229	09 29 1 5A	2018	1.15
ROCOCO RIONEL	8091	2018042698	2018	4.04
RODRIGUEZ-CARDENAS JOSE SANTOS	8106	06 6 4 15	2018	4.25
SANDRAS BEAUTY SHOP	8229	2018043468	2018	3.05
SAVANNAH ROSE FORESTRY LLC	8250	06109 4 4A	2018	3.53
SAVANNAH ROSE FORESTRY LLC	43556	06109 4 4A	2018	3.81
SAVANNAH ROSE FORESTRY LLC	8538	06109 4 4A	2018	4.86
SETZER JOHNNIE B JR	8375	09141 1 4	2018	3.72
SHELTON VADER JR DDS	44371	2017044371	2018	3.60
SIGMON MARSHALL WAYNE	8502	09 98 1 6A	2018	3.53
SIME STEPHEN TYLER	8518	09 85 1 1	2018	3.73
SIME TYLER	8520	09 93 3 9	2018	4.86
SIMMONS THOMAS J	8530	06 12 5 28	2018	1.30
SIMPSON JULIANNA N	8540	09 31 3 14	2018	2.29
SMITH EARL J JR	45616	09 31 4 13	2018	1.64
SMITH KEITH ELLIOT	8666	2018045861	2018	3.89
SMITH KENNETH EDWARD TRUSTEE	8668	06174 1 10	2018	1.35
SPRING COMMUNICATIONS	8827	2018046754	2018	2.75
STAINES NORMAN S	8846	03109 1 61	2018	2.01
STALLINGS SPENCER B	8874	09187 1 26	2018	4.12
STAPLETON RICHARD LEIGHTON	8886	06 37 5 6	2018	4.71
SWANSON VICKIE CORRELL	48467	09131 1 17	2018	3.23
TIMEPAYMENT CORP	9382	2018049697	2018	2.02
TOWNSEND KENNETH F	9439	06235 2 16	2018	4.33
TYREE LAURIE J	9607	06201 1 2	2018	2.84
VISION PROPERTY	9741	06235 2 30	2018	2.12
VU THANH CHI	9750	06 62 1 16	2018	2.82
WALKER GARRETT A	9778	09143 1 32	2018	1.09
WALLACE JOSEPH	9811	2018051941	2018	3.16
WARREN DOUGLAS RICHARD	9867	06 5 6 8	2018	2.51

Tax Releases less than 5.00

Tax Releases

Tax Payer	REF #	Property ID#	Tax Year	Amount
WATERS EDWARD ALAN	9887	09 79 1 2	2018	1.77
WATSON ROSS JEROME	10629	06 74 1 30	2018	1.13
WATSON ROSS JEROME	10050	06 74 1 30	2018	2.55
WATSON ROSS JEROME	10014	06 74 1 30	2018	3.23
WATSON ROSS JEROME	52971	06 74 1 30	2018	3.23
WATSON ROSS JEROME	9965	06 74 1 30	2018	3.23
WATSON TOIE RENEE	10060	2013053097	2018	4.66
WELLS FARGO ADVISORS LLC	9975	2018052940	2018	3.33
WESTERN CAROLINA PIZZA	10030	2018053139	2018	3.87
WHISNANT PENNY SUE	10070	03 18 2 8	2018	4.14
WHISNANT REBECCA ELIZABETH B	10072	09 82B 1 3	2018	1.71
WHISNANT REBECCA ELIZABETH B	10073	09134 1 21	2018	3.95
WILSON MARK EUGENE	10277	06 21 2 29	2018	1.11
WILSON WESLEY WAUGH	10298	2018054778	2018	4.17
WINEBARGER GLENN WILLIAM	10311	06236 2 13	2018	3.50
WINEBARGER ODELL	10321	09208 1 4	2018	1.05
WINKLER CHARLES T JR	10327	2018054897	2018	3.53
WOODS LEONARD VERNON	10412	06 16 2 28A	2018	4.71
WOODSMITHS HOLDINGS LLC	55412	2017055412	2018	3.45
YOPP EMILY CARPENTER	10478	09 66 1 5	2018	4.41
ZUNIGA FERNANDO D	10522	03 20 1 4	2018	4.44
Total				692.29

