

1. Agenda Packet

Documents:

[MAY 1, 2018 AGENDA PACKET.PDF](#)

2. Meeting Materials



Photos will be [POSTED ON FLICKR](#).

Documents:

[AFTER ACTION MEMORANDUM.PDF](#)

AGENDA



**CITY OF LENOIR
CITY COUNCIL MEETING
CITY HALL, THIRD FLOOR
801 WEST AVENUE
TUESDAY, MAY 1, 2018
6:00 P.M.**



I. CALL TO ORDER

- A. Moment of Silence & Pledge of Allegiance
- B. Special Recognition; Celebrate Drinking Water Week: On behalf of City Council, Mayor Gibbons will present a proclamation to Radford Thomas, Public Utilities Director, proclaiming the week of May 6 – 12 as “Celebrate Drinking Water Week” throughout the City of Lenoir and Caldwell County.
- C. Special Recognition; National Public Works Week: On behalf of City Council, Mayor Gibbons will present a proclamation to Jared Wright, Public Works Director, proclaiming the week of May 20 – 26 as “National Public Works Week” throughout the City of Lenoir and Caldwell County.
- D. Special Recognition; Peace Officers’ Memorial Week: On behalf of City Council, Mayor Gibbons will present a proclamation to Scott Brown, Chief of Police, proclaiming the week of May 13 – 19 as “Peace Officers’ Memorial Week” throughout the City of Lenoir and Caldwell County.
- E. Special Recognition; Motorcycle Safety & Awareness Month: On behalf of City Council, Mayor Gibbons will present a proclamation to Scott Brown, Chief of Police, proclaiming the month of May as “Motorcycle Safety and Awareness Month” throughout the City of Lenoir and Caldwell County.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

- A. Amendment; Lenoir City Code, Appendix A, Article IV, Manufactured Homes: A public hearing will be held to consider amending the Lenoir City Code, Appendix A, Article IV, as relating to Manufacturing Home Regulations and as submitted. The Planning Board and Planning Staff recommend approval of the proposed Ordinance with the recommended changes.

III. CONSENT AGENDA ITEMS

- A. Minutes: Approval of the minutes of the Committee of the Whole Budget Work Session on Tuesday, March 27, 2018 as submitted.
- B. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, April 3, 2018 as submitted.
- C. Minutes: Approval of the closed session minutes of the City Council Meeting of Tuesday, April 3, 2018 as reviewed by the City Attorney, City Manager and City Council.
- D. Minutes: Approval of the minutes of the City Council Meeting of Tuesday, April 17, 2018 as submitted.

- E. Proclamation; Celebrate Drinking Water Week: Approval of a proclamation proclaiming the week of May 6 – 12, 2018 as “Celebrate Drinking Water Week” throughout the City of Lenoir and Caldwell County.
- F. Proclamation; National Public Works Week: Approval of a proclamation proclaiming the week of May 20 – 26 as “National Public Works Week” throughout the City of Lenoir and Caldwell County.
- G. Proclamation; Peace Officers’ Memorial Week: Approval of a proclamation proclaiming the week of May 13 – 19 as “Peace Officers’ Memorial Week” throughout the City of Lenoir and Caldwell County.
- H. Proclamation; Motorcycle Safety & Awareness Month: Approval of a proclamation proclaiming the month of May as “Motorcycle Safety and Awareness Month throughout the City of Lenoir and Caldwell County.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

1. The annual Mayor’s Prayer Breakfast in conjunction with the National Day of Prayer will be held on Thursday, May 3 beginning at 8:00 a.m. at First Baptist Church located at 304 Main Street NW. The guest speaker is Mr. John Cooper, owner of Mast General Store. Tickets are \$10.00 and available for purchase at City Hall. The public is invited to attend.
2. The annual Senior Games are scheduled for Friday, May 4 at the Aquatic & Fitness Center.
3. A Cruise-In Event is scheduled for Saturday, May 5 at 4:00 p.m. in downtown Lenoir.
4. The 2018 Annual Caldwell Is Hiring Event will be held on Monday, May 7 from 9:00 a.m. – 1:00 p.m. at the J. E. Broyhill Civic Center. There are over 1,500 jobs available for interested applicants. The City of Lenoir will be participating in the event.
5. The Caldwell County Economic Development Commission will meet on Tuesday, May 8 at 8:00 a.m.
6. The Lenoir Business Advisory Board will meet on Thursday, May 10 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
7. The Rotary Cycle to Serve event will be held on Saturday, May 12 beginning at 8:30 a.m. in downtown Lenoir.
8. The City/County Services Committee will meet on Monday, May 14 at 11:45 a.m.
9. Peace Officer’s Memorial Day will be observed on Tuesday, May 15.
10. A Budget Work Session is scheduled for Thursday, May 17 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
11. The annual Google Gravity Games will be held on Saturday, April 28 in downtown Lenoir with the addition of Feet off the Street Fun Fest that includes inflatables, bungee jumping, music, food trucks and A NASCAR simulator. The public is invited to attend.

B. Items for Council Action

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

- A. Re-Appointment; Foothills Regional Airport Authority: Mayor Gibbons will recommend that Charles Thomas be re-appointed to serve a two-year term on the Foothills Regional Airport Authority. This re-appointment was announced at the April 17 City Council meeting.
- B. Notification; New Board Appointments: Mayor Gibbons recommends the following board appointments be considered for approval at the May 15 City Council Meeting:

Lenoir Business Advisory Board

Jennifer Indicott 3-year term

Parks & Recreation Advisory Board

Daryl Lipford 2-year term *Mr. Lipford will be replacing Lemuel Patterson who retired off of the Board.

Planning Board

Larry Smith 4-year term *Mr. Smith will be replacing Mattie Patterson who retired off of the Board.

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

X. ADJOURNMENT



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

**PROCLAMATION
IN CELEBRATION OF
DRINKING WATER WEEK**

WHEREAS, water is our most valuable natural resource; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, any measure of a successful society - low mortality rates, economic growth and diversity, productivity, and public safety are in some way related to access to safe water; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, each citizen of the City of Lenoir and Caldwell County is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the City of Lenoir, North Carolina, and on behalf of the Lenoir City Council, I do hereby proclaim the week of May 6 – 12, 2018 as *“Celebrate Drinking Water Week”* throughout the City of Lenoir and Caldwell County.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Lenoir to be affixed this the 1st day of May, 2018.

SEAL

Joseph L. Gibbons, Mayor

ATTEST:

Shirley Cannon, City Clerk





CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

PROCLAMATION
NATIONAL PUBLIC WORKS WEEK

- WHEREAS,** Public Works infrastructure, facilities and services are of vital importance to the health, safety and well-being of the people of this nation; and
- WHEREAS,** Such facilities and service could not be provided without the dedicated efforts of public works professionals, engineers and administrators, representing federal, state, and local units of government, who are responsible for and must design, build, operate, and maintain the transportation, and refuse disposal systems, public buildings, and other structures and facilities essential to serve our citizens; and
- WHEREAS,** Public Works professionals provide critical response capabilities, experience and support to all levels of government in times of natural and man-made disasters; and
- WHEREAS,** It is in the public interest for the citizens and civic leaders of this country to gain knowledge of and to maintain a progressive interest in the public works needs and programs of the respective communities;
- NOW, THEREFORE,** I Joseph L. Gibbons, Mayor, and on behalf of the Lenoir City Council urge all our citizens to join with representatives of governmental agencies and the American Public Works Association in proclaiming the week of May 20 through May 26, 2018 as "**National Public Works Week**" in activities and ceremonies designed to pay tribute to our public works professionals, engineers and administrators and to recognize the substantial contributions they have made to our national health and welfare.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Lenoir to be affixed this the 1st day of May, 2018.

SEAL

Joseph L. Gibbons, Mayor

ATTEST:

Shirley M. Cannon, City Clerk



POST OFFICE BOX 958 • LENOIR, NORTH CAROLINA 28645-0958 • (828) 757-2200





1035 West Avenue NW
Lenoir, NC 28645

828-757-2121 (24/7)
828-757-2103 (fax)

Council Action Form

I. Agenda Item:

Requesting the approval of 2 proclamations for the month of May:

Motorcycle Safety & Awareness Month, May 2018

Peace Officers' Memorial Week, May 13 – 19, 2018 (Peace Officers' Day, May 15th).

II. Background Information:

Annual recognition for these 2 awareness pieces that requires signatures (for presentation at the May 1, 2018 Council Meeting)

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____

Date: _____

Assistant City Manager: _____

Date: _____

Police Chief: 

Date: April 17, 2018



PROCLAMATION

In Recognition of
Peace Officers' Memorial Week
May 13 – 19, 2018



Whereas, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

Whereas, the members of the law enforcement agency of the Lenoir Police Department play an essential role in safeguarding the rights and freedoms of those inside the City of Lenoir; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of the Lenoir Police Department unceasingly provide a vital public service;

Now Therefore, Be It Resolved, that I, Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim and call upon all citizens of Lenoir and upon all patriotic, civic and educational organizations to observe the week of May 13 – May 19, 2018, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Furthermore, I proclaim and call upon all citizens of the City of Lenoir to observe May 15, 2018, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty. Let us recognize and pay respect to the survivors of our fallen heroes.

Witness, my hand and seal this the _____ day of _____, 2018.

SEAL

ATTEST:

Joseph L. Gibbons, Mayor

Shirley M. Cannon, City Clerk



PROCLAMATION

Motorcycle Safety & Awareness Month

May 2018



WHEREAS, the growth in popularity of motorcycle riding and touring, combined with the many scenic destinations in our state and the year-long riding season, have led to North Carolina having one of the largest populations of motorcycle enthusiasts in the nation; and

WHEREAS, more and more residents of the City of Lenoir are taking up this mode of transportation to commute to and from their places of employment; and

WHEREAS, many motorcyclists undergo specialized training by attending professionally taught motorcycle operator training courses with emphasis on skills, traffic laws, and proper safety equipment; and

WHEREAS, it is the responsibility of all motorists to be aware of motorcyclists and extend to them the same courtesy as any other vehicles on our roadways.

NOW, THEREFORE, BE IT RESOLVED, that I, Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim the month of May as "Motorcycle Safety and Awareness Month" throughout the City of Lenoir.

WITNESS, my hand and seal this the 1st day of May, 2018.

SEAL

Joseph L. Gibbons, Mayor

ATTEST:

Shirley M. Cannon, City Clerk

CITY OF LENOIR
COUNCIL ACTION FORM: May 1, 2018

I. Agenda Item:

Approval of an ordinance amending the Lenoir Zoning Ordinance related to manufactured housing.

II. Background Information:

See the attached memo to City Manager Scott Hildebran for additional information/justification for the proposed changes. The attached ordinance updates the design standards for manufactured housing in Lenoir to more closely align with changing market demands and ensures enhanced compatibility and flexibility for the placement of manufactured homes on infill lots.

III. Staff and Planning Board Recommendation:

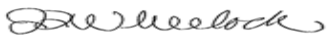
Adoption of the attached ordinance.

Note: The Planning Board recommended unanimously the approval of the ordinance on March 26, 2018. The ordinance was considered following a field trip where several members of the Planning Board toured units for sale at Clayton Homes in Morganton on Feb. 9, as well as workshop the Planning Board held on February 26, 2018 to discuss the proposed changes.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Planning Director:  _____

PLANNING DEPARTMENT MEMORANDUM

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

TO: Scott Hildebran, City Manager
FROM: Jenny Wheelock, Planning Director
DATE: April 23, 2018
SUBJECT: Proposed Ordinance Amendments Relating To Manufactured Home Regulations
CC: Ed Blair, City Attorney
City Council

As you're aware, the Planning Department has been aggressively targeting abandoned structures and minimum housing violations for the past several years. Much of our enforcement activity is focused in neighborhoods that have experienced ongoing disinvestment and have experienced an increase in vacant lots, through current and past enforcement activity, fires, and demolition through neglect.

From time-to-time, planning staff gets requests for permits for new manufactured housing units as infill development on lots that have become vacant through demolition. Under the existing ordinances, the City allows for double-wides (with design standards) to be placed in the R-R (rural residential), R-6 (high density residential), and R-9 (medium density residential) districts. However, some of the regulations related to manufactured homes create challenges in actually siting and permitting the homes, while other requirements seem inadequate to address compatible infill development.

Planning staff and the Lenoir Planning Board are supportive of new manufactured homes as an avenue to provide affordable housing and introduce new construction/infill into properly zoned neighborhoods. However, concerns about property values and the long-term viability of manufactured housing were raised. Planning Board has worked on the following recommendations over the past 3 months, studying the issue and working with one of the largest manufactured home dealers (Clayton Homes) to tour actual units and learn about the nuances in the various manufactured homes available in today's market.

The following changes are recommended to the ordinance:

1. **Eliminate the Minimum Size for Manufactured Homes** – The code currently requires a minimum size of 1150 sq. ft. for new manufactured homes. This standard might have been adopted to ensure that the homes were, in fact, a true "double wide" design, or may have been adopted in order to protect property values by ensuring a size similar to that of a site-built home. However, homeownership patterns are changing, and a

preference has emerged for smaller, more energy efficient homes. Double-wide or multi-segment design can remain a standard for regulation, and can be easily verified without the restriction that homes be a certain size. Manufactured homes are limited to one-story (by HUD code and construction practices), which means a minimum size requirement results in larger footprint/increased percentage of lot coverage. Multiple permits have been denied because the minimum size home required results in encroachments into required setbacks, even on lots that conform to the minimum size standards of the zoning district. The attached ordinance proposes to eliminate the minimum size requirement for manufactured homes, and clarifies the definition of “Class A Manufactured Homes” as being only multi-segment designs. This continues to restrict new homes to be “doublewides” but will allow for the smaller double-wide designs.

2. **Allow flexibility to orient manufactured homes so that the front door faces the street, regardless of where the front door is located** – currently, the code requires that the long side of the manufacture home be located parallel to the street. This standard may have been adopted to ensure that the “front” of the home faces the street, like the vast majority of site-built homes. However, the predominate pattern of the R-6 and R-9 zoning districts (the majority of the land zoned to accommodate mobile homes within the City) is to have narrow, deeper lots, with site-built homes with front facades that are narrower than the side facades (in other words, the exact opposite from how the code requires that double-wides be placed on lots). While the design principle that the front door faces the street is a solid and desirable practice, changes to designs of manufactured homes create flexibility for “end loading” designs that are arguably much more compatible with traditional neighborhoods than standard double-wide designs. There is not a compelling reason to continue the probation on end-loading mobile home designs. The attached ordinance proposes to eliminate the orientation standard and replace it with the design standard that the functional front door of the home face the primary street frontage.
3. **Change the Requirement for Decking to Enhance Compatibility with Site-Built Homes** – The code currently requires that all new manufactured homes have a 75 sq. ft. deck or porch, but does not require that the deck or porch be located at the front of the home. In researching options for manufactured housing and various design standards, the feature that made the biggest visual impact on the attractiveness of manufactured homes was a covered front porch. Due to the linear nature of manufactured homes, a front-gabled front porch serves to break up the visual look of a “trailer” and makes manufactured homes blend more seamlessly into established communities where site built houses built before air conditioning became commonplace almost all have front porches. An estimate in the cost of adding a 75 sq. ft. deck compared to adding a smaller front-gabled front porch showed a cost increase of approximately \$500 to add this requirement (instead of the more general 75 sq. ft. deck requirement). Given that the proposed ordinance will have the anticipated impact of allowing more

manufactured homes to be placed in the City limits, including smaller units that have a lower overall cost, Planning Board and planning staff recommend this change to ensure that the additional flexibility to place more manufactured units is balanced by a requirement that helps ensure compatibility with existing historic development patterns. The attached ordinance proposes to change the requirement to build a 75 sq. ft. deck or patio anywhere attached to the home to a more specific requirement to build a 36 sq. ft. front-gabled roofed porch at the functional front door of the home.

