

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, JANUARY 24, 2023
8:30 A.M.**

I. CALL TO ORDER

II. ABC BOARD ANNUAL AUDIT REPORT – Steve Huntley, CPA, Jerry Brooks, Chair

III. CITIZEN COMMENT

IV. COMMITTEE ITEMS

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

B. Update; Public Works/Public Utilities

V. COMMUNITY DEVELOPMENT

A. Lenoir Business Advisory Board

1. DLR Group Presentation-Introduction of the 2023 Downtown Lenoir Master Plan Kick-off

B. Board of Adjustment: The Board of Adjustment will meet on Monday, January 23 at 5:30 p.m. at the City/County Chambers. Hannah Williams, Interim Planning Director, will present an update on upcoming projects.

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in January. The next meeting will be held on Monday, February 20 at 6:00 p.m. at Mulberry Recreation Center.

VI. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

1. December Financial Summary

2. Job Descriptions: (Police-Major, Communications Specialist, Captain, Fire Chief, Parks & Recreation Director, Planning Director, Planner/GIS Specialist)

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

1. November Communications Report

VII. PUBLIC SAFETY

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

1. Fourth Quarter Report (October, November & December) – Chief Phelps
2. Review of Departmental Organizational Chart – Chief Phelps

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

1. Fourth Quarter Report (October, November & December) – Chief Hair

VIII. OTHER

A. February Calendar

IX. ADJOURN

**The City of Lenoir Board of
Alcoholic Control
Lenoir, North Carolina**

AUDIT REPORT

JUNE 30, 2022

THE CITY OF LENOIR BOARD OF ALCOHOLIC
CONTROL (A COMPONENT UNIT OF THE
CITY OF LENOIR)
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BENSON, BLEVINS & ASSOCIATES, P.L.L.C.

Certified Public Accountants

Independent Auditor's Report

Board of Directors
The City of Lenoir Board of Alcoholic Control
Lenoir, North Carolina

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of The City of Lenoir Board of Alcoholic Control, a component unit of the City of Lenoir, which comprise the Statement of Net Position as of June 30, 2022 and 2021, and the related Statement of Revenues, Expenses and Changes in Net Position, and cash flows for the years ended, and the related notes to the financial statements.

In our opinion based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position of The City of Lenoir Board of Alcoholic Control as of June 30, 2022 and 2021, and the respective changes in financial position, and where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The City of Lenoir Board of Alcoholic Control and meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of The City of Lenoir Board of Alcoholic Control were not audited in accordance with *Governmental Auditing Standards*.

Responsibilities of Management for the Audit of the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raises substantial doubt about The City of Lenoir Board of Alcoholic Control's ability to continue as a going concern for the twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but it is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Governmental Auditing* Standard will always detect material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Governmental Auditing Standards*, we

- exercised professional judgement and maintained professional skepticism throughout the audit.
- identified and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures including examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The City of Lenoir Board of Alcoholic Control's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Lenoir Board of Alcoholic Control's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, on pages 4 through 7 and the Local Government Employees' Retirement System's Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions on pages 22 and 23 be presented to supplement the basic financial statements. Such information is the responsibility of management, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Selected Store Operating Information, Schedule of Administrative Expenses, Schedule of Store Expenses and Schedule of Revenues and Expenditures – Budget vs. Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Selected Store Operating Information, Schedule of Administrative Expenses, Schedule of Store Expenses, and Schedule of Revenues and Expenditures – Budget vs. Actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Benson, Blevins & Associates, P.L.L.C.

Certified Public Accountants

North Wilkesboro, North Carolina

October 7, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the City of Lenoir Board of Alcoholic Control (The Board) financial report represents our discussion and analysis of the financial performance of the Board for the year ended June 30, 2022 and 2021. This information should be read in conjunction with the audited financial statements included in this report.

Financial Highlights

- An increase in overall sales for the year, an increase in operating expenses and an increase in distributions produced a \$44,100 change in net position for the year compared to last year, while also increasing working capital.
- The Board distributed \$500,000 to the City of Lenoir for the year and \$60,154 to the County School Administration.

Overview of the Financial Statements

The audited financial statements of the ABC Board consist of four components. They are as follows:

- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information-Local Governments Employees' Retirement System
- Additional Information Required by the ABC Commission

The Basic Financial Statements are prepared using the full accrual basis of accounting. They consist of three statements. The first statement is the Statement of Net Position. Assets and liabilities are classified between current and long-term. This statement provides a summary of the Board's investment of assets and obligations to creditors. Liquidity and financial flexibility can be evaluated using the information contained in this statement.

The next statement is the Statement of Revenues, Expenses and Changes in Net Position. This statement is used in evaluating whether the Board has recovered all its costs through sales. Its information is used in determining credit worthiness.

The final required statement is the Statement of Cash Flows. This statement reports cash inflows and outflows in the following categories: operating, investing and financing activities. Based on this data, the user can determine the sources of cash, the uses of cash and the change in cash.

The notes to the financial statements provide more detailed information and should be read in conjunction with the statements.

Generally accepted accounting principles, require that the Local Government Employees' Retirement System's Proportionate share of Net Pension Liability and Schedule of Contributions be reported. In addition, the ABC Commission requires some schedules in addition to the information required by generally accepted accounting principles. They include a Schedule of Selected Operating Information, Administrative Expenses, a Schedule of Store Expenses, a Schedule of Revenues and Expenditures-Budget and Actual (NON-GAAP).

Financial Analysis of the Board

Net position is an indicator of the fiscal health of the Board. Assets and deferred outflows exceeded liabilities and deferred inflows by \$1,015,210 in 2022 and \$971,110 in 2021. The largest component of net position was unrestricted working capital. It was 51% of the total net position for 2022, 49% in 2021 and 45% in 2020. Following is a summary of the Statement of Net Positions in Table 1, Table 2 is the Condensed Statement of

Revenues, Expenses and Changes in Net Positions, a summary of sales by source is Table 3 and Table 4 is a Summary of Changes in Fixed Assets.

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
TABLE 1
CONDENSED STATEMENT OF NET POSITIONS

	<u>6/30/2022</u>	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>Change from 2021 to 2022</u>	
				<u>Amount</u>	<u>%</u>
Current Assets	\$958,579	\$893,816	\$812,101	\$64,763	7.25%
Non-Current Assets	418,370	394,725	378,827	23,645	5.99%
Deferred Outflows of Resources	<u>33,788</u>	<u>42,380</u>	<u>85,394</u>	<u>-8,592</u>	<u>-20.27%</u>
Total Assets and Deferred Outflows of Resources	<u>\$1,455,479</u>	<u>\$1,330,921</u>	<u>\$1,320,334</u>	<u>\$79,816</u>	<u>6.00%</u>
Current Liabilities	\$327,366	\$309,426	\$322,873	\$17,940	5.80%
Long Term Liabilities	28,065	50,385	42,329	-22,320	-44.30%
Deferred Inflows of Resources	<u>40,096</u>	<u>0</u>	<u>0</u>	<u>40,096</u>	<u>0.00%</u>
Total Liabilities and Deferred Inflows of Resources	<u>395,527</u>	<u>359,811</u>	<u>365,202</u>	<u>35,716</u>	<u>9.93%</u>
Net Investment in Capital Assets	349,654	352,407	378,827	-2,753	-0.78%
Restricted for Working Capital	152,762	145,570	126,137	7,192	4.94%
Unrestricted	<u>512,794</u>	<u>473,133</u>	<u>406,156</u>	<u>39,661</u>	<u>8.38%</u>
Total Net Position	<u>\$1,015,210</u>	<u>\$971,110</u>	<u>\$911,120</u>	<u>\$44,100</u>	<u>4.54%</u>

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
TABLE 2
CONDENSED STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION

	<u>6/30/2022</u>	<u>6/30/2021</u>	<u>6/30/2020</u>	<u>Change from 2021 to 2022</u>	
				<u>Amount</u>	<u>%</u>
Operating Revenue	\$5,154,192	\$4,895,459	\$4,240,709	\$258,733	5.29%
Less: Taxes on Gross Sales	<u>1,171,149</u>	<u>1,110,628</u>	<u>961,159</u>	<u>60,521</u>	<u>5.45%</u>
Net Sales	3,983,043	3,784,831	3,279,550	198,212	5.24%
Cost of Sales	<u>2,695,476</u>	<u>2,588,348</u>	<u>2,216,940</u>	<u>107,128</u>	<u>4.14%</u>
Gross Profit	1,287,567	1,196,483	1,062,610	91,084	7.61%
Less: Operating Expenses	<u>621,581</u>	<u>603,802</u>	<u>569,063</u>	<u>17,779</u>	<u>2.94%</u>
Income From Operations	665,986	592,681	493,547	73,305	12.37%
Non-Operating Revenues and Expenses	<u>241</u>	<u>304</u>	<u>889</u>	<u>-63</u>	<u>-20.72%</u>
Change in Net Position before Distributions	666,227	592,985	494,436	73,242	12.35%
Distributions	<u>622,127</u>	<u>532,995</u>	<u>489,792</u>	<u>89,132</u>	<u>16.72%</u>
Changes in Net Position	<u>44,100</u>	<u>59,990</u>	<u>4,644</u>	<u>-15,890</u>	<u>-26.49%</u>
Net Position, Beginning	<u>971,110</u>	<u>911,120</u>	<u>906,476</u>	<u>59,990</u>	<u>6.58%</u>
Net Assets, Ending	<u>\$1,015,210</u>	<u>\$971,110</u>	<u>\$911,120</u>	<u>\$44,100</u>	<u>4.54%</u>

An increase in net sales of \$198,212 or 5.24% along with an increase in operating expenses of \$17,779 or 2.94% produced an increase in income from operations of \$73,305 or 12.37% which the Board has distributed to various entities.

Following is a breakdown of sales by source, with all sales, having increases during the year.

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
TABLE 3
SUMMARY OF CHANGES IN SALES BY SOURCE

	6/30/2022	6/30/2021	6/30/2020	Change from 2022 to 2021	
				Amount	%
Retail Liquor Sales	\$4,881,629	\$4,672,418	\$4,057,672	\$209,211	4.48%
Mixed Beverage Sales	259,038	208,655	169,680	50,383	24.15%
Retail Wine Sales	13,525	14,386	13,356	-861	-5.98%
Total Sales	<u>\$5,154,192</u>	<u>\$4,895,459</u>	<u>\$4,240,708</u>	<u>\$258,733</u>	<u>5.29%</u>

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
TABLE 4
SUMMARY OF CHANGES IN CAPITAL ASSETS

	6/30/2022	6/30/2021	6/30/2020	Change from 2021 to 2022	
				Amount	%
Land and Buildings	\$752,992	\$752,992	\$752,992	\$0	0.00%
Store Equipment	180,904	155,447	151,755	\$25,457	16.38%
Office Equipment	19,956	19,956	19,956	\$0	0.00%
	<u>\$953,852</u>	<u>\$928,395</u>	<u>\$924,703</u>	<u>\$25,457</u>	<u>2.74%</u>

Requests for Information

This report is intended to provide a summary of the financial condition of the City of Lenoir Board of Alcoholic Beverage Control as of June 30, 2022, and for the year then ended. Questions or requests for additional information should be addressed to:

Mr. Michael Suddreth, General Manager
City of Lenoir Board of Alcoholic Beverage Control
115 ABC Court
Lenoir, NC 28645

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
STATEMENT OF NET POSITION
AS OF JUNE 30, 2022 AND JUNE 30, 2021

	2022	2021
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 353,550	\$ 385,842
Investments	50,000	50,000
Inventories	551,409	454,503
Prepaid Expenses	3,620	3,471
Total Current Assets	<u>958,579</u>	<u>893,816</u>
Non-Current Assets:		
Net Pension Asset	68,716	42,318
Plant and Equipment, Net of Accumulated Depreciation	<u>349,654</u>	<u>352,407</u>
	<u>418,370</u>	<u>394,725</u>
Total Assets	<u>1,376,949</u>	<u>1,288,541</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Pension Deferrals	<u>33,788</u>	<u>42,380</u>
Total Deferred Outflow of Resources	<u>33,788</u>	<u>42,380</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 1,410,737</u></u>	<u><u>\$ 1,330,921</u></u>
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$ 191,354	\$ 181,157
Liquor Sales Taxes Payable	14,168	13,373
Payroll Taxes Payable	983	1,152
Accrued Liabilities	99,733	91,978
Distributions Payable	<u>21,128</u>	<u>21,766</u>
Total Current Liabilities	<u>327,366</u>	<u>309,426</u>
Long-term Liabilities: Net Pension Liability	<u>28,065</u>	<u>50,385</u>
Total Liabilities	<u><u>\$ 355,431</u></u>	<u><u>\$ 359,811</u></u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Pension Deferrals	<u>\$ 40,096</u>	<u>\$ -</u>
Total Deferred Inflow of Resources	<u><u>\$ 40,096</u></u>	<u><u>\$ -</u></u>
<u>NET POSITION</u>		
Net Investment in Capital Assets	\$ 349,654	\$ 352,407
Restricted for Working Capital	152,762	145,570
Unrestricted	<u>512,794</u>	<u>473,133</u>
Total Net Position	<u><u>\$ 1,015,210</u></u>	<u><u>\$ 971,110</u></u>
Total Liabilities, Deferred Inflows of Resources & Net Position	<u><u>\$ 1,410,737</u></u>	<u><u>\$ 1,330,921</u></u>

The accompanying notes are an integral part of these financial statements.

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
STATEMENT OF REVENUE, EXPENSES AND CHANGES
IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2022 AND JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
<u>OPERATING REVENUE</u>		
Liquor Sales-Regular	\$ 4,881,629	\$ 4,672,418
Mixed Beverage Sales	259,038	208,655
Wine Sales	13,525	14,386
Total Gross Sales	<u>5,154,192</u>	<u>4,895,459</u>
<u>DEDUCT TAXES ON GROSS SALES</u>		
State Excise Tax	1,130,608	1,073,610
Mixed Beverage Tax (Revenue)	23,067	19,992
Mixed Beverage Tax (Human Res.)	2,307	1,999
Rehabilitation Tax	15,167	15,027
Total Taxes	<u>1,171,149</u>	<u>1,110,628</u>
<u>NET SALES</u>	3,983,043	3,784,831
<u>DEDUCT COST OF SALES</u>		
Cost of Liquor Sold	2,686,170	2,578,304
Cost of Wine Sold	9,306	10,044
<u>GROSS PROFIT ON SALES</u>	<u>1,287,567</u>	<u>1,196,483</u>
<u>DEDUCT OPERATING EXPENSES</u>		
Store Expenses	402,890	389,193
Administrative Expenses	190,480	184,498
Depreciation Expense	28,211	30,111
Total Operating Expenses	<u>621,581</u>	<u>603,802</u>
<u>INCOME FROM OPERATIONS</u>	<u>665,986</u>	<u>592,681</u>
<u>NON-OPERATING REVENUES AND EXPENSES</u>		
Interest Income	241	304
Loss on disposal of assets	-	-
Other Income	-	-
Total Non-operating Income	<u>241</u>	<u>304</u>
<u>CHANGE IN NET POSITION BEFORE DISTRIBUTIONS</u>	666,227	592,985
Deduct:		
Law Enforcement	25,822	22,588
Alcohol Education	36,151	31,623
<u>CHANGE IN NET POSITION BEFORE PROFIT DISTRIBUTIONS</u>	<u>604,254</u>	<u>538,774</u>
<u>PROFIT DISTRIBUTIONS</u>		
City of Lenoir	500,000	425,000
County School Administration	60,154	53,784
Total Profit Distribution	<u>560,154</u>	<u>478,784</u>
<u>CHANGE IN NET POSITION</u>	44,100	59,990
<u>NET POSITION- BEGINNING OF YEAR</u>	<u>971,110</u>	<u>911,120</u>
<u>NET POSITION - END OF YEAR</u>	<u>\$ 1,015,210</u>	<u>\$ 971,110</u>

The accompanying notes are an integral part of these financial statements.

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND JUNE 30, 2021

	2022	2021
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Cash Received From Customers	\$ 5,509,001	\$ 5,224,024
Cash Payments for Inventory Costs	(3,946,176)	(3,752,549)
Cash Payments for Operating Expense	(592,325)	(567,008)
Liquor Sales Taxes Paid	(354,809)	(328,565)
Net Cash Provided By Operations	<u>615,691</u>	<u>575,902</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCIAL ACTIVITIES</u>		
Book Value of Assets Disposed	-	-
Investments- contribution to investments	-	-
Acquisition of Fixed Assets	(25,458)	(3,691)
Net Cash (Used) by Capital and Related Financing Activities	<u>(25,458)</u>	<u>(3,691)</u>
<u>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</u>		
Law Enforcement Distributions	(26,031)	(22,273)
Alcohol Educations Distributions	(36,359)	(31,211)
Profit Distributions to Government	(560,376)	(478,221)
Net Cash Used by Non-Capital Financing	<u>(622,766)</u>	<u>(531,705)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Interest Earned on Investments	241	304
Other Income	-	-
Net Cash Provided by Investing Activities	<u>241</u>	<u>304</u>
<u>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</u>	(32,292)	40,810
Cash and Cash Equivalents, Beginning	<u>385,842</u>	<u>345,032</u>
<u>CASH AND CASH EQUIVALENTS, ENDING</u>	<u>\$ 353,550</u>	<u>\$ 385,842</u>
<u>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</u>		
Income From Operations	\$ 665,986	\$ 592,681
Adjustment to Reconcile:		
Depreciation	28,211	30,111
Changes in Assets, deferred outflows and inflows of resources and Liabilities:		
Decrease (Increase): Inventories	(96,906)	(40,711)
Prepaid Expenses	(149)	(194)
Deferred outflows of resources for pensions	(17,806)	696
Increase (Decrease): Accounts Payable	10,198	(16,871)
Deferred inflows of resources for pensions	40,096	-
Net pension liabilities	(22,320)	8,056
Accrued Liabilities	8,381	2,134
Total Adjustments	<u>(50,295)</u>	<u>(16,779)</u>
<u>NET CASH PROVIDED BY OPERATIONS</u>	<u>\$ 615,691</u>	<u>\$ 575,902</u>

There were no Noncash investing activities for the year.

The accompanying notes are an integral part of these financial statements.

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF CITY OF LENOIR)
LENOIR, NORTH CAROLINA
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

Note 1. Summary of Significant Accounting Policies

A. Principles used in determining the scope of the entity for financial reporting:

The City of Lenoir Board of Alcoholic Control (the Board), a component unit of the City of Lenoir, is a corporate body with powers outlined by G.S. 18B-701. The Board may borrow money in accordance with G.S. 18B-702(b) and the City of Lenoir's governing body, who appoints the Board of Directors, shall in no way be held responsible for the debts of the Board.

The ABC Board is required by State Statute to distribute its surpluses to the General Fund of the City of Lenoir which represents a financial benefit to the City. Therefore, the City of Lenoir Board of Alcoholic Control is reported as a discretely presented component unit in the City's financial statements.

B. Organizational History

The Board was organized under the provisions contained in the charter of the City of Lenoir, codified by Chapter 118 of the 1977 Sessions of Laws of North Carolina and was implemented by a city-wide election held July 9, 1977. The Lenoir City Council appointed three individuals to serve on the Board with terms of three years, two years and one year.

The Board, as provided by North Carolina Alcoholic Beverage Control laws, operates two retail liquor stores and through its law enforcement division, investigates violations of such laws. North Carolina General Statute 18B(c) (2) (3) requires that the Board expend at least 5% of profits for law enforcement and at least 7% of the same profits for alcohol education and rehabilitation programs. In accordance with their local enabling act, effective July 1, 2017, the ABC Board is required to expend only 7% for alcohol education.

C. Basis of Presentation

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or changes in net position is appropriate for capital, maintenance, public policy, management control, accountability or other purposes.

D. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting. All sales are made by cash, check, debit or credit card and recorded at the time of sale. Other revenues are reported when earned. Expenses are recognized when incurred.

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E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of net position date and reported amounts of revenues and expenses during the reporting period. Estimates are used to determine depreciation expense, the allowance for doubtful accounts and certain claims and judgment liabilities, among other accounts. The pension plan estimates are the most significant. Actual results may differ from these estimates.

F. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The ABC Board's employer contributions are recognized when due and the ABC Board has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

G. Assets, Liabilities and Net Position

(1) Cash deposits- All deposits of the ABC Board are made in Board designated official depositories and are collateralized as required by G.S. 159-31. Official depositories may be established with any bank or savings and loan association whose principal office is in North Carolina. Also, the ABC Board may establish time deposits, accounts such as NOW and Super NOW accounts, money market accounts and certificates of deposit.

All of the Boards deposits are either insured or collateralized by using one of two options. Under the Dedicated method, all deposits over the federal depository insurance coverage are collateralized with securities held by the Board's agent in the Boards name. Under the Pooling Method, a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Board, these deposits are considered to be held by the board agent in the Board's name. The amount of pledged collateral is based on an approved averaging method of non-interest-bearing deposits and the actual current balance for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Board or the escrow agent. Because of the inability to measure the exact amount of the collateral pledged for the Board under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer enforces strict standards of financial stability for each Pooling Method depository. The Board's deposits at year end had a carrying value of \$349,150 as of June 30, 2022, and \$381,442 as of June 30, 2021, and a bank balance of \$340,681 and \$365,822 for June 30, 2022, and 2021, respectfully. Most of the Board's deposits were covered by federal deposit insurance except for 2022 and 2021, respectfully with \$90,181 and \$115,322 being covered by collateral held under the Pooling Method. There was \$4,400 in cash on hand as of June 30, 2022, and \$4,400 as of June 30, 2021.

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(2) Investments- State law [G.S. 159-30(c)] authorizes the ABC Board to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and banker's acceptances; and the North Carolina Capital Management Trust (NCCMT), an SEC registered (2a-7) money market mutual fund.

The ABC Board's investments with a maturity of more than one year at acquisition and non-money market investments are carried at fair value as determined by either quoted market prices, significant other observable inputs or significant unobservable inputs. Non-participating interest earning contracts are accounted for at cost. The NCCMT Government Portfolio, an SEC registered (2a-7) external investment pool, is measured at fair value. The NCCMT Term Portfolio is a bond fund, has no rating and is measured at fair value. As of June 30, 2022, the Term portfolio has a duration of .11 years. Because the NCCMT Government and Term Portfolios have a weighted average maturity of less than 90 days, they are presented as an investment with a maturity of less than 6 months.

(3) Cash and Cash Equivalents-For purposes of cash flows, the Board considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

(4) Accounts Receivable- Accounts receivable, primarily representing unsettled claims on distressed liquor and is shown in the balance sheet net of a zero allowance for doubtful accounts. There were no receivables at June 30, 2022 or 2021.

(5) Inventories - Inventories are valued at their replacement cost, as of June 30 of each year, as required by the North Carolina Alcoholic Beverage Control Commission.

(6) Property Plant and Equipment- Property and equipment are recorded at cost and are being depreciated over their estimated useful lives on a straight-line basis as follows:

	Useful Life	Cost	Depreciation
Land, Land Improvements And Buildings	8-40 years	\$752,992	\$440,643
Store Equipment	2-20 years	180,904	143,774
Office Equipment	5-10 years	<u>19,956</u>	<u>19,781</u>
		<u>\$953,852</u>	<u>\$604,198</u>

Upon disposition of a fixed asset, the original cost and the related accumulated depreciation are removed from the financial records. Any gain or loss from disposition is reflected in earnings for the period of disposition.

(7) Net Position -Net position consists of:

A: Net Investment in capital assets:

This component of net position consists of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of these assets. If there are significant unspent related debt

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proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

B: Restricted for Law Enforcement:

This applies only when the Board employs its own ABC officers.

C: Restricted for capital improvements:

State law G.S. 18B-805 (d) requires approval of the appointing authority to establish this account, outside of working capital.

D: Restricted for working capital:

North Carolina Alcoholic Beverage Control Commission Rule .0902(a) defines working capital as the total of cash, investments and inventories, less all unsecured liabilities. An ABC Board shall set its working capital requirements, under (.0902(b)(2)), at not less than two weeks average gross sales of the last fiscal year nor greater than three month's average gross sales of the last fiscal year. Gross sales mean gross receipts from the sale of alcoholic beverages less distribution required by G.S. 18B-805(b) (2), (3) and (4). Also see Note 8.

E: Unrestricted net position:

This component of net position consists of net position that do not meet the definition of restricted, or net investment in capital assets.

Note 2. Detail Notes on All Funds

Pension Plan Obligations

A. Local Government Employees Retirement System

Plan Description. The ABC Board is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Annual Comprehensive Financial Report (ACFR) for the State of North Carolina. The State's ACFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 981-5454, or at www.osc.nc.gov

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A

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member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service. Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. The ABC Board employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The ABC Board's contractually required contribution rate for the year ended June 30, 2022, was 9.70% of compensation for law enforcement officers and 11.35% for general employees, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the ABC Board were \$33,788 for the year ended June 30, 2022.

Refunds of Contributions – Board employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60-day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions, or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2022, the Board reported a liability of \$28,065 for its proportionate share of the net pension liability. The net pension asset was measured as of June 30, 2021. The total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2020. The total pension liability was then rolled forward to the measurement date of June 30, 2021, utilizing update procedures incorporating the actuarial assumptions. The Board's proportion of the net pension asset was based on a projection of the Board's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2022, the Board's proportion was 0.0018% (measured as of June 30, 2021), which

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was a decrease (or increase) of (0.0004 %) from its proportion measured as of June 30, 2021(measured as of June 30, 2020).

For the year ended June 30, 2022, the Board recognized pension expense of \$33,759. On June 30, 2022, the Board reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 8,928	\$ -
Changes of assumptions	17,632	-
Net difference between projected and actual earnings on pension plan investments	-	40,096
Changes in proportion and differences between Board contributions and proportionate share of contributions	42,156	-
ABC Board's contributions subsequent to the measurement date	33,788	-
Total	<u>\$ 102,504</u>	<u>\$ 40,096</u>

\$33,788 was reported as deferred outflows of resources related to pensions resulting from Board contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2022	\$ 20,747
2023	\$ 13,517
2024	\$ 6,625
2025	\$ (12,270)
2026	-
	<u>\$ 28,619</u>

Actuarial Assumptions. The total pension liability in the December 31, 2020, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

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Inflation	3.0 percent
Salary increases	3.50 to 8.10 percent including inflation and productivity factor
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e., general, law enforcement officer) and health status (i.e., disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2020, valuation were based on the results of an actuarial experience study for the period January 1, 2010 through December 31, 2014.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns, and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2021, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	100%	

The information above is based on 30-year expectations developed with the consulting actuary for the 2020 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

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Discount rate. The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Board's proportionate share of the net pension liability to changes in the discount rate. The following presents the Board's proportionate share of the net pension asset calculated using the discount rate of 6.50 percent, as well as what the Board's proportionate share of the net pension liability or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.50 percent) or one percentage point higher (7.50 percent) than the current rate:

	1% Decrease (5.50%)	Discount Rate (6.50%)	1% Increase (7.50%)
Board's proportionate share of the net pension liability (asset)	<u>\$ 108,945</u>	<u>\$ 28,065</u>	<u>\$ (38,495)</u>

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Annual Comprehensive Financial Report (ACFR) for the State of North Carolina.

B. Death Benefits

The Board has also elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest month's salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. All death benefit payments are made from the Death Benefit Plan. The Board has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. The Board considers these contributions to be immaterial.

C. Vacation and Sick Leave Compensation

Full time employees of the Board may accumulate up to thirty days earned vacation and such leave is fully vested when earned. As of June 30, 2022, accumulated vacation cost amounted to approximately \$27,164 and \$22,163 for June 30, 2021. The current level of accumulated vacation pay is not considered to be material. The approximate value of unused sick leave on June 30, 2022, amounted to \$139,980. Since the

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Board has no obligation for accumulated sick leave until it is taken, no accrual has been made on June 30, 2022.

Note 3. Distributions of Income

The following entities received Distributions of Income from the Board:

Law Enforcement-City of Lenoir Law Enforcement Division	<u>\$25,822</u>
Alcohol Education-7% to three entities:	
Caldwell House	\$24,222
City DARE Program	8,134
County DARE Program	<u>3,795</u>
	<u>\$36,151</u>

The Board has made distributions since inception in 1977 as follows:

	<u>Current Period</u>	<u>Total to Date</u>
City of Lenoir	\$ 500,000	\$10,051,000
Caldwell County School		
Administrative Unit	<u>60,154</u>	<u>1,250,671</u>
	<u>\$ 560,154</u>	<u>\$11,301,671</u>

N.C. General Statute 18B-805(e) requires that the entire net income after deducting amounts required for law enforcement and education and retaining proper working capital, be paid quarterly to the City of Lenoir and the Caldwell County School Administration Unit.

Note 4. Law Enforcement and Alcoholic Education Expenses

The Board is required by law to expend 5% of its total profits for law enforcement and not less than 7% of its profits for education on the excessive use of alcoholic beverages and for rehabilitation of alcoholics. Profits are defined by law for these calculations as income before law enforcement and education expenses, less the 3.5% mark-up provided in G.S. 18B(b)(5) and the bottle charge provided for in G. S. 18B-804(b) (6b):

	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Income before Required Distributions	\$666,227	\$592,985
Plus: Inventory Restatement	0	0
Less: 3.5% Tax and Bottle Charges	<u>149,787</u>	<u>141,225</u>
Profit Subject to Expense Percentages	<u>\$516,440</u>	<u>\$451,760</u>
Law Enforcement Provision - Actual	<u>\$25,822</u>	<u>\$ 22,588</u>
Percentage of Profit	5%	5%
Provision for Alcoholic Education		
And Rehabilitation - Actual	<u>\$36,151</u>	<u>\$ 31,623</u>
Percentage of Profit	7%	7%

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Note 5. Disbursement of Taxes Included in Selling Price

A state excise tax under G.S. 18B-805 (i), at the rate of 30% on the retail (net Sale) price is charged monthly, (excluding wine sales). Transactions for this account for the period are summarized as follows:

Taxes payable, July 1, 2021	\$ 85,444
Taxes collected during the year	1,130,516
Taxes remitted to state	(1,124,589)
Taxes payable, June 30, 2022	<u>\$ 91,371</u>

Where items are sold below the uniform price, the excise tax is computed in accordance with G.S. 18B-805 (i). The accrued North Carolina excise tax at June 30, 2022, was remitted to the North Carolina Department of Revenue by July 15, 2022.

A bottle charge of one cent on each bottle containing 50 milliliters or less and five cents on each bottle containing more than 50 milliliters is collected and distributed monthly to the county commissioners for alcoholic education and rehabilitation. For the year ended June 30, 2022, payments to the county were based on the following sales:

Regular bottles @ 5 cents	262,378	\$13,119
Mixed Beverage bottles @ 5 cent	4,387	219
Mini bottles @ 1 cent	182,831	<u>1,829</u>
		<u>\$ 15,167</u>

A mixed beverage tax at the rate of \$20.00 per 4 liters is charged on the sale of liquor to be resold as mixed beverages. One-half of the mixed beverage tax is submitted monthly to the Department of Revenue. Five percent of the mixed beverage tax is submitted monthly to the Department of Human Resources.

The mixed beverage tax for the year was:

Department of Revenue	\$ 23,067
Department of Human Resources	2,307
Amount retained	<u>20,761</u>
	<u>\$ 46,135</u>

Note 6. Surcharge Collected

The total amount of surcharge collected for the year was \$33,871. The rate is \$1.15 per case as of November 1, 2018.

Note 7. Retail Outlets

The Board operates two retail stores:

Store #1- 1 ABC Court, Lenoir, NC	Store # 2- Connelly Springs Road, Lenoir, NC
Gross Sales \$3,233,994	Gross Sales \$1,920,198

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Note 8. Working Capital Requirements

The Board is required by the Alcoholic Beverage Control Commission rule .0902 (b) (2), to set its working capital requirements at not less than two weeks averages gross sales of the last fiscal year nor greater than three months average gross sales of the last fiscal year. Gross sales means gross receipts from the sale of alcoholic beverage less distribution as defined in G.S. 18B (b) (2), (3) and (4).

The position of the Board on this requirement is as follows at June 30, 2022:

Minimum amount	\$ 152,762
Maximum amount	\$ 992,956
Actual working capital	\$ 663,872

As of June 30, 2022, the actual working capital position is more than the minimum required by the Alcoholic Beverage Control Commission Rule .0902.

Note 9. Risk Management

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omission; injuries to employees; and natural disasters. The Board has property general liability, auto liability, workmen's compensation and employees' health coverage. The Board also has liquor legal liability coverage. There have been no significant reductions in coverage from the prior year and settled claims have not exceeded coverage in any of the past three years.

In accordance with G.S. 18B-700(i), each Board member is bonded in the amount of \$50,000, in accordance with G.S. 18B-803(b) and (c) the general manager and finance officer is bonded in the amount of \$50,000 each.

Note 10. Liquor Sales Tax

The total amount of sales tax collected by the Board for remission to the Department of Revenue for the fiscal year was \$ 342,028. The rate of the tax for the entire 2022 year was 7.00% (liquor) and 6.75% (wine) for Caldwell County. The amount of this tax is not included in income or expense in these statements.

Note 11. Subsequent Events

Consideration was made of events subsequent to the date of the balance sheet through the date of the report which is essentially the date the report was available to be issued. Subsequent events have not been evaluated after that date.

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The City of Lenoir Board of Alcoholic Control's Proportionate Share of Net Pension Liability (Asset)
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For June 30, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015 and 2014

Local Government Employee's Retirement System

	2022	2021	2020	2019	2018
Board's proportion of the net pension liability (asset) (%)	<u>0.0018%</u>	<u>0.0014%</u>	<u>0.0016%</u>	<u>0.0022%</u>	<u>0.0022%</u>
Board's proportion of the net pension liability (asset) (\$)	<u>\$28,065</u>	<u>\$ 50,385</u>	<u>\$42,329</u>	<u>\$52,429</u>	<u>\$34,068</u>
Board's covered-employee payroll	<u>\$240,260</u>	<u>\$214,580</u>	<u>\$196,642</u>	<u>\$178,551</u>	<u>\$174,455</u>
Boards' proportionate share of the net pension Liability (asset) as a percentage of its covered-employee payroll	11.68%	23.48%	21.53%	29.36%	19.53%
Plan fiduciary net position as a percentage of the pension liability	90.86%	91.63%	94.18%	91.47%	98.09%
	2017	2016	2015	2014	
Board's proportion of the net pension liability (asset) (%)	<u>0.0026%</u>	<u>0.0028%</u>	<u>-0.0027%</u>	<u>0.0027%</u>	
Board's proportion of the net pension liability (asset) (\$)	<u>\$54,756</u>	<u>\$12,342</u>	<u>-\$15,982</u>	<u>\$32,545</u>	
Board's covered-employee payroll	<u>\$182,123</u>	<u>\$174,789</u>	<u>\$173,212</u>	<u>\$168,477</u>	
Boards' proportionate share of the net pension Liability (asset) as a percentage of its covered-employee payroll	30.07%	7.06%	-9.23%	19.32%	
Plan fiduciary net position as a percentage of the pension liability	99.07%	102.64%	94.35%	96.45%	

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The City of Lenoir Board of Alcoholic Control's Contribution
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Local Government Employee's Retirement System

	2022	2021	2020	2019	2018
Contractually required contribution	\$ 33,788	\$ 42,380	\$ 35,748	\$ 34,989	\$ 34,068
Contributions in relation to the contractually required contribution	<u>33,788</u>	<u>42,380</u>	<u>35,748</u>	<u>34,989</u>	<u>34,068</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board's covered-employee payroll	<u>\$ 240,260</u>	<u>\$ 214,580</u>	<u>\$ 196,642</u>	<u>\$ 178,551</u>	<u>\$ 174,455</u>
Contributions as a percentage of covered-employee payroll	14.06%	19.75%	18.18%	19.60%	19.53%

	2017	2016	2015	2014
Contractually required contribution	\$ 30,687	\$ 28,438	\$ 28,875	\$ 28,085
Contributions in relation to the contractually required contribution	<u>30,687</u>	<u>28,438</u>	<u>28,875</u>	<u>28,085</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Board's covered-employee payroll	<u>\$ 182,123</u>	<u>\$ 174,789</u>	<u>\$ 173,212</u>	<u>\$ 164,477</u>
Contributions as a percentage of covered-employee payroll	16.85%	16.27%	16.67%	16.67%

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
LENOIR, NORTH CAROLINA
SELECTED STORE OPERATING INFORMATION
FOR THE YEAR ENDED JUNE 30, 2022

	Store # 1 ABC Court 2022	Store # 2 Connelly Springs Rd 2022	Total
Liquor Sales	\$ 2,966,287	\$ 1,915,342	\$ 4,881,629
Mixed Beverage Sales	259,038	-	259,038
Wine Sales	8,669	4,856	13,525
Total	<u>3,233,994</u>	<u>1,920,198</u>	<u>5,154,192</u>
Less: Rehabilitation Tax	9,204	5,963	15,167
State Excise Tax	705,707	424,901	1,130,608
Mixed Beverage Tax	25,374	-	25,374
Total	<u>740,285</u>	<u>430,864</u>	<u>1,171,149</u>
Net Sales	2,493,709	1,489,334	3,983,043
Total Cost of Sales	<u>1,659,789</u>	<u>1,035,687</u>	<u>2,695,476</u>
Gross Profit	<u>\$ 833,920</u>	<u>\$ 453,647</u>	<u>\$ 1,287,567</u>
Inventory - End of Period	<u>\$ 305,036</u>	<u>\$ 246,373</u>	<u>\$ 551,409</u>

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
LENOIR, NORTH CAROLINA
SCHEDULE OF ADMINISTRATIVE EXPENSE
FOR THE YEAR ENDED JUNE 30, 2022 AND JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
Salaries	\$ 111,012	\$ 105,638
Payroll Taxes	9,179	8,076
Contract Services	-	-
Employee Retirement	11,719	17,823
Employees Travel	1,409	604
Group Insurance	21,306	19,799
Repair and Maintenance	705	705
Utilities	-	-
Telephone	-	-
Office Supplies	2,397	2,394
Postage	797	854
Professional Services	8,225	8,125
Dues and Subscriptions	1,183	551
Board Members Services	5,025	3,900
Cash Over and Short	247	(296)
Miscellaneous	<u>17,276</u>	<u>16,325</u>
Total	<u><u>\$ 190,480</u></u>	<u><u>\$ 184,498</u></u>

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
LENOIR, NORTH CAROLINA
SCHEDULE OF STORE EXPENSE
FOR THE YEAR ENDED JUNE 30, 2022 AND JUNE 30, 2021

	Store # 1		Store # 2		Total	Total
	ABC Court		Connelly Springs Rd		2022	2021
	2022		2022			
Salaries	\$ 99,763	\$	109,021	\$	208,784	\$ 199,381
Payroll Taxes	8,249		9,014		17,263	15,244
Employees' Retirement	10,531		11,509		22,040	33,308
Group Insurance	19,147		20,924		40,071	37,002
Repairs and Maintenance	5,345		7,947		13,292	12,025
Utilities	8,763		6,500		15,263	14,605
Telephone	1,033		918		1,951	2,469
Insurance	2,058		8,616		10,674	9,771
Supplies	12,952		5,918		18,870	14,919
Miscellaneous	-		-		-	-
Credit card processing fees	34,043		20,639		54,682	50,469
Travel	-		-		-	-
Total	\$ 201,884	\$	201,006	\$	402,890	\$ 389,193