Recommendations						
To Be Effective 11/26/2018						
Department	Current Title	Proposed Title	Current Years Budget Impact	Recommendation	Current Grade	Proposed Grade
Re-classifications						
Recreation						
Grounds	Laborer	Equipment Operator - Grounds		Converting Laborer position to Grounds Equipment Operator to reflect job responsibilities	13	15
Grounds	Labor Supervisor	Recreation Landscaper		Converting Labor Supervisor to Recreation Landscaper to allow the Turf Manager to delegate additional responsibilities to Recreation Landscaper and recognizing responsibilities assumed regarding equipment maintenance now being performed by grounds staff.	18	21
Planning						
Planning	Administrative Assistant	Planning Technician		Convert Administrative Assistant position to Planning Tech/Code Administrator to better reflect employee's responsibilities.	18	23
Police Department						
NARC	Sergeant -NARC	Lieutenant -NARC		Converting Narcotics Sergeant to Narcotics Lieutenant position to better reflect job responsibilities and eliminating equivalent of NARC Sergeant position.	24	26
Platoon C	Patrol Officer's Position	Sergeant - Downtown and Traffic Control		Converting vacant Patrol Officer's position to a Sergeant and split C Platoon into two areas - SROs and Downtown/Traffic Control. This will allow for the expansion of the Platoon should additional SROs funding become available and provide focused oversight of coverage for downtown traffic and activity.	21	24
Support	PT IT Tech-Crime Analysis	IT Tech - Crime Analysis		Convert Part-Time position to Full-Time - This position was originally a full-time position but the previous employee in this position could only work part-time. Over time, 1/2 of the position was removed from the budget without being requested by the Police Department. This position is needed to be full time to meet the new state reporting requirement, the growth in data, and the new alarm registration program.	n/a	19

Recommendations						
To Be Effective 11/26/2018						
Department	Current Title	Proposed Title	Current Years Budget Impact	Recommendation	Current Grade	Proposed Grade
Title Changes - Same Pay Grade						
Police Department						
Support	Detective -Narcotics	Sergeant - Logistics Officer		Convert vacant Narcotics Detective's position to Logistics Sergeant. This structure was used previously but the workload was re-allocated to the captains. Based on evaluation, it has been determined that it is more efficient to have one central point of contact who handles all logistics and can evaluate purchases for cost saving and efficiently. This will allow the captains to better utilize their time serving their employees and citizens.	24	24
Platoon C	Sergeant - Platoon C	Sergeant - SRO		Title Change for Sergeant - C Platoon - due to splitting C Platoon into two areas - SROs and Downtown/Traffic Control. This will allow for the expansion of the Platoon should additional SROs funding become available.	24	24
Total Change			(18,753.77)			

General Statement of Duties

Performs responsible for semi-skilled duties in the maintenance and care of the City's parks and grounds.

Distinguishing Features of the Class

An employee in this class performs a variety of semi-skilled tasks involving equipment operation and manual labor. Employee serves as the lead operator in mowing and landscape maintenance. Work involves operating light equipment, performance of varied horticultural tasks; cleaning grounds and facilities; and equipment maintenance. Judgment and initiative are required. Employees must be able to perform manual labor, as well as semi-skilled duties, and assure that workers abide by safety rules and regulations. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards such as fumes, odors, dust, mists and oils. Examples of duties include operating mowing equipment, weed control, and landscaping, as well as performing preventive maintenance on mowers and equipment.

Knowledge, Skills, and Abilities:

Must have working knowledge of tools and equipment, ability to perform heavy manual work in varying weather conditions, ability to drive a tractor, ability to understand and interpret simple oral and written instructions, and ability to maintain effective working relationships with coworkers.

Duties and ResponsibilitiesEssential Duties and Tasks

Works on the maintenance of parks and grounds; assures that work is accomplished according to departmental and safety standards and in a timely manner; provides input to supervisor on performance and equipment issues.

Operates riding and tractor mowers to cut grass a significant percent of time; and utilizes hedge trimmers, chain saws, weed eaters, and other hand tools.

Performs varied landscaping tasks such as cutting up and trimming shrubs and trees, watering and fertilizing, planting, flower bed maintenance, mulching, sowing grass, weeding beds, and removing snow.

Blow, rake and pick up leaves in parks, and city grounds; hauls to compost pit.

Applies pesticides; may work under supervisor's license.

Performs preventive maintenance on equipment.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection GuidelinesKnowledge, Skills and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in semi-skilled work in grounds and parks.

Working knowledge of the work hazards, related liabilities, and applicable safety standards associated with assigned work.

