

**COMMITTEE OF THE WHOLE
CITY HALL, THIRD FLOOR
TUESDAY, SEPTEMBER 27, 2022
8:30 A.M.**

PRESENT: Mayor Joe Gibbons, Mayor Pro-Tem Crissy Thomas, Councilmembers Jonathan Beal, Kent Greer, Todd Perdue, David Stevens, and Ralph Prestwood.

ABSENT: Councilman Ike Perkins.

STAFF

PRESENT: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Planning Director Jenny Wheelock, Planning & GIS Coordinator Hannah Williams, Police Chief Brent Phelps, Deputy Fire Chief Kenny Nelson, Public Services Director Radford Thomas, Public Utilities Operations Manager Jeff Church, Public Works Operations Manager Jonathan Hogan, Communications and Public Information Officer Joshua Harris.

I. CALL TO ORDER

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

II. CITIZEN COMMENT PERIOD

III. COMMITTEE ITEMS

- A. Update; Public Services – Radford Thomas, Public Services Director, gave the following report:
- Crossroads Sewer Replacement Project will be finished once the installation of pipe from Morganton Boulevard to Harper Avenue is complete. The timeline for this project is 45 days.
 - Biosolids Project will be completed upon the final punch list items being finished.
- B. Update; Public Works: Jonathan Hogan, Public Works Director, gave the following report:
- Sinkhole, Fire Station No. 1 – Director Hogan reported engineers are working on four (4) options for Staff to consider regarding the next steps to take. He remarked the sinkhole is getting larger.
 - Hospital Avenue Sidewalk Project –Staff continues to work on this project.
 - Paving – reported paving is currently being done on Swanson Drive to Norwood Street. This project will take two (2) weeks to complete.

Items for Council Action

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 as stipulated by the final approval of the funding of the project by the North Carolina Division of Water Quality.

Public Services Director Thomas explained, as a condition of the funding award, the City is required to advertise and receive Request for Qualifications (RFQ) for the project. He stated, in an effort to move forward more quickly with this project, the City chose to move forward with the RFQ process prior to project approval by the Division of Water Infrastructure. The City sent out advertising of the project to ten engineering firms and 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.

The City received a proposal from McGill Associates, Hickory, NC and Mattern and Craig, Hickory, NC. Director Thomas reported 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. Director Thomas also stated Staff recommends McGill Associates due to their experience with these types of projects.

1. RFQ for Engineering Design Services; Finley Avenue 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 of the project by the NC Division of Water Quality as presented and as recommended by City Staff.

Motion

Upon a motion by Councilmember Perdue, Council voted 6 to 0 to approve Staff's request 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 as stipulated by the final approval of the funding of the project by the NC Division of Water Quality as presented and as recommended by City Staff.

2. Authorizing Resolution; Stormwater Planning Grant: Director Thomas shared the NC 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 Capital Improvement Projects (CIP) development as presented and as recommended.

Director Thomas pointed out the grant would provide up to \$400,000.00 to assist the City of Lenoir in undertaking this beneficial analysis of our stormwater assets. In addition, he stated if the application is funded through the Department of Water

Infrastructure, no match is required by the City. Also, he noted the authorizing resolution has to be approved by City Council prior to the application for grant funding being submitted to the NC Department of Water Infrastructure. The deadline to submit an application is Friday, September 30.

A copy of the Authorizing Resolution is attached to these minutes as information.

Motion

Upon a motion by Councilmember Perdue, City Council voted 6 to 0 to approve 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 recommended and as described within the authorizing resolution.

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, presented a report of current projects.

Director Horn reported Staff is currently working on grants and a Master Plan for Downtown and The Campus Improvements Project. She stated the Master Plan would include recommendations for downtown parking plus a recommendation from the Consulting Firm. Director Horn also shared the Economic Snapshot Report for downtown will be available for review soon.

In addition, Staff continues to work on signage for Smith Crossroads, façade grants for downtown business owners and the establishment of a Social District in the downtown area. The NC Brass Band will conduct a free concert on Friday, September 30 at the former LHS Auditorium in celebration of the former Lenoir High School's 100th Anniversary.

