

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, FEBRUARY 27, 2024
8:30 A.M.**

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. COMMITTEE ITEMS
 - A. Update; Public Services – Radford Thomas, Public Services Director
 - B. Update; Public Works Operations Manager Jon Hogan
 - 1. Lenoir Fire Department Sinkhole Update – Jon Hogan
 - 2. Downtown Tree Planting Proposal – Jon Hogan
 - C. Update; Public Utilities Operations Manager – Jeff Church
 - 1. Resolution, PFAS-Opt In: The City Attorney and staff recommend the City opt back in to the 3M PWS settlement.
- IV. COMMUNITY DEVELOPMENT
 - A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, February 8. Minutes of the meeting will be submitted. Kaylynn Horn, Main Street & Economic Development Director will present a report of current activities.
 - 1. The Campus – Architecture Services – Maurer Architecture/DRL Group
 - B. Planning Board: The Planning Board will meet on Monday, February 26 at 5:30 p.m. Hannah Williams, Planning Director will present a report of the meeting.
 - C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, February 19. Phil Harper, Parks & Recreation Director will present a report of the meeting and an update of current activities and projects.
 - 1. Update; Mulberry Gym Floor
 - 2. Update; Harambee Mural-Design Approval/Budget Amendment

3. Update; Splash Pad

V. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

1. Job Descriptions: Request Changes to three titles and job descriptions be approved to better reflect departmental needs due to succession planning and responsibility changes and approve the new part-time Special Projects Manager. The cost of the changes will be covered out of the current operation budget.
2. Garbage Truck – Replacement Insurance Reimbursement: Staff recommends City Council authorize the purchase of the Pac Mac Model RL-8 eight cubic yard rear loading refuse truck at a cost of \$147,947.00 and the utilization of the competitive bidding group purchasing exception.
3. January Financial Summary

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

VI. PUBLIC SAFETY

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

1. Fourth Quarterly Report (October, November & December)

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

VII. OTHER

A. March Calendar

VIII. ADJOURN

Tree Replacement Suggestions for Downtown Lenoir 2024

Roger Coffey and Sons Nursery

Quercus texana 'Nuttall Oak' 2"-3.5" caliper B&B

Price per: \$250.00 X 2=\$500.00 Orange Dot on Map ●

Acer rubrum 'Armstrong Maple' 2"-3.5" caliper B&B

Price per: \$500.00 X 4=\$2,000.00 Green Dot on Map ●

Prunus serrulata 'Kwanzan Cherry' 2"-3.5" caliper B&B

Price per: \$160.00 X 6=\$960.00 Blue Dot on Map ●

North 40 Nursery

Ilex x attenuata 'Tree-Form Foster Holly' 2"-3.5" caliper B&B

Price per: \$194.00 X 4 = \$776.00 Red Dot on Map ●

Grand total: \$4,236.00



Armstrong Maple



Kwanzan Cherry



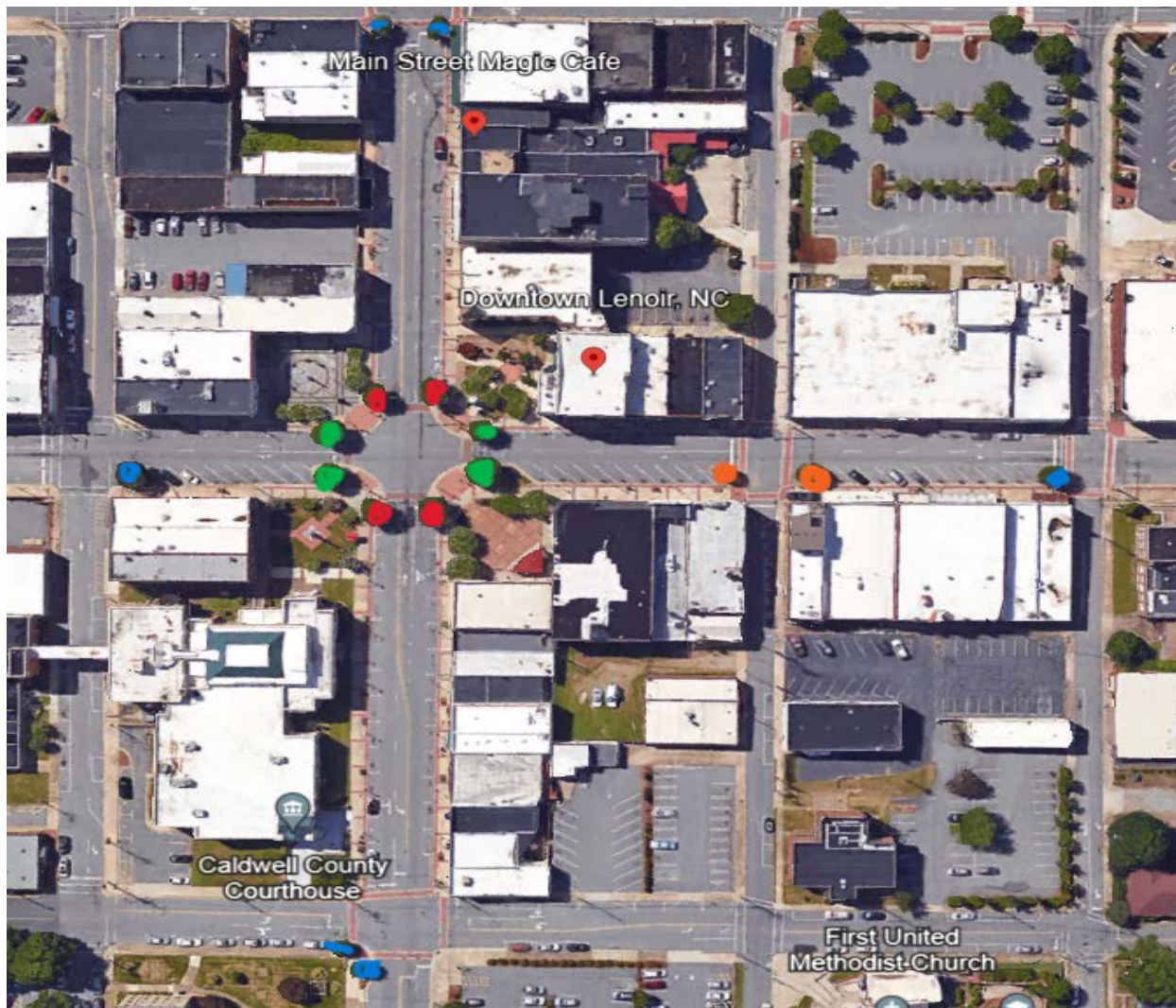
Nuttall Oak



Tree Form Foster Holly



The Elm trees currently planted in the Downtown Square area are posing several issues such as traffic line of site and outgrowing their provided space which creates trip hazards. Due to the topping in the past, structurally pruning the trees to restore their natural growing form would be near impossible. We recommend replacing the trees. These tree selections are recommended by the NC Street Tree Initiative (NC Urban Forest Council). Replacing the existing tree materials with the street trees listed, along with proper maintenance such as watering, structural pruning, and monitoring overall tree health, will result in bringing an acceptable appearance and safe space to the Historic Downtown Lenoir.



CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item: Consideration to opt back in to the 3M PWS Settlement.

Background Information: A court hearing was held on February 2, 2024 in South Carolina. The court requested that Class Counsel for the Settlement Class of Public Water Systems which have settled their PFAS-related claims against 3M Company, contact those Public Water Systems (PWS) that filed “Requests for Exclusion,” or opt-outs, from the 3M settlement. The City received an email on February 19, 2024 as a result of the Court’s direction. The email contained more information regarding the settlement. Based on discussions with our City attorney, in particular the availability of the \$104 million for additional PFAS testing until 2030 (over and above what is required under current regulations), that testing for PFAS is getting more and more sensitive and might get us a positive result that will allow us to get something from the settlement, the expense, time, and unlikelihood of recovery should we opt out and later sue 3M, and the substance of the February 2, 2024, hearing in South Carolina.

The process to opt back in is much easier than it was to opt out, as described below: At any time on or before March 1, 2024, an Eligible Claimant may submit a signed letter by email from a representative legally authorized to act on behalf of the Eligible Claimant stating that:

- 1) They are a representative legally authorized to act on behalf of the Eligible Claimant regarding the Settlement; and
- 2) The Eligible Claimant formally withdraws its Request for Exclusion and elects to remain a class member.

Staff Recommendation: The City attorney and staff recommend the City opt back in to the 3M PWS settlement.