Tuesday, October 23, 2018
Working knowledge of the concepts and philosophy of teamwork and ability to work effectively as part of a team.
Skill in the operation of assigned vehicles, equipment and tools.
Ability to understand and follow oral and written instructions.
Ability to establish and maintain effective working relationships with other employees, superiors, and citizens.
Ability to engage in varied landscaping manual labor tasks.
Ability to exercise courtesy and tact in dealing with the public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, , stooping, kneeling, standing, crouching, crawling, reaching, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.
Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
Must possess the visual acuity to operate small power and hand tools; to operate machinery and vehicles, and to make visual inspections of completed work to determine neatness and thoroughness.

Desirable Education and Experience

Graduation from high school and some related experience including related equipment operation and supplemented with supervisory training.

Special Requirement

Possession of a valid North Carolina driver's license.

Lenoir
2018

General Statement of Duties

Performs responsible technical and semi-skilled landscape work in the design, layout and maintenance of the Parks and Recreation Walking Trail and other department grounds.

Distinguishing Features of the Class

Responsible for the total maintenance and upkeep for City of Lenoir's parks and grounds. Responsible for the mowing, planting of annuals, perennials, and their upkeep. Responsible for maintenance of high profile areas of the City, as well as assisting the Sports Turf Manager supervise the grounds crew when needed. Perform routine and heavy manual work of a semi-skilled to skilled nature. Examples of duties include, but are not limited to, operating mowing equipment, edging, trimming, and blowing of all areas and advanced preventive maintenance on equipment.

Duties and Responsibilities

Essential Duties and Tasks

Designs layout for flower beds and installs designs; identifies and obtains necessary plants; leads and participates in pruning, edging, planting, transplanting, fertilizing, spraying, and general care of plants and trees.

Plants flowers and shrubs; trims small trees and shrubs; mows and weed eats and trims around walking trail;

Applies seeds, lime and fertilizer; sprays varied insect and fungal chemicals and weed control.

Operates landscaping tools and equipment as needed.

Maintains flower beds; tills up beds and plants based on layout design and selection available; selects flowers and sets out flowers according to spacing and growth requirements.

Order materials and supplies; prepares budget requests.

Blows leaves and picks up trash.

Maintains walkways and pathways; checks for loose boards; clears overgrown trees and shrubs.

Trims plants and shrubs following blooming season.

Assists public works with maintaining ponds; pull the pump, remove filter and clean or replace; pull filter screen from the lake using a rope and clean off debris; keep filters clear of leaves.

May assists with department in preparing facilities for special events; sets up and takes down tables and other equipment; removes trashcans and removes trash.

Responsible for maintenance of high profile areas of the City.

Assists the Sports Turf Manager supervise the grounds crew when needed.

Perform routine and heavy manual work of a semi-skilled to skilled nature, including advance preventive maintenance on equipment.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of landscaping and horticulture as applied to public grounds, operations and facilities.
Considerable knowledge of the species of grass, flowers, shrubs, and trees grown in the area, their planting, time, propagation, and their soil requirements.
Considerable knowledge of pesticides, herbicides, and other chemicals used for and their safe and effective applications.
Considerable knowledge of the occupational hazards and related safety precautions.
Working knowledge of City's purchasing, and budgeting policies and procedures.
Skill in the use of landscaping equipment and tools.
Skill in the use of plants, colors, and shapes of beautification designs.
Ability to establish and maintain effective working relationships with employees, supervisors, and the public.
Ability to communicate effectively in oral and written forms; ability to write reports and maintain records.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Must possess the visual acuity to prepare planting designs, to operate landscaping equipment, to determine the accuracy, neatness and thoroughness of work assigned and to perform cleaning.

Desirable Education and Experience

Graduation from a community college with a two year associate degree in horticulture, landscape architecture, turf management, forestry, or related field; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.
Possession of the appropriate certification issued by North Carolina required to apply pesticides and herbicides.

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Performs a variety of complex administrative support tasks, office management, and technical assistance to the Planning and Community Development Department and a variety of citizen advisory boards, requiring a comprehensive understanding of the Planning department's mission, rules, regulations, procedures, and services.