4. **Allow Manufactured Housing in the North Main Overlay District** – A prohibition on manufactured homes was included within the North Main zoning district overlay, because at the time it was adopted local governments in North Carolina were still allowed to adopt and enforce design standards on one and two family dwellings. Because of the adoption of design standards for site-built homes within the overlay, which called for more traditional building forms, the requirements for new manufactured home placements seemed “at odds” with the desired infill forms. However, because we can no longer enforce the design standards contained in the plan, and with consideration of the other proposed changes to allow for double-wides to better integrate into existing developed areas, staff is recommending that this area be re-opened to new mobile home placement. Multiple requests for mobile home permits have been denied since the adoption of the overlay, while no requests for site-built homes have been made. Allowing for new mobile home placements in this area contributes the overall goal of strengthening community character and pride by allowing for new construction and new residents in an area that’s been plagued by tear-downs and population loss. The attached ordinance proposes to eliminate the prohibition on new mobile homes within the Overlay District, allowing for the regulation of mobile homes in that area to default to the underlying zoning district standards.

In addition to making good planning sense, the proposed ordinance seeks to eliminate the ongoing need for zoning variances to allow for the placement of otherwise permitted manufactured homes. Over the past 5 years, the Board of Adjustment has only approved 4 variance requests. Of those 4, two were related to mobile homes – one was a variance to the side setbacks, because the minimum size home required by the code and the orientation required by the code (numbers 1 and 2 above) created a side yard setback encroachment. The other was a variance to the orientation standard for a lot that was narrow and long, and had previously been developed with a mobile home that sat perpendicular to the road. Both variances were approved, because the Board found hardships in each instance related to the application of the ordinance. Additionally, at least 4 other permits have been denied because of the above standards, or location within the N. Main overlay.

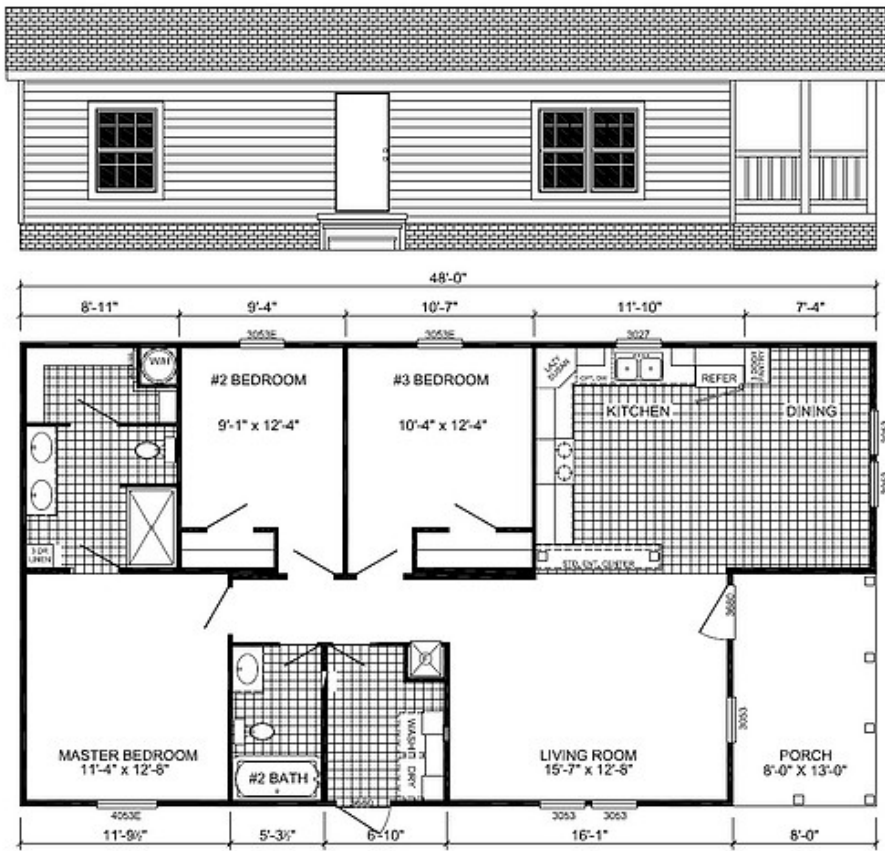
In Summary

The existing regulatory framework around Manufactured Housing is not proposed to be significantly changed by these amendments. Manufactured home placement is limited within

the City to new double-wides in only a handful of zoning districts (see map, attached). Single wides are allowed only in existing Manufactured Home Parks (and no new parks are allowed to be permitted), or in limited instances as replacements for existing single wide trailers that are currently within the City limits. The oldest trailers – those built before the adoption of a uniform building code for mobile homes by HUD in 1976 – are prohibited entirely. (See summary table below for the locations that could potentially be impacted by the proposed changes.)

Manufactured housing today is built to energy efficiency standards that far exceed historic homes located within the same neighborhoods zoned for new manufactured homes. The variety of designs allow for semi-custom homes that can be fit into a variety of neighborhoods and lot sizes/orientations. Lenders are financing manufactured homes with land with 30 year mortgages, in a climate where residential lending has become much more regulated (post housing bubble). These proposed changes to the manufactured home regulations will hopefully eliminate barriers to the placement of these homes in the areas already deemed appropriate for this housing type – manufactured homes remain an important piece of our overall approach to providing good, safe, decent, affordable housing. Additionally, they represent one more “tool” in our community development toolbox, by allowing for a vacant lot to be re-utilized, adding to the City’s tax base, but also adding to the community by creating a new resident.

Applicability of Proposed Ordinance	
Zoning District	Types of Manufactured Homes Allowed
R-6: High Density Residential	• <i>Double-wides constructed after 1976</i> • Single-wides constructed after 1976 may be used to *REPLACE* existing single wides, but new single-wides aren’t allowed • Single-wides constructed before 1976 that exist in the City today may be moved to this district (if they meet minimum housing code).
R-9: Medium Density Residential	• <i>Double-wides constructed after 1976</i> • NO SINGLE WIDES (even as replacements)
R-R: Rural Residential (mostly located in the ETJ)	• <i>Double-wides constructed after 1976</i> • Single-wides constructed after 1976 may be used to *REPLACE* existing single wides, but new single-wides aren’t allowed • Single-wides constructed before 1976 that exist in the City today may be moved to this district (if they meet minimum housing code).
All other districts	Manufactured homes are prohibited. Existing manufactured homes are considered non-conforming and cannot be replaced if removed.



C-2483E



HITCH END

“End Loading” Double-Wide Manufactured Home – shows a multi-segment design where the short side of the segments are oriented toward the road, like a traditional “shot gun” house. Currently prohibited under existing City ordinances.



Traditional double-wide with long edge parallel to the street, with a front-gabled front porch (instead of – or in addition to – a back deck).



**AN ORDINANCE OF THE CITY COUNCIL OF LENOIR,
NORTH CAROLINA, AMENDING APPENDIX A OF THE
LENOIR CITY CODE RELATED TO MANUFACTURED
HOUSING, PROVIDING FOR SEVERABILITY,
CODIFICATION, AND AN EFFECTIVE DATE.**

Whereas, the Lenoir Zoning Ordinance currently allows for “Class A Manufactured Homes” (commonly referred to as “double-wides” or “multi-segment manufactured homes”) in the R-R, R-6, and R-9 zoning districts; and

Whereas, the Lenoir Planning Board and Lenoir City Council acknowledge that a need exists within the City for additional housing options, including affordable housing and infill housing options; and

Whereas, Section 806 requires minimum design standards that must be met in order to be considered a “Class A Manufactured Home,” including a minimum size of 1150 sq. ft. and a requirement that the long side of the home be oriented towards the street; and

Whereas, many of the available lots in the R-R, R-6 and R-9 zoning districts are located within existing neighborhoods that were platted at higher densities, often with narrower street frontages and deeper lots, which tend to be more conducive for smaller homes and homes with the short side oriented towards the street, even though these districts are the only districts where manufactured housing is allowed; and

Whereas, over the past 5 years the Board of Adjustment has approved only four variances, two of which were for the placement of Class A Manufactured Homes that otherwise could not have been permitted because of the minimum size and orientation standards; and

Whereas, high-quality manufactured home options are available that may provide a greater variety of options and designs to integrate into existing neighborhoods, including smaller homes and end-loading homes that are more consistent with the predominant development patterns for site built homes; and

Whereas, the Lenoir Planning Board and City Council find that this ordinance is consistent with the City’s Comprehensive Plan, which calls for the promotion of affordable housing for people in all stages of life and the development of areas served by existing infrastructure (such as infill lots); and

Whereas, the Lenoir City Council hereby finds and declares that this ordinance and these amendments are in the best interest of the public health, safety, and welfare; and

NOW, THEREFORE, LET IT BE ENACTED BY THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA, AS FOLLOWS:

SECTION 1. Appendix A, Article IV of the Code of Ordinances, City of Lenoir, North Carolina, “Definitions” is hereby amended to read as follows:

Manufactured Housing - (See Section 806)

Manufactured Home - A portable manufactured housing unit meeting or exceeding the United States Department of Housing and Urban Development standards for such homes and designed for transportation on its own chassis and placement on a temporary or semi-permanent foundation having a measurement of over forty (40) feet in length and over eight (8) feet in width. The attachment of such manufactured homes to a permanent foundation does not exclude the structure from any portion of the ordinance regarding manufactured homes. This definition includes single-section and multi-section manufactured homes, where each section is designed for transportation on its own chassis and placed together on site to form a single housing unit.

~~*Manufactured Home or House*— A manufactured housing unit designed for transportation on its own chassis and placement on a temporary, semi-permanent foundation having a measurement of forty (40) feet or more in length and eight (8) feet or more in width. Manufactured Home or House shall also mean a multi-sectional unit which is two or more manufactured housing units designed for transportation on their own chassis, which connect on site for placement on a temporary or semi-permanent foundation of forty (40) feet or more in length and eight (8) feet or more in width.~~

Manufactured Home Park - A parcel of land where three (3) or more manufactured homes are parked for living and sleeping purposes, or any parcel of land used or set apart for the purpose of supplying to the public parking spaces for manufactured homes for living and sleeping purposes, and which include any buildings, structures, vehicles, or enclosure used or intended for use as part of such manufactured home park.

Manufactured Home Space - A parcel of land within a manufactured home park designed for accommodation of one manufactured home.

Modular Home - A dwelling unit constructed in accordance with the standards set forth in the North Carolina State Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation. Among other possibilities, a modular home may consist of two or more sections transported to the site in a manner similar to a manufactured home (except that the modular home meets the North Carolina State Building Code), or a series of panels or room sections transported on a truck and erected or joined together on the site.

SECTION 2. Appendix A, Article VIII, Section 806 of the Code of Ordinances, City of Lenoir, North Carolina, “Manufactured Housing” is hereby amended to read as follows:

806 Manufactured Housing -

The intent of this section shall be to present criteria for placement of manufacturing housing within the proper zoning districts and/or manufactured home parks.

806.1 Manufactured Home Classifications

Class A: A manufactured home constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction, which is of multi-sectional or double-wide design and that satisfies the following additional criteria:

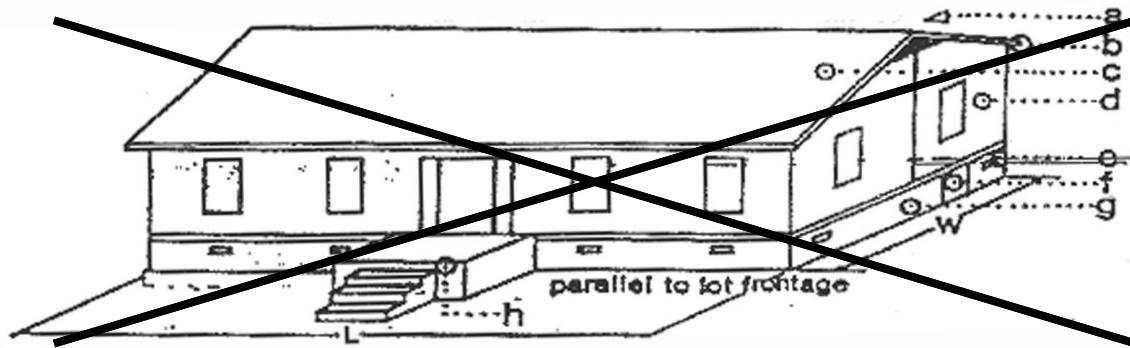
- a) The home is occupied only as a single-family dwelling;
- b) The home shall have a minimum width of 20 feet and length not exceeding four (4) times its width, with length measured along the longest axis and width measured perpendicular to the longest axis at the narrowest part;
- ~~c) The home shall have a minimum of eleven hundred fifty (1150) square feet of enclosed and heated living area;~~
- ~~d) The home shall have the towing apparatus, wheels, axles, and transporting lights removed and not included in length and width measurements;~~
- ~~e) The home must be oriented parallel or within a ten (10) degree deflection of being parallel to the lot frontage, unless other orientation is permitted as a variance by the Board of Adjustment so that the façade with the functional front door is facing the lot’s primary street frontage;~~
- ~~f) The home shall be set up in accordance with the standards established by the North Carolina Department of Insurance;~~
- ~~g) The home shall be permanently placed on a masonry foundation, unpierced except for required ventilation and access, and constructed in compliance with the North Carolina Building Code. The foundation shall be protected with a polyvapor barrier. Installation shall include positive water drainage away from the home. The finished exterior of the foundation shall be brick, stone, stucco, or split-faced concrete masonry units (cmu). Smooth-faced concrete block shall not be permitted;~~
- ~~h) The pitch of the roof of the home shall have a minimum vertical rise of approximately 3 feet for each 12 feet of horizontal run and the roof shall be finished with a type of shingle that is commonly used in standard residential construction. Standing seam metal roofs, as are commonly used in residential construction, are also allowed. Such roof shall be installed by the manufacturer of the home at the time of construction. All roof structures shall provide an eave projection of no less than six (6) inches, which may include a gutter;~~

ii) The home shall have ~~either a deck, a covered porch or concrete patio~~ that is permanently mounted to the ground at the front door and constructed in compliance with the North Carolina Building Code. The minimum area for such ~~deck, a porch or patio~~ shall be ~~75-36~~ square feet, and must be a front-gabled roof design oriented towards the primary public street;

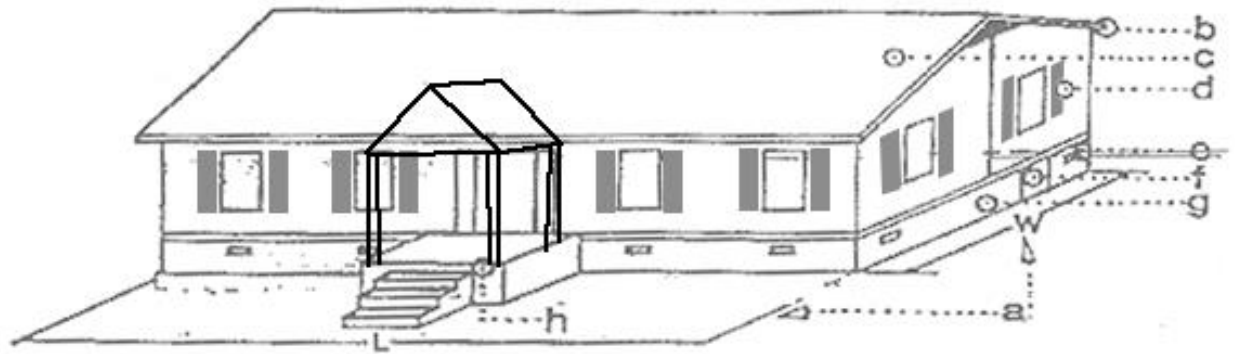
jj) Permanent stairs shall be constructed at all exterior doors of the home. Stairs shall be permanently mounted to the ground and constructed in compliance with the North Carolina Building Code;

ki) The home shall have an exterior facade of vinyl or wood siding, stone, brick, or other non-metallic material;

lk) The home shall be in full compliance with the City of Lenoir's Minimum Housing Code.