II. Reviewed by:

City Attorney: Yes

Finance Director: _____

Public Works/Public Utilities Director: Jeff Charch

A RESOLUTION BY THE CITY OF LENOIR OPTING BACK IN TO
PROPOSED SETTLEMENT OF PER- AND POLYFLUOROALKYL
SUBSTANCE (PFAS) CHEMICAL ACTION LAWSUIT AGAINST 3M

WHEREAS, the City of Lenoir owns and operates a drinking water treatment plant; and

WHEREAS, the City is eligible to file in a class-action lawsuit against 3M Company over the release of per- and polyfluoroalkyl substance (PFAS) chemicals into public water supplies; and

WHEREAS, the City was previously notified of a possible settlement of the suit against 3M; and

WHEREAS, the City chose to opt out of the settlement because the City has tested for PFAS chemicals without showing measurable levels and thus would be entitled to little or no compensation under the proposed settlement agreement; and

WHEREAS, on February 2, 2024, there was a hearing in the 3M suit before the Honorable Richard M. Gergel, United States District Court Judge, wherein the parties clarified that there was money set aside to allow members of the class to test for PFAS until 2030 over and above what current state and federal regulations require; and;

WHEREAS, testing for PFAS is becoming more and more sensitive, allowing for detection of smaller amounts of PFAS than previously allowed; and

WHEREAS, if the City does detect PFAS in any of its water sources before 2030 it will be eligible for funds from the settlement to mitigate the effects of PFAS for its residents; and

WHEREAS, the City of Lenoir now chooses to opt in to class action lawsuit against 3M;

NOW, THEREFORE BE IT RESOLVED, the Lenoir City Council hereby directs City Manager Scott Hildebran, Jeff Church, or their designee to opt the City of Lenoir back in to the proposed settlement in City of Camden, et al. v. 3M Company, Civil Action No. 2:23-cv-3147-RMG.

Adopted this ____ day of February, 2024.

Joseph Gibbons, Mayor
Lenoir City Council

ATTEST:

Shirley Cannon
City Clerk

(SEAL)

CITY OF LENOIR

COUNCIL ACTION FORM

- I. **Agenda Item:** Authorization of Staff to Execute a Contract with Maurer Architecture for Architectural Services for The Campus - Phase 2 Improvements

- II. **Background Information:** As you are aware, City staff solicited requests for proposals from architectural and planning services firms for improvements to The Campus (Historic Lenoir High School Properties). Upon staff recommendation, City Council retained the professional services of both Maurer Architecture and the DLR Group to initiate improvements to The Campus. In late 2022, Maurer Architecture analyzed and developed schematic designs for the Historic Lenoir High School Gymnasium, the Historic LHS Auditorium building, and the former Bernhardt-Seagal Industrial Complex building at 1136 Harper Ave Lenoir, NC (potential OVT Pavilion site). With the recent completion of the Downtown Master Plan by DLR Group - which included conceptual plans for The Campus, we are now ready to move forward with Phase 2 of the project.

 Phase 2 will include the development of final schematic designs and construction drawings (Mechanical, Plumbing, Electrical Drawings MPEs, etc.), and bid documents for these three buildings mentioned above with the addition of an evaluation of the City Building located at 1129 West Avenue and its' corresponding use with the OVT (Overmountain Victory Trail) Pavilion site.

 The costs for these services listed above for the four structures and three parcels will not to exceed \$325,000.00. If necessary, Maurer Architecture will utilize the consulting services of the DLR Group regarding any specialized objectives with the theater/auditorium development and land-use implications as they proceed through the process. Specialty services with the DLR Group would be directly billed to the City of Lenoir.

- III. **Staff Recommendation:** Authorize staff to execute the attached Architectural Services contract for The Campus – Phase 2 Improvements with Maurer Architectural at a cost not to exceed \$325,000 and to utilize, if necessary, the DLR Group for specialty services. Separate Owner Architect contracts shall be provided for each site and are forthcoming.

- IV. **Reviewed By:**

City Attorney:

Economic Main Street Director:



City Manager:

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an Owner-Architect agreement. It may be attached as an exhibit to AIA Document B102™-2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services or used with AIA Document G802™-2017, Amendment to the Professional Services Agreement, to create a modification to any Owner-Architect agreement.

DRAFT AIA® Document B203™ – 2017

Standard Form of Architect's Services: Site Evaluation and Project Feasibility

for the following **PROJECT:**
(Name and location or address)

«Lenoir High School Redevelopment
« »

THE OWNER:
(Name, legal status and address)

«Kaylynn Horn »«Economic Development Main St. Director »
« The City of Lenoir
801 West Ave NW
PO Box 958
Lenoir, NC 28645»

THE ARCHITECT:
(Name, legal status and address)

« Maurer Architecture PA »« Subchapter S Corp »
«115.5 E Hargett St, Ste 300»
Raleigh, NC 27601
919-829-4969 »

THE AGREEMENT

This Standard Form of Architect's Services is part of the accompanying Owner-Architect Agreement (hereinafter, together referred to as the Agreement) dated the «27 » day of «February » in the year «2024 » .
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

AIA Document B203™ – 2017. Copyright © 2005, 2007 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This draft was produced by AIA software at 11:29:10 ET on 08/08/2022 under Order No.2114295510 which expires on 02/28/2023, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.

User Notes:

(959464281)

ARTICLE 1 INITIAL INFORMATION

§ 1.1 The Architect's services are based on the Initial Information set forth in this Article 1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 Site(s) to be evaluated:

(Identify the site or sites to be evaluated by the Architect and existing buildings that are a part of the evaluation.)

«**Site 1:** Lenoir High School Gymnasium – 1114 College Ave SW, Lenoir, NC

Site 2: Lenoir High School Auditorium - 1114 College Ave SW, Lenoir, NC

Site 3: Bernhardt-Seagal Industrial Building – 1136 Harper Ave, Lenoir, NC

Site 4: City Building – 1129 West Ave, Lenoir, NC »

§ 1.1.2 The Owner's Development Objectives:

(Identify the Owner's program for the Project or otherwise state the Owner's Development Objectives for the Project in terms of space requirements, anticipated structures, site features, sustainable objectives, and other relevant information.)

« Specifics to be coordinated with ownership. General objectives include:

Site 1: Analyze findings from Phase 1 feasibility study, and move to Phase 2 which will include: developing final schematic designs, producing construction drawings (including Plumbing, Mechanical, Electrical Engineering), bidding, and construction administration.

Site 2: Analyze findings from Phase 1 feasibility study, and move to Phase 2 which will include: developing final schematic designs, producing construction drawings (including Plumbing, Mechanical, Electrical Engineering), bidding, and construction administration.

Site 3: Analyze findings from Phase 1 feasibility study, and move to Phase 2 which will include determining programming for new construction on site, finalizing schematic design, producing construction drawings (including Plumbing, Mechanical, Electrical Engineering), bidding, and construction administration.

Site 4: Phase 1 Analysis of the scope, feasibility study, and initial schematic design.d»

§ 1.1.3 The Architect shall retain the following consultants:

(List name, discipline, address, and other information.)

« Plumbing, Mechanical, Electrical engineering and Structural engineering included in base fee for Sites 1-3.

If necessary, Maurer Architecture will utilize the consulting services of DLR Group (555 S Mangum St. Suite 100, Durham, NC) regarding any specialized objectives with the theater/auditorium development and land use implications as they proceed through the process. Specialty services with the DLR Group would be directly billed to the City of Lenoir. »

§ 1.1.4 Other Initial Information on which the Architect's services are based:

(List below other information that will affect the Architect's performance, such as the Owner's contractors and consultants, existing entitlements for land use or construction, existing encumbrances to land use, the Owner's budget for the Project, authorized representatives, and Owner confidentiality requirements.)

« All site design, landscape architecture, and civil engineering is not included in this proposal for all Sites»

§ 1.1.5 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation.

ARTICLE 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES

§ 2.1 The Architect shall manage the Site Evaluation and Project Feasibility Services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 2.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.3 The Architect shall prepare, and periodically update, a schedule of Site Evaluation and Project Feasibility Services that identifies milestone dates for decisions required of the Owner, services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the schedule of Site Evaluation and Project Feasibility Services with the Owner's Project schedule.

§ 2.4 The Architect shall submit documents regarding the Site Evaluation and Project Feasibility Services to the Owner at appropriate intervals for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Site Evaluation and Project Feasibility Services.

§ 2.5 The Architect shall prepare a site evaluation and feasibility report based on the Architect's services selected in Section 2.6. The report may incorporate written or graphic materials, and shall include:

- .1 Preliminary building plans, conclusions, and recommendations for interior alterations for Site 4 ,
- .2 ~~documentation of the methodology used to conduct the Architect's services,~~
- .3 ~~the Owner's Development Objectives,~~
- .4 ~~relevant facts upon which the report is based,~~
- .5 ~~comparisons regarding multiple sites, if selected,~~
- .6 conclusions and recommendations, and
- .7 other: « »

§ 2.6 The Architect shall provide the listed Site Evaluation and Project Feasibility Services only if specifically designated below as the Architect's responsibility. Unless otherwise specifically addressed in the Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Site Evaluation and Project Feasibility Service is not being provided.

(Designate the Architect's Site Evaluation and Project Feasibility Services and the Owner's Site Evaluation and Project Feasibility Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Site Evaluation and Project Feasibility Service.)