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
LENOIR, NORTH CAROLINA
SCHEDULE OF REVENUES AND EXPENDITURES-BUDGET vs. ACTUAL (NON-GAAP)
FOR THE YEAR ENDED JUNE 30, 2022

	2022 Original Budget	2022 Revised Budget	2022 Actual	Variance Positive (Negative)
Revenues				
Operating Revenue				
Liquor Sales	\$4,346,000	\$4,995,000	\$4,881,629	-\$113,371
Mixed Beverage Sales	240,000	265,000	259,038	-5,962
Wine Sales	14,000	15,000	13,525	-1,475
Total	<u>4,600,000</u>	<u>5,275,000</u>	<u>5,154,192</u>	<u>-120,808</u>
Non-Operating				
Interest Income	1,000	1,000	241	-759
Other	0	0	0	0
	<u>1,000</u>	<u>1,000</u>	<u>241</u>	<u>-759</u>
Expenditures				
Taxes based on revenue:				
State Excise Tax	995,000	1,155,000	1,130,608	24,392
Mixed Beverage Tax (Revenue)	22,000	25,000	23,067	1,933
Mixed Beverage Tax (Human Resources)	3,000	3,000	2,307	693
Rehabilitation Tax	15,000	16,000	15,167	833
Wine/Mixer sales tax	950	950	0	950
Total	<u>1,035,950</u>	<u>1,199,950</u>	<u>1,171,149</u>	<u>28,801</u>
Total Cost of Sales:				
Liquor			2,686,170	
Wine			9,306	
	<u>2,432,000</u>	<u>2,727,000</u>	<u>2,695,476</u>	<u>31,524</u>
Gross Profit	<u>1,133,050</u>	<u>1,349,050</u>	<u>1,287,808</u>	<u>-61,242</u>
Operating Expenses				
Salaries	315,000	328,000	319,796	8,204
Payroll Tax Expense	24,450	27,550	26,442	1,108
Retirement Benefits	45,900	45,900	33,728	12,172
Board Services	5,400	5,400	5,025	375
Utilities	20,500	20,500	15,263	5,237
Telephone	3,500	3,500	1,951	1,549
Repairs and Maintenance	16,000	16,000	13,996	2,004
Printing and Supplies - Office	4,500	4,500	3,194	1,306
Supplies - Store	15,000	20,000	18,870	1,130
Insurance - General	12,000	12,000	10,675	1,325
Insurance - Health	57,000	61,500	61,377	123
Travel	2,300	2,300	1,409	891
Professional Services	8,800	8,800	8,225	575
Credit Card Charges-Bank and other	50,150	58,650	54,682	3,968
Cash over and short	200	400	247	153
Dues and Subscriptions	1,000	1,200	1,183	17
Miscellaneous	23,850	23,850	17,277	6,573
Total Operating Expense	<u>605,550</u>	<u>640,050</u>	<u>593,340</u>	<u>46,710</u>

	2022 Original Budget	2022 Revised Budget	2022 Actual	Variance Positive (Negative)
Capital Outlay	61,000	61,000	25,458	35,542
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>666,550</u>	<u>701,050</u>	<u>618,798</u>	<u>82,252</u>
Distributions:				
Deduct :				
Law Enforcement	23,000	33,000	25,822	7,178
Alcohol Education	32,000	45,000	36,151	8,849
City of Lenoir	361,500	500,000	500,000	0
Caldwell County School Administration	50,000	70,000	60,154	9,846
Total	<u>466,500</u>	<u>648,000</u>	<u>622,127</u>	<u>25,873</u>
Total Expenditure and Distributions	<u>1,133,050</u>	<u>1,349,050</u>	<u>1,240,925</u>	<u>108,125</u>
Revenues over Expenditures	<u>0</u>	<u>0</u>	<u>46,883</u>	<u>46,883</u>
Other Financing (Uses):				
Working Capital Retained		0	0	
(Appropriated-Unrestricted Funds)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues over Expenditures and Other Financing (Uses)	<u>\$ -</u>	<u>\$ -</u>	46,883	<u>\$46,883</u>
Reconciliation from budgetary basis (modified accrual to full accrual):				
Add: Capital Outlay, net of disposal (-0-)			25,458	
Less: Pension Expense			-30	
Less : Depreciation			<u>-28,211</u>	
Change in net position			<u>\$44,100</u>	

THE CITY OF LENOIR BOARD OF ALCOHOLIC CONTROL
(A COMPONENT UNIT OF THE CITY OF LENOIR)
SCHEDULE OF DISTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2022

Distribution	Amount	Date of Distribution	Restrictions on Use
Law Enforcement			
Recipient:			
City of Lenoir Law Enforcement	\$ 6,281	November 13, 2021	Law Enforcement
	8,418	February 12, 2021	
	6,067	May 13, 2021	
	5,056	July 15, 2022	
	<u>\$ 25,822</u>		
Alcohol Education			
Recipient:			
Dare Program-City of Lenoir	\$ 1,979	November 13, 2021	Treatment of alcoholism or substance abuse or research or education on alcohol abuse or substance abuse
	2,651	February 12, 2022	
	1,911	May 13, 2022	
	1,593	July 15, 2022	
Dare Program-Caldwell County	923	November 13, 2021	
	1,237	February 12, 2022	
	892	May 13, 2022	
	743	July 15, 2022	
Caldwell House	2,077	July 15, 2021	
	1,933	September 14, 2021	
	1,884	October 14, 2021	
	1,743	November 13, 2021	
	2,120	December 14, 2021	
	4,033	January 15, 2022	
	1,729	February 12, 2022	
	2,000	March 12, 2022	
	1,961	April 15, 2022	
	2,244	May 13, 2022	
	1,342	June 13, 2022	
	1,156	July 15, 2022	
	<u>\$ 36,151</u>		
Municipality			
Recipient:			
City of Lenoir	\$ 120,000	October 8, 2021	No restrictions
	150,000	January 14, 2022	
	100,000	April 15, 2022	
	130,000	June 30, 2022	
	<u>\$ 500,000</u>		
School Board			
Recipient:			
Caldwell County Board of Education	\$ 14,473	November 12, 2021	No restrictions
	18,994	February 15, 2022	
	14,106	May 15, 2022	
	12,581	August 15, 2022	
	<u>\$ 60,154</u>		

Chairman
Jerry Brooks

City of Lenoir
BOARD OF ALCOHOLIC CONTROL
115 ABC COURT
LENOIR, NORTH CAROLINA 28645

Board Members
Dr. John Tye
Steven Stewart

Year End Fiscal	Sales	Profits	City of Lenoir General Fund	City of Lenoir Law Enforcement	Alcohol Educ & Rehab	Caldwell Co Schools	Tax 1 & 5¢	NC State Excise Tax	Mixed Bev Tax
1978	\$ 1,039,419.00	\$ 127,418.00	\$ -	\$ 6,374.00	\$ 2,141.00	\$ 12,748.00	\$ 9,337.00	\$ 183,943.00	\$ -
1979	\$ 1,548,408.00	\$ 215,712.00	\$ 50,000.00	\$ 10,786.00	\$ 10,786.00	\$ 21,571.00	\$ 13,309.00	\$ 274,137.00	\$ -
1980	\$ 1,710,082.00	\$ 245,162.00	\$ 100,000.00	\$ 12,258.00	\$ 12,258.00	\$ 24,516.00	\$ 13,682.00	\$ 302,764.00	\$ -
1981	\$ 1,826,635.00	\$ 249,260.00	\$ 130,000.00	\$ 12,853.00	\$ 12,853.00	\$ 25,706.00	\$ 13,646.00	\$ 323,684.00	\$ -
1982	\$ 1,965,841.00	\$ 264,603.00	\$ 190,000.00	\$ 12,490.00	\$ 12,490.00	\$ 24,980.00	\$ 14,093.00	\$ 348,493.00	\$ -
1983	\$ 2,007,745.00	\$ 261,751.00	\$ 225,000.00	\$ 11,221.00	\$ 11,221.00	\$ 25,728.00	\$ 13,916.00	\$ 354,170.00	\$ -
1984	\$ 1,953,843.00	\$ 241,875.00	\$ 235,000.00	\$ 10,519.00	\$ 10,519.00	\$ 24,188.00	\$ 13,249.00	\$ 337,671.00	\$ -
1985	\$ 1,961,758.00	\$ 235,533.00	\$ 225,000.00	\$ 8,966.00	\$ 8,966.00	\$ 23,991.00	\$ 13,499.00	\$ 338,407.00	\$ -
1986	\$ 2,039,848.00	\$ 258,779.00	\$ 225,000.00	\$ 10,522.00	\$ 10,522.00	\$ 25,740.00	\$ 13,115.00	\$ 352,853.00	\$ -
1987	\$ 2,120,388.00	\$ 303,361.00	\$ 245,000.00	\$ 11,659.00	\$ 11,659.00	\$ 28,004.00	\$ 13,072.00	\$ 367,141.00	\$ -
1988	\$ 2,185,726.00	\$ 272,642.00	\$ 255,000.00	\$ 11,262.00	\$ 11,262.00	\$ 27,264.00	\$ 12,971.00	\$ 439,677.00	\$ -
1989	\$ 2,181,256.00	\$ 274,795.00	\$ 245,000.00	\$ 11,393.00	\$ 11,393.00	\$ 27,479.00	\$ 12,676.00	\$ 456,121.00	\$ -
1990	\$ 2,168,164.00	\$ 300,666.00	\$ 235,000.00	\$ 11,574.00	\$ 11,574.00	\$ 27,752.00	\$ 12,467.00	\$ 454,407.00	\$ -
1991	\$ 2,159,374.00	\$ 276,648.00	\$ 250,000.00	\$ 11,555.00	\$ 11,555.00	\$ 27,665.00	\$ 12,159.00	\$ 451,993.00	\$ -
1992	\$ 2,241,378.00	\$ 289,150.00	\$ 316,000.00	\$ 12,128.00	\$ 12,128.00	\$ 28,915.00	\$ 12,179.00	\$ 469,381.00	\$ -
1993	\$ 2,143,971.00	\$ 286,758.00	\$ 210,000.00	\$ 10,949.00	\$ 10,949.00	\$ 26,486.00	\$ 11,674.00	\$ 448,796.00	\$ -
1994	\$ 2,088,295.00	\$ 271,159.00	\$ 225,000.00	\$ 10,271.00	\$ 10,271.00	\$ 25,061.00	\$ 11,042.00	\$ 436,497.00	\$ 11,042.00
1995	\$ 2,264,134.00	\$ 243,375.00	\$ 50,000.00	\$ 8,613.00	\$ 8,613.00	\$ 22,615.00	\$ 12,015.00	\$ 472,859.00	\$ 3,607.00
1996	\$ 2,381,767.00	\$ 243,344.00	\$ 250,000.00	\$ 9,374.00	\$ 9,374.00	\$ 24,355.00	\$ 12,459.00	\$ 497,161.00	\$ 5,102.00
1997	\$ 2,438,516.00	\$ 238,726.00	\$ 275,000.00	\$ 9,046.00	\$ 9,046.00	\$ 23,872.00	\$ 12,553.00	\$ 506,777.00	\$ 11,372.00
1998	\$ 2,473,868.00	\$ 237,471.00	\$ 120,000.00	\$ 8,937.00	\$ 8,937.00	\$ 23,747.00	\$ 12,432.00	\$ 513,320.00	\$ 13,171.00
1999	\$ 2,543,533.00	\$ 285,285.00	\$ 220,000.00	\$ 11,499.00	\$ 11,499.00	\$ 28,528.00	\$ 12,442.00	\$ 525,767.00	\$ 12,442.00
2000	\$ 2,713,652.00	\$ 247,578.00	\$ 220,000.00	\$ 10,679.00	\$ 10,679.00	\$ 27,578.00	\$ 12,914.00	\$ 559,312.00	\$ 18,661.00
2001	\$ 2,755,974.00	\$ 292,067.00	\$ 240,000.00	\$ 11,541.00	\$ 11,541.00	\$ 29,207.00	\$ 12,777.00	\$ 568,383.00	\$ 18,904.00
2002	\$ 2,624,438.00	\$ 279,363.00	\$ 240,000.00	\$ 9,956.00	\$ 9,956.00	\$ 25,945.00	\$ 11,903.00	\$ 524,727.00	\$ 16,718.00
2003	\$ 2,591,715.00	\$ 271,457.00	\$ 210,000.00	\$ 9,833.00	\$ 9,833.00	\$ 25,605.00	\$ 11,625.00	\$ 486,355.00	\$ 18,572.00
2004	\$ 2,612,184.00	\$ 253,281.00	\$ 220,000.00	\$ 8,907.00	\$ 8,907.00	\$ 23,970.00	\$ 11,682.00	\$ 494,856.00	\$ 20,066.00
2005	\$ 2,583,469.00	\$ 232,677.00	\$ 210,000.00	\$ 7,884.00	\$ 7,884.00	\$ 22,064.00	\$ 11,539.00	\$ 485,506.00	\$ 19,692.00

Chairman
Jerry Brooks

City of Lenoir
BOARD OF ALCOHOLIC CONTROL
115 ABC COURT
LENOIR, NORTH CAROLINA 28645

Board Members
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Year End Fiscal		Sales		Profits		City of Lenoir General Fund		City of Lenoir Law Enforcement		Alcohol Educ & Rehab		Caldwell Co Schools		Tax 1 & 5¢		NC State Excise Tax		Mixed Bev Tax
2006	\$	2,618,184.00	\$	233,846.00	\$	200,000.00	\$	7,956.00	\$	7,956.00	\$	22,261.00	\$	11,644.00	\$	491,078.00	\$	21,717.00
2007	\$	2,741,962.00	\$	261,875.00	\$	200,000.00	\$	9,146.00	\$	9,146.00	\$	24,989.00	\$	11,509.00	\$	513,759.00	\$	25,084.00
2008	\$	2,907,426.00	\$	285,798.00	\$	170,000.00	\$	10,112.00	\$	10,112.00	\$	27,204.00	\$	11,802.00	\$	545,363.00	\$	25,276.00
2009	\$	2,942,987.00	\$	255,601.00	\$	210,000.00	\$	8,464.00	\$	8,464.00	\$	24,285.00	\$	11,798.00	\$	552,396.00	\$	24,649.00
2010	\$	2,921,917.00	\$	221,888.00	\$	210,000.00	\$	6,893.00	\$	6,893.00	\$	22,895.00	\$	11,501.00	\$	623,966.00	\$	22,090.00
2011	\$	2,863,645.00	\$	251,124.00	\$	200,000.00	\$	8,376.00	\$	8,376.00	\$	34,027.00	\$	10,939.00	\$	624,097.00	\$	20,192.00
2012	\$	2,908,336.00	\$	265,397.00	\$	215,000.00	\$	9,131.00	\$	9,131.00	\$	21,965.00	\$	11,313.00	\$	634,385.00	\$	20,178.00
2013	\$	2,939,317.00	\$	250,751.00	\$	205,000.00	\$	8,232.00	\$	8,232.00	\$	23,410.00	\$	10,996.00	\$	642,250.00	\$	18,084.00
2014	\$	2,964,571.00	\$	260,008.00	\$	215,000.00	\$	8,675.00	\$	8,675.00	\$	24,266.00	\$	10,915.00	\$	647,696.00	\$	19,032.00
2015	\$	3,184,646.00	\$	368,424.00	\$	250,000.00	\$	13,788.00	\$	13,788.00	\$	34,085.00	\$	11,547.00	\$	695,305.00	\$	21,067.00
2016	\$	3,300,204.00	\$	331,526.00	\$	250,000.00	\$	11,803.00	\$	11,803.00	\$	30,793.00	\$	11,693.00	\$	718,136.00	\$	21,936.00
2017	\$	3,371,546.00	\$	328,168.00	\$	250,000.00	\$	11,528.00	\$	11,528.00	\$	30,511.00	\$	11,953.00	\$	734,164.00	\$	19,205.00
2018	\$	3,496,166.00	\$	340,962.00	\$	255,000.00	\$	12,029.00	\$	16,840.00	\$	31,281.00	\$	12,272.00	\$	761,557.00	\$	19,615.00
2019	\$	3,635,867.00	\$	376,413.00	\$	280,000.00	\$	13,668.00	\$	19,049.00	\$	34,441.00	\$	12,384.00	\$	793,335.00	\$	20,838.00
2020	\$	4,240,709.00	\$	494,436.00	\$	400,000.00	\$	18,646.00	\$	26,105.00	\$	45,041.00	\$	13,744.00	\$	929,914.00	\$	15,910.00
2021	\$	4,895,459.00	\$	592,985.00	\$	425,000.00	\$	22,588.00	\$	31,623.00	\$	53,784.00	\$	15,027.00	\$	1,073,610.00	\$	21,991.00
2022	\$	5,154,192.00	\$	622,127.00	\$	500,000.00	\$	25,822.00	\$	36,151.00	\$	60,154.00	\$	15,167.00	\$	1,130,608.00	\$	23,067.00
Totals																		
45 years	\$	118,412,515.00	\$	12,941,225.00	\$	10,051,000.00	\$	499,906.00	\$	532,688.00	\$	1,250,672.00	\$	556,631.00	\$	24,086,777.00	\$	529,280.00

***Alcohol Educ & Rehab**

City of Lenoir D.A.R.E. Program

Caldwell County D.A.R.E. Program

The Caldwell House - Alcohol Rehab Center

> Average Profit 10.93%

> Source of information 1978-2022 annual audit reports



DLR Group of North Carolina, P.C.
a North Carolina professional corporation
1213 West Morehead Street, Suite 210
Charlotte, NC 28208

The DLR Group was selected in the fourth quarter of 2022 to implement **Lenoir's first Downtown Master Plan**. The DLR Group consulting firm will launch the engagement plan during the first quarter of 2023 and complete this plan during the coming months. The goal of strategic Downtown master planning is to assist the local Municipality, Main Street, Downtown, Economic Development, or planning organization in developing and refining the community's vision for their area of responsibility, the organization's role in making that vision a reality, set several key organizational goals for the coming years and create an implementation plan to achieve the goals. This plan engages the local organization, community, and appropriate state and regional level partners and stakeholders. Having a Downtown Master Plan in place also helps to clearly communicate to potential grant funders the goals and direction of the Municipality's program and commitment.



Courtesy of downtownlenoirnc.com



DLR Group of North Carolina, P.C.
 a North Carolina professional corporation
 1213 West Morehead Street, Suite 210
 Charlotte, NC 28208

September 23, 2022

Ms. Kaylynn Horn
 Economic Development Main Street Director
 City of Lenoir
 801 West Avenue
 Lenoir, NC 28645

Re: **Master Plan for Downtown Lenoir, NC Featuring The Campus**

Dear Ms. Horn:

Thank you for inviting us to submit our qualifications for your Lenoir Downtown Master Plan. When we talked by phone, and subsequently while visiting the town, we were struck by all the excellent work and energy that has preceded this downtown plan, identifying and nurturing so many of Lenoir's assets. We agree with you that our charge here will be to creatively stitch those threads – your assets and efforts – together, to create future opportunities for meaningful development. As we do that, we will bring the following strengths to bear:

We are preservation minded: Most of our arts projects have a preservation story. We have been members and leaders of the League of Historic American Theatres for 20 plus years, an organization that champions the preservation and operations of theaters- large and small- which are places of social engagement and serve as catalysts for redevelopment. We have worked on over 30 projects that take advantage of State and Federal Tax Credits for Rehabilitation. But, we also know that preservation isn't just a plaque on the wall. For example we talked with you about the work we are leading with Irv Henderson at the New Granada Theater in Pittsburgh to not only save the building but also use that building as a hub to revitalize the Hill District community.

