

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, AUGUST 22, 2023
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

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

1. Update; Brownfields Project – Greg Icenhour

B. Update; Public Works/Public Utilities

1. Public Utilities Operations Manager Jeff Church will present an update on the following items:
 - a) Mueller Meter Replacement Project
 - b) Asset Inventory and Assessment Grant Project
 - c) Lead and Cooper Inventory Update
 - d) Finley Avenue Water Project
 - e) Crossroads Sewer Replacement Project
2. Public Works Operations Manager Jon Hogan will present an update on the following items:
 - a) Hospital Avenue Sidewalk Project
 - b) Stormwater Culvert Update (Pennell Street)
 - c) Smith Crossroads Sign – Bidding Update

IV. COMMUNITY DEVELOPMENT

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board did not meet in August. The next meeting will be held on Thursday, September 14 at 6:00 p.m.

1. DRL Group – Update on Downtown Master Plan

B. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, August 10. Minutes of the June 22, 2023 meeting are submitted as information. Finance Director Donna Bean will present an update of current projects.

C. Planning Board: The Planning Board did not meet in August. Ed Evans, Interim Planning Director, will present a report of current projects.

- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board is scheduled to meet on Monday, August 21 at 6:00 p.m. at Mulberry Recreation Center. Phil Harper, Parks & Recreation Director will present an update of current activities.

V. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

1. July Financial Summary
2. Job Descriptions: Based on input from the Department Heads, Staff recommends the following job description changes to be effective on September 3, 2023. Please refer to the submitted recommendation page as included in the Agenda Packet.
3. Surplus Resolution for old Piano, LHS Music Department: Pursuant to N.C.G.S. §160A-270(c), Staff recommends approval of a resolution Authorizing the Sale of Certain Personal Property at Electronic Auction described as an approximately 80 year old, 9-foot Kanbe mahogany piano used by the LHS Music Department that needs rebuilding as submitted. Note: With the coordination of Councilmember Jonathan Beal, the City received a generous donation of a quality baby grand piano for use at the Lenoir High School Auditorium

B. Update; Public Communications

1. July Communications Report - Public Information Officer Joshua Harris

VI. PUBLIC SAFETY

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

1. Second Quarterly Report (April, May & June) – Chief Phelps
2. Update; CCC&TI Apprentice Program - Chief Phelps & Finance Director Bean
Slide Presentation

B. Update; Fire Department – Norman Staines, Fire Chief

1. Second Quarterly Report (April, May & June) – Chief Staines
2. Update; New Fire Truck – Chief Staines

VII. OTHER

A. September Calendar

VIII. ADJOURN

Lenoir Tourism Development Authority
Meeting Minutes
6/22/2023

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Dana Clark- Chair	1.	1.	1. Bryan Moore
2. Brenda Floyd	2.	2.	2. Joe Gibbons
3. Matt Underwood	3.	3.	
4. Jesse Plaster			
5. Glenda Wilson			
6. Angela Johnson			
7.			
8.			
9.			

Staff Members PRESENT	
1. Donna Bean	
2. Matthew Anthony	
3. Lauren Hartley	
4. Kaylynn Horn	

Chair Dr. Dana Clark called the meeting to order.

Approval of Minutes

Brenda Floyd made a motion to accept the May 11, 2023 minutes, seconded by Brenda Floyd, 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 \$502,442.20 with \$177,083.95 in revenues and \$120,117.20 in expenditures. The total remaining obligations is \$168,021.19.

- A request of \$165,000 was made for the Crossroad Sign capital project.

Matt Underwood made a motion to pay \$165,000 for the Crossroad Sign capital project, seconded by Glenda Wilson, which was voted upon and passed unanimously.

- A request to increase the budget \$75,000 due to an increase in expenditures.

Brenda Floyd made a motion to pay \$75,000 for a budget increase, seconded by Angela Johnson, which was voted upon and passed unanimously.

Requests

- A request of \$15,000 was made by the City of Lenoir Main Street Program for Downtown sound and power upgrades (phase 3). This update would be for the speaker system on the lamp posts around the Downtown core.

Matt Underwood made a motion to pay \$15,000 for Downtown sound and power upgrades, seconded by Jesse Plaster, which was voted upon and passed unanimously.

- A request of \$2,000 was made by the Martin Luther King Jr. Center for the 5th Annual Music Festival. The mission of this project is allowing music to strengthen our community.

Matt Underwood made a motion to pay \$2,000 for the Martin Luther King Jr. Center, 5th Annual Music Festival, seconded by Brenda Floyd, which was voted upon and passed unanimously.

- The Caldwell Arts Council made a request for \$5,700 for the Sculpture Celebration to help with marketing and \$4,800 for the Tucker's Outdoor Sculpture Gallery for installations and de-installations.

This request is pending until the final application is submitted.

- A request of \$2,500 was made by the Carolina Tattoo and Arts Gathering. This is a tattoo convention with live tattooing by 50 artists and vendors.

Glenda Wilson made a motion to pay \$2,500 for the Carolina Tattoo and Arts Gathering, seconded by Angela Johnson, which was voted upon and passed unanimously.

Jim Engleman from the Caldwell County Chamber was present to give updates on the website.

Meeting adjourned.



City of Lenoir
Financial Summary
As of 7/31/2023



General Fund					
	2023-2024 Budget	7/31/2023	% of Budget	Change from Previous Year	7/31/2022
Total Revenue	\$ 22,066,505.00	\$ 12,148,269.60	55%	\$ 408,599.48	\$ 11,739,670.12
Expenditures	\$ 22,066,505.00	\$ 2,187,899.26	10%	\$ 265,715.16	\$ 1,922,184.10
Over/Under	\$ -	\$ 9,960,370.34		\$ 142,884.32	\$ 9,817,486.02
Downtown District					
	2023-2024 Budget	7/31/2023	% of Budget	Change from Previous Year	7/31/2022
Revenues	\$ 236,900.00	\$ 15,305.95	6%	\$ 1,696.01	\$ 13,609.94
Expenditures	\$ 236,900.00	\$ 12,799.22	5%	\$ (7,258.19)	\$ 20,057.41
Over/Under	\$ -	\$ 2,506.73		\$ 8,954.20	\$ (6,447.47)
Water/Sewer Fund					
	2023-2024 Budget	7/31/2023	% of Budget	Change from Previous Year	7/31/2022
Revenues	\$ 10,726,980.00	\$ 815,026.41	8%	\$ (137,242.79)	\$ 952,269.20
Expenditures	\$ 10,726,980.00	\$ 444,839.58	4%	\$ (116,288.30)	\$ 561,127.88
Over/Under	\$ -	\$ 370,186.83		\$ (20,954.49)	\$ 391,141.32

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Request Council approve four title changes due to re-organizations and responsibility changes.

Background Information:

Request four title changes be approved to better reflect job responsibilities and departmental needs due to re-organizations and responsibility changes. The cost of the changes will be \$21,548.60 and will be covered utilizing funds from lapsed insurance, changes in salary due to a retirement, technology funds, and lapsed salaries.

Staff Recommendation:

Approve as requested.

II. Reviewed by:

City Attorney:

Finance Director: *Donna Bean*

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

Recommendation					
<i>Recommendation: Based on input from the Department Heads, staff recommends the following changes.</i>					
To Be Effective 9/3/2023					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Job Responsibilities -Re-Organized - Change Pay Grade					
Finance	Customer Service Rep.	Information Technology Network Specialist	To reclassify a vacant position to better reflect the department's current needs.	14	28
Planning	Planning Tech	Planning Tech/Deputy City Clerk	To provide a back-up for the City Clerk Position.	29	30
Administration	Administrative Assistant - HR	Human Resources/ Benefits Analyst	To better reflect job responsibilities.	18	29
Police	MPO	Corporal	To reclassify a vacant position to better reflect the department's current needs with the addition of new SRO positions.	30	31

CUSTOMER SERVICE CLERK

General Statement of Duties

Performs responsible cashiering and revenue collection duties and provides customer assistance establishing accounts and responding to account inquiries and other questions by phone or in person.

Distinguishing Features of the Class

An employee in this class performs a variety of cashiering, cash receipting and data entry tasks in revenue collections for the City. Collections duties include accepting payments for City taxes, water and sewer accounts, privilege licenses, and departmental deposits; providing receipts; posting transactions to appropriate accounts and balancing the cash drawers daily. Work also includes providing extensive customer assistance including answering questions about a variety of accounts, partial and full payments; assisting customers with service applications and deposits; directing customers to appropriate City personnel by phone and /or in person and preparing work orders for field personnel. Courtesy and tact are required in extensive customer contact by telephone and walk-in. The work also requires a working knowledge of the organization and skill in explaining collection policies and procedures. The work is supervised by a department head and is evaluated based on observation, conferences, accuracy and timeliness of work performed and customer feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Receives payments from customers for City property taxes, water and sewer services, privilege licenses, departmental deposits, garbage cans, retiree insurance payments, etc.; provides receipts to customers for payments; scans or enters payments; posts payments to the appropriate accounts.
- Provides customer service; answers inquiries in person and by phone about due dates, accounts, bills, payments, etc.; explains policies and procedures and actions being taken; researches accounts and manually calculates amounts owed for various accounts; refers difficult situations to others for resolution.
- Assists customers to establish accounts; researches address to identify previous balance owed; assists customers to complete application if necessary; accepts and posts deposits.
- Prepares work orders for field personnel to service utility accounts including turn on service, meter re-reads and terminating service.
- Receives departmental cash receipts; counts funds and balances to deposit slip; codes and posts to appropriate accounts.
- Processes improper payments, partial payments, and full payments in accordance with established processes and procedures.
- Answers phone call and routes calls to the appropriate department.
- Reconciles daily cash receipts with data entry and balances cash drawers daily and prepares deposits; runs daily reports.

Additional Job Duties

- Type letters and other documents as necessitated by assignment.
- Performs related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the City's collection policies, practices and procedures.
- Working knowledge of modern office procedures and related office information technology equipment, software, and peripherals used in a collections office.
- Working knowledge of the interrelationships of the City's collections, billing, reporting and accounting processes.
- Skill in operating computer and a 10-key calculator as needed in the performance of duties.
- Skill in effectively communicating collections policies and procedures.
- Ability to learn and perform each step in the collections process required by job assignments.
- Ability to work accurately with money, checks, data and figures and accurately perform standard mathematical calculations.
- Ability to prepare and maintain collections and related records.
- Ability to accurately prepare and maintain records, files and reports in proper order for processing and easy retrieval.
- Ability to communicate effectively in oral and written forms and to deal with the public in a tactful and courteous manner, some of whom may be difficult, upset or angry.
- Ability to develop and maintain effective working relationships with supervisors, employees and the general public.
- Willingness to work with and train new employees, if requested.

Physical Requirements

- Must be able to physically perform the basic life operational functions of crouching, reaching standing, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 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 work with data and figures, count and inspect monies, checks and other instruments and to operate a computer terminal and calculator.

Desirable Education and Experience

Graduation from high school supplemented by some experience in a cashiering or accounting clerical position, preferably in a public organization or an equivalent combination of education and experience.

CITY OF LENOIR

INFORMATION TECHNOLOGY NETWORK SPECIALIST

GENERAL STATEMENT DUTIES

Under the supervision of the IT Manager, performs entry-level design, installation, maintenance and support activities for PC hardware/software, voice/data communications, application software, databases and database servers. Work involves assisting with networking computer systems throughout City departments, inter-departments and outside state agencies. Work involves troubleshooting systems, installing and evaluating PC and network hardware and software, and implementations of technology under the direction of the IT Manager. Employee makes repairs to PC and network systems and upgrades.

Essential Duties and Tasks

- Installs, maintains and supports network and/or telecommunications systems (local area networks and wide area networks).
- Troubleshoots and resolves network or telecommunication wiring and installation problems.
- Maintains and corrects problems with computer hardware and peripheral devices.
- Adds, removes and maintains users of the network operation system.
- Provides user access and ensures user connectivity to City departments.
- Assists with network monitoring, operations, installation and/or maintenance for local, off-site and/or remote locations.
- Assists in the planning and evaluation of existing network systems and makes recommendations.
- Participates in planning telecommunications specification for new building, renovations, or new construction.
- Under the direction of the IT Manager, coordinates scheduling for telecommunications services installation.
- Research, analyze and recommend telecommunications technologists to enhance or support business unit activities.
- Evaluates new and existing hardware and software and makes recommendations to the IT Manager for enhancements to system.
- Assist with implementing and maintaining network security measures to protect against unauthorized access, data breaches, and cyber threats.
- Assist with conducting regular security audits and vulnerability assessments, and take proactive measures to address identified risks.
- Assists the IT Manager with enforcing network access controls and permissions, and maintaining firewall configurations.
- Assist with networking and troubleshooting various technology devices for the Police Department.
- Diagnose and resolve network issues promptly, minimizing downtime and impact on operations.
- Assist IT Manager to investigate and troubleshoot connectivity, performance, and security-related incidents.
- Monitor network performance using appropriate tools, and analyze data to identify trends and opportunities for optimization.
- Continuously improve network efficiency, capacity, and reliability by staying updated on emerging technologies and best practices.
- Maintain accurate and up-to-date documentation of network configurations, procedures, and troubleshooting guides.

- Generate regular reports on network performance, incidents, and security status for management and stakeholders.
- Provide technical support and guidance to colleagues and end-users on network-related issues.
- Assumes responsibility for doing assigned work and meeting deadlines.
- Adhere to City policy, standards and prescribed procedures.
- Performs other related duties as required.