Phase 1 Services	Responsibility (Architect, Owner or Not Provided)
§ 2.6.1 Preliminary assessment of Owner's Development Objectives	Architect
§ 2.6.2 Site evaluation	Architect
§ 2.6.3 Identification of environmental requirements	Not provided
§ 2.6.4 Site context description	Not provided
§ 2.6.5 Cultural factor assessment	Not provided
§ 2.6.6 Historic tax credit impact	Architect
§ 2.6.7 Building evaluation	Architect

§ 2.6.8 Conceptual drawings	Architect
§ 2.6.9 Opinion of probable cost	Architect
§ 2.6.10 Public hearings and meetings	Not provided
§ 2.6.11 Other Site Evaluation and Project Feasibility Services	Theater & technical consultant as needed by owner

§ 2.7 Description of Services

A brief description of each Site Evaluation and Project Feasibility Service is provided below.

(If necessary, attach as an exhibit, or provide in Section 2.7, expanded or modified descriptions of the Site Evaluation and Project Feasibility Services listed below.)

§ 2.7.1 Preliminary Assessment of Owner's Development Objectives. Provide a preliminary assessment of the Owner's Development Objectives and identify constraints and opportunities that will impact them. Meet with City of Lenoir staff and project stakeholders to collaborate on programming, development scenarios, code requirements, parking, and preliminary design concepts. Architect to advise on site suitability for new construction per program parameters, and existing site conditions.

§ 2.7.2 Site Documentation. Evaluate the site by, as applicable: (1) performing on-site observations; (2) Field measure existing conditions assessing the physical characteristics of the site; (3) ~~Photograph existing conditions~~ assessing codes, ordinances, and regulations that impact the Owner's Development Objectives; (4) ~~Draft plans and elevations of existing conditions~~ assessing utilities available to the site; and (5) assessing the access, circulation, and parking for the site. The Architect shall make recommendations to the Owner based on its site evaluation.

§ 2.7.3 Identification of Environmental Requirements. Identify environmental requirements that may apply to the Owner's Development Objectives for the site, such as the need for environmental impact statements, assessments, documentation, testing, or monitoring.

§ 2.7.4 Site Context Description. Describe the physical characteristics and context of areas immediately surrounding the site, including existing land uses, proposed development, and public transportation. The Architect shall also describe land use patterns, trends, or potential uses of areas immediately surrounding the site and assess the impact of the Owner's Development Objectives on the surrounding sites and community.

§ 2.7.5 Cultural Factor Assessment. Research the history of the site, which may include historic land uses, existing structures on or adjacent to the site, archaeological significance, and other cultural factors. The Architect shall also assess the impact of the Owner's Development Objectives on the cultural significance of the site, surrounding sites, and community.

§ 2.7.6 Historic Tax Credit Impact. Provide opinion of design concept impacts on historic significance and tax credit eligibility. Prepare an inventory of buildings and other features on the site that have been identified by local, state, or federal authorities as historic, or that may have historic significance.

§ 2.7.7 Building Evaluation. Conduct an evaluation, based on visual observation, of the existing buildings on the site. The evaluation shall summarize, in general terms: (1) the buildings' existing uses; (2) elements or components of the buildings that do not comply with applicable codes and regulations; (3) the buildings' predominant materials and their conditions; (4) the buildings' structural systems and their conditions; (5) the buildings' mechanical, electrical, and plumbing systems and their conditions; and (6) potentially hazardous materials or toxic substances in the buildings. If necessary, the Architect shall recommend further investigation of any of the above.

§ 2.7.8 Conceptual Drawings. Prepare 3 alternate design concepts for Site 3 including site, adjacent streets, buildings, and potential parking areas. Concepts to comply with applicable zoning ordinances, district designations, community, and/or special interest concerns.-conceptual development drawings based on the Owner's Development Objectives. The drawings may show, as the Architect deems appropriate, land use, building placement, access and circulation of vehicles and pedestrians, parking, utilities, site drainage, landscaping, and development phasing. Architect to present concept plans to Owners, and provide 1 final concept package.

§ 2.7.9 Opinion of Probable Cost. Based on the

Conceptual Drawings and other services provided, prepare an estimate of the cost of the work for the development of the site.

§ 2.7.10 Public Meetings and Hearings. Attend public hearings and citizen information meetings as required to perform the services or as requested by the Owner. Prepare presentation materials as necessary for such public meetings and hearings.

§ 2.7.11 Other Site Evaluation and Project Feasibility Services Identified in Section 2.6.11:

(Describe the Site Evaluation and Project Feasibility Services, if any, identified in Section 2.6.11.)

«Following Phase 1 feasibility studies, Maurer Architecture will provide Phase 2 which will include developing final schematic designs, producing construction drawings (including Plumbing, Mechanical, Electrical Engineering), bidding, and construction administration for sites 1-3.

Phase 2 compensation for is accounted for in Article 5 of this contract, but will be formalized with in a subsequent B104 Contract.»

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of the Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article shall entitle the Architect to compensation pursuant to Section 5.2 and an appropriate adjustment in the Architect's schedule.

§ 3.2 The Architect shall provide Site Evaluation and Project Feasibility Services for Site 4 exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 « one » (« 1 ») in person meeting with the Owner or the Owner's consultants
- .2 « one » (« 1 ») visit to the site by the Architect
- .3 « three » (« 3 ») total presentations of preliminary and final concepts to City of Lenoir staff and project stakeholders of any portion of the Services to third parties as requested by the Owner
- .4 « zero » (« 0 ») preparation for, and attendance at, public hearings and meetings

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall provide the Architect with information necessary to perform the Site Evaluation and Project Feasibility Services, which may include a program or other Owner-provided information regarding the development objectives for the Project. If necessary, the Owner shall provide the services of a surveyor, geotechnical engineer, or environmental consultant.

§ 4.2 The Owner shall provide the Architect with any available previous studies, data, reports, surveys, or other documents which have a direct bearing on the Site Evaluation and Project Feasibility Services.

§ 4.3 The Owner shall provide access to the property and buildings as necessary for the Architect to complete the Site Evaluation and Project Feasibility Services.

ARTICLE 5 COMPENSATION

§ 5.1 If not otherwise specifically addressed in the Agreement, the Owner shall compensate the Architect for the Site Evaluation and Project Feasibility Services described in Article 2 as follows:

(Insert amount of, or basis for, compensation.)

« Phase 1 for Site 4, and Phase 2 for Site 1, 2, 3

»

Separate AIA contracts shall be provided for each site upon completion of separate fee proposals, all totaling not to exceed \$325,000

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

« Hourly Rates:

Principal: \$250

Partner: \$200

Architect II: \$170

Architect I/Designer II: \$135

Architectural Designer I: \$115

Administrative: \$90

Professional Consultants: Cost plus 12.5%

Travel time: 50% hourly rate

Reimbursables: Cost

§ 5.3 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2, shall be the amount invoiced to the Architect plus «twelve and a half » percent («12.5 » %), or as otherwise stated below:

« N/A »

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Site Evaluation and Project Feasibility are as follows:

« Expenses shall be invoiced at cost + 12.5%; mileage shall be reimbursed at current IRS rates»



CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item:

Request Council approve changes to three titles and job descriptions due to succession planning and responsibility changes and approve a new part-time position.

Background Information:

Request changes to three titles and job descriptions be approved to better reflect departmental needs due to succession planning and responsibility changes and approve the new part-time Special Projects Manager. The cost of the changes will be covered out of the current operating budget.

Staff Recommendation:

Approve as requested.

II. Reviewed by:

City Attorney:

Finance Director: *Donna Bean*

Public Works/Public Utilities Director:

Planning Director:

Recreation Director:

PUBLIC SERVICES PUBLIC WORKS DIRECTOR

General Statement of Duties

Performs complex managerial, administrative, and supervisory work planning, organizing, and directing public works services for the City.

Distinguishing Features of the Class

An employee in this class plans, coordinates and directs department operations, staff and contractors in general services. Work involves planning on short-range basis and for long-range projects and major construction projects; budget development, administration and management for the department; personnel management and daily services' operations management. The employee provides technical advice and assistance to the City Manager and the City Council. Work also includes contract management, handling citizens' issues, and working with other department heads. Work is performed with a high degree of independence and initiative requiring sound judgment and analytical and organizational skills. Work requires ensuring compliance with varied state and federal guidelines and regulations. Work is performed under the general direction of the City Manager and is evaluated through reports, established timelines, discussion and citizen and community feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, directs, coordinates and supervises department operations, programs and services including building, grounds and traffic maintenance, cemetery operations and maintenance, automotive maintenance and repair, solid waste collection, and street repair and maintenance.
- Develops policies and procedures for divisional and departmental operations.
- Guides and works with division heads in developing and implementing program services; analyzes level and cost of department services; assesses public expectations and general standards in other municipal operations; recommends revisions to existing services and implementation of new services.
- Determines needs for maintenance, repair, enhancements or improvements in service programs and plans, designs, prioritizes, schedules, assigns, and reviews results of services being provided.
- Prepares departmental operating and capital budgets in consultation with division heads on their projections; monitors and approves expenditures; researches funding sources and potential grants.
- Manages and oversees the selection, promotion, training, counseling and disciplining of department personnel; meets with division superintendents to solve more complex employee performance issues and enforces work procedures and standards.
- Consults with and advises the City Manager on the varied public works services, status of projects and budget line items balances; prepares agenda items, resolutions and ordinances for the City Manager and City Council to review and approval; attends City Council and Committee meetings; makes presentations.
- Coordinates City projects with City Manager and other department heads.
- Works with consulting engineers and others to develop, design, and construct public works projects; inspects work in progress and upon completion to ensure adherence to specifications; negotiates contracts, may meet with the City attorney and make recommendations to the City Manager.