- * Trick or Treat & the Mad Hatters Pumpkin Patch Parade - Friday, October 22 from 3-6 p.m. downtown.
- * Wood, Fire, Smoke Festival – Saturday, October 8 from 10:00 a.m. to 7:00 p.m. There will also be 68+ craft vendors at this event. A ticketed BBQ themed dinner will be held on Friday, October 7 at 1018 Harper Avenue, beginning at 7:00 p.m. Contact the Main Street Department for additional ticket information. Also, the North Carolina Main Street Champions & Gibbons Awards winners will be announced following the dinner.
- * Light-Up Lenoir will be held on Thursday, November 17 beginning at 5:00 p.m. in downtown.
- * The annual Christmas Parade will be held on Friday, December 2 at 6:30 p.m.
- * The 100th Year Celebration of the former Lenoir High School (LHS) will be held on

Friday, September 30 from 6:00 p.m. – 7:30 p.m. The NC Brass Band will perform at the auditorium.

B. Planning Board: The Planning Board met on Monday, September 26. Jenny Wheelock, Planning Director, presented an update on the meeting and current projects.

1. Update; West End & Whitnel Area Plan: Director Wheelock presented Staff's scoping analysis for a Southwest Sector plan, to include both the Whitnel and Joyceton areas. Both neighborhoods share characteristics of aging housing and signs of disinvestment, and both have a pattern of scattered residential pockets located close to heavy industrial areas. General discussion ensued about the existing rail line, housing issues, and greenway expansion.

Director Wheelock also reported on recent demolitions and property acquisition in West End. Next steps for small area plans are community engagement in West End, and more in depth data analysis on taxes and permits in the SW sector.

2. A public hearing is scheduled for Tuesday, October 4 to consider adoption of a proposed Conditional Zoning District by Ordinance for property located at Lowes rear entrance drive, off of McLean Drive, to be rezoned from R-12 (Medium Density Single Family) to CZ-9 Conditional Zoning), to allow for a multi-phase residential development featuring attached and detached dwellings, while preserving green space and environmentally sensitive areas.

In addition, Director Wheelock stated information would be submitted on a Special Use District application for property located behind the Courtney Building. As information, she remarked the current interest rate is affecting the housing market.

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, presented updates on current activities.

- Fall baseball games are going well.
- LYSA Soccer games are underway.
- Youth basketball registration begins on October 24.
- A 9K Trail Run will be held on Saturday, October 8 beginning at 9:00 a.m. at the Lenoir Aquatic Fitness Center (LAFC). Registration is ongoing.
- All swimming activities at LAFC are now using the indoor pool. The outdoor pool closed on September 12.
- HVAC units are being installed in the LHS Auditorium along with LED lighting. Work continues replacing windows and additional work will be done in the gym and at Mack Cook Stadium.
- Currently waiting on the material for the Mack Cook Stadium Lighting Project. The

long range goal is to possibly add more seating.

- The Parks & Recreation Department was recently awarded a \$500,000 PARFT Grant for upgrades and renovations to the LAFC.
- A Master Plan is currently being compiled for the LHS Campus. The auditorium, gym, Mack Cook Stadium, Band building and the trade building are part of the Master Plan.

V. FINANCE AND ADMINISTRATION

- A. August Financial Summary: Finance Director Donna Bean, reviewed the Financial Summary as of August 31, 2022 and stated everything is on target to meet the projections for the year. The over/under balance in the General Fund is \$10,548,896.52, Downtown District (\$22,883.15), and Water /Sewer Fund \$820,394.02.

A copy of the August financial summary is attached to these minutes as information.

Director Bean reported the General Fund revenue is at 68% of the budgeted amount, which is slightly less than last year due to personal property taxes. In addition, she stated that downtown revenue is slightly down at 6% of the budget. The water and sewer fund revenues are at 18% and expenditures are at 10% because of expenses due to the Joyceton Water System.

- B. Fee Increase; Water & Sewer Taps: Staff recommends City Council approve the increase in Water and Sewer Tap Fees as submitted. (A copy of the Proposed Water and Sewer Tap Fees Increase Chart is attached to these minutes as information.)

