

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, MAY 23, 2023
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

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

B. Update; Public Works/Public Utilities

V. COMMUNITY DEVELOPMENT

A. The Lenoir Tourism Development Authority met on Thursday, May 11 at 4:00. Minutes of the February 16, 2023 meeting are submitted as information.

B. The Lenoir Business Advisory Board met on Thursday, May 11 with the DRL Group.

C. The Planning Board is scheduled to meet on Monday, May 22. Hannah Williams, Planning Director, will present an update on upcoming projects.

D. The Parks & Recreation Advisory Board does not meet in May, June or July. Phil Harper, Parks & Recreation Director, will present a report on current activities. Minutes of the April 17 meeting are submitted as information.

VI. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

1. Job Descriptions – Finance Director Bean

A. Public Services – Safety Coordinator/Public Services Administrative Assistant

B. Public Services - Logistics and Procurement Coordinator

2. Update; Retail Strategies – Matt Jaeger – (9:30 a.m. via Zoom Call)

B. Update; Public Communications

1. April Communications Report - Public Information Officer Joshua Harris

VII. PUBLIC SAFETY

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

1. First Quarter Report – January – March 2023

B. Update; Fire Department – Kenny Nelson, Deputy Fire Chief

VIII. OTHER

A. June Calendar

IX. ADJOURN

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Dana Clark- Chair	1. Jesse Plaster	1. Bryan Moore	
2. Brenda Floyd		2. Joe Gibbons	
3. Matt Underwood			
4. Angela Johnson			
5. Glenda Wilson			

Staff Members PRESENT	
1. Scott Hildebran	
2. Donna Bean	
3. Matthew Anthony	

Chair Dr. Dana Clark called the meeting to order.

Approval of Minutes

Matthew Underwood made a motion to accept the January 5, 2023 minutes, seconded by Angela Johnson, which was voted on and passed unanimously.

Financials

Finance Director Donna Bean presented the financial report for the LTDA which included a fund balance of \$455,229.43 with \$1,194,021.38 in revenues and \$102,227.45 in expenditures. The total remaining obligations is \$268,918.67.

Consideration of Request

Wood.Fire.Smoke Festival requested \$5,000 for the event and expenses. (see attached)

Brenda Floyd made a motion to pay \$5,000 for the Wood.Fire.Smoke Festival, seconded by Matthew Underwood, which was voted upon and passed unanimously.

Blackberry Festival requested \$5,000 for the event and expenses. (see attached)

Angela Johnson made a motion to pay \$5,000 for the Blackberry Festival, seconded by Brenda Floyd, which was voted upon and passed unanimously.

Farmers Market-The city purchased 1136 Harper Ave in June 2022, the city requested \$50,000 to renovate the property to house the Farmers Market.

Brenda Floyd made a motion to pay \$50,000 for the Farmers Market property at 1136 Harper Ave, seconded by Angela Johnson, which was voted upon and passed unanimously.

LHS Auditorium – The city is requesting \$50,000 for renovations.

Matthew Underwood made a motion to pay \$50,000 for the Lenoir High School Auditorium, seconded by Brenda Floyd, which was voted upon and passed unanimously.

Wayfinding – The city is requesting \$50,000 for city signage.

Matthew Underwood made a motion to pay \$50,000 for the Wayfinding, seconded by Brenda Floyd, which was voted upon and passed unanimously.

Bryan Moore with the Caldwell County Chamber of Commerce gave an update on marketing, website statistics, and a social media influencer that will visit Lenoir.

Meeting adjourned.



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

Recreation Advisory Board Meeting

Minutes

Monday, April 17, 2023

The Recreation Advisory Board met at the Mulberry Recreation Center at 6:00pm.

Members present for this meeting: Scott Barnett, Michael Dineen, Darrell Lipford, and Rick Pierce.

City staff members present: Phil Harper, and Maria Swanson

Absences included: Schonna Banner, Tim Poarch, James Robertson and Crissy Thomas, Ex-Officio

Members were welcomed by Scott Barnett.

Minutes from the March 2023 meeting were reviewed. Motion made by Rick Pierce to approve as written. Second by Darrell Lipford. Motion Carried.

Director's Report

- Barger Ashe has been working on the roof at Mulberry Recreation Center. New roof should be completed in a few weeks.
- At MLK, we are planning to pressure wash the tennis courts and basketball court and repaint the boundary lines of basketball courts. Waiting for quotes to come in before we proceed
- Staff at LAFC are prepping to get the outdoor pool open for the summer season. Opening day is planned for May 27th. We will be open that day 11am – 6pm
- Mack Cook Stadium lights are working. Staff has been trained to turn lights on remotely. Currently working with David Coffey to get stadium ADA compliant. Once these safety concerns are addressed, we should be up and running.
- We are looking to possibly start bidding out the concession areas at our facilities. It has been a struggle finding employees to work these areas and this would relieve the staffing issue and still give us the opportunity to offer this service to the citizens
- Youth baseball/softball games will begin on April 17th. We have 90 kids participating. We are in desperate need of umpires. If you know anyone who may be interested, please have them contact the rec center.
- We are now offering pickleball at MLK. Three courts are lined off in the gym. There were 12 participates on the first day.
- Spring break for the schools was April 10-14. We averaged 60-80 youth daily. Big Kudos to Trent from Trent's Barber Shop for bringing pizza to feed the kids on Friday. (many of the kids are dropped off in the morning with no money to get drinks or snacks during the day)

New Business

No new business to discuss

Old Business

- Still in the beginning stages for PARTF grant.
- Still waiting to hear from planning board about flood plan issues with dog park location

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

The next meeting will be at Mulberry Recreation Center at 6 p.m. Monday, August 21, 2023

Minutes submitted by: Maria Swanson

Recommendation					
<i>Recommendation: Based on input from the Department Head, staff recommends the following changes.</i>					
To Be Effective 5-30-2023					
Department	Current Title	Proposed Title	Recommendation	Grade	Grade
Add New Position					
Public Services		Safety Coordinator/Public Services Adminstrative Assistant	Recommend adding a new position that will help with safety compliance as well as allow for succession planning.		20

To Be Effective 7-1-2023					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Add New Position					
Public Services		Logistics and Procurement Coordinator	Recommend adding a new position that will provide cost saving by centralizing purchasing and logistics at the Public Services facility.		43

SAFETY COORDINATOR/PUBLIC SERVICES ADMINISTRATIVE ASSISTANT

General Statement of Duties

Performs a variety of complex administrative support, office management and safety related duties requiring a comprehensive understanding of the department's mission, rules, regulations, procedures and services.