- Defines specification or develops in consultation with consultant; involves division heads in developing; advertises for bids; reviews bids and makes recommendation to City Manager.
- Responds to, investigates and resolves citizens' complaints, inquiries and concerns; coordinates as appropriate with division superintendents.
- Meets with division superintendents daily and makes field visits to monitor work progress, quality, etc; discusses priorities each morning.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of the modern principles and practices for effective management and supervision of a large staff.
- Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.
- Thorough knowledge of related City policies, and state and federal laws and regulations.
- Considerable knowledge of the principles and practices of public works services management and administration.
- Considerable knowledge of and skill in utilizing word processing and spreadsheet software.
- Demonstrated skills in modern and effective managerial, organizational, and leadership principles and practices.
- Skills in budget development and preparation and to monitor and manage expenditures.
- Ability to plan, organize, and delegate work in varied service functions.
- Ability to exercise sound professional judgment.
- Ability to direct operations and supervise subordinate supervisors utilizing effective communication, motivation, and coaching techniques.
- Ability to interpret and prepare complex and detailed records and reports.
- Ability to maintain effective working relationships with City, State, and local officials, management, subordinate supervisors, employees, contractors, engineers, and the general public.
- Ability to present ideas effectively in oral and written form.

Physical Requirements

- Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to produce and review written reports and records including mathematical calculations, to operate a computer terminal, to analyze data and to read extensively, and to determine the accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in public administration, civil engineering, management, or related field, and considerable related experience in municipal engineering or public works field,

including some supervisory and management experience; or an equivalent combination of education and experience. A Professional Engineering (PE) certification is preferred.

Special Requirement

- Possession of a valid North Carolina driver's license.

Lenoir 2024

PUBLIC SERVICES PUBLIC UTILITIES DIRECTOR

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and directing the operations, maintenance, and analysis of wastewater treatment plant, water treatment plants, related laboratory facilities, distribution and collection system maintenance and repair, utility engineering services, a wide scope of capital improvement projects and other areas as assigned.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the operations and maintenance of the water treatment plants, wastewater treatment plant, distribution and collections systems, pumping facilities, related facilities and equipment and other areas as assigned. Work also includes responsibility for a wide variety of utility capital improvement projects including coordination of design, bidding, construction management, inspection, and project acceptance for the City. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for department staffing, capital and operating budget development and administration. General administrative direction is received from the City Manager regarding matters of policy, budget, long-range plans, personnel matters, establishing and maintaining records and reports necessary for full compliance with all regulations and work priorities. The position receives assistance with and advising from the City Manager and Council regarding long range planning for facilities and system capacity, as well as technical compliance needs. The Public Services Public Utilities Director is responsible for effective management decision-making, representing the City in multiple regional and state issues, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgment. The employee may occasionally enter confined spaces and encounter other hazards. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

Duties and Responsibilities

Essential Job Tasks

- Plans, organizes and directs the work of subordinate supervisors and employees engaged in plant operations, process control, laboratory analysis, distribution and collection system operations and maintenance, pumping stations, and preventive maintenance and repair.
- Advises management and participates in planning for current and future capacity needs and plants and systems modifications for increased efficiency or regulatory compliance; manages the budgeting, design, construction, and inspection of a wide variety of capital projects for capacity, environmental compliance, service extension, etc.
- Manages the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the department in consultation with the City Manager; plans and implements safety programs, in coordination with the Risk Manager, including training, procedures, and equipment as necessary.
- Researches and recommends strategies for meeting new regulatory requirements.
- Evaluates utility customer service policies and procedures, coordinates evaluation of fee structures; recommends improvements.
- Plans and supervises contracted construction and maintenance projects; insures proper inspection and adherence to plans and standards prior to City acceptance.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Public Services Public Utilities Director
Page 2

- Plans, organizes, and directs the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; supervises the meter reading program, water service connections and disconnections, and related utility customer response.
- Oversees response to citizen complaints, service requests and other response; insures excellent customer service.
- Requests resources as part of annual budget process; reviews and submits budget requests of subordinate supervisors; controls allocated resources once approved; participates in capital budgeting to construct and maintain utility infrastructures.
- Participates in plan review; approves all plans and specifications regarding utility systems.
- Performs related work as required.

Recruitment and Selection Guidelines

Knowledges, Skill, and Abilities

- Thorough knowledge of the principles and practices of water and wastewater treatment, distribution and collection transmission lines, pumping stations, metering, and other utility systems appurtenances.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and wastewater treatment, distribution and collection.
- Thorough knowledge of the City budget, purchasing, and personnel policies and practices.
- Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.
- Considerable knowledge of the application of information technology to the work of the department.
- Working knowledge of engineering principles and their application to utilities construction and maintenance.
- Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Ability to provide leadership to a large staff in multiple locations providing around the clock services.
- Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with City officials, industrial officials, regulatory officials, contractors, engineers, other employees, regional customers, and the general public.
- Ability to prepare, present and interpret complex records and reports.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently or constantly to move objects.

Public Services Public Utilities Director
Page 3

- Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Desirable Education and Experience

- Graduation from college with a degree in business or public administration, environmental sciences, civil engineering, chemistry, or related field and extensive experience managing water and/or wastewater treatment or distribution and collection systems; or an equivalent combination of education and experience. Professional Engineering certification is a plus.

Special Requirement

- May require certification for wastewater treatment, water treatment, or distribution or collections systems operations by the State of North Carolina or the ability to obtain within two years.
- Possession of a valid North Carolina driver's license.

DOWNTOWN DEVELOPMENT/MAIN STREET DIRECTOR

General Statement of Duties

Performs promotional and consultative work in developing and directing a Main Street program for the downtown area of the City.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing and implementing the Main Street program and consulting with local officials, business, and community leaders for the purpose of promoting the downtown business development through expansion and retention of existing development, and attraction of new business into the City. Duties include development of data, statistics, and publications which portray the economic potential of the City; identification of prospective businesses; and maintaining proper records, reports, and public information for the program. Work also includes coordination of downtown board activities, grant development, coordination of Main Street program, and related tasks. Serves as executive director of the Downtown Lenoir Development Alliance, Inc. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for department staffing, capital and operating budget development and administration. Work requires considerable planning and timely execution of work. Employee must exercise independent judgment and simultaneously must consider financial, socio-economic, legal, and regulatory variables as they affect the City. Work is performed under the general direction of the City Manager and is evaluated through conferences, reports and results of working with various groups.

Duties and Responsibilities

Essential Duties and Tasks

- o Serves as coordinator of the Main Street program and its board; plans and executes monthly meetings, agendas, budgets, and reports on activities; serves as liaison between public and committees; researches and recommends grants, policies and strategies to the City Manager, Main Street Board, City Council and others; prepares brochures and other materials for marketing purposes.
- o Plans, organizes, coordinates, implements and executes numerous downtown events throughout the year including, but not limited to, the NC Blackberry Festival Wood. Fire. Smoke Artisan Festival, and the Lenoir Christmas Parade.
- o Collaborates on a regular basis with the NC Main Street Center and staff to maintain Main Street Accreditation and actively employ the principles and best practices of the NC Main Street Program and the National Main Street Program employing the Main Street 4-Point Approach and Transformation Strategies.
- o Serves as the Executive Director of the Downtown Lenoir Development Alliance, Inc. organized to operate exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the IRS Code of 1986 and, more specifically to promote the historic preservation, protection and use of the historic and downtown commercial district in Lenoir, NC.
- o Collaborates with the State Historic Preservation Office, the NC Main Street Center and local property owners within the Historic District and the Municipal Service District to facilitate new construction projects and rehabilitation projects of historic structures and serving as a liaison with local, state agencies and officials and qualified professionals engaged in this field.
- o Collaborates with new and current property owners, NC State Historic Preservation Office, and the NC Main Street Center to facilitate rehabilitation projects and façade improvements