We are local: Our Charlotte studio has over 40 designers, architects, and planners working in communities across North Carolina. We are currently working on arts and planning projects in Morganton, Salisbury, Charlotte, and Durham. We are sponsors for a Lake James charity event on October 1 run by UNC Blue Ridge – one of our important clients in the area. We've included on our team McGill Associates, who have successfully completed many projects – both plans and implementation – for the city of Lenoir.

We know Main Streets: We have had the good fortune of working on hundreds of arts and cultural projects, many in the heart of Main Street communities like Lenoir. We've also included on our team Designing Local; a small arts planning firm with extensive experience developing plans for Main Street Communities.

We deliver: At DLR Group, we have no interest in developing seductive plans that live in a drawer after we finish. Our goal is to be aligned not only with Lenoir's grandest ambitions, but also Lenoir's ability to sequentially and practically implement our collective plan. We are also experienced with community engagement, market analysis, and fundraising support; helping you not only to create a vision but also build grassroots support and identify ways to fund it.

In summary, we are very excited to submit our qualifications for this opportunity. We believe we have assembled a team that will bring energy, creativity, deep experience, and practical grit to this challenge.

Sincerely,
 DLR Group

Yogesh Saoji, AIA, AICP
 Planning & Urban Design Leader

Andrew Gale, RA, LEED AP
 Project Manager, Point of Contact

ELEVATE *the*
 HUMAN EXPERIENCE
 THROUGH DESIGN



Firm Profile

56

*Years of
Experience*

200+

*Master Plans for
Communities, Campuses,
and Districts*

38

*Employee-Owners
in Charlotte*

22

*Full-time Planners
Firm-wide*

300+

*Cultural &
Performing Arts
Projects*

DLR Group is an integrated design firm with more than 1,300 employee-owners in 30 offices around the world. Our promise is to elevate the human experience through design. This inspires a culture of design and fuels the work we do around the world. We are 100 percent employee-owned: every employee is literally invested in our clients' success. At the core of our firm are interdisciplinary employee-owner teams, engaged with all project life-cycle stakeholders. These teams champion true collaboration, open information sharing, shared risk and reward, value-based decision making, and proficient use of technology to elevate design.

Services

Architecture

Engineering

Civil
Electrical
Mechanical
Structural

Interiors

Planning

Acoustical Design

Audiovisual Design

Energy+Smart Buildings

Experiential Graphic Design

High Performance Design

Landscape Architecture

Lighting Design

Preservation

Reality Capture

Science+Technology

Sustainability

Theater Planning + Technology

Business Operations Planning + Fundraising Support

Theater Planning & Technology

Locations

Austin
Charlotte
Chicago
Cleveland
Colorado Springs
Columbus
Dallas
Denver

Des Moines
Honolulu
Houston
Kansas City
Las Vegas
Lincoln
Los Angeles
Minneapolis

New York
Omaha
Orlando
Phoenix
Portland
Riverside
Sacramento
San Diego

San Francisco
Seattle
Tucson
Washington, D.C.
Dubai
Shanghai

Our Team



DLR Group

Planning, Urban Design,
Cultural + Performing
Arts, Historic Preservation,
Community Engagement

Yogesh Saoji, AIA, AICP, PP, LEED AP
*Planning Principal,
Urban Designer*

Andrew Gale, AIA
Project Manager / Architect

Christina Kruse, CNP
*Cultural Planner,
Engagement Leader*

Matt Jennings, AIA
Preservation Architect

McGill Associates

Civil, Multi-modal
Planning, Landscape

Mike Norris, PLA
Landscape Architect

Matt Oetting, PE
Civil Engineer

Designing Local

Main Street
Program Specialist

Amanda Golden
*Placemaking Planner / Urban
Planner*

Joshua Lapp, AICP
*Preservation Planner / Urban
Planner*

National Planning, Cultural, and Preservation Expertise, Local Commitment and Knowledge

DLR Group brings national expertise in planning, urban design, historic preservation, and cultural and performing arts facilities design. The project will be managed from our Charlotte office by members of the same team currently working on the CoMMa Performing Arts Center Master Plan in Morganton.

We are joined by McGill Associates with expertise in civil engineering, transportation planning, and landscape. McGill has worked on the City of Lenoir's Comprehensive Pedestrian Plan and is familiar with downtown with multiple offices in NC, including an office in Hickory.

The team is joined by Designing Local, a consulting firm with whom DLR Group has partnered on several recent, relevant planning projects. Designing Local has deep experience assisting communities throughout the country with Main Street, downtown, and community revitalization using a variety of tools to help cities accomplish their goals. Preservation, public art, and urban design are key focal points of Designing Local's work.

The DLR Group team brings highly relevant national and local experience to the Master Plan for Downtown Lenoir, NC featuring The Campus.

Yogesh Saoji, AIA, AICP, PP, LEED BD+C

Principal, DLR Group | Planning & Urban Design Leader



Yogesh is a senior architect, planner, and urban designer who enjoys working with diverse teams of professionals in architecture, landscape architecture, real estate economics, transportation planning, and environmental engineering to integrate and reach consensus on complex design and planning issues, expedite regulatory approval processes, and gain community and stakeholder support. With 25+ years of experience, Yogesh applies rigor, creativity, and focus onto design, placemaking, and implementation. He also integrates experiential design elements such as wayfinding, signage, branding, and placemaking into urban design projects.

Select Experience

State of Nebraska; Lincoln, NE
Comprehensive Capital Facilities Plan

State of Illinois; Springfield, IL
2050 Master Plan* | Capitol Complex Master Plan

Commonwealth of Virginia; Richmond, VA
Virginia State Capitol Master Plan

State of Maine; Augusta, ME
Augusta Area Facilities Master Plan

State of New Jersey; Trenton, NJ*
New Jersey State Capital Park Master Plan

Historically Black Colleges & Universities
Various planning projects: Lane College, Philander Smith College, Morris College

Hoboken North End; Hoboken, NJ
Redevelopment Plan

Landmark Van-Dorn; Alexandria, VA*
Small Area Plan

**completed in prior association*

Education

Masters of Community Planning, Urban Design
University of Cincinnati

Masters of Urban Design
CEPT University, India

Bachelor of Architecture
Visvesvaraya National Institute of Technology, India

Registration, Accreditations, Affiliations

American Institute of Architects | American Institute of Certified Planners | American Planning Association | Urban Land Institute

Andrew Gale, RA, LEED AP

Senior Associate, DLR Group | Project Manager / Architect



Andrew has significant experience in architectural design for a variety of building types including performing arts, higher education, libraries, healthcare, medical education, commercial buildings, and corporate interiors. His work has included LEED projects, historic restoration, renovation, and new construction. Andrew has worked in all phases of design, from feasibility studies and programming through construction administration. He excels in projects that demand a collaborative, team-centered approach to design and construction.

Select Experience

Carolina Theatre Restoration; Charlotte, NC

CoMMA Performing Arts Center Master Plan; Morganton, NC

Catawba College; Salisbury, NC
Keppel Auditorium

Austin Theatre Alliance; Austin, TX
Paramount & State Theatre Renovation Design

Denison University; Granville, OH
Michael D. Eisner Center for the Performing Arts

Mint Museum; Charlotte, NC
Fashion Re-imagined Exhibit Design

Musical Arts Association; Cleveland, OH
Severance Hall Renovation
Blossom Music Center Renovations

State Theatre New Jersey; New Brunswick, NJ

University of North Carolina School of the Arts; Winston-Salem, NC
Campus Master Plan | Stevens Center Master Plan
Immersive Media Study

Education

Master of Architecture
Texas Tech University

Master of Arts —Creative Writing
University of Chicago

Registration, Accreditations, Affiliations

Registered Architect: NC, NY
LEED Accredited Professional

Christina Kruse, CNP

Associate, DLR Group | Cultural Planner, Engagement Leader



Christina works directly with arts clients on projects ranging from facility and capital campaign feasibility studies to business planning, grant writing, and facility right-sizing. She has a broad range of feasibility and planning expertise for the development and renovation of cultural facilities and districts. Her background in market analysis, quantitative and qualitative data collection and analysis, small group facilitation, and public engagement enables her to set up clients for success by providing them with sound recommendations. Her approach incorporates a commitment to authentic community engagement and to environmental and operational sustainability and stewardship.

Select Experience

Arts Master Plan; Frankfort, KY

New Cultural Arts Facility; Hernando County, FL
Market & site assessment, stakeholder interviews; demographic analysis, benchmarking

The Rivoli Feasibility & Reuse Study; Indianapolis, IN
Market analysis, community engagement, asset inventory, reuse concepts, operating pro-forma

Columbia Art House; Paducah, KY
Developed operating pro forma

Mansfield Cultural Arts Master Plan; Mansfield, TX
Add description here (with Designing Local)

CoMMA Performing Arts Center Master Plan; Morganton, NC
Led community engagement & facility utilization assessment

Feasibility Study to Reactivate Historic Center Theatre (now Dowd Center Theatre); Monroe, NC*
Market study & business plan, community engagement, market analysis, utilization assessment

**completed in prior association*

Education

Masters — International Performance Research
University of the Arts — Belgrade, Serbia

Bachelor of Arts — Theatre Arts and Urban Studies
University of Pittsburgh

Registration, Accreditations, Affiliations

Certified Nonprofit Professional, Nonprofit Leadership Alliance

Matthew E. Jennings, AIA

Associate | Preservation Architect



Matt has a special interest in preserving the heritage of our cities and towns. He has worked on a variety of local and national projects where his responsibilities have ranged from archival research to grass roots fundraising to design and project management. As one of the firm's preservation specialists, he is a key member of the preservation and historic tax credit team. His dedication in protecting the integrity of the existing historic fabric provides a valuable asset to any project. Matt was an Architectural Fellow for the National Trust for Historic Preservation, and has performed architectural consulting to the National Trust on a number of projects. Matt oversees and coordinates all historic preservation issues throughout the design and construction process.

Select Experience

Murphy Arts District; El Dorado, AR

Carolina Theatre; Charlotte, NC

Capitol Theatre; Flint, MI

State and Federal Rehabilitation Tax Credits

Lyric Theatre Rehabilitation; Birmingham, AL

The Mob Museum; Las Vegas, NV

Playhouse Square; Cleveland, OH

2012 Master Plan | Idea Center-Floor 2 North Test Fit
Hanna Building Historic Tax Credits

National Trust for Historic Preservation

Historic structure reports for house museums in various locations nationwide

GSA, Wayne Aspinall Federal Building and U.S. Courthouse; Grand Junction, CO

Education

Master of Science—Environmental Planning, Design Emphasis

Arizona State University

Bachelor of Architecture—Preservation

Iowa State University

Registration, Accreditations, Affiliations

Architect: AZ, DC

American Institute of Architects | Arizona Preservation Foundation | League of Historic American Theatres | National Trust for Historic Preservation

Mike Norris, PLA

Director of Land Planning and Recreation, McGill Associates | Landscape Architect



Mike Norris is an award-winning landscape architect with 29 years of experience. He has performed sustainable landscaping design, comprehensive park master planning and design, and signage and trail design. Mike offers expertise in all phases of landscape architecture and land planning, including master planning, due diligence evaluations, rezoning, ADA compliance, and public information sessions. Mike has experience garnering interactive public input, and he particularly enjoys involving the public in his projects through community meetings and charrettes. He has completed many successful projects that incorporate active and passive park planning, greenways, trails, and streetscapes, many of which incorporate environmentally respectful planning and low-impact design elements.

Select Experience

City of Lenoir; Lenoir, NC

Downtown Streetscape Improvements
Pedestrian Plan
Singer Site Restoration
Comprehensive Parks and Recreation Master Plan
Mulberry Park Improvements
Lenoir Greenway Phase 1 and Phase 2

Concord Union Street; Concord, NC

Haywood Street Improvements; Asheville, NC

Downtown Streetscape Improvements; Sanford, NC

Downtown Streetscape Improvements; Statesville, NC

Downtown Streetscape Master Plan Update; Aberdeen, NC

Streetscape Improvements; Blowing Rock, NC

Streetscape Master Plan; Forest City, NC

Education

Bachelor of Landscape Architecture;
Bachelor of Environmental Design in Architecture
North Carolina State University

Registration, Accreditations, Affiliations

Prof. Landscape Architect: NC #1048; SC #1016
North Carolina Recreation and Park Association (NCRPA)
Tennessee Recreation and Parks Association (TNRPA)



**City of Lenoir
Financial Summary
As of 12/31/2022**



General Fund					
	2022-2023 Budget	12/31/2022	% of Budget	Change from Previous Year	12/31/2021
Total Revenue	\$ 20,320,130.00	\$ 14,536,873.13	72%	\$ 1,380,966.97	\$ 13,155,906.16
Expenditures	\$ 20,320,130.00	\$ 10,292,240.02	51%	\$ 1,327,615.61	\$ 8,964,624.41
Over/Under	\$ -	\$ 4,244,633.11		\$ 53,351.36	\$ 4,191,281.75
Downtown District					
	2022-2023 Budget	12/31/2022	% of Budget	Change from Previous Year	12/31/2021
Revenues	\$ 288,220.00	\$ 32,869.72	11%	\$ 2,881.61	\$ 29,988.11
Expenditures	\$ 288,220.00	\$ 215,287.36	75%	\$ 127,792.60	\$ 87,494.76
Over/Under	\$ -	\$ (182,417.64)		\$ (124,910.99)	\$ (57,506.65)
Water/Sewer Fund					
	2022-2023 Budget	12/31/2022	% of Budget	Change from Previous Year	12/31/2021
Revenues	\$ 10,232,980.00	\$ 5,301,902.37	52%	\$ 317,544.11	\$ 4,984,358.26
Expenditures	\$ 10,232,980.00	\$ 3,300,872.08	32%	\$ (189,529.15)	\$ 3,490,401.23
Over/Under	\$ -	\$ 2,001,030.29		\$ 507,073.26	\$ 1,493,957.03

Recommendation					
<i>Recommendation: Based on input from the Department Head, staff recommends the following changes.</i>					
To Be Effective 2-1-2023					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Job Responsibilities -Re-Organized - Change Pay Grade					
Police	Communications Supervisor	Major	Recommend converting the Communications Supervisor position to a Major's position. The Major's position is a re-activation. This change better reflects the needed organizational structure for the Police Department and provides a clear chain of command in the Chief's absence. It will also provide a pathway for succession and reflects the structure of many municipalities of similar size in the state.	25	45

POLICE MAJOR

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and supervisory work in planning the activities of the Police Department.

DISTINGUISHED FEATURES OF THE CLASS

The position is second in command to the Chief of Police and has supervisory authority and responsibility over all other positions within the agency. The position of major serves as a part of the department command staff which consists of the Chief of Police, Major and three Division Captains that works cooperatively in a group forum to resolve departmental issues. Tact and firmness are needed in public contact. Independent judgment and initiative must be exercised. The incumbent is subject to the usual hazards of police work, and is evaluated by reviewing records and reports, and by observation and conference.

DUTIES AND RESPONSIBILITIES

- Serve as second in command to the Chief of Police and serves as departmental officer in charge in the absence of the Chief of Police.
- Serve as field commander for all major emergency operations that cross-divisional lines.
- Serve as the field commander in charge of all tactical operations.
- Supervise Division Commanders by annual performance evaluations as well as day-to-day evaluation/discussion of problems within divisions.
- Serve as a liaison between the Office of the Chief of Police and Division Commanders concerning operational, personnel and disciplinary matters.
- Act as an advisor to Division Commanders on operational matters.
- Coordinate policing efforts between divisions.
- Advance department community policing philosophy by being active within various neighborhood organizations as the department representative.
- Advance professional relationships between the department, city residents and the business community in the city.
- Supervise departmental budgeting processes and expenditures.
- Manage State and Federal forfeiture accounts for the office of the Chief.
- Coordinate internal affairs investigations in conjunction with the Chief of Police.
- Coordinate new projects and assignments such as grant funding acquisition.
- Coordinate with Division Commanders on initial applicants for continuation in the hiring process.
- Other duties as directed by the Chief of Police.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the techniques of police administration and modern police methods and procedures.

- Thorough knowledge of scientific methods of crime detection, criminal identification, radio communications, and record keeping.
- Thorough knowledge of federal, state, and local laws, statutes and ordinances pertaining to law enforcement.
- Thorough knowledge of departmental policies and procedures.
- Ability to provide vision and clarify mission and to lead and inspire confidence among subordinate officers; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to inspire confidence and calm control in emergency conditions.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of standing reaching, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; 10-20 pounds frequently and/or a negligible amount of force constantly.
- Must possess the visual acuity to prepare and analyze data, details and differences when observing people, places, or things, operate a computer terminal, and perform extensive reading.

DESIREABLE EDUCATION AND EXPERIENCE

- Training and experience requirements as established by the State of North Carolina; must possess an Advanced Training Certificate from Criminal Justice Training and Standards division.
- Successfully graduated from a professionally recognized executive leadership program, i.e.: FBINAA, AOMP, Southern Police Law Institute
- Preferred command level experience in both patrol and investigative operations.

SPECIAL REQUIREMENT

- Possession of valid North Carolina driver's license.
- Possession of North Carolina general law enforcement certification or ability to obtain within specified time frame.

COMMUNICATIONS SUPERVISOR

GENERAL STATEMENT OF DUTIES

Serves as one of the two Supervisors for the Communications Center. Performs duties relating to the leadership, management, and training of the Communications Center Employees. Performs responsible clerical and public safety work dispatching emergency police calls and maintaining section records.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as supervisor for the telecommunications section, assuring employee training, conducting performance evaluations, schedule employees and replacements, performing basic maintenance on equipment and auditing DCI records for appropriate usage. The employee also serves as Telecommunicator and receives incoming routine and emergency police and public utilities calls, dispatches proper personnel for assistance, and maintains contact with police units. Work involves frequent public contact that requires tact, firmness and decisiveness in obtaining necessary information from people who are under extreme stress. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from administrative and sworn personnel. Work is evaluated through observation, discussion and review of reports and through feedback from officers in the field.

DUTIES AND RESPONSIBILITIES

Essential Duties and Tasks

- Serves as front line supervisor for Communications Section, serves as training officer working closely with new Telecommunicators as they learn the job; observes work and gives feedback; tests employees periodically; documents training phases;
- Schedules staff employees and calls in other workers in emergencies; schedules part-time workers; approves leave; fills in for staff on other shifts as needed; acts as primary Telecommunicator for major incidents.
- Sits on boards to provide input into hiring process.
- Evaluates performance of Telecommunicators; counsels employees and recommends disciplinary actions when needed.
- Collects data and completes reports on division activities.
- Drafts policies on Telecommunications procedures.
- Maintains DCI hot files and validating files; serves as Terminal Agency Coordinator and/or Assistant Terminal Agency Coordinator.
- Performs basic maintenance on computer, radio and other equipment.
- Receives routine and emergency telephone calls and personal requests for assistance on multiple lines concerning crimes, city services including utilities, or general information; obtains needed information concerning nature of problem; dispatches police and after-hours utility calls; transfers other emergency and non-emergency calls to proper location.

- Operates Division of Criminal Information (DCI) terminal to send and receive messages regarding criminal histories, vehicle identification, and to report crimes and provide information to officers.
- Finds phone numbers, names and addresses and other information requested by officers.
- Maintains database and communications logs and reports including the nature of calls, actions taken and the times involved.
- Performs data entry to enter various work activities and other information into data base; types' correspondence and documents; copies information as needed.
- Answers non-emergency lines and provides information on departmental services; transfers calls to department staff; provides information to the public over the telephone concerning a variety of City services.
- Updates CAD records with new addresses, businesses, and other information.
- Receives calls for public works and water/wastewater services on weekends and dispatches on-call staff.
- Answers Crime Stoppers line and takes information on suspects or crimes; enters information into the records system.