Director Bean stated the last fee increase was in 2014 and the proposed fee schedule is based on replacement costs of the new meters for the AMI Project. Public Services Director Radford Thomas explained the City installed ¾" water meters and purchased radio read meters at a cost of \$200.00 each. The cost of these meters have now increased to \$300.00 to \$380.00. Director Thomas also mentioned the City has the expense of maintaining the network system for the metering system.

In addition, Director Thomas stated that water and sewer taps are 40% higher and the fee adjustment is one step the City needs to take. A brief discussion was held regarding the percentage of increases over the years.

Motion

Upon a motion by Councilmember Beal, Council voted 6 to 0 to adopt the Water and Sewer Tap Fees Increase Chart as recommended and as presented by Finance Director Bean.

- C. Title Changes: Staff recommends City Council approve title changes to be effective October 1, 2022 as submitted. (Please refer to the title change chart attached to these minutes as information.)

Director Bean explained the request for these title changes is to better reflect the level of responsibility of the positions and become more comparable with other municipalities with similar populations. She noted the request pertains only to the title changes and does not include a salary increase.

Motion

Upon a motion by Councilmember Prestwood, Council voted 6 to 0 to adopt the title changes as recommended and as presented by Finance Director Bean.

- D. Horticulture Specialist Position: Finance Director Donna Bean discussed a new position for a Horticulture Specialist for the City of Lenoir's Public Works Department. This individual will be responsible for the beautification of the City's grounds.

Public Works Manager Jonathan Hogan stated this person would perform landscape duties and also take care of the West Avenue parking lot. In addition, he stated the position allows the City to move forward with a contractor who can take care of any code violations pertaining to housing issues. This person will work with the Parks and Recreation Grounds Staff. A job description and salary range will be presented to City Council at the October 25 Committee of the Whole for their consideration of approval.

- E. Revised Travel Policy: Staff recommends City Council approve the revised Travel Policy for the City of Lenoir with an effective date of October 1, 2022 as submitted. The purpose of the travel policy is to provide specific guidelines to City employees and elected officials covering travel and reimbursement of allowable expenditures. The Department Directors are to ensure that all travel for their department is in compliance with this policy.

A copy of the Travel Policy is attached to these minutes as information and on file in the Finance Director's office.

Director Bean stated all items/forms pertaining to the Travel Policy have been combined into one document, which will allow Staff to submit their travel information and compare their City budget information at the same time. Currently, Staff submits paper copies and receipts for any expenses related to travel.

Motion

Upon a motion by Councilmember Stevens, Council voted 6 to 0 to adopt the revised Travel Policy with an effective date of October 1, 2022 as recommended and as presented by Finance Director Bean.

- F. 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 as submitted.

A copy of the server and security upgrades chart is attached to these minutes as information.

Director Bean explained in order to improve the security of the IT infrastructure for the City,

the servers and the firewall needs to be upgraded. She reported the finance software currently being used was purchased in 2008 and stated the City has reserved \$300,000 in ARPA funds to use for this project.

In addition, Director Bean reported the City can still use its same vendor and said the cost depends on the name brand of the equipment. She recommended the company Netgate and stated she also included a contingency fee in the quote.

Motion

Following a brief discussion regarding insurance coverage for cyber security and upon a motion by Councilmember Perdue, Council voted 6 to 0 to authorize the upgrades to the IT Infrastructure and Financial Software at a cost of \$200,000 as presented and as recommended by Finance Director Bean.

B. Update; Public Communications

1. Joshua Harris, Public Information Officer, reviewed the August Communications Report with City Council. Director Harris reported there were 9 news releases, 286 photos, 2 videos, 137 social posts, 27 questions & answers and 1 e-sign. There ere also 39,039 website views, 684 new followers, and 1,071 social views.

Director Harris stated the *News-Topic* is printing all of the articles he has submitted recently and also reminded everyone about the Wellness Committee's October Walking Challenge that participating employees will be entered into a drawing for several prizes. He shared the Committee plans to offer one wellness program per quarter.

VI. PUBLIC SAFETY

A. Update; Police Department:

Chief Phelps stated that National Night Out is from 6:00 p.m. – 9:00 p.m. on Tuesday, October 4 and mentioned Shake & Dog will provide hot dogs along with chips and a soft drink to participants. There will also be live music and vendors available.

