

**COMMITTEE OF THE WHOLE
TUESDAY, FEBRUARY 27, 2024**

8:30 A.M.

Present: Mayor Joe Gibbons, Jonathan Beal, Ike Perkins, Ralph Prestwood, Kimmie Rogers, Crissy Thomas and Mayor Pro-Tem David Stevens.

Zoom: Councilmember Todd Perdue.

Staff Present: City Manager Scott Hildebran, City Clerk Shirley Cannon, Finance Director Donna Bean, Public Services Director Radford Thomas, Public Works Operations Manager Jon Hogan, Public Utilities Operations Manager Jeff Church, Downtown Event Coordinator Matthew Anthony, Kaylynn Horn, Economic & Main Street Director, Parks & Recreation Director Phil Harper, Fire Chief Norman Staines, Police Chief Brent Phelps, and Communications Director Joshua Harris.

I. Mayor Pro-Tem David Stevens welcomed everyone and called the meeting to order.

- A. Kaylynn Horn, Main Street & Economic Development Director, announced she is retiring effective March 1, 2024. Director Horn expressed appreciation to City Council and Staff for all of their help and support during her tenure. Mayor Pro-Tem Stevens along with City Councilmembers thanked Kaylynn for her dedication and outstanding leadership and stated she will be missed.

Matthew Anthony, Main Street Community Engagement Coordinator, announced he is moving to the state of Washington at the end of March. Matthew also thanked everyone for all of their assistance and support during his tenure. City Council commended Matthew for all he has accomplished for the City of Lenoir and thanked him for his service to downtown Lenoir. Mayor Gibbons stated the City was fortunate to have him.

II. CITIZEN COMMENTS

- A. There were no citizen comments presented at this time.

III. COMMITTEE ITEMS

- A. Update; Public Services: Radford Thomas, Public Services Director stated a grant package for the BRIC project has been submitted to FEMA and noted the equalization basin is part of this grant. The equalization basin will help maintain the effluent in order for it to flow slowly into the plant. Director Thomas mentioned this plant is located in the floodplain. He further stated the stormwater grant is ongoing and notification letters were sent to property owners informing them of the project and that individuals may be on their property in order to gather data about stormwater. Director Thomas thanked City Council and Department

has been scheduled with City Staff for February 28 to refine the project area before submitting plans and specs to Public Water Supply.

B. Public Services Public Works Director Jon Hogan presented the following update:

1. LFD Infrastructure Repair (Sinkhole): WK Dickson has submitted 100% of the plans and is ready to let the project out for bid. The City will not know the award status of the requested Golden Leaf funding until April, but Staff will continue to look at and evaluate other feasible construction options that may assist with cost savings as we await the funding award. The goal would be to let this project in late April or early May.
2. Downtown Tree Replacement Plan: The City plans to remove 13 trees and replace 16 in the downtown area (Refer to the attached map). The trees are located around the square area in the street bulb-outs. Where these trees were topped in the past they are now creating line of site issues with traffic signals, as well as issues with large trucks and vehicles due to the erratic growth encroaching the travel lanes. The City plans to replace these trees with a variety of 3" to 3.5" caliper shade and ornamental trees that will better serve these areas, while also adding spring blooming color and colorful fall foliage to the downtown areas.

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 presented the following report.

1. Contract; Maurer Architecture for Architectural Services for The Campus: Authorize Staff to execute the 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.

A copy of the contract is on file in the City Clerk's office.

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.

Motion

Following a brief discussion and upon a motion by Councilmember Beal, City Council voted 6 to 0 to authorize Staff to execute a Contract with Maurer Architecture for Architectural Services for The Campus-Phase 2 Improvements as described above and as presented.

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- A. 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.

Director Bean stated changes to these three titles and job descriptions are good for consistency and pointed out they would report to City Manager Scott Hildebran. The Downtown Development/Main Street Director will perform promotional and consultative work in developing and directing a Main Street program for the downtown area of the City. In addition, Director Bean also reported the City currently has 46 projects in the works.

A copy of the job descriptions are attached to these minutes as information.

Motion

Following a brief discussion and upon a motion by Councilmember Thomas, City Council voted 6 to 0 to approve the three title changes, job descriptions and a new part-time Special Projects Manager as recommended by Finance Director Bean.

Announcement/ Title Changes

City Manager Hildebran announced that Jeff Church's new title is Public Services Public Utilities Director and Jon Hogan's new title is Public Services Public Works Director. These new titles become effective March 1.