Recruitment and Selection Guidelines

• Knowledges, Skills, and Abilities

- Have considerable knowledge of the design, implementation and maintenance of informational infrastructures.
- The ability to plan, prioritize and organize work.
- The ability to interpret and apply complex computer applications for city government following rules and regulations pertaining to city government.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Ability to stay abreast of new technologies and is able to recommend changes to improve current systems.
- Have the ability to exercise sound judgment in making decisions.
- Must have considerable knowledge of the basic theories, concepts, principles and practices of networking computer information systems.
- Knowledge of city and departmental rules, regulations and policies and procedures.
- Ability to communicate effectively in oral and written forms.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.
- Requires the ability to speak to people with poise, voice control and confidence.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Must be able to communicate effectively and efficiently in a variety of technical or professional situation.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office
- Requires the ability to handle a variety of items such as office equipment.
- Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Must be able to communicate via telephone.
- The ability to prepare complete records, reports and documents appropriate for department activities.
- Ability to establish and maintain effective relationships with employees, co-workers, vendors, and the general public and to exercise tact and discretion.
- Knows the importance of maintaining a good City image.
- Maintain high standards of accuracy in exercising duties and responsibilities.
- Adhere to all safety and housekeeping standards established by the City and various regulatory agencies.
- Maintains a clean and orderly workplace.

- Physical Requirements

- Must be physically able to operate a variety of machinery and equipment including computers, typewriters, printers, copiers, calculators, blueprint machines, microfilm readers and printers, vacuum frame printers, CD/DVD burners, etc.
- 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 be able to work in confined spaces as well as at heights of 25 feet or more.
- Work will be done in a variety of climates.

- Desirable Education and Experience

- Associates Degree in computer science and 1 to 2 years of experience in computer operations; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Industry certifications (e.g., CCNA, CompTIA Network+, etc.) are preferred.
- Experience working with a Law Enforcement Agency a plus.
- Possession of a valid class C North Carolina driver's license

(Revised: 8/14/23)

PLANNING TECHNICIAN

General Statement of Duties

Performs a variety of complex administrative support tasks, office management, and technical assistance to the Planning and Community Development Department and a variety of citizen advisory boards, requiring a comprehensive understanding of the Planning department's mission, rules, regulations, procedures, and services.

Distinguishing Features of the Class

An employee in this class provides technical and administrative support to the Planning Director related to the administration of the Lenoir Zoning ordinance, other land development codes, and Planning and Community Development programs. The employee performs public contact, administrative office management duties, and board support to relieve the manager of operational detail. Work includes composing reports and correspondence; screening and independently handling a variety of inquiries by telephone and in person; setting up and attending meetings; coordinating functions or activities, interpreting ordinances, issuing zoning permits and zoning verification letters, and maintaining a variety of records and files. Work is characterized by its variety and complexity and requires considerable analytical ability and organizational knowledge of applicable policies, 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 department head and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

Essential Duties and Tasks

Plans and organizes the administrative work flow of the office to accomplish needs; identifies and develops databases, spreadsheets and other records management systems; creates files, notebooks, forms and correspondence based on limited instructions; edits databases and spreadsheets for custom applications; prepares charts and graphs using spreadsheet and/or presentation software; reviews work for compliance with instructions and proofreads final product.

Serves as secretary to the Planning Board and the Board of Adjustment; prepares agendas and board packets; arranges meetings, conferences and retreats; coordinates scheduling, advertising, noticing, and posting in accordance with state laws for time-sensitive public hearings; attends meetings and hearings; takes meeting notes or minutes, transcribes and distributes; follows up on actions as requested.

Advises the general public, applicants, and their attorneys and representatives on zoning, subdivision, floodplain, stormwater, and minimum housing rules, under the guidance of other departmental staff and the department head; reviews and issues simple permit applications for compliance with the City of Lenoir Code of Ordinances (residential additions, accessory structures, signs, etc.); writes zoning verification letters; coordinates zoning review with Caldwell County Building Inspections staff.

Conducts research under the direction of the Planning Director related to historic land use and ownership, using publicly available information through conducting public records searches and review of historic case files, maps, and meeting minutes.

Drafts and composes correspondence and prepares a variety of scheduled and special reports for senior management; 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.

Assists in tracking budget expenditures and departmental purchasing; processes department revenue generated from user fees; verifies purchase card information and matches receipts to monthly statement; assists in coordinating departmental needs with finance department (check requests, purchase orders, payment of invoices, etc); processes timesheets and leave records. Handles confidential or sensitive technical information in an appropriate manner.

Serves as a staff liaison to provide administrative and technical assistance to the Downtown Economic Development Director, including as-needed support for the Lenoir Business Advisory Board, Lenoir Tourism Development Association, and the Lenoir Main Street Program.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of modern office practices and procedures including automated office systems such as word processing, database management, spreadsheet design and use, specialized technology applications, website documents and other related resources.

Considerable knowledge of laws, regulations, procedures and practices related to planning, zoning, land use, and public records 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, data bases, 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 communicate effectively in verbal 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.

Ability to interpret local ordinances, rules, and regulations.

Ability to read blueprints, web-based and hard copy maps (parcel maps, tax maps, GIS), and other site-related drawings.

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 10 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. Some positions may be required to take and transcribe dictation and minutes.

Desirable Education and Experience

Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, or related field, experience with MS Word and Excel, and excellent customer service and organizational skills.

Revised: 10/24/2018

PLANNING TECHNICIAN/DEPUTY CITY CLERK

General Statement of Duties

Performs a variety of complex administrative support tasks, office management, and technical assistance to the Planning and Community Development Department, City Council and other committees and a variety of citizen advisory boards, requiring a comprehensive understanding of the City's and Planning department's mission, rules, regulations, procedures, and services.

Distinguishing Features of the Class

An employee in this class provides technical and administrative support to the Planning Director related to the administration of the Lenoir Zoning ordinance, other land development codes, and Planning and Community Development programs. The employee performs public contact, administrative office management duties, and board support to relieve the manager of operational detail. Work includes composing reports and correspondence; screening and independently handling a variety of inquiries by telephone and in person; setting up and attending meetings; coordinating functions or activities, interpreting ordinances, issuing zoning permits and zoning verification letters, and maintaining a variety of records and files. Work is characterized by its variety and complexity and requires considerable analytical ability and organizational knowledge of applicable policies, 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 department head and is evaluated for quality and effectiveness of work by observation, reports, and feedback from staff and the general public.

The Deputy City Clerk responsibilities requires highly developed technical skills, polished communication and presentation skills, the ability to perform well under pressure, the capacity to meet deadlines, and the ability to develop and maintain credibility and trust with the City Council, City staff, the public, and cooperating entities at the local, state, and federal levels. Performs skilled clerical and administrative duties in the preparation and the maintenance of official Municipal records. Work is performed under the direction of the City Clerk and/or the City Manager.

Essential Duties and Tasks

- Plans and organizes the administrative work flow of the office to accomplish needs; identifies and develops databases, spreadsheets and other records management systems; creates files, notebooks, forms and correspondence based on limited instructions; edits databases and spreadsheets for custom applications; prepares charts and graphs using spreadsheet and/or presentation software; reviews work for compliance with instructions and proofreads final product.
- Serves as secretary to the Planning Board and the Board of Adjustment; prepares agendas and board packets; arranges meetings, conferences and retreats; coordinates scheduling, advertising, noticing, and posting in accordance with state laws for time-sensitive public

hearings; attends meetings and hearings; takes meeting notes or minutes, transcribes and distributes; follows up on actions as requested.

- Advises the general public, applicants, and their attorneys and representatives on zoning, subdivision, floodplain, stormwater, and minimum housing rules, under the guidance of other departmental staff and the department head; reviews and issues simple permit applications for compliance with the City of Lenoir Code of Ordinances (residential additions, accessory structures, signs, etc.); writes zoning verification letters; coordinates zoning review with Caldwell County Building Inspections staff.
- Conducts research under the direction of the Planning Director related to historic land use and ownership, using publicly available information through conducting public records searches and review of historic case files, maps, and meeting minutes.
- Drafts and composes correspondence and prepares a variety of scheduled and special reports for senior management; 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.
- Assists in tracking budget expenditures and departmental purchasing; processes department revenue generated from user fees; verifies purchase card information and matches receipts to monthly statement; assists in coordinating departmental needs with finance department (check requests, purchase orders, payment of invoices, etc); processes timesheets and leave records.
- Handles confidential or sensitive technical information in an appropriate manner.
- Serves as a staff liaison to provide administrative and technical assistance to the Downtown Economic Development Director, including as-needed support for the Lenoir Business Advisory Board, Lenoir Tourism Development Association, and the Lenoir Main Street Program.
- When needed as a back-up to the City Clerk, the staff member attends meetings of City Council and Standing Committees, and drafts agendas and minutes, including transcriptions of proceedings when necessary, and is responsible for the follow-up for actions approved at the meetings;
- At the request of the City Clerk, prepares and provides notification of meetings as required by State Statute pursuant to the Open Meetings Law;
- Assist with maintaining official records of the City Council including Minute, Ordinance, Resolution, and Exhibit Books;
- Assists with the preparation of packets for Council meetings;
- Performs statutory duties in the City Clerk's absence;
- Signs, seals, and attests to Official Documents in the absence of the City Clerk;
- Keeps abreast of trends in new concepts, newly enacted legislation, techniques or principals that affect the Office of the City Clerk;

- Assists the clerk with maintaining the necessary files for the City Clerk's Office, City Council, City Manager's Office, based on the State Records Retention Schedule;
- Serves as a back-up for maintaining databases for: Boards/Commissions, Deeds/Easements, Contracts/Agreements, etc.;
- Prepares legal ads for publication as required pursuant to the City of Lenoir's Code/Charter and the North Carolina General Statutes;
- Performs Notary-related services for city-related business/documents;
- Participates in special projects or other duties as assigned;
- Ensures that all work is performed in accordance with OSHA and city safety standards and policies.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of modern office practices and procedures including automated office systems such as word processing, database management, spreadsheet design and use, specialized technology applications, website documents and other related resources.
- Considerable knowledge of laws, regulations, procedures and practices related to planning, zoning, land use, and public records 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, data bases, 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 communicate effectively in verbal 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.
- Ability to interpret local ordinances, rules, and regulations.

- Ability to read blueprints, web-based and hard copy maps (parcel maps, tax maps, GIS), and other site-related drawings.

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 10 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. Some positions may be required to take and transcribe dictation and minutes.

Desirable Education and Experience

- Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in planning, geography, or related field, experience with MS Word and Excel, and excellent customer service and organizational skills.
- Certifications:
 - o Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks, OR Certification as a North Carolina Certified Clerk, OR the ability to obtain these certifications upon hire within three (3) years of employment
 - o Notary Public

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
Grade: 18

General Statement of Duties

Performs responsible administrative work for the Human Resources Department, assisting the departments and employees of the City.

Distinguishing Features of the Class

An employee in this class is responsible for supporting the Human Resources function in a variety of administrative activities. Work involves providing administrative support duties with programming and processing various benefits, wellness activities, insurance programs, employee records, hiring processes, and other related activities. Judgment, attention to detail and accuracy are required in the completion and processing of forms and for maintaining confidential and accurate records. Tact and courtesy are needed in working with the general public, with job applicants, and with employees and supervisors throughout the City. The need for confidentiality in exercising job functions due to sensitive and protected information is essential. Work is performed under regular supervision and is evaluated through review of completed assignments, reports, performance appraisals, and through observation and feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Performs data entry for applicant tracking; assists with performing reference checks for the hiring process; assists with posting vacancies and other recruitment efforts.
- Enters information into state and federal databases for new hires, including NC New Hire program and e-Verify; assists with completion of HR related surveys and reports regarding salaries and benefits.
- Assists in conducting new employee orientation and provides support for new employee enrollment and exiting employee dis-enrollment for various benefits and insurance programs.
- Assists with benefits administration by preparing and processing various insurance enrollments and claim forms; reconciles insurance billings/statements; assists employees with problem-solving on benefits issues; provides support for COBRA benefits for exiting employees.
- Creates and maintains personnel files by processing a variety of forms for new hires, current employees and exiting employees; creates and maintains medical files for new hires, current employees and former employees; maintains personnel files of former employees.
- Performs data entry into the Payroll and Personnel systems for all employees by creating the payroll and personnel files for new hires, updating salaries, job titles changes, deductions, etc. for existing employee; removes former employees from the current Payroll and Personnel systems.
- Performs a variety of administrative and administrative support duties including composition, and production of a variety of documents, correspondence, memoranda, forms, etc.; reads and routes incoming mail for the HR Department.
- Types memoranda, reports, bulletins, schedules, manuals, letter and forms for the human resources staff; uses software programs; maintains departmental files.

- Receives and screens visitors and telephone calls as City Hall's 2nd floor receptionist, including serving as one of the backup telephone operators and collection/distribution of mail; answers and handles many of the standardized questions and inquiries.
- Assists with the maintenance of the City Council Minute books.
- Assists with Accounts Payable filing.
- Other duties as assigned.

Recruitment and Selection Guidelines

- Considerable knowledge of City Personnel policies and procedures.
- Considerable knowledge of personnel records and filing systems and the confidentiality required in maintaining human resources records.
- Considerable knowledge of the application of information technology and office technology to human resource administration and maintenance of documents.
- Knowledge of basic math for payroll and benefits calculations.
- Knowledge of City government including the Council-Manager form of government.
- Some knowledge of the laws and regulations related to human resources and personnel actions and decisions.
- Some knowledge of basic accounting practices.
- Skill in the operation of personal computers at a moderate speed with accuracy.
- Ability to maintain complex files and records relating to various City functions.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected officials, City management, department heads, City employees and the general public.
- Ability to use confidentiality, tact and courtesy in dealing with City employees and the general public.
- Ability to meet deadlines.
- Accuracy in the performance of duties.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, kneeling, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and type, proofing human resources pay and employee actions, and extensive reading.

Desirable Education and Experience

Graduation from high school supplemented by some experience in human resources, payroll, or insurance/benefits, 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 human resources, accounting or business and experience in human resources; or an equivalent combination of education and experience.

HUMAN RESOURCES/BENEFITS ANALYST

General Statement of Duties

Performs responsible administrative and technical work for the Human Resources Department by assisting all City departments and employees of the City with benefits, personnel and payroll related issues.