[Editor's Note: Delete existing image (above) and replace with updated image (below)]



- (a) minimum 1,150 sq. ft. Length (L) not more than 4x Width (W). Min. Width 20 ft.
- (b) minimum eave
- (c) class C roof shingle or standing seam metal roof w/min. 3/12 pitch
- (d) typical residential siding
- (e) required foundation ventilation (handrails required if more than 30" above graded)

- (f) required foundation access
- (g) masonry foundation
- (h) covered, front-gabled porch & steps required (handrails required if more than 30" above grade)

L length not more than 4x width w minimum 20 ft. width)

806.12 Class B: A manufactured home constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that

were in effect at the time of construction, which is of a single section design, and that satisfies the following additional criteria:

- a) The home is occupied only as a single-family dwelling;
- b) The home shall have a length not exceeding five (5) times its width measured perpendicular to the longest axis at the narrowest part;
- c) The home shall have the towing apparatus, wheels, axles, and transporting lights removed and not included in length and width measurements;
- d) The home shall be set up in accordance with the standards established by the North Carolina Department of Insurance;
- e) The pitch of the roof of the home shall have a minimum vertical rise of approximately 3 feet for each 12 feet of horizontal run and the roof shall be finished with a type of shingle that is commonly used in standard residential construction. Such roof shall be installed by the manufacturer of the home at the time of construction;
- f) The home shall have either a deck, porch or concrete patio that is permanently mounted to the ground and constructed in compliance with the North Carolina Building Code. The minimum area for such deck, porch or patio shall be 75 square feet;
- g) Permanent stairs shall be constructed at all exterior doors of the home. Stairs shall be permanently mounted to the ground and constructed in compliance with the North Carolina Building Code;
- h) The home shall have an exterior facade of vinyl or wood siding, stone, brick, or other non-metallic material;
- i) The home shall be in full compliance with the City of Lenoir's Minimum Housing Code.

806.13 Class C: A manufactured home which does not meet the Class A or Class B criteria listed above, or any mobile home constructed prior 1976. Class C homes are not permitted within the jurisdiction of this ordinance.

806.2 Permitted Locations of Manufactured Home Classes

806.21 Class A Manufactured Homes are permitted on individual lots in the R-9, R-6, and R-R zoning districts, and in existing Manufactured Home Parks.

806.22 Class B Manufactured Homes shall be permitted only in existing Manufactured Home Parks, or as replacements for existing Class B or Class C Manufactured Homes in the R-6 and R-R zoning districts.

806.23 Class B and Class C Manufactured Homes that are located within the jurisdiction of this ordinance at the time of its adoption may remain in their current location, may be moved to another location within the R-6 or R-R zoning districts, and may be moved to an existing Manufactured Home Park within the jurisdiction of this ordinance.

SECTION 3. Appendix A, Article VIII, Section 819 of the Code of Ordinances, City of Lenoir, North Carolina, "North Main Street Special Overlay District" is hereby amended to read as follows:

819 S-2 (North Main Street Special Overlay District)

~~819.4 Prohibited Uses~~

~~New mobile homes are prohibited within the S-2 overlay district. Replacement of existing mobile homes with Class A manufactured homes (see Sec. 806.1) shall be permitted, provided that the Class A manufactured home meets all of the design standards of the S-2 overlay district.~~

SECTION 4. SEVERABILITY. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION 5. CODIFICATION. The City Clerk shall cause the Code of Ordinances of Lenoir, North Carolina to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION 6. EFFECTIVE DATE. This ordinance takes effect upon adoption.

DONE, THE PUBLIC NOTICE, in a newspaper of general circulation in the City of Lenoir, North Carolina, by the City Clerk of the City of Lenoir, North Carolina, this _____ day of _____ and this _____ day of _____, 2018.

DONE, THE PUBLIC HEARING, AND ENACTED ON FINAL PASSAGE, by an affirmative vote of the a majority of a quorum present of the City Council of the City of Lenoir, North Carolina, at a regular meeting, this _____ day of _____, 2018.

BY THE MAYOR/MAYOR PRO TEMPORE OF THE CITY OF LENOIR, NORTH CAROLINA:

Mayor/Mayor Pro Tempore

ATTEST, BY THE CLERK OF THE CITY COUNCIL OF THE CITY OF LENOIR, NORTH CAROLINA:

City Clerk

****[Remainder of page intentionally left blank.]****

22

Permitted Locations of Manufactured Homes



Map Legend

Lenoir City Limits

ETJ

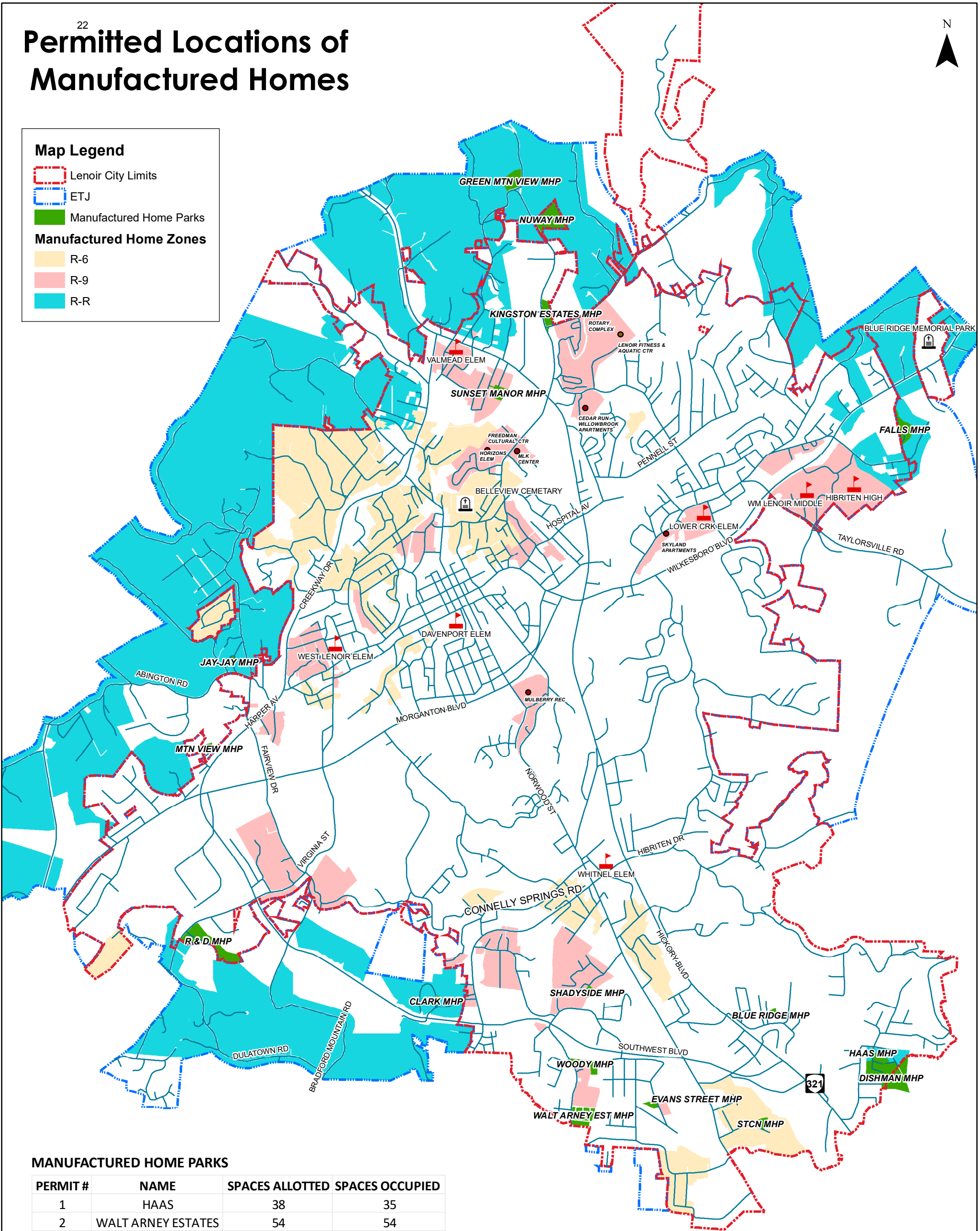
Manufactured Home Parks

Manufactured Home Zones

R-6

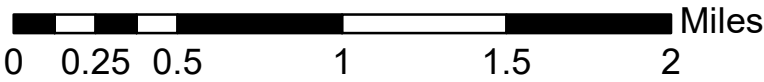
R-9

R-R



MANUFACTURED HOME PARKS

PERMIT #	NAME	SPACES ALLOTTED	SPACES OCCUPIED
1	HAAS	38	35
2	WALT ARNEY ESTATES	54	54
5	WOODY	34	34
3	SUNSET MANOR	25	25
4	STCN	15	15
6	R & D	95	8
7	FALLS	12	10
8	SHADYSIDE	9	8
9	BLUE RIDGE	13	13
10	DISHMAN	6	6
11	KINGSTON ESTATES	31	31
12	GREEN MTN VIEW	65	20
13	EVANS STREET MHP	8	6
14	CLARK	4	3
15	MOUNTAIN VIEW	5	5
16	NUWAY	46	38
17	JAY-JAY	9	8



MINUTES

CITY COUNCIL FY2018-2019 ANNUAL BUDGET RETREAT CITY HALL, THIRD FLOOR TUESDAY, MARCH 27, 2018 8:30 A.M.

PRESENT: Mayor Gibbons, Councilmembers Beal, Perdue, Perkins, Rohr, Stevens, Thomas, and Willis.

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

OTHERS: Virginia Annable, *News-Topic*, Dennie Martin, WR Martin, and Andy Lovingood & Joel Whitford, McGill Associates, and Jay Clapp, Ramey Kemp & Associates.

Absent: Economic Development Director Horn.

I. CALL TO ORDER

A. Mayor Gibbons welcomed everyone and called the meeting to order.

- B. Signal Removal Request-Intersection of Norwood Street/McLean Drive:
1. Planning Director Wheelock Planning Director Jenny Wheelock reported that NCDOT has determined this signal is no longer warranted based on the traffic counts and mentioned the signal is scheduled to be up upgraded soon, which has a significant cost.

(A copy of the map is attached to these minutes as information).

Director Wheelock explained that changes for the intersection have not yet been designed, but she reviewed a list of possible changes NCDOT may make as follows:

- No changes proposed to traffic N/S on Norwood Street. (free flowing traffic instead of forced to stop at light)
- No changes to north traffic from Norwood Street turning to stay on Mclean Drive (free flowing traffic in “slip lane”)
- Rather than two lanes to accommodate queuing traffic waiting to turn left (south) coming from McClean Drive, reduce to one lane with a stop sign, (don’t have to wait at light; navigate left turn when traffic allows)
- Retain right turn lane for traffic coming south from McLean Drive and wanting to turn north on Norwood Street. (Yield condition; same as today)
- Drivers coming south on Norwood Street and wanting to turn left to go north on McLean Drive would have to navigate turning left when traffic allowed (same as today; except no stopping at a red light).

Other items for consideration:

- If geometric improvements are required, could the City potentially do some beautification/median improvements to coincide with the project?
- Curb repairs, general maintenance is needed.
- Whitnel could use some investment/attention.

Also, Police Chief Brown clarified it would not be a problem for the Police Department should the signal be removed. It was further noted the sight line distance to the right needs to be improved for motorists traveling from McLean Drive.

Planning Director Wheelock informed Council the final plan for this project will be presented to City Council for their consideration of approval.

Motion

Following a brief discussion, and upon a motion by Councilmember Rohr, Council voted 7 to 0 to move forward with the proposed Signal Removal Request Project with NCDOT as presented.

- C. Public Hearing; Manufactured Housing Ordinance: Director Wheelock reported a public hearing will be held on Tuesday, May 1 to consider adoption of an ordinance to amend Appendix A of the City's Code as related to Manufactured Housing.

- II. PROPOSED FY2018-19 BUDGET CALENDAR: FY2018-2019 Proposed Budget Calendar: City Manager Hildebran presented the proposed FY2018-2019 Budget Calendar to City Council for their review. A public hearing to formally approve the budget will be held on Tuesday, June 5.

BUDGET CALENDAR FY2018-2019

May 15, 2018	City Manager presents recommended budget to City Council. (City Clerk will have a copy of the proposed budget available for the public within five business days.)
May 17, 2018	Budget Work Session – 6:00 p.m., Third Floor, City Hall
May 22, 2018	Committee of the Whole – 8:30 a.m., Third Floor, City Hall (Budget Work Session if necessary)
May 24, 2018	Budget Work Session – 6:00 p.m., Third Floor, City Hall *if necessary
June 5, 2018	Public Hearing for recommended FY2017-18 Budget at City Council Meeting at 6:00 p.m. Earliest possible date to adopt FY2017-18 Budget. (City Clerk will have a copy of the proposed

budget available for the public within five business days.)

June 19, 2018 City Council

June 26, 2018 Committee of the Whole Meeting

Motion

Following a brief discussion regarding changing some of the dates, and upon a motion by Councilmember Perdue, Council voted 7 to 0 to approve the FY2018-2019 Budget Calendar as presented.

III. FY2018-19 Council Goals Review: City Manager Hildebran reviewed the list of City Council's goals/priorities comprised at the March 23 Strategic Planning Retreat and asked if Council was still in agreement with the list and did anyone have any additional questions or concerns.

2018 Council Budget Priorities

1. Employee Compensation

- Continue efforts to offer competitive compensation and benefits for employee recruitment and retention

2. Healthy Infrastructure:

- Street Paving
- Downtown Traffic Study
- Bike Plan (Pennton Avenue)
- Maintain City Facilities
- Water/Sewer Improvements
- Stormwater
- City Hall
- Fire Station #3
- Sidewalks/Greenway/OVT (also downtown sidewalks)
- Optimist Park/Mulberry Improvements/JE Broyhill Park Improvements
- Information Technology

3. Housing:

- Minimum Housing Enforcement
- Pursue Market Rate Housing
- Market City-owned Properties to Sell
- Encourage Downtown Living (Moving Lenoir to 2nd Floor)
- Communicate building "spec" homes in shovel-ready areas such as Hibriten Mountain, Stonecroft, Huntington Woods & Summerhill
- Work with WPCOG Vacant & Substandard Housing Task Force

4. US 321 Beautification

- Maintain recent improvements and identify new projects

5. Public Engagement

- Neighborhood Meetings
- Walk-throughs'
- State of the City Presentations

Assemble group of leaders, developers, EDC stakeholders to share

6. Economic Development:

- Explore what other local governments are doing with public/private

- partnerships
- Maintain healthy infrastructure
- Continue to work with EDC
- Market Quality of Life Amenities (Greenway, OVT, Bike Plan, etc.)