- B. 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.

Finance Director Bean clarified that 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.

Upon a motion by Councilmember Perkins, City Council voted 6 to 0 to approve to 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 as recommended by Finance Director Bean.

- C. January Financial Summary: Director Bean reviewed the Financial Summary as of January 31, 2024. The over/under balance in the General Fund is \$4,514,771.30 Downtown District (\$133,198.46) and Water & Sewer Fund \$1,457,964.25.

A copy of the January Financial Summary is attached to these minutes as information.

Director Bean stated all of the financials are on target and are where she anticipated them to be at this time.

- D. Update: Public Communications: Joshua Harris, Public Information Officer, stated the story about Keith Owens retiring from the Fire Department received the largest amount of views.

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He mentioned that January is normally a slower news month for activities/events.

VI. Public Safety

- A. Update; Police Department: Brent Phelps, Police Chief, presented the following report:
- Current status of employees, two recent resignations to go to nearby County organizations.
 - Officers are working on parking issues and code violations on Beall Street. The Police Department will be submitting a packet to adjust ordinance for parking on Beall Street.
 - The department will be doing a summer kids camp instead of a Citizens Police Academy this June. The dates are Monday June 3rd, through Friday June 7th, 2024.
 - LPD has been working with the Caldwell County Sheriff's department to put trauma kits in every classroom in the City of Lenoir. The County will be putting them in every classroom in the county and other city schools.
 - Reviewed the 4th quarter report and specifically discussed the last two pages for code enforcement.
 - City Council was invited to the officer recognition ceremony on Thursday February 29 at 3:30 pm in the training room of the Police Department.
- B. Update; Fire Department: Norman Staines, Fire Chief presented the following report:
- The Department currently has two open positions. A conditional offer has been made to fill one of these positions.
 - The promotional process has begun which will include promotions for Battalion Chief, Captain, Lieutenant and Engineer. These promotions are a result of Chief Owens retiring.
 - The Department has received 60 smoke detectors from American Red Cross and Staff will install in residences within the City as requested. As part of the agreement, our Staff must install the detectors.
 - The Firehouse Subs Grant money has been received and equipment has been ordered.

VII. OTHER

- A. March Calendar: The calendar for the month of March was provided in the packet as information listing committee meetings and upcoming events.

VIII. ADJOURN

- A. There being no further business, the meeting was adjourned at 10:06 a.m.

Attachments

PFAS Resolution

Job Descriptions

January Financial Summary



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

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

**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

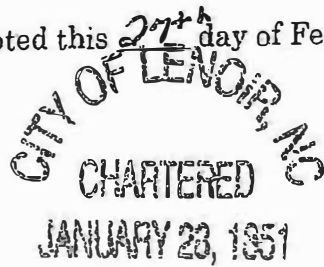
WHEREAS, if the City does detect PFAS in any of its water sources before 2030 it will be eligible for funds from the settlement to mitigate the effects of PFAS for its residents; and

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.



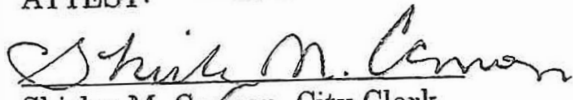
Adopted this 27th day of February, 2024.




Joseph L. Gibbons, Mayor
Lenoir City Council

ATTEST:

SEAL


Shirley M. Cannon, City Clerk

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.

Public Services Public Works Director
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- 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,

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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.

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- 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.

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- 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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of principles, practices and processes involved in downtown commercial development and marketing, press relations, and related City goals, policies, and principles.
- Thorough knowledge of the principles of management, business, their organizational procedures, and financing.
- Considerable knowledge in event coordination, implementation, execution, promotion and marketing.
- Ability to organize, supervise and direct professional and support staff and perform administrative functions such as budgeting and staffing.
- Considerable knowledge of tourism development concepts, strategies and approaches.
- Considerable knowledge of economic, social, historical, and technological resources available in the downtown commercial development field.
- Considerable knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning.
- Considerable knowledge of the Main Street program, historic rehabilitation, historic properties preservation strategies and related regulations and grants.
- 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 data research and office technology.
- Skill in coordinating large events and programs with multiple agencies and groups.
- Skills in data collection and analysis, and establishment of data bases about pertinent City statistics and demographics.
- Skill in collaborative conflict resolution.
- Ability to plan, organize, and effectively develop commercial leads for the City including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- 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

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to tour historic structures and navigate multiple story buildings.
- 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.
- 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 determine 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
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