Distinguishing Features of the Class

An employee in this class is responsible for supporting the Human Resources function in a variety of administrative and technical duties. Work involves providing paraprofessional support duties with programming and processing various benefits, wellness activities, insurance programs, employee records, hiring processes, and other related activities. Judgment, attention to detail and accuracy are required in the completion and processing of forms and for maintaining confidential and accurate records. Tact and courtesy are needed in working with the general public, with job applicants, and with employees and supervisors throughout the City. The need for confidentiality in exercising job functions due to sensitive and protected information is essential. Employee must be a self-starter and exhibit excellent problem solving skills. Work is performed under regular supervision of the HR Manager and is evaluated through review of completed assignments, reports, performance appraisals, and through observation and feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Performs data entry for majority of applicant tracking; assists with performing reference checks for the hiring process as needed; requests background checks and drug tests for applicants; confirms results of pre-employment tests with department/division heads for hiring; assists with posting vacancies and other recruitment efforts when needed, including assisting and attending job and career fairs.
- Enters information into state and federal databases for new hires, including NC New Hire program and e-Verify; assists with completion of HR related surveys and reports regarding salaries and benefits as needed.
- Assists in conducting new employee orientation, preparing packets, and helping employees complete forms for benefits enrollments; enters new enrollees onto the City health insurance plan as well as other benefits plans; completes paperwork and computer dis-enrollment for employees exiting City employment, for various benefits and insurance programs.
- Works primarily with benefits administration by preparing and processing various insurance enrollments and claim forms; reconciles insurance billings/statements; assists

employees with problem-solving on benefits issues; provides support for COBRA benefits for exiting employees including completing and mailing COBRA notification letters.

- Creates and maintains personnel files by processing a variety of forms for new hires, current employees and exiting employees; creates and maintains medical files for new hires, current employees and former employees; maintains personnel files of former employees.
- Performs data entry into the Payroll and Personnel systems for all employees by creating the payroll and personnel files for new hires, updating salaries, job titles changes, deductions, etc. for existing employee; removes former employees from the current Payroll and Personnel systems.
- Performs a variety of administrative and technical duties including composition, and production of a variety of documents, correspondence, memoranda, forms, etc.; tracks many types of data for the HR department (safety shoe purchases, education reimbursements, applicants formerly employed by the City, etc.)
- Handles a significant portion of City's drug testing program, including assembling kits, reporting pre-employment, random, and post-accident results, maintaining current employee lists for random test selections; assists with policy updates and issues.
- Completes many types of documents and forms including verifications of employment for banks, other employers, DSS/Child Support, etc.
- Types memos, reports, bulletins, schedules, manuals, letters and forms for the human resources staff; uses software programs; maintains departmental files.
- Answers and handles many of the standard questions and inquiries for the HR department related to benefits, payroll and personnel.
- Reviews timesheets each biweekly payroll for accuracy in hours reported, checking for FMLA needs, workers comp issues, etc.
- Reads and routes incoming mail for the HR Department; receives and screens visitors as City Hall's 2nd floor receptionist as needed.
- Sets up new employees with access cards to their departmental location; provides support with issues that arise with access card system.
- Other duties as assigned.

Recruitment and Selection Guidelines

- Considerable knowledge of City Personnel policies, procedures and practices.
- Considerable knowledge of personnel records and filing systems and the confidentiality required in maintaining human resources records and medical/benefits/insurance information.
- Considerable knowledge of the application of information technology and office technology to human resource administration and maintenance of documents.
- Knowledge of basic math for payroll and benefits calculations.

- Knowledge of City government including the Council-Manager form of government.
- Knowledge of the laws and regulations related to human resources and personnel actions and decisions.
- Some knowledge of basic accounting practices (insurance/billing reconciliations, payroll, etc.)
- Skill in the operation of personal computers with superb accuracy and efficiency.
- Ability to maintain complex files and records relating to various benefits, employment, payroll, personnel, drug testing, etc.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected officials, City management, department heads, City employees and the general public.
- Ability to use confidentiality, tact and courtesy in dealing with City employees and the general public.
- Ability to meet deadlines.
- Accuracy in the performance of duties.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, kneeling, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and type, proofing human resources pay and employee actions, and extensive reading.

Desirable Education and Experience

- Graduation from high school supplemented by a minimum of two years of experience in human resources, payroll, or insurance/benefits, 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 human resources, payroll, accounting or business and experience in human resources, payroll or benefits administration; or an equivalent combination of education and experience.
- Notary public certification required.

**CITY OF LENOIR
POLICE DEPARTMENT
MASTER PATROL OFFICER
(Revised: 8/24/2007)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL STATEMENT OF DUTIES:

Performs general duty law enforcement work; assists in supervision of Patrol officers.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is engaged in patrol and traffic control duties. In preventing, detecting, and investigating crime. In apprehending suspects, and in presenting testimony and evidence in court, and supervises a shift in the absence of a Sergeant. Tact and firmness are required in public contact. Independent judgment and initiative must be exercised. Work is performed in accordance with established policies and procedures, with added instructions in specific assignments. The employee is subject to the usual hazards of police work. Work is performed under general supervision and is evaluated by observation, in discussion, and by review of records and reports.

ILLUSTRATIVE EXAMPLES OF WORK:

- Patrols streets to observe buildings, area, and people; issues citations and makes arrests.
- Investigates accidents, complaints, and crimes; gathers and preserves evidence; presents testimony and evidence in court; secures warrants; serves warrants and other legal papers.
- Regulates and directs vehicle and pedestrian traffic at school crossings, public events, street intersections, and accident scenes; escorts funerals; maintains order at public gatherings.
- Presents lectures to groups; maintains contact with adults and young people.
- Assists in supervising and training of Patrol Officers on a shift; supervise shift in the absence of the Sergeant.
- May serve as an instructor in various areas of police training.
- Attends specialized and advanced training courses.
- Operates chemical breath analysis instrument and speed measuring equipment.
- Prepares related records and reports.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of departmental policies and procedures.
- Considerable knowledge of modern law enforcement practices and procedures.
- Considerable knowledge of federal, state, and local laws, statutes, and ordinances pertaining to law enforcement.
- Considerable knowledge of the geography and street system of the city.
- Working knowledge of police communications procedures.
- Skill in the use of firearms and other police equipment.

- Ability to interact effectively with the public.
- Ability to prepare accurate records and reports.
- Ability to perform duties requiring strength, endurance, and agility.
- Ability to maintain effective working relationships with other employees.

EDUCATION AND EXPERIENCE:

Completion of high school and Basic Law Enforcement Training (BLET).

Considerable experience in law enforcement; or, completion of an Associate Degree in police science and some experience in law enforcement.

SPECIAL QUALIFICATIONS:

Possession of a valid North Carolina driver's license and a North Carolina Intermediate Law Enforcement Certificate.

POLICE CORPORAL

General Statement of Duties

Performs specialized law enforcement work to protect life and property in the City; consistently performs specialized assignments requiring additional training and experience.

Distinguishing Features of the Class

An employee in this class may assist by supervising a platoon in the event of an absence of either the Lt. or Sgt. Work also includes monthly inspections of equipment, vehicles and issued property. An employee in this class must coordinate and track monthly or biweekly checkpoints, including recording statistics, locations and officer involved to ensure equal coverage of the City and the departments resources. Work also includes coordinating special events as directed by the Platoon or Division Supervisors, helping to facilitate police involvement with car shows and cruise-ins, charity walks and festivals. An employee may conduct briefing and duty assignments are directed by the Sgt. Work also includes tracking and recording the status of equipment and the sign-out of tasers, radar units, bean-bag guns, etc. An employee in this class would be the primary FTO on the shift. Work also includes patrolling the City during an assigned shift in a police car or on foot; performing traffic control work; apprehending suspects; and executing related assignments. Employees must exercise judgment, initiative and calm control when performing duties and work independently in day to day work; more difficult problems are normally carried out under the direction of or in conjunction with higher level departmental official. Work involves frequent public contact which requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. Employees are subject to hazards associated with 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, heavy traffic, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids Work is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under general supervision and is evaluated through observation at the scene, through monitoring radio traffic, reviewing reports, and through maintenance of training for adherence to laws, department procedures, and proper judgment.

Duties and Responsibilities

Essential Duties and Tasks

See class specification for Police Officer for duties in patrol, call response, initial investigation, crime prevention and related work, including working a district assignment and being in the call rotation with the ability to "roam" and "float" to assist in the coordination of calls (assignment of calls and back-up).

Performs additional duties requiring additional training and experience on a regular and assigned basis, such as the following:

Serves as Assistant Shift Supervisor, assisting in supervision and officer back-up on shift in the event of an absence of either the Lt. or Sgt. for any period of time due to illness, meetings, training or vacation.

Assist on emergency calls or situations in order to field questions, help out at the end of shift, so the Sgt. can concentrate on end of shift duties.

Frequently is assigned and serves as a field training officer for other employees.

Prepares records and reports of activities.

Additional Job Duties

Attends lectures, studies manuals and participates in drills to stay abreast of law enforcement

Police Corporal
Page 2

skills and knowledge.

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, local ordinances and policies of the department, especially in the area of special assignment.

Considerable knowledge of law enforcement principles, practices, methods and equipment, and of the operation of a variety of fire fighting equipment.

Considerable knowledge of the geographic characteristics and street layout of the city

Considerable knowledge of crime detection and criminal identification methods and procedures.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in communications with the public, and ability to communicate effectively in oral and written forms.

Ability to act with sound judgment in routine and emergency situations.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens; ability to deal tactfully yet firmly with the public.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, balancing, stooping, hearing, talking, kneeling, crouching, reaching, feeling, grasping, pushing, pulling, bending, climbing, lifting, crawling, fingering, and performing repetitive motions.

Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20-50 pounds frequently and 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol, and to use a computer.

Must be physically capable of performing essential law enforcement duties, including the ability to apprehend and arrest suspects.

Desirable Experience and Education

Graduation from high school and possession of a Basic Law Enforcement Certificate; 4 years of experience as a law enforcement officer with at least 2 years with City of Lenoir Police Department and have obtained at minimum a rank of MPO; or, an accredited 4 year degree with 3 years of law enforcement experience with at least 1 year of full time paid service with Lenoir PD.

Special Requirements

Possession of an NC Driver's License and certification as a law enforcement officer in the State of NC.

**CITY OF LENOIR
COUNCIL ACTION FORM**

I. Agenda Item: Adoption of Surplus Resolution which declares an 80-year old, 9-foot Kanbe Mahogany piano surplus property and authorizes disposal. Pursuant to N.C.G.S. §160A-270(c), Staff recommends approval of a resolution Authorizing the Sale of Certain Personal Property at Electronic Auction.

II. Background Information: Recently, via the coordination of Councilmember Jonathan Beal, the City received a generous donation of a quality baby grand piano for use at the Lenoir High School Auditorium.

As such, the existing 80-year old, 9-foot Kanbe Mahogany piano, which is in poor condition, is no longer needed in the facility for city use.

Enclosed you will find a resolution which declares the piano as surplus property and authorizes disposal as allowed pursuant to N.C.G.S. §160A-270(c) via electronic auction.

III. Staff Recommendation:

Recommend approval of a resolution which declares the piano as surplus property and authorizes disposal as allowed by NC General Statutes.

IV. Reviewed By:

City Attorney:

City Manager:

P&R Director: *K. Horn*

Main Street Director: *R. Harper*



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

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

RESOLUTION AUTHORIZING THE SALE OF CERTAIN PERSONAL PROPERTY AT ELECTRONIC AUCTION

WHEREAS, NCGS 160A-270 (c) allows the City Council to sell personal property at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property at electronic auction; and

WHEREAS, NCGS 160A-270 (c) allows the City Council to conduct auctions of personal property electronically by authorizing the use or existing private or public auction service; and

WHEREAS, the City Council of the City of Lenoir desires to dispose of certain surplus property of the City;

NOW, THEREFORE BE IT RESOLVED, by the City Council that:

1. The property listed below hereto is hereby declared to be surplus to the needs of the City –
An approximately 80 year old, nine foot Kanbe mahogany piano used by the LHS Music Department that needs rebuilding. (Pictures attached.)
2. The City Manager or his Designee is authorized to sell said personal property at electronic auction.
3. The highest bid, if it complies with the terms of sale, may be accepted by the City Manager or his Designee and the sale consummated.

ADOPTED this the 22nd day of August, 2023.