Distinguishing Features of the Class

An employee in this class assists the Director of Public Services and Public Works and Public Utilities Operations Managers in carrying out a program's administrative activities by performing a variety of administrative, safety and technical functions and may be independently responsible for some program activities. The employee is responsible for documenting and ensuring the adherence to safety regulations and requirements. Work is characterized by its variety and complexity and requires analytical ability and organizational knowledge of applicable policies, OSHA regulations, safety and City procedures, and programs. The employee must exercise considerable independent judgment, discretion, and initiative in completing assignments and in handling difficult public contact situations requiring considerable tact. Work is typically performed under limited supervision of the Director of Public Services and Public Works and Public Utilities Operations Managers and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Duties and Responsibilities

Essential Duties and Tasks

- Gathers information to ensure compliance and prepare safety, OSHA, or related reports for monitoring and compliance agencies.
- Works with the Risk Manager and administration to plan and implement OHSA policies and programs.
- Evaluates the adherence to all safety rules and regulations to include storage of materials.
- Prepare reports on accidents and violations and works with the Risk Manager to determine causes.
- Serves as a member of the Safety Committee.
- Recommends workplace repairs and installations to make the work place safer and avoid harm.
- Works with the Risk Manager and Fire Marshall to insure that all regulations are being followed.
- Routinely inspects fire extinguishers, First Aid Kits and AEDs to ensure compliance.
- Assists with conducting safety meetings or works with departments to present and conduct their own sessions.
- Inspects work areas for compliance with laws, policies, rules and regulations; communicates corrective measures needed to management; reviews and rechecks progress on a regular basis until standards have been met.
- May assist with processing timesheets for the department; verifies timesheets and leave records are accurate and calculates overtime; maintains the department's personnel records and files; prepares and/or types confidential personnel reports, evaluations and disciplinary actions.
- Handles confidential or sensitive technical information in an appropriate manner.
- Drafts and composes correspondence and prepares a variety of scheduled and special

reports for senior management and/or governmental agencies; reviews and verifies records and reports for correct information; identifies potential inconsistencies and resolves discrepancies; researches files, activity reports and other information; compiles data and statistics and prepares reports; creates or updates policy and procedures manuals.

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

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of safety procedures and protocol required by OSHA and other compliance agencies.
- Thorough knowledge of assigned department, its functions, policies, procedures, practices, and related laws and operations.
- Thorough knowledge of the organization's safety policies.
- Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and databases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, databases, presentations, etc. to compile records and generate reports.
- Skill in communicating effectively and confidently while conducting the department's business and have problem-solving and conflict resolution abilities.
- Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.
- Ability to do research and gather and compile materials from a variety of sources.
- Ability to arrange and place data, statistics, records, reports and files into a proper sequence and develop hardcopy and electronic systems for retrieval and storage of departmental records.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with the supervisor, coworkers, City officials, customers and the general public.
- Ability to work independently on responsible administrative support, technical and program tasks, some of which may be confidential or sensitive.
- Ability to be tactful and courteous while being persuasive and confident on City business.
- Ability to complete assigned tasks based on general or limited instructions.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, pushing, pulling, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, do accounting work,

operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned

Desirable Education and Experience

- Graduation from high school supplemented by extensive experience with safety and some administrative tasks, preferably in a public organization or an equivalent combination of education and experience. Prefer graduation from a two-year community college or business school with an associate degree in a related field and experience in safety and administrative duties.

Lenoir
2023

Logistics and Procurement Coordinator

General Statement of Duties

Performs administrative work for the city departments specifically related to purchasing and logistics.

Distinguishing Features of the Class

The Logistics and Procurement Coordinator is responsible for the efficient oversight of purchasing and distributing materials which includes material procurement, materials cost, and delivery of materials. This position performs technical duties in the storage, inventory, and issuance of equipment, materials and supplies and is responsible for directing tasks, making sure materials procured comply with estimated costs, arrive in accordance with the projected schedule and safeguarding the assets. Work is typically performed under limited supervision of the Director of Public Services and Public Works and Public Utilities Operations Managers and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Duties and Responsibilities

Essential Duties and Tasks

- At the direction and approval of the appropriate director, manager or superintendent, this individual procures and issues uniforms, materials, and other equipment to departmental personnel.
- Serves as a liaison between divisions and vendors for obtaining quotes, ordering and maintaining departmental supplies.
- Responsible of shipping, tracking and receiving of all service related materials to include receiving deliveries for the facility and other city departments; verifying materials with packing slips and purchase orders.
- Enter invoices and other information into the computer utilizing various platforms.
- Assist staff, as well as vendors and subcontractors, with scheduling and coordinating materials delivery, notifying departments concerning deliveries or delivers materials to departments and keeping staff well informed of any changes or updates in material availability.
- Maintains inventory and tracking records of distributions.
- Reviews, codes and forwards invoices to the appropriate individual for approval before sending the invoices to accounts payable in an accurate and timely manner.
- Work closely with divisions of City to make centralized/bulk purchases to better utilize resources.
- Maintains records of division's cell phones.
- Manages fleet recordkeeping to include entering information into IWORQ, tracking inventory, issuing gas cards and other tasks related to recordkeeping.
- Prepares accurate equipment related records and reports to include department inventories along with insurance verification and tracking of vehicles and equipment.
- Verifies all purchases have the necessary approvals.
- When necessary, prepares and processes purchase orders.
- Responsible for the warehouse operations to include organization and securing assets.
- Works with suppliers to determine product availability and assure competitive pricing and communicates to City personnel.

- Responsible for and ensures the completeness, proper expense coding, contract or purchase order terms, attaches the appropriate attachments, and confirms compliance with City Policies and North Carolina Statutes for all purchase orders and invoices.
- Operates forklift to load or unload trucks.
- Responsible for obsolete inventory and selling items on Govdeals.

Additional Job Duties

- Performs other duties as required.

Recruitment and Selection Requirements

Knowledge, Skills, and Abilities

- Considerable knowledge of the operations, functions, procedures, and processes of the City.
- Ability to read and understand the purchasing policy for the City.
- Knowledge of inventory control techniques and policies.
- Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of activities.
- Ability to develop and maintain effective work relationships with the public, staff, supervisors, and vendors.
- Thorough knowledge of the City, its functions, policies, procedures, practices, and related laws and operations.
- Considerable knowledge of laws, regulations, procedures and practices related to area of assignment and of the organization's administrative, financial, personnel and purchasing procedures.
- Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets and databases used in area of work assignment including the development of forms, form letters, tables, spreadsheets, databases, presentations, etc. to compile records and generate reports.
- Skill in communicating effectively and confidently while conducting the department's business in person and by telephone and in customer service, problem-solving and conflict resolution.
- Ability to plan and organize administrative support and technical activities and tasks.
- Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs.
- Ability to do research and gather and compile materials from a variety of sources.
- Ability to arrange and place data, statistics, records, reports and files into a proper sequence and develop hardcopy and electronic systems for retrieval and storage of departmental records.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with the supervisor, coworkers, City officials, customers and the general public.
- Ability to work independently of responsible administrative support, technical and program tasks, some of which may be confidential or sensitive.
- Ability to be tactful and courteous while being persuasive and confident on City business.