Distinguishing Features of the Class

An employee in this class provides technical and administrative support to the Planning Director related to the administration of the Lenoir Zoning ordinance, other land development codes, and Planning and Community Development programs. The employee performs public contact, administrative office management duties, and board support to relieve the manager of operational detail. Work includes composing reports and correspondence; screening and independently handling a variety of inquiries by telephone and in person; setting up and attending meetings; coordinating functions or activities, interpreting ordinances, issuing zoning permits and zoning verification letters, and maintaining a variety of records and files. Work is characterized by its variety and complexity and requires considerable analytical ability and organizational knowledge of applicable policies, procedures, and programs. The employee must exercise considerable independent judgment, discretion, and initiative in completing assignments and in handling difficult public contact situations requiring considerable tact. Work is typically performed under limited supervision of the department head and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Essential Duties and Tasks

Plans and organizes the administrative work flow of the office to accomplish needs; identifies and develops databases, spreadsheets and other records management systems; creates files, notebooks, forms and correspondence based on limited instructions; edits databases and spreadsheets for custom applications; prepares charts and graphs using spreadsheet and/or presentation software; reviews work for compliance with instructions and proofreads final product.

Serves as secretary to the Planning Board and the Board of Adjustment; prepares agendas and board packets; arranges meetings, conferences and retreats; coordinates scheduling, advertising, noticing, and posting in accordance with state laws for time-sensitive public hearings; attends meetings and hearings; takes meeting notes or minutes, transcribes and distributes; follows up on actions as requested.

Advises the general public, applicants, and their attorneys and representatives on zoning, subdivision, floodplain, stormwater, and minimum housing rules, under the guidance of other departmental staff and the department head; reviews and issues simple permit applications for compliance with the City of Lenoir Code of Ordinances (residential additions, accessory structures, signs, etc.); writes zoning verification letters; coordinates zoning review with Caldwell County Building Inspections staff.

Conducts research under the direction of the Planning Director related to historic land use and ownership, using publicly available information through conducting public records searches and review of historic case files, maps, and meeting minutes.

Drafts and composes correspondence and prepares a variety of scheduled and special reports for senior management; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies; researches files, activity reports and other information; compiles data and statistics and prepares reports; creates or updates policy and procedures manuals.

Provides customer service requiring considerable knowledge of the department's services, regulations and procedures; answers a variety of questions based on program and technical knowledge; selects appropriate materials to answer questions; explains rationale of answer and often resolves problems or complaints without management's assistance.

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Assists in tracking budget expenditures and departmental purchasing; processes department revenue generated from user fees; verifies purchase card information and matches receipts to monthly statement; assists in coordinating departmental needs with finance department (check requests, purchase orders, payment of invoices, etc); processes timesheets and leave records.

Handles confidential or sensitive technical information in an appropriate manner.

Serves as a staff liaison to provide administrative and technical assistance to the Downtown Economic Development Director, including as-needed support for the Lenoir Business Advisory Board, Lenoir Tourism Development Association, and the Lenoir Main Street Program

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of modern office practices and procedures including automated office systems such as word processing, database management, spreadsheet design and use, specialized technology applications, website documents and other related resources.

Considerable knowledge of laws, regulations, procedures and practices related to planning, zoning, land use, and public records and of the organization's administrative, financial, personnel and purchasing procedures.

Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and databases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, data bases, presentations, etc. to compile records and generate reports.

Skill in communicating effectively and confidently while conducting the department's business in person and by telephone and in customer service problem-solving and conflict resolution.

Ability to plan and organize administrative support and technical activities and tasks.

Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.

Ability to do research and gather and compile materials from a variety of sources.

Ability to communicate effectively in verbal and written form.

Ability to establish and maintain effective working relationships with the supervisor, coworkers, City officials, customers and the general public.

Ability to work independently on responsible administrative support, technical and some of which may be confidential or sensitive.

Ability to be tactful and courteous while being persuasive and confident on City business.

Ability to complete assigned tasks based on general or limited instructions.

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Ability to interpret local ordinances, rules, and regulations.

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Ability to read blueprints, web-based and hard copy maps (parcel maps, tax maps, GIS), and other site-related drawings.

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Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, pushing, pulling, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, do accounting work operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned. Some positions may be required to take and transcribe dictation and minutes.

Desirable Education and Experience

Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, or related field, experience with MS Word and Excel, and excellent customer service and organizational skills.

General Statement of Duties

Performs supervisory and administrative law enforcement work directing the operations of a group of employees and subordinate supervisors in a program of the Police Department.

Distinguishing Features of the Class

Performs administrative supervisory and general duty law enforcement work in Narcotics & Gang Investigations Unit, a separate investigative team from the General Investigations Unit with the City of Lenoir Police Department. The position is predominantly administrative with field duties limited to responses in emergency situations, observing and auditing the performance of subordinates and filling in for the officer as the Operational supervisor for the unit in the officer's absence. Presents himself as a positive role model and actively supports the department's Policing Philosophy to subordinates and to the Community. Duties include, but are not limited to: supervising all investigations directly related to drug, alcohol, vice and gang related crimes; investigating, analyzing and oversight of all gang intelligence and leads on any gang related criminal activity as it relates either directly or indirectly to the usage and sale of illegal narcotics; leading a proactive approach to both street level and organized drug-crime offenders.