- by promoting the Standards of Historic Preservation of the National Trust and promoting Historic Tax Credit projects whenever feasible.
- o Manages and supervises departmental staff; interviews, selects, trains and evaluates employee; resolves personnel problems and issues.
 - o Plans, organizes, coordinates and implements various plans and projects including beautification efforts, cultural, commercial, and tourist events, and related activities; develops and administers grants; designs beautification projects in concert with Boards, stakeholders and citizens; organizes ribbon cutting events.
 - o Serves as staff liaison to the Lenoir Business Advisory Board; assists chair to develop and distribute agendas; takes and prepares minutes; and assists with the development of work plans with a focus on the City's central business district through the Main Street Program; assists business owners with applications for grants; participates in the evaluation of grant applications and administers the building rehabilitation and small façade grant programs.
 - o Develops plans to promote the growth and retention of existing businesses and attract new business; maintains regular contact with existing and potential businesses to stay abreast of their status, any potential for expansion, and assists with problems; follows up on requests.
 - o Develops a network of contacts to identify and recruit potential commercial and business clients; collaborates with municipal, county and state officials to recruit major industrial and manufacturing clients; assists clients with the requirements of applying for economic development incentives; meets with various local and regional groups to further economic development goals. Serves as initial contact for potential businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property.
 - o Coordinates with a wide variety of local, regional and state agencies including Lenoir Tourism Development Authority, various arts, economic, and social groups; serves as staff liaison to the Tourism Development Authority.
 - o Maintains contact with community leaders, and representatives of businesses and industry; visits businesses regularly to stay abreast of their status, any potential for expansion, and assists with problems; follows up on requests; prepares newsletters, brochures, and makes presentations regarding economic development activities. Use the website, social media, speaking engagements, media interviews and personal appearances to keep the main street program in the public eye.
 - o Advise downtown merchant's organizations and/or chamber of commerce committees on activities and goals; help coordinate joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events and attract people downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of the promotion in order to advance an image of quality for the downtown.
 - o Supervises façade grant program working with business and property owners within the Historic District and the Municipal Service District.
 - o Coordinates the installation of banners and decorations in the downtown area.
 - o Requests resources as part of annual budget process; reviews and submits budget requests; controls allocated resources; participates in capital budgeting for downtown infrastructures.
 - o Keeps current records on sites and buildings; keeps files and statistics on demographics, economic base, maps, profiles, retail sales, building permits, finances and schools; reports on growth announcements and statistics on various agencies; updates web site information as needed.
 - o Represent the community to important constituencies at the local, regional, state, and national levels. Speak effectively on the program's directions and findings, always mindful of

the need to improve state and national economic development policies as they relate to smaller communities.

Additional Job Duties

- o Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- o Thorough knowledge of principles, practices and processes involved in downtown commercial development and marketing, press relations, and related City goals, policies, and principles.
- o Thorough knowledge of the principles of management, business, their organizational procedures, and financing.
- o Considerable knowledge in event coordination, implementation, execution, promotion and marketing.
- o Ability to organize, supervise and direct professional and support staff and perform administrative functions such as budgeting and staffing.
- o Considerable knowledge of tourism development concepts, strategies and approaches.
- o Considerable knowledge of economic, social, historical, and technological resources available in the downtown commercial development field.
- o Considerable knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning.
- o Considerable knowledge of the Main Street program, historic rehabilitation, historic properties preservation strategies and related regulations and grants.
- o Thorough knowledge of the City budget, purchasing, and personnel policies and practices.
- o Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.
- o Considerable knowledge of the application of information technology to data research and office technology.
- o Skill in coordinating large events and programs with multiple agencies and groups.
- o Skills in data collection and analysis, and establishment of data bases about pertinent City statistics and demographics.
- o Skill in collaborative conflict resolution.
- o Ability to plan, organize, and effectively develop commercial leads for the City including building consensus among diverse groups.
- o Ability to communicate effectively in oral and written forms.
- o Ability to establish and maintain effective working relationships with business executives and owners or representatives, public officials at the local and state levels, contractors, community leaders and organizations, other department heads, and other employees.

Physical Requirements

- o Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- o Must be able to tour historic structures and navigate multiple story buildings.
- o Must be able to lift and carry equipment needed to facilitate events including, but not limited to pop-up tents, folding tables, folding chairs, signage, sound equipment, etc., with a weight potential of 25+ pounds.
- o Must be able to perform sedentary work exerting up to 10 pounds of force frequently or

- constantly to move objects.
- o Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts, and detailed materials, operate a computer, inspect sites, use measuring devices, to figure computations, and to read extensively.

Desired Education and Experience

Graduation from a four-year college or university with a degree in business, planning, economics, public administration, or related field supplemented by training in economic or downtown development and considerable professional experience in downtown and economic development or related field; or an equivalent combination of education and experience.

Special Requirement

- o Possession of a valid North Carolina driver's license.

Lenoir

Revised: 2.2024

Special Projects Manager

General Statement of Duties

The Special Projects Manager, under general direction of the City Manager, works to oversee special projects. The Special Projects Manager operates in a constantly evolving environment and completes a variety of high-level tasks that directly impact City operations, require collaboration across diverse internal and external stakeholders, and may be highly sensitive and confidential in nature.

Distinguishing Features of the Class

Under general direction of the City Manager, the Special Projects Manager performs highly responsible and complex professional, administrative, analytical and operational work. The position supports the City Manager and directors by conducting and managing complex projects and providing project planning and management oversight. This position serves as a primary liaison to the City Manager, directors, outside agencies and the general public. The employee performs difficult, diverse, and confidential duties which require initiative, independent judgment, and considerable working knowledge of operations and programs. Responsibilities may also include implementation of programs, processes, policies and/or procedures to successfully achieve the City's objectives, mission, strategic plan, and anticipated outcomes. Effectively completing these assignments requires a strong degree of discretion, good judgment, and tact. Assignments cross all areas of City government operations. Contacts are broad at the local, state, and federal level to include City department leadership and program staff, elected officials, other public and private officials and regulatory agencies, and the public. The Special Projects Manager must assume responsibility for completion of assigned objectives and outcome-oriented functions and is accountable to the City Manager for expected quality of work without direct daily oversight and supervision. Priorities may change without warning and the Special Projects Manager must be able to adapt quickly and work effectively in rapidly evolving situations.

Duties and Responsibilities

Essential Duties and Tasks

- Plan, coordinate, conduct, and supervise multiple complex and sensitive operational, management, and administrative management analyses, studies, projects, and research across departments and with external partners, including those involving City-wide services and issues.
- As directed by the City Manager, may implement programs, processes, policies and/or procedures to successfully achieve objectives of the City Manager and the City's mission, strategic plan, and outcomes.
- Complete a variety of operational support tasks such as developing and managing select contracts and agreements; preparing financial estimates or projecting and monitoring of revenues and expenditures for select projects and preparing reports, agenda items, presentations, and other documentation as they relate to projects.
- Ensure projects, action items, and other work are completed on time, achieve established objectives, and are of desired quality while keeping the City Manager and Department Directors updated on work progress and concerns.
- Facilitate co-created resolutions to difficult issues that impede progress on and quality of assigned projects.
- Helps determines project scope, strategy, goals, budget and deliverables for special projects.
- Identifies and manages critical tasks including setting and meeting interim project goals; setting and managing project contingency; and performing change control and all other associated project management efforts needed to ensure compliance with the project schedule and budget.
- When requested, directs and participates in developing bid specifications and related contracts for special projects.

- When requested, develops Requests for Proposal and/or Bid (RFPs and RFBs), scope of work, budget, schedule, and other project details.
- Participates in bid evaluation and selection and contract negotiations.
- In partnership with the Finance Director, manages and oversees project budgets and reviews and approves reimbursements and payments.
- Receives, reviews, prepares, completes, processes, forwards or retains, as appropriate, various forms, reports, correspondence, invoices, pay applications, contracts, change orders, budget documentation, project work plans, project implementation schedule, policies, procedures, budget evaluations, and other documentation necessary for project management.
- Conducts project progress meetings and manages and monitors work quality and contract compliance.
- Ensures all project's activities and programs comply with applicable local, state, and federal laws.
- Track and report on the statuses of projects, pending items, City Council requests, and inquiries and service requests, as well as the impacts of completed work on our organization, our community, and/or our residents.
- Develop and present project related memos, reports, and presentations to the City Manager, City Council, department directors, internal and external stakeholders, and the public.
- Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices and techniques of public administration and local government administration.
- Principles, practices, and techniques of management, evaluation, and policy analysis; research methods; strategic planning; and project management.
- Pertinent federal, state, and local laws, codes, and regulations.
- Sources of information related to a broad range of local government programs, services and projects.
- Principles and practices of sound business communication, writing, and presentations.
- Management, evaluation, and policy analysis; research methods; strategic planning; and project management.
- Quantitative and qualitative data collection, analysis, and synthesis and appropriate research and statistical techniques.
- Using logic, reasoning, and critical thinking to solve problems; identifying the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and making effective decisions.
- Preparing budgets, financial, and operational plans and projections and monitoring performance.
- Communicating and presenting complex information, ideas, and recommendation orally and in writing to diverse audiences in a variety of private and public settings.

Ability to:

- Plan, organize, and carry out a full range of non-routine and complex administrative and analytical assignments from the City Manager with minimal supervision and direction.
- Conduct management, evaluation, and policy analysis; research projects; strategic planning activities; and project management.
- Conduct difficult and complex analysis and research on a variety of administrative and operational topics, identify and recommend alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Develop and lead diverse teams to accomplish assigned tasks, including ability to break large projects into smaller assignments and delegate those assignments to appropriate individuals throughout the organization.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws, and regulations.
- Establish priorities and manage own time.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions and rapidly changing priorities.
- Exercise sound independent judgment and maintain confidentiality of critical and sensitive information, records, and reports.
- Develop and maintain cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards and commissions. Must be able to handle all interactions with poise, tact and diplomacy.
- Facilitate discussions among relevant parties to reach consensus on recommendations and approaches.
- Use, with advanced proficiency, all modules of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).