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

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 50 pounds of force occasionally; 25 pounds frequently and 5 pounds constantly.
- Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.
- Must possess the visual acuity to prepare and analyze data and figures, do accounting work, operate a computer terminal, do extensive reading and to determine the accuracy, neatness, and thoroughness of the work assigned.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by some experience with purchasing and administrative tasks, preferably in a public organization or an equivalent combination of education and experience. Prefer graduation from a two-year community college or business school with an associate degree in a related field and experience in administrative duties.

SPECIAL QUALIFICATIONS

- Possession of a valid North Carolina driver's license
- Possession of a valid forklift certification or the ability to obtain one within (6) six months

April 2023 Communication Report

By Joshua Harris, Communication & Public Information Director

5/18/2023

CONTENT CREATION

News Releases

11

Photos

383

Videos

3

Web Updates

154

Podcast/Radio

Social Posts

145

Q&A

25

eSign

2

Council

1

Committees

5

PUBLIC ENGAGEMENT

Website Total Views

52,801

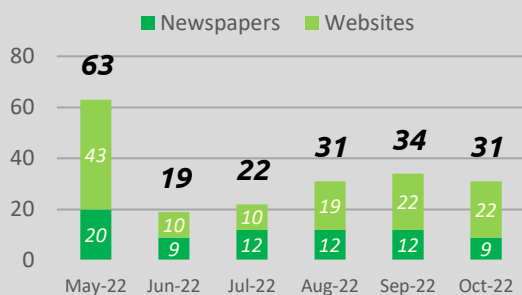
+/-

22.1%

Website Top Pages

- 1 *Jobs*
- 2 *Payment Options*
- 3 *News Flash*
- 4 *Water & Sewer Service*
- 5 *Police*
- 6 *Calendar*
- 7 *Search*
- 8 *Alert Center*
- 9 *Garbage Collection*

Media Coverage



Social Followers

Total

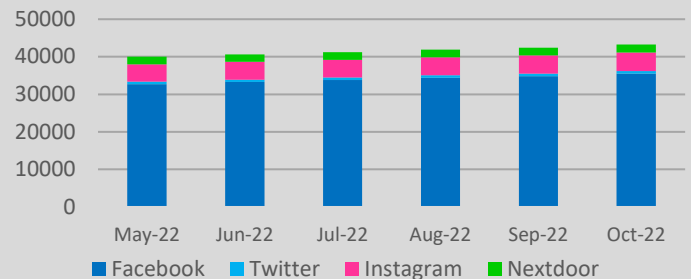
46,068

+/-

1.10%

New this month

499



Social Engagement

	Total	+/-
Social Reach	124,199	-32.0%
Social Visits	13,187	-3.5%

Video Views

694

	Views
Facebook	437
YouTube	257

Watch Time Hrs

31.6

	Hours
Facebook	11.3
YouTube	20.3

News Releases

11

4/3	CITY FACILITIES CLOSED FOR GOOD FRIDAY
4/5	APRIL IS FAIR HOUSING MONTH IN LENOIR
4/6	POLICE DEPARTMENT BRINGS BACK SECOND-IN-COMMAND, PROMOTES NEW CAPTAINS
4/10	HOSPITAL AVENUE CLOSED FOR TREE REMOVAL
4/13	IT'S NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK
4/14	CITY ADDS PICKLEBALL AT MLK JR. CENTER
4/18	TEMPORARY TRAFFIC PATTERN CHANGE AT HARPER AVE AND MORGANTON BLVD
4/19	K9 UWAI'S RETIRES FROM DUTY
4/26	COMPOST GIVEAWAY/SALE THIS SATURDAY
4/26	10TH ANNUAL NORTH CAROLINA GRAVITY GAMES THIS SATURDAY
4/28	DOWNTOWN STREETS CLOSING FOR GRAVITY GAMES

Photos

383

<i>Date</i>	<i>#</i>	<i>Subject</i>
4/5	16	Council meeting Fair Housing Month Telecommunicators Week
4/12	2	Greenway Powell Road parking lot drainage install
4/13	22	Pickleball at MLK Jr Center
4/13	5	Planet Fitness construction
4/18	21	city council k9 Uwais
4/22	5	Greenway Powell Road parking lot drain after rain
4/26	51	Employee Litter Sweep
4/29	261	10th Annual NC Gravity Games



Drainage install at Powell Road parking lot



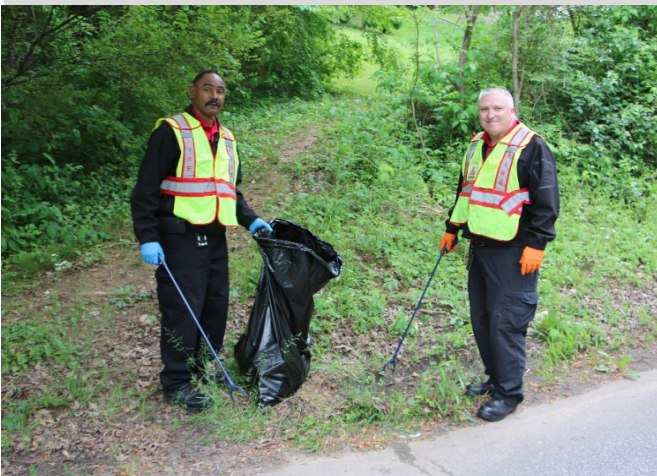
Pickleball courts at MLK Jr. Center



Planet Fitness construction



K9 Uwais retires



2023 Spring Employee Litter Sweep



10th Annual NC Gravity Games

Social Posts 145

Top Facebook

#1 Police

	Join us at Chick-fil-A at Smith's Crossr... City of Lenoir Police Department	View insights	...	Post	17.3K Accounts Center accou...	135 Reactions	--	13 Comments	55 Shares
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#2 City

	Guess what? Planet Fitness is coming t... City of Lenoir, NC Government	View insights	...	Post	14.7K Accounts Center accou...	272 Reactions	--	107 Comments	47 Shares
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#3 Downtown

	The 2023 North Carolina Gravity Game... Downtown Lenoir	View insights	...	Post	9K Accounts Center accou...	149 Reactions	95 Link clicks	13 Comments	54 Shares
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#4 Fire

	Firefighter Ethan McLean representing ... City of Lenoir Fire Department	View insights	...	Post	2.9K Accounts Center accou...	124 Reactions	--	12 Comments	3 Shares
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#5 Parks & Recreation

	Due to unforeseen circumstances, the i... Lenoir Parks and Recreation	View insights	...	Post	1.3K Accounts Center accou...	3 Reactions	--	1 Comments	2 Shares
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Top Twitter