Additional Job Duties

- Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge, Skills, and Abilities

- Considerable knowledge of leadership principles coupled with the ability to apply these principles in a supervisory capacity (i.e. leads by example).
- Considerable knowledge of the operations of a public safety communications system and related Federal Communications Commission regulations.
- Considerable knowledge of the geographic layout of the City, and the location of streets, important buildings, and other landmarks.
- Good knowledge of grammar, spelling, and vocabulary.
- Ability to conduct new employee training.
- Ability to work simultaneously on different calls with different agencies and staff.
- Ability to accurately receive and clearly transmit radio communications.
- Ability to assess people and situations, to apply sound judgement, to remain calm under stressful conditions and to elicit sufficient and essential information for dispatching and assisting field personnel.
- Ability to follow oral and written instructions.
- Good written and verbal communication skills.
- Ability to perform data entry at the proper speed and accuracy.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stopping, reaching, lifting, fingering, grasping, talking and hearing.
- Must be able to perform light to medium work exerting up to 50 pounds of force occasionally; and 10-20 pounds of force frequently to move objects.

- Must possess the visual acuity to operate computer equipment, make visual inspections, use a computer, and to maintain and review manual and computerized records.

Desirable Education and Experience

- Graduation from high school and considerable telecommunications experience; or an equivalent combination of education and experience.

Special Requirement

- Certification by the State of North Carolina as a DCI Operator.
- Valid North Carolina Operator's License and/or the ability to respond and/or report to duty on short notice.
- Willingness to work nights, weekends, and holidays.

POLICE CAPTAIN

General Statement of Duties

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

Distinguishing Features of the Class

An employee in this class performs specialized law enforcement protection duties and administrative work in the coordination, planning, review and supervision of the activities of their assigned division. The Captain has direct supervision of division activities including supervising Lieutenants, Sergeants, and other sworn and non-sworn staff. Work includes including investigating complaints from citizens concerning department policies or officer conduct; problem-solving with employees who direct squad or unit programs and activities; assuring quality control and researching new and revised policies and procedures; coaching supervisors for performance; assuring maintenance of a variety of departmental records; planning for and administering departmental technology efforts, and assisting the Chief in researching and implementing improvements in departmental services. Work involves frequent public contact requiring tact, firmness and decisiveness. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Law enforcement duties are also subject to the final standards of OSHA on bloodborne pathogens. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions. Work is performed under the general supervision of the Major and the Police Chief and is evaluated through observation, discussion and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

- Assists the Major and Police Chief with departmental supervisory and administrative work; assists with decisions in unusual situations as circumstances permit; acts as Police Chief in Major's absence.
- Develops work assignments, coordinates activities and commands the overall activity of the division assigned, working through subordinate supervisors; reviews work of the division for proper and applicable law enforcement techniques and monitors results.
- Coaches supervisors on problem-solving; observes field performance and provides feedback; investigates citizen concerns about department policy and performance; evaluates supervisors' performance and assures officer performance is fairly evaluated.
- Conducts research to improve services and evaluate effectiveness; develops new and revised operating procedures; communicates revisions and implements changes in practices.
- Receives and investigates general complaints from the public and complaints on officers and reports findings to the Major; conducts internal affairs investigations.
- Prepares budget for the division; monitors resources and expenditures throughout the year; assures the maintenance of vehicles, weapons, and equipment.
- Administers personnel and prepares a variety of records and reports; schedules employees to shift; approves leave requests; monitors use of overtime; prepares weekly time sheets for payroll.
- Assures clear lines of communication between command staff and line officers and that

Police Captain
Page 2

departmental policy, procedures and practices are clearly transmitted and understood.

- Reviews reports for accuracy and completeness.
- Participates in the interviewing and selection process with new officers and promotional processes; oversees the training of new employees in basic law enforcement and the field training for orientation to the department; coordinates in-service training and certification of department personnel
- Participates in line activities when staff shortages or emergencies dictate.

Additional Job Duties

- Represents the department on various Town and intergovernmental groups; answers media questions.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of state and federal laws, local ordinances and policies of the police department.
- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of modern and effective supervisory practices of motivation, communication, counseling, discipline, and performance evaluation.
- Thorough knowledge of the organization's personnel policies, budget and purchasing procedures, and effective supervisory practices.
- Working knowledge of the application of computers and technology to law enforcement work.
- Skill in the use of firearms and other police equipment as required to maintain state certification and comply with state mandates.
- Skill in supervision and management
- Ability to act with sound judgment in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony and make public presentations.
- Ability to prepare clear and concise administrative and activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and City officials.

Physical Requirements

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

Desirable Education and Experience

- Graduation from college with degree in criminal justice supplemented by law enforcement training and extensive law enforcement experience including considerable supervisory experience; or an equivalent combination of education and experience.

Police Captain
Page 3

Special Requirements

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

Lenoir
2023

FIRE CHIEF

General Statement of Duties

Performs responsible managerial, administrative and supervisory work in directing the activities and personnel of the City's Fire Department.

Distinguishing Features of the Class

An employee in this class directs a variety of departmental activities including fireground operations, emergency medical and rescue operations, fire inspection and code enforcement, and fire prevention in protecting the lives and property of the citizens. The Chief supervises the departmental staff, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and counseling of personnel. The Chief evaluates the need for new equipment and programs, ensures a program of fire prevention, inspections, and fire investigations. The employee attends major fire calls and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and human body fluids and thus covered by the OSHA bloodborne pathogen rules and regulations, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise are required in directing departmental activities especially in training and setting and monitoring work standards. The position is considered a safety sensitive role. Work is performed under the supervision of the City Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of firefighting methods and techniques.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire and related matters; develops and evaluates short and long-range goals.
- Works with staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training.
- Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; evaluates work performance; reviews work objectives and expectations.
- Monitors and evaluates fire prevention programs, risk reductions programs, inspections, and fire investigations and ensures that programs are ongoing; seeks out and attempts to correct places and conditions dangerous to the safety of City citizens from fire.
- Prepares budget projections of anticipated expenditures and needs for the department; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.
- Prepares and reviews operational and administrative reports.
- Directs and participates in the hiring, promotion, discipline, and evaluation of departmental employees.
- Ensures the development of new or the modification of existing policies, procedures,

Fire Chief
Page 2

and/or standards.

- Develops an intergovernmental relationship with local, county, state, and federal agencies.
- Makes presentations to civic clubs and organizations on departmental operations.
- Attends training required to maintain certifications.
- Coordinates, directs and supervises fire suppression and other emergency incidents using incident command system.
- Supervises fire suppression personnel.
- Evaluates department effectiveness levels in order to determine whether goals and objectives are being met.
- The Fire Chief is responsible to investigate the cause, origin, and circumstances of every fire occurring in the City of Lenoir in which property has been destroyed or damaged, and shall specifically make an investigation whether the fire was a result of carelessness or design, in accordance with N.C.G.S. 58-79-1.
- Attends schools, seminars, meetings and conventions.
- Develops general guidelines, standard operating procedures, and rules and regulations; develops short, mid-range, and long-term plans.
- Assures that all personnel adhere to standard operating procedures, rules and regulations, and other general orders.
- Coordinates department activities and functions with city government, state, federal and civic organizations.
- Prepares various administrative reports and correspondence related to fire suppression.
- Represents the Fire Department at public functions.

Additional Job Duties

- Responds to alarms and fire calls and may take command of fireground operations; stays abreast of fire operations.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of fire service management and skill in their application and of NFPA Codes and references as well as all applicable standards and guides.
- Thorough knowledge of modern firefighting practices and methods and of the equipment use.
- Knowledge of protocol for on-scene incident management.
- Thorough knowledge of the laws and ordinances that pertain to fire prevention and control.
- Knowledge of the types of industrial and commercial operations in the City and the potential fire hazards; knowledge of the hazards common to the various types of construction, city infrastructure, and the storage of inflammables and explosives.
- Knowledge of city and departmental rules, regulations and policies and procedures.
- Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.
- Ability to communicate effectively in oral and written forms.
- Ability to effectively supervise and evaluate the work of staff, and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise sound judgment and react effectively in emergencies.

Fire Chief
Page 3

- Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, distinguishing between shades of color, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate computer work, operate fire equipment and apparatus, do extensive reading, and observe and inspect the work of others for thoroughness and accuracy.

Desirable Education and Experience

- Completion of a 4 year degree in fire science or related field and completion of advanced courses and seminars in fire administration and fire science and considerable experience of an increasingly responsible nature including supervisory and management experience in the municipal fire service; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid class B North Carolina driver's license.
- Possession of NC Firefighter certification, NC Driver/Operator certification, Fire and Rescue Instructor, Fire Officer and EMT Basic certification within timeframes required by the City.
- City residency required within 12 months from date of hire.

PARKS AND RECREATION DIRECTOR

General Statement of Duties

Performs managerial and administrative duties in directing the municipal parks and recreation program.

Distinguishing Features of the Class

An employee in this class is responsible for energizing, planning, organizing and directing recreational and athletic programs, community events and parks for the City. The employee provides leadership in strategic long and short-range planning for programs, parks and facilities management and operations; develops goals, objectives, policies and procedures. Work includes budget development and management for continuation and capital expenditures. Employee organizes and manages activities through intervening supervisors including the selection, training, appraisal, and supervision of fulltime, part-time staff and seasonal workers. Sound judgment and discretion as well as initiative and strong interpersonal and communication skills are required. Work requires extensive public contact with other departments, community and civic organizations, school and City officials, and the public. Work is performed under supervision of the City Manager and is reviewed through conferences, reports, and results achieved.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and directs varied recreational, athletic, and aquatic programs to meet the needs, interests of different ages, genders and groups within the City.
- Establishes goals and objectives for provision of programs, services and activities.
- Engages in long-range strategic planning; develops long-range plans for the provision of facilities and open space for the public.
- Reviews, plans, and supervises the various departmental programs.
- Develops and recommends plans for acquisition, development and maintenance of park and playground areas and for structures and facilities; negotiates with schools and other officials, and contractors on agreements and contracts.
- Serves as liaison to citizen groups; counsels and receives input from community groups, recreation advisory committee, and individuals on parks and recreation interests, needs and problems; utilizes such input for overall planning and programming.
- Manages personnel; supervises work of subordinates directly and through intervening supervisors; ensures appropriate training is provided and that evaluation of performance is fair and consistent; counsels and motivates staff, takes disciplinary action and recommends dismissal as appropriate; follows City policies and procedures.
- Develops, supports, controls and administers department budget; recommends continuation and capital budgets; monitors revenues and expenditures and approves major purchases; requests budget amendments as needed.
- Ensures proper and safe operation of all parks and recreational facilities.
- Guides and oversees promotion program and event publicity and promotion through varied public relation efforts; conducts facility tours; makes presentations to the public or civic groups and participates in radio and television interviews regarding department events and programs.
- Represents the City and department on councils and committees, with the recreation advisory committee and other business and community groups.
- Resolves problem situations with the public as needed.

Parks and Recreation Director

Page 2

- Ensures effective scheduling of public events, programs and activities, and rental of facilities to the public.
- Ensures implementation of safety regulations.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of municipal recreation and parks management and administration principles and practices.
- Thorough knowledge of parks and recreation program development and facility management and planning.
- Thorough knowledge of the principles and methods of parks and playground planning and development.
- Considerable knowledge of current literature, trends and developments in the field of public recreation.
- Considerable knowledge of modern and effective leadership and supervisory principles and practices, including coaching, motivation and communication.
- Demonstrated skill in providing leadership and supervising full and part-time recreational, athletic and parks maintenance staff, coaches and officials, etc.
- Considerable knowledge of OSHA safety regulations associated with parks maintenance and recreational activities.
- Demonstrated skill in developing and executing a program of recreational activities.
- Strong leadership, management and supervisory skills.
- Effective communication and interpersonal relationships skills.
- Ability to operate programs effectively from an effective and efficient business perspective.
- Ability to effectively plan, organize, direct and supervise multiple programs and activities.
- Ability to develop and maintain effective relationships with subordinates to promote and maintain high morale and enthusiasm, with superiors, officials, with diverse community groups and the public.
- Ability to express oneself clearly and precisely in oral and written forms.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze budget and activity data and figures, to operate a computer, to read extensively, and to be able to inspect work of others.

Parks and Recreation Director

Page 3

Desirable Education and Experience

- Possess a four-year degree in recreation management, exercise physiology, or related field from an accredited university or college and considerable experience of an increasingly responsible nature to include at least five years of supervision in organized recreation work or an equivalent combination of education and experience.

Special Requirements

- Must possession of a valid North Carolina driver's license.
- City residency required within 12 months from date of hire.

Lenoir
2023

PLANNING DIRECTOR

General Statement of Duties

Plans, organizes and directs a department responsible for comprehensive long and short-range land use planning, site plan review, environmental codes enforcement and GIS.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the work of a staff responsible for comprehensive long and short range planning, land use development, ordinance development, environmental codes enforcement and GIS to ensure the orderly growth and development of the community. Work includes researching and recommending changes to the comprehensive plan; and developing and/or updating and implementing ordinances for zoning, subdivisions, minimum housing, floodplain, nuisances and related ordinances. Work also includes subdivision and site plan review, approval of developmental permits, supervision of environmental codes enforcement, and GIS. The employee serves as the technical advisor to the appointed and elected officials on planning, development, environmental and infrastructure issues. Work requires managerial, professional and technical knowledge as well as the ability to formulate strategic plans and direct progress. Work also requires significant independent judgment and initiative to resolve complex issues that must meet professional standards as well as state and local regulations. The work involves considerable public contact with governmental officials, developers, property owners, and the public and requires the ability to explain technical regulations to individuals, some without technical expertise. The employee makes routine field visits to review project sites. Duties are performed under the supervision of the City Manager and are evaluated through conferences, review of ongoing and completed projects and feedback from officials and the public.

Duties and Responsibilities

Essential Duties and Tasks

- Researches, develops, and recommends comprehensive land use plans and plan changes related to the growth, development, and redevelopment of the City; balances concerns for current and long-range planning efforts; develops and recommends ordinances and ordinance updates for land use and environmental issues.
- Reviews all subdivision and site plans to ensure land use regulations and other requirements are met; issues development permits after approval; monitors permit limits; makes site visits to ensure development projects comply with all applicable requirements.
- Supervises and ensures compliance to development, land use and environmental codes and ordinances including minimum housing, subdivision, zoning, floodplain, and public nuisances.
- Collaborates with the Lenoir Police Department on code enforcement, minimum housing, and nuisance violation situations and makes joints recommendation to the City Manager and City Council regarding abatement.
- Functions as technical advisor to the Planning Board, Board of Adjustment, City Manager and City Council on local planning, development, environmental and infrastructure issues; researches issues, prepares reports, charts, maps, graphs and other illustrative material for presentations; prepares and presents reports and recommendations; implements approved plans.
- Meets with property owners, developers, and other land development professionals to ensure compliance with ordinances and other related governmental land use regulations; responds to inquiries regarding planning and zoning permits.

- Supervises and participates in the review and update of GIS databases; reviews databases for accuracy, prepares corrections and edits map layers as necessary if staff is unavailable.
- Manages and supervises professional, technical and support staff; interviews, selects, trains and evaluates employees; resolves personnel problems and issues.
- Serves as the primary contact for Stormwater enforcement and questions for the City of Lenoir in partnership with the WPCOG's Stormwater management division.
- Serves on the WPCOG Greater Hickory Metropolitan Planning Organization (GHMPO) Technical Coordinating Committee (TCC).

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of City, State, and Federal laws, ordinances and regulations related to land use, planning, zoning, floodplain and environmental issues.
- Thorough knowledge of the principles, practices and objectives of local public sector planning in areas of land use, environmental and other economic and social matters.
- Considerable knowledge of the City's administrative, budgeting, purchasing and personnel policies and procedures.
- Considerable knowledge of the application of information technology to public sector planning including the use of geographic information systems, database management and mapping protocols.
- Skill in the collection, analysis and presentation of technical data and planning recommendations.
- Skill in facilitating meetings and in working collaboratively with elected and appointed officials, developers, and the community on land use issues.
- Skill in the interpretation of codes and ordinances and their application to specific situations.
- Ability to organize, supervise and direct professional, technical and support staff and perform administrative functions such as budgeting and staffing.
- Ability to write professional, technical planning reports.
- Ability to prioritize, manage and organize a variety of planning activities.
- Ability to work collaboratively to resolve problems.
- Ability to enforce regulations tactfully, firmly and in a consistent manner.
- Ability to express ideas effectively in oral and written forms and make effective public presentations.
- Ability to establish and maintain effective working relationships with City and State officials, developers, property owners, employees and the general public.

Physical Requirements

- Must be able to physically perform the basic life functions of stooping, kneeling, reaching, standing, walking, pulling, pushing, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- Must have the visual acuity to perform plans review, field inspection, prepare and analyze data and statistics, operate a computer and do extensive reading.

Desirable Education and Experience

Requires graduation from an accredited college or university with a Bachelor's degree in planning or related field and experience in local government planning; or any equivalent combination of education, training, and experience. Master's degree desirable; Possession of CZO certificate and an AICP certification desirable.

Special Requirements

Possession of a valid North Carolina driver's license.

City residency required within 12 month from the date of hire.

Planner/GIS Specialist

General Statement of Duties

Performs journey-level professional planning work in current and long-range planning projects.

Distinguishing Features of the Class

An employee in this class performs responsible planning work in a variety of projects for current and long range planning efforts. Work includes conducting technical review and approval of minor subdivision plats; review of various aspects of major subdivisions plats and site plans for commercial development; coordinating the plans review process with City departments; interpreting and explaining ordinance requirements to developers, property owners and the general public; research of development and zoning issues and ordinances; preparation of information for the census; and assisting with preparation of agenda and information packets for Planning Board and Board of Adjustment. This employee is responsible for the City's GIS system to include design, integration, and analysis of geographic data within the GIS system and from other geographic information agencies and sources. This work includes collection, verification, and analysis of data, assisting City departments and other end-users, and working with municipal, county, state and other agencies. A thorough knowledge of GIS cartographic processes are required. Work requires a thorough knowledge of the City's subdivision, zoning and environmental ordinances and skill in communicating ordinance requirements to the public, often in sensitive or emotional issues. Work is supervised by the Planning Director and is evaluated through conferences, accuracy and effectiveness of work results, and feedback from officials and the public.

Duties and Responsibilities

Essential Duties and Tasks

- Provides technical assistance to the general public, property owners, builders, developers, and contractors, by telephone and in person; provides information concerning codes, ordinances, regulations, and processes applicable to services of the department.
- Coordinates the review process for land development projects; submits plans to other departments for review and recommendations; communicates with developers required and recommended changes.
- Performs technical review of minor subdivision plats and aspects of major subdivision plats and site plans for commercial and industrial projects to ensure adherence to ordinances and regulations; researches property information and gathers data; contacts developers and/or property owners and informs of corrections and additions; may make site visits to review project proposals and make recommendations; approves minor subdivision plats and site plans.
- Conducts research and drafts ordinance text amendments to conform to provisions of the Comprehensive Plan; performs short range and long range planning/land use research; reviews zoning, conditional use and variance applications for ordinance compliance and makes recommendations to the Director.
- Assists with preparation of agenda and information packets for the Planning Board and Board of Adjustment; performs research, prepares maps, charts, etc. and assists the Director to prepare technical reports and staff recommendations; attends meetings to answer questions from board members and the public and to assist with presentations; attends City Council meetings as needed to answer questions and assist with presentations.
- Uses a variety of computer programs to generate reports and data and to prepare presentations, charts, maps, graphs, and other illustrative materials for presentation to elected officials, appointed boards, and citizens.