Desirable Education and Experience

- Bachelor's Degree in a related field with a combination of education and experience that would provide the necessary knowledge, skills, and competencies to perform the essential duties and tasks of this position. A master's degree is preferred in engineering, public policy, public, or business administration, or a related field and five years of experience in local government working across departments to manage high-profile cross-functional projects.

Working Conditions

- Work is performed primarily in an environmentally controlled environment without exposure to harmful chemicals, personal danger, or other workplace hazards; however, a significant portion of time can be performed in an outside environment where the employee is exposed to adverse environmental conditions such as hot and cold temperatures. Work environment involves normal, everyday discomforts or unpleasantness. Work area has adequate light, heat, and ventilation; environment is organized and stable. Work presents no significant hazards to employees

Special Requirement

- Possession of a valid North Carolina driver's license.

CITY OF LENOIR COUNCIL

ACTION FORM

- I. Agenda Item:** Consideration to approve the purchase of a Pac Mac Model RL-8 eight cubic yard rear loading refuse truck.
- II. Background Information:** Attached for your consideration is a quote for the purchase of a Pac Mac Model RL-8 eight cubic yard rear loading refuse truck for the Public Works department. It is requested for City Council to approve the purchase and the utilization of the competitive bidding group purchasing exception as allowed by the General Statutes (GS 143-129(e)(3)). This vehicle is on the North Carolina Sheriffs' Association (NCSA) contract bid# 22-06-0426R. Funding for this purchase will be taken from an insurance reimbursement of \$112,115.65 due to a solid waste truck catching fire and the remaining \$35,831.35 will be taken from operating funds.
- III. Staff Recommendation:** Staff recommends City Council authorize the purchase of the Pac Mac Model RL-8 eight cubic yard rear loading refuse truck at a cost of \$147,947.00 and the utilization of the competitive bidding group purchasing exception.
- IV.**

Reviewed by:

City Attorney: _____

Finance Director: Donna Bean

Carolina Environmental Systems, Inc.
306 Pineview Drive, Kernersville, NC 27284
2701 White Horse Road, Greenville, SC 29611
500 Lee Industrial Blvd, Austell, Ga 30168
Phone: 800-239-7796
336-904-0952

QUOTE

December 12, 2023
City of Lenoir
Attention: Mr. Shane Barrier

Dear Shane,

CES appreciates the opportunity to quote you the following via NC Sheriff's Contract # 22-06-0426R:

One (1) Pac Mac Model RL-8 eight cubic yard rear loading refuse body complete with all standard specifications and with the following optional items:

- Hot shift PTO and pump with overspeed control
- Factory mounting and paint
- Body undercoating
- Factory single cart tipper hydraulics with one (1) Diamondback Products Model 500 cart tipper
- Multi-function rear strobe lights
- CES rear camera system
- Hopper work light
- Shovel and broom holder on passenger side tailgate
- Mud flaps with anti-sail mount in front of rear axle
- One-piece flat body floor (non-trough style)
- Interchangeable packer and slide cylinder
- Emergency stops on curb side
- Fast cycle time system
- Hopper sill extension

All as per the above and mounted on one (1) 2024 Isuzu NRR cab/chassis complete as per the enclosed specifications

Sales Price: \$147,947.00

FOB: Your Yard

Delivery: Approximate delivery 7-10 days, subject to prior sale

We sincerely appreciate the opportunity to submit the above quotation. If we may answer any questions or be of service to you in any way, please do not hesitate to contact us at: 1-800-239-7796.

Sincerely,

Ben Taylor, Carolina Environmental Systems



City of Lenoir
Financial Summary
As of 1/31/2024



General Fund					
	2023-2024 Budget	1/31/2024	% of Budget	Change from Previous Year	1/31/2023
Total Revenue	\$ 22,066,505.00	\$ 16,913,736.99	77%	\$ 611,370.47	\$ 16,302,366.52
Expenditures	\$ 22,066,505.00	\$ 12,398,965.69	56%	\$ 259,512.13	\$ 12,139,453.56
Over/Under	\$ -	\$ 4,514,771.30		\$ 351,858.34	\$ 4,162,912.96
Downtown District					
	2023-2024 Budget	1/31/2024	% of Budget	Change from Previous Year	1/31/2023
Revenues	\$ 236,900.00	\$ 40,582.80	17%	\$ 4,429.73	\$ 36,153.07
Expenditures	\$ 236,900.00	\$ 173,781.26	73%	\$ (65,185.54)	\$ 238,966.80
Over/Under	\$ -	\$ (133,198.46)		\$ 69,615.27	\$ (202,813.73)
Water/Sewer Fund					
	2023-2024 Budget	1/31/2024	% of Budget	Change from Previous Year	1/31/2023
Revenues	\$ 10,726,980.00	\$ 6,606,396.05	62%	\$ 419,708.55	\$ 6,186,687.50
Expenditures	\$ 10,726,980.00	\$ 5,148,431.80	48%	\$ 987,662.81	\$ 4,160,768.99
Over/Under	\$ -	\$ 1,457,964.25		\$ (567,954.26)	\$ 2,025,918.51



Lenoir Police Department

Council Action Form



I. Agenda Item:

4th Quarter 2023 Report to present to Council at the next council or committee of the whole meeting.

II. Background Information:

Department stats for the months of Oct. - Dec. 2023 for Council Review.

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____ Date: _____

City Manager: _____ Date: _____

Police Chief: *Butt* Date: 2/9/2024



Chief Brent Phelps
Fourth Quarter Report
October - December, 2023



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL TRAINING

	Investigations Training Hours	16
Suicide Investigation		16
	School Resource Training Hours	19
De-Escalation Principals & Practice		16
SRO Update (2023)		3
	Special Response Team Training Hours	230
Basic SWAT		90
SRT Non-Specified		140
	State Mandated Training Hours	1082
Accountability & Use of Force Report Writing (2023)		13
Compliance & Subject Control (2023)		10
Critical Stress On The Job (2023)		32
DCI Criminal Record Inquiries, File Transactions & General Inquiries		6
Enhancing Community Policing (2023)		28
Ethics & Duty to Intervene (2023)		28
Firearms Classroom, Combat & Qualification (2023)		562
General Instructor Update (2023)		3
Juvenile Justice Issues & Challenges (2023)		52
Legal Update (2023)		52
Liability of Patrol Vehicle Operation (2023)		12
Mental Health Responses (2023)		28
Recognizing Assaultive Behaviors (2023)		26
Recognizing Fake IDs (2023)		15
Security Awareness Training		19
T/O (In-Svc. 2023): Alert Protocols, Conflict Mgmt., Critical Incidents, Ethics, Liability Issues, Mental Health, Tactical Situations		196
	Supplemental Training Hours	850
DMV-349 Overview		108
Driver Training		284
FEMA Incident Command System 0300, 0700		87
Field Training Officer Training (Miller, Warren)		80
Harassment Prevention		5
New Hire: DSS Updates, Garrity, Naloxone, Policy, Surviving Verbal Conflict, Taser		44
Telecommunicator Certification: A. Crawley, Z. Walker		96
T/O: Hostage & Crisis Negotiations, Civil Liabilities, Fire/EMS Responsibilities, Irate Callers, Surviving Technical Failures		114
UAS Pilot Prep Course for Public Safety		32
	Supervisory Training Hours	0
	TOTAL TRAINING HOURS	2197



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL ACTIVITIES

Achievements & Announcements

Certifications: (Criminal Investigator Certificate Prg. - S. January); (Telecommunications Officer - A. Crawley)
 Golden Ticket Awards: (C. Smith & S. Felts)
 Law Enforcement Certificates: (Advanced - M. Foust, C. Smith, S. Woodward); (Intermediate - M. McBurney, M. Zambrano)
 Oath of Office: (S. Dula & A. Ryerse)
 New SROs: (Davenport - S. Clark); (Valmead - G. Warren)
 Recognition: (Officers of the Year - C. Bumgarner, C. Lynn); (Civilian of the Year - S. Felts)

Committees & Meetings

Customer Service Team: new members for LPD - R. Hollowell, C. McCurry
 FBI-NAA Conference & Fall Trainer

Demos, Events & Tours

BLET Graduation Ceremony for new hires K. Coulter, B. Fagan
 Community: Car Seat Check, Chick-fil-A event, Coffee with a Cop - McDonalds, Luminary, Project Kindness (food drive), Turkey Tuesday
 Downtown: Halloween, Light Up Lenoir, Mad Hatter, Movie Night, NNO, Parade, Run4Your Life, Toy Giveaway, Wood/Fire/Smoke
 Governor's Highway Safety Initiatives
 Job Fairs
 Tours: Council - new member K. Rogers, WPCOG - ride alongs

Department Upgrades & Equipment

E911 Migration (County)
 Mobile Incinerator Contract (Premier)

Orientation & Training

Intern from SCHS: Hailey Springstead (182 training hours)

Programs & Other Mentions

Reserve Guard Duty: G. Warren & M. Zambrano
 Retirement Receptions for exiting Police Chiefs R. Blevins (Hudson) & C. Jenkins (Granite)
 Social District Off Duty Detail (weekend nights)