Duties and Responsibilities

Essential Duties and Tasks

Supervises shift or program activities, working through subordinate supervisors; makes special work assignments; reviews work of the division for proper and applicable law enforcement techniques and monitors results; reviews reports for accuracy and completeness and to assure knowledge of program operations.

Coaches supervisors on problem-solving; observes field performance and provides feedback; investigates citizen concerns about department policy and performance; evaluates supervisors' performance and assures officer performance is fairly evaluated; counsels employees and recommends appropriate disciplinary actions.

Participates in the interviewing and selection process with new officers and promotional processes; sits on hiring and promotional boards; may conduct background or internal investigations.

Manage, track and oversee confidential funds for narcotic investigations.

Receives and investigates general complaints from the public and complaints on officers and reports findings to the Police Chief; conducts internal affairs investigations.

Assures clear lines of communication between command staff and line officers and that departmental policy, procedures and practices are clearly transmitted and understood.

Conducts research to improve services and evaluate effectiveness; develops new and revised operating procedures; communicates revisions and implements changes in practices.

Recommends budget needs for the division; monitors resources and expenditures throughout the year; assures the maintenance of vehicles, weapons, and equipment.

Recommends school and training requests; approves leave requests; monitors use of overtime; approves time sheets for payroll.

Participates in line activities when staff shortages or emergencies dictate.

Serves in specialized departmental management role for operational needs.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the police department.
Considerable knowledge of law enforcement principles, practices, methods and equipment.
Considerable knowledge of state and federal laws related to law enforcement and DCI regulations.
Working knowledge of the application of computers to modern law enforcement work.
Working knowledge of the City personnel policies, budget and purchasing procedures, and supervisory practices.
Skill in the use of firearms and other police equipment as required maintaining state certification and complying with state mandates.
Ability to act with sound judgment in routine and emergency situations.
Ability to **communicate effectively** in oral and written forms.
Ability to present effective court testimony and make public presentations.
Ability to prepare clear and concise administrative and activity reports.
Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and City officials.

Physical Requirements

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.
Must be able to perform medium to heavy work exerting up to 50 to 100 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.
Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

Desirable Education and Experience

Extensive law enforcement experience including supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Valid North Carolina Driver's License; advanced police officer certification preferred.

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General Statement of Duties

Performs responsible supervisory and specialized law enforcement work in directing the activities of a shift or program in the Police Department.

Distinguishing Features of the Class

Performing specialized law enforcement work for Downtown area and activities; traffic and crime control for related area; and special projects. Supervisory assignments include observing staff on the shift; determining improvement in methods and procedures; reviewing reports; and handling complaints from citizens occurring on the assigned shift. Work requires the employee to plan work activities, organize and assign work functions in an effective and efficient manner, and ensure work is completed while adhering to the policies and procedures. The employee must exercise judgment and discretion in assigning work and advising officers in the correct approach to assignments and/or in dealing with defendants, lawyers, plaintiffs, and the general public. Work involves frequent public contact which requires tact, firmness, and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through conferences, discussion, and observations, for the acceptance of the community, adherence to laws and department policy, and the accuracy and completeness of reports.

Duties and Responsibilities

Essential Duties and Tasks

Supervises the work of an assigned shift or program; establishes work priorities based on available staffing, equipment and load; assists subordinates with concerns and training needs; assigns cases; provides technical advice in dealing with difficult situations, reviews reports and records completed by staff. (See also Police Officer description for duties performed as an Officer.)

Makes district assignments; monitors workload of subordinates and makes appropriate adjustments; ensures work is completed in efficient and effective manner.

Assures on the job training to new employees; recommends training needs of staff.

Cooperates with other law enforcement agencies in enforcing and investigating criminal activity.

Conducts shift organizational meeting; issues and inspects equipment; prepares time sheets and approves leave; manages use of compensatory time.

Performs special projects as assigned by Lieutenant or Captain; analyzes and identifies program needs; carries specialized program support responsibilities such as equipment maintenance.

Serves in a specialized capacity with programmatic oversight of officers such as oversight of training and career development.

Participates as part of interview panel; counsels and coaches employees on performance, conducts performance reviews and makes pay recommendations.