Planner/GIS Specialist
Page 2

- Maintains the City's GIS system geo-database through editing, creating, organizing and obtaining complex geographic data that is used by multiple City departments; provides quality control of data in the GIS system.
- Gathers records and manipulates data and information to create maps and to provide spatial information and/or reports as requested by City departments.
- Assigns physical addresses to properties located inside the City limits and the ETJ; coordinates address assignments and revisions with the County NG-911 staff.
- Assists in the evaluation of hardware and software applications with potential GIS use and makes recommendations regarding GIS compatibility of hardware, software, training and digital map layers with as needed; performs upgrades and manages data backups and updates from county and other agencies; maintains GIS software licensing as required; orders supplies for GIS use as needed

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of the City's zoning, subdivision, floodplain, minimum housing, and related ordinances and of the City's Comprehensive Plan.
- Considerable knowledge of the principles and practices of community development and public sector planning.
- Considerable knowledge of governmental laws, programs, and services pertinent to the community development and planning processes.
- Considerable knowledge of the environmental and socio-economic implications of the planning process.
- Considerable knowledge of GIS systems including application of software, hardware and peripherals to planning needs.
- Skill in the use of computers for compiling reports, developing presentation material, and storing and retrieving data.
- Ability to collect and analyze data and statistics and prepare technical reports, studies and planning recommendations.
- Ability to review site plans and proposals for consistency with applicable development standards.
- Ability to use sound, effective professional judgment to analyze information and apply codes and regulations in a fair and consistent manner.
- Ability to analyze planning issues and recommend solutions.
- Ability to express ideas effectively in oral and written forms.
- Ability to communicate technical ordinance requirements to individuals ranging from developers, engineers and contractors to the general public, some of whom have no technical knowledge of requirements.
- Ability to resolve conflicts, facilitate meetings and make public presentations.
- Ability to establish and maintain effective working relationships with appointed and elected officials, developers, contractors, supervisor, coworkers and the general public.
- Ability to use Microsoft Office, including Word, Publisher, PowerPoint, Access and Excel to prepare reports, analyze data, and display information, for ease of dissemination of information

Planner/GIS Specialist
Page 3

- to the public, elected officials, advisory boards, and coworkers.
- Ability to demonstrate requisite level of proficiency with ArcGIS

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Desired Education and Experience

- Graduation from an accredited college or university with a Bachelor's degree in planning, geography, or related discipline and two years of experience in a local government planning position, with proven experience ESRI's GIS applications, or an equivalent combination of experience and education. CZO certifications desirable or the ability to obtain within two years.

Special Requirement

- Possession of a valid North Carolina Driver's License.

November 2022 Communication Report

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

By Joshua Harris, Communication & Public Information Director

12/13/2022

CONTENT CREATION

News Releases

11

Photos

394

Videos

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Web Updates

137

Podcast/Radio

Social Posts

159

Q&A

29

eSign

7

Council

1

Committees

8

PUBLIC ENGAGEMENT

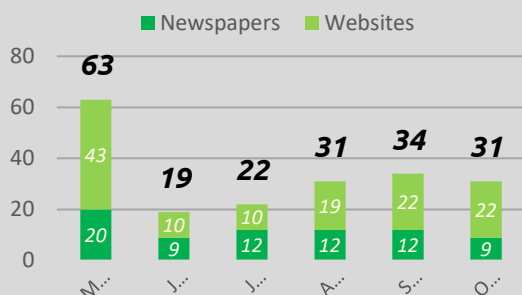
Website Total Views

39,407

Website Top Pages

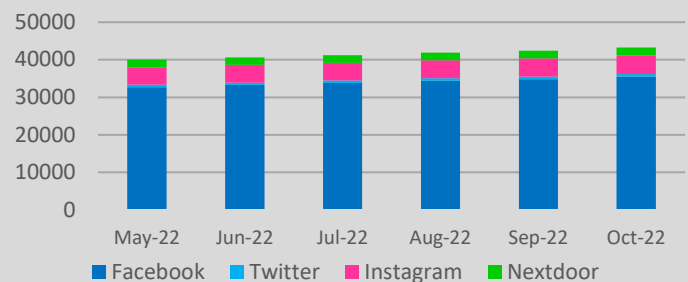
- 1 *Payment Options*
- 2 *Jobs*
- 3 *Water & Sewer Service*
- 4 *Starry Night Christmas Parade*
- 5 *Garbage Collection*
- 6 *Holiday Garbage Collection*
- 7 *Police*
- 8 *Job: Horticulture Specialist*
- 9 *Job: Telecommunications Officer I (Part-time)*

Media Coverage



Social Followers

Total **44,394** +/- **1.04%** New this month **455**



Social Engagement

	Total	+/-
Social Reach	126,134	-40.62%
Social Visits	11,633	-29.61%

Video Views

819

	Views
Facebook	777
YouTube	42

Watch Time Hrs

34.9

	Hours
Facebook	9.2
YouTube	25.7

News Releases

11

11/1	CITY REMOVING OLD CLOCK TOWER
11/3	CITY INSTALLS NEW OUTDOOR LIGHTS AT MULBERRY RECREATION CENTER
11/4	MAYOR PROCLAIMS NATIONAL HOSPICE & PALLIATIVE CARE MONTH IN LENOIR
11/8	YOUTH BASKETBALL REGISTRATION OPEN
11/8	CITY FACILITIES CLOSED FOR VETERANS DAY
11/10	LIGHT UP LENOIR NEXT WEEK IN DOWNTOWN
11/18	CITY FACILITIES CLOSED FOR THANKSGIVING
11/21	TURKEY TUESDAY TOMORROW AT THE MLK JR. CENTER
11/23	SHOP SMALL THIS SATURDAY IN LENOIR
11/28	GIVING TUESDAY IN LENOIR
11/29	STURGIS AND EDMISTEN TO SERVE AS GRAND MARSHALS IN CHRISTMAS PARADE

Photos

394

<i>Date</i>	<i>#</i>	<i>Subject</i>
11/1	11	City Hall clock tower
11/1	1	City Hall dedication plaque
11/2	16	Council meeting national hospice month giving tuesday
11/2	32	New lights at Mulberry Recreation Center
11/2	9	Public Works staff fall planters downtown
11/3	8	City clock tower
11/3	18	Paving on Swanson Drive
11/4	17	CCCTI Pickleball tourney at Mulberry Recreation Center
11/7	23	Clock tower demolition
11/8	4	Clock tower public works filling hole with cement
11/14	11	Christmas tree installation
11/17	11	Dairi-O
11/17	162	Light Up Lenoir
11/21	13	Shop Small photo
11/22	39	Turkey Tuesday at MLK Center
11/28	8	MLK and Mulberry gyms
11/29	11	Sam Sturgis and Buddy Edmisten



City Clock removal



Pickleball tourney at Mulberry Recreation



Dari-O opens



Light Up Lenoir



Shop Small Saturday



Turkey Tuesday at MLK Jr. Center

Social Posts 174

Top Facebook

#1	Police	Help for Caldwell flyer						
	This post has no text	View insights	...	Post	Wed Nov 16, 12:15...	38.3K People reached	792 Reactions	
	City of Lenoir Police Department							
#2	City							
	Starry Night Christmas Parade	View insights	...		Wed Nov 23, 1:35pm	29.4K People reached	--	
	City of Lenoir, NC Government							
#3	Downtown							
	The Starry Night Christmas Parade is Fr...	View insights	...	Post	Mon Nov 28, 9:52am	16.1K People reached	303 Reactions	
	Downtown Lenoir							
#4	Fire							
	Happy Veterans Day to all those that s...	View insights	...	Post	Fri Nov 11, 9:56am	2.7K People reached	233 Reactions	
	City of Lenoir Fire Department							
#5	Parks							
	HAPPY THANKSGIVING. Lenoir Parks a...	View insights	...	Post	Thu Nov 24, 10:39am	317 People reached	9 Reactions	
	Lenoir Parks and Recreation							

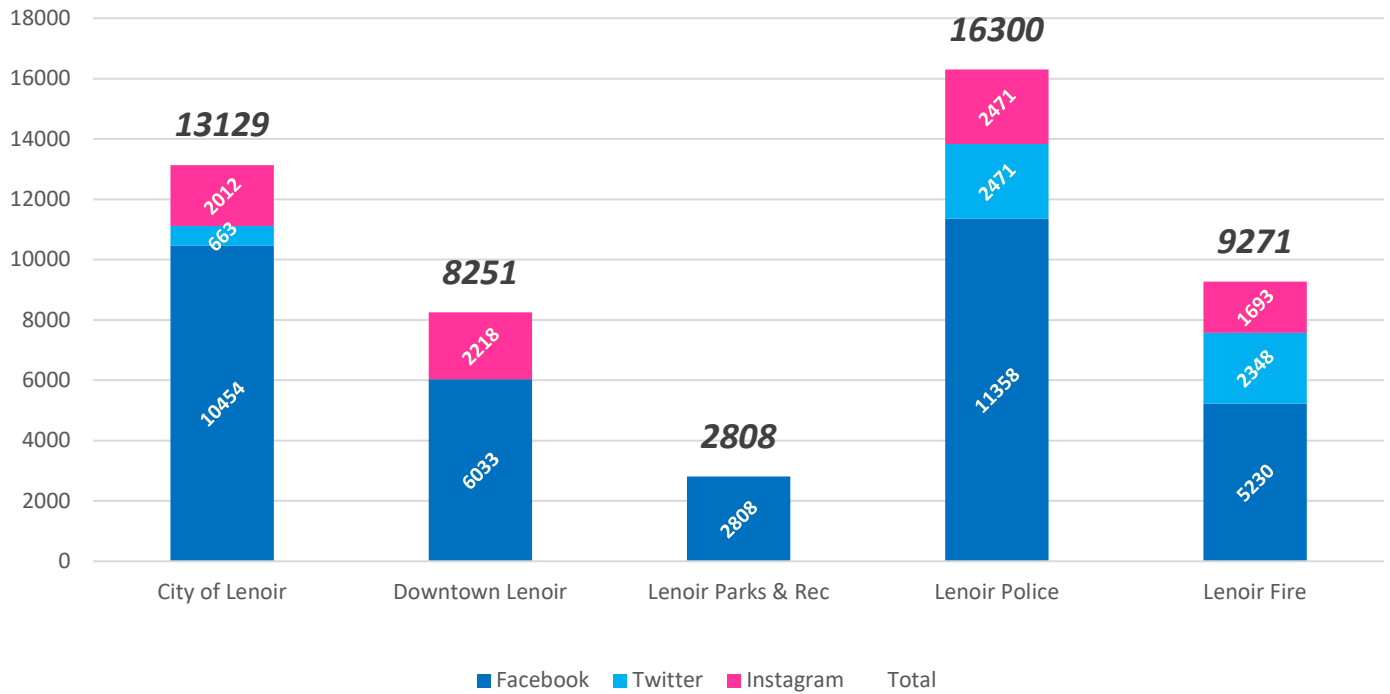
Top Twitter

Tweets	Top Tweets	Tweets and replies	Promoted		Impressions	Engagements	Engagement rate
	City of Lenoir, NC @CityofLenoir · Nov 17				112	10	8.9%
	If you haven't heard, @eatdairio is now open in Lenoir. The restaurant is located on the corner of Harper Ave and Blowing Rock Blvd. The store is open Sun-Thurs from 10am to 10pm, and Fri-Sat from 10 am to 11 pm. Welcome to Lenoir. We wish you all the best! pic.twitter.com/lfe0cQ75Jl						
	View Tweet activity						
	City of Lenoir, NC @CityofLenoir · Nov 17				107	19	17.8%
	Thank you to all the singers who performed during Light Up Lenoir 2022 tonight! Thank you to all City staff and volunteers who helped with the the event! The Christmas Light Show plays every night from 6 to 10 pm on the square in Downtown Lenoir. Happy Holidays! pic.twitter.com/MhstQryggi						
	View Tweet activity						

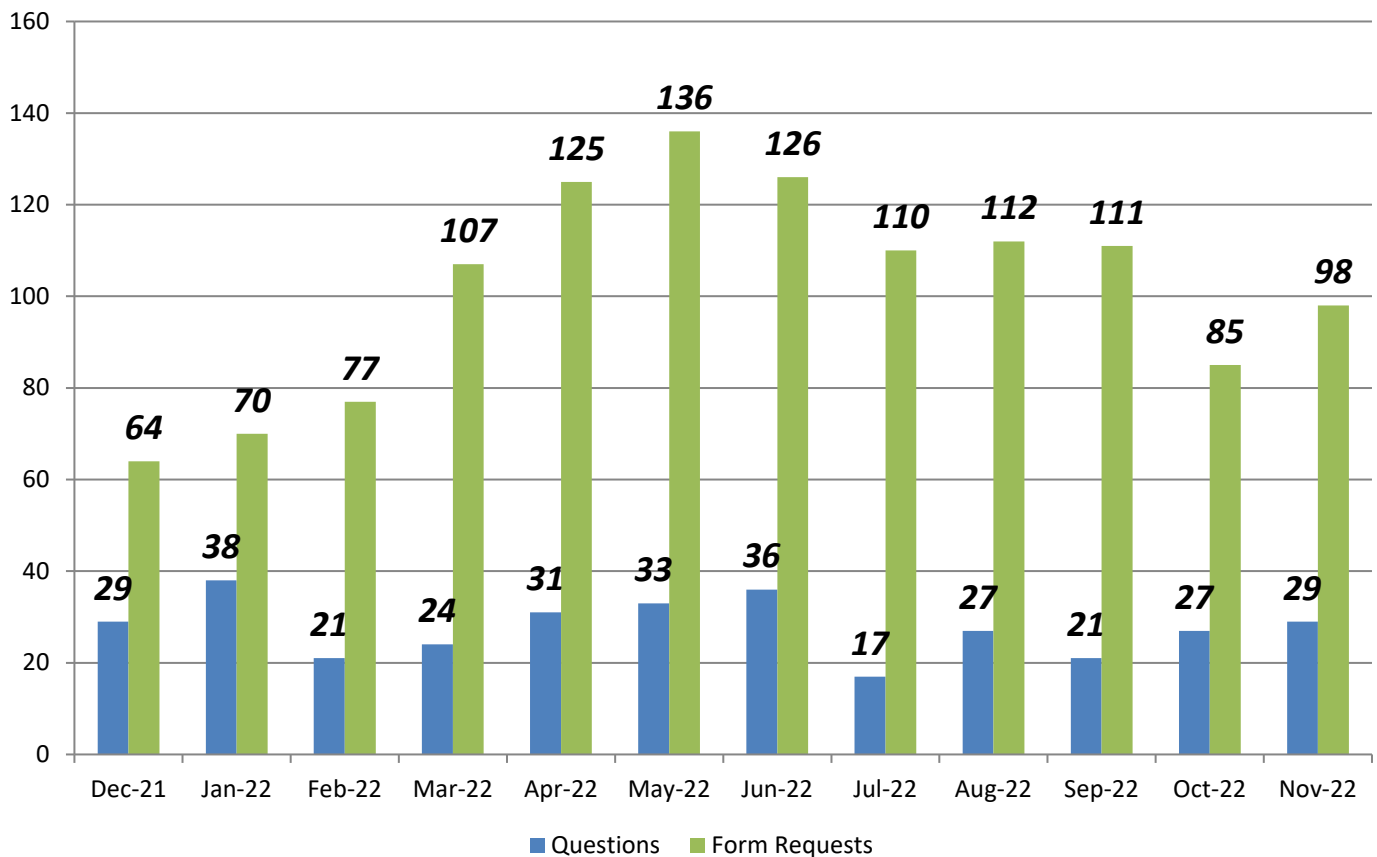
Top Instagram

#1	Downtown							
	If you've driven by the Mulberry Recre...	View insights	...	Post	Thu Nov 3, 10:44am	804 People reached	79 Likes	
	cityoflenoirnc							
#2	City of Lenoir							
	On Monday, Nov. 14th at 6pm we will ...	View insights	...	Post	Thu Nov 3, 11:45am	439 People reached	9 Likes	
	downtownlenoir							

Social Comparison



Questions & Form Requests



How do you pay taxes on line

I live at Carrituck Court. My normal trash is picked up on Mondays, what day is yard waste picked up (not leaves of course)? I had my

Hello I have a question. I live on Ronquil Park. A very nice gentleman came by my house Tuesday & informed me more about the pay

I am a career advisor in Muncie In for WorkOne. I have a client who wants to move to Lenoir City. He thinks he may have a job lined

I'm not sure to what capacity I could help, but if there is any way I would be glad to assist with the clock tower project. I am a geotec

Hey is it true AJs Steakhouse is closing and going to be torn down? If so any idea what is going to be built in its place? Thanks

When will Dario be Open

Pleaseeeeeeeeee clean the leaves from Idlewild Drive (off Overlook Drive) Lenoir NC

Hello, I need to know my account number on my account in order to request another garbage can at my residential address. I just si

I was wondering if the property at 1507 Morganton Blvd SW Lenoir, NC 28645 and 1515 MORGANTON BLVD SW, LENOIR NC 28645

sent in a form for father in law's paver before memorial day

Is anyone collecting toys for children? I have a box of brand-new toys that I bought to be donated to children.

was there a reason my trash pickup was missed, I don't know why they didn't pick my trash up

Hi, what date is the luminary display this year at Blue Ridge Memorial Park? Also, are you able to purchase a luminary to be lit in me

own building on the corner of main and harper, helping hands rents part of it, 11 offices upstairs, want to get on the list to know wh

As a city resident, I have a request. Can you please look into adding holiday trash day pickup changes to your text alerts?

Duke Energy, questions about Hibriten Mtn

How can I get removed from the call list? I have moved away from Lenoir and still get phone calls about garbage pick up. I have look

What are they doing with the land across from Dudley Shoals Elementary?

Good morning, my name is Almee Oliver and I am an investigator with Walton CO District Attorney's Office. I am requesting a copy c

Have you heard anymore about AJs? They are closed even their sign is gone?

Hello... Do you guys have anymore turkeys left to give away?

Can you look into painting road stripping and stop bars on Ideal Drive and Countryside Dr? This has been paved for some time and I

I am looking to request records pertaining to 6 properties listed below.

Can anyone get a paver in the Veterans memorial? How about a name on a bench?

We missed the deadline to pay it had slipped my mind yesterday and I was wondering if there's anyway we could still call and pay

who would I speak to about having a bench made in memory of someone?

Where can I find info for being in the Christmas parade?