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PERSONS

NIBRS	Charge Description	4Q20	4Q21	4Q22	4Q23
13A	Aggravated Assault	9	9	1	6
11D	Forcible Fondling	2	7	6	2
11A	Forcible Rape	6	1	2	2
11B	Forcible Sodomy	0	1	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	1	5	5	2
09C	Justifiable Homicide	0	0	0	0
100	Kidnapping / Abduction	1	0	0	0
09A	Murder / Non-Negligent Manslaughter	0	1	0	0
09B	Negligent Manslaughter	0	0	0	0
11C	Sexual Assault with Object	1	0	0	1
13B	Simple Assault	40	64	92	58
36B	Statutory Rape	1	2	0	0
TOTALS		61	90	106	72

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	4Q20	4Q21	4Q22	4Q23
720	Animal Cruelty	0	0	1	1
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	55	72	72	60
35B	Drug Equipment Violations	28	23	20	18
39A	Gambling (Betting / Wagering)	0	0	0	0
39C	Gambling (Equipment Violations)	0	0	0	0
39B	Gambling (Operating / Promotion)	0	0	0	0
39D	Gambling (Sports Tampering)	0	0	0	0
370	Pornography / Obscene Materials	0	1	1	4
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	5	11	5	11
TOTALS		88	107	99	94



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	4Q20	4Q21	4Q22	4Q23
200	Arson	0	2	0	0
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	45	43	30	14
250	Counterfeiting / Forgery	2	5	4	3
290	Destruction/ Damage/ Vandalism of	44	47	50	35
270	Embezzlement	1	0	0	0
210	Extortion / Blackmail	1	0	0	0
26G	Hacking / Computer Invasion	0	0	0	0
26F	Identity Theft	1	2	3	1
23H	Larceny (All Other)	40	69	42	46
23D	Larceny (From Building)	15	5	14	5
23E	Larceny (From Coin-Operated Machines / Devices)	1	0	1	0
23F	Larceny (From Motor Vehicles)	20	24	28	23
23G	Larceny (Motor Vehicle Parts and Accessories)	5	5	3	3
23A	Larceny (Pick-Pocket)	0	0	0	0
23B	Larceny (Purse Snatching)	2	0	0	0
23C	Larceny (Shoplifting)	9	23	33	25
240	Motor Vehicle Theft	18	21	14	11
26B	Fraud (Credit / Debit Card / ATM)	4	13	12	11
26A	Fraud (False Pretense / Swindle / Confidence Game)	14	16	21	4
26C	Fraud (Impersonation)	2	0	3	3
26D	Fraud (Welfare)	0	0	0	0
120	Robbery	2	5	2	0
280	Stolen Property	0	1	0	3
26E	Wire Fraud	1	0	0	0

TOTALS	227	281	260	187
---------------	------------	------------	------------	------------

CRIME STOPPERS

Description	4Q20	4Q21	4Q22	4Q23
Calls Received	55	69	35	18
Illegal Narcotics Recovered	\$1,500	\$0	\$0	\$0
Rewards Paid	\$750	\$0	\$0	\$0
Stolen Property Recovered	\$2,800	\$0	\$0	\$0
Total Arrests / Charges	6 / 15	0 / 0	0 / 0	0 / 0



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GROUP B OFFENSES

NIBRS	Charge Description	4Q20	4Q21	4Q22	4Q23
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	0	2	6	4
90D	Driving under Influence	13	8	9	5
90E	Drunkenness	0	0	1	0
90F	Family Non Violent Offenses	53	59	40	32
90G	Liquor Law Violations	0	1	1	0
90H	Peeping Tom	0	0	1	0
90I	Runaways	6	3	5	3
90J	Trespass of Real Property	0	0	1	0
90Z	All Other Offenses (Person / Property / Society)	7	2	1	4
TOTALS		79	75	65	48

CALLS FOR SERVICE

Description	4Q20	4Q21	4Q22	4Q23
Alarms	389	355	362	339
Animal Complaints	73	76	62	45
Civil Disturbances	198	218	212	218
Domestic Disturbances	260	268	268	185
Field Contacts	37	34	65	20
Follow-Ups	164	211	231	172
Foot Patrols	23	4	29	36
Incomplete 911s	528	656	603	469
Loud Noise Complaints	62	33	56	61
Special / House Checks	2446	2566	2057	3089
Stranded Motorists	164	153	123	138
Suspicious Persons	419	475	525	509
Suspicious Vehicles	337	260	293	254
Warrant Service	288	297	225	204
TOTALS	5388	5606	5111	5739

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	4Q20	4Q21	4Q22	4Q23
Building Searches	8	1	4	0
Building Search Apprehensions	1	0	1	0
Call Outs	0	0	0	0
Demonstrations	0	0	0	0
Currency Seized	\$0	\$0	\$0	\$0
Assist Narcotics Searches	3	4	1	1
Assist Narcotics Seizures	3	1	0	0
Narcotic Utilizations	85	67	9	1
Street Value of Seized Narcotics	\$12,402	\$27,067	\$0	\$225
Tracks	5	3	0	0
Tracks Apprehensions	1	0	0	0
Training Hours	32	142	24	48
Utilizations	89	84	13	0

CHARGES / ARRESTS

Description	4Q20	4Q21	4Q22	4Q23
-------------	------	------	------	------

Felony Charges

Adult	102	220	124	117
Juvenile	0	0	0	0

Misdemeanor Charges

Adult	538	608	511	470
Juvenile	10	8	8	8

TOTALS	650	836	643	595
---------------	------------	------------	------------	------------

<i>Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.</i>	Felony Arrests	72	131	79	84
	Misdemeanor Arrests	427	463	425	407
	Involuntary Commitments	22	51	70	47



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

TRAFFIC

Description	4Q20	4Q21	4Q22	4Q23
Crashes				
Crashes with Injuries	62	37	50	51
Crashes with Property Dmg	221	246	232	296
TOTALS	283	283	282	347

Figures to the right are included in the totals above.	Fatalities	0	0	1	2
	Hit & Runs	66	57	51	59
	Parking Lots	69	78	60	91

In the fourth quarter of 2023, there was 1 pedestrian injury.

Tickets	4Q20	4Q21	4Q22	4Q23
Handicap Tickets Issued	0	1	0	2
Parking Tickets Issued	52	0	21	88
Parking Tickets Paid	60	1	9	58
Traffic Citations Issued	893	652	574	421
Warning Tickets Issued	385	307	227	329

Top Five Contributing Circumstances	4Q23
Failure to Reduce Speed	51
Failure to Yield Right of Way	51
Improper Backing	46
Inattention	29
Improper Turn	23

Top Five Crash Locations	4Q23
Blowing Rock Blvd / Seehorn St	4
Blowing Rock Blvd / ABC Ct	3
Harper Ave / Morganton Blvd	3
Blowing Rock Blvd / Commercial Ct	2
Blowing Rock Blvd / Nuway Cir	2



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

ADMINISTRATIVE

Description	4Q23
-------------	------

ABC Permits	2
-------------	---

Class of 1980 - Fairgrounds (Special One Time)
Jason Mart #2 - 2124 Hickory Blvd

Malt Bev & Spirituous Liquor (sell - on premise)
Malt Bev, Fortified & Unfortified Bev (sell - off premise)

Backgrounds	3
-------------	---

COMMUNICATIONS

Description	4Q20	4Q21	4Q22	4Q23
CAD Requests DSS	57	44	74	20
Criminal History Requests	50	62	50	64
Entered CAD Calls	9502	9718	8606	9613
Interpreter Requests (all Spanish)			5	3
Number of Monthly Validations	292	288	308	305
Utility Calls	81	122	190	103

There were 3 Interpreter Requests for the 4th Quarter of 2023; all were for Spanish.

RECORDS

Description	4Q20	4Q21	4Q22	4Q23
CAD Reports	\$5	\$60	\$20	\$40
Fingerprints	\$0	\$0	\$10	\$10
Parking Ticket Payments	\$335	\$10	\$45	\$350
Reports	\$15	\$55	\$60	\$15

TOTALS	\$355	\$125	\$135	\$415
--------	-------	-------	-------	-------

PROPERTY & EVIDENCE

Description	4Q20	4Q21	4Q22	4Q23
Evidence Destroyed	212	148	18	455
Evidence Received	419	623	400	450
Evidence Items To Date	44518	47079	49408	51542

In 4th quarter 2023, 73 pounds of unused, unwanted medication was collected from the lobby drop box.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GENERAL INVESTIGATIONS

Description	4Q20	4Q21	4Q22	4Q23
Interviews / Forensic Interviews			92 / 10	56 / 3
Recovered Stolen Property	\$ 10,884	\$ 1,925	\$12,670	\$11,951
Recovered Stolen Vehicles (number of)	16	26	12	7
Recovered Stolen Vehicles (value of)	\$ 155,937	\$ 253,200	\$79,500	\$89,000

Narcan Use	5	15	17	7
Overdoses	9	28	40	23
<i>Opioid Induced Overdoses</i>	<i>5</i>	<i>14</i>	<i>31</i>	<i>15</i>
Suicides	1	1	2	0
Unattended Deaths	14	8	11	11

Narcan is used to reverse fatal drug overdoses. In fourth quarter 2023, we were able to save 7 lives.

CASE STATUSES

Description	4Q20	4Q21	4Q22	4Q23
Open	96	153	131	46
Inactive	178	231	289	215
CBA (Cleared by Arrest)	64	81	71	62
Exceptionally Cleared	11	18	2	7
Unfounded	28	31	26	20

NUISANCE

Description	4Q20	4Q21	4Q22	4Q23
Offenses				
Abandoned / Junk Vehicle	5	3	2	2
Graffiti	0	0	0	2
Health and Safety	3	5	1	4
Junk and Debris	19	17	9	11
Miscellaneous	4	8	0	2
Tall Grass or Vegetation	4	5	5	4

TOTALS	35	38	17	25
Case Statuses				
City Abated	0	0	2	4
Owner Abated	17	2	14	11



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

NARCOTICS ACTIVITIES

Description	4Q20	4Q21	4Q22	4Q23
Arrests	12	13	10	5
Charges	28	19	18	10
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	29	49	45	33
Cases Opened or Initiated While Assisting Other Agencies	6	11	3	8
Cash and Property Seized	\$6,698	\$9,946	\$809,285	\$11,268
Cash and Property Seized While Assisting Other Agencies	\$0	\$48,571	\$25	\$701
Illegal Narcotics Seized	\$30,135	\$120,043	\$693,015	\$550,271
Illegal Narcotics Seized While Assisting Other Agencies	\$37,190	\$132,341	\$2,751	\$263,850
Knock and Talks	0	4	3	2
Search Warrants	13	26	27	12
Total Assists and Joint Investigations	6	11	3	8
Vehicle Seizures	0	0	2	0

NARCOTICS CONFISCATED

Description	4Q23	
Drug Name	Quantity	Value
Assorted Pills	20.5 du	\$146
Alprazolam	20.5 du	\$410
Cocaine	87.4 gm	\$8,740
Crack Cocaine	93.3 gm	\$18,660
Fentanyl	477.1 gm	\$286,260
Fentanyl Patches	90 du	\$1,800
Fentanyl Pills	24.6 gm	\$14,760
Heroin	4.3 gm	\$2,580
Hydrocodone	26.5 du	\$200
Marijuana	1,780	\$14,243
MDMA	123.4 gm	\$18,510
Methamphetamine	1219.1 gm	\$182,865
Oxycodone	11.4 gm	\$230
Subutex Pills	42.5 du	\$850
THC Gummies	2 du	\$16
TOTAL		\$550,270



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	4Q20	4Q21	4Q22	4Q23
Consuming at an Off-Premise Establishment				
Consuming Underage of 21				
Contributing to the Delinquency of a Minor		3		1
Defrauding a Drug / Alcohol Screening Test				
Driving While Subject to Impairing Substances	8	4	7	5
Disorderly Conduct		1		
Driving Under the Influence				
Driving While Impaired	3	1		
Drunkeness	3			
Hold Until Sober	3		1	4
Impaired Driving Revocation	3			
Intoxicated and Disruptive			1	2
Open Container			1	
Possess / Sale of Non-Taxed Alcoholic Beverage				
Possessing an Open Container in Passenger's Area				
Public Consumption				
Sell/Give Malt Beverage and/or Unfortified Wine to < 21				
TOTALS	20	9	10	12

DRUG CHARGES

Description	4Q20	4Q21	4Q22	4Q23
Felony Drug Charges	49	59	28	28
Misdemeanor Drug Charges	37	88	43	19
TOTALS	86	147	71	47

What's New in Nuisance?

- In addition to the incident reports on the quarterly, Detective Hartley also had 15 follow ups, and 33 self initiated code enforcement calls for the fourth 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 city abated property is located beside 111 Hickory St

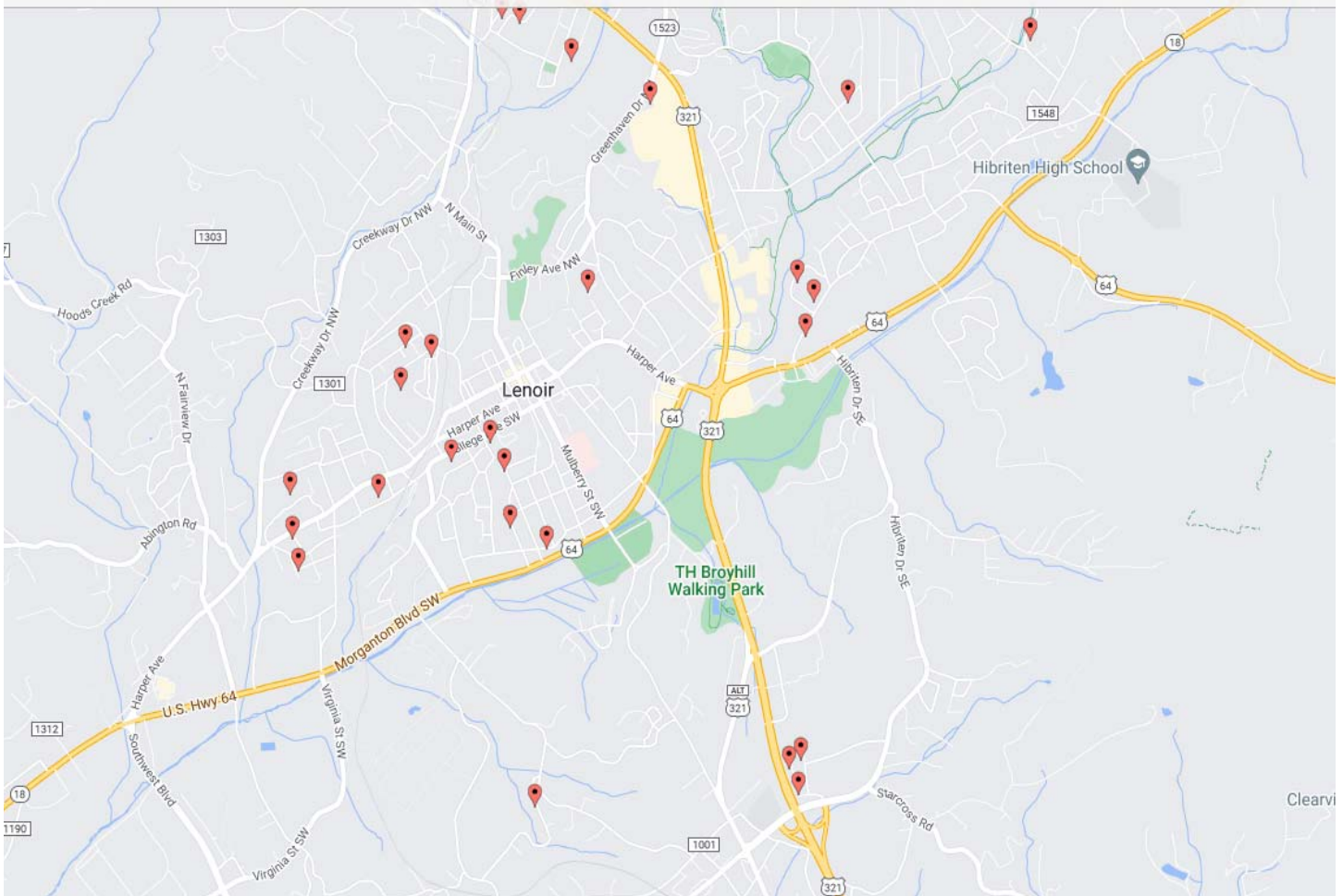


This owner abated property is located at 522 Foster Pl



Follow us around town!

48



708 NE WILMORE ST
202 NE LOWER CREEK DR
205 NW GREENHAVEN DR
118 SE PLYMOUTH DR
419 NW HIGH CIR
412 NW HIGH CIR
305 NE LOWER CREEK DR
1015 SW WRIGHT ST
338 NE EASTOVER CIR
1007 SW PENNTON AV

520 NE COTTRELL HILL RD
1322 SE WINHURST ST
132 NW TORRENCE CIR
237 NW CLARK DR
1230 FRAZIER PL
992 SW SOUTHSIDE CT
2607 SW HOGAN DR
512 SW EDGEWOOD DR
1300 SE CLIFFSIDE PL
522 NW FOSTER PL

106 SW HICKORY ST
1322 SE CLIFFSIDE PL
517 NW HILL ST
1713 SW BRADFORD ST
1025 SW COLLEGE AV
211 NW SUNSET STREET
1811 SW FOREST HILL PARK PL
1217 SW COLLEGE AV
1420 SW COLLEGE AV
235 NW CLARK DR



March 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 6:00 p.m. City Council	6 9:00 a.m. Staff Mtg.	7	8	9
10 Daylight Savings Time Begins	11 Noon - City/County Services Committee NLC Congressional City Conference	12	13 NLC Congressional City Conf. Ends	14 2:00 p.m. ABC Board 4:00 p.m. LTDA (Highland Thistle) 6:00 p.m. LBAB	15	16 10:00 a.m. Leprechan Leap 5K & 10K Race (Soccer Complex 1050 Zacks Fork Rd.)
17	18 6:00 p.m. Parks & Recreation Adv. Com. (Martin Luther King Center)	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 Good Friday! City Offices Closed!	30
31		April				