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	City of Lenoir, NC @CityofLenoir · Apr 25 The 2023 North Carolina Gravity Games are back in Downtown Lenoir this Saturday, April 29. Come watch the gravity powered races, check out the Street Fest, and have a fun time with free STEM activities! Read more at bit.ly/40F0vli . @appstate @ncscifest @Google View Tweet activity			179	5	2.8%
	City of Lenoir, NC @CityofLenoir · May 9 We heard about someone selling City of Lenoir Fire Department t-shirts. The City does not sell t-shirts to the public that use the City seal or logos or department patches. If you receive texts or emails about City shirts for sale, those are not authorized by us. Buyer beware! pic.twitter.com/GSgaBCGE8f View Tweet activity			175	9	5.1%

Top Instagram

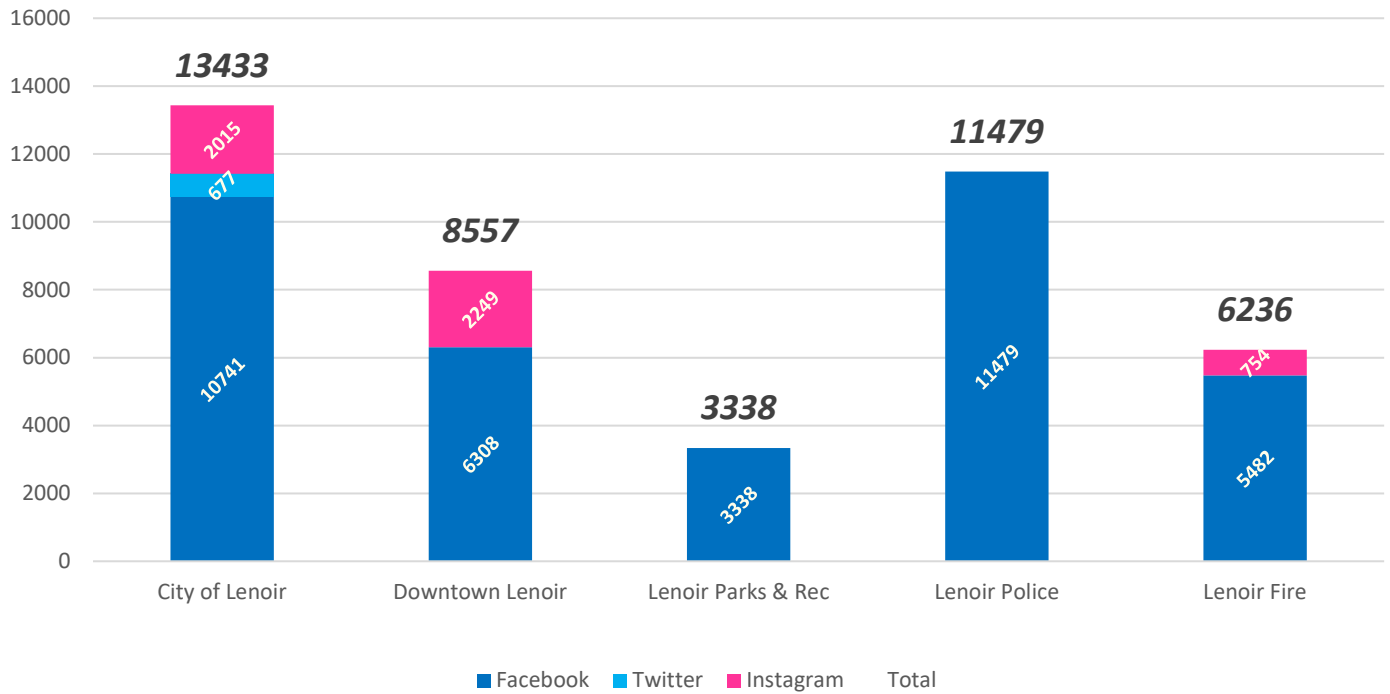
#1 City

	There will be a temporary traffic patter... cityoflenoirnc	View insights	...	Post	917 Accounts Center accou...	29 Likes	--	0 Comments	4 Shares
--	---	-------------------------------	---------------------	------	---------------------------------	-------------	----	---------------	-------------