All were in agreement with the 2018 Council Budget Priorities as presented.

- A. Mayor Gibbons introduced Andy Lovingood and Joel Whitford, McGill Associates, who partner with the City for engineering and planning services.
- B. Draft Capital Improvements Plan: Andy Lovingood distributed copies of the Utility Fund Capital Improvements Plan (CIP) which list projects in priority order. He explained this list is an organized approach in order for the City to provide and maintain a viable system. The total cost of the water and sewer projects over a ten-year period is \$50,759,200.

(A copy of the Water and Sewer Fund CIP list is attached to these minutes as information. Refer to page 10).

Mr. Lovingood related this plan allows the City to have financial stability with its rates and noted these projects are ranked by regulatory needs, replacement or efficiencies (age-related). Mr. Lovingood reviewed the following list of projects and their goals as follows:

Water Improvements

- #1 Automated Water Meter Reading
- #2 Zacks Fork to Cottrell Hill Water Supply Loop
- #3 Main Transmission Line from Water Treatment Plant – Phase 1
- #4 Main Transmission Line from Water Treatment Plant – Phase 2
- #5 Water System Improvements
- #6 Hayes Avenue Line Replacements
- #7 Walt Arney Road Line Replacements
- #8 US321/Connelly Springs Road Utility Relocation-Water
- #9 Mayhill Avenue Water Line Replacement
- #10 Vehicles
- #11 ARC Flash Study-Water Tanks and Booster Stations

Bernhardt Treatment Plant

- #12 Generator #2 and Electrical System Loop
- #13 ARC Flash Study-WTP

Waste Water Improvements Collection System

- #14 East Harper Avenue Sewer Replacement
- #15 Rehab Blairs Fork Outfall
- #16 Golf Course Sewer Replacement
- #17 Crossroads Shopping Center to Lenoir Golf Clubhouse Sewer
- #18 Gunpowder Creek Interceptor Replacement
- #19 US 321/Connelly Springs Road Interchange Utility Relocation-Sewer

- #20 Bost Lumber Sewer Replacement
- #21 Zacks Fork Replacement
- #22 Pennton to Hwy 18 Sewer
- #23 Vehicles
- #24 ARC Flash Study-Sewer Pump Stations

Lower Creek Treatment Plant

- #25 Biosolids Improvements
- #26 Septage Receiving Station/Vactor Dump
- #27 Grit System Improvements
- #28 ARC Flash Study-Wastewater Treatment Plants
- #29 Other Lower Creek WWTP Needs

Mr. Lovingood reported the City has a well-planned, well-executed Capital Improvements Project list which the City is able to update via grants or low interest loans. He commended City officials along with Staff for planning for future projects in order for the City to maintain its current infrastructure.

Public Utilities Director Thomas reported Project #1, Automated Water Meter Reading, has been presented to City Council and the next step is to decide on a contractor for the 12 – 15 month project which will begin by the end of the year or early 2019. Director Thomas clarified the contractor can handle the project more quickly and efficiently rather than using City employees. He also stated the Project Manager would be onsite during the entire project in order to keep the project on track.

Next, Mr. Lovingood explained that Project #5, Water System Improvements, addresses the high and low water pressures issues that residents of the entire neighborhood of Hill Street and Finley Avenue are experiencing. He stated they have identified three alternatives and anticipate having a Design Permit in 2020 with construction to follow.

Mr. Lovingood reported they do not anticipate any problems regarding Project #12, Generator #2 and Electrical System Loop, for the Water Treatment Plant. In addition, he clarified Project #17, Crossroads Shopping Center to Lenoir Golf Clubhouse Sewer, is to address hydraulic issues.

Mr. Lovingood also pointed Project #25, Biosolids Project, is in design stage and will address aging infrastructure. Mr. Lovingood also explained that line #18 is a placeholder to be possibly used for the Asset/Inventory Project. Public Utilities Director Thomas clarified that Project #10 Vehicles is for a new Vactor Truck.

- C. Update; Public Utility Fund Revenues: Dennie Martin, WR Martin, stated the City's goal is to keep up with inflation and to maintain a margin of funds to allow the City to manage all of its capital outlay projects. Mr. Martin reported the Water and Sewer Phase 1 and Phase 2 projects were paid off this year and he reviewed the Water & Sewer Fund Cash Flow Summary. (Refer to attachment).

Next, Mr. Martin reported the February 2018 Consumer Price Index (CPI) for the Urban South is 2.1% and recommended a 1.5% increase in the City's water rates for FY2018-19 with the sewer rates to remain unchanged. It was noted the City is required to notify Caldwell County of any rate increases by April 1 each year and to also notify other municipalities that purchase water from the City.

Mr. Martin emphasized it was important for the City to continue to maintain its planning of projects plus take advantage of any available grant funding. He further suggested the City continue to build reserves for future projects because this step will reduce the City's principal debt.

Next, Mr. Martin and Public Utilities Director Thomas led a brief discussion regarding the ups and downs of federal funding.

Public Utilities Director Thomas reported Lenoir has remained in the top four municipalities for low water rates for the past several years and emphasized the City is trying to maintain a low rate for economic development.

Councilmember Rohr expressed his opposition to charging outside user's double rates.

Motion

Following a brief discussion and upon a motion by Councilmember Thomas, Council voted 7 to 0 to approve the recommended 1.5% water rate increase for FY2018-2019 as presented. The City's sewer rate remains unchanged.

City Manager Hildebran stated the FY2018-2019 budget would be prepared reflecting these increases and the City would notify all of its utility customers.

- D. Downtown Traffic Study; Ramey Kemp & Associates: Mr. Jay Clapp, Ramey Kemp & Associates, presented information regarding changing Harper Avenue and West Avenue to two-way traffic. It was noted two way traffic slows drivers down while maintaining the current one way traffic will continue to bring visitors into the downtown area.

Mr. Clapp further reported there are four (4) traffic signals on West Avenue and two (2) on Harper Avenue and asked Council for feedback upon removal of the signals. A general discussion was held regarding four-way stop signs. Mr. Clapp further reported Harper Avenue has sufficient room for a turning lane, while West Avenue does not.

Police Chief Brown stated the proposal has merit for certain aspects of the project, but from a safety standpoint, he has reservations. He also mentioned the issue of people running stop signs. Chief Brown requested Council keep the traffic signal located at the downtown square.

Fire Chief Hair emphasized the traffic change could create a turning issue

onto Harper Avenue for the Department and pointed out a raised crosswalk would also make it difficult for fire trucks to maneuver their fire apparatus over them when responding to calls.

Councilmember Rohr remarked the traffic change would result in less environmental issues, eliminate unnecessary traffic and distribute traffic more efficiently.

Next, Council discussed removing the traffic signals on Church Street, Boundary Street and West Avenue. It was noted there were sight distance issues at the intersection of Willow Street.

Mr. Clapp stated he would present a conceptual plan to Council in the near future which will include cost estimates and cost implications. He stated he will retain the signal at Main/West Avenue intersection and review the turning issue at the Fire Department.

- E. Unreserved Fund Balance: City Manager Hildebran reported the City's current Unreserved Fund Balance of \$7,222,443 which equals to 43.14%. Mr. Hildebran stated Staff would also review funding for capital improvement projects in the coming weeks.

(A copy of the Fund Balance report is attached to these minutes as information).

Mr. Hildebran shared, that at this stage in development, the proposed budget does not contain a tax increase or an increase in the City's solid waste fee.

- F. Financial Summary: Finance Director Bean presented the Financial Summary as of February 28, 2018. Director Bean reported the over/under balance in the General Fund is \$3,639,658.65, Downtown District (\$128,227.41), and Water & Sewer Fund \$2,950,360.02. Director Bean reported the City's revenue is on target and 61.27% of the budgeted sales tax has been collected to date. She stated the City is striving be conservative in order to remain on course for the budget year.

In addition, Director Bean reported the FY2018-2019 budget does not include a financing package and mentioned the City is working on reducing its current debt. She stated the City will experience a huge decrease in debt next year.

Next, Director Bean reviewed a list of items each Department has requested, but clarified the City would not be able to fund all of the items. She pointed out the items would either be funded as Capital Improvement Projects (CIP) or with other funding sources.

Note: Councilmember Rohr left the meeting at 10:20 a.m.

Councilmember Perdue restated he would like the City to compensate

employees that come up with cost saving ideas because it will send a strong message to citizens and employees. Currently, an employee is recognized, but the City is discussing additional types of compensation.

G. Outstanding Items: City Manager Hildebran reviewed a list of Outstanding Budget Items with Council as follows:

Outstanding Items

- 1) Workers Comp
- 2) General Liability
- 3) Health
- 4) Retirement System
- 5) Compensation/COLA

Current Commitments

- 1) PARTF Grant (Optimist/Mulberry Parks)
- 2) Hospital Avenue Sidewalk
- 3) Zacks Fork Range (Fence/Power)
- 4) North Main Streetscape/Milling/Paving
- 5) Downtown 2-way Traffic Study
- 6) Linkside Connector/Hotel Street
- 7) Whitnel Interchange W/S NCDOT Payment #3
- 8) NC 90 W/S NCDOT Relocation
- 9) LFD#3

CDGB

- 1) JE Broyhill Park
- 2) OVT/Rail/Trail Segment(s)

Possible Future Outstanding Items

- 1) Greenway Extensions
- 2) Downtown 2-way Street Conversions
- 3) City Hall Renovation/Annex
- 4) Smith Xroads Art
- 5) Strategic Foreclosures

Mr. Hildebran reported that bids may be received within the next thirty to sixty days for the proposed Fire Station No. 3 and bids may also be obtained next week for the construction of restrooms at J.E. Broyhill Park.

General Comments

Councilmember Perdue requested the City's tax history for a ten-year period and also requested information about bond procedures.

Mayor Gibbons also suggested the City address the issue of renovations to the former LHS Auditorium if we continue to use it.

Recreation Director Story reported the Lenoir High School Apartment

Complex may be renovating in the future and the upstairs restrooms at the auditorium may be able to be updated at the same time.

Mr. Hildebran asked if Council had any additional guidance regarding the development of the budget, but there were none received.

IV. ADJOURN

There being no further business, the meeting was adjourned at 10:35 a.m.

Attachments

Map-Signal Removal Request –Intersection of Norwood Street/McLean Drive

FY2018-2019 Budget Calendar

Water and Sewer Fund CIP

Water and Sewer Cash Flow Summary

Unreserved Fund Balance

Financial Summary (February 2018)

PROPOSED: 32

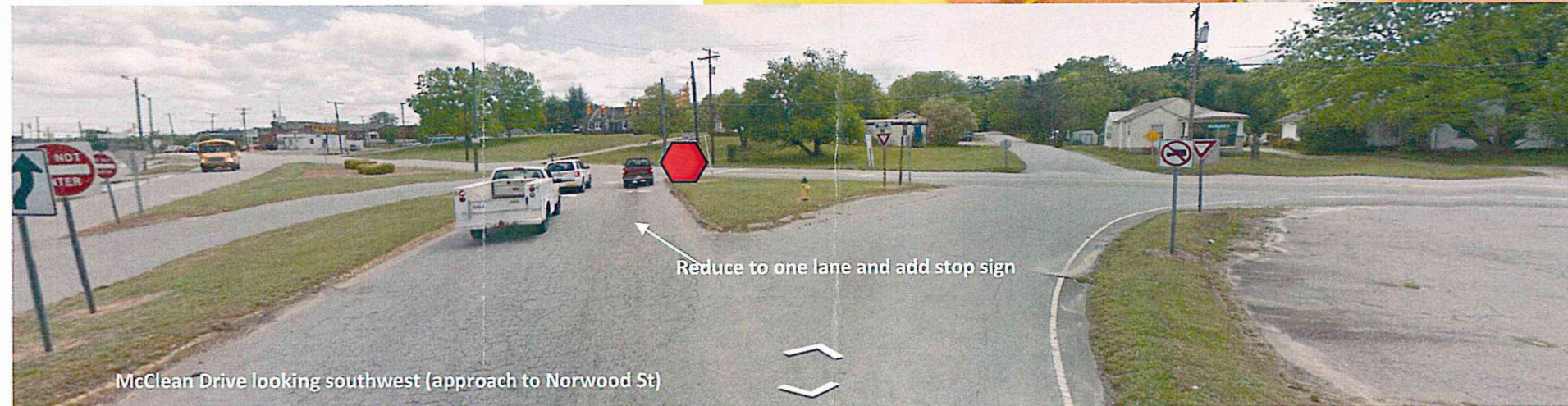
Light Removal at the intersection of Norwood St. and McClean Drive

NCDOT says this signal is no longer warranted based on the traffic counts. The signal is scheduled to be upgraded soon, which has a significant cost. Changes haven't been designed, but tentatively NCDOT thinks:

- A. No changes proposed to traffic N/S on Norwood Street. (free flowing traffic instead of forced to stop at light)
- B. No changes to N traffic from Norwood turning to stay on McClean Dr. (free flowing traffic in "slip lane")
- C. Rather than two lanes to accommodate queuing traffic waiting to turn left (south) coming from McClean Drive, reduce to one lane with a stop sign. (don't have to wait at light; navigate left turn when traffic allows)
- D. Retain right turn lane for traffic coming S from McClean Drive and wanting to turn right and go N on Norwood St. (Yield condition; same as today)
- E. Drivers coming south on Norwood and wanting to turn left to go north on McClean would have to navigate turning left when traffic allowed (same as today; except no stopping at a red light).

Other things to consider:

- If geometric improvements are required, could we potentially do some beautification/median improvements to coincide with the project?
- Curb repairs, general maintenance is needed.
- Whitnel could use some investment/attention.



CITY OF LENOIR
BUDGET CALENDAR
FY2018-2019

May 15, 2018	City Manager presents recommended budget to City Council. (City Clerk will have a copy of the proposed budget available for the public within five business days.)
May 17, 2018	Budget Work Session – 6:00 p.m., Third Floor, City Hall
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May 24, 2018	Budget Work Session – 6:00 p.m., Third Floor, City Hall *if necessary
June 5, 2018	Public Hearing for recommended FY2018-19 Budget at City Council Meeting at 6:00 p.m. Earliest possible date to adopt FY2018-19 Budget. (City Clerk will have a copy of the proposed budget available for the public within five business days.)
June 19, 2018	City Council
June 26, 2018	Committee of the Whole Meeting

TABLE 1
CITY OF LENOIR
WATER AND SEWER FUND
CAPITAL IMPROVEMENTS PLAN - MARCH 2018

PROJECT NUMBER	PROJECT LOCATION	COST	2018	YEAR 1 2019	YEAR 2 2020	YEAR 3 2021	YEAR 4 2022	YEAR 5 2023	YEAR 6 2024	YEAR 7 2025	YEAR 8 2026	YEAR 9 2027	YEAR 10 2028	YEARS 11+ 2029+
	WATER IMPROVEMENTS													
	DISTRIBUTION SYSTEM													
1	AUTOMATED WATER METER READING	4,800,000	400,000	400,000	4,000,000									
2	ZACKS FORK TO COTTRELL HILL WATER SUPPLY LOOP	880,000											880,000	
3	MAIN TRANSMISSION LINE FROM WATER TREATMENT PLANT - PHASE 1	5,350,000				60,000		5,290,000						
4	MAIN TRANSMISSION LINE FROM WATER TREATMENT PLANT - PHASE 2	9,830,000												9,830,000
5	WATER SYSTEM IMPROVEMENTS	3,845,000		35,000	3,810,000									
6	HAYES AVENUE LINE REPLACEMENTS	0												
7	WALT ARNEY ROAD LINE REPLACEMENTS	240,000					240,000							
8	US 321 / CONNELLY SPRINGS ROAD INTERCHANGE UTILITY RELOCATION-WATER	68,000	34,000	34,000										
9	MAYHILL AVENUE WATER LINE REPLACEMENT	250,000	250,000											
10	VEHICLES	662,000		42,000	150,000	44,000	60,000		58,000	48,000	70,000	140,000	50,000	
11	ARC FLASH STUDY - WATER TANKS AND BOOSTER STATIONS	25,000	25,000											
	BERNHARDT TREATMENT PLANT													
12	GENERATOR #2 AND ELECTRICAL SYSTEM LOOP	1,460,000					1,460,000							
13	ARC FLASH STUDY - WTP	33,000	33,000											
	WATER IMPROVEMENTS SUBTOTAL	27,443,000	742,000	511,000	4,150,000	3,914,000	1,760,000	5,290,000	58,000	48,000	70,000	140,000	930,000	9,830,000
	WASTEWATER IMPROVEMENTS													
	COLLECTION SYSTEM													
14	EAST HARPER AVENUE SEWER REPLACEMENT	460,000							460,000					
15	REHAB BLAIRS FORK OUTFALL	750,000							750,000					
16	GOLF COURSE SEWER REPLACEMENT	3,030,000							3,030,000					
17	CROSSROADS SHOPPING CENTER TO LENOIR GOLF CLUBHOUSE SEWER	2,430,000				2,430,000								
18	GUNPOWDER CREEK INTERCEPTOR REPLACEMENT													
19	US 321 / CONNELLY SPRINGS ROAD INTERCHANGE UTILITY RELOCATION-SEWER	104,000	52,000	52,000										
20	BOST LUMBER SEWER REPLACEMENT	150,000	150,000											
21	ZACKS FORK REPLACEMENT	1,700,000								1,700,000				
22	PENNTON TO HWY 18 SEWER	900,000						900,000						
23	VEHICLES	579,000		42,000		44,000	45,000			48,000				400,000
24	ARC FLASH STUDY - SEWER PUMP STATIONS	49,000	49,000											
	LOWER CREEK TREATMENT PLANT													
25	BIOSOLIDS IMPROVEMENTS	6,732,000		132,000	6,600,000									
26	SEPTAGE RECEIVING STATION / VACTOR DUMP	499,800		9,800	490,000									
27	GRIT SYSTEM IMPROVEMENTS	530,400		10,400	520,000									
28	ARC FLASH STUDY - WASTEWATER TREATMENT PLANTS	42,000	42,000											
29	OTHER LOWER CREEK WWTP NEEDS	5,360,000								60,000		5,300,000		
	WASTEWATER IMPROVEMENTS SUBTOTAL	23,316,200	293,000	246,200	7,610,000	2,474,000	945,000	0	4,240,000	1,808,000	0	5,300,000	0	400,000
	TOTAL	50,759,200	1,035,000	757,200	11,760,000	6,388,000	2,705,000	5,290,000	4,298,000	1,856,000	70,000	5,440,000	930,000	10,230,000

[illegible][illegible]

NEW OPERATING COSTS *												
WTP						35,000	36,050	37,132	38,245	39,393	40,575	41,792
LOWER CREEK BIOSOLIDS					45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344
NEW OPERATING COSTS	-	-	-	-	45,000	81,350	83,791	86,304	88,893	91,560	94,307	97,136

* CIP AND NEW O&M COSTS ESTIMATED BY MCGILL ASSOCIATES AND CITY STAFF.

CITY OF LENOIR WATER AND SEWER FUND
CASH FLOW SUMMARY - MARCH 2018

	ESTIMATE 2018	YEAR 1 2019	YEAR 2 2020	YEAR 3 2021	YEAR 4 2022	YEAR 5 2023	YEAR 6 2024	YEAR 7 2025	YEAR 8 2026	YEAR 9 2027	YEAR 10 2028
WATER ANNUAL OPERATING REVENUE	\$6,048,000	\$6,050,220	\$6,140,973	\$6,233,088	\$6,326,584	\$6,421,483	\$6,517,805	\$6,615,572	\$6,714,806	\$6,815,528	\$6,917,761
SEWER ANNUAL OPERATING REVENUE	\$3,248,000	\$3,250,220	\$3,298,973	\$3,348,458	\$3,398,685	\$3,449,665	\$3,501,410	\$3,553,931	\$3,607,240	\$3,661,349	\$3,716,269
WATER & SEWER ANNUAL NON-OPERATING REVENUE	16,000	12,000	15,000	19,000	21,000	22,000	22,000	22,000	22,000	22,000	22,000
WATER REVENUE INCREASE *		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
SEWER REVENUE INCREASE		0.0%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
WATER & SEWER NEW REVENUE		\$118,000	\$289,133	\$468,572	\$656,637	\$853,659	\$1,059,981	\$1,275,960	\$1,501,964	\$1,738,373	\$1,985,584
TOTAL REVENUE	\$9,312,000	\$9,430,440	\$9,744,080	\$10,069,118	\$10,402,906	\$10,746,807	\$11,101,197	\$11,467,464	\$11,846,010	\$12,237,250	\$12,641,613
WATER OPERATING EXPENDITURES	\$2,782,000	\$2,951,490	\$3,040,035	\$3,131,236	\$3,225,173	\$3,321,928	\$3,421,586	\$3,524,233	\$3,629,960	\$3,738,859	\$3,851,025
SEWER OPERATING EXPENDITURES	\$2,400,000	\$2,540,570	\$2,616,787	\$2,695,291	\$2,776,149	\$2,859,434	\$2,945,217	\$3,033,573	\$3,124,581	\$3,218,318	\$3,314,868
NEW OPERATING COSTS		\$0	\$0	\$45,000	\$81,350	\$83,791	\$86,304	\$88,893	\$91,560	\$94,307	\$97,136
CAPITAL OUTLAY	\$1,035,000	\$757,200	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
DEBT SERVICE	\$1,263,284	\$1,468,278	\$2,226,618	\$2,714,408	\$3,527,691	\$3,997,751	\$4,354,597	\$4,711,445	\$4,687,258	\$5,019,316	\$5,351,373
NET INCOME	\$1,831,716	\$1,712,902	\$1,560,640	\$1,183,183	\$492,543	\$183,904	-\$6,508	-\$190,682	\$12,650	-\$133,550	-\$272,788
UNRESTRICTED NET ASSETS	\$6,019,274	\$7,732,176	\$9,292,816	\$10,475,999	\$10,968,542	\$11,152,445	\$11,145,938	\$10,955,256	\$10,967,906	\$10,834,356	\$10,561,568
UNRESTRICTED NET ASSETS / TOTAL EXPENDITURES	80.5%	100.2%	113.6%	117.9%	110.7%	105.6%	100.3%	94.0%	92.7%	87.6%	81.8%
CAPITAL RESERVE FUND	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977	\$486,977
RESIDENTIAL INSIDE 5,000 GAL WATER CHARGE ^	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.26	\$27.81	\$28.37
RESIDENTIAL INSIDE 5,000 GAL WATER CHARGE ^	\$24.30	\$24.30	\$24.66	\$25.03	\$25.41	\$25.79	\$26.18	\$26.57	\$26.97	\$27.37	\$27.78

^ SAMPLE CHARGES DO NOT CONSIDER ROUNDING PROPOSED RATES UP TO NEAREST NICKEL.

* FEB 2018 CPI URBAN SOUTH IS 2.1%.

NEW DEBT:											
LOAN AMOUNT			6,600,000	7,250,000	7,890,000		5,940,000			5,300,000	
PAYMENT			SRF	443,386	494,246		381,034			356,243	
ANNUAL PAYMENTS			SRF	886,772	988,492		762,068			712,487	
RATE			3.00%	4.00%	4.50%		5.00%			6.00%	
TERM			20	10	10		10			10	
LOAN AMOUNT			4,000,000								
PAYMENT			244,627								
ANNUAL PAYMENTS			489,254								
RATE			4.00%								
TERM			10								



City Of Lenoir Fund Balances



	<u>2017</u>	<u>2016</u>		
Unreserved Fund Balances	\$7,222,443	\$4,554,559		
Fund Balance Percent	43.14%	25.33%		
Water Fund Transfers	\$0	\$0		
	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Unreserved Fund Balances	\$4,061,603	\$3,574,740	\$3,211,745	\$3,028,662
Fund Balance Percent	23.14%	21.90%	19.80%	18.75%
Water Fund Transfers	\$0	\$0	\$0	\$0
	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Unreserved Fund Balances	\$2,896,417	\$3,760,253	\$3,653,831	\$3,319,100
Fund Balance Percent	17.72%	23.59%	20.42%	21.18%
Water Fund Transfers	\$0	\$0	\$0	\$0
	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
Unreserved Fund Balances	\$3,188,151	\$2,285,977	\$2,024,965	\$1,797,042
Fund Balance Percent	20.48%	15.96%	12.62%	12.59%
Water Fund Transfers	\$0	\$0	\$86,371	\$582,020



City of Lenoir
Financial Summary
As of February 28, 2018



General Fund					
	2017 - 2018 Budget	2/28/2018	% of Budget	Change from Previous Year	2/28/2017
Total Revenue	\$ 16,605,509.00	\$ 14,283,794.13	86%	\$ 196,875.13	\$ 14,086,919.00
Expenditures	\$ 16,605,509.00	\$ 10,644,135.48	64%	\$ 262,596.40	\$ 10,381,539.08
Over/Under	\$ -	\$ 3,639,658.65		\$ (65,721.27)	\$ 3,705,379.92

Downtown District					
	2017 - 2018 Budget	2/28/2018	% of Budget	Change from Previous Year	2/28/2017
Revenues	\$ 183,827.00	\$ 1,603.70	1%	\$ 102.84	\$ 1,500.86
Expenditures	\$ 183,827.00	\$ 129,831.11	71%	\$ 13,660.75	\$ 116,170.36
Over/Under	\$ -	\$ (128,227.41)		\$ (13,557.91)	\$ (114,669.50)

Water/Sewer Fund					
	2017 - 2018 Budget	2/28/2018	% of Budget	Change from Previous Year	2/28/2017
Revenues	\$ 8,239,307.00	\$ 7,097,288.05	86%	\$ 1,336,564.81	\$ 5,760,723.24
Expenditures	\$ 8,239,307.00	\$ 4,146,928.03	50%	\$ (173,767.08)	\$ 4,320,695.11
Over/Under	\$ -	\$ 2,950,360.02		\$ 1,510,331.89	\$ 1,440,028.13

Tax Collections					
	2017 - 2018 Budget	Collections As Of 2/28/18	Percentage of Change	Change from Previous Year	Collections As Of 2/28/17
Ad Valorem Tax Collection - % of Budget		104%			103%
Sales Tax (January Deposits with adjustment for HB97)		\$ 2,250,599.99	3.26%	\$ 71,048.77	\$ 2,179,551.22
Sales Tax (January Deposits without adjustment for HB97)		\$ 2,118,963.75	3.10%	\$ 63,810.33	\$ 2,055,153.42
Sales Tax adjustment for HB97					
	2017 - 2018 Budget	Collections As Of 2/28/18***	Percentage Collected YTD		
Sales Tax adjustment for HB97	\$ 215,000.00	\$ 131,736.24	61.27%		

***7 months collections

**LENOIR CITY COUNCIL
TUESDAY, APRIL 3, 2018
6:00 P.M.**

PRESENT: Mayor Gibbons presiding. Councilmembers present were Beal, Perdue, Perkins, Rohr, Thomas and Willis. Also in attendance were City Manager Hildebran, City Attorney Blair and Planning Administrative Assistant Jackie Sigmon.

Note: Councilmember Perkins left the meeting at 6:15 p.m. and was not present to vote on any action items.

ABSENT: Councilmember Stevens.

I. CALL TO ORDER

- A. The meeting was opened by a moment of silence followed by the Pledge of Allegiance led by Mayor Gibbons.

UPDATE; CITY STAFF:

- B. On behalf of City Council, Mayor Gibbons asked everyone to keep Rex Cannon, spouse of City Clerk Shirley Cannon, in their thoughts and prayers as he continues to recover from additional surgery.

CONDOLENCES:

- C. Mayor Gibbons also asked everyone keep the family of retired Firefighter Gary Sanders, who recently passed away, in their thoughts and prayers.

SPECIAL RECOGNITION; FAIR HOUSING MONTH:

- D. On behalf of City Council, Mayor Gibbons presented a proclamation to Ms. Lauren Hart, Catawba Valley Realtors, proclaiming the month of April as "Fair Housing Month" throughout the City of Lenoir and Caldwell County.

A copy of the proclamation is hereby incorporated into these minutes by reference. (Refer to page 86).

Ms. Hart thanked the City of Lenoir on behalf of Catawba Valley Realtors Association for all they do to promote fair housing and home ownership. Ms. Hart gave the following snapshot of the real estate market as follows:

- a) Rates have stabilized
- b) Loan applications up 4.8% last week
- c) Average price for homes sold in Lenoir in the month of February is \$148,500
- d) Stated demand is high and inventory is low

Mayor Gibbons thanked Ms. Hart for the good report.

FY2017 ANNUAL REPORT; POLICE DEPARTMENT:

- E. Scott Brown, Chief of Police, presented an overview of the Department's Annual Report for FY2017. Highlights include property crime dropped 6%, violent crime decreased 6%, the communication Center answered over 37,000 calls, of which over 5,000 were 911 calls and processed over 43,000 CAD calls. Chief Brown pointed out the Department's biggest challenge is recruitment and mentioned they have four (4) vacancies. He encouraged anyone that was interested in working for a progressive and professional law enforcement agency to apply.

In addition, Chief Brown reported the Department recovered over \$300,000 in stolen property, \$177,000 in illegal drugs, and \$183,000 in drug related cash and property. The Department's recovery rate for stolen property is around 35%. Also, there were fifty-five (55) drug overdoses in 2017, three (3) drug related deaths (opioid). The drug Nalozone was used eighteen (18) times with fifteen (15) lives being saved and three (3) deaths.

Chief Brown proudly stated the Lenoir Police Department was recognized by the National Council for Home Safety and Security Safest Cities Organization. Lenoir is ranked the 4th safest among cities with populations of 16,000-20,000 residents; the 26th safest City by violent crime index; and the 40th safest City by property crime index. Chief Brown emphasized he was very proud to display the National Council for Home Safety and Security Safest Cities' seal on the Department's website and Facebook pages. The full report is available online at www.cityoflenoir.com.

On behalf of City Council, Mayor Gibbons thanked Chief Brown for the good report and for all the Department does daily for the City of Lenoir and its citizens.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

- A. Upon a recommendation by City Manager Hildebran, the following Consent Agenda items were submitted for approval:
1. Minutes: Approval of minutes of the City Council Meeting of Tuesday, March 20, 2018 as submitted.
 2. Tax Fund Releases: Approval of the submitted Tax Fund Releases for April 2018 in accordance with N.C.G.S. 105-381. (A copy of the tax fund releases is hereby incorporated into these minutes by reference. Refer to page 87).
 3. Bid Award; J.E. Broyhill Park Improvements Project: Staff recommends that Council award the low bid of \$68,956.06 to Roy Hall Construction for a new Restroom Facility at the J. E. Broyhill Park. (A copy of the bid tab is hereby incorporated into these minutes by reference. Refer to page 88).

Upon a motion by Councilmember Thomas, Council voted 5 to 0 to approve the above listed items on the Consent Agenda as recommended by City Manager Hildebran.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

FOOTHILLS REGIONAL AIRPORT

AUTHORITY: 1. The Foothills Regional Airport Authority will meet on Monday, April 4 at noon.

CRUISE-IN: 2. A Cruise-In will be held on Saturday, April 7 beginning at 4:00 p.m. in downtown Lenoir.

CITY/COUNTY SERVICES

COMMITTEE: 3. The City/County Services Committee will meet on Monday, April 9 at 11:45 a.m.

CALDWELL COUNTY ECONOMIC DEVELOPMENT

COMMISSION: 4. The Caldwell County Economic Development Commission will meet on Tuesday, April 10 at 8:00 a.m.

ABC BOARD: 5. The ABC Board will meet on Thursday, April 12 at 2:00 p.m. at Lenoir Store #1 located at 115 ABC Court.

NCDOT'S ANNUAL LITTER

SWEEP: 6. The NCDOT's annual Litter Sweep Campaign begins on Saturday, April 14 and ends on Saturday, April 28. Citizens are encouraged to participate.

PARKS AND RECREATION ADVISORY

BOARD: 7. The Parks and Recreation Advisory Board will meet on Monday, April 16 at 6:00 p.m. at the LHS Auditorium.

SPRING TRASH

BASH WEEK: 8. The Sanitation Division's Annual Spring Trash Bash Week will be held the week of April 16 through 20. The City of Lenoir is also conducting a contest to encourage residents and businesses to help keep Lenoir Litter Free. Additional information is available online at www.cityoflenoir.com. City Staff will participate in a Litter Free Lenoir NC on Monday, April 16.

MAYOR'S PRAYER

BREAKFAST: 9. Mayor Gibbons reported the annual Mayor's Prayer Breakfast in conjunction with the National Day of Prayer, is scheduled for Thursday, May 3 at 8:00 a.m. at First Baptist Church located at 304 Main Street in downtown Lenoir. Mr. John Cooper,

owner of Mast General Store, is the guest speaker. Tickets are \$10.00 and available at City Hall.

B. ITEMS FOR COUNCIL ACTION

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

NOTIFICATIONS; AUTHORITIES, BOARDS & COMMISSIONS:

- A. Mayor Gibbons announced to the general public a vacancy currently exists on the Lenoir Planning Board due to the resignation of Mattie Patterson and also on the Parks and Recreation Advisory Board due to the resignation of Lemuel Patterson.

Mayor Gibbons further announced the following list of individuals will be considered for re-appointment to serve on the City's Authorities/Boards/Commissions at the April 17 City Council Meeting:

Lenoir Business Advisory Board
Barbara Weiller

Board of Adjustments
James Bradshaw
Mac Martin
Tim Scobie

Mayor Gibbons also stated two (2) vacancies exist on the Board of Adjustments due to the resignation of Mattie Patterson and Merlin Perry. Mr. Perry will continue to serve as a member of the Planning Board. It was noted the members of the Planning Board serve on the Board of Adjustments.

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

CLOSED SESSION:

- A. Pursuant to N.C.G.S. §143-318.11(a), (5), and upon a motion by Mayor Pro-Tem Willis, Council voted 5 to 0 to enter into closed session to discuss a property acquisition.

OPEN

SESSION: B. Upon a motion by Councilmember Rohr, Council voted 5 to 0 to re-enter into open session.

X. ADJOURNMENT

- A. There being no further business, the meeting was adjourned at 6:45 p.m.



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

PROCLAMATION

FAIR HOUSING MONTH

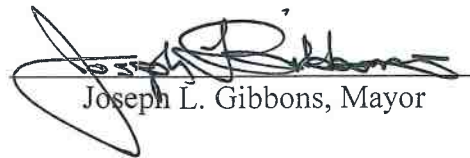
WHEREAS, April 11, 2018 marks the 50th anniversary of the passage of the U.S. Fair Housing Law, Title VIII of the Civil Rights Act of 1968, as amended, which enunciates a national policy of Fair Housing without regard to race, color, creed, national origin, sex, familial status, and handicap, and encourages fair housing opportunities for all citizens; and

WHEREAS, the Catawba Valley Association of Realtors is committed to highlighting the Fair Housing Law, Title VIII of the Civil Rights Act of 1968, by continuing to address discrimination in our community, supporting programs that will educate the public about the right to equal housing opportunities, and planning partnership efforts with other organizations to help assure every American of their right to fair housing.

NOW, THEREFORE, I, Joseph L. Gibbons, Mayor of the City of Lenoir, North Carolina, and on behalf of the Lenoir City Council, do hereby resolve that April 2018, being *Fair Housing Month*, begins a year-long commemoration of the U.S. Fair Housing Law in the City of Lenoir and urge all citizens to wholeheartedly recognize this celebration throughout the year.

Adopted this the 3rd day of April, 2018.

SEAL



Joseph L. Gibbons, Mayor

ATTEST:



Shirley M. Cannon, City Clerk



Tax Releases and Refunds				
April 2018				
Tax Releases				
Tax Payer	REF #	Tax Year	Amount	Reason
Lenoir Retail I, LLC	09118 1 20	2017	10,766.74	Property Tax Commission decision - Revaluation - Amount will be refunded upon approval - see attached
Tax Refunds				
Tax Payer	REF #	Tax Year	Amount	Reason
Superior Properties of Hickory LLC	#9139	2016	314.95	Overpayment
Jeffrey and Barbara Helton	#24047	2017	261.33	Overpayment
Wells Fargo Bank	#50849	2008	244.97	Release penalty and interest totaling due to closing issue

Minutes-City of Lenoir Council Meeting
Tuesday, April 3, 2018

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Request to approve bid to Roy Hall Construction of Lenoir, NC for a new Restroom Facility at J.E. Broyhill Park in the amount of \$68,956.06

II. Background Information:

This is part of the improvement plan at the park and is being funded with CDBG funds.

Bids: Roy Hall Construction \$68,956.06

Gary Dean Cornell \$71,830.72

Seagle Construction \$86,820.00

III. Staff Recommendation:

Staff recommends to approval the bid to Roy Hall Construction in the amount of \$68,956.06

IV. Reviewed by:

City Attorney:

Finance Director:

Public Works/Public Utilities Director:

Planning Director:

Recreation Director: Kenny Story

**LENOIR CITY COUNCIL
TUESDAY, APRIL 17, 2018
6:00 P.M.**

PRESENT: Mayor Gibbons presiding. Councilmembers present were Beal, Perkins, Rohr, Stevens, Thomas and Willis. Also in attendance were City Manager Hildebran, City Attorney Blair and Planning Administrative Assistant Jackie Sigmon.

ABSENT: Councilmember Perdue.

I. CALL TO ORDER

- A. The meeting was opened by a moment of silence followed by the Pledge of Allegiance led by Mayor Gibbons.

UPDATE; CITY STAFF:

- B. On behalf of City Council, Mayor Gibbons asked everyone to keep Rex Cannon, spouse of City Clerk Shirley Cannon, in their thoughts and prayers as he remains in the hospital.

**COMMENDED; CITY
STAFF; LITTER SWEEP:**

- C. On behalf of City Council, Mayor Gibbons expressed appreciation to all City employees who participated in the City's Litter Free Lenoir NC campaign in conjunction with NCDOT's Litter Sweep and for being such outstanding examples to the community. It was noted that 125 bags of debris and garbage were collected. Mayor Gibbons also thanked volunteers of Waterlife Church for participating in picking up 20 bags of trash on Greenhaven Drive.

City Manager Hildebran echoed the Mayor's comments about the 50+ employees who volunteered to participate in this event. He stated this exemplified their "Service Beyond Measure" commitment to the City of Lenoir and its citizens.

Public Information Officer Joshua Harris, encouraged residents to pick up litter anywhere in Lenoir, take a picture, and post with #LitterFreeLenoirNC on the City's website at www.cityoflenoir.com. There are great prizes including a one-year family membership to the Lenoir Aquatic and Fitness Center, smoke alarms, Google home mini, gift certificates to Fercott Fermentables and Chix with Stix.

**SPECIAL RECOGNITION;
BLUE RIDGE ENERGY:**

- D. On behalf of City Council, Mayor Gibbons presented a proclamation to Tyler Reece, District Manager, and Jeff Benfield, Operations Manager, Blue Ridge Energy, proclaiming Wednesday, April 18 as "National Lineman Appreciation Day" throughout the City of Lenoir and Caldwell County.

A copy of the proclamation is hereby incorporated into these minutes by reference. (Refer to page 92).

Mr. Reece and Mr. Benfield thanked City Council for the recognition and expressed appreciation for the linemen and what they do for the community.

Ms. Robin Nicholson, Duke Energy, was unable to be present at the meeting to accept the proclamation.

Mayor Gibbons thanked them for their great partnership with the City.

II. MATTERS SCHEDULED FOR PUBLIC HEARINGS

III. CONSENT AGENDA ITEMS

A. Upon a recommendation by City Manager Hildebran, the following Consent Agenda items were submitted for approval:

1. Approval of Purchase; 1411 College Avenue: Approval of purchase of an 0.520468 acre lot (NCPIN#274-954-3967, Parcel ID#06-44-3-2, located at 1411 College Avenue (between the former Depot building and Unity Park) and owned by North Carolina Direct, Inc. (c/o Timothy V. Wright) for the current tax value of \$14,400.00.
2. Proclamation; National Lineman Appreciation Day: Approval of a proclamation proclaiming Wednesday, April 18 as "National Lineman Appreciation Day" throughout the City of Lenoir and Caldwell County for the staff of Blue Ridge Energy and Duke Energy as requested by Robin Nicholson, District Director, Duke Energy.

Upon a motion by Councilmember Stevens, Council voted 6 to 0 to approve the above listed items on the Consent Agenda as submitted by City Manager Hildebran.

IV. REQUESTS AND PETITIONS OF CITIZENS

V. REPORTS OF BOARDS AND COMMISSIONS

VI. REPORT AND RECOMMENDATIONS OF THE CITY MANAGER

A. Items of Information

SPRING TRASH

- BASH WEEK:**
1. The Sanitation Division's Annual Spring Trash Bash Week will be held the week of April 16 through 20. Citizens are encouraged to participate. Note: The NCDOT's annual Litter Sweep ends on Saturday, April 28.

BOOTLEGGER 100

BIKE RACE: 2. The Bootlegger 100 Bike Race will be held on Saturday, April 21 beginning at 8:00 a.m. in downtown Lenoir.

PLANNING

BOARD: 3. The Planning Board will meet on Monday, April 23 at 5:30 p.m. at City Hall, Third Floor, former Council Chambers. The City Council Meeting of Tuesday, May 1 will also be held at City Hall due to early voting.

COMMITTEE OF THE

WHOLE: 4. The Committee of the Whole will meet on Tuesday, April 24 at 8:30 am. at City Hall, Third Floor, former Council Chambers.

GOOGLE GRAVITY

GAMES: 5. The annual Google Gravity Games are scheduled for Saturday, April 28 beginning at 9:30 a.m. in downtown Lenoir with the addition this year of Feet off the Street Fun Fest that includes inflatables, bungee jumping, music, cruise-in, food trucks and a NASCAR simulator.

MAYOR'S PRAYER

BREAKFAST: 6. Mayor Gibbons reported the annual Mayor's Prayer Breakfast in conjunction with the National Day of Prayer, is scheduled for Thursday, May 3 at 8:00 a.m. at First Baptist Church located at 304 Main Street in downtown Lenoir. Mr. John Cooper, owner of Mast General Store, is the guest speaker. Tickets are \$10.00 and available at City Hall.

CALDWELL IS

HIRING: 7. The annual Caldwell is Hiring Event is scheduled for Monday, May 7 beginning at 9:00 a.m. until 1:00 p.m. at the J.E. Broyhill Civic Center. Twenty companies are registered with over 1,500 jobs are available for interested candidates.

UPDATE; WESTVIEW STREET

SINKHOLE: 8. Jared Wright, Public Works Director, presented an update on the sinkhole on Westview Street. Director Wright stated the Street Department discovered the sinkhole while on a routine brush pick-up. The sinkhole is adjacent to a drainage structure that is approximately 17' deep and Staff is exploring options for trenchless repairs if possible or excavation.

Director Wright reported he met with a contractor prior to tonight's meeting to get a cost estimate for additional camera footage of the pipe. It was noted some deterioration was found inside the structure, but the pipe going across the road appears to be okay. Additional information will be submitted in the near future.

B. ITEMS FOR COUNCIL ACTION

SERVICE AGREEMENT; METERSYS ADVANCED METERING SOLUTIONS:

1. City Staff recommends City Council approve entering into a Service Agreement with Meter SYS Advanced Metered Solutions in the amount of \$29,730.00 to undertake Task Order 2, Solicitation and procurement for the metering reading system.

A copy of the agreement is hereby incorporated into these minutes by reference. (Refer to pages 93-106).

Upon a motion by Mayor Pro-Tem Willis, Council voted 6 to 0 to approve the Service Agreement between the City of Lenoir and Meter SYS as recommended by City Staff.

VII. REPORT AND RECOMMENDATIONS OF THE CITY ATTORNEY

VIII. REPORT AND RECOMMENDATIONS OF THE MAYOR

NOTIFICATIONS; AUTHORITIES, BOARDS & COMMISSIONS:

- A. Mayor Gibbons announced the City is still accepting applications for the vacant positions on the Lenoir Planning Board, Parks and Recreation Advisory Board and the Lenoir Business Advisory Board. He stated he plans to submit recommendations next month.

Mayor Gibbons recommended that Barbara Weiller be re-appointed to the Lenoir Business Advisory Board and James Bradshaw, Mac Martin, and Tim Scobie be re-appointed to the Board of Adjustments. These re-appointments were announced at the April 3 City Council Meeting. Mayor Gibbons further recommended that Leah Hamilton and Jeff Church, Planning Board members, also be appointed to fill the two vacant seats on the Board of Adjustments.

He reported that Merlin Perry is stepping down from the Board of Adjustments but will continue to serve on the Planning Board. It was noted the Mattie Patterson is retiring from both the Planning Board and Board of Adjustments.

Upon a motion by Mayor Pro-Tem Willis, Council voted 6 to 0 to approve all of the above listed board re-appointments and appointments as listed in paragraph 2 and as recommended by Mayor Gibbons.

IX. REPORT AND RECOMMENDATIONS OF COUNCILMEMBERS

X. ADJOURNMENT

- A. There being no further business, the meeting was adjourned at 6:26 p.m.

Shirley M. Cannon, City Clerk

Joseph L. Gibbons, Mayor



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA
PROCLAMATION

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

IN HONOR AND RECOGNITION OF

NATIONAL LINEMAN APPRECIATION DAY

WHEREAS, linemen are often first responders during storms and other catastrophic events, working to make the scene safe for other public safety heroes; and

WHEREAS, linemen work with thousands of volts of electricity high atop power lines 24 hours a day, 365 days a year, to keep electricity flowing; and

WHEREAS, linemen must often work under dangerous conditions far from their families to construct and maintain the energy infrastructure of the United States; and

WHEREAS, linemen put their lives on the line every day with little recognition from the community regarding the danger of their work; and

WHEREAS, the City of Lenoir further recognizes and honors the significant and dangerous work of all the dedicated line work support personnel, engineering staff, work management group and vegetation management (tree) crews,

NOW, THEREFORE, I, Joseph L. Gibbons, Mayor of the City of Lenoir, and on behalf of the Lenoir City Council, do hereby proclaim Wednesday, April 18 as "*National Lineman Appreciation Day*" throughout the City of Lenoir and Caldwell County and urge all citizens to thank the linemen and supporting staff of Blue Ridge Energy and Duke Energy for all they do for our citizens that enables us to enjoy health, safety, comfort and quality of life every day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Lenoir, North Carolina to be affixed this the 17th day of April, 2018.

SEAL

Joseph L. Gibbons, Mayor

ATTEST:

Shirley M. Cannon, City Clerk





City of Lenoir Public Utilities - Task Order 2

Scope of Work: AMI Technology Procurement



MeterSYS
703 West Johnson Street
Raleigh, North Carolina 27603
844.881.8685
www.MeterSYS.com

**Master Services Agreement Exhibit A
Task Order Approval Worksheet**

Task Number	Approval Date	Issued By																
Col2018-1		Andy Honeycutt																
Program Name	Program Description	MS Workbook Reference																
City of Lenoir Utility Advanced Metering	Procurement of AMI Technologies for the City of Lenoir Public Utilities Department	2018.06.002																
Task Cost	Start Date	Target Completion Date																
\$29,730*	4/16/18	08/15/18																
Resources and Rates Assigned	Task Milestone Summary from Scope of Work																	
Andy Honeycutt \$175 Lauren Brown \$150 Cassius Williams \$130 Rodger Sauls \$125 Lisa Nguyen \$110 Alfre Wimberley \$85	<table border="0"> <tr> <td>I. Requirements Analysis</td><td>\$2,960</td></tr> <tr> <td>II. RFP Development</td><td>\$5,950</td></tr> <tr> <td>III. RFP Solicitation and Management</td><td>\$5,770</td></tr> <tr> <td>IV. Response Evaluation</td><td>\$5,640</td></tr> <tr> <td colspan="2"><u>Authorization to Proceed</u></td></tr> <tr> <td>V. Solution Negotiation</td><td>\$2,480</td></tr> <tr> <td>VI. Terms and Conditions Processing</td><td>\$4,020</td></tr> <tr> <td>VII. Contract Award and NTP</td><td>\$2,900</td></tr> </table>		I. Requirements Analysis	\$2,960	II. RFP Development	\$5,950	III. RFP Solicitation and Management	\$5,770	IV. Response Evaluation	\$5,640	<u>Authorization to Proceed</u>		V. Solution Negotiation	\$2,480	VI. Terms and Conditions Processing	\$4,020	VII. Contract Award and NTP	\$2,900
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<u>Authorization to Proceed</u>																		
V. Solution Negotiation	\$2,480																	
VI. Terms and Conditions Processing	\$4,020																	
VII. Contract Award and NTP	\$2,900																	
Task Scope Summary: In coordination with the City Team, develop detailed requirements aligned with feasibility analysis and include in Request for Proposals document. Issue RFP and represent City in all aspects of procurement efforts including bidder responses, tabulations, shortlisting, and due diligence. Upon approval of City to proceed, negotiate with preferred vendor for best pricing, terms, and conditions, and finalize contract documents.																		
Schedule of Values: Refer to Project Scope of Work. <i>*Total Task Order value includes reimbursement of mileage and City authorized expenses. The Total Task Order Value does not include a commission of 25% of total savings for vendor contract value negotiated reductions.</i>																		
<table border="0"> <tr> <td>Delivered by _____</td> <td>Date _____</td> </tr> <tr> <td>MeterSYS</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Approved by _____</td> <td>Date _____</td> </tr> <tr> <td>City of Lenoir, NC</td> <td></td> </tr> </table>			Delivered by _____	Date _____	MeterSYS				Approved by _____	Date _____	City of Lenoir, NC							
Delivered by _____	Date _____																	
MeterSYS																		
Approved by _____	Date _____																	
City of Lenoir, NC																		

Exhibit B Assumptions

Assumptions related to in-scope services and/or components include:

- The project starting target will be on or about April 16, 2018. MeterSYS and the City project team members will work onsite at City facilities and/or MeterSYS facilities to support the engagement as needed to meet project schedules and milestones with a target completion date for Task 2 of August 15, 2018.
- The project scope contained within this proposal is based on a general understanding of the City metering environment and is consistent with other projects in both size and scope. As the proposal task pricing is fixed, any adjustments to scope will require an amendment of scope and pricing. Additionally, any delays resulting from internal resource constraints, vendor responsiveness, decision-making, or other conflicts beyond the control of MeterSYS will impact project costs and schedule.
- The City will make available to the firm all relevant information so that a comprehensive assessment may be performed. This information shall be provided in a timely manner to not adversely influence the approved project plan and schedule.
- The City will appoint a Project Lead for the City whom will serve as the primary point of contact for the MeterSYS throughout the engagement. The Project Lead will assist in organizing the participation of staff, management, and stakeholders as needed. The Project Lead will facilitate the operational planning process and the achievement of goals and objectives of the project.
- The City and its project sponsors and team members will assume a proactive role in actively participating in project objectives, milestones, and defined project responsibilities.
- The City will provide a timely decision-making, issue resolution and escalation process to prevent delays in the progress of the project. The City project team will be empowered to make critical and necessary decisions to expedite resolution of issues.
- Over the course of the project, the City will provide adequate working facilities, and support equipment such as telephones, photocopiers and internet access for the team members and consultants onsite.

Exhibit C

Task Order Summary Worksheet

MeterSYS Task Worksheet: City of Lenoir

[illegible]

**Total Task Order value includes reimbursement of mileage and City authorized expenses. The Task Order Value does not include an allowance for commission of 25% of total savings for vendor contract value negotiated reductions.*

Exhibit D Scope of Work

The following activities summarize the Scope of Work to be performed by MeterSYS for the City of Lenoir related to solution procurement for advanced metering. The MeterSYS team has supported utilities across the southeast in feasibility analysis, procurement, and project management for advanced metering projects. Our methodologies applied for the recruitment and selection of advanced metering technologies ensures the City of Lenoir will engage a metering partner that best reflects the requirements for City utility operations.

Through this process, MeterSYS will provide all coordination and support of bid packet development and issuance as well as the review, shortlist processing, selection, and contracting. Our team will be coordinating with members of the Selection Committee appointed by the City throughout the process.

The following summarizes the major categories of the procurement implementation plan for the City of Lenoir:

Vendor Bid Solicitation

Solutions Requirements Analysis	30 Days	\$2,960
RFP Development and Authorization for Issuance	45 Days	\$5,960
Proposal Solicitation, Specifications Q&A Processing, Compliance Oversight	45 Days	\$5,770
Response Evaluation, Scoring, Shortlisting, Vendor/Due Diligence, Weighted Vendor Selection	30 Days	<u>\$5,640</u>
Subtotal		\$20,330
Notice to Proceed- Contracting (Requires City Approval)		
Preferred Solution Negotiation	15 Days	\$2,480
Vendor/City Contract Terms and Conditions Development	15 Days	\$4,020
Contract Award and Notice to Proceed	15 Days	<u>\$2,900</u>
Subtotal		\$9,400
Total		\$ 29,730*

**The Task Order value in the amount of \$29,730 does not include direct reimbursable expenses including mileage and other travel related expenditures. The total Task Order value is subject to approval by the City to proceed with vendor negotiation and contracting and, therefore, is contingent on City direction for consulting work beyond vendor solicitation in the amount of \$20,330.*

The Task Order value does not represent an applicable 25% commission for all reductions in vendor bid unit costs resulting from the efforts and negotiations of MeterSYS team members without any deviations in products or services presented in the original proposals from vendors.

Procurement Program Work Plan

MeterSYS recently completed a Feasibility Analysis that provided the business case for the City to pursue the adoption of AMI to provide enhanced customer service, real-time data analytics, and automated meter reading for the utility. After receiving approval from City Council to move forward with procurement, MeterSYS offers the support of our key project management experts to guide the City through RFP creation, through implementation. Our Procurement Services are designed to provide advisory services that will augment internal City resources.

Solution Selection Program of Work - Task Order 2



MeterSYS aims to minimize staff resources and have designed a requirements worksheet and feedback approach to refining our already robust RFP document and can confidently create this using the results of the analysis that can then be further refined by the collective team through in-person work sessions. Our approach is to promote transparency and competition, while reducing exposure and risk to the City, and we operate as extension of City staff through this process, ensuring all procurement regulations are complied with and serving as an advocate for the City.

MeterSYS provides:

- ✓ Refinement of contract stipulations to tailor RFP draft to City requirements and requests
- ✓ Development of requirements for software functionality and integration points
- ✓ Management of vendor communications and outreach
- ✓ Facilitate site visits, vendor presentations, and other ancillary evaluation activities as directed by the City
- ✓ Development of custom grading matrix and evaluation procedures for the City of Lenoir
- ✓ Negotiated cost and contract terms with selected vendor

Step 2- RFP Development, Issuance, and Response Review

Effective advanced metering is the result of detailed requirements determination specific to the operational and financial requirements of the City. Requirements define the unique functionalities of meter equipment, AMI networking, meter data management, and detailed customer data access applied to utility goals.

SYSTEM REQUIREMENTS

Minimum Criteria

Any Vendor submitting a proposal must satisfy the following minimum criteria. Proposals which do not demonstrate compliance with the minimum criteria will not be considered. Check all requirements met under proposal and note any requirements remaining unchecked on the exceptions section of the response.

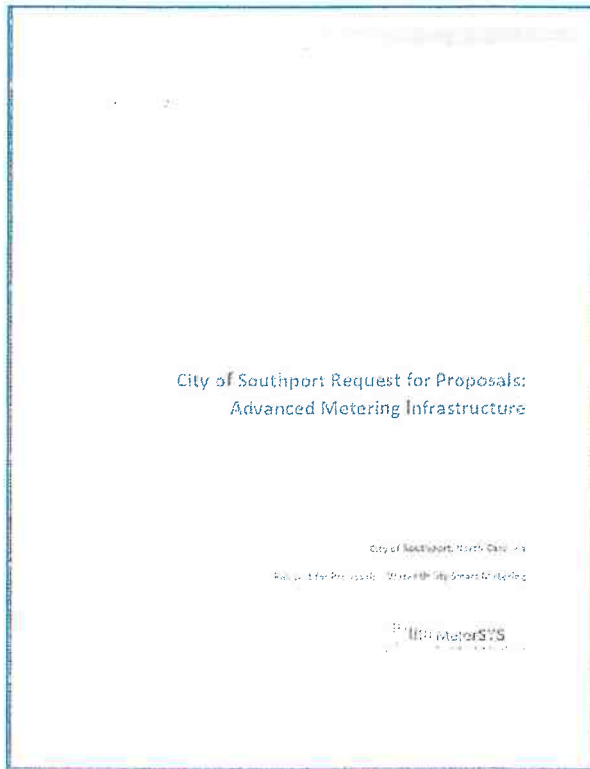
- ☐ The proposed system must operate as a point to point (star) or cellular communication. No mesh RF type systems will be accepted.
- ☐ The proposed system shall be fully two-way all the way to the metering endpoint, allowing for reading and programming of the endpoint remotely.
- ☐ The proposed AMI system must have future capabilities of being able to communicate with and operate a remote shut-off valve.
- ☐ The proposed system must provide for leak detection on the customer side, and help support leak detection capabilities on the distribution side.

The actions of this Step articulate City utility objectives for:

- ✓ Professional Services (Program Management, Engineering & IT Services, Installation Services, etc.)
- ✓ Hardware (Water Meters, Radio Endpoints, AMI Network, Remote Disconnect, Leak Sensor, IoT)
- ✓ Software (Licensing, Servers, Storage, etc.)
- ✓ Annual Maintenance and Support

- **Identify Requirements**

- Business operations
- Systems and applications (software)
- Meter specifications
- Systems integration planning
- Installation and quality controls
- Network Design
- Meter Data Management functions and customer portal access



- **RFP Development and Authorization for Issuance**

- **Proposal Solicitation, Specifications Q&A Process, Compliance Oversight**

- **Response Evaluation, Scoring, Shortlist, Vendor/Design Due Diligence**

Building detailed specifications that represent the City's requirements for operations, performance quality, meter data management, training, implementation and service support

Actively recruit qualified vendors responsive to requirements and bid specifications authorized by the City. Respond to bid inquiries and requests for clarification. Ensure bid process is successfully executed compliant with statutes and local purchasing requirements.

Vendor Q&A, Evaluate RFPs, Cost Normalizing, Short List Interviews, Reference Checks

Step 2: Vendor Selection and Contracting

MeterSYS solicitation of qualified bid responses containing the following:

- Vendor Contracting Samples
- Testing Phase / Project Scope Approach
- Application Architecture
- OpEx and CapEx Detailing
- Bid Exceptions Analysis
- Project Schedule Compliance
- References and Qualifications
- Technical Sheets
- Corporate Stability/Market Presence

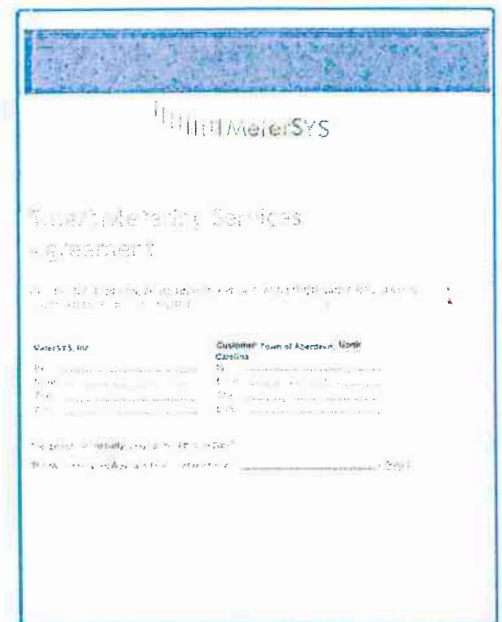
		Section Weight	Total Points (1-4)	
Score 1 (Top 2 Determine Short List)	Evaluation Section/Factor			
	Proposed Design	60	4	230
	Integrated Meter/Endpoint Solution with 2-wire	20	4	80
	Network Design (Minimized Infrastructure is Preferred)	15	4	60
	MDMS and Customer Portal	10	4	30
	System Functional Expandability/Future Technology	5	4	20
	Equipment Specs / Warranty Info/ Exceptions	5	4	20
	Installation Qualifications	5	4	20
	Similar Projects / Experience	10	4	30
	Pricing	30	4	120
Total Score 1		100		380
Score 2	Oral Presentation	10	4	40
	References/Site Visits	20	4	80
Total Score 2				120

Actions During RFP Process

- Legal/Purchasing Review(s)
- Evaluation Committee formation: Selection Criteria/Process Development
- Cost Normalizing and Weighted Criteria Matrix Development
- Response Due Diligence/Validation
- Shortlisting and Interviews
- Final Offering Negotiations

Vendor Contract Negotiations

- Focus efforts in vendor due diligence, bid comparison analysis, price and asset negotiations, and best value determinations
- Typical 30-60 day vendor contracting and client approval cycle
- Must contain clear SOW and strong performance Significant oversight required to define software and meter/network installation terms and conditions
- Negotiations include defining future operational costs, training quality, and warranty management processes.



Task Descriptions:

- **Vendor Contract Terms and Conditions Development**
Articulate mutually accepted T&Cs and performance requirements in contract document.
- **Contract Award and Notice to Proceed**
Facilitate utility formal award of contract and execution of contract document. Issue notice to proceed and develop initial project timeline that will serve as basis for project plan.

AUTHORIZATION BY METERSYS:

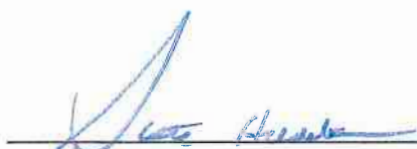
The scope of work contained in Task Order 2 as noted herein is authorized by:

Andy Honeycutt, Managing Director
MeterSYS

Date

ACCEPTANCE BY THE CITY OF LENOIR:

Task Order 2: Procurement Services- Advanced Metering



Authorized Representative
City of Lenoir

4/18/2018

Date

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act"



City of Lenoir Finance Officer

4-18-18

Date

Exhibit E Future Phase III – Project Management Services

Project Management

Technology projects of this type require significant capital investment by the utility which reinforces the critical importance that the City's advanced metering conversion project managed by an experienced and focus team of metering professionals dedicated to the evaluation and deployment of metering systems for water utilities. Predictability and quick response issue resolution coupled with experienced implementation with meter vendors and distributors creates a continual improvement culture through the project manager to the project team. For the City, it will be vitally important for the success of the project to engage a project manager that is dedicated to advocacy for the water utility in all aspects of the project implementation plan and is experienced in working with public utilities for compliance and public/customer service. Effective project management includes the following elements of accountability:

Project Planning: Development of a detailed project plan, which is used to guide and control all tasks and services associated with the project. The project plan identifies each individual task via a detailed work breakdown structure that includes the level of effort required to complete tasks, a timeline for completion of tasks, dependencies (predecessor and successor relationships), responsible party (vendor, client, etc.) and the current status of each task.



Beaufort County Water Department - Task Order 2
Scope of Work: AMI Implementation Project
Management

Project Communications: Creating and maintaining open communications among all stakeholders and vendors is critical to success. Effective project management will lead formal, re-occurring status meetings with the core team members to ensure that the project tracks to the milestones set forth in the project plan. Additionally, the project manager is in constant communication with various project participants, following up on action items and work products, and fielding questions on a daily basis.

400 MeterSYS

400 MeterSYS
11/17/2018 10:00 AM
11/17/2018 10:00 AM
11/17/2018 10:00 AM

MeterSYS utilizes several administrative tools to communicate program status and these tools assist in initiating and tracking projects, capturing data, storing and sharing project documents, maintaining schedules, scheduling events, reporting results and publishing documentation related to each project and task.

Records/Document Control: Effective project management demands the necessity of document control for accountabilities, goal tracking, regulatory compliance, and archival purposes and is managed generally through a document control system that requires contributors to submit to the check-in/check-out process. Change control is strictly enforced and a team member (typically the project coordinator) is responsible for handling documents. Each document is identified, and every version of each document must pass through this person.

Client-based Advocacy and Internal Reviews: The Project Plan requires the review process in order to keep projects on target and the goals of the client in the forefront. The Project Manager conducts an

internal review to ensure that scope, costs and timeline are being managed appropriately. Documents are submitted for team review to ensure completeness before being submitted to management for final review and approval. Each document is reviewed by the Management Team and Executive Team to ensure completeness and accuracy.

Program Communications: For the City, internal and external communications will be a key aspect of the planning and execution plan for advanced metering. The organizational culture will define the criteria by which both groups receive information, the format for communication, the frequency of information shared, the level of detail required, and special considerations such as conservation initiatives supported by the program, costs and benefits of the capital project, customer service advantages, and billing accuracy.

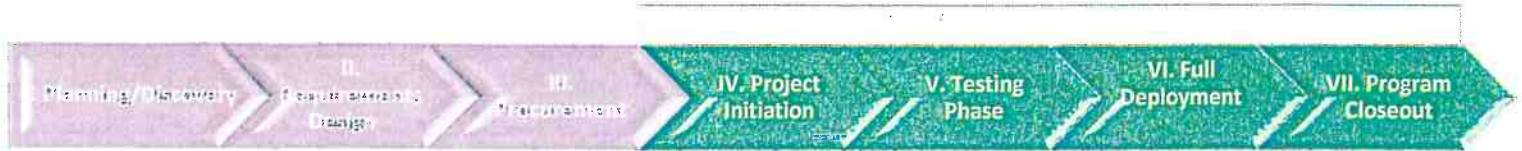
A detailed communications plan will be developed in cooperation with Utility staff and involves press releases, website project information, privacy and security, RF safety, solution benefits, notification of meter change, information sheets, and product specification information.

Technology and Systems Interfacing: AMI systems will potentially interface with other City information systems and always with the utility billing module. Prior to installation, a coordinated effort is made between the project manager, the meter vendor, and the billing software company to develop specific requirements and data transfer interfaces for uploading the Customer Information System (CIS) into the Meter Data Management System (MDMS) for reading, alerts flagging, and alarms. Most of the read data quality control is performed in the MDMS before downloading back to the CIS for billing. Additionally, the manual work order processes within the City will require coordination to determine the business process for field service orders and other activities that may be tracked in MDMS but ultimately should tie back to CIS.

Information Technology planning for AMI involves identification of business processes that will use AMI data, defining the information required, establishing data definitions and standards, determining which systems will store master data for radios and meters, and defining the system architecture. Protocols for synchronizing databases, handling and resolving data anomalies, ensuring cybersecurity, backing up and archiving data, installing and testing software patches and upgrades, developing and testing new applications, and maintaining operating systems and servers, are all part of IT planning for AMI.

Installation Management and Performance Indicators: For the City, installation management tied to performance indicators will drive compliance with rigid requirements for route acceptance and ultimately system acceptance upon completion of install. These checkpoints and management efforts will limit the number of unplanned occurrences and provide quantifiable measurements for field customer complaints and issues, troubleshooting and non-reporting radios, non-standard installation management, retro-fitting options, meter pit and vault issues, production rates against the project plan, equipment inventory controls, network optimization, and CIS data discrepancies. The project plan for implementation and installation management includes four key actions:

Project Management Program of Work - Task Order 3



Step IV: Project Initiation and Team Infrastructure Development - This Step is the official “kick-off” of the Implementation Phase and the critical foundation for an effective deployment and operation. Step 1 engages City Staff, the Meter Vendor, the Distributor, the Installer, and the Project Manager through collaborative project planning, milestone scheduling, roles and responsibilities, and project “housekeeping.” Goals of this step include:

- Project infrastructure development (Team Infrastructure Development, Project Plan Acceptance, Communication Planning)
- Define work flows and work order management procedures
- Development of the **Project Execution Plan**: Governing document on how an AMI Project will be managed

Step V: Testing Phase - The majority of the project complexities occur during the testing phase. This action challenges through implementation the roles of each team member, compliance with project contract service levels, effective integrations, and proper equipment lead-time management.

- Develop and test the connectivity between a small number of test meters, the AMI Headend and the meter data managementsystem
- Order and test integration with utilitybilling

Step VI: Full Deployment - Once the system functionality and new business processes have been tested, verified, and accepted, deployment of hardware can begin on a large scale.

- Full system functionality is available with acceptance gates to release devices into the automated billing process
- Full Deployment is typically managed as a formal construction project with the intent to minimize interruption to daily operations

Step VII: Program Closeout - To ensure the Utility is capturing the return on its AMI investment, a Project Closeout program is implemented to track the benefits the organization is realizing from the AMI system as well as track project financials and deliverables against the vendor agreements. This program will inform on the performance of the organization and the system; identifying strengths and areas for improvement. The Utility can then utilize this information to make operational adjustments to ensure performance.

Develop / Implement Performance Measurement System

- Translate Assessment Goals and Objectives into KPIs
- Define KPI collection and transfer process
- Develop appropriate PMS Dashboard/Reporting system

Step VIII: Post- Deployment System Management Services- The most important period of transition for advanced metering occurs after the technology solution has been deployed. This time presents a unique opportunity for the organization to track effectiveness of training, efficiencies gained through automation, and proper systems settings for realized field occurrences.

Summary:

The City is not engaging in a meter replacement project, but rather a major change management program of work that influences all aspects of the metering and billing process. Through City investments, the Utility will make significant technological enhancements to field and back-office operations, which will have significant positive impacts to Finance, IT, Public Works, and Customer Service, as well as asset and resource management. The proposed City of Lenoir AMI project has a 24-month timeline, which will benefit greatly from having continuity of resources and focused delivery, best achieved through a competent and dedicated project management team that specializes in AMI technology delivery. MeterSYS is prepared to dedicate project management resources for the entirety of the AMI program of work and is committed to achieving system performance and providing project financial management, ultimately delivering an AMI solution that is sustainable.

The MeterSYS team applies our procurement and project management methodologies consistently in order to achieve predictability of selection and installation for optimal performance of the AMI system. We have established a true *best practices* environment through our firm's vast experience providing a diverse set of project management services to clients. It is the overarching goal of each project managed by MeterSYS to seek cooperative solutions between the vendor, the installation/construction team, operational staff, and utility management, while always representing the interests of the utility. MeterSYS has significant experience and a proven track record in crafting and executing these cooperative solutions, with efforts that are designed to achieve the highest return of service for the investments made by the City on behalf of its citizens and customers.

The City of Lenoir AMI Implementation will involve multiple vendors with independent and often competing objectives. MeterSYS has the combined program management expertise to oversee these variables and will be responsible for ensuring the necessary solutions are implemented through effective program management. By combining our team's wealth of industry knowledge and Project Management Institute (PMI) approaches, we will reduce the organization's overall program risk. MeterSYS provides the City with structured Program Management to ensure that all project components are executed in an organized fashion. Our goal is to deliver a high-performing AMI metering system on schedule and within the program budget, while limiting the impacts to the City's internal staff during the 2-year project schedule.

About MeterSYS

Contact Information/ Company Officer	Andy Honeycutt, President and Managing Director 703 W. Johnson Street, Raleigh, NC 27603 (910) 690-7734
Business Focus	MeterSYS provides public water and electric utilities with full feasibility, procurement, and project implementation services with advanced metering technologies. Our Metering as a Service (MaaS) advanced metering solution services provide the client and the utility customer with the highest metering accuracy and reliability, desired operational efficiencies, advantageous operational data, and defined service levels performed by professional and highly trained staff.
Company Information	Honeycutt Consulting Group, LLC. DBA MeterSYS A North Carolina company organized in 2015 Company Headquarters: 703 W. Johnson Street, Raleigh, NC 27603
Services	Advanced Metering: Feasibility Design Procurement Project Management Business Process Analysis Capital Financing Systems Analytics Support System Management
Company Goal	To promote advanced metering technology adoption for small and mid-sized water and electric utilities and the partnership for design, build, finance, operate and maintain (DBFOM) between MeterSYS and the public utility.
Banking	First Bank, Southern Pines, North Carolina Bank of America, Pinehurst, North Carolina
Insurance and Bonding	UTICA Insurance
Legal	Brooks Pierce 115 North 3rd Street, Suite 301 Wilmington, NC 28401 T 910-444-2010 F 336-232-9061 http://www.brookspierce.com

Re-Appointment

Foothills Regional Airport Authority (for consideration of approval on May 1)

Charles Thomas 2-year term

Announcement of New Appointments (for consideration of approval on May 15)

Parks and Recreation Advisory Board

Daryl Lipford 3-year term

Planning Board

Lemuel Patterson 4-year term

Lenoir Business Advisory Board

Jennifer Indicott 3-year term

CITY OF LENOIR

AFTER ACTION MEMO

To: Department Heads/Division Superintendents

From: Scott Hildebran, City Manager

Date: Wednesday, May 2, 2018

Subject: Action taken by City Council on Tuesday, May 1, 2018.
Review all information to ensure that your department maintains
action taken by City Council.

- ✓ On behalf of City Council, Mayor Joe Gibbons presented a proclamation to Radford Thomas, Public Utilities Director, proclaiming the week of May 6 – 12 as “Celebrate Drinking Water Week” throughout the City of Lenoir and Caldwell County.
- ✓ On behalf of City Council, Mayor Joe Gibbons presented a proclamation to Jared Wright, Public Works Director, proclaiming the week of May 20- 26 as “National Public Works Week” throughout the City of Lenoir and Caldwell County.
- ✓ On behalf of City Council, Mayor Joe Gibbons presented a proclamation to Scott Brown, Chief of Police, proclaiming the week of May 13 -19 as “Peace Officers Memorial Week” throughout the City of Lenoir and Caldwell County.
- ✓ On behalf of City Council, Mayor Joe Gibbons presented a proclamation to Scott Brown, Chief of Police, proclaiming the month of May as “Motorcycle Safety and Awareness Month throughout the City of Lenoir and Caldwell County.
- ✓ City Council adopted an Ordinance amending the Lenoir City Code, Appendix A, Article IV, as related to Manufactured Home Regulations.
- ✓ City Council approved the minutes of the Committee of the Whole Budget Work Session on Tuesday, March 27, 2018 as submitted.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, April 3, 2018 as submitted.
- ✓ City Council approved the closed session minutes of the City Council Meeting of Tuesday, April 3, 2018 as submitted.
- ✓ City Council approved the minutes of the City Council Meeting of Tuesday, April 17, 2018 as submitted.
- ✓ City Council re-appointed Charles Thomas to serve a two-year term on the Foothills Regional Airport Authority as recommended by Mayor Gibbons.
- ✓ Mayor Gibbons presented the following board appointments which will be considered for approval at the May 15 City Council Meeting.
Jennifer Indicott-Lenoir Business Advisory Board
Daryl Lipford – Parks & Recreation Advisory Board
Larry Smith – Planning Board

- ✓ The following events for the month of May were highlighted:
- The annual Mayor's Prayer Breakfast is scheduled for Thursday, May 3 at 8:00 a.m. at First Baptist Church located at 304 Main Street NW in downtown Lenoir. Mr. John Cooper, owner of Mast General Store, is the guest speaker. Tickets are \$10.00 and available at City Hall.
 - The annual Senior Games are scheduled for Friday, May 4 at the Aquatic & Fitness Center.
 - A Cruise-In event will be held on Saturday, May 5 at 4:00 p.m. in downtown Lenoir.
 - The annual Caldwell is Hiring Event is scheduled for Monday, May 7 beginning at 9:00 a.m. until 1:00 p.m. at the J.E. Broyhill Civic Center. Twenty companies are registered with over 1,500 jobs available for interested candidates. The City of Lenoir is participating in this event.
 - The Caldwell County Economic Development Commission will meet on Tuesday, May 8 at 8:00 a.m.
 - The Lenoir Business Advisory Board will meet on Thursday, May 10 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.
 - The Rotary Cycle to Serve event will be held on Saturday, May 12 beginning at 8:30 a.m. in downtown Lenoir.
 - The City/County Services Committee will meet on Monday, May 14 at 11:45 a.m.
 - Peace Officers' Memorial Day will be observed on Tuesday, May 15.
 - A Budget Work Session is scheduled for Thursday, May 17 at 6:00 p.m. at City Hall, Third Floor, former Council Chambers.