SEAL

Joseph L. Gibbons, Mayor

ATTEST:

Shirley M. Cannon, City Clerk





July 2023 Communication Report

By Joshua Harris, Communication & Public Information Director

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

8/7/2023

CONTENT CREATION

News Releases

7

Photos

576

Videos

2

Web Updates

91

Podcast/Radio

Social Posts

128

Q&A

47

eSign

10

Council

3

Committees

4

PUBLIC ENGAGEMENT

Website Total Views

62,378

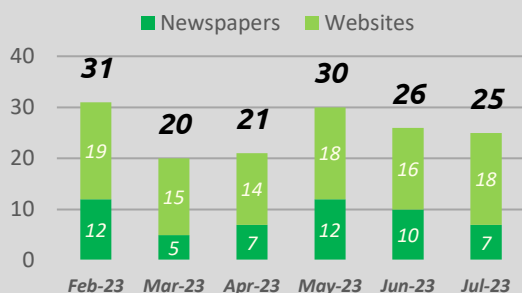
+/-

11.2%

Website Top Pages

- 1 *Payment Options*
- 2 *Calendar - July 4th Fireworks Show*
- 3 *LAFC*
- 4 *Jobs*
- 5 *Police*
- 6 *Water & Sewer Service*
- 7 *Job - Mulberry Rec Center Manager*
- 8 *Annual Events*
- 9 *Job - Admin Assistant Parks &*

Media Coverage



Social Followers

Total

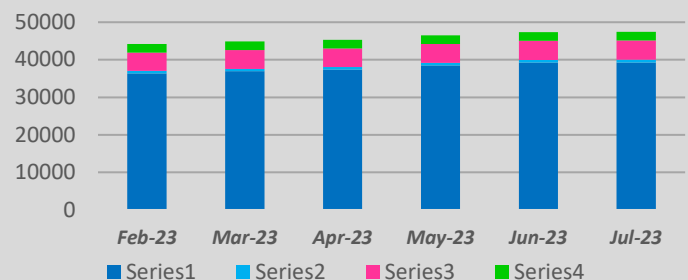
48,150

+/-

0.15%

New this month

73



Social Engagement

	Total	+/-
Social Reach	292,522	-0.9%
Social Visits	26,126	55.6%

Video Views

3,817

Watch Time Hrs

42.2

	Views		Hours
Facebook	3,736	Facebook	26.8
YouTube	81	YouTube	15.4

News Releases

7

- 7/3** INDEPENDENCE DAY 2023 REMEMBRANCE & CELEBRATION
- 7/7** NORTH CAROLINA BLACKBERRY FESTIVAL NEXT WEEKEND IN DOWNTOWN LENOIR
- 7/7** SWIM LESSONS AVAILABLE IN JULY AT THE LENOIR AQUATIC & FITNESS CENTER
- 7/12** MAKE YOUR MARK ON LENOIR'S NEW CLOCK TOWER
- 7/17** JUMP STREET DRIVE MUSIC FESTIVAL THIS WEEKEND AT THE MARTIN LUTHER KING JR. CENTER
- 7/28** CONTRACTORS REPAIRING COUNTRYSIDE DRIVE BRIDGE STARTING TUESDAY, AUG. 1
- 7/31** HARAMBEE STARTS THIS SATURDAY AT THE MLK JR. CENTER

Photos

576

<i>Date</i>	<i>#</i>	<i>Subject</i>	<i>Date</i>	<i>#</i>	<i>Subject</i>
7/3	19	DAR Independence Day Ceremony			
7/3	15	Downtown Lenoir July 4 decoratic			
7/4	150	4th of July Splash Bash at LAFC			
7/12	13	AJs steakhouse demolition			
7/14	145	NC Blackberry Festival 2023 day 1			
7/15	206	NC Blackberry Festival 2023 Day 2			
7/28	28	Countryside Drive bridge on US 32			



DAR Independence Day Ceremony



Downtown Lenoir July 4th banners



July 4th Splash Bash at LAFC



A.J.'s Steakhouse Demolition



NC Blackberry Festival



NC Blackberry Festival

Social Posts 128

Top Facebook

#1	City	79.2K	A.J.'s Steakhouse demolition						
	Contractors are currently tearing down...	View insights	...	Thu Jul 13, 1:20pm	49.2K Accounts Center accou...	679 Reactions	1 Link clicks	359 Comments	207 Shares
#2	Police	23.1K	Help locating suspects						
	Investigators with the City of Lenoir (...)	View insights	...	Fri Jul 21, 12:42pm	23.1K Accounts Center accou...	70 Reactions	--	16 Comments	180 Shares
#3	Downtown	7.5K	Plans for new clock tower						
	The City of Lenoir has plans for a new...	View insights	...	Thu Jul 20, 1:50pm	7.5K Accounts Center accou...	136 Reactions	116 Link clicks	31 Comments	25 Shares
#4	Parks	3.3K	Shelby Rae Moore Concert						
	This post has no text	View insights	...	Wed Jul 19, 2:39pm	3.3K Accounts Center accou...	56 Reactions	--	6 Comments	15 Shares
#5	Parks	1.5K	LFD Job Opportunities						
	Lenoir Fire Department has great opp...	View insights	...	Fri Jul 14, 5:57pm	1.5K Accounts Center accou...	18 Reactions	58 Link clicks	2 Comments	5 Shares

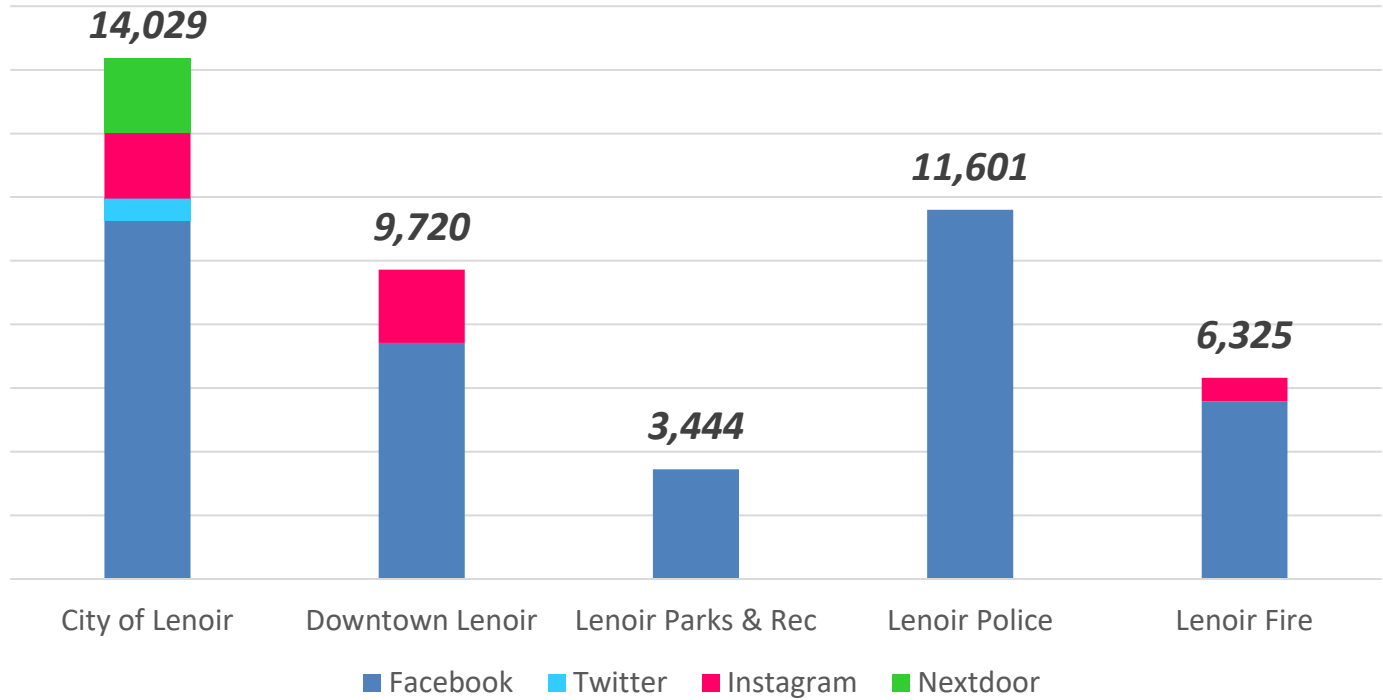
Top Twitter

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	City of Lenoir, NC @CityofLenoir · Jul 13			446	11	2.5%
	What's your favorite berry? Is it a. blackberry? b. blackberry? c. blackberry? If you picked blackberry, the you don't want to miss the N.C. Blackberry Festival starting tomorrow in Downtown Lenoir. Check out the festival schedule online at ncblackberryfestival.com/festival-info/...					
	View Tweet activity					
	City of Lenoir, NC @CityofLenoir · Jul 13			216	20	9.3%
	Contractors are currently tearing down the old A.J.'s family Steakhouse building on Blowing Rock Blvd. in Lenoir. The new owner plans to build a two-tenant building on the property. The tenants have not been confirmed. pic.twitter.com/P4lc0gwtSj					

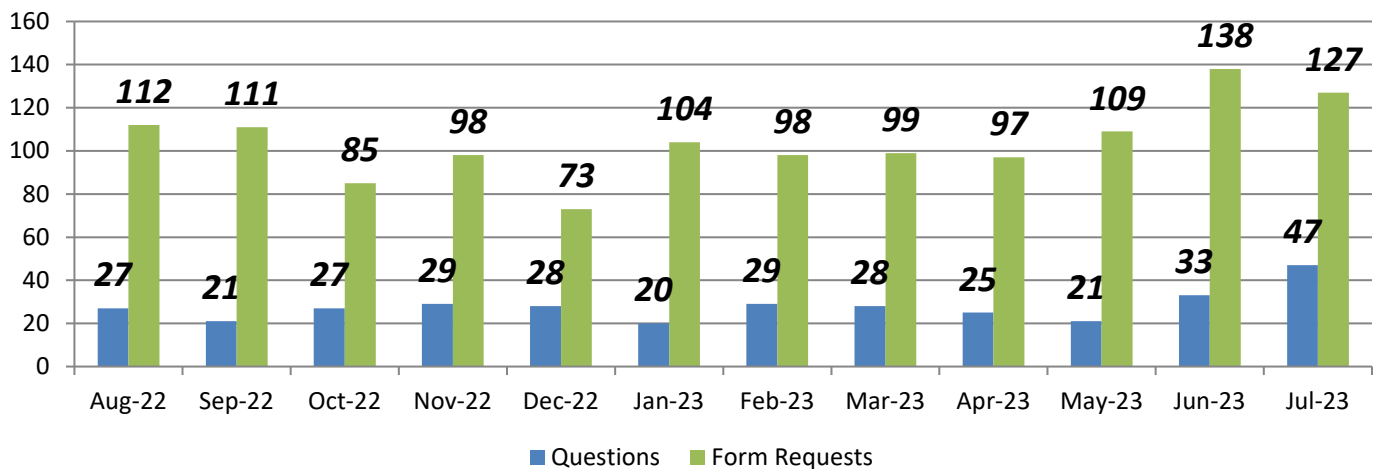
Top Instagram

#1	City	985	A.J.'s Steakhouse demolition						
	Contractors are currently tearing down...	View insights	...	Thu Jul 13, 1:21pm	985 Accounts Center accou...	66 Likes	2 Comments	5 Shares	
#2	City	909	Job openings, updated salaries						
	We've recently updated the salaries o...	View insights	...	Tue Jul 25, 3:37pm	909 Accounts Center accou...	20 Likes	1 Comments	3 Shares	

Social Comparison



Questions & Form Requests



All records related to the condemnation of 108 Wilson Street, Lenoir, NC 28645.

are y'all still doing movie night tonight

Please have the owner of 206 Wilson street remove many of the junk cars in his yard. This has been an ongoing problem for years ar
My neighbors have 2 disabled vehicles with no tags parked on the street which are interfering with garbage collection. I have notifie
Outdoor storage/accumulation junk or trash, Junk/abandoned vehicles, Trash and debris, Noise complaints

Abandoned trailer used for prostitution and drugs. These people are also affiliated with tenant that lives at 444 Folk St.

Is there a way to look up the tax bills or payment information online? We have 4 customers that we need to pay the taxes from escr

Can you please email me our 2023 property tax bills for the below accounts? Thank you.

I am a Realtor and looking to confirm that 1303 Cliffside Place SE is a city maintained road. The listing states so but it is a gravel/dirt road. I think I still have a little past due balance left and i can pay it Thursday when I get paid. I was wondering if you could move the exterior light fixture. I need to change the card that I use to pay my bill my old card has been canceled. I need to put in new card information.

I'm reaching out about Garbage collection in Gamewell. Our normal collection day is Tuesday. Being this past Tuesday was the 4th of July. Can someone please tell me what is going on with the mausoleum out at Blue Ridge memorial park? My mother is placed out there.

Paying City Taxes - I am the owner of a few parcels that have city taxes due as well but I'm having a tough time locating them in the City of Lenoir, Are you or Caldwell County applying for funds from HUD to help the homeless in our town and county?

Hey I was wondering if my daughters could apply for the little miss blackberry pageant? I don't know who to contact.

I was wondering if the city was going to continue to provide dog waste bags? I walk my dog regularly and depend on those bags. I own an outdoor storage/accumulation junk or trash, Junk/abandoned vehicles, Trash and debris, Rotten, damaged, or dilapidated sheds.

Can you please explain to me how the yard waste pickup is done now. The city never seems to do its job and it is very frustrating when it rains. Good afternoon, my wife and I own the land at [address] we are waiting to be able to build next year, the lot is totally clean without any junk. Requesting record for an applicant Jacob Coffey. I am recruiter with the Arizona Army National Guard and Mr Coffey is attempting to join. Please provide me a list of in the form of a CSV or XLS file (if possible) of the following: All single family residential addresses containing a pool. My property tax bill is not showing online. I contacted city main tel # yesterday & a lady said it was online and I advised it was not available. I am looking for a tax bill associated with CNH Industrial for account 143994. This is a personal Property bill. I tried to go online and could not find it. Ryan, LLC, as an authorized representative of the referenced property(s), is requesting a copy of 2023 tax bill for the below mentioned property. Can you please verify that 906 Greenwood Place, Lenoir, North Carolina 28645 is on City Water and City Sewer?

I wanted to reach out about a copy of the 2023 personal property tax bill for Chick-fil-A with the account number 000000144284.

Please provide us the Current Year Personal Property Tax Bill for Morganton City Tax Collector, NC, for the below mentioned Account Number. It's starting to look like a jungle driving around wayside pl. You used to be able to get 2 cars down the road. Now it's grown up some.

Hi, Can you send me copies of the 2023 BPP Tax bills for Belk Stores #414 account #76713 and Ross Dress for Less #1535 account #241111?

Hi, can you send me a copy of the 2023 BPP Tax bill for Belk Stores, Inc. #319?

do you know what's under construction where the Carolina Burger used to be? Thank you in advance for your response.

Hey I know the Blackberry Festival is this weekend. I was wondering if there were any cancellations or something that you might be aware of.

Can you send me details about purchasing tiles for the clock tower?

Which Booth is selling tiles Saturday - can you give me a specific location? - RC

Flooding from creek onto street and because I am in curve and road is lower, the water comes up driveway and in front yard. It flooded last year. Is there an available spot for 4 year old swim lessons the week of July 24-28?

The last two months your online payment processing has placed an incorrect amount due in my cart. When I attempt to change it error message says I have been unable to get on the Lenoir Police P2C portal for a few months. Will you check it please.