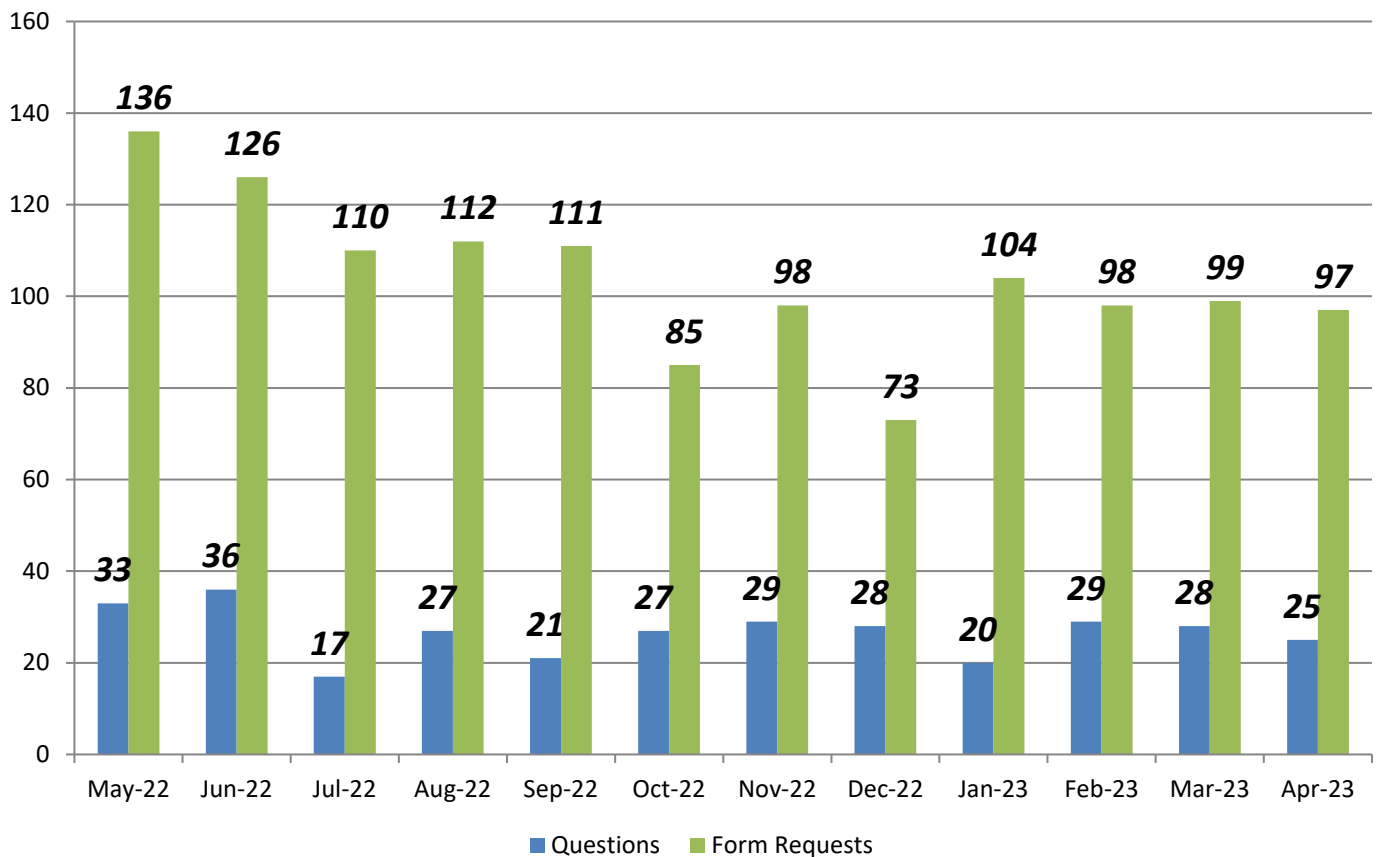
#2 Downtown

	The 2023 North Carolina Gravity Game... downtownlenoir	View insights	...	Post	513 Accounts Center accou...	19 Likes	--	0 Comments	0 Shares
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Social Comparison



Questions & Form Requests



did the mulch thing go off in the rain? or has it been postponed? And who might one call on a Saturday to ask?

Very long email about who can and can't be buried in some cemetery plots

Hi, I am trying to figure out how to reserve a spot at the Gamewell Park.

down tree on power line at 1011 Ashe Avenue Lenoir

A person got a hold of my Walmart account and tried to purchase items (A Maxair vent cover) using my PayPal account linked to my Noise complaints, Adolescent black dog tied to railing on front of house, continuously barking well into night.

I don't know my account number and when I search to add account it will only come up property taxes and not water.

Please update our billing address

Is the city of Lenoir office opened today?

Just wanted to follow up on my leaf/ ditch issue.

Can you please come out and check my meter again? We can not find any leaks anywhere . There will be some one home all day . Th

I have not gotten my bill for this month and I do not know my account number to pay online. Could you provide me with my account

I wanted to look up my property tax info online before I sent a payment. I have been able to do this in the past but now I can't find t

There was a woman walking through here today, 4/19, around 2 pm, old farm road, a woman walking with a lime green vest, I thoug

You have changed your web site and I am no longer able to look up, access or print the tax records for my clients on line. Please send

I am a Real Estate Broker. I need a copy of the City of Lenoir Tax bill for my client

I would like information on been able to widen my driveway , it's very hard to back our enclosed trailer in the driveway and we have

I have a question about my water bill. Last month I got my dates mixed up and our water actually was turned off. My husband has b

Got a letter about the parade

letter received from City of Lenoir

vehicle accident report from 04/11/2023

City street concern: Severt Circle and 810 Severt Cir. Lines on road need to be repainted can't even see them. 810 Severt Circle the a

Any plans for a July 4 parade? What about fireworks for this year ?

could you tell me if we are getting a repave in Georgetown Estates?

Is there a way I can find my city tax information online I don't have an account or ID number for my city tax. I would like to pay it on



Lenoir Police Department

Council Action Form



I. Agenda Item:

1st Quarter 2023 Report to present to Council at the next available council or committee of the whole meeting.

II. Background Information:

Department stats for the months of Jan. - Mar. 2023 for Council Review.

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____ Date: _____

City Manager: _____ Date: _____

Police Chief: *Butt* Date: 4/21/2023



Chief Brent Phelps
First Quarter Report
January – March, 2023



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL TRAINING

Communications Training Hours		4
Disposition of Firearms		4
Instructor Training Hours		13
General Instructor Update (2023)		13
Non-Specific Training Hours		86
CPR Re-Certification		56
DCI Criminal Record Inquiries, File Transactions & General Inquiries		26
Knowbe4: Internet Security and You (2023)		2
Security Awareness Training		2
Patrol Training Hours		1259
Accountability & UOF Report Writing (2023)		20
Advanced Traffic Crash Investigations		80
Ballistic Shield Training		131
Critical Stress on the Job (2023)		40
Deescalation Principals & Practice		16
Enhancing Community Policing (2023)		36
Ethics & Duty to Intervene (2023)		40
Field Training Evaluation Program (C. Bates)		504
Field Training Officer Program (C. Smith)		40
Intoxilyzer & Intoximeter Recertification		16
Juvenile Justice Issues & Challenges (2023)		84
Legal Update (2023)		52
Lethal Weapon		28
Liability of Patrol Vehicle Operation (2023)		21
Mental Health Responses (2023)		36
New Hire: Deescalation, Garrity, Driver, Firearms, OC, Narcan, SOPM, Pursuit, Weapon Cleaning (G. Hoke)		31
Recognizing Assaultive Behaviors (2023)		32
Recognizing Fake ID's (2023)		26
Sandy Hook - Lessons Learned		12
Scat In-Service & Refresher		6
Shift Specialized Training		8
School Resource Hours		1
SRO Update (2023)		1
Special Response Team Training Hours		154
Sig Sauer P320 & P365 Armorer Certification		64
SRT Non-Specified		90
Supervisory Training Hours		92
Officer Involved Shootings		16
Police Law Institute (M. Zambrano)		76
TOTAL TRAINING HOURS		1609

In addition to the 1,609 total training hours listed above, ASU Intern Patrick Dempsey logged 408 hours.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL ACTIVITIES

Achievements & Announcements

Golden Ticket(s): Ptl. A. Smith

Retirements: Capt. B. Smith, Lt. B. Ingram, & Lt. C. Mills (all from Patrol Division)

Supervisory Promotions: Capt. A. Wilson to Major, Lts. M. Barlowe & J. Herman to Captain; Sgts. N. Blache, C. Bumgarner, M. Crisp & Z. Poythress to Lt.; Cpl. J. Banks, Dets. D. Brown & S. January to Sgt.; Ptl. J. Lo to Cpl.