I am moving to Lenoir within next two years and am curious if there are any plans in Lenoir for a new grocery store chain, ex: Publix,



City of Lenoir Police

1035 West Avenue NW
 Lenoir, North Carolina 28645
 (828) 757-2100 • Fax (828) 757-2103



Council Action Form

I. Agenda Item:

II. Background Information:

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____	Date: _____
City Manager: _____	Date: _____
Police Chief: _____	Date: _____



Chief Brent Phelps
Fourth Quarter Report
October – December, 2022



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

	Communications Training Hours	10
Duty Related Trauma		2
Identifying the Telecommunicators Role		2
Stress in the Communications Center		2
Telecommunicators Role in Crisis Management		4
	Instructor Training Hours	188
Ballistic Shield Instructor		48
Firearms Instructor Certification (Poythress)		81
General Instructor Update (2022)		1
Specialized Physical Fitness Instructor (Crisp)		58
	Investigations Training Hours	80
General Criminal Investigations		40
Southeastern Homicide Investigation Conference		40
	Non-Specific Training Hours	32
Bloodborne Pathogens / Hazmat (2022)		8
DCI Criminal Record Inquiries, File Transactions & General Inquiries		12
Knowbe4: Internet Security and You (2023)		7
Security Awareness Training		5
	Patrol Training Hours	1690
Assisting Individuals In Crisis		81
Creating a Safety Net (2022)		2
DV Psychology of Whether to Stay or Go (2022)		4
Defensive Driving (In-Service)		158
Drivers Training (In-Service)		160
Ethics: Preempting Misconduct & Corruption (2022)		6
Field Training Evaluation Program (McBurney)		325
Firearms Classroom, Combat & Qualification (2022)		532
Incorporating a Co-Response (2022)		6
Legal Update (2022)		20
New Hire: De-escalation, Driver, Fair & Impartial Policing, Firearms, OC Spray, Narcan, Pursuit, UOF, Weapon Cleaning		64
Practicing Proactive Wellness (2022)		4
Raising the Bar (2022)		4
Standardized Field Sobriety Testing		24
Subversive Groups (2022)		4
Taser Certification and Taser Update (2022)		136
Traffic Crash Reconstruction		160
	School Resource Hours	40
SRO Certification (Rubio)		40
	Special Response Team Training Hours	189
Armorers Recertification		72
Basic SWAT		45
SRT Non-Specified		72
	Supervisory Training Hours	11
Criminal Justice Standards Workshop (Barlowe)		11
	TOTAL TRAINING HOURS	2240



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

Achievements & Announcements

Advanced Law Enforcement Certificate: MPO Marshall Ruppard

Golden Ticket(s): PTL Herbert Reid

Recognition: Tyler Sanders (Officer of the Year); Dustin Eller (Employee of the Year)

Retirement: Senior Detective & Evidence Tech S. Beavers

Supervisory Promotion: MPO Shane Woodward to Corporal

Transfers: CPL Sanders to DET; J. Kerley to Evidence; C. Swanson, G. Warren & T. Wilson to P/T

Committees & Meetings

FBI-NAA Conference & Fall Trainer

Demos, Events & Tours

BLET Appreciation Dinner & Graduation

Community Fair

Downtown Events: Christmas Parade, Cruise-In, Firewood Smoke, Mad Hatter, NNO

Governor's Highway Safety Initiatives

MLK Halloween Festival & Turkey Tuesday

Department Upgrades & Equipment

Front Entrance to Building (improvements)

Stair Climbing Machine (new gym equipment)

Programs & Other Mentions

Reserve Guard Duty: PTL Warren & Zambrano

Toys for Tots Collection Site and Distribution Assistance



Sherry Felts at Firewood Smoke Festival



Steve Moulton on Bike Patrol during Mad Hatter Event



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PERSONS

NIBRS	Charge Description	4Q19	4Q20	4Q21	4Q22
13A	Aggravated Assault	12	9	9	1
11D	Forcible Fondling	8	2	7	6
11A	Forcible Rape	1	6	1	2
11B	Forcible Sodomy	2	0	1	0
64A	Human Trafficking (Commercial Sex Acts)	0	0	0	0
64B	Human Trafficking (Involuntary Servitude)	0	0	0	0
36A	Incest	0	0	0	0
13C	Intimidation	4	1	5	5
09C	Justifiable Homicide	0	0	0	0
100	Kidnapping / Abduction	2	1	0	0
09A	Murder / Non-Negligent Manslaughter	0	0	1	0
09B	Negligent Manslaughter	0	0	0	0
11C	Sexual Assault with Object	0	1	0	0
13B	Simple Assault	44	40	64	92
36B	Statutory Rape	0	1	2	0
TOTALS		73	61	90	106

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	4Q19	4Q20	4Q21	4Q22
720	Animal Cruelty	0	0	0	1
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	78	55	72	72
35B	Drug Equipment Violations	33	28	23	20
39A	Gambling (Betting / Wagering)	0	0	0	0
39C	Gambling (Equipment Violations)	0	0	0	0
39B	Gambling (Operating / Promotion)	0	0	0	0
39D	Gambling (Sports Tampering)	0	0	0	0
370	Pornography / Obscene Materials	0	0	1	1
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	13	5	11	5
TOTALS		124	88	107	99



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	4Q19	4Q20	4Q21	4Q22
200	Arson	2	0	2	0
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	62	45	43	30
250	Counterfeiting / Forgery	6	2	5	4
290	Destruction/ Damage/ Vandalism of	44	44	47	50
270	Embezzlement	1	1	0	0
210	Extortion / Blackmail	0	1	0	0
26G	Hacking / Computer Invasion	0	0	0	0
26F	Identity Theft	0	1	2	3
23H	Larceny (All Other)	49	40	69	42
23D	Larceny (From Building)	13	15	5	14
23E	Larceny (From Coin-Operated Machines / Devices)	0	1	0	1
23F	Larceny (From Motor Vehicles)	20	20	24	28
23G	Larceny (Motor Vehicle Parts and Accessories)	5	5	5	3
23A	Larceny (Pick-Pocket)	0	0	0	0
23B	Larceny (Purse Snatching)	0	2	0	0
23C	Larceny (Shoplifting)	27	9	23	33
240	Motor Vehicle Theft	29	18	21	14
26B	Fraud (Credit / Debit Card / ATM)	4	4	13	12
26A	Fraud (False Pretense / Swindle / Confidence Game)	18	14	16	21
26C	Fraud (Impersonation)	3	2	0	3
26D	Fraud (Welfare)	0	0	0	0
120	Robbery	2	2	5	2
280	Stolen Property	1	0	1	0
26E	Wire Fraud	0	1	0	0

TOTALS	286	227	281	260
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CRIME STOPPERS

Description	4Q19	4Q20	4Q21	4Q22
Calls Received	69	55	69	35
Crime of the Week Press Releases	3	4	0	0
Illegal Narcotics Recovered	0	1500	0	\$0
Rewards Paid	500	750	0	\$0
Stolen Property Recovered	8000	2800	0	\$0
Total Arrests / Charges	3 / 6	6 / 15	0 / 0	0 / 0



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GROUP B OFFENSES

NIBRS	Charge Description	4Q19	4Q20	4Q21	4Q22
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	2	0	2	6
90D	Driving under Influence	6	13	8	9
90E	Drunkenness	0	0	0	1
90F	Family Non Violent Offenses	69	53	59	40
90G	Liquor Law Violations	0	0	1	1
90H	Peeping Tom	0	0	0	1
90I	Runaways	2	6	3	5
90J	Trespass of Real Property	2	0	0	1
90Z	All Other Offenses (Person / Property / Society)	5	7	2	1
TOTALS		86	79	75	65

CALLS FOR SERVICE

Description	4Q19	4Q20	4Q21	4Q22
Alarms	428	389	355	362
Animal Complaints	69	73	76	62
Civil Disturbances	196	198	218	212
Domestic Disturbances	264	260	268	268
Field Contacts	36	37	34	65
Follow-Ups	209	164	211	231
Foot Patrols	51	23	4	29
Incomplete 911s	536	528	656	603
Loud Noise Complaints	56	62	33	56
Special / House Checks	2280	2446	2566	2057
Stranded Motorists	189	164	153	123
Suspicious Persons	477	419	475	525
Suspicious Vehicles	457	337	260	293
Warrant Service	488	288	297	225
TOTALS	5736	5388	5606	5111

Group B offenses are non-reportable and consist of Crimes Against Society, except bad checks, runaway juvenile, and all other offenses.
Runaway juvenile is not classified as a crime by the FBI, but we feel documentation is warranted.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CANINE ACTIVITIES

Description	4Q19	4Q20	4Q21	4Q22
Building Searches	12	8	1	4
Building Search Apprehensions	1	1	0	1
Call Outs	0	0	0	0
Demonstrations	7	0	0	0
Currency Seized	\$2,275	\$0	\$0	\$0
Assist Narcotics Searches	2	3	4	1
Assist Narcotics Seizures	0	3	1	0
Narcotic Utilizations	56	85	67	9
Street Value of Seized Narcotics	\$643,966	\$12,402	\$27,067	\$0
Tracks	20	5	3	0
Tracks Apprehensions	1	1	0	0
Training Hours	295	32	142	24
Utilizations	74	89	84	13

CHARGES / ARRESTS

Description	4Q19	4Q20	4Q21	4Q22
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Felony Charges

Adult	180	102	220	124
Juvenile	0	0	0	0

Misdemeanor Charges

Adult	670	538	608	511
Juvenile	18	10	8	8

TOTALS	868	650	836	643
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Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.

Felony Arrests	120	72	131	79
Misdemeanor Arrests	532	427	463	425
Involuntary Commitments	23	22	51	70



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

TRAFFIC

Description	4Q19	4Q20	4Q21	4Q22
Crashes				
Crashes with Injuries	54	62	37	50
Crashes with Property Dmg	237	221	246	232

TOTALS	291	283	283	282
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Figures to the right are included in the totals above.	Fatalities	1	0	0	1
	Hit & Runs	58	66	57	51
	Parking Lots	73	69	78	60

In the fourth quarter of 2022, there was 1 pedestrian injury.

Tickets	4Q19	4Q20	4Q21	4Q22
Handicap Tickets Issued	0	0	1	0
Parking Tickets Issued	21	52	0	21
Parking Tickets Paid	18	60	1	9
Traffic Citations Issued	918	893	652	574
Warning Tickets Issued	446	385	307	227

Top Five Contributing Circumstances	4Q22
Failure to Reduce Speed	57
Failure to Yield Right of Way	43
Inattention	31
Improper Backing	23
Improper Lane Change	17

Top Five Crash Locations	4Q22
Blowing Rock Blvd / Seehorn St	5
Blowing Rock Blvd / ABC Ct	4
Blowing Rock Blvd / Commercial Ct	4
Blowing Rock Blvd / Hospital Ave	4
Blowing Rock Blvd / Pennton Ave	4



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

ADMINISTRATIVE

Description	4Q22
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ABC Permits	2
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Jason Mart #2 (2124 Hickory Blvd.)
Fairvalue (new Ownership) 2025 Morg. Blvd. SW

Malt Bev, Fortified & Unfortified Wine (off premise)
Malt Bev, Beer & Unfortified Wine (off premise)

Backgrounds	7
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COMMUNICATIONS

Description	4Q19	4Q20	4Q21	4Q22
CAD Requests DSS	57	57	44	74
Criminal History Requests	62	50	62	50
Entered CAD Calls	10141	9502	9718	8606
Interpreter Requests (all Spanish)				5
Number of Monthly Validations	287	292	288	308
Utility Calls	87	81	122	190

There were 5 Interpreter Requests for the 4th Quarter of 2022; all were for Spanish.

RECORDS

Description	4Q19	4Q20	4Q21	4Q22
CAD Reports	\$50	\$5	\$60	\$20
Fingerprints	\$20	\$0	\$0	\$10
Parking Ticket Payments	\$110	\$335	\$10	\$45
Reports	\$105	\$15	\$55	\$60

TOTALS	\$285	\$355	\$125	\$135
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PROPERTY & EVIDENCE

Description	4Q19	4Q20	4Q21	4Q22
Evidence Destroyed	881	212	148	18
Evidence Received	659	419	623	400
Evidence Inventory Total To Date	42234	44518	47079	49408

In 4th quarter 2022, 43 pounds of unused, unwanted medication was collected from the lobby drop box.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GENERAL INVESTIGATIONS

Description	4Q19	4Q20	4Q21	4Q22
Interviews / Forensic Interviews				92 / 10
Recovered Stolen Property	\$ 19,805	\$ 10,884	\$ 1,925	\$12,670
Recovered Stolen Vehicles (number of)	22	16	26	12
Recovered Stolen Vehicles (value of)	\$ 198,994	\$ 155,937	\$ 253,200	\$79,500

In mid year 2022, the number of polygraph examinations was changed to reflect the number of Interviews.

Narcan Use	6	5	15	17
Overdoses	13	9	28	40
<i>Opioid Induced Overdoses</i>	6	5	14	31
Suicides	4	1	1	2
Unattended Deaths	13	14	8	11

Narcan is used to reverse fatal drug overdoses. In fourth quarter 2022, we were able to save 17 lives.

CASE STATUSES

Description	4Q19	4Q20	4Q21	4Q22
Open	206	96	153	131
Inactive	279	178	231	289
CBA (Cleared by Arrest)	79	64	81	71
Exceptionally Cleared	14	11	18	2
Unfounded	29	28	31	26

NUISANCE

Description	4Q19	4Q20	4Q21	4Q22
Offenses				
Abandoned / Junk Vehicle	1	5	3	2
Graffiti	0	0	0	0
Health and Safety	3	3	5	1
Junk and Debris	4	19	17	9
Miscellaneous	2	4	8	0
Tall Grass or Vegetation	5	4	5	5

TOTALS	15	35	38	17
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Case Statuses				
City Abated	0	0	0	2
Owner Abated	2	17	2	14



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

NARCOTICS ACTIVITIES

Description	4Q19	4Q20	4Q21	4Q22
Arrests	23	12	13	10
Charges	38	28	19	18
Arrests While Assisting Other Agencies	0	0	0	0
Charges While Assisting Other Agencies	0	0	0	0
Cases Opened or Initiated Within City Limits	59	29	49	45
Cases Opened or Initiated While Assisting Other Agencies	6	6	11	3
Cash and Property Seized	\$8,236	\$6,698	\$9,946	\$809,285
Cash and Property Seized While Assisting Other Agencies	\$2,000	\$0	\$48,571	\$25
Illegal Narcotics Seized	\$708,694	\$30,135	\$120,043	\$693,015
Illegal Narcotics Seized While Assisting Other Agencies	\$26,676	\$37,190	\$132,341	\$2,751
Knock and Talks	6	0	4	3
Search Warrants	26	13	26	27
Total Assists and Joint Investigations	6	6	11	3
Vehicle Seizures	0	0	0	2

NARCOTICS CONFISCATED

Description	4Q22
Drug Name	Quantity
Alprazolam	2 du
Buprenorphine	6 du
Cleansing Drink	131 du
Cocaine	13.3 gm
Crack Cocaine	5.2 gm
Fake Urine Kits	75 du
Fentanyl	522.6 gm
Heroin	.6 gm
Marijuana	38334 gm
Methamphetamine	428.8 gm
Oxycodone	22 du
Percocet	5 du
Pills	28.2 gm
Suboxone Strips	2 du
THC Liquid	3456 gm
TOTAL	
\$733,872	



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

For the Alcoholic Beverage Commission Board's reporting requirements, listed below are alcoholic violations and drug charges from inside the city limits of Lenoir for the quarters below:

ALCOHOLIC VIOLATIONS

Description	4Q19	4Q20	4Q21	4Q22
Consuming at an Off-Premise Establishment				
Consuming Underage of 21				
Contributing to the Delinquency of a Minor			3	
Defrauding a Drug / Alcohol Screening Test				
Driving While Subject to Impairing Substances	8	8	4	7
Disorderly Conduct			1	
Driving Under the Influence				
Driving While Impaired	1	3	1	
Drunkenness		3		
Hold Until Sober		3		1
Impaired Driving Revocation		3		
Intoxicated and Disruptive	3			1
Open Container				1
Possess / Sale of Non-Taxed Alcoholic Beverage				
Possessing an Open Container in Passenger's Area				
Public Consumption				
Sell/Give Malt Beverage and/or Unfortified Wine to < 21	1			
TOTALS	13	20	9	10

DRUG CHARGES

Description	4Q19	4Q20	4Q21	4Q22
Felony Drug Charges	50	49	59	28
Misdemeanor Drug Charges	38	37	88	43
TOTALS	88	86	147	71

What's New in Nuisance?

- In addition to the incident reports on the quarterly, Detective Hartley also had 25 follow up, and 58 self initiated code enforcement calls for the fourth quarter of 2022. Please see the map on the next page for a visible view of the Detective's follow ups and self initiated calls!

Please note duplicate visits have been limited to one visit per address for mapping purposes

- The following pictures are some before and after shots of a couple properties in the city that Detective Hartley has been working on this quarter. Take a look!

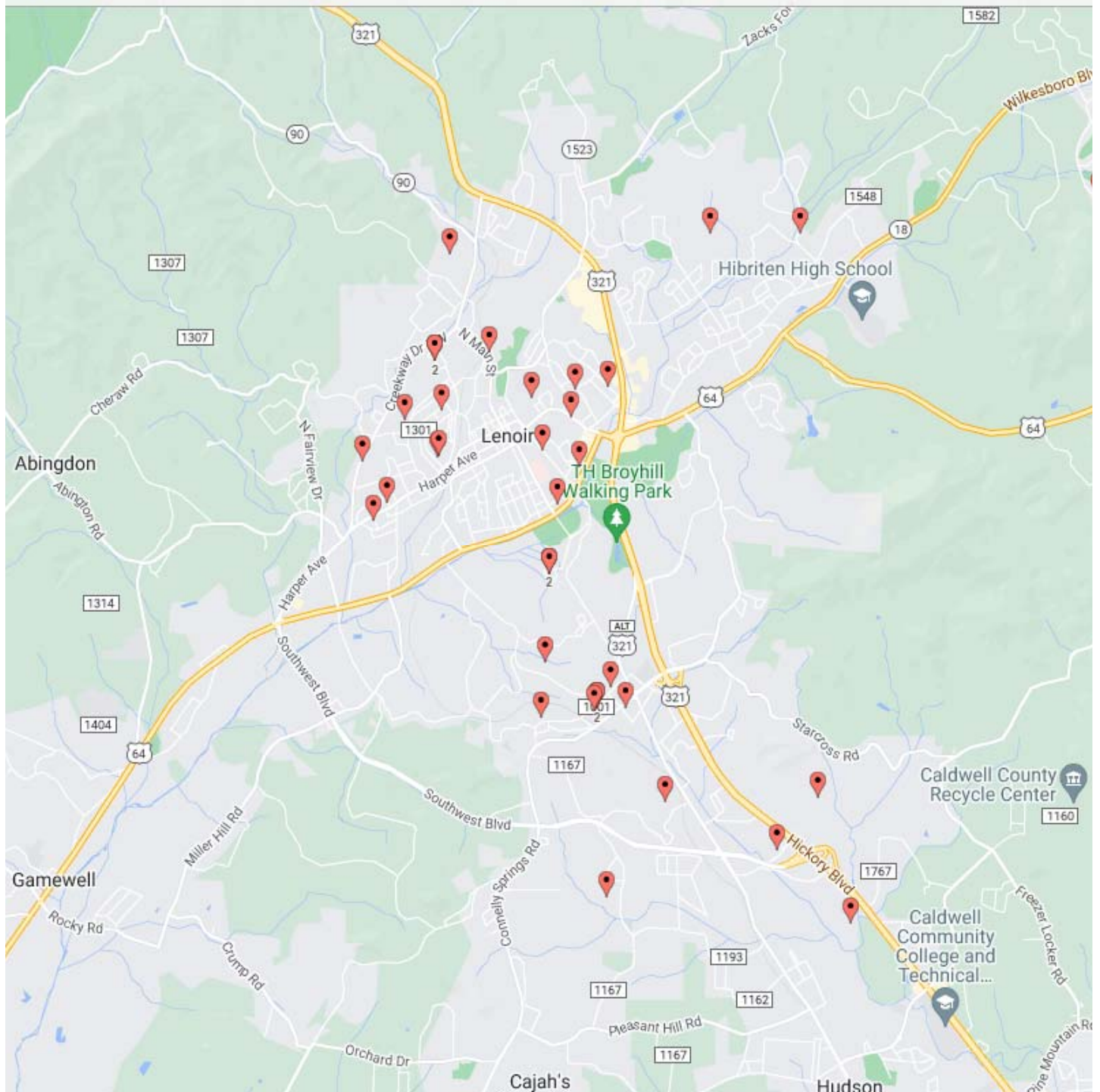
This owner abated property is located at 902 SW Southside Ct.



This city abated property is located at 512 SW Oat St.



Follow us around town!