Completes all paperwork and reports associated with serving of papers and complaints, arrests, etc.; reviews paperwork and reports of assigned officers.

Provides feedback on equipment and supply needs.

Attends training to increase skills and maintain certifications.

Additional Duties

Performs other duties as required.

Recruitment and Selection Requirements

Knowledges, Skills, and Abilities

Considerable knowledge of the operations, functions, procedures, and legal processes of the department.
Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.
Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.
Considerable knowledge of the principles of physical evidence collection and usage.
Considerable knowledge of the geographical layout of the town.
Skill in usage of firearms and other law enforcement equipment.
Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.
Ability to train and supervise lower level law enforcement personnel.
Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.
Ability to develop and maintain effective work relationships with staff, supervisors, and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently and 20 pounds constantly.
Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.

Desirable Training and Experience

Graduation from high school with additional course work in law enforcement and considerable law enforcement experience including lead worker or supervisory experience; or an equivalent combination of education and experience.

Special Requirements

NC Driver's License and certification as a law enforcement officer in the State of NC.

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General Statement of Duties

Performs professional and technical work providing technology services for the department serving as project manager, in coordination with IT staff, for technology applications, serving as systems administrator for records management software, and analyzing crime trends.

Distinguishing Features of the Class

An employee in this class is responsible for managing the Police Department's information technology systems including researching, planning for and implementing hardware and software systems, serving as the departmental records management system administrator; and analyzing crime trends through statistical reports and use of GIS systems. The employee also coordinates the maintenance and analysis of Police records in compliance with state laws. Work includes troubleshooting problems, training and working with users on the software, and involves planning, organizing, and daily support and operation for the systems. Work requires a high level of technical knowledge on hardware and software applications, understanding of network systems, and an understanding of computer programming applications. Examples of duties include compiling data for monthly, quarterly, and annual reports. Analyzing data to determine criminal trends and community problems; identifying potential suspects and associates; and predicting when and where criminal activity and public safety concerns will arise. The employee works in an inside environment and is not subject to adverse working conditions. Work is performed under general supervision and is evaluated through conferences, records and reports, and successful implementation of automated environments and programs.

Essential Duties and Tasks

Work includes troubleshooting technological problems; training and working with users on the software; preparing forms and maintaining updated policies; and planning, organizing, daily support, and operation for these systems.
Works with IT to research and administer software systems appropriate to meet the technology requirements of the department including mobile operating systems, police database software programs, and specialized tasks and communications software programs;
Serves as systems administrator for records management system, CAD and mobile data terminal software;
Runs special and periodic reports; provides data analysis using data from GIS and records management system to provide information to supervisors and citizens, including maps, graphs and statistical information.
Directs the maintenance of police records, including developing computerized and non-computerized filing and retrieval systems, maintaining case files, working with officers, and supervising Records Clerks; maintains departmental compliance with DCI regulations.
Recommends budget for technology and office support functions.
Develops powerpoint presentations and publications for use within the department and by City staff.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Must have working knowledge of the Records Management System and Computer Aided Dispatch; Mobile Data Terminals and Printers; Mobile Field Reporting; eCITATION; CJLEADS; Power DMS; etc.

Considerable knowledge of current information systems technology in hardware, software, and various applications in use on the assigned systems.

Considerable knowledge of IT principles, terminology, mathematics, and logic.

Considerable knowledge of systems analysis and computer operational policies, procedures and practices.

Considerable knowledge of Police records and the requirements of the DCI system.

Working knowledge of the Town's budgeting and purchasing procedures.

Skill in the installation and operation of various computer hardware devices and software application.

Ability to build consensus and provide leadership in organizational technological change.

Ability to plan and coordinate daily computer system needs.

Ability to handle confidential information appropriately.

Ability to collect information from systems users and interpret needs of the users.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with system users, employees

Willingness to keep current and actively seek new information and technology in this rapidly changing field.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 20 pounds of force occasionally and/or up to 10 pound of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze figures, operate a computer terminal, perform mechanical tasks in the computer environment, do extensive reading, and do visual inspections of computer parts and automated data.

Desirable Education and Experience

Graduation from college with a major in information technology, computer science, or related field and considerable experience in related field; preference for some work in a law enforcement setting; or an equivalent combination of education and experience.

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General Statement of Duties

Performs administrative work for the department in the administrative division of the police department (Support Services Division) specifically related to logistics.