I want to report a potential sewage leak or problem at the corner of Wright St. and Westview St.

P2c.city of Lenoir.com is currently down. I wasn't sure if anyone was aware.

Hello, I began service at [address] Hudson, NC 28638 on June 5th and have yet to receive a bill. Just want to make sure it hasn't already been sent.

Good morning. I am reaching out on behalf of Volvo Group North America regarding our personal property tax bill. I noticed the due date is 7/1/23. I set up my water bill for my new rental (address) around June 9th. I have been checking the portal for a bill, but haven't received one yet. I was wondering if someone could provide me a copy or information on a Personal Property Tax Bill for Raymond Leasing Corp. The company is located at [address]. Does Lenoir still have a swim team? If so, what age does it begin?

Why is nothing being done about all the cars and trash and the overgrown grass ???

I did not receive a Property Tax Bill. Could you please email a copy so I can pay it today to take advantage of the discount?

The person living at 2118 Haven Circle died in 2009 I believe. The Cudzo has overtaken the house. You can't see the house now. The house is for sale. Hi! I would love it if you would consider us for your event lineup for next year. We are based out of the Asheville area and have been in Lenoir for a while. As of 7/25/2023 check 1111859 is still uncashed, please advise status of posting. Below are details of the check.

I am looking to get some info on a home for sale 514 Powell Cr NE, trying to get an idea of restrictions on the home, subdivision if allowed, etc. Good afternoon, I am writing on behalf of Cook Out Lenoir. A check was received here at our corporate office in the amount of \$50.00.



Lenoir Police Department

Council Action Form



I. Agenda Item:

2nd 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 Apr. - Jun. 2023 for Council Review.

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____ Date: _____

City Manager: _____ Date: _____

Police Chief: *Butt* Date: 8/07/2023



Chief Brent Phelps
Second Quarter Report
April – June, 2023



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL TRAINING

Instructor Training Hours		10
Verbal De-Escalation Train-the-Trainer (Bumgarner)		10
Investigations Training Hours		56
NC Narcotics Association Conference		56
School Resource Training Hours		322
SRO Training (non-certified) & Update (2023)		162
Critical Incident Trauma for SROs (certified)		160
Special Response Team Training Hours		150
SRT Non-Specified		150
State Mandated Training Hours		627
Accountability & Use of Force Report Writing (2023)		12
Bloodborne Pathogens / Hazmat (2023)		268
Compliance & Subject Control (2023)		92
Critical Stress On The Job (2023)		22
DCI Criminal Record Inquiries, File Transactions & General Inquiries		7
Enhancing Community Policing (2023)		18
Ethics & Duty to Intervene (2023)		10
Firearms Classroom, Combat & Qualification (New Hires 2023)		30
Juvenile Justice Issues & Challenges (2023)		36
Legal Update (2023)		44
Liability of Patrol Vehicle Operation (2023)		10
Mental Health Responses (2023)		28
Recognizing Assaultive Behaviors (2023)		20
Recognizing Fake IDs (2023)		8
Security Awareness Training		22
Supplemental Training Hours		822
Drone Mapping & Traffic Reconstruction		8
FEMA Incident Command System 0100 & 0200		6
Fire Extinguisher Training (2023)		108
Firearms Accuracy Drills		172
LE Interaction w/ Combat Veterans in Crisis		31
New Hire: Driving, Garrity, Naloxone, OC, Policy, Surviving Verbal Conflict, Weapon Cleaning & Disassembly		49
Polaris Ranger XP 1000 Familiarization		6
Shoot / Don't Shoot Scenario Drills		282
Speed Measuring Instrument Operator		80
Traffic Crash Reconstruction		80
Supervisory Training Hours		22
Criminal Justice Standards Certification Workshop (Stilwell, Robinson)		22
TOTAL TRAINING HOURS		2009



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL ACTIVITIES

Achievements & Announcements

Golden Ticket(s): SGT Patrick Moser

Retirements: K9 Uwais (April)

Transfers: MTO M. Ford (back to F/T); Retiree C. Mills to P/T

Committees & Meetings

Board Meetings: Robins Nest, SCAT

Child Fatality & Child Abuse Prevention Committee: SGT January

Critical Incident Stress Debriefing

Customer Service Team Committee: S. Felts & B. MacLeod

NCLM City Vision Conference (Concord, NC)

NC FBI-NAA Youth Leadership Program and Summer Conference

Demos, Events & Tours

Blood Drive & Mobile Bus (department parking lot - June): 26 usable pints collected

Building Tours & Activities (Davenport & Valmead)

Caldwell Co. Special Olympics at HHS: members of C Platoon

Child Safety Event (DHHS) & Touch-a-Truck events: Chick-fil-A (April) & Library (June)

Coffee with a Cop at Chick-fil-A (June)

Downtown Events: Bike Festival, Bootlegger 100, Cruise-In, Glow Run, Gravity Games, Music Madness, Nat'l Day of Prayer

Employee Litter Sweep

Fundraisers: D.A.R.E. Fish Tournament (April); Shelter Home Golf Tournament (June)

Governor's Highway Safety Initiatives, Job Fairs & Promotional Processes

Medicine DEA (Walgreen's & Walmart): 3 lbs collected on-site

National Night Out (Longview & other cities): department representatives

Women's Self Defense classes for Lenoir Rotary: LT Crisp

Orientation & Training

Civic Ready Alert Sense class at DHHS (county's new mass notification system): Dustin, Sandra, Sherry

Conferences & Seminars: Bank Secrecy Act, D.A.R.E. Officer Training & Safe Kids

Customer Service for New Hires

Intern from ASU: Patrick Dempsey (161 training hours)

K9 Certification Trials

New Hires: J. Brown (Officer); Z. Walker (T/O); WPCC Summer Program (Trainees) A. Ryerse, J. Forehand, S. Dula, S. Link

Police Law Institute: L. Chapman

Practical Leadership (Civic Center): supervisors

PSA Video Recording: Records Department (April): Sherry

Programs & Other Mentions

Graduation Ceremonies (BLET & HHS); Project Graduation at Bo's

Proclamations: Nat'l Telecommunicators Week, Motorcycle Safety Month & Peace Officers Memorial Week

Reserve Guard Duty: G. Warren & M. Zambrano

Social District Off Duty Detail (weekend nights)



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PERSONS

NIBRS	Charge Description	2Q20	2Q21	2Q22	2Q23
13A	Aggravated Assault	6	7	4	7
11D	Forcible Fondling	0	0	1	10
11A	Forcible Rape	1	2	11	3
11B	Forcible Sodomy	0	0	0	1
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	3	1	1	4
09C	Justifiable Homicide	0	0	0	1
100	Kidnapping / Abduction	1	1	1	0
09A	Murder / Non-Negligent Manslaughter	0	1	0	0
09B	Negligent Manslaughter	0	0	0	0
11C	Sexual Assault with Object	0	0	1	0
13B	Simple Assault	44	62	72	78
36B	Statutory Rape	0	0	0	0
TOTALS		55	74	91	104

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	2Q20	2Q21	2Q22	2Q23
720	Animal Cruelty	0	2	1	2
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	50	90	67	71
35B	Drug Equipment Violations	17	29	28	29
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	2	0	0	1
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	9	14	13	8
TOTALS		78	135	109	111



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	2Q20	2Q21	2Q22	2Q23
200	Arson	0	2	1	2
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	35	39	48	32
250	Counterfeiting / Forgery	6	2	3	1
290	Destruction/ Damage/ Vandalism of	36	45	42	36
270	Embezzlement	0	1	1	0
210	Extortion / Blackmail	0	0	0	0
26G	Hacking / Computer Invasion	1	0	0	0
26F	Identity Theft	0	1	0	0
23H	Larceny (All Other)	39	59	51	60
23D	Larceny (From Building)	9	19	8	10
23E	Larceny (From Coin-Operated Machines / Devices)	0	3	0	0
23F	Larceny (From Motor Vehicles)	5	28	13	9
23G	Larceny (Motor Vehicle Parts and Accessories)	2	8	6	1
23A	Larceny (Pick-Pocket)	1	0	0	0
23B	Larceny (Purse Snatching)	0	0	0	0
23C	Larceny (Shoplifting)	39	24	29	25
240	Motor Vehicle Theft	19	25	27	18
26B	Fraud (Credit / Debit Card / ATM)	15	5	11	8
26A	Fraud (False Pretense / Swindle / Confidence Game)	11	12	9	14
26C	Fraud (Impersonation)	2	0	3	1
26D	Fraud (Welfare)	0	0	0	0
120	Robbery	0	2	1	0
280	Stolen Property	3	0	1	5
26E	Wire Fraud	0	0	0	0

TOTALS	223	275	254	222
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CRIME STOPPERS

Description	2Q20	2Q21	2Q22	2Q23
Calls Received	49	55	49	28
Illegal Narcotics Recovered	\$0	\$0	\$0	\$0
Rewards Paid	\$0	\$250	\$825	\$0
Stolen Property Recovered	\$0	\$0	\$0	\$0
Total Arrests / Charges	2 / 6	3 / 13	1 / 1	0 / 0



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GROUP B OFFENSES

NIBRS	Charge Description	2Q20	2Q21	2Q22	2Q23
90A	Bad Checks	1	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	4	7	4	3
90D	Driving under Influence	13	6	11	8
90E	Drunkenness	0	2	0	1
90F	Family Non Violent Offenses	72	84	64	25
90G	Liquor Law Violations	6	1	0	0
90H	Peeping Tom	0	0	0	0
90I	Runaways	2	4	3	12
90J	Trespass of Real Property	2	0	0	0
90Z	All Other Offenses (Person / Property / Society)	0	4	1	1
TOTALS		100	108	83	50

CALLS FOR SERVICE

Description	2Q20	2Q21	2Q22	2Q23
Alarms	356	390	398	406
Animal Complaints	63	76	97	77
Civil Disturbances	239	244	274	245
Domestic Disturbances	307	327	286	217
Field Contacts	13	96	98	90
Follow-Ups	154	213	267	288
Foot Patrols	22	10	73	44
Incomplete 911s	493	717	532	974
Loud Noise Complaints	90	102	69	62
Special/House Checks	3137	1787	2661	2395
Stranded Motorists	133	145	150	114
Suspicious Persons	387	490	671	630
Suspicious Vehicles	482	341	274	252
Warrant Service	165	298	310	236
TOTALS	6041	5236	6160	6030

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	2Q20	2Q21	2Q22	2Q23
Building Searches	12	12	4	0
Building Search Apprehensions	0	3	1	0
Call Outs	0	0	0	0
Demonstrations	0	0	0	0
Currency Seized	\$120	\$0	\$0	\$0
Assist Narcotics Searches	5	6	8	8
Assist Narcotics Seizures	4	1	2	3
Narcotic Utilizations	55	74	54	36
Street Value of Seized Narcotics	\$18,996	\$47,470	\$7,088	\$13,501
Tracks	6	19	13	2
Tracks Apprehensions	0	3	2	0
Training Hours	93	190	58	126
Utilizations	114	80	64	3

CHARGES / ARRESTS

Description	2Q20	2Q21	2Q22	2Q23
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Felony Charges

Adult	160	110	173	192
Juvenile	1	1	0	2

Misdemeanor Charges

Adult	442	504	642	619
Juvenile	5	8	9	7

TOTALS	608	623	824	820
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<i>Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.</i>	Felony Arrests	107	108	113	130
	Misdemeanor Arrests	331	406	523	489
	Involuntary Commitments	16	47	54	60



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

TRAFFIC

Description	2Q20	2Q21	2Q22	2Q23
Crashes				
Crashes with Injuries	31	47	41	48
Crashes with Property Dmg	195	220	212	216

TOTALS	226	267	253	264
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Figures to the right are included in the totals above.	Fatalities	0	0	2	0
	Hit & Runs	50	63	56	49
	Parking Lots	64	71	66	75

In the second quarter of 2023, there were 4 pedestrians injured.

Tickets	2Q20	2Q21	2Q22	2Q23
Handicap Tickets Issued	0	2	0	1
Parking Tickets Issued	8	68	13	79
Parking Tickets Paid	7	71	78	49
Traffic Citations Issued	645	557	459	781
Warning Tickets Issued	227	259	294	447

Top Five Contributing Circumstances 2Q23

Failure to Reduce Speed	50
Inattention	50
Failure to Yield Right of Way	39
Improper Backing	29
Improper Turns	16

Top Five Crash Locations 2Q23

Blowing Rock Blvd / Seehorn St	6
Harper Ave / Morganton Blvd	4
Blowing Rock Blvd / Hospital Ave	3
Blowing Rock Blvd / Main St	3
Morganton Blvd / Complex St	3



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

ADMINISTRATIVE

Description	2Q23
ABC Permits	0
Backgrounds	10
Taxi Cab Inquiry	1

COMMUNICATIONS

Description	2Q20	2Q21	2Q22	2Q23
CAD Requests DSS	43	55	70	45
Criminal History Requests	23	71	60	76
Entered CAD Calls	9574	9148	10230	10294
Interpreter Requests (all Spanish)			9	3
Number of Monthly Validations	123	122	121	124
Utility Calls	84	99	105	70

RECORDS

Description	2Q20	2Q21	2Q22	2Q23
CAD Reports	\$0	\$55	\$45	\$110
Fingerprints	\$0	\$35	\$20	\$15
Parking Ticket Payments	\$45	\$620	\$175	\$295
Reports	\$15	\$80	\$35	\$35

TOTALS	\$60	\$790	\$275	\$455
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PROPERTY & EVIDENCE

Description	2Q20	2Q21	2Q22	2Q23
Evidence Destroyed	337	1261	1690	175
Evidence Received	473	692	735	664
Evidence Items To Date	43471	45795	48357	50721

In 2nd quarter 2023, 48.5 pounds of unused, unwanted medication was collected from the lobby drop box.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GENERAL INVESTIGATIONS

Description	2Q20	2Q21	2Q22	2Q23
Interviews / Forensic Interviews			132 / 8	119 / 3
Recovered Stolen Property	\$80,077	\$44,859	\$306,931	\$78,639
Recovered Stolen Vehicles (number of)	14	17	24	19
Recovered Stolen Vehicles (value of)	\$50,800	\$124,684	\$173,300	\$77,734
Narcan Use	6	15	11	19
Overdoses	17	18	23	39
<i>Opioid Induced Overdoses</i>	6	15	14	23
Suicides	2	2	3	4
Unattended Deaths	9	8	15	10

Narcan is used to reverse fatal drug overdoses. In 2nd quarter 2023, we were able to save 16 lives.