Personnel: Chief Phelps stated Staff was currently participating in fall training exercises. He reported three (3) officers submitted their resignations for various reasons, but stated two officers will continue to remain as part-time staff.

Chief Phelps stated the Caldwell County School System applied for a grant in order to have two (2) officers serve as School Resource Officers in the elementary schools for 4-hours per day.

- B. Update; Fire Department: Deputy Fire Chief Kenny Nelson reported the department passed their annual pump test, which is called a "flow" test to measure the pump's flow and pressure. He stated the Department would also provide additional data on Hurricane Ian as it becomes available.

VII. OTHER

- A. October Calendar: By consensus of the Council, the calendar for the month of October was approved listing various committee meetings.
- B. Closed Session: Pursuant to N.C.G.S §143-318.11(a),(3), and upon a motion by Councilmember Perdue, which carried unanimously, City Council entered into closed session to discuss attorney/client privilege.
- C. Open Session: Upon a motion by Councilmember Prestwood, which carried unanimously, City Council re-entered into open session.

City Council took the following action upon returning to open session:

Motion

Following discussion and upon a motion by Councilmember Beal, City Council voted 5 to 0 to adopt a Consent Judgment Final Order of Abatement against Brandon Scott Harris for property located at 507 Oak Street. Note: Councilmember Greer was not present to vote on the Consent Judgment.

VII. ADJOURN

There being no further business, the meeting adjourned at 10:32 a.m.

Attachments

Authorizing Resolution for Stormwater
Water and Sewer Tap Fee Increase Chart
Title Changes Chart
Travel Policy
Chart for Upgrades for IT Infrastructure & Financial Software

Minutes-Committee of the Whole Meeting
Tuesday, September 27, 2022



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.



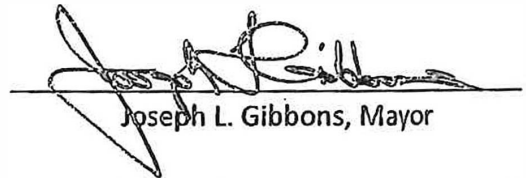
Minutes-Committee of the Whole Meeting
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That the **Authorized Officials**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the 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

CITY OF LENOIR, NC
CHARTERED
JANUARY 28, 1851
SEAL



**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

Minutes-Committee of the Whole Meeting
Tuesday, September 27, 2022

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

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.

Minutes-Committee of the Whole Meeting
Tuesday, September 27, 2022



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

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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

Mobile 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:

2023 (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

The following table lists the following information for the employee's travel.

M&IE Total: This table is used to determine the M&IE total for a single travel day of travel when that day is between the first and last day of travel.

Breakfast, lunch, dinner, incidentals - Expenses are reported for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Expenses are reported for each day of travel between the first and last day of travel.

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

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Asheville	Buncombe	\$64	\$14	\$16	\$20	\$5	\$48.00
Atlantic Beach / Morehead City	Carteret	\$64	\$14	\$16	\$20	\$5	\$48.00
Chapel Hill	Orange	\$74	\$17	\$18	\$24	\$5	\$54.00
Charlotte	Mecklenburg	\$68	\$16	\$17	\$21	\$5	\$51.00
Cornelius	Durham	\$64	\$14	\$16	\$20	\$5	\$48.00
Fayetteville	Cumberland	\$64	\$14	\$16	\$20	\$5	\$48.00
Greensboro	Guilford	\$64	\$14	\$16	\$20	\$5	\$48.00
Hill Country	Dare	\$74	\$17	\$18	\$24	\$5	\$54.00

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

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

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

This form is required if you are traveling by airplane, per diem, and/or out of the overnight status.

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)

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	01/01/22	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	MILE Full Rate													
	100% Per Diem													
	75% Per Diem (Travel days)													
	Lodging													
Lodging	# of nights													
	Room Rate/night													
Other	Registration													
	ESTIMATED EXPENSE:										ACTUAL 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 Forward:

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 Ceburus 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 presubmitted in the manner required by the Local Government Budget and Fiscal Control Act

Date

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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