Transfers: C Platoon to Support Services; Ptl. C. Rich to PT & Ptl. G. Warren to FT; Ret. B. Smith & B. Ingram to PT

Committees & Meetings

Board Meetings & Conferences: FBI-NAA Leadership Summit & Robin's Nest

Dept. Involvement: Field Training Officer Committee; Fraternal Order of Police, Supervisor Meeting

Demos, Events & Tours

Appreciation Lunch on 1/9 for Law Enforcement Day (Chick-fil-A); Lunch on 2/16 for 1st Responders (Lower Creek Baptist)

Community: Ladies Self Defense Class (Lt. M. Crisp at Rotary); Red Sand Project/Human Trafficking (Lt. M. Crisp, Sgt. S. January)

Governor's Highway Safety Initiatives

Operation Medicine Drop/Safe Kids on 3/30 at DHHS (3 pounds collected)

National School Resource Officers Day on 2/15 (Department SROs Recognized)

Recognition Ceremony for Department Staff Members on 1/17 at First Baptist Church

Receptions held for Retiring Officers on 1/31 & 2/24; Officers recognized at Council Meetings 1/17 & 2/21

Recruitment: Wilkes on 1/11, WPCC on 2/9, Caldwell on 3/23

Department Upgrades & Equipment

Locker Rooms Painted

Outdoor Lighting & Horticulture

Radar Calibrations

Orientation & Training

Annual Policy Review

Ballistic Shield Training for Patrol

Intern from ASU: Patrick Dempsey

NC Property & Evidence Conference: J. Kerley, B. Coffey

New Hire Orientation & Field Training: T/O Dave Prewitt and Ptl. Gauge Hoke

New Notary: Marsha Collier

New Trainees: Josh Pyle & Kyle Beckman to BLET

Programs & Other Mentions

Audits Completed: CJLeads & LInX

Reserve Guard Duty: Ptl. G. Warren & M. Zambrano

Social District Implemented in Downtown Lenoir

Urban Archery Season Renewed for 2024



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PERSONS

NIBRS	Charge Description	1Q20	1Q21	1Q22	1Q23
13A	Aggravated Assault	9	8	3	8
11D	Forcible Fondling	5	4	4	2
11A	Forcible Rape	3	4	3	1
11B	Forcible Sodomy	0	0	1	0
64A	Human Trafficking (Commercial Sex Acts)	0	0	0	0
64B	Human Trafficking (Involuntary Servitude)	1	0	0	0
36A	Incest	0	0	0	0
13C	Intimidation	3	6	1	4
09C	Justifiable Homicide	0	0	0	0
100	Kidnapping / Abduction	2	1	0	1
09A	Murder / Non-Negligent Manslaughter	0	0	0	0
09B	Negligent Manslaughter	0	0	0	0
11C	Sexual Assault with Object	0	1	1	1
13B	Simple Assault	45	46	56	84
36B	Statutory Rape	0	0	0	0
TOTALS		68	70	69	101

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	1Q20	1Q21	1Q22	1Q23
720	Animal Cruelty	1	0	0	1
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	90	75	77	76
35B	Drug Equipment Violations	40	36	33	39
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	4	0	1	0
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	8	8	11	11
TOTALS		143	119	122	127



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	1Q20	1Q21	1Q22	1Q23
200	Arson	0	0	0	1
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	32	31	42	37
250	Counterfeiting / Forgery	4	4	2	2
290	Destruction/ Damage/ Vandalism of	40	25	45	26
270	Embezzlement	1	1	0	0
210	Extortion / Blackmail	0	0	0	0
26G	Hacking / Computer Invasion	0	0	0	1
26F	Identity Theft	1	1	2	0
23H	Larceny (All Other)	30	47	56	50
23D	Larceny (From Building)	3	6	6	12
23E	Larceny (From Coin-Operated Machines / Devices)	0	1	0	0
23F	Larceny (From Motor Vehicles)	9	21	24	17
23G	Larceny (Motor Vehicle Parts and Accessories)	10	4	8	4
23A	Larceny (Pick-Pocket)	0	0	0	0
23B	Larceny (Purse Snatching)	0	0	1	0
23C	Larceny (Shoplifting)	23	7	19	25
240	Motor Vehicle Theft	23	18	18	20
26B	Fraud (Credit / Debit Card / ATM)	10	8	15	7
26A	Fraud (False Pretense / Swindle / Confidence Game)	12	12	16	10
26C	Fraud (Impersonation)	2	1	1	3
26D	Fraud (Welfare)	0	1	0	0
120	Robbery	3	2	3	1
280	Stolen Property	2	1	2	6
26E	Wire Fraud	0	0	0	1

TOTALS	205	191	260	223
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CRIME STOPPERS

Description	1Q20	1Q21	1Q22	1Q23
Calls Received	67	41	77	44
Illegal Narcotics Recovered	\$0	\$0	\$0	\$0
Rewards Paid	\$1,300	\$0	\$1,050	\$0
Stolen Property Recovered	\$6,015	\$0	\$3,000	\$90
Total Arrests / Charges	12 / 37	0 / 0	2 / 2	2 / 3



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GROUP B OFFENSES

NIBRS	Charge Description	1Q20	1Q21	1Q22	1Q23
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	6	0	6	3
90D	Driving under Influence	6	7	6	11
90E	Drunkenness	1	0	0	0
90F	Family Non Violent Offenses	75	47	54	28
90G	Liquor Law Violations	0	1	0	1
90H	Peeping Tom	0	0	0	0
90I	Runaways	0	1	1	4
90J	Trespass of Real Property	0	0	0	1
90Z	All Other Offenses (Person / Property / Society)	4	3	1	3
TOTALS		92	59	68	51

CALLS FOR SERVICE

Description	1Q20	1Q21	1Q22	1Q23
Alarms	410	332	399	353
Animal Complaints	56	47	50	71
Civil Disturbances	200	189	232	198
Domestic Disturbances	253	237	248	222
Field Contacts	28	71	66	49
Follow-Ups	173	162	284	283
Foot Patrols	70	113	59	23
Incomplete 911s	488	542	508	768
Loud Noise Complaints	48	65	42	60
Special/House Checks	2909	2780	2830	2776
Stranded Motorists	162	130	183	133
Suspicious Persons	443	392	307	481
Suspicious Vehicles	410	387	544	308
Warrant Service	441	293	285	226
TOTALS	6091	5740	6037	5951

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	1Q20	1Q21	1Q22	1Q23
Building Searches	8	16	8	4
Building Search Apprehensions	0	0	4	0
Call Outs	0	0	0	0
Demonstrations	3	0	0	0
Currency Seized	\$120	\$0	\$518	\$0
Assist Narcotics Searches	8	10	4	0
Assist Narcotics Seizures	2	3	0	0
Narcotic Utilizations	114	93	50	88
Street Value of Seized Narcotics	\$16,080	\$65,039	\$3,207	\$11,678
Tracks	3	9	6	2
Tracks Apprehensions	2	0	1	1
Training Hours	77	60	44	24
Utilizations	158	140	60	56

CHARGES / ARRESTS

Description	1Q20	1Q21	1Q22	1Q23
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Felony Charges

Adult	186	152	160	170
Juvenile	3	0	0	4

Misdemeanor Charges

Adult	623	528	632	556
Juvenile	8	12	7	6

TOTALS	820	692	799	736
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Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.

Felony Arrests	78	105	111	112
Misdemeanor Arrests	512	430	495	452
Involuntary Commitments	32	28	36	54



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

TRAFFIC

Description	1Q20	1Q21	1Q22	1Q23
Crashes				
Crashes with Injuries	31	41	32	46
Crashes with Property Dmg	220	224	217	196

TOTALS	251	265	249	242
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<i>Figures to the right are included in the totals above.</i>	Fatalities	0	0	1	0
	Hit & Runs	49	44	45	50
	Parking Lots	65	69	67	49

In 1st quarter 2023, we had 2 pedestrians injured in traffic crashes.

Tickets	1Q20	1Q21	1Q22	1Q23
Handicap Tickets Issued	0	0	3	0
Parking Tickets Issued	135	78	93	54
Parking Tickets Paid	108	50	53	33
Traffic Citations Issued	853	709	697	355
Warning Tickets Issed	408	342	450	144

Top Five Contributing Circumstances	1Q23
Failure to Reduce Speed	49
Failure to Yield Right of Way	40
Inattention	32
Improper Backing	24
Improper Lane Change	13

Top Five Crash Locations	1Q23
Blowing Rock Blvd / Greenhaven-Nuway	7
Blowing Rock Blvd / Hospital Ave	7
Harper Ave / Morganton Blvd	5
Morganton Blvd / Fairview Dr	5
Norwood St / Hibriten Dr	5



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

ADMINISTRATIVE

Description 1Q23

ABC Permits 3

NW NC Mtn. Bike Alliance (Special One Time)	Malt Bev. (serve - on premise)
Moonjoy Meadery (902 West Ave.)	Fortif. Wine (off premise); Unfort. Wine (on premise)
Western Piedmont Symphony (Special One Time)	Malt Bev. Wine, Spirituous Liq. (sell - on premise)

Backgrounds 11

COMMUNICATIONS

Description	1Q20	1Q21	1Q22	1Q23
CAD Requests DSS	60	63	71	62
Criminal History Requests	46	40	88	75
Entered CAD Calls	10286	9315	9999	10017
Interpreter Requests (all Spanish)				4
Number of Monthly Validations	158	152	167	160
Utility Calls	73	112	103	64

There were 4 Interpreter Requests for the 1st Quarter of 2023; all were for Spanish.

RECORDS

Description	1Q20	1Q21	1Q22	1Q23
CAD Reports	\$40	\$5	\$45	\$90
Fingerprints	\$20	\$5	\$0	\$75
Parking Ticket Payments	\$690	\$310	\$310	\$290
Reports	\$60	\$15	\$50	\$55

TOTALS	\$810	\$335	\$405	\$510
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PROPERTY & EVIDENCE

Description	1Q20	1Q21	1Q22	1Q23
Evidence Destroyed	266	6	581	13
Evidence Received	749	548	542	649
Evidence Items To Date	42983	45103	47106	50057

In 1st quarter 2023, 77 pounds of unused, unwanted medication was collected.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GENERAL INVESTIGATIONS

Description	1Q20	1Q21	1Q22	1Q23
Interviews / Forensic Interviews				95 / 1
Recovered Stolen Property	\$18,102	\$8,489	\$132,887	\$223,356
Recovered Stolen Vehicles (number of)	18	12	16	23
Recovered Stolen Vehicles (value of)	\$80,829	\$211,485	\$137,200	\$217,520
Narcan Use	2	14	17	21
Overdoses	8	23	38	40
<i>Opioid Induced Overdoses</i>	<i>2</i>	<i>14</i>	<i>17</i>	<i>26</i>
Suicides	4	1	3	2
Unattended Deaths	12	12	20	10

Narcan is used to reverse fatal drug overdoses. In 1st quarter 2023, we were able to save 19 lives.

CASE STATUSES

Description	1Q20	1Q21	1Q22	1Q23
Open	131	133	126	105
Inactive	227	208	281	316
CBA (Cleared by Arrest)	88	52	95	90
Exceptionally Cleared	14	12	17	9
Unfounded	31	12	19	37

NUISANCE

Description	1Q20	1Q21	1Q22	1Q23
Offenses				
Abandoned / Junk Vehicle	22	2	9	5
Graffiti	0	0	0	25
Health and Safety	8	0	4	2
Junk and Debris	25	13	31	33
Miscellaneous	3	2	3	1
Tall Grass or Vegetation	6	0	5	0

TOTALS	64	17	52	66
Case Statuses				
City Abated	1	0	3	8
Owner Abated	42	9	25	15



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

NARCOTICS ACTIVITIES

Description	1Q20	1Q21	1Q22	1Q23
Arrests	19	23	19	5
Charges	40	49	46	12
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	73	46	48	20
Cases Opened or Initiated While Assisting Other Agencies	14	11	6	13
Cash and Property Seized	\$13,235	\$14,954	\$12,049	\$762,079
Cash and Property Seized While Assisting Other Agencies	\$0	\$0	\$101,945	\$1,040
Illegal Narcotics Seized	\$30,027	\$107,456	\$94,644	\$3,343,899
Illegal Narcotics Seized While Assisting Other Agencies	\$59,321	\$1,018,633	\$548,368	\$74,065
Knock and Talks	4	7	7	2
Search Warrants	46	9	27	35
Total Assists and Joint Investigations	14	11	6	13
Vehicle Seizures	0	0	0	0

NARCOTICS CONFISCATED

Description	1Q23	
Drug Name	Quantity	Value
Alprazolam	12 du	\$60
Assorted Pills	4.5 du	\$81
Buprenorphine	1.7 gm	\$35
Crack Cocaine	9.5 gm	\$1,885
Fentanyl	112 gm	\$67,200
Hydrocodone	4 du	\$20
Marijuana	406,910.8 gm	\$3,255,286
Marijuana Plants	7	\$17,500
Marijuana Seeds	11 du	\$1
Methamphetamine	11.9 gm	\$1,785
Mushrooms	1.7 gm	\$26
Oxycodone	4 du	\$20
TOTAL		\$3,343,899



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	1Q20	1Q21	1Q22	1Q23
Contributing to the Delinquency of a Minor				
Driving While Subject to Impairing Substances	6	1	5	8
Disorderly Conduct				
Driving Under the Influence	6			
Driving While Impaired	1	6	1	3
Drunkenness	1			
Hold Until Sober	9	4	1	6
Impaired Driving Revocation	2	2		
Intoxicated and Disruptive	2		1	4
Open Container in a Vehicle				
Possessing Open Container in Passenger's Area				
Sell/Give Malt Beverage and/or Unfortified Wine to < 21				
TOTALS	27	13	8	21

DRUG CHARGES

Description	1Q20	1Q21	1Q22	1Q23
Felony Drug Charges	42	56	37	33
Misdemeanor Drug Charges	23	44	27	49
TOTALS	65	100	64	82

What's New in Nuisance?