Distinguishing Features of the Class

Performing specialized law enforcement work for Downtown traffic and crime control. Supervisory assignments include observing staff on the shift; determining improvement in methods and procedures; reviewing reports; and handling complaints from citizens occurring on the assigned shift. Work requires the employee to plan work activities, organize and assign work functions in an effective and efficient manner, and ensure work is completed while adhering to the to policies and procedures. The employee must exercise judgment and discretion in assigning work and advising officers in the correct approach to assignments and/or in dealing with defendants, lawyers, plaintiffs, and the general public. Work involves frequent public contact which requires tact, firmness, and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through conferences, discussion, and observations, for the acceptance of the community, adherence to laws and department policy, and the accuracy and completeness of reports.

Essential Duties and Tasks

At the direction and with approval of the appropriate Division Commander procures and issues uniforms, firearms, and other equipment to departmental personnel; maintains arms.
Serves as a liaison between all divisions by for ordering and maintaining departmental supplies, and provides feedback on equipment and supply needs.
Is responsible for building maintenance, manages the facilities upkeep coordination. Works closely with department officers and Public Works department for the repairs and maintenance of the department's facilities.
Manages the fleet upkeep coordination, work with the City's Fleet Management Department, p and outside contractors to maintain the department's fleet of vehicles.
Makes recommendations for department policies, procedures, and equipment purchases and provides feedback on equipment and supply needs.
Prepares accurate equipment related records and reports to include department inventory.
Attends training to increase skills and maintain certifications.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Requirements

Knowledges, Skills, and Abilities

Considerable knowledge of the operations, functions, procedures, and legal processes of the department.

Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.

Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.

Considerable knowledge of the principles of physical evidence collection and usage.

Considerable knowledge of the geographical layout of the town.

Skill in usage of firearms and other law enforcement equipment.

Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.

Ability to train and supervise lower level law enforcement personnel.

Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.

Ability to develop and maintain effective work relationships with staff, supervisors, and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently and 20 pounds constantly.

Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an associate degree in criminal justice or a related field and considerable experience in law enforcement, including two years at the Sergeant level.

SPECIAL QUALIFICATIONS

Possession of a valid North Carolina driver's license and a North Carolina Advanced Law Enforcement Certificate.

General Statement of Duties

Performs responsible supervisory and specialized law enforcement work in directing the activities of a shift or program in the Police Department.

Distinguishing Features of the Class

Performing specialized law enforcement work for school resource officers and special projects. Supervisory assignments include observing staff on the shift; determining improvement in methods and procedures; reviewing reports; and handling complaints from citizens occurring on the assigned shift. Work requires the employee to plan work activities, organize and assign work functions in an effective and efficient manner, and ensure work is completed while adhering to the policies and procedures. The employee must exercise judgment and discretion in assigning work and advising officers in the correct approach to assignments and/or in dealing with defendants, lawyers, plaintiffs, and the general public. Work involves frequent public contact which requires tact, firmness, and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through conferences, discussion, and observations, for the acceptance of the community, adherence to laws and department policy, and the accuracy and completeness of reports.

Duties and Responsibilities

Essential Duties and Tasks

Supervises the work of an assigned shift or program; establishes work priorities based on available staffing, equipment and load; assists subordinates with concerns and training needs; assigns cases; provides technical advice in dealing with difficult situations, reviews reports and records completed by staff. (See also Police Officer description for duties performed as an Officer.)

Makes district assignments; monitors workload of subordinates and makes appropriate adjustments; ensures work is completed in efficient and effective manner.

Assures on the job training to new employees; recommends training needs of staff.

Cooperates with other law enforcement agencies in enforcing and investigating criminal activity.

Conducts shift organizational meeting; issues and inspects equipment; prepares time sheets and approves leave; manages use of compensatory time.

Performs special projects as assigned by Lieutenant or Captain; analyzes and identifies program needs; carries specialized program support responsibilities such as equipment maintenance.

Serves in a specialized capacity with programmatic oversight of officers such as oversight of training and career development.

Participates as part of interview panel; counsels and coaches employees on performance, conducts performance reviews and makes pay recommendations.

Completes all paperwork and reports associated with serving of papers and complaints, arrests, etc.; reviews paperwork and reports of assigned officers.

Provides feedback on equipment and supply needs.

Attends training to increase skills and maintain certifications.

Additional Duties

Performs other duties as required.