237 NW CLARK DR

108 SW HICKORY ST

902 SW SOUTHSIDE CT

338 NW CREEKWAY DR

512 SW OAK ST

328 SW CONNELLY SPRINGS RD

1207 SW ACORN CT

514 SW CEDAR PL

1511 SW BARCOSE ST

213 NW SHERWOOD PL

1626 HARPER AV

410 SW PENNTON AV

208 NW HILLSIDE ST

616 NW BROADWAY ST

503 NW HOSPITAL AV

701 NW CONLEY PL

820 NW MONTCLAIR CIR

306 SW NORWOOD ST

516 NE COTTRELL HILL RD

519 SW CONNELLY SPRINGS RD

830 SW CHESTERFIELD CIR

513 NW HARRIS ST

1336 NW BOXWOOD PL

676 SW MORGANTON BLVD

110 SW JOYCETON CHURCH RD

353 HARPER AV

935 NE HAWTHORNE DR

217 NW SHARON AV

820 NW MONTCLAIR CIR

519 SW CONNELLY SPRINGS RD

214 NW MAPLE PL

117 SW MEADOWVIEW PL

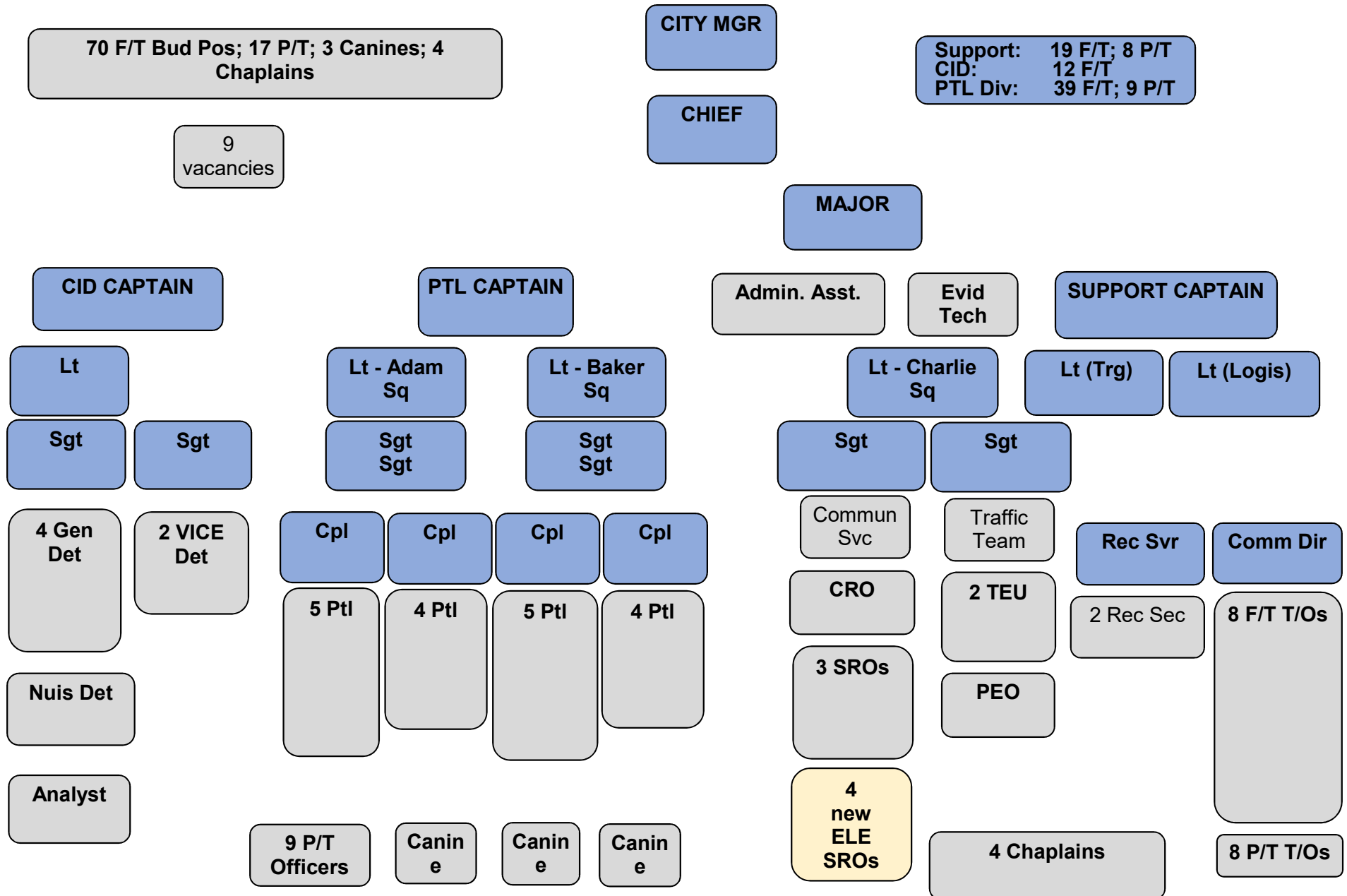
736 SW WILMONT ST

830 SW CHESTERFIELD CIR

118 SE PLYMOUTH RD

804 SW TIFFANY PL

Lenoir Police Department Organizational Structure





2022 FOURTH QUARTER REPORT

October, November & December

MISSION:

“The mission of Lenoir Fire Department is to provide public safety in the form of Fire Prevention, Fire Protection, Rescue Services and Emergency Medical Care. We will constantly strive to improve the quality of life for the citizens of Lenoir.”

VISION:

“To be aggressively proactive with respect to traditions and the realization of progression.”

OVERVIEW

Thank you for taking the time to look through Lenoir Fire Department's quarterly report. This report is designed to give you an understanding of the day to day operations of our department and staff for the fourth quarter of 2022. This quarter proved to be another busy one for our department and staff. We had numerous call for service and crews did an outstanding job through fire prevention month teaching fire safety to our youth and seniors. We completed ambulance standbys for local school programs and participated in many City sanctioned events with medical standbys. This quarter we encountered a hard freeze with temperatures near 0 for an extended period of time and this caused problems for water distribution for suppression efforts. Most notably this quarter, we were able to implement a new part-time fire inspector program that will allow our department to perform more of the necessary fire code inspections for our businesses and multi-family dwellings.

MAJOR EVENTS

OCTOBER – With the help of the City Manager and the Finance Director we were able to implement a part-time Fire Inspector program. We were able to hire three Fire Inspector positions whom work 8 hours a week performing only fire inspections. These three positions work directly for the Assistant Chief/Fire Marshal to complete tasks assigned by their office. Adding these positions will allow our department to increase productivity in regards to our inspection schedule. There are over 1,500 businesses, schools, and multi-family dwellings in the City that require fire inspections and these positions will help us get closer to achieving the inspection schedule set forth by Code Council.

- We were able to fill the full-time vacancy we had open. The firefighter hired is Jerry "Shane" Bowman. Shane came highly recommended from his peers and previous employers. Shane is from Catawba County and was previously employed at Lincolnton Fire Department and has 20 plus years in LGERS and has accomplished numerous fire and rescue certifications. Congratulations to you and welcome to our Lenoir Fire Department family.



- Due to the possibility of mold in our HVAC duct work at Station 1, we had Spangler Restoration come in and thoroughly clean the entirety of the duct work.
- We sent two firefighters to the NC Breathing Equipment School. This advanced training is for fire and rescue operations while utilizing self-contained breathing apparatus (SCBA). This is a week-long school that allows students to learn more about SCBAs, their use and instills confidence with operations in the use of them.
- We provided Ambulance back-up stand-by for four high school football games and provided medical stand-by for one car show downtown, the BBQ festival and the Halloween Trick-or-Treat event.

NOVEMBER – This month the City Finance Director started back the “Cost Efficiency” meetings with Department Heads and key staff that participate in purchasing. These meeting are designed to find ways to improve operations and purchasing but to brain storm way to provide cost saving techniques for the City.

- This month we helped out the City’s Maintenance personnel with installing Downtown Christmas decorations. Annually the Maintenance Department installs many decorations for the Holidays and we always help them out by utilizing one of our Aerial Apparatus to assist with the hanging of the large wreath and lighted garland on City Hall.
- We were honored to be asked to assist with the annual Veteran’s Stand Down again that is held at the Broyhill Civic Center. We are asked to provide the raising of our large U.S. Flag as the veteran’s enter the facility to show our respect for the veteran’s service to our country and to honor them.



- We also assisted with the annual Turkey Drive held at the MLK Center. We provided personnel to assist with handing out turkeys for families that came to the event.
- We had one Firefighter resign their position with our department. The Firefighter had been with us for 2 years and 10 months. We wish her well in her next journey.
- We provided back-up EMS ambulance stand-by for one high school football games this month and concluded this operation for the year. We also provided medical stand-by for the youth football games and this concluded this program for the year also.

DECEMBER – On December 23rd through the morning hours of the 25th, our area incurred a hard freeze with temperatures dipping down to 3° and sustaining below freezing temperatures for this time period. Our department and staff encountered numerous problems including frozen hydrants and water line breaks that impacted our suppression efforts. We also responded to numerous calls for power lines down due to the high winds that accompanied the freeze and business fire alarms due to the freezing and thawing of sprinkler lines.

- We had 18 off-duty staff come in to assist with the annual City Christmas Parade. Our staff assisted the Police Department with traffic and crowd concerns and provided medical stand-by at various locations throughout during the parade. Our staff, with the help of Caldwell County Emergency Management, also set up and operate various portable light towers through the parade route to enhance public safety.
- We provide medical stand-by for the annual Cruisers toy give away downtown
- This month several of our on-duty staff assisted with the annual City Luminary display hosted by Blue Ridge Cemetery. Our staff assisted with the placement of over 8,000 luminary bags/candles placing them on all grave markers and lining the roadways around the cemetery grounds.
- We also held our quarterly retiree breakfast this month and we had 15 retirees in attendance.
- We were able to fill the full-time vacancy we had open. The firefighter hired is Ethan McLean. Ethan came highly recommended from his peers and volunteer fire department. Ethan is from Gamewell and has been a volunteer firefighter there for a few years. Congratulations to you and welcome to our Lenoir Fire Department family.



- We had one Firefighter resign their position with our department. The Firefighter had been with us for 14 years and 3 months. He was a Driver/Operator at Fire Station 2. We wish him well in his next journey. We plan to fill this vacant position in January.

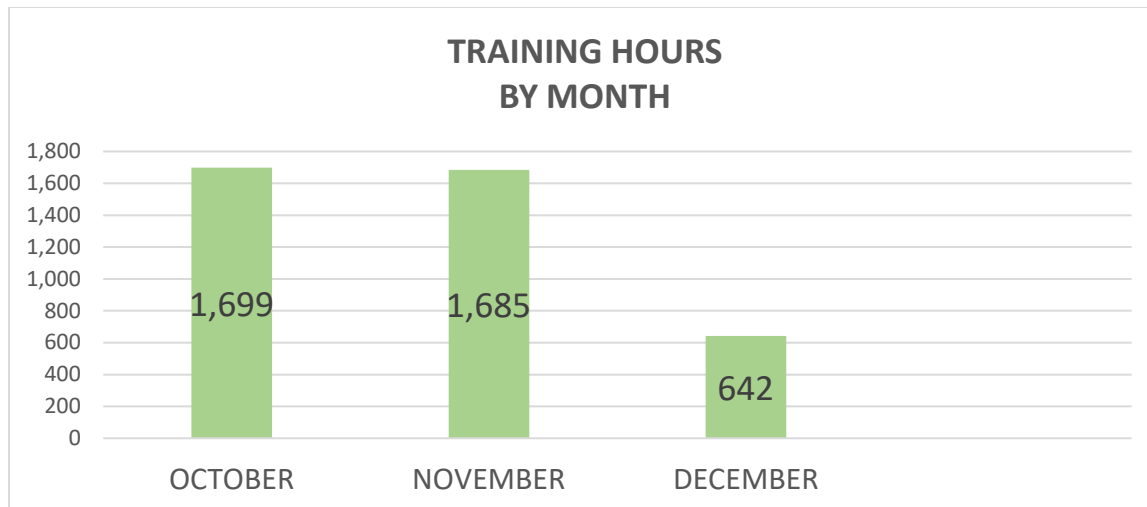
RESPONSES/INCIDENTS/CALLS FOR SERVICE

Incident Reports By Type of Situation Found	# of Incidents Current Quarter	2021 Quarterly Comparison	# of Incidents 2022 YTD
Fire, structure	12	6	33
Fire, vehicle & heavy equipment	7	6	21
Fire, brush or grass	18	22	71
Fire, trash	4	5	16
Fire, other	2	5	15
Medical call	421	240	1,519
EMS lift assist	26	20	72
Assist invalid, lift assist	4	10	29
MVA – with Injuries	32	19	119
MVA- no Injuries	37	40	119
Rescue call	26	25	104
Service call, public	82	67	272
Cover in assignment	0	1	10
Hazardous condition, other, power lines	27	11	73
Hazardous material or spill	10	7	36
False alarm, sprinkler	19	6	47
False alarm, smoke or carbon monoxide	26	35	95
False alarm, alarm sounded	42	21	171
False alarm, malicious & bomb threats	1	1	2
False alarm, other	31	17	114
Severe weather or natural disasters	13	7	29
TOTALS	840	571	3,002

Incident Responses by Districts	# of Incidents Current Quarter	Avg. Response Time/Minutes	Incidents 2021 Comparison	Response Time 2020 Comparison
Station 1	547	3:24	457	3:45
Station 2	184	3:46	207	3:17
Station 3	109	3:16	88	3:17
TOTALS	840	3:28	752	3:26

TRAINING REPORT

In the third quarter, our department personnel participated in a total of **4,076 hours** of training, on and off duty which averages to about **70 hours** per firefighter.



- **October**, we participated in EMT in-service, which is a monthly requirement and our focus on duty was on Fire Prevention and Hydrant Inspections.
- **November**, we participated in EMT in-service and our focus on duty was Wildland Fire Operations.
- **December**, we participated in EMT in-service and allowed staff to take off the rest of the month off from on-duty training.

FIRE PREVENTION ACTIVITIES

- In the fourth quarter of this year we have performed and delivered **29 fire prevention presentations/programs**. We were able to perform these programs in businesses and schools and reached a **total of 1,503 people, 1,045 children and 458 adults**.
- This quarter, with our smoke alarm program. Our staff distributed and installed **34 smoke alarms** this quarter ensuring early warning detection of a fire and improving the safety of the citizens at these residences. This program is made possible by the grant award from NC Office of State Fire Marshal and the department budget.



FIRE MARSHAL'S REPORT

Fire Marshal - This quarter the Fire Marshal performed a total of **279 fire code inspections** on businesses within Lenoir City Limits. In October they completed **75**, November they completed **112** and in December they completed **92**.

- Chief assisted businesses and developers with continued work to meet fire codes and planning at several different locations (CF Convenience, Grinders Café, LHS Apartments, Judy's Café, East Harper Apartments, Popeye's, Jason Mart, Dairi O, Family 1st Healthcare, Animal Shelter, Mulberry Medical Park, Frye Regional Health Park, Bernhardt Plant 5, CMH, Chipolte, Mat Nuwoods, Exela, Malouf, Lenoir Housing Authority, Aspen Dental, Centrilogic, and the Planning Department).
- Also, this quarter there were 3 complaints businesses for fire code violations (LHS Apartments, American Motel, and Judy's Cafe). We worked with them to resolve the issues found.
- 2022 Inspections – 9 ALE Inspections, 11 Complaints, 16 Courtesy, 33 Final CO's, 18 Fire Protection Systems, 11 Foster Cares, 2 Hood Duct System, 10 Sprinkler, 7 Occupancy Standard, 53 Plan Reviews, 418 Regular, 20 Re-inspections, 12 Special Hazard and 8 Temp. CO's.

FIRE INVESTIGATIONS – In accordance with N.C.G.S. Chapter 58 article 79, all fires that occur inside the City Limits of Lenoir are investigated for cause and determination. We have certified fire investigators on each shift and they work under the direct supervision of our Fire Marshal. This quarter we had **43 fires** that occurred in the City.

- Of the 43 fires mentioned, 12 were structure fires that occurred in residential and commercial structures. There was one major commercial structure fire that occurred this quarter at Boone Lumber Company.
- We had 5 instances of subjects performing illegal burns.

EMERGENCY MANAGEMENT – The Fire Marshal also acts as the City of Lenoir's Emergency Manager under the direct supervision of the Fire Chief. This position works closely with local and State Emergency Management and partners with the LEPC to respond and mitigate hazardous/disasterous incidents or situations.

- Spill on Hibriten Drive just above Rocky Top Ct. to Haigler Rd.
- Gas leak on Willow St. during a demolition of an old warehouse.
- Gasoline leak in a home on Hospital Ave.
- Gasoline spill at the pumps at 1136 Hickory Blvd.
- LP gas leak at a business on Bill Coffey Pl.
- Multiple storm preps with two hitting us with damage and responses.

- Worked with Brookdale and Gateway on water issues to keep them operational by providing bladders/pumps for potable water.

OTHER DUTIES – Our Fire Marshal also performs IT services for our department to help the City's IT staff. This quarter, he assisted in upgrading and converting to new software for our Training Department and reports.

- Re-applied for the smoke alarm grant through NCOSFM. The state was out of alarms and will notify us when available but did purchase a second round of smoke alarms provided by the City of Lenoir.
- Developed a citation program for illegal burning situations.

LOGISTICS' REPORT

MAINTENANCE – This portion of the report will indicate any maintenance that took place on apparatus and/or facilities for the quarter.

October – Engine 3 – Repair work, checked charging system found bad alternator. Replaced alternator and four batteries \$813.88

- Ladder 1 – Repair work, pressure checked radiator and found loose clamps \$37.00
- Ladder 1 – Supplies 3 gallons antifreeze and DEF Fluid \$55.80
- Ladder 1 – Repair work, headlight \$424.00
- Tower 1 – A/B PM work, service oil change and NC Safety Inspection \$90.81
- Ladder 1 and Engine 3 – Replaced Rescue tool batteries \$106.72
- Fire Station 1 – Cleaned all HVAC ducts \$3,512.32

November – Support 1 – replaced the exhaust pipe gasket, cylinder head assembly, heat gasket, cylinder base gasket, O type seal, 1 gallon of antifreeze, 1 oil filter, 3 quarts of oil, and labor \$2,294.95

- Tower 1 – A/B PM work, service oil change \$538.17
- Car 1 – NC Safety Inspection \$16.85
- Car 1 – A/B PM work, service oil change \$90.06
- QRV 1 – Repair work, replaced injector \$320.65
- Supplies – 10 feet of heater hose \$13.80
- All Fire Stations – PM serviced all generators \$1,099.53

December – Rescue 1 – Tire mount repair, front passenger side valve stem replaced \$26.00

- Car 4 - A/B PM work, service oil change \$43.92
- Tower 1 – Replaced battery \$153.97
- Ladder 1 – A/B PM Service \$517.32
- Rescue 1 – A/B PM Service \$456.96
- Rescue 1 – NC Inspection \$16.85

EQUIPMENT PURCHASES – This portion of the report will indicate the major equipment purchases for the quarter.

October – No major purchases this month

November – Purchased a new thermal imaging camera to replace a broken beyond repair older thermal imaging camera \$1,402.46



December – No major purchases this month.

Respectfully submitted by;

Ken Hair

Fire Chief, City of Lenoir Fire Department



February 2023



	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 6:00 p.m. City Council	8 9:00 a.m. Staff Meeting	9 6:00 p.m. Lenoir Business Adv. Board	10	11
12	13 Noon - City/County Services Committee	14	15	16	17	18
19	20 6:00 p.m. Parks & Rec. Advisory Board (Mulberry Rec.Ctr.)	21 6:00 p.m. City Council	22 9:00 a.m. Staff Meeting Noon - Airport Authority	23	24 8:00 am. - 3:00 p.m. City Council Planning Retreat (Blue Ridge Energies)	25
26	27 5:30 p.m. Planning Board	28 8:30 a.m. Committee of the Whole				
		Notes for March				

City of Lenoir
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Scott E. Hildebran, City Manager
Shirley M. Cannon, City Clerk