CASE STATUSES

Description	2Q20	2Q21	2Q22	2Q23
Open	107	116	80	134
Inactive	288	275	258	280
CBA (Cleared by Arrest)	60	93	126	88
Exceptionally Cleared	5	8	9	4
Unfounded	21	31	34	29

NUISANCE

Description	2Q20	2Q21	2Q22	2Q23
Offenses				
Abandoned / Junk Vehicle	8	3	1	1
Graffiti	0	0	0	15
Health and Safety	4	5	4	6
Junk and Debris	17	11	16	15
Miscellaneous	4	3	0	0
Tall Grass or Vegetation	27	28	32	34
TOTALS	60	50	53	71
Case Statuses				
City Abated	1	5	14	10
Owner Abated	24	42	33	36



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

NARCOTICS ACTIVITIES

Description	2Q20	2Q21	2Q22	2Q23
Arrests	6	19	15	7
Charges	17	40	32	7
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	25	57	48	27
Cases Opened or Initiated While Assisting Other Agencies	2	16	15	5
Cash and Property Seized	\$782	\$25,757	\$11,800	\$11,681
Cash and Property Seized While Assisting Other Agencies	\$0	\$564	\$61,222	\$2,260
Illegal Narcotics Seized	\$9,152	\$171,373	\$91,855	\$59,390
Illegal Narcotics Seized While Assisting Other Agencies	\$44,281	\$433,231	\$160,935	\$123,948
Knock and Talks	4	2	5	2
Search Warrants	4	12	22	13
Total Assists and Joint Investigations	2	16	15	5
Vehicle Seizures	0	0	0	0

NARCOTICS CONFISCATED

Description	2Q23	
Drug Name	Quantity	Value
Alprazolam	14 du	\$121
Buprenorphine	10 du	\$460
Cocaine	9.5 gm	\$950
Crack Cocaine	13.9 gm	\$2,780
Fentanyl	40.8 gm	\$24,480
Heroin	1.8 gm	\$1,080
Marijuana	743.7 gm	\$5,950
Methamphetamine	154.5 gm	\$23,175
Mushrooms	6.3 gm	\$95
Oxycodone	8 du	\$120
Round Pills	2 du	\$1
Steroids	75 du	\$79
TOTAL		\$59,291



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	2Q20	2Q21	2Q22	2Q23
Contributing to the Delinquency of a Minor				4
Defrauding Drug / Alcohol Screening Test				
Driving While Subject to Impairing Substances	1	5	9	9
Disorderly Conduct				
Driving Under the Influence	13	8		
Driving While Impaired	2	6	1	1
Drunkenness		3		
Hold Until Sober	2	1	3	4
Impaired Driving Revocation			3	
Intoxicated and Disruptive	2	3		5
Open Container			1	
Possessing Open Container in Passenger's Area				
Public Consumption	0	0		
Sell/Give Malt Beverage and/or Unfortified Wine to < 21				
TOTALS	20	26	17	23

DRUG CHARGES

Description	2Q20	2Q21	2Q22	2Q23
Felony Drug Charges	31	59	23	28
Misdemeanor Drug Charges	14	35	46	51
TOTALS	45	94	69	79

What's New in Nuisance?



In addition to the incident reports on the quarterly, Detective Hartley also had 18 follow ups, and 61 self initiated code enforcement calls for the second 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 properties in the city that Detective Hartley has been working on this quarter. Take a look!

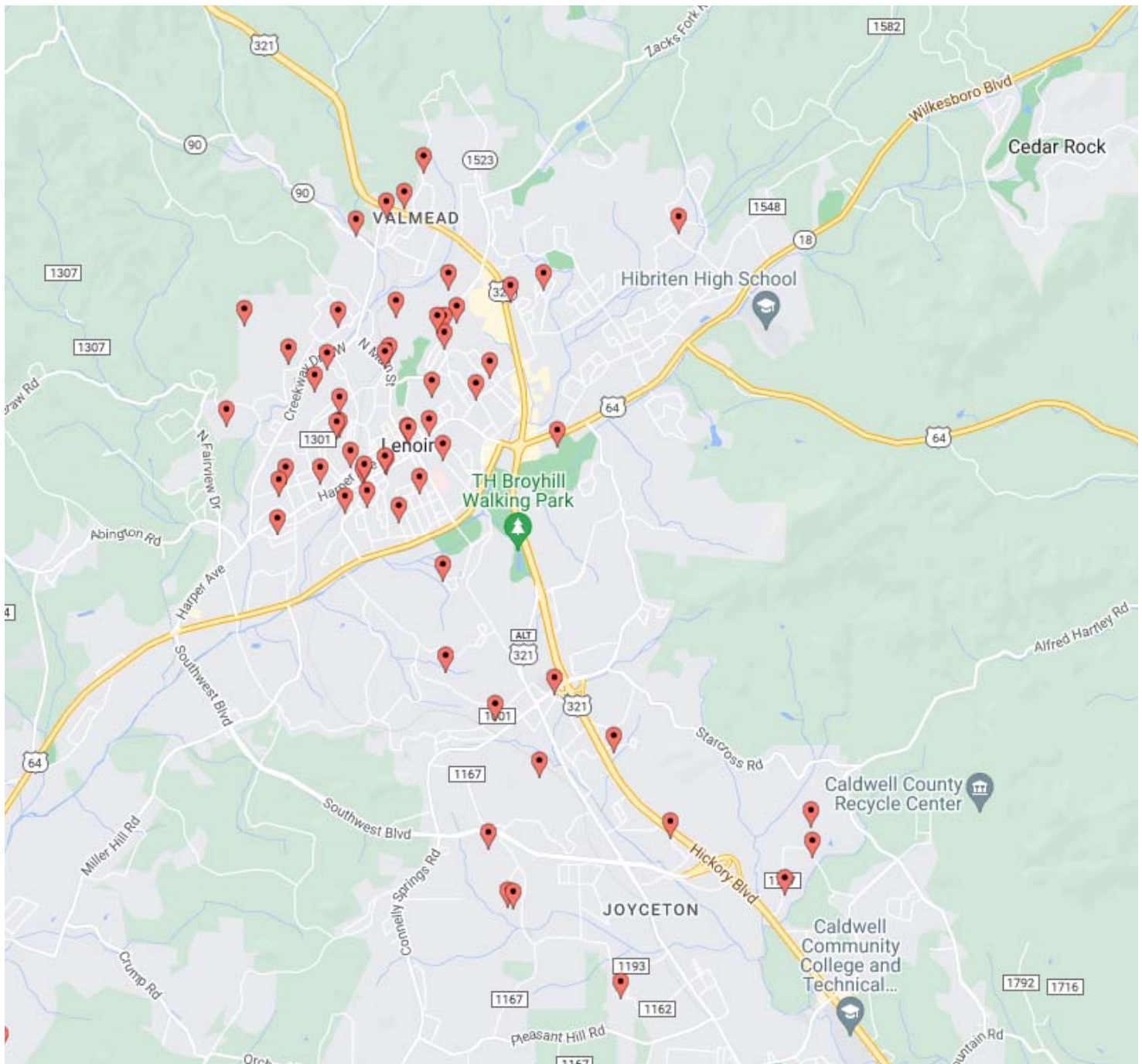
This owner abated property is located beside 108 North Main Street



This owner abated property is located at 1415 Meadowlane Drive



Follow us around town!



615 NW VANCE ST
1812 SW WAYCROSS DR
831 NW MONTCLAIR CIR
106 SE EASTWOOD PARK DR
806 NE SHERLEE ST
1023 NE NUWAY CIR
120 NE ELIZABETH ST
220 NW HOLLOWAY PL
311 NW HARRINGTON ST
1021 NW WARREN PL
1220 NW PIEDMONT DR
115 NW POPE PL
804 SW SOUTHSIDE CT
1702 SW COLUMBUS ST
1207 SW ACORN CT
1211 SW COLLEGE AV
2767 FAIRWOOD DR
1616 NE JASPER PL
902 SW SOUTHSIDE CT
1511 SW BERKLEY ST

1511 SW BERKLEY ST
314 NW GLENDALE ST
306 SW NORWOOD ST
1219 SW LENOIR AV
2202 OLDE WELL RD
114 SW DOVE ST
510 NW HILL ST
407 SW SHASTA LN
1023 SW COLLEGE AV
408 SW EAST ST
342 NW FINLEY AV
1801 NW VALWAY RD
1312 SW UNDERDOWN AV
108 NORTH MAIN ST
512 SW EDGEWOOD DR
503 NW HOSPITAL AV
1811 SW FOREST HILL PARK PL
2621 FAIRWOOD DR
575 HARPER AV
317 NW FINLEY AV

1415 NW MEADOWLANE DR
512 SW OAK ST
1526 NW WAKEFIELD DR
701 NW CONLEY PL
324 NW EASTVIEW PL
309 NW SHARON AV
804 NE STANLEY ST
113 NW BEALL ST
813 NW CORPENING PL
434 NW MAPLE DR
185 SE LINKSIDE CT
308 NW PROSPECT ST
421 NW HIGH CIR
837 SW CHESTERFIELD CIR
963 NW CYPRESS CT
1035 NW WEST AV
1217 SW COLLEGE AV
407 SW KENTWOOD ST
1025 SW COLLEGE AV
423 NW HIGH CIR

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1

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US**



2

**BUILD
PROGRAM**



3

**PROGRAM
CHECK**



4

**PROGRAM
REGISTERED**



5

**LAUNCH
PROGRAM**

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GRANT COMPARISON CHART

GRANT	ABA	EXPANSION FUNDS
GRANT PERIOD END DATE	DECEMBER 31, 2026	DECEMBER 31, 2026
COUNTIES	TIER I, II, & III	TIER I & TIER II
AGE	NO AGE REQUIREMENT	AGES 16-25
TYPE OF PROGRAM	APPRENTICESHIP	APPRENTICESHIP
FUNDING OPPORTUNITIES	\$2,000 PER APPRENTICE FOR EDUCATION \$2000 ONE-TIME AWARD FOR EMPLOYER ONBOARDING & TRAINING \$250 SUPPORTIVE SERVICES	\$2000 PER APPRENTICE FOR EMPLOYER ONBOARDING & TRAINING 50% SALARY REIMBURSEMENT FOR 1 YR. \$2500 PER YR. PER APPRENTICE (\$5000 MAX) NC COMMUNITY COLLEGE INSTRUCTION
GUIDELINES	ONE OF THE BELOW CRITERIA AS OF 7/1/22 NEW REGISTERED APPRENTICESHIP PROGRAM NEW APPRENTICE ENROLLMENT (OR INCUMBENT WORKER NOT PREVIOUSLY AN APPRENTICE) EXISTING SPONSOR REGISTERING A NEW QUALIFYING OCCUPATION APPRENTICE NOT RECEIVING FUNDING FROM OTHER GRANT SOURCE	SMALL BUSINESS WITH LESS THAN 500 EMPLOYEES <u>ONE OF THE BELOW CRITERIA AS OF 7/1/22</u> NEW REGISTERED APPRENTICESHIP PROGRAM NEW APPRENTICE ENROLLMENT (OR INCUMBENT WORKER NOT PREVIOUSLY AN APPRENTICE) EXISTING SPONSOR REGISTERING A NEW QUALIFYING OCCUPATION APPRENTICE NOT RECEIVING FUNDING FROM OTHER GRANT SOURCE

SEE BACK FOR GRANT FOCUSED OCCUPATIONS

ABA GRANT-TARGETED OCCUPATIONS

(15-0000) INFORMATION TECHNOLOGY, COMPUTER, OR MATHEMATICAL
(17-0000) ARCHITECTURE AND ENGINEERING (ADVANCED MANUFACTURING)
(19-0000) LIFE SCIENCES
(25-0000) EDUCATION/PUBLIC SERVICE
(29-0000) HEALTHCARE TECHNICIANS
(31-0000) HEALTHCARE SUPPORT
(33-0000) PROTECTIVE SERVICE
(47-0000) SKILLED/SPECIALTY TRADES/CONSTRUCTION
(49-0000) INSTALLATION, MAINTENANCE, AND REPAIRS (CLEAN ENERGY SECTOR ONLY)
(51-0000) PRODUCTION
(53-0000) TRANSPORTATION

EXPANSION FUND "HIGH DEMAND" OCCUPATIONS

(15-0000) COMPUTER AND MATHEMATICAL (INCLUDES IT)
(17-0000) ARCHITECTURE AND ENGINEERING (ADVANCED MANUFACTURING)
(19-0000) LIFE SCIENCES
(21-0000) COMMUNITY & SOCIAL SERVICES
(25-0000) EDUCATION
(29-0000) HEALTHCARE TECHNICIANS
(31-0000) HEALTHCARE SUPPORT
(33-0000) PROTECTIVE SERVICE
(35-0000) FOOD PREPARATION AND SERVICE
(43-0000) OFFICE AND ADMINISTRATIVE SUPPORT
(47-0000) CONSTRUCTION AND EXTRACTION
(49-0000) INSTALLATION, MAINTENANCE, AND REPAIRS
(51-0000) PRODUCTION
(53-0000) TRANSPORTATION



Chief Norman Staines
Second Quarter Report
April – June, 2023

OVERVIEW

Thank you for taking the time to look through the 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 second quarter of 2023. The second quarter of the year has been busy for our department and staff.