Recruitment and Selection Requirements

Knowledge, Skills, and Abilities

Considerable knowledge of the operations, functions, procedures, and legal processes of the department.
Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.
Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.
Considerable knowledge of the principles of physical evidence collection and usage.
Considerable knowledge of the geographical layout of the town.
Skill in usage of firearms and other law enforcement equipment.
Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.
Ability to train and supervise lower level law enforcement personnel.
Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.
Ability to develop and maintain effective work relationships with staff, supervisors; and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently and 20 pounds constantly.
Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.

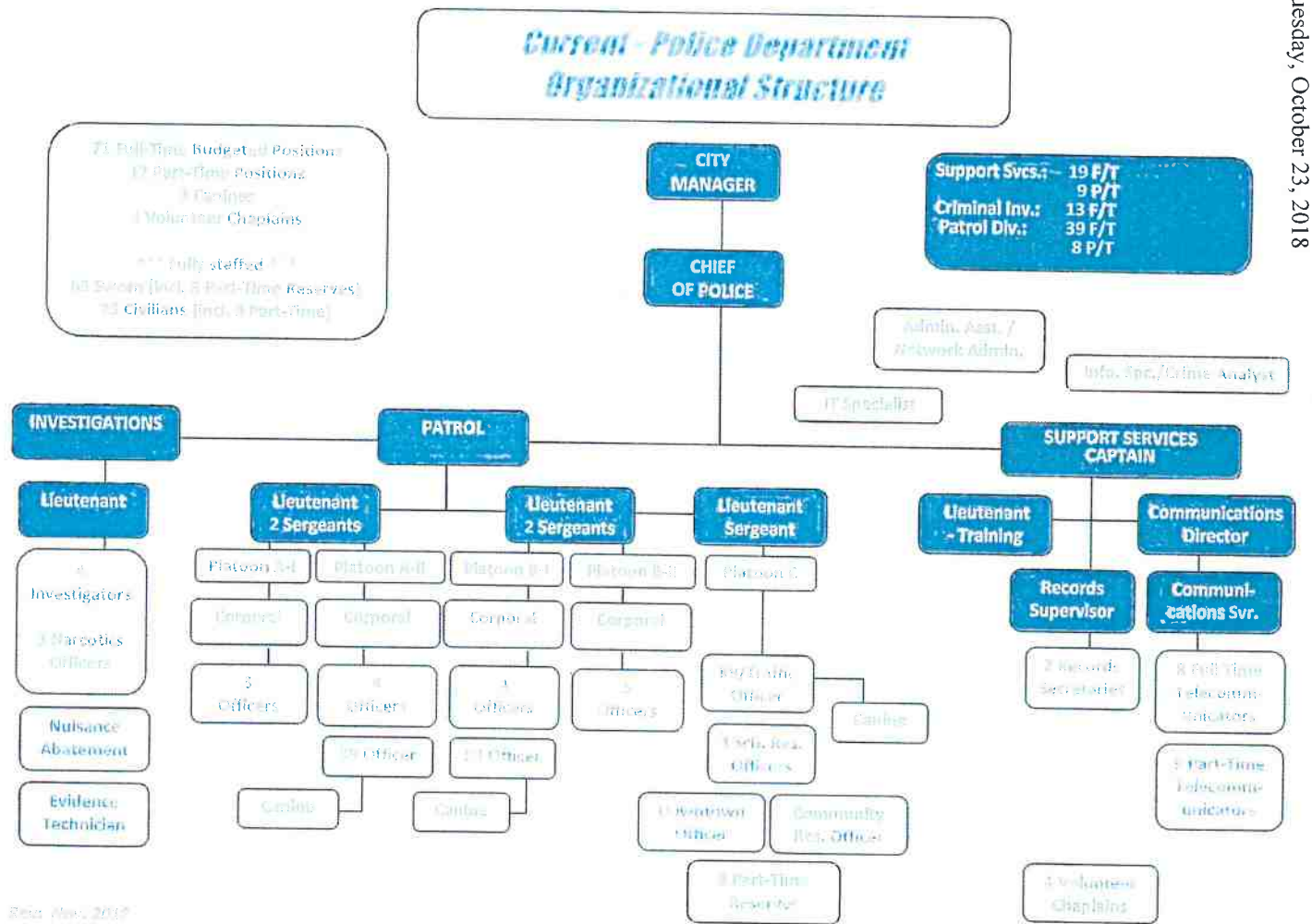
Desirable Training and Experience

Graduation from high school with additional course work in law enforcement and considerable law enforcement experience including lead worker or supervisory experience; or an equivalent combination of education and experience.

Special Requirements

NC Driver's License and certification as a law enforcement officer in the State of NC.

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