In addition to the incident reports on the quarterly, Detective Hartley also had 6 follow up, and 35 self initiated code enforcement calls for the first quarter of 2023. 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

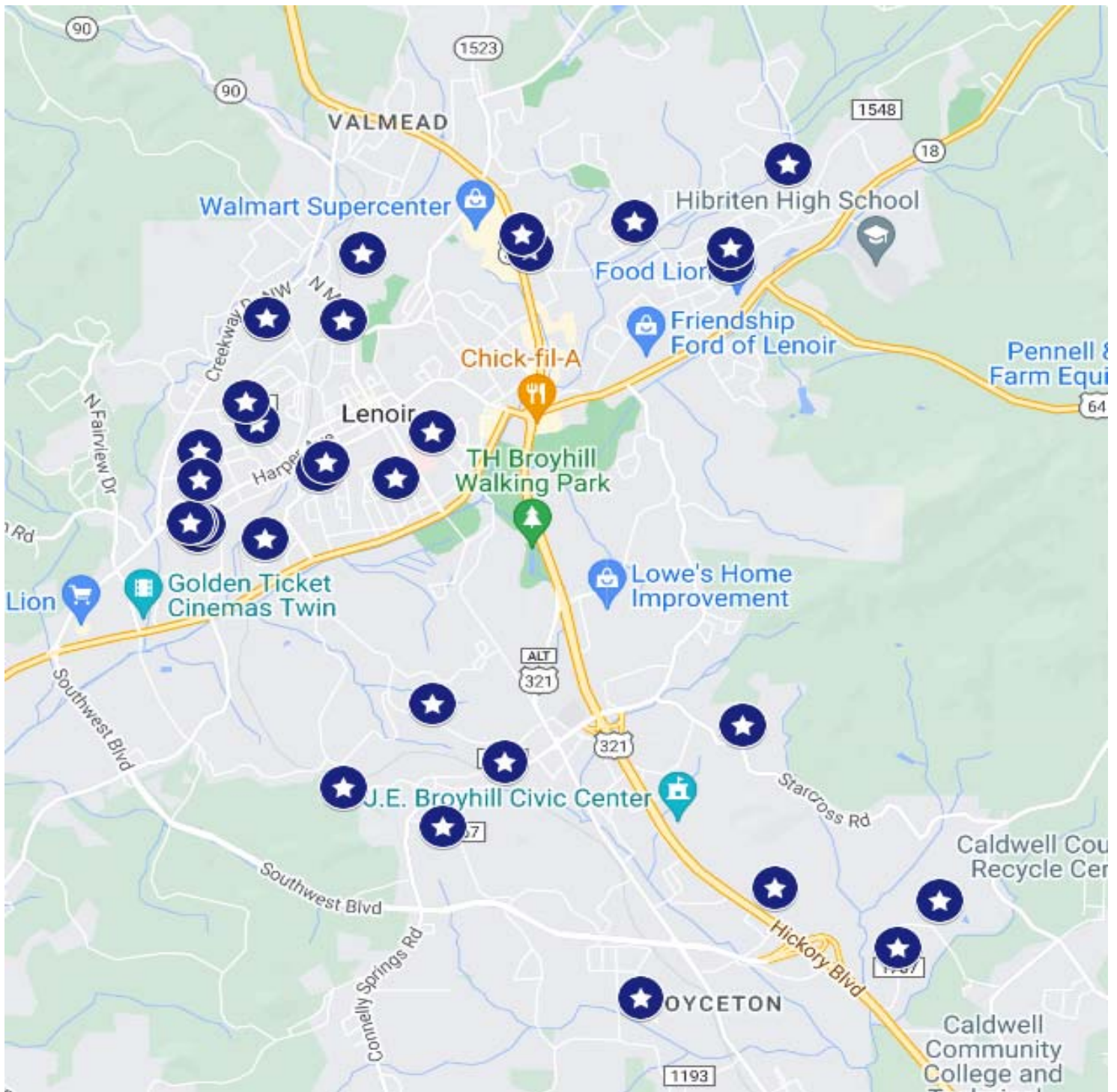


The following pictures are some before and after shots of a couple property in the city that Detective Hartley has been working on this quarter. Take a look!

This city abated property is located at 831 NW Montclair Cir



Follow us around town!



1605 NW BEACH PL
1216 SW SPAINHOUR ST
611 NW VANCE ST
1702 SW COLUMBUS ST
115 SW HICKORY ST
111 SW HICKORY ST
108 SW HICKORY ST
115 NW POPE PL
1506 SW WALT ARNEY RD
2420 SW EVANS ST
831 NW MONTCLAIR CIR

118 SE HIBRITEN MOUNTAIN RD
1021 NW WARREN PL
916 NE PINECREST PL
407 SW KENTWOOD ST
520 NE COTTRELL HILL RD
954 BLOWING ROCK BLVD
314 NW BROADWAY ST
819 NE POWELL RD
1207 SW ACORN CT
901 NE SEEHORN ST
305 SW NORWOOD ST

822 NE RIDGECREST DR
519 SW CONNELLY SPRINGS RD
831 NW MONTCLAIR CIR
1502 SW UNDERDOWN AV
2710 FAIRWOOD DR
954 BLOWING ROCK BLVD
1414 SW ESSEX PL
501 NW BROADWAY ST
905 SE HONEYSUCKLE PL
2202 OLDE WELL RD
1201 SW COLLEGE AV



June 2023



	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 2:00 p.m. - 8:00 p.m. Neon Bike Ride (Lenoir Rotary Soccer Complex)	3 10:00 a.m.-2:00 p.m. Bike Fest - D.Town 3:00 p.m. - 9:00 p.m. Cruise In -D.Town
4	5	6 6:00 p.m. City Council	7 9:00 a.m. Staff Meeting	8 2:00 p.m. ABC Board	9 7:00 - 10:00 p.m. FracXured Concert (Downtown Stage)	10
11	12 Noon - City/County Services Committee	13 8:15 a.m. Economic Advisory Committee	14	15	16 8:30 p.m. - 10:00 p.m. The movie "Sonic the Hedgehog" (Downtown Stage)	17
18	19	20 6:00 p.m. City Council	21 9:00 a.m. Staff Meeting	22	23 7:00 p.m. - 10:00 p.m. Soul Watt Concert (Downtown Stage)	24
25	26	27 8:30 a.m. Committee of the Whole (City Hall, 3rd Fl.)	28 Noon - Foothills Regional Airport Authority	29	30 8:30 p.m - 10:00 p.m. The movie "Sonic the Hedgehog 2" (Downtown Stage)	
		Notes for July City offices will be closed on Tuesday, July 4 in observance of Independence Day. All scheduled movies begin at dark.				