MAJOR EVENTS

APRIL – This month has been busy for administration and staff. Our department has participated in several community event, outreach programs, classes, etc. Highlights for April include:

- Staff completed a standby during the City Easter Egg Hunt at Mulberry Recreation Center (April 1st);
- On-duty and off-duty staff participated in a Thermal Imager Class at the J.E. Broyhill Civic Center; Staff were able to utilize multiple thermal imagers to compare different brands and models (April 15th);
- Three staff members attended the Western North Carolina Association of Firefighters quarterly meeting at Advance Fire Department in Davie County (April 19th);
- Valmead Elementary School completed a tour of Headquarter Station. Thirty-four kids participated in the tour (April 21st);
- Staff completed a medical standby for the Bootlegger 100 Cycle Race (April 22, 2023);
- Engine 1 crew completed a standby at Chick-fil-A as part of a "Touch a Truck" event (April 24th);
- Staff provided fire protection standby at the J.E. Broyhill Civic Center for the Wizard of Oz play (April 24th – April 30th);
- On-duty staff participated in 2023 Spring Litter Sweep (April 26th);
- Five staff members attended FDIC International in Indianapolis, Indiana (April 26th – April 29th);
- Staff completed a medical standby for the NC Gravity Games. Two Firefighters staffed a First Aid Tent during the event. A race between cars from LFD and LPD was held during the event (April 29th);
- With the assistance of John Hogan and the sign department, "Employee Only" and "No Bunker Gear Past This Point" signs were placed in all stations. This is an effort to reduce the cancer causing carcinogens in the living quarters at all stations. Also, the signs will limit the potential for visitors to be exposed to these potential carcinogens that may be trapped in the carpet;
- One staff member assisted Morganton Public Safety with their promotional process;
- Anchor-Richey donated a set of used hydraulic rescue equipment to the department. The tools were cleaned and service so they could be used for training or if needed as a backup unit;

MAY – This month has been busy for administration and staff. Our department has been working on training our new staff on various topics along with responding to calls for service. Highlights for May include:

- Staff completed their annual required physicals with North Greenville Fitness. Biometric exams were completed the first week and physical exams the following week;
- Several staff members participated in the National Day of Prayer (May 4th);
- Two staff members completed a medical standby for the Cruise-In (May 6th);
- Two staff members completed a medical standby for the Caldwell Community College & Technical Institute graduation at the J.E. Broyhill Civic Center (May 12th);
- Hosted a birthday party at Station 2 for children. The party was won in a silent auction at Davenport School (May 13th);
- Staff gave station tours for two days to students from Davenport Elementary School (May 23rd & 24th);
- Two staff members completed a medical standby for the graduation ceremony at Hibriten High School (May 25th);
- All staff participated in training at a house on Walt-Arney Road that was scheduled for demolition. Staff trained on ventilation, search and hose techniques for two weeks and then completed a training burn on the structure on May 27th;
- During the month we had staff take pictures to be submitted to the SAFER Conference in hopes to have them displayed at the August 2023 SAFER Conference in Raleigh;
- Five employees received Lifesaving Awards from the Caldwell County EMS division for their efforts in patient care;
- Two staff members completed the NC School of Government class on Performance Management;
- A facilities management pre-inspection was completed in May;
- One staff member completed the Disaster Recovery workshop;
- Stallion Air completed the annual air quality test on air systems at each station;
- On-duty staff worked at Parton Lumber in assisting their staff with cleaning their lumber scales to prevent a business shutdown. Mr. Parton was very appreciative of the assistance;
- Staffed worked during the month on annual hydrant testing;
- City staff completed the “Creek Bank Project” at fire station 2;

JUNE – This month has been busy for administration and staff. Our department participated in multiple community events during the month and welcomed Chief Staines to the department. Highlights for June include:

- We hosted our retirees for breakfast at Station 2. Eighteen retirees attended the breakfast (June 3rd);
- Two staff completed a medical standby for the Neon Night Right (June 3rd);
- Two staff completed a medical standby for the Lenoir Bicycle Festival (June 3rd);
- On-duty staff participated in a “Touch-a-Truck” event at the Caldwell County Library (June 3rd);
- Two staff completed a medical standby for the Cruise-in (June 3rd);
- Engine 2 crew completed a medical standby for JR’s Rodeo at the Caldwell County Fairgrounds (June 9th & 10th);
- An on-duty crew did a fire truck demonstration at Calvary Baptist Church (June 15th);
- A dash cam was installed on Ladder 1 that will allow access to both video and truck diagnostics as part of a sixty day trial (June 19th);
- Two officers participated with Nearmap training with Caldwell County (June 19th);
- Chief Staines started for the Fire Department on June 19th and took his oath on June 20th;
- All on-duty staff attended a luncheon to recognize emergency services personnel at Koinonia Apartments (June 22nd);
- Four staff members participated in a one day fire academy at Gamewell Fire Department. The academy is offered to students in sixth to eighth grade with students from across Caldwell County. A demonstration of Tower 1 was conducted for the group of eighteen students (June 23rd);
- Lieutenant Annas presented the American Flag during the morning worship service at Mt. Zion Baptist Church in Sawmills (June 25th);
- Horizon Elementary students toured Station 1 (June 29th);
- Staff were able to utilize AJ’s steakhouse for three days of training to practice search skills on large structures (June 27th – 29th);
- Staff continued to working on annual hydrant testing during the month of June;
- Class 2 ISO decals were placed on all fire department vehicles to show appreciation for staffs hard work in achieving this rating;
- Two firefighters resigned from Lenoir Fire Department during June. Justin Hall worked his last shift on June 28th and Justin Ramsey worked his last shift on June 30th;
- One staff member assisted Shelby Fire Department with the hiring process for an inspector;





RESPONSES / INCIDENTS / CALLS FOR SERVICE**INCIDENT COUNT**

INCIDENT TYPE	2 nd Quarter 2022 # INCIDENTS	2 nd Quarter 2023 # INCIDENTS
MEDICAL	475	598
FIRE	232	300
TOTAL	707	898

PRE-INCIDENT VALUE – VS- DOLLAR LOSSES –VS – PROPERTY SAVE

	PRE-INCIDENT VALUE	LOSSES	PROPERTY SAVED
2022 – 2 ND QUARTER	\$754,000	\$269,200	\$484,800
2023 – 2 ND QUARTER	\$6,239,075	\$259,910	\$5,979,165

LIGHTS AND SIREN – AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station	MEDICAL 2022 2 nd Quarter	MEDICAL 2023 2 nd Quarter	FIRE 2022 2 nd Quarter	FIRE 2023 2 nd Quarter
Station 1	4:03	3:29	5:24	3:33
Station 2	3:38	3:30	4:46	3:49
Station 3	4:03	3:24	5:08	2:44

LIGHTS AND SIREN AVERAGE FOR ALL CALLS (MM:SS)

2022 – 2 ND QUARTER	4:41
2023 – 2 ND QUARTER	3:33
REDUCTION IN RESPONSE TIME	0:46

AVERAGE TIME ON SCENE (MM:SS)

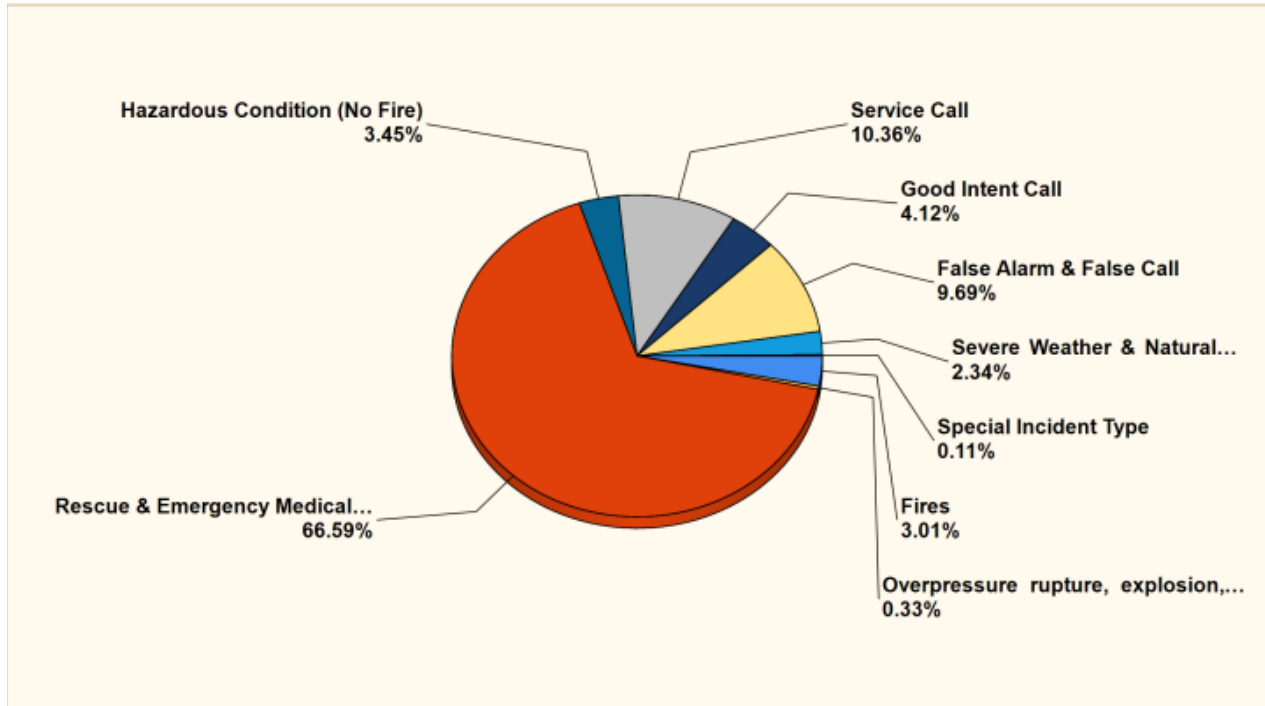
2022 – 2 ND QUARTER	33:57
2023 – 2 ND QUARTER	30:14

COUNT OF INCIDENTS BY APPARATUS

	2022 – 2 ND QUARTER	2023 – 2 ND QUARTER
Battalion	100	116
Car 1	1	2
Car 2	12	14
Car 3	15	17
Car 4	6	4
Engine 1	94	25
Engine 2	108	126
Engine 3	113	129
Ladder 1	106	223
Ladder 2	92	129
Personal	1	0
QRV – 1	245	285
QRV – 2	108	140
QRV – 3	45	75
Rescue 10	14	11
Rescue 1	149	186
Support 1 (UTV)	6	6
S-10 (Command Trailer)	1	0
ST1 – Headquarters	1	0
ST2 – Station 2	1	0
Truck 17	5	1
Tower 1	23	21
TOTAL FOR ALL APPARATUS	1246	1510

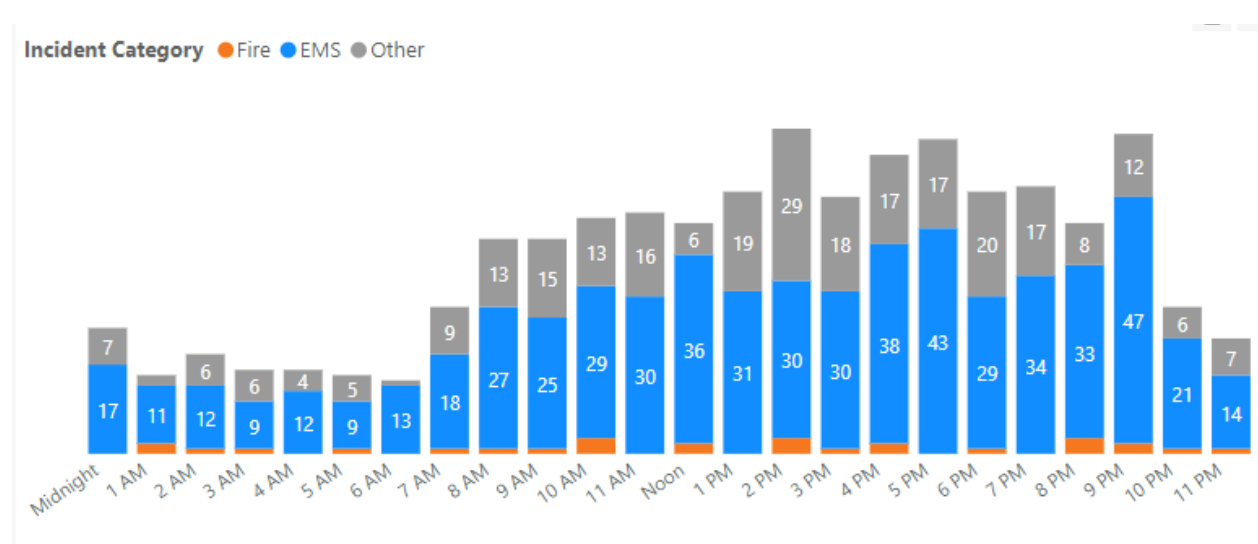
Breakdown by Major Incident Types

April 1 – June 30, 2023

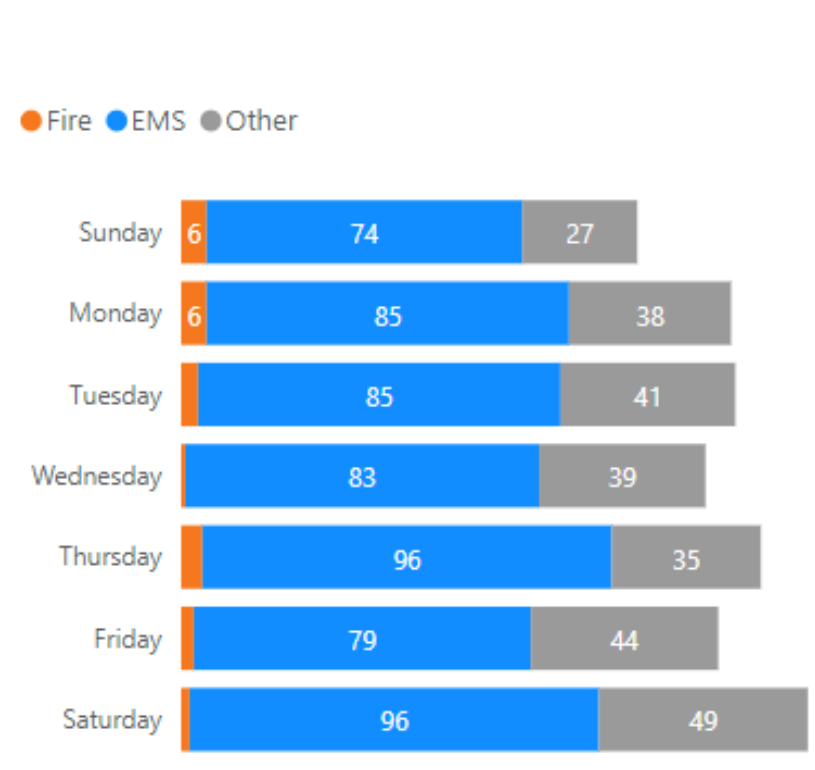


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	27	3.01%
Overpressure rupture, explosion, overheating – no fire	3	0.33%
Rescue & Emergency Medical Services	598	66.59%
Hazardous Condition (No – fire)	31	3.45%
Service Call	93	10.36%
Good Intent Call	37	4.12%
False Alarm & False Call	87	9.69%
Severe Weather & Natural Disaster	21	2.34%
Special Incident Type	1	0.11%
TOTAL	898	100%

