COMMITTEE OF THE WHOLE
TUESDAY, August 26, 2025
8:30 A.M.

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

Staff Present: City Manager Scott Hildebran, City Clerk Lauren Hartley, Finance Director Donna Bean, Planning Director Hannah Williams, Public Services Public Works Director Jon Hogan, Parks & Recreation Director Phil Harper, Fire Chief Norman Staines, Community Engagement Coordinator Ashley Smith, Interