

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, SEPTEMBER 27, 2022
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Update; Public Services – Radford Thomas, Public Services Director

1. RFQ for Engineering Design Services; Finley Area Water Improvements Project: Based upon our review, Staff recommends approval to negotiate a Service Agreement with McGill Associates of Hickory, NC, for the engineering services required for the design and construction of the Finley Area Water System Improvements Project stipulated by the final approval of the funding the project by the NC Division of Water Quality.
2. Authorizing Resolution; Stormwater Planning Grant: Staff recommends approval of the proposed resolution authorizing the City Manager and Finance Director to execute and file the Stormwater Planning Grant application with the NC Department of Water Infrastructure for the project (City of Lenoir Stormwater Planning Project) as described within the authorizing resolution.

B. Update; Public Works/Public Utilities

IV. COMMUNITY DEVELOPMENT

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, September 8. Minutes of the meeting will be submitted. Kaylynn Horn, Main Street & Economic Development Director, will present a report of current projects.

B. Planning Board: The Planning Board is scheduled to meet on Monday, September 26 at 5:30 p.m. Jenny Wheelock, Planning Director, will present an update on the meeting and current projects.

1. Update; West End and Whitnel Area Plan

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, September 19 at Mulberry Recreation Center. Minutes of the meeting are submitted as information. Kenny Story, Parks & Recreation Director, will present updates on current activities.

V. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

1. August Financial Summary
2. Fee Increase; Water & Sewer Taps: Staff recommends City Council approve the increase in Water and Sewer Tap Fees as submitted. (Please refer to the Proposed Water and Sewer Tap Fees Increase Chart as included in the agenda packet.)
3. Title Changes: Staff recommends City Council approve title changes to be effective October 1, 2022 as submitted. (Please refer to the chart as included in the agenda packet.)
4. Horticulture Specialist Position: Finance Director Donna Bean will discuss the position of a Horticulture Specialist for the City of Lenoir's Public Works Department.
5. Travel Policy: Staff recommends City Council approve the Travel Policy for the City of Lenoir to be effective October 1, 2022 as submitted.
6. Upgrades; IT Infrastructure & Financial Software: Staff recommends City Council authorize the upgrades to the IT Infrastructure and Financial Software at a cost of \$200,000.00 as submitted.

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

1. August Communications Report

VI. PUBLIC SAFETY

A. Update; Police Department – Brent Phelps, Police Chief

B. Update; Fire Department – Ken Hair, Fire Chief

VII. OTHER

A. October Calendar

- B. Closed Session: Pursuant to N.C.G.S. §143-318.11(a),(3), City Council will enter into closed session to discuss Attorney/Client Privilege.

VIII. ADJOURN

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Public Utilities – Finley Area Water System Improvement Project Request for Qualifications for Engineering Services

Background Information: The City has been approved for \$6.3 million in State Capital and Infrastructure Fund (SCIF) funding that the City plans to utilize to make improvements to the Finley area water distribution system. The project has been submitted to NCDEQ Division of Water Infrastructure for consideration and we are waiting for final approval. The City, as a condition of the funding award, is required to advertise and receive Request for Qualifications (RFQ) for the engineering services to design, permit and administer the construction of the project. A copy of the advertisement that was published is attached. In an effort to move forward more quickly with this project, we chose to move forward with the RFQ process prior to project approval by DWI.

The City received proposals from two engineering firms (along with one “no submittal” response) stating their qualifications, experience and references related to the nature of the work that is required for this project. Those responding were:

McGill Associates – Hickory, NC

Mattern & Craig – Hickory, NC

After review, it is clear that both firms are well qualified based upon their submittals. However after reviewing the proposals with City staff, it is believed that McGill Associates is the best qualified firm for the work required for this project at this time.

- II. Staff Recommendation:** Based upon our review, staff recommends approval to negotiate a service agreement with McGill Associates of Hickory, NC for the engineering services required for the design and construction of the Finley Area Water System Improvements stipulated by the final approval of the funding for the project by DWI.

III. Reviewed by:

City Attorney: _____

Finance Director: _____

Public Works/Public Utilities Director: _____



September 12, 2022

Radford Thomas, Public Utilities Director
City of Lenoir
801 West Avenue NW
Lenoir, NC 28645

RE: Statement of Qualifications
Finley Area Water System Improvements

Dear Radford:

McGill Associates, PA (McGill) understands that with the aid of the recently received American Rescue Plan Act (ARPA) funding, the City of Lenoir will be able to proceed with important upgrades and improvements to the Finley area water system. As you know, our team understands the importance of the proposed water distribution system improvements that will resolve the water pressure issues currently experienced by the area and are eager to assist.

The City of Lenoir has been a valued client and partner to McGill for many years, and we have enjoyed our working relationship with the City on past projects. We are excited for the opportunity to submit this Statement of Qualifications (SOQ) to continue our collaboration with Lenoir on the Finley area water project. Please consider the key points below regarding McGill's experience and ability to perform this work:

- Having worked with the City of Lenoir for many years, we have a unique background and understanding of the City's water system and public utilities department. Our initial work on this project, including the Capital Improvements Plan and Preliminary Engineering Report, provides the knowledge necessary for this project.
- We consider Lenoir to be one of our most valued clients. Our services to the City have been addressed in both large and small design challenges, as well as timely and reliable planning for strategic projects.
- With a history of achieving successful results within the required project schedules, we are committed to achieving the same results for the City on this project.
- McGill team members have the background, experience, and necessary resources for your project. We are confident that our qualifications, knowledge of water system modeling and design, experience with water system upgrades, and overall approach are reflective of our ability to successfully complete the project.

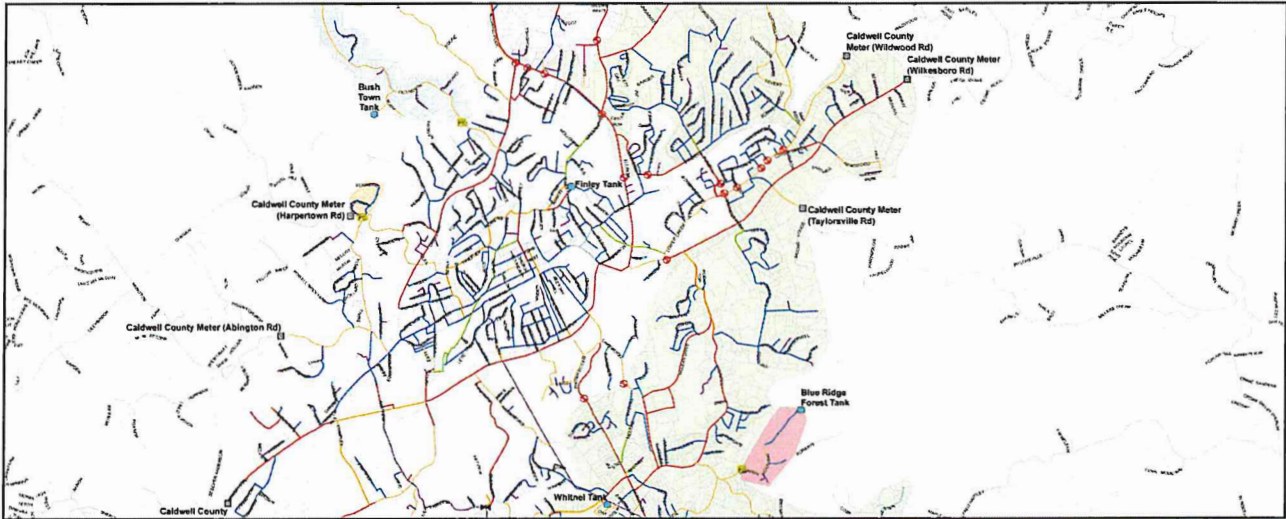
Finally, we are sincere in our desire to continue serving Lenoir and to helping you achieve success on this project. If you have any questions, please do not hesitate to contact me by phone at 828.328.2024 or by email at doug.chapman@mcgillassociates.com. Thank you for your consideration.

Sincerely,
MCGILL ASSOCIATES, PA

A handwritten signature in blue ink, appearing to read 'Doug Chapman'.

DOUG CHAPMAN, PE
Vice President / Regional Manager

02 | Statement of Services



McGill has enjoyed a long working relationship with the City of Lenoir for many years and is very familiar with the water system and City staff.

Client Familiarity

McGill takes great pride in its continuing and positive relationship with the City of Lenoir. This successful relationship began decades ago and has progressed through many important water and wastewater projects, as well as other recreation, public works, and public finance endeavors. Our collective experience in Lenoir represents a dynamic success factor for completing City infrastructure projects. We are thoroughly familiar with the City's water and sewer systems, objectives, leadership, management, operational staff, and community values.

Our services to the City have addressed both large and small design challenges, as well as timely and reliable planning for strategic projects, including critical projects at the raw water intake and water treatment plant. This mixture of experience has resulted in a working relationship and familiarity that is based on trust, professionalism, and integrity.

Understanding of Project Needs

We understand that the water system in the Finley area of the City experiences low static and residual pressures. The Finley Water Tank, a ground-level storage tank, is located in a densely populated area where many residences are positioned at an elevation that is at or near the same elevation as the base of the tank. Consequently, when water pressures are already marginal under true static conditions, any increase in demand causes a proportional reduction in system pressure. In some cases, these higher demands occurring during diurnal peak demand periods can cause substantial pressure drops in the Finley area.

The areas surrounding the Finley Water Tank experience low pressures (less than 30 psi) due to their proximity to the tank. The West End area, which encompasses Corpening Place, Hillcrest Street, and Willow Street approximately a mile west of Finley Tank, experiences low static pressures (less than 40 psi) and low residual pressures (less than 20 psi) under fire flow events due to the higher elevations. The City's water model confirms low static and residual pressures.

The proposed water system improvements will generally include a 150,000-gallon elevated water tank, a duplex booster pump station, over 15,000 linear feet (LF) of water lines and water line replacements, 180 water service reconnections, 23 fire hydrants, and all related appurtenances. The existing ground level Finley Water Tank would supply water to the new booster station and elevated tank to serve the new pressure zone. Two pumps, piping, valves, gauges, and controls would be enclosed in a booster pump station structure. A new 12-inch water main will route water from the tank to supply the new pressure zone, while allowing the existing Whitnel pressure zone to remain active for the surrounding areas.

The proposed project will allow nearby customers to be served directly from the proposed elevated tank. New water lines and replacement water service connections will be installed along portions of many streets in the area as part of the comprehensive water improvements. Further, many existing water lines will be disconnected from the existing system and connected to the proposed water lines to join the new pressure zone.

Design and Technical Approach

McGill understands the challenges associated with the design and construction of this project. Having completed the State Revolving Fund (SRF) funding application and preliminary planning, our team is thoroughly familiar with the water system mapping and modeling in the area. McGill will be able to expedite design by beginning preliminary design and surveying concurrently. Our engineers will review the location of existing facilities, utilities, and easements that may influence the location, design, or function of the improvements.

When addressing water system improvements in an established pressure zone, proper and thorough design analysis is critical. McGill will perform field flow and pressure measurements at fire hydrants throughout the area under normal and higher flow

demands. Field data will be incorporated into the City's water model and analyzed in detail with the proposed project elements. The proposed tank elevation and booster station pumping conditions will be confirmed from field topographic survey and water modeling results. The new pressure zone parameters and pressure increase impacts will be reviewed in detail with City public utilities staff before commencing design plans.

Design Development

Our team will thoroughly review the proposed project area, as conflicts with existing utilities must be evaluated early in the design phase. Proper coordination with City staff and other utility owners is vital to the project's success, and our team will prepare a preliminary alignment and proposed water facilities for review with City staff.

The project drawings and specifications, including construction details, technical specifications, and all pertinent funding documents, will be prepared and submitted for City review. Our team will meet with the City at key milestones to resolve any questions related to the plans and specifications and make revisions, as necessary. We will also prepare applications for required state, federal, and local regulatory approvals and permits pertaining to water system improvements, erosion control, and coordination with other utility companies, as required. We will incorporate regulatory review comments into the documents before bidding.



Our background with the Lenoir water system ranges from water studies to water treatment plant improvements.

Bidding and Award

McGill will prepare complete bidding and construction document packages for the project, including the advertisement, instruction to bidders, bid proposal, bid bond, notice of award, agreements, performance bonds, payment bonds, insurance certificates, notice to proceed, general conditions, special conditions, funding requirements, technical specifications, and other funding-related documents. McGill will also manage the bidding process. Our staff will:

- Coordinate bidding activities with the City
- Coordinate the bid advertisement
- Conduct the pre-bid conference
- Distribute bid packages to prospective bidders
- Respond to bidder inquiries
- Prepare all necessary addenda and distribute to all planholders
- Attend the project bid opening, tabulate contractor bids, review bids for accuracy, and review the contractor's bid documents for eligibility and completeness
- Provide a letter of recommendation to the City concerning award of construction contracts
- After award, notify the successful bidder, and request bonds and insurance certificates
- Schedule, prepare, and conduct a pre-construction conference with the City and the contractor(s)

Construction Phase Services

When addressing water system improvements in a developed area and established pressure zone, we understand the sensitive nature of performing work in a proper manner. Proper notification to local residents and businesses prior to beginning work is critical. Our design and construction administration personnel will take measures to inform individual property owners and the community about project schedules and specific events that might affect their properties, including construction dates, when driveways might be disturbed, or when utility services might be disrupted.

McGill proposes to perform all construction phase services for the project. We will:

- Prepare conformed contract documents
- Conduct progress meetings with the contractor
- Review shop drawings
- Issue all client instructions to the contractor and interpret the requirements of the contract documents
- Interpret the general intent of the project plans, specifications, and contract documents to ensure that the City is protected against defects and deficiencies in construction
- Review contractor pay requests and make recommendations for payment based on progress and performance
- Review all requests for change orders from the contractor and secure approval, as applicable from the City



- Observe construction activities, as necessary, to ensure conformance with project plans and specifications
- Submit final engineering certifications to appropriate agencies
- **Assist with commissioning the new water facilities and pressure zone**
- Prepare and submit record drawings to the City
- Provide a certification of completion and recommendation of final acceptance
- Prior to the approval of final payment to the contractor, conduct final review of all construction and accompany the owner on an observation prior to the approval of final payment to the contractor
- Expedite all warranty corrections required of the contractor

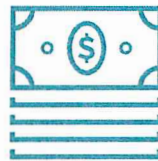
Communication

We recognize the value in completing projects as urgently as possible but never at the expense of design compromise or client satisfaction. All project activities are planned and implemented according to an accurate and proven project schedule and supported by a structured approach to project management and reporting. We continuously focus on collaborating throughout the project with the City and its partners to achieve the desired results and foster constructive working relationships with all parties involved.

McGill is very familiar with the funding requirements associated with the project, having been part of many funded infrastructure projects in the past. We will render prompt decisions on technical matters to assist in maintaining compliance with funding requirements. McGill's culture, which is guided by the key principles of providing superior service and continuing successful partnerships, will encompass all work performed on the proposed project.

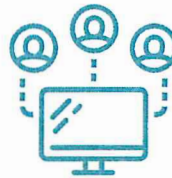
Project Management Approach

Our experience has led us to develop and embrace a standardized approach to project management. Your project manager stays in tune with every aspect of the project, as well as in touch with each person or team involved. McGill has standardized systems in place and tools to keep each aspect of the project on track.



Financial

Our highly trained managers use Deltak Vision software to track progress relative to scope and schedule.



Communication

Microsoft Teams unifies communication and collaboration among our staff.



Technical

McGill staff use cloud storage for all files, as well as the latest software programs for design.



Internal Expertise

Practice areas across the firm keep our projects running smoothly. We have in-house resources to address the majority of issues we may encounter during the life of a project.

Randy W. Beckner
 Bradley C. Craig
 Wm. Thomas Austin
 James B. Voso
 Chad M. Thomas
 Jason A. Carder
 Brian R. Newman



Edwin K. Mattern, Jr. (1949-1982)
 Gene R. Cress (1935-2014)
 Sam H. McGhee, III (1940-2018)
 Stewart W. Hubbell (Retired)
 J. Wayne Craig (Retired)
 Michael S. Agee (Retired)
 Steven A. Campbell (Retired)
 Randy L. Dodson (Retired)

September 12, 2022

Mr. Radford Thomas, Public Services Director
 City of Lenoir
 801 West Avenue NW
 Lenoir, NC 28645

RE: Finley Area Water System Improvement Project

Dear Mr. Thomas,

Mattern & Craig (M&C) is pleased to submit the information herein to the City of Lenoir in response to your request for statements of qualification to provide engineering services for the Finley Area Water System Improvements project. We are confident that our team is well-suited to meet your expectations and needs. As Senior Project Manager of this project, I will orchestrate staff responsibilities from our Hickory office. Our engineers are licensed professional engineers in the State of North Carolina and have good ethical and professional standings with the Office of the Secretary of State. M&C is registered with the Office of the Secretary of State and NC Board of Registration (NC License # C-1154).

We understand the City seeks to utilize American Rescue Plan Act (ARPA) funding to undertake the proposed water system improvements. We have monitored the progress of the ARP legislation and the evolving scope and requirements for projects funded by the plan, including the most recent guidance provided by the NCLM. We are prepared to assist the City in grant administration if required.

We are confident that selecting M&C will provide the City with the following key benefits:

- **Deliver a fast-track approach:** Our years of personal and professional experience working with similar utility contracts. This experience, combined with our breadth of service types and a solid commitment to quality control, will allow us to deliver quickly on your project assignments.
- **Commitment to you as a top, priority client:** We have the capacity with our Team to immediately dedicate the necessary staff and resources to focus on and complete your assignments quickly.
- **Understanding the process to succeed:** A sound approach developed for each project is the foundation of success. Our personnel are well-versed in scoping responsible, cost-effective projects.

In conclusion, we value the opportunity to continue our working relationship with the City of Lenoir. We will commit the necessary resources to complete your project skillfully, economically, and within the project schedule you will ultimately require. We welcome any opportunity to discuss our qualifications further and answer any questions. If you have any questions regarding this submission, please do not hesitate to contact me via email at brnewman@matternandcraig.com or by telephone at 828.855.2233.

Sincerely,
 MATTERN & CRAIG, INC

Brian Newman, PE
 Senior Project Manager



Section 1

Statement of Services

Project Management / Quality Control

M&C will be responsible for the management and administration of the team. Brian Newman, P.E. will serve as Project Manager and will be the direct point of contact between the project team and the City staff. As with all of our projects, a project-specific schedule will be developed by the Project Manager at the onset of the work and will be monitored as the project progresses.

Randy Beckner, P.E. will serve as Principal-In-Charge on the project. Being a Principal in the firm, Mr. Beckner can ensure that proper resources are allocated to this project to guarantee the work is completed on time and on budget. As the project progresses, M&C will perform QA/QC reviews to ensure the accuracy and quality of the design such as calculation checks, plan progress reviews, and independent evaluations. We also plan to utilize remote software tools and networked project filing to share information between team members to City Staff. This approach maintains consistent communication & project coordination during the design development of the project in order to meet the M&C team's main objective - to act as an extension of the City staff and provide knowledgeable, qualified professionals to guarantee the success of the project.

Project Approach

We anticipate that the project duration will take up to an estimated 24 months and that the scope of work will proceed according to a plan following the general structure of the Standard EJCDC Agreement Provisions and General Conditions. In summary, the overall scope will generally include three (3) principal design phases and three (3) bid and construction phases as noted in the RFQ. They are a Report Phase, a Preliminary (Permitting) Phase, a Final Design Phase, a Bidding and Negotiation Phase, a Construction Phase, and a Post-Construction Phase.

A1.01 Engineering Report Phase - 2 Months

As part of the water tank replacement project, M&C will begin the project with a series of project scoping meetings with the City of Lenoir Water Department staff. The goal of these meetings is to establish a clear expectation of what is required and how the entire project should be implemented to minimize service disruptions while fitting within the site boundaries. The initial project kick-off meetings will include the City Staff and any Operators; all affected regulatory and permitting agencies, and any other stakeholders potentially affected by the project construction. As part of this process, M&C will work with each party to discuss conditional goals using multiple criteria including initial cost, maintenance cost, service life, minimal service disruption, as well as construction sequencing, and contract time to completion.

A1.02 Preliminary Design Phase - 4 Months

M&C will coordinate with the City on the selection of the preferred alternative from the Engineering Report Phase and evaluate the alignment of the ARPA grant funding with the project cost estimate. Once we establish good project alignment to these goals and stay within budget, M&C will facilitate the submittal for ARPA and DWR for review of the project recommendations. If approved, M&C will await the City to confirm funding and following the release of funds, a notice to proceed with the design. M&C will then proceed with the Preliminary Design Phase. During this Phase, we will complete the following:

- Prepare environmental documents (NEPA) for Categorical Exclusion, if required
- Assist the City with obtaining any necessary Federal or State permits.
- Complete geotechnical investigations and review findings to establish final design criteria,
- Revise project concepts and prepare preliminary drawings and outline specifications.
- Execute topographic field surveys, location and utility mapping, and aerial surveys as needed.
- Review utility conflicts and coordination of work with other utilities affected by the design.
- Establish DTM, right-of-way lines and boundaries for property/easement consideration.
- Update the opinion of probable construction cost from the preliminary design plans.
- Assist Owner with total estimated project costs; re-evaluate alignment of the project budget.



A1.03 Final Design Phase – 6-8 Months

Once the decision and agency approval of the preferred alternative is completed, M&C will proceed from the Preliminary to the Final Design Phase. The M&C team will be prepared to translate the preliminary design into a final design to produce a set of construction plans for the water tank replacement project.

- Coordinate the foundation design with final geotechnical recommendations,
- Evaluate the project design layout with respect to survey and permitting requirements.
- Prepare Final Construction Plans including erosion & sediment control plans.
- Prepare technical specifications and construction plans to be included in the bid package
- Prepare all project contract documents with any and all ARPA provisions and procedures
- Furnish final revised sets of construction plans and contract documents required for submission to State Federal regulatory agencies for final permitting and approvals.
- Update the opinion of probable construction costs based on the final plans and specifications.
- Submit required copies of the contract documents, including plans and specifications, to the City and NCDEQ for final approval certification and signatures.
- Prepare easement plats and legal descriptions based on the final design
- Assist the City in any property negotiations, if required.

A1.04 Bidding or Negotiating Phase – 2 Months

- Assist the City with Advertisement and Bidding,
- Complete plans distribution, and respond to questions through addenda.
- Conduct a pre-bid conference and the bid opening.
- Assist the City with Bid Evaluation and Negotiation, as required.
- Issue recommendation of contract award and complete contracts.

A1.05 Construction Phase Services – 4-6 Months

Subsequent to a Contractor being selected for the project, the M&C team has the capability to assist the City as needed during the construction phase of the project allowing this project vision to come to life. Personnel from M&C can provide all Construction Administration and Construction Engineering Inspection (CEI) Services with direct, in-house personnel. The following services will be completed in accordance with ARPA requirements:

- Conduct the Pre-Construction Conference.
- Review/approve shop drawings and other data submitted by the Contractor.
- Respond to Requests for Information (RFI) submitted by the Contractor.
- Provide resident or periodic construction engineering inspection services by CEI personnel upon authorization by the City. Inspection services will include the following:
 - An experienced and qualified inspector(s) will be provided during the construction phase to review and observe the work of the Contractor.
 - Serve as a field liaison between the City, the Contractor, and the design team and will attend project meetings under the supervision of the Engineer. The CEI project representative will report directly to the Engineer.
 - Review and observe all fieldwork, approve payment quantities, determine the acceptability of work items, etc. for compliance with the approved contract documents.
 - Keep a log describing the activities and construction progress of the Contractor.
 - Maintain, with assistance from the Engineer, records of deviations from the contract documents.
- Provide periodic site visits by principals, project engineers, or other staff members to observe the work in progress and make appropriate reports to the City, as required.



- Conduct monthly meetings with the City and ARPA to review progress
- Assist Contractor with schedule reviews and coordinating future work.
- Issue any change directives or review change orders and completion schedule changes.
- Prepare and issue any approved and authorized change orders to the contract.
- Review and verify monthly payment requests submitted by the Contractor.
- Provide construction stakeout services.
- Provide materials testing services, including concrete testing services, paint testing services, and fabrication shop inspection services as requested to assure proper quality control.

A1.06 Post-Construction Phase – 2 Months

- Make a substantial inspection of the project and issue the Contractors Punchlist
- Complete a final inspection of the completed project with the City and Contractor.
- Upon full and satisfactory completion of all required construction tasks, issue a Certificate of Substantial Completion and acceptance.
- Upon acceptance, compile all required ARPA project documentation for review/audit.
- Prepare all information for a complete set of record documents for the City & NCDEQ
- Complete final acceptance, payment, and warranty phase services
- All project administration and closeout according to City of Lenoir and NCDEQ program requirements
- Issue all conforming information and closeout according to ARPA requirements in both hard copy and digital formats to the City and NCDEQ to complete the project administration record.

Project Coordination and Grant Administration Assistance

During the construction period, the M&C team also has the capability to assist the City as needed to aid the coordination of documentation required for the administration of the ARPA grant and project coordination amongst all parties. **Personnel from M&C can provide the services required to support the City's grant administrator.**

Keys to Your Project Success

In order to meet the City's objectives and expectations for orderly progression and completion of the work, we believe it is critical to follow a detailed project schedule developed during the scoping phase of a project. Once the schedule and expectations are set, the successful execution of the project is dependent on good communications, project management, and quality control and assurance.

Since communication is the critical component to the success of a project, it is our policy to assign a single project manager, supported by a Principal-in-Charge, as the primary contact with the City and to be completely responsible for maintaining the project progress and schedule. Continuity and consistent client contact are the keys to your project's success. **Our success has always remained dependent on your success and the ability to develop trust and commitment by delivering high-quality engineering services to our client. You are our priority.**

Thomas, Radford L

From: Recil Wright <recil@wrightandassociates.us>
Sent: Wednesday, September 7, 2022 10:40 AM
To: Thomas, Radford L
Subject: RE: RFQ Finley Area Water System Improvements

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Radford, I really appreciate the invite, but we are not going to be able to submit on the project.

Recil Wright | Wright & Associates

Address | 209 1st Avenue South, Conover, NC 28613

Phone | 828-465-2205

Cell 828 910 9416

www.WrightAndAssociates.us

From: Thomas, Radford L <rlthomas@CI.LENOIR.NC.US>
Sent: Friday, August 26, 2022 12:12 PM
To: Recil Wright <recil@wrightandassociates.us>
Subject: RFQ Finley Area Water System Improvements

Good morning.

Please see the attached ad and RFQ for the Finley Area Water System Improvements in Lenoir. Please let me know if you have any questions. Thank you for your interest.

Radford

Radford L. Thomas
Director of Public Services
City of Lenoir
828-757-2219 (o)
828-394-1148 (fx)
www.cityoflenoir.com

LENOIR
PUBLIC UTILITIES



AFFP

RFQ- Engineering Design Service

Affidavit of PublicationSTATE OF NC }
COUNTY OF Caldwell SS

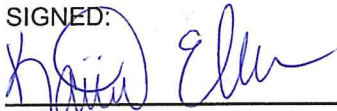
Kaitlin Eller, being duly sworn, says:

That she is AD MANAGER of the Lenoir News Topic, a daily newspaper of general circulation, printed and published in Lenoir, County, NC; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

August 27, 2022

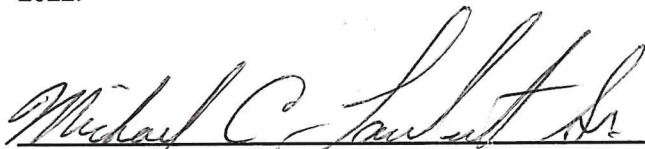
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



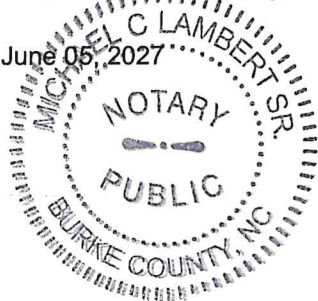
AD MANAGER

Subscribed to and sworn to me this 27th day of August 2022.



Michael C. Lambert Sr., NOTARY Burke, County, NC

My commission expires: June 05, 2027



00004614 70449170

CITY OF LENOIR
PO BOX 958
LENOIR, NC 28645

**RFQ- Engineering Design
Services for City of Lenoir,
NC – Finley Area Water
System Improvement Project**
Scope of Work:

The City of Lenoir (City) is requesting Statements of Qualifications from engineering firms to evaluate their professional civil engineering qualifications in accomplishing the subject project in accordance with this Request for Qualifications (RFQ). The City has received ARPA funding that will be utilized to improve the distribution system in the Finley area of the City. The improvements will include water line replacement, booster pump installation, valve installation and construction of a water tank that will improve the pressure and water flow in the defined project area. One requirement of the funding program is to request qualifications for engineering services for which the ARPA funds will be used. The City reserves the right to waive any and all informalities in the selection process and also reserves the right not to award the project. It is the City's intent to award one contract for these services. The City reserves the right to accept a firm that is most advantageous to the City. Selection will be made based on evaluation factors of past performance and experience with municipal public utilities systems, experience with similar projects, and professional personnel. Each respondent shall submit three (3) bound copies and one (1) copy on a flash drive of its Statement of Qualifications by 11:00 AM on Monday September 12, 2022. Proposals will be opened in the third floor conference room of Lenoir City Hall located at 801 West Avenue, Lenoir, NC 29645.

This announcement and attachments can be found on the City's webpage at <http://www.cityoflenoir.com/finleywaterproject>. Any addendum issued will be posted here as well.

Project Contact Name:**Radford L. Thomas,****Public Services Director****Project Contact Email:****rlthomas@ci.lenoir.nc.us****Project Contact Phone****Number: 828-757-2219****August 27, 2022**

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Department of Water Infrastructure Stormwater Planning Grant Application Resolution

Background Information: The State of North Carolina Department of Water Infrastructure has made available a grant program to make funding available to eligible units of local government that have a need to develop a comprehensive stormwater management inventory that includes condition assessment of critical assets within the stormwater collection system, system mapping and CIP development. The grant would provide funding up to \$400,000.00 to assist the City of Lenoir in undertaking this beneficial analysis of our stormwater assets. If the application is funded through the Department of Water Infrastructure, no match is required by the City.

This grant opportunity could be very beneficial to the City to facilitate the further development of a stormwater system inventory program that will provide a clearer understanding of our critical needs within our stormwater system. It will also be beneficial in the development of a Capital Improvement Plans.

- II. Staff Recommendation:** Staff recommends approval of the proposed resolution authorizing the City Manager and Finance Director to execute and file the Stormwater Planning Grant with the NC Department of Water Infrastructure for the project described above.

- III. Reviewed by:**

City Attorney: _____

Finance Director: _____

Public Works/Public Utilities Director: _____



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
J. T. BEAL
F. KENT GREER
T. H. PERDUE
J. I. PERKINS
R. S. PRESTWOOD
D. F. STEVENS
C. D. THOMAS

**CITY OF LENOIR
RESOLUTION BY GOVERNING BODY OF APPLICANT
FALL 2022 DEPARTMENT OF WATER INFRASTRUCTURE
STORMWATER PLANNING GRANT**

WHEREAS, The City of Lenoir has need for and intends to construct, plan for, or conduct a study in a project described as the City of Lenoir Stormwater Planning Project and,

WHEREAS, The City of Lenoir intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF LENOIR:

That the City of Lenoir, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement (if necessary) a provision authorizing the State Treasurer, upon failure of the City of Lenoir to make a scheduled repayment of the loan, to withhold from the City of Lenoir any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

If applying for a regional project, that the **Applicant** will partner and work with other units of local government or utilities in conducting the project.

That Scott Hildebran, City Manager and/or Donna Bean, City Finance Director, the **Authorized Officials**, and successors so titled, are hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.



That the **Authorized Officials**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 27th day of September, 2022 at Lenoir, North Carolina.

SEAL

Joseph L. Gibbons, Mayor

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Lenoir does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Lenoir duly held on the 27th day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this the 27th day of September, 2022.

Shirley M. Cannon, City Clerk



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315
 Martin Luther King Center (828)757-2170
 Lenoir Aquatic & Fitness Center (828)757-2196
 Mulberry Recreation Center (828)757-2165
www.cityoflenoir.com/parks

Recreation Advisory Board Meeting

Minutes

Monday, September 19, 2022

The Recreation Advisory Board met at the Mulberry Recreation Center at 6:00pm. Members present for this meeting were: Scott Barnett, Darrell Lipford, Rick Pierce, and James Robertson.

City staff members present were: Kenny Story and Maria Swanson

Absences included: Schonna Banner, Michael Dineen, Tim Poarch, and Crissy Thomas, Ex-Officio

Members were welcomed by Scott Barnett.

Minutes from the August 2022 meeting was reviewed. Motion made by James Robertson to approve minutes as written. 2nd by Rick Pierce. Motion carried.

Director's Report

- Fall Baseball practice and games are underway and going well.
- LYSA Soccer practice and games are underway.
- Youth basketball registration will begin on October 24th
- 9K Trail run will be held on Saturday, October 8th at LAFC. The run begins at 9am. We are still taking registrations
- All swimming activities at LAFC are now indoors. The outdoor pool was closed for the season on Monday, September 12th

Special Events

- LHS 100 year celebration concert at the LHS Auditorium will be Friday, September 30th at 6pm. The North Carolina Brass Band will perform.
- National Night Out will be held downtown on Tuesday, October 4th from 6-9pm.
- Wood, Fire, Smoke Festival will be held on Saturday, October 8th in downtown from 10am to 7pm. BBQ and Craft vendors will be on site.
- The Mad Hatter's Pumpkin Parade will be held on Friday, October 28th in Downtown starting at 3pm.

Projects

- Work continues at the LHS Campus. HVAC units are being installed in Auditorium, LED Lighting in the Auditorium, replacing broken windows. Other work will be done in the Gym and Mack Cook Stadium.
- Mack Cook Stadium Lighting: Just waiting on the material to come in for us to start the install. Long range goal is to possibly add more seating.
- PARFT Grant: We were awarded the grant for \$500,000 for upgrades and renovations to LAFC.

- A Master Plan is being done for the LHS Campus. The auditorium, gym, Mack Cook Stadium, Band building and the trade building are part of the master plan.

New Business

- No new business was discussed

Old Business

- No new business was discussed

There being no further business to discuss, the meeting was adjourned.

The next meeting will be at Mulberry Recreation Center at 6 p.m. Monday, October 17, 2022

Minutes submitted by: Maria Swanson



City of Lenoir
Financial Summary
As of 8/31/2022



General Fund					
	2022-2023 Budget	8/31/2022	% of Budget	Change from Previous Year	8/31/2021
Total Revenue	\$ 20,320,130.00	\$ 13,877,650.06	68%	\$ (317,294.32)	\$ 14,194,944.38
Expenditures	\$ 20,320,130.00	\$ 3,328,753.54	16%	\$ (4,013.66)	\$ 3,332,767.20
Over/Under	\$ -	\$ 10,548,896.52		\$ (313,280.66)	\$ 10,862,177.18
Downtown District					
	2022-2023 Budget	8/31/2022	% of Budget	Change from Previous Year	8/31/2021
Revenues	\$ 288,220.00	\$ 17,238.48	6%	\$ (1,809.31)	\$ 19,047.79
Expenditures	\$ 288,220.00	\$ 40,121.63	14%	\$ 15,024.18	\$ 25,097.45
Over/Under	\$ -	\$ (22,883.15)		\$ (16,833.49)	\$ (6,049.66)
Water/Sewer Fund					
	2022-2023 Budget	8/31/2022	% of Budget	Change from Previous Year	8/31/2021
Revenues	\$ 10,232,980.00	\$ 1,853,303.45	18%	\$ 130,964.18	\$ 1,722,339.27
Expenditures	\$ 10,232,980.00	\$ 1,032,909.43	10%	\$ (299,335.99)	\$ 1,332,245.42
Over/Under	\$ -	\$ 820,394.02		\$ 430,300.17	\$ 390,093.85

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Consideration to approve the Water and Sewer Tap Fees increase as presented.

Background Information: The increase in Water and Sewer Tap Fees has become necessary due to the rising prices of meters. The last update was in 2014.

- II. Staff Recommendation:** Staff recommends City Council approve the increase in Water and Sewer Tap Fees as presented.

III.

- IV. Reviewed by:**

City Attorney: _____

Finance Director: Donna Bain

Public Works/Public Utilities Director: _____

Proposed Water and Sewer Tap Fees Increases

Water Tap Fees		
Meter Size	Proposed Fee - Based on replacement costs of the new meters for the AMI	Current Fee- last updated 2014
¾" water tap	\$ 1,500.00	\$ 900.00
1" water tap	\$ 1,850.00	\$ 1,200.00
1 1/2" water tap	\$ 2,300.00	\$ 2,000.00
2" water tap	\$ 2,800.00	\$ 2,500.00
Sewer Tap Fees		
4" sewer tap	\$ 1,500.00	\$ 900.00
6" sewer tap	\$ 1,850.00	\$ 1,200.00
Meter set fee	\$ 400.00	\$ 250.00

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Consideration to approve the title changes as presented.

Background Information: The title changes are recommended to better reflect the level of responsibility of the positions and become more comparable with other municipalities with similar populations.

- II. Staff Recommendation:** Staff recommends City Council approve title changes as presented.

III.

- IV. Reviewed by:**

City Attorney: _____

Finance Director: Donna Bean

Public Works/Public Utilities Director: _____

Recommendations			
To Be Effective 10/1/2022			
Department	Current Title	Proposed Title	Justification
Finance Department	Revenue Collector	Revenue Collections Manager	To better reflect the level of responsibility of the position.
Administration	Human Resources Specialist	Human Resources Manager	To better reflect the level of responsibility of the position.
Finance Department	Sr. IT Specialist	IT Manager	To better reflect the level of responsibility of the position.

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Consideration to approve the Travel Policy presented.

Background Information: The attached Travel Policy is necessary to standardize travel processes for the City.

- II. Staff Recommendation:** Staff recommends City Council approve the Travel Policy for the City.

III.

- IV. Reviewed by:**

City Attorney: _____

Finance Director: Donna Bean

Public Works/Public Utilities Director: _____



TRAVEL POLICY

Effective October 1, 2022

Purpose

The purpose of the travel policy is to provide specific guidelines to City employees and elected officials covering travel and reimbursement of allowable expenditures. This policy replaces all prior travel policies. This policy includes specific requirements and guidelines for payment and reimbursement of all allowable authorized travel expenses. The City assumes no obligation to reimburse any expenses that are not in compliance with this policy. Any exceptions or deviations from this policy will require The City Manager's approval before the related expenditure will be reimbursed.

Employee Responsibility

An employee or elected official traveling on official City business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official City business are prohibited. Employees and elected officials will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in disciplinary action.

Finance Responsibilities

The Finance Department will review the employee's expense claim and reimburse the employee in accordance with the travel policy. When documentation is not received or is insufficient, reimbursement will not occur and the employee will be notified. When all proper documentation is received with approvals, payment will be in the next City check run.

Department Responsibilities

Each Department Director is responsible for managing the Department's travel budget. Directors must ensure that travel to conferences, or meetings will be done on the basis of necessity and economy. **The lack of available funds could result in a travel reimbursement request not being paid.** Directors are to ensure that all travel for their department is in compliance with this policy.

Reimbursable Expenses

Documentation for business travel must be provided if charged to the credit card or reimbursed to the employee. Examples of accepted documentation: Certificate of completion of a course, agenda for a conference, etc.

Reasonable transportation expenses as required will be paid on the basis of actual costs. Employees will be reimbursed at the current IRS mileage rate for round-trip mileage and mileage while at the job site. Employees should travel together when more than one individual is traveling to the same destination. Reimbursement for out-of-city transportation, parking, and other miscellaneous expenses require receipts.

Guidelines for Reimbursable Expenses Associated with City Travel

Automobile Transportation City employees should travel by the least expensive means available, taking into account the value of the employee's time and responsible stewardship of City resources. City employees are encouraged to use a City-owned vehicle for local travel, when practical.

- **City-Owned Vehicle:** When available and applicable, employees should request a City vehicle for travel in-state or in nearby states where driving would be less expensive than other means of travel.
 - Employees should fuel city-owned vehicles at the Public Works facility whenever possible.
 - City vehicles may only be driven by authorized City employees.
 - Carpooling is encouraged when multiple employees are traveling to the same location.
 - The City will pay for gas for City vehicles when the employee provides a copy of the receipt for payment.
- **Personal Vehicle:** If a City employee chooses to drive their personal vehicle for workrelated purposes, they should be aware that their personal insurance will be primary in case of an accident.
 - The City will reimburse personal vehicle mileage at the IRS rate at the time of travel.
 - If an employee uses their personal automobile traveling for City related business outside of Lenoir, the City will reimburse the employee from their point of departure (work or home) and their point of return.
 - Proof of mileage (Google Maps or similar print out) must be turned in with Travel Request and Reconciliation Form.
- **Rental Car:** Rental cars can be used for travel if the cost is economical. The City utilizes group rate pricing, please check with finance prior to renting a car. Rental cars at the destination are a reimbursable expense when they are required for business needs while traveling. Supervisors should confirm the necessity of a rental car prior to travel.
 - For transportation to and from airport, hotel, conference, training, or to get meals, employees should first use other modes of transportation (walk, taxi, shuttle, ride share) when they are available.
 - Rental cars may be approved by the supervisor if the employee can demonstrate and document a business need or other compelling necessity.
 - Rental cars are not allowed for personal convenience or to explore your travel location during non-conference/class time.
 - The City credit card should be used to pay for the rental car because it provides coverage on a 24-hour basis for damage due to collision or theft.
 - If the employee does not have a City issued credit card, employee may use a personal credit card if it supplies insurance or the employee's personal automobile insurance shall be primary coverage.

- **Non-Automobile Transportation:** The City will pay for non-automotive transportation when driving a City vehicle or personal vehicle is not a reasonable option.

The city will pay the following round-trip transportation fares:

- Train: regular ticket
- Bus: regular ticket
- Air: coach ticket
 - The City will not pay for upgrades or early check-in fees. The employee may choose to add these features at their own expense, which shall not in any way penalize the reimbursement of the basic round-trip expense.
 - A luggage check fee will be reimbursed when the employee provides a copy of the receipt for payment.
 - Transportation fees: may include personal vehicle mileage, taxi, shuttle, ride share (Uber or other) to and from airport if directly related to the business travel.
- **Lodging:** The City will pay for the actual cost of lodging (room, taxes and associated fees only) for the duration of city related travel. Overnight accommodations will be provided if the distance traveled exceeds 60 miles each way from the workplace. Generally, if an event is less than an hour's drive from their home (about 60 miles), an employee may opt to drive each day. However, if the Director, supervisor and/or the employee decide that staying at the hotel allows them to make better use of the training, if there is a City benefit, or if the travel creates an unreasonable burden, the supervisor may choose to include lodging. A brief description of the rationale for the choice should be added to the travel request for consistency when considering similar requests. Employees traveling overnight must request authorization from their Department Director. All travel over a 300 mile distance or requiring travel by means other than personal or City vehicle requires the City Manager's approval on a Request for Travel Request and Reconciliation form prior to traveling. Reimbursement will not occur without approval. You may be responsible for expenditures without approval prior to travel. The request must include the location, length of stay, and approximate cost to the City, as well as the reason for traveling. Reasonable lodging expenses, with supporting receipts, will be paid by the City at their actual cost for a standard room. The City will pay for the minimum number of nights required to conduct City business. Employees are encouraged to stay at the hotel hosting events. If employees choose to extend their stay for personal reasons, they may do so at their own expense.
- **Registration Fees:** All registration costs for the employee will be reimbursed by the City. Documentation of the conference such as conference registration forms and agendas should be attached with other required receipts. Certificates of completion will also be accepted.
- **Meal Costs:** Reimbursement of the actual costs of meals will require itemized receipts. Credit card receipts showing only the totals will not be accepted. When traveling overnight, employees will be reimbursed for reasonable meal expenses based on the U. S. General Services Administration (GSA) basis for meals and incidental expenses (IE). The GSA Meal rate will be based on the location to which the individual is traveling as listed on the GSA website <http://www.gsa.gov/portal/content/110007>. Please see Appendix A for steps to look up reimbursement rates. The employee shall not exceed the total allowable GSA Meal rate for the day. Written approval of the City Manager is required if meals are over the GSA Meal rate for the

day. Without City Manager's approval the employee will be responsible for the amount over the GSA Meal rate for each day. Please note that tips should not exceed 20% of the cost of the meal.

When the departure day or day of return is a partial day, meals will be reimbursed based on the following schedule.

- Breakfast – depart prior to 7:00 a.m.
- Lunch – depart prior to 11:00 a.m. (day of departure) or return after 2:00 p.m. (day of return)
- Dinner – depart prior to 5:00 p.m. (day of departure) or return after 7:00 p.m. (day of return)
- **Day trip travel reimbursement.** The City will reimburse an employee for lunch per diem rate when traveling out of city on business in which a return to the city for lunch would be time and cost-prohibitive.

When a day trip creates an extended workday, where the traveler:

- Departs before 6 a.m., breakfast can be reimbursed at one-third the per diem rate for the location to which the traveler is going.
- Returns home after 7 p.m., dinner can be reimbursed at one-third the per diem rate for the location from which the traveler is returning.
- Generally, these meals are taxable as wages to the employee because travel must be away from home overnight to be excluded.

Non-Reimbursable Expenses

1. The City will not be charged for in-room movie rentals, laundry fees, fitness room fees, or hotel room upgrade fees. These will be paid by the employee upon check-out.
2. Employees will not be reimbursed for upgraded airline seats, priority boarding, or other voluntary amenity services.
3. There will be no reimbursement for tobacco products, alcoholic beverages, or personal care items.
4. Employees are responsible for any parking tickets or traffic violations.
5. All costs incurred for family members are the responsibility of the employee.
6. Separate charges for sports or entertainment connected to a conference are not reimbursable or an allowable charge on a credit card.

NOTE: These lists of reimbursable and non-reimbursable expenses are not considered all-inclusive. Public purpose must be considered for all costs incurred.

Procedure for Reimbursement

Reimbursement Request

Requests for reimbursement must be accounted for within **90 days after costs are incurred**. The City will not process requests for reimbursements submitted after the 90th day. Employees will complete the Travel Request and Reconciliation form to receive reimbursement. All itemized receipts for the costs of lodging, transportation, and registration fees must be attached. Credit card receipts that only show totals and not the list of expenses are not sufficient documentation. Travel expenses paid by credit card must be listed on the

Credit Card Expense Form. Reimbursement will be paid in the next check run if the reimbursement is approved.

How to Request Travel

- | | |
|-----------|--|
| Prepare | <ul style="list-style-type: none">•Employee provides supervisor with request and documentation•Supervisor authorizes request; identifies and documents any special circumstances |
| Travel | <ul style="list-style-type: none">•Employee travels per authorized request•Employee retains all receipts as needed (exception: no receipts for meals if per-diem advance is used) |
| Reconcile | <ul style="list-style-type: none">•Employee provides receipts and supporting documentation, identifying any deviations from approved travel request to supervisor•Supervisor reviews and forwards to Accounts Payable for financial reconciliation•Accounts Payable processes reconciliation |

Appendix A

Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>


U.S. General Services Administration

 Per Diem Lookup

[Buy Through Us](#)
[Sell to Government](#)
[Real Estate](#)
[Policy & Regulations](#)
[Small Business](#)
[Travel](#)
[Technology](#)

[Home](#) > [Travel](#) > [Plan & Book](#) > [Per Diem Rates](#)

Overview

[FY 2023 Per Diem Highlights](#)

[FAQ](#)

[Per Diem Contacts](#)

[M&IE Breakdown](#)

[Factors Influencing Lodging Rates](#)

[Per Diem Boundaries](#)

[Fire Safe Hotels](#)

[Per Diem Files](#)

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool](#) to calculate trip allowances.


FY 2023 Per Diem Rates Now Available
Please note! The FY 2023 rates are NOT the default rates until October 1, 2022.
You must follow these instructions to view the FY 2023 rates. Select FY 2023 from the drop-down box above the "Search By City, State, or ZIP Code" or "Search by State" map. Otherwise, the search box only returns current FY 2022 rates.

Search by City, State or ZIP

For Fiscal Year:

2022 (Current Year)

Select a State

City (optional)

OR

ZIP

Find Rates

Search by State

Select State of Travel and enter.

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. $M\&IE\ Total = Breakfast + Lunch + Dinner + Incidentals$. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Show entries: 10

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Asheville	Buncombe	\$64	\$14	\$16	\$29	\$5	\$48.00
Atlantic Beach / Morehead City	Carteret	\$64	\$14	\$16	\$29	\$5	\$48.00
Chapel Hill	Orange	\$74	\$17	\$18	\$34	\$5	\$55.50
Charlotte	Mecklenburg	\$69	\$16	\$17	\$31	\$5	\$51.75
Durham	Durham	\$64	\$14	\$16	\$29	\$5	\$48.00
Fayetteville	Cumberland	\$64	\$14	\$16	\$29	\$5	\$48.00
Greensboro	Guilford	\$64	\$14	\$16	\$29	\$5	\$48.00
Kill Devil Hills	Dare	\$74	\$17	\$18	\$34	\$5	\$55.50

Choose the City closest to your destination. **This will be the maximum amount of reimbursement allowable. Actual itemized receipts are required. Per diem standard amounts will be based on the rate for Lenoir for the current year.** It is not a per diem amount. Rates change annually.

Travel Request & Reconciliation Form

Name of Traveler _____
 Department of Traveler _____

This form is required if employee will be eligible for per diem and/or will be in overnight status.

When and where will you be traveling?

Purpose for Travel _____
 Destination (city, state) _____
 Travel Start Date _____
 Travel End Date _____
 Event Start Date _____
 Event End Date _____

Event Start Time _____
 Event End Time _____

Documents to Include with REQUEST:

Agenda
 Comparison pricing for transportation
 Comparison pricing for lodging
 Mileage print out
 Payment Request Form for Registration and/or Advance (if
 GSA Per Diem Print Out)

Justification for how attending this event ties into
 your currently assigned responsibilities and/or
 career development AND funding source.

Documents to Include with RECONCILIATION:

Itemized receipts for actual expenses i.e. plane, hotel, taxi, etc.
 noted with method of payment

Mileage print out if different than request

All documents required for requests should be included with
 the Reconciliation

Must be confirmed by supervisor.

1. REQUEST (Budgeted)				2. RECONCILIATION (Actuals)									
	Amount	Budget Code	Method of Payment	1/1/2022	01/02/22	01/03/22	01/04/22	01/05/22	01/06/22	01/07/22	Amount	Budget Code	Method of Payment
Transportation	Car (mileage only, not gas)										-		
	Personal Car										-		
	Plane										-		
	Train										-		
	Other										-		
Per Diem	M&IE Full Rate										-		
	100% Per Diem										-		
	75% Per Diem (travel days)										-		
Lodging	Lodging										-		
	# of nights										-		
	Room Rate/night										-		
Other	Registration										-		
											-		
											-		
ESTIMATED EXPENSE:											-	WITHIN BUDGET	
Requested Travel Advance											-		

Mileage as per print out 0.00
 Mileage Rate 0.625
 \$ -

*Blue highlighted area should be completed for the request

*If traveler owes the City, submit check or money order with Reconciliation

*Reconciliation should be submitted within ten (10) business days

*See Travel Policy for more information on Travel Expense Request & Reconciliation including

Total Business Expense of Trip:

Less A/P Check Issued:

Less Credit Card Purchases:

Less Cash Advance by City:

Balance Due City:

Balance Due Employee

By signing below, I certify that expenditures claimed will be/were incurred in the service of Cobarrus Health Alliance.

Employee

Date

By signing below, I certify that sufficient budget is available in the departments "Training & Education" line item and that employees' attendance for purpose of travel is justified.

Supervisor/Program/Budget Manager

Date

By signing above, I confirm this instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Date

CITY OF LENOIR
COUNCIL ACTION FORM

- I. **Agenda Item:** Consideration to approve the use of revenue replacement funding to upgrade servers and upgrade the financial software for the City.

Background Information: To improve the security of the IT infrastructure for the City, the servers and the firewall needs to be upgraded. The finance software currently being used was purchased in 2008 and upgrades need to be installed to increase security.

- II. **Staff Recommendation:** Staff recommends City Council authorize the upgrades to the IT infrastructure and financial software at a cost of \$200,000.00

III.

- IV. **Reviewed by:**

City Attorney: _____

Finance Director: Donna Bean

Public Works/Public Utilities Director: _____

SERVER AND SECURITY UPGRADES	COST
NETGATE	106,323.00
HARRIS UPGRADE	75,723.74
TOTAL	182,046.74
CONTINGENCY	17,953.26
ESTIMATED COST	200,000.00

BID TAB
Informal Bid - Server and Security Upgrades
City of Lenoir
9/1/2022



Vendor	\$ (Lump Sum)	Comment(s)
Netgate	\$106,323	See attached quote
Fortigate	\$195,489	See attached quote
Palo Alto	\$227,201	See attached quote

Model	Description	Location	IP Addresses	Cost
Netgate 6100 MAX	Firewall/VPN	BRMP	10.45.12.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	LAFC	10.45.4.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	MLK	10.45.8.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	MRC	10.45.0.0/22	\$ 899.00
Netgate 1537 MAX	Firewall/VPN	LFD1	10.44.0.0/22	\$ 2,738.00
Netgate 6100 MAX	Firewall/VPN	LFD2	10.44.4.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	LFD3	10.44.8.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	GPWWTP	10.43.12.0/22	\$ 899.00
Netgate 1537 MAX	Firewall/VPN	LCWWTP	10.43.4.0/22	\$ 2,738.00
Netgate 6100 MAX	Firewall/VPN	GBWTP	10.43.8.0/22	\$ 899.00
Netgate 1537 MAX	Firewall/VPN	PWPU	10.43.0.0/22	\$ 2,738.00
Netgate 1537 MAX	Firewall/VPN	CH	10.42.0.0/21	\$ 2,738.00
Netgate 1537 MAX	Firewall/VPN	LPD	10.41.0.0/21	\$ 2,738.00
Netgate 6100 MAX	Firewall/VPN	JEBP	10.45.20.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	BWP	10.45.16.0/22	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	LHS	10.45.12.0/22	\$ 899.00
Netgate 1537 MAX	Firewall/VPN	Spare	spare	\$ 2,738.00
Netgate 1537 MAX	Firewall/VPN	Spare	spare	\$ 2,738.00
Netgate 6100 MAX	Firewall/VPN	Spare	spare	\$ 899.00
Netgate 6100 MAX	Firewall/VPN	Spare	spare	\$ 899.00
TOTAL			TOTAL	\$ 30,853.00
			TAX+LABOR	\$ 45,000.00

TOTAL Network: \$ 30,470.00

TOTAL FUNDS NEEDED	\$ 106,323.00
--------------------	---------------

Netgate firewalls include device lifetime licensing. Yearly support is available for \$800 Enterprise support and can be used for each model (not to exceed \$1600 since there are only 2 device types) This will also include remote support and configuration of devices and includes an option for supplemental monitoring and maintenance at a discount rate Lead times for hardware are 4-6 weeks (we've seen them ship much earlier though)

Model	Description	Location	IP Addresses	Cost
USW Pro 24 PoE	BRMP-Switch	BRMP		\$ 699.00
USW Pro 24 PoE	GPWWTP-Switch	GPWWTP		\$ 699.00
USW Pro 24 PoE	PW-Garage-Switch	PWPU		\$ 699.00
USW Pro 24 PoE	LCWWTP-Ops-Switch	LCWWTP		\$ 699.00
USW Enterprise 48 PoE	LCWWTP-Lab-Switch	LCWWTP		\$ 1,599.00
USW Enterprise 24 PoE	GBWTP-Switch	GBWTP		\$ 799.00
USW Pro 24 PoE	LAFC-Switch	LAFC		\$ 699.00
USW Enterprise 24 PoE	LFD2-Switch	LFD2		\$ 699.00
USW Enterprise 24 PoE	LFD3-Switch	LFD3		\$ 699.00
USW Enterprise 24 PoE	MRC-Switch	MRC		\$ 799.00
USW Pro 24 PoE	MLK-Switch	MLK		\$ 699.00
USW Enterprise 48 PoE	PW-Core-Switch	PWPU		\$ 1,599.00
USW Switch Pro Aggregation	PW-Server-Switch	PWPU		\$ 899.00
USW Enterprise 24 PoE	PW-Paxar-Switch	PWPU		\$ 699.00
USW Enterprise 24 PoE	PW-Truckbay-Switch	PWPU		\$ 699.00
USW Enterprise 48 PoE	LPD-Core-Switch	LPD		\$ 1,599.00
USW Switch Pro Aggregation	LPD-Server-Switch	LPD		\$ 899.00
USW Enterprise 48 PoE	LPD-Switch-2	LPD		\$ 1,099.00
USW Enterprise 48 PoE	LPD-Switch-3	LPD		\$ 1,099.00
USW Enterprise 48 PoE	CH-Core-Switch	CH		\$ 1,599.00
USW Pro 48 PoE	CH-1stFloor-Switch	CH		\$ 1,099.00
USW Switch Pro Aggregation	CH-Server-Switch	CH		\$ 899.00
USW Pro 48 PoE	CH-2ndFloor-Switch	CH		\$ 1,099.00
USW Enterprise 24 PoE	CH-3rdFloor-Switch	CH		\$ 699.00
USW Enterprise 48 PoE	LFD1-Core-Switch	LFD1		\$ 1,599.00
USW Switch Pro Aggregation	LFD1-Server-Switch	LFD1		\$ 899.00
USW Enterprise 48 PoE	Spare	Spare		\$ 1,599.00
USW Enterprise 48 PoE	Spare	Spare		\$ 1,599.00
USW Pro 48 PoE	Spare	Spare		\$ 1,099.00
USW Switch Pro Aggregation	Spare	Spare		\$ 899.00
TOTAL			TOTAL	\$ 30,470.00

Model	Description	Location	IP Addresses	Cost
FortiGate FG-40F	Firewall/VPN	BRMP	10.45.12.0/22	\$ 1,775.90
FortiGate FG-60F	Firewall/VPN	LAFC	10.45.4.0/22	\$ 2,492.75
FortiGate FG-60F	Firewall/VPN	MLK	10.45.8.0/22	\$ 2,492.75
FortiGate FG-60F	Firewall/VPN	MRC	10.45.0.0/22	\$ 2,492.75
FortiGate FG-101F	Firewall/VPN	LFD1	10.44.0.0/22	\$ 13,605.40
FortiGate FG-40F	Firewall/VPN	LFD2	10.44.4.0/22	\$ 1,775.90
FortiGate FG-60F	Firewall/VPN	LFD3	10.44.8.0/22	\$ 2,492.75
FortiGate FG-40F	Firewall/VPN	GPWWTP	10.43.12.0/22	\$ 1,775.90
FortiGate FG-40F	Firewall/VPN	LCWWTP	10.43.4.0/22	\$ 1,775.90
FortiGate FG-40F	Firewall/VPN	GBWTP	10.43.8.0/22	\$ 1,775.90
FortiGate FG-101F	Firewall/VPN	PWPU	10.43.0.0/22	\$ 13,605.40
FortiGate FG-101F	Firewall/VPN	CH	10.42.0.0/21	\$ 13,605.40
FortiGate FG-101F	Firewall/VPN	LPD	10.41.0.0/21	\$ 13,605.40
FortiGate FG-40F	Firewall/VPN	JEBP	10.45.20.0/22	\$ 1,775.90
FortiGate FG-40F	Firewall/VPN	BWP	10.45.16.0/22	\$ 1,775.90
FortiGate FG-40F	Firewall/VPN	LHS	10.45.12.0/22	\$ 1,775.90
FortiGate FG-101F	Firewall/VPN	Spare	spare	\$ 13,605.40
FortiGate FG-60F	Firewall/VPN	Spare	spare	\$ 2,492.75
FortiGate FG-40F	Firewall/VPN	Spare	spare	\$ 1,775.90
FortiGate FG-40F	Firewall/VPN	Spare	spare	\$ 1,775.90
TOTAL			TOTAL	\$ 98,249.75
			TAX+LABOR	\$ 12,361.13

TOTAL Network: \$ 84,878.20

TOTAL FUNDS NEEDED	\$ 195,489.08
--------------------	---------------

Includes 3-year licensing for the hardware, next day service for any issues and built in hours for engineering services. Lead times for hardware are in the 6-8 month range which means this project would not move forward until next March at the earliest.

Model	Description	Location	IP Addresses	Cost
FortiSwitch FS-124F-FPOE	BRMP-Switch	BRMP		\$ 1,595.00
FortiSwitch FS-124F-FPOE	GPWWTP-Switch	GPWWTP		\$ 1,595.00
FortiSwitch FS-124F-FPOE	PW-Garage-Switch	PWPU		\$ 1,595.00
FortiSwitch FS-148F-POE	LCWWTP-Ops-Switch	LCWWTP		\$ 2,494.80
FortiSwitch FS-148F-POE	LCWWTP-Lab-Switch	LCWWTP		\$ 2,494.80
FortiSwitch FS-148F-POE	GBWTP-Switch	GBWTP		\$ 2,494.80
FortiSwitch FS-148F-POE	LAFC-Switch	LAFC		\$ 2,494.80
FortiSwitch FS-148F-POE	LFD2-Switch	LFD2		\$ 2,494.80
FortiSwitch FS-148F-POE	LFD3-Switch	LFD3		\$ 2,494.80
FortiSwitch FS-148F-POE	MRC-Switch	MRC		\$ 2,494.80
FortiSwitch FS-148F-POE	MLK-Switch	MLK		\$ 2,494.80
FortiSwitch FS-448E-POE	PW-Core-Switch	PWPU		\$ 4,536.40
FortiSwitch FS-448E-POE	PW-Server-Switch	PWPU		\$ 4,536.40
FortiSwitch FS-124F-FPOE	PW-Paxar-Switch	PWPU		\$ 1,595.00
FortiSwitch FS-124F-FPOE	PW-Truckbay-Switch	PWPU		\$ 1,595.00
FortiSwitch FS-448E-POE	LPD-Core-Switch	LPD		\$ 4,536.40
FortiSwitch FS-448E-POE	LPD-Server-Switch	LPD		\$ 4,536.40
FortiSwitch FS-148F-POE	LPD-Switch-2	LPD		\$ 2,494.80
FortiSwitch FS-148F-POE	LPD-Switch-3	LPD		\$ 2,494.80
FortiSwitch FS-448E-POE	CH-Core-Switch	CH		\$ 4,536.40
FortiSwitch FS-148F-POE	CH-1stFloor-Switch	CH		\$ 2,494.80
FortiSwitch FS-448E-POE	CH-Server-Switch	CH		\$ 4,536.40
FortiSwitch FS-148F-POE	CH-2ndFloor-Switch	CH		\$ 2,494.80
FortiSwitch FS-124F-FPOE	CH-3rdFloor-Switch	CH		\$ 1,595.00
FortiSwitch FS-448E-POE	LFD1-Core-Switch	LFD1		\$ 4,536.40
FortiSwitch FS-148F-POE	LFD1-Server-Switch	LFD1		\$ 2,494.80
FortiSwitch FS-448E-POE	Spare	Spare		\$ 4,536.40
FortiSwitch FS-148F-POE	Spare	Spare		\$ 2,494.80
FortiSwitch FS-148F-POE	Spare	Spare		\$ 2,494.80
FortiSwitch FS-124F-FPOE	Spare	Spare		\$ 1,595.00
TOTAL			TOTAL	\$ 84,878.20

Model	Description	Location	IP Addresses	Cost
PA-410	Firewall/VPN	BRMP	10.45.12.0/22	\$ 779.00
PA-460	Firewall/VPN	LAFC	10.45.4.0/22	\$ 4,196.00
PA-460	Firewall/VPN	MLK	10.45.8.0/22	\$ 4,196.00
PA-460	Firewall/VPN	MRC	10.45.0.0/22	\$ 4,196.00
PA-3220	Firewall/VPN	LFD1	10.44.0.0/22	\$ 27,250.00
PA-410	Firewall/VPN	LFD2	10.44.4.0/22	\$ 779.00
PA-410	Firewall/VPN	LFD3	10.44.8.0/22	\$ 779.00
PA-460	Firewall/VPN	GPWWTP	10.43.12.0/22	\$ 4,196.00
PA-460	Firewall/VPN	LCWWTP	10.43.4.0/22	\$ 4,196.00
PA-460	Firewall/VPN	GBWTP	10.43.8.0/22	\$ 4,196.00
PA-3220	Firewall/VPN	PWPU	10.43.0.0/22	\$ 27,250.00
PA-3220	Firewall/VPN	CH	10.42.0.0/21	\$ 27,250.00
PA-3220	Firewall/VPN	LPD	10.41.0.0/21	\$ 27,250.00
PA-410	Firewall/VPN	JEHP	10.45.20.0/22	\$ 779.00
PA-410	Firewall/VPN	BWP	10.45.16.0/22	\$ 779.00
PA-410	Firewall/VPN	LHS	10.45.12.0/22	\$ 779.00
PA-3220	Firewall/VPN	Spare	spare	\$ 27,250.00
PA-460	Firewall/VPN	Spare	spare	\$ 4,196.00
PA-410	Firewall/VPN	Spare	spare	\$ 779.00
PA-410	Firewall/VPN	Spare	spare	\$ 779.00
TOTAL			TOTAL	\$ 171,854.00
			TAX+LABOR	\$ 24,877.00

TOTAL Network: \$ 30,470.00

TOTAL FUNDS NEEDED	\$ 227,201.00
--------------------	---------------

Palo Alto firewalls require yearly licensing for all features to remain enabled. This is based off of 1-year licensing agreement that includes next day repair or replacement of hardware and includes a 3-day on-site setup commitment that includes 1 engineer and 1 technician. Lead times for hardware are 6 to 8 weeks from the time of purchase.

Model	Description	Location	IP Addresses	Cost
USW Pro 24 PoE	BRMP-Switch	BRMP		\$ 699.00
USW Pro 24 PoE	GPWWTP-Switch	GPWWTP		\$ 699.00
USW Pro 24 PoE	PW-Garage-Switch	PWPU		\$ 699.00
USW Pro 24 PoE	LCWWTP-Ops-Switch	LCWWTP		\$ 699.00
USW Enterprise 48 PoE	LCWWTP-Lab-Switch	LCWWTP		\$ 1,599.00
USW Enterprise 24 PoE	GBWTP-Switch	GBWTP		\$ 799.00
USW Pro 24 PoE	LAFC-Switch	LAFC		\$ 699.00
USW Enterprise 24 PoE	LFD2-Switch	LFD2		\$ 699.00
USW Enterprise 24 PoE	LFD3-Switch	LFD3		\$ 699.00
USW Enterprise 24 PoE	MRC-Switch	MRC		\$ 799.00
USW Pro 24 PoE	MLK-Switch	MLK		\$ 699.00
USW Enterprise 48 PoE	PW-Core-Switch	PWPU		\$ 1,599.00
USW Switch Pro Aggregatior	PW-Server-Switch	PWPU		\$ 899.00
USW Enterprise 24 PoE	PW-Paxar-Switch	PWPU		\$ 699.00
USW Enterprise 24 PoE	PW-Truckbay-Switch	PWPU		\$ 699.00
USW Enterprise 48 PoE	LPD-Core-Switch	LPD		\$ 1,599.00
USW Switch Pro Aggregatior	LPD-Server-Switch	LPD		\$ 899.00
USW Enterprise 48 PoE	LPD-Switch-2	LPD		\$ 1,099.00
USW Enterprise 48 PoE	LPD-Switch-3	LPD		\$ 1,099.00
USW Enterprise 48 PoE	CH-Core-Switch	CH		\$ 1,599.00
USW Pro 48 PoE	CH-1stFloor-Switch	CH		\$ 1,099.00
USW Switch Pro Aggregatior	CH-Server-Switch	CH		\$ 899.00
USW Pro 48 PoE	CH-2ndFloor-Switch	CH		\$ 1,099.00
USW Enterprise 24 PoE	CH-3rdFloor-Switch	CH		\$ 699.00
USW Enterprise 48 PoE	LFD1-Core-Switch	LFD1		\$ 1,599.00
USW Switch Pro Aggregatior	LFD1-Server-Switch	LFD1		\$ 899.00
USW Enterprise 48 PoE	Spare	Spare		\$ 1,599.00
USW Enterprise 48 PoE	Spare	Spare		\$ 1,599.00
USW Pro 48 PoE	Spare	Spare		\$ 1,099.00
USW Switch Pro Aggregatior	Spare	Spare		\$ 899.00
TOTAL			TOTAL	\$ 30,470.00



Date: 10 / 1 / 2021
 Quotation No: CRM-M3T2C6
 Effective To: 10 / 30 / 2021
 Prepared By: Chris McDowell

Proposal Pricing

This ("Agreement") between the **City of Lenoir** at 801 West Ave NW, P. O. Box 958 Lenoir, NC 28645-0958 ("Purchaser") and **N. Harris Computer Corporation** at 2017 East Main Street, Easley, SC 29640 ("Harris") confirms the purchase of the following licensed software products and/or services:

SmartFusion Software Service - City of Lenoir, NC

Item Description	Qty.	Unit Price	Extended Price
<i>SmartFusion Software Service:</i>			
1. Accounts Payable	1	\$4,606.94	\$4,606.94
2. Accounts Receivable	1	\$3,794.69	\$3,794.69
3. Applicant Tracking	1	\$2,332.12	\$2,332.12
4. Bank Reconciliation	1	\$1,836.08	\$1,836.08
5. Budget Prep	1	\$4,005.07	\$4,005.07
6. Business License	1	\$3,348.13	\$3,348.13
7. Cash Collections	1	\$2,707.48	\$2,707.48
8. Fixed Assets	1	\$2,707.48	\$2,707.48
9. Fund Ledger	1	\$5,985.56	\$5,985.56
10. Insurance & Benefits	1	\$3,220.90	\$3,220.90
11. Payroll	1	\$5,985.56	\$5,985.56
12. Personnel	1	\$4,208.88	\$4,208.88
13. Purchasing	1	\$4,561.55	\$4,561.55
14. System Manager	1	\$2,387.15	\$2,387.15
15. Tax Collections	1	\$4,313.44	\$4,313.44
16. Utility Billing	1	\$10,634.03	\$10,634.03
17. Utility Handheld Interface	1	\$2,730.17	\$2,730.17
18. Utility Work Orders	1	\$2,730.17	\$2,730.17
19. Employee Self Service Portal	1	\$2,995.00	\$2,995.00
<i>Subtotal for SmartFusion Software Service:</i>			\$75,090.40

Professional Services:

20. Project Management	1	\$2,500.00	\$2,500.00
21. Implementation, Training, Consulting, and Data Review Days	18	\$1,225.00	\$22,050.00
22. Data Conversion - Accounts Payable Check History	1	\$1,465.00	\$1,465.00
23. Data Conversion - Vendor Master	1	\$1,465.00	\$1,465.00
24. Data Conversion - Accounts Receivable History	1	\$1,155.00	\$1,155.00
25. Data Conversion - Accounts Receivable Master	1	\$1,155.00	\$1,155.00
26. Data Conversion - Applicant Tracking Master	1	\$1,000.00	\$1,000.00
27. Data Conversion - Bank Reconciliation Master	1	\$1,495.00	\$1,495.00
28. Data Conversion - Budget Prep Master	1	\$995.00	\$995.00
29. Data Conversion - Business License Detail	1	\$2,400.00	\$2,400.00
30. Data Conversion - Business License Master	1	\$1,375.00	\$1,375.00
31. Data Conversion - Fixed Assets Master	1	\$745.00	\$745.00

32. Data Conversion - Ledger History	1	\$2,308.00	\$2,308.00
33. Data Conversion - Ledger Master	1	\$2,308.00	\$2,308.00
34. Data Conversion - Payroll History	1	\$3,165.00	\$3,165.00
35. Data Conversion - Payroll Master	1	\$2,638.00	\$2,638.00
36. Data Conversion - Personnel Master	1	\$1,310.00	\$1,310.00
37. Data Conversion - Tax History	1	\$2,700.00	\$2,700.00
38. Data Conversion - Tax Master	1	\$1,620.00	\$1,620.00
39. Data Conversion - Utility Billing History	1	\$6,250.00	\$6,250.00
40. Data Conversion - Utility Billing Master	1	\$3,750.00	\$3,750.00
41. SmartFusion Software Hosted Installation	1	\$1,750.00	\$1,750.00

Subtotal for Professional Services: **\$65,599.00**

Subtotal for Project: \$140,689.40

Less Current Accounting+ Plus Annual Maintenance and Support Fee: **(\$64,965.66)**

Total Net Price for Project: \$75,723.74

Pricing Note:

1. *This proposal is for a sixty (60) month Annual Hosted Software Service subscription. The cost for annual maintenance and support, cloud hosting for the Employee Self Service Portal, and fifteen (15) full time and twenty (20) part time SmartFusion users is included in the annual Software Service subscription price. Additional SmartFusion users may be added at anytime, at the then-current annual cloud hosting price.*

August 2022 Communication Report

CITY OF **LENOIR**
NC ★ CREATE WITH US

By Joshua Harris, Communication & Public Information Director

9/12/2022

CONTENT CREATION

News Releases

9

Photos

286

Videos

2

Web Updates

178

Podcast/Radio

1

Social Posts

137

Q&A

27

eSign

1

Council

2

Committees

15

PUBLIC ENGAGEMENT

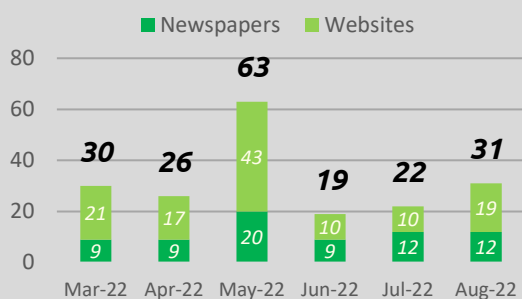
Website Total Views

39,039

Website Top Pages

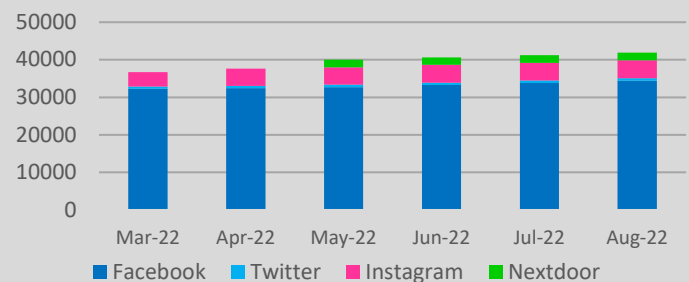
- 1 *Payment Options*
- 2 *Jobs*
- 3 *Water & Sewer Service*
- 4 *LAFC*
- 5 *Police*
- 6 *Garbage Collection*
- 7 *Job - Fire Inspector*
- 8 *Parks & Recreation*
- 9 *DYSART-KENDALL AMERICAN LEGI*

Media Coverage



Social Followers

Total **42,632** +/- **1.63%** New this month **684**



Social Engagement

	Total	+/-
Social Reach	143,725	-23.53%
Social Visits	15,669	-6.67%

Video Views

1,071

	Views
Facebook	1,025
YouTube	46

Watch Time Hrs

106.8

	Hours
Facebook	93.8
YouTube	13.0

News Releases

9

8/1	CITY EXTENDS CONDOLENCES TO FAMILY, FRIENDS, COWORKERS OF MATT POWELL
8/2	COUNCIL HONORS DYSART-KENDALL AMERICAN LEGION POST 29
8/5	FINANCE RECEIVES CERTIFICATE OF ACHIEVEMENT FROM GFOA
8/8	CITY OPENS FOUR, NEW OUTDOOR PICKLEBALL COURTS
8/10	SWANSON ROAD CLOSED TO THROUGH TRAFFIC NEXT WEEK
8/17	FALL BASEBALL REGISTRATION ENDS FRIDAY
8/18	DYSART-KENDALL AMERICAN LEGION POST 29 RECOGNIZES OFFICER AND FIREFIGHTER OF THE YEAR
8/22	LENOIR POLICE RESTART BIKE PATROLS AROUND THE CITY
8/23	STORMWATER PROJECT UNDERWAY AT J.E. BROYHILL PARK

Photos

286

<i>Date</i>	<i>#</i>	<i>Subject</i>
8/1	36	Mi Molcajete Ribbon Cutting
8/1	5	school tools drive box
8/2	20	Council meeting Post 29 100 year John Muir Parkway scenic byway
8/4	20	Harambee Game Night
8/8	30	outdoor pickleball at mulberry recreation center
8/10	5	CST members drop off school supplies at CIS Stuff the Bus event
8/12	14	bike patrol officer steve moulten
8/16	30	Council meeting police firefighter of the year
8/16	7	Kattz Corner
8/16	7	McCreary Cancer Center expansion construction
8/17	6	Blue Bell
8/18	21	Public Works repairs pavers in downtown
8/18	7	The Buckin' Babe Boutique
8/19	8	stormwater project at JE Broyhill Park
8/19	5	Taste of Havana
8/23	15	stormwater project at je broyhill park
8/24	3	downtown shrooms
8/26	8	Dairi-O
8/26	4	Kattz Corner



Mi Molcajete Ribbon Cutting



Harambee Game Night



CST members drop off school tools supplies



Taste of Havana new location



Dairi-O construction



Kattz Coner construction

Social

164

Top Facebook

#1 City



Congratulations to Mi Molcajete on their new res...

City of Lenoir, NC Government

Boost post

Post

Mon Aug 1, 3:39pm

37.4K

People reached

1.4K

Reactions

#2 Parks & Recreation



We are lacing up our trail shoes for the first City...

Lenoir Parks and Recreation

Boost again

Post

Tue Aug 23, 9:31am

10.7K

People reached

307

Reactions

#3 Fire



It is with the heaviest of hearts that we announce...

City of Lenoir Fire Department

Boost post

Post

Fri Aug 5, 3:47pm

7.7K

People reached

598

Reactions

#4 Police



Our Congratulations to SGT Crisp, recipient of th...

City of Lenoir Police Department

Boost post

Post

Mon Aug 22, 2:33pm

4.4K

People reached

120

Reactions

#5 Downtown



Mi Molcajete Ribbon Cutting today.

Downtown Lenoir

Boost unavailable

Post

Mon Aug 1, 4:17pm

3.1K

People reached

123

Reactions

Top Twitter



City of Lenoir, NC @CityofLenoir · Aug 26

538

42

7.8%

Construction continues on the new [@eatdairio](#) located at the corner of Harper Avenue and Blowing Rock Boulevard. The new restaurant will be very similar to Archdale location shown in the last picture of this post. The building is looking great! pic.twitter.com/hgFJo6xRz5

[View Tweet activity](#)

City of Lenoir, NC @CityofLenoir · Aug 16

239

18

7.5%

McCreary Cancer Center is expanding in Lenoir, bringing a brand new Elekta Infinity linear accelerator to the city. The Elekta unit delivers high-energy x-rays to treat a diverse range of cancer patients with simple-to-complex radiotherapy needs. pic.twitter.com/F4vJKmUIhq

Top Instagram

#1 City of Lenoir



Congratulations to Mi Molcajete on their new res...

cityoflenoirnc

Boost post

Post

Mon Aug 1, 3:42pm

757

People reached

123

Likes

#2 City of Lenoir



If you haven't heard, Taste of Havana in Lenoir N...

cityoflenoirnc

Boost post

Post

Fri Aug 19, 11:20am

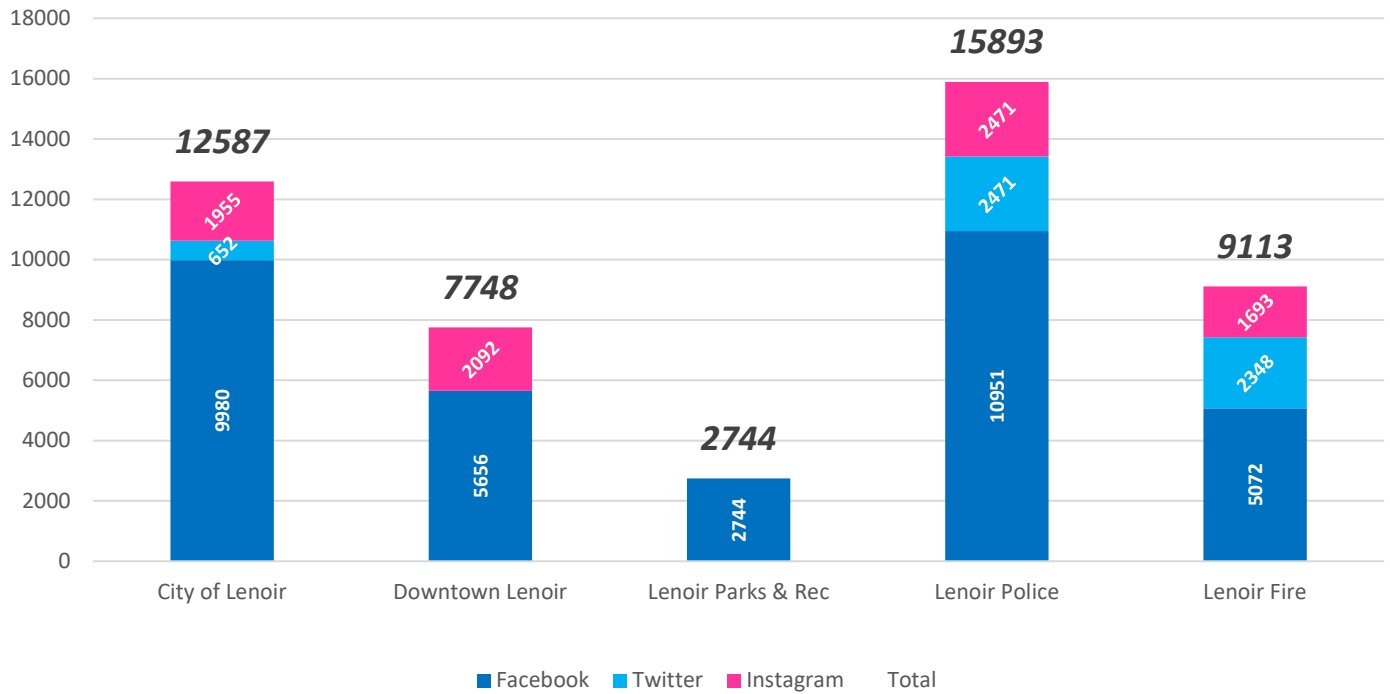
751

People reached

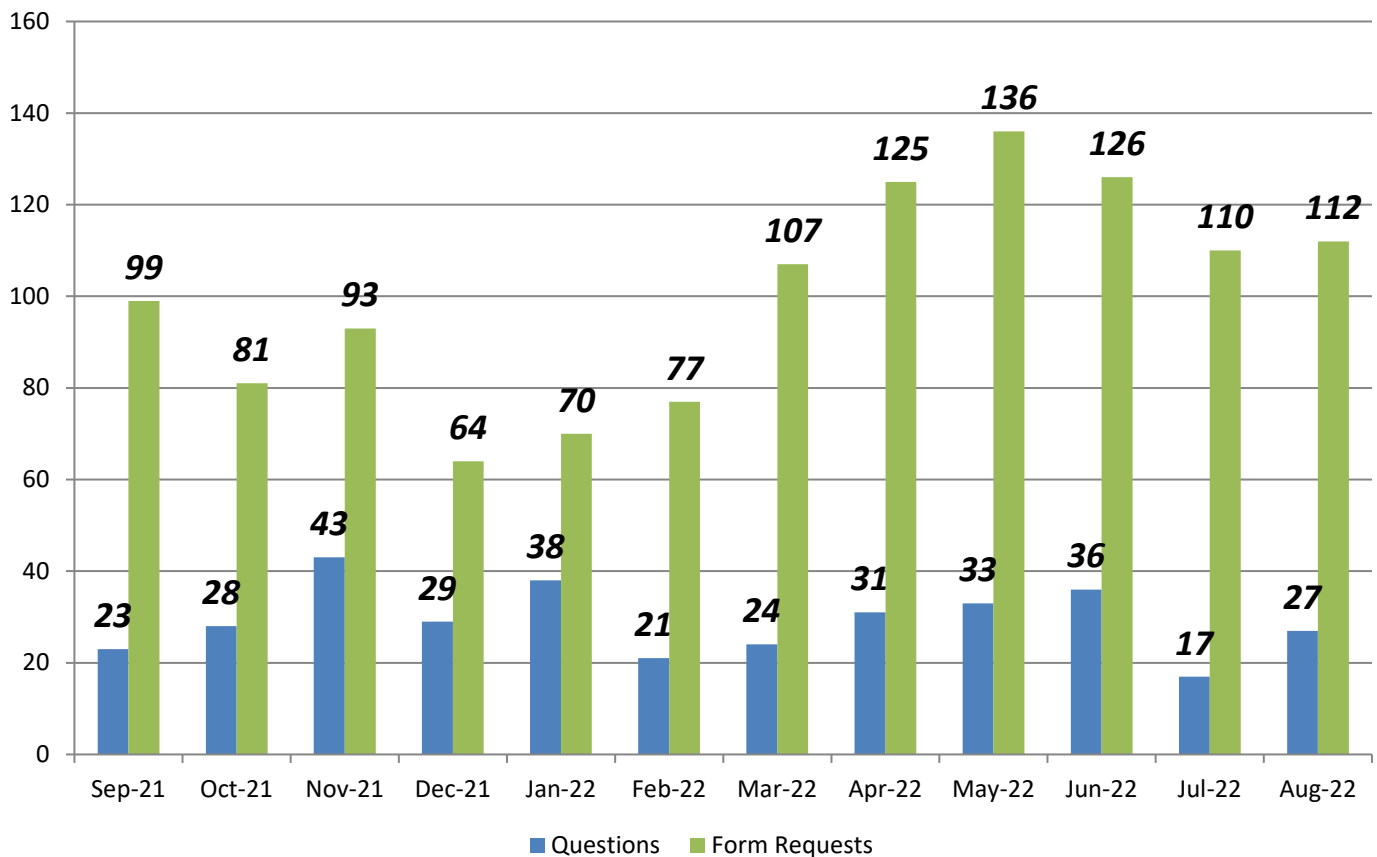
96

Likes

Social Comparison



Questions & Form Requests



I'm the head coach of a travel softball team. I was reaching out to see if you had any fields available for us to practice on?

We are looking for tax information for the below mentioned property

Hello ... I receive my city water bill at [old address] ... would like to change this water bill address to my street address ... [new address]

If you live inside city limits--Georgetown Estates-' can a camper be placed in the yard and a drop cord run for power? Don't want to

I am wondering if Lenoir has a noise ordinance. My neighbors and I have contacted the Lenoir Police Dept. At least 4 times in the past year. Are there any updates about when Popeyes might open?

What is going on beside Hannah's BBQ is it going to be a restaurant?

Still concerned about the drainage running thru my yard and flooding my yard when it rains heavy

Birth Certificate for William J Gooding born March 12, 1938 in Kinston, NC.

Excessive barking of dogs, inhumane housing of dogs outside in 90 plus summer heat and in frigid winter, stench of feces, storage of debris. AEI Consultants has been commissioned to complete a Project Capital Needs Assessment and/or Phase I Environmental Site Assessment.

What all restaurants are coming to Lenoir

What all restaurants are coming to Lenoir

please disconnect the water/sewer service to my address as of 8/10/2022. The disconnect form does not indicate to where should it be disconnected?

I need a copy of the city tax bill for parcel #; owners are refinancing their mortgage with SECU

we have brush that needs to be picked up

we have brush that needs to be picked up

I am preparing a Phase I Environmental Assessment Report for the properties at 1241 College Ave, SW; 1312 Underdown Ave (vacant)

The JE Broyhill Park playground conditions are in need of attention. The slides and several other parts of the structure are cracked. The equipment is old and needs to be replaced.

I am completing a Phase I Environmental Site Assessment on a property off Ridge Street in Lenoir, Caldwell County, NC. In accordance with the requirements of the NC Department of Environment and Natural Resources, I need to know if there are any known or suspected hazardous materials on the property.

Hi, I just bought a house in the city of Lenoir and I would like to build a fence for my backyard. I am having trouble figuring out if I need a permit for this.

My name is Bri and I'm the Community Manager for Keep Nature Wild - we host in-person litter cleanups and are looking to care for the land.

Can I have a birthday party at Gamewell Park in Lenoir, NC?

Do you have a relocation package you can send me? I'm moving to NC in less than 5 months and would like as much info as you have.

I live in Phenix City Alabama, my husband wants to move to Lenoir NC. I really loved y'all little city, my husband is coming in from Africa.

Hi I have been in Lenoir going on 4 yrs. And my question/concern is it possible for Lenoir to get sidewalks in the areas where families walk?

First Citizen Bank is impossible to get in and out of, are there plans to fix the bridge?



October 2022



	Mon	Tue	Wed	Thu	Fri	Sat
						1 3:00 p.m. Cruise-In (Downtown)
2	3	4 6:00 p.m. City Council 6:00 p.m - 9:00 p.m. National Night Out	5 9:00 a.m. Staff Mtg.	6	7	8
9	10 Noon - City/County Services Committee	11 8:00 a.m. EDC	12	13 6:00 p.m. Lenoir Business Adv. Brd.	14	15
16	17 6:00 p.m. Parks & Recreation Adv. Brd.	18 6:00 p.m. City Council	19 9:00 a.m. Staff Mtg.	20 8:00 a.m. - 7:30 p.m. Early Voting Begins M-F at (Caldwell County Resource Ctr.)	21	22
23	24 5:30 p.m. Planning Board	25 8:30 a.m. Committee of the Whole (City Hall, 3rd Floor)	26 Noon - Foothills Regional Airport Authority	27	28 3:00 p.m. - 6:00 p.m. Trick or Treat & the Mad Hatters Pumpkin Patch Parade (D.T.)	29
30	31	Notes for November City offices will be closed on Thursday, November 24 & Friday, November 25 in observance of Thanksgiving.				

City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

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