Number of Incidents by Hour of the Day



Number of Incidents by Weekday and Incident Category



2nd QUARTER INCIDENT TYPE COUNT PER STATION		
INCIDENT TYPE	# INCIDENTS 2022	# INCIDENTS 2023
Station: 1 - STATION 1		
111 - Building fire	4	3
113 - Cooking fire, confined to container	1	2
118 - Trash or rubbish fire, contained	1	3
122 - Fire in motor home, camper, recreational vehicle	0	1
130 - Mobile property (vehicle) fire, other	0	1
131 - Passenger vehicle fire	2	4
132 - Road freight or transport vehicle fire	0	1
142 - Brush or brush-and-grass mixture fire	1	1
143 - Grass fire	0	1
151 - Outside rubbish, trash or waste fire	1	0
162 - Outside equipment fire	1	0
251 - Excessive heat, scorch burns with no ignition	1	0
311 - Medical assist, assist EMS crew	8	17
321 - EMS call, excluding vehicle accident with injury	236	256
322 - Motor vehicle accident with injuries	21	19
323 - Motor vehicle/pedestrian accident (MV Ped)	1	2
324 - Motor vehicle accident with no injuries.	16	20
331 - Lock-in (if lock out , use 511)	4	3
341 - Search for person on land	1	0
350 - Extrication, rescue, other	1	0
352 - Extrication of victim(s) from vehicle	1	0
355 - Confined space rescue	1	0
381 - Rescue or EMS standby	20	15
400 - Hazardous condition, other	1	1
411 - Gasoline or other flammable liquid spill	0	1
412 - Gas leak (natural gas or LPG)	4	1
421 - Chemical hazard (no spill or leak)	0	1
440 - Electrical wiring/equipment problem, other	1	0
441 - Heat from short circuit (wiring), defective/worn	0	1
443 - Breakdown of light ballast	0	1
444 - Power line down	3	6
445 - Arcing, shorted electrical equipment	3	6
531 - Smoke or odor removal	1	0
542 - Animal rescue	2	1
551 - Assist police or other governmental agency	5	1
552 - Police matter	1	0
553 - Public service	26	38
554 - Assist invalid	4	7
555 - Defective elevator, no occupants	0	1
561 - Unauthorized burning	4	10
571 - Cover assignment, standby, moveup	0	1
611 - Dispatched & cancelled en route	20	20
622 - No incident found on arrival at dispatch address	5	2

631 - Authorized controlled burning	1	3
651 - Smoke scare, odor of smoke	3	3
652 - Steam, vapor, fog or dust thought to be smoke	0	2
710 - Malicious, mischievous false call, other	1	0
721 - Bomb scare - no bomb	0	1
731 - Sprinkler activation due to malfunction	1	0
732 - Extinguishing system activation due to malfunction	2	0
733 - Smoke detector activation due to malfunction	1	3
734 - Heat detector activation due to malfunction	0	1
735 - Alarm system sounded due to malfunction	4	11
736 - CO detector activation due to malfunction	0	2
740 - Unintentional transmission of alarm, other	1	1
741 - Sprinkler activation, no fire - unintentional	0	2
743 - Smoke detector activation, no fire - unintentional	6	16
744 - Detector activation, no fire - unintentional	1	1
745 - Alarm system activation, no fire - unintentional	28	15
746 - Carbon monoxide detector activation, no CO	1	1
813 - Wind storm, tornado/hurricane assessment	2	13
911 - Citizen complaint	1	1
# Incidents for 1 - Station 1:	455	524
Station: 2 - STATION 2		
111 - Building fire	2	2
113 - Cooking fire, confined to container	0	1
118 - Trash or rubbish fire, contained	1	0
132 - Road freight or transport vehicle fire	2	0
143 - Grass fire	2	3
150 - Outside rubbish fire, other	0	1
151 - Outside rubbish, trash or waste fire	1	0
251 - Excessive heat, scorch burns with no ignition	1	3
311 - Medical assist, assist EMS crew	4	1
321 - EMS call, excluding vehicle accident with injury	95	157
322 - Motor vehicle accident with injuries	4	15
323 - Motor vehicle/pedestrian accident (MV Ped)	0	1
324 - Motor vehicle accident with no injuries.	4	6
331 - Lock-in (if lock out , use 511)	2	0
357 - Extrication of victim(s) from machinery	0	1
381 - Rescue or EMS standby	2	4
411 - Gasoline or other flammable liquid spill	1	0
412 - Gas leak (natural gas or LPG)	0	1
444 - Power line down	1	3
445 - Arcing, shorted electrical equipment	0	1
462 - Aircraft standby	0	1
511 - Lock-out	1	0
512 - Ring or jewelry removal	2	0
541 - Animal problem	0	3
551 - Assist police or other governmental agency	1	0
553 - Public service	12	10
554 - Assist invalid	6	4

561 - Unauthorized burning	3	2
571 - Cover assignment, standby, moveup	0	1
611 - Dispatched & cancelled en route	6	2
622 - No incident found on arrival at dispatch address	0	1
651 - Smoke scare, odor of smoke	1	1
671 - HazMat release investigation w/no HazMat	0	1
715 - Local alarm system, malicious false alarm	1	0
731 - Sprinkler activation due to malfunction	2	1
733 - Smoke detector activation due to malfunction	3	0
734 - Heat detector activation due to malfunction	0	1
735 - Alarm system sounded due to malfunction	1	6
740 - Unintentional transmission of alarm, other	1	2
741 - Sprinkler activation, no fire - unintentional	3	1
743 - Smoke detector activation, no fire - unintentional	1	3
745 - Alarm system activation, no fire - unintentional	3	7
746 - Carbon monoxide detector activation, no CO	1	0
813 - Wind storm, tornado/hurricane assessment	1	4
# Incidents for 2 - Station 2:	171	251
Station: 3 - STATION 3		
118 - Trash or rubbish fire, contained	0	1
132 - Road freight or transport vehicle fire	0	1
143 - Grass fire	0	1
151 - Outside rubbish, trash or waste fire	1	0
311 - Medical assist, assist EMS crew	5	3
321 - EMS call, excluding vehicle accident with injury	41	69
322 - Motor vehicle accident with injuries	4	7
324 - Motor vehicle accident with no injuries.	1	1
331 - Lock-in (if lock out , use 511)	1	1
381 - Rescue or EMS standby	2	0
400 - Hazardous condition, other	0	1
412 - Gas leak (natural gas or LPG)	2	4
444 - Power line down	0	2
445 - Arcing, shorted electrical equipment	1	0
511 - Lock-out	1	0
531 - Smoke or odor removal	1	0
551 - Assist police or other governmental agency	2	1
553 - Public service	5	12
554 - Assist invalid	0	1
561 - Unauthorized burning	3	0
611 - Dispatched & cancelled en route	1	1
651 - Smoke scare, odor of smoke	0	1
731 - Sprinkler activation due to malfunction	0	1
733 - Smoke detector activation due to malfunction	0	1
735 - Alarm system sounded due to malfunction	0	1
743 - Smoke detector activation, no fire - unintentional	2	5
744 - Detector activation, no fire - unintentional	2	2
745 - Alarm system activation, no fire - unintentional	4	2
746 - Carbon monoxide detector activation, no CO	1	0

813 - Wind storm, tornado/hurricane assessment	1	4
# Incidents for 3 - Station 3:	81	123

TRAINING REPORT

In the second quarter, our department personnel participated in a total of **5,616** hours of training. This training accounts for both on and off duty training.

Student Hours by Month

	On Duty	Off Duty	Total
April	1,702	344	2,046
May	1,786	259	2,045
June	1,444	81	1,525
Total	4,492	684	5,616

April: During the month, staff participated in Workforce Safety and Wellness for EMT in service. They then trained on apparatus during the month to gain comfort and familiarity with our equipment.

May: During the month, staff participated in Pediatric Emergencies for EMT in service. They then trained on hydrants, ventilation and search techniques during the month. On May 24th they participated in a "Bus Extrication Exercise" with Caldwell County Emergency Services. On May 28th they completed a live fire training evolution at a house on Walt-Arney Road that had been used during the month for the ventilation and search training.

June: During the month, staff participated in Cardiovascular Emergencies for EMT in service. They completed several weeks of hydrant training to supplement Captain's Training Choices to focus on their crew's needs. During the last week crews were able to utilize the AJ's Steakhouse building for search training.

FIRE PREVENTION ACTIVITIES

In the second quarter of 2023 we have performed and delivered seven (7) fire prevention presentations / public education programs. We were able to perform these programs for businesses, schools and religious groups and had an estimate of 1,149 participants.

0-4 years (preschool)	296
5-10 years (elementary)	338
11-13 years (middle school)	45
14-18 years (high school)	36
Adults (19-61)	394
Seniors (62+)	40
Total Participants	1,149

Twenty-seven (27) smoke detectors were installed in second quarter 2023. These detectors can be requested and installed for free from our citizens by calling one of our stations and scheduling them.



FIRE MARSHAL'S REPORT

Fire Marshal - This quarter **397 fire code inspections** on businesses within the Lenoir City Limits were completed. Monthly totals were 150 in April, 134 in May and 113 in June.

- The Fire Marshal investigated complaints at two businesses during this quarter. Tractor Supply and Woodgrain Millworks were investigated.
- The Fire Marshal put in significant work on several different projects this quarter to include: Fold Keeper Gallery, Shake-N-Dog, Dead Peoples Stuff, Distillery, Planet Fitness, Lenoir City Hall, Caldwell County Courthouse, Cross River Cardiology, Hollifield Venue, Sanctuary of Truth, State Farm, Walmart, Chamber of Commerce, Advanced Dentistry, Highway to Hedges, Swartz and Swartz, Jason Mart and Exela.
- The Fire Marshal worked with a local businesses in Whitnel for change over with water and sprinkler systems. This is still in process at Bio-Nutra, Swartz and Swartz and ComServ.
- New fuel tanks were put in at Jason Mart on Hickory Boulevard.
- A citation was issued for a 3rd violation of open burning on Sharon Avenue.
- The Fire Marshal worked with Caldwell County Building Inspections and Lenoir Planning Department on mixed use residential issues.
- The Fire Marshal worked with a citizen on Westbrook for open burning and Emergency Management issues.
- Inspected vendors selling fireworks prior to allowing them to sell.

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 **44 investigations** that occurred in the City.

- House fires: Perkins, Fairwood, Green Valley, Laurel and Jason Place
- Commercial: Wrecker Road Tractor, Road Tractor, Woodgrain Millworks and Viridian Apartments

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.

- Multiple storm preps with few responses (April 1, 8, 14, 30, May 1 and June 20)
- Responded to a fuel spill on Blowing Rock Boulevard
- Responded to gas leaks on Sherelee, Tomlinson, Hotel, Dimmette, Hemlock and Eastwood Park.

Other –

- The Fire Marshal is working with Fire Department staff on new departmental software. Staff met with vendor from ESO in June.
- The Fire Marshal stood by with crews for pyrotechnics used at the J.E. Broyhill Civic Center.
- Department assisted Lenoir Police Department on a bomb scare.

LOGISTICS REPORT**Apparatus Out of Service**

- Ladder 1 – 31 days
- Ladder 2 – 2 days
- Rescue 1 – 2 days
- Rescue 10 – 7 days

Building Maintenance

- “Creek Bank Project” was completed in May. The work was completed by city staff. The work was completed to reduce erosion of the bank.





September 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Carolina Tattoo & Arts Gathering	2 Carolina Tattoo & Arts Gathering 3:00 p.m. Cruise-In (Downtown)
3 Carolina Tattoo & Arts Gathering ends	4 Labor Day! City Offices Closed!	5 6:00 p.m. City Council	6 9:00 a.m. Staff Mtg.	7	8	9 9:00 a.m. - 4:00 p.m. Sculpture Festival Broy. Walking Park
10	11 Noon - City/County Services Committee	12 8:15 a.m. Economic Advisory Board	13	14 6:00 p.m. Lenoir Business Adv. Board	15	16 NCDOT Fall Litter Sweep begins
17	18 6:00 p.m. Parks & Recreation Adv. Brd. (Optimist Park)	19 6:00 p.m City Council	20 9:00 a.m. Staff Mtg.	21	22	23
24	25 5:30 p.m. Planning Board	26 8:30 a.m. Committee of the Whole	27 Noon - Foothills Regional Airport Authority	28	29	30 NCDOT Fall Litter Sweep ends
		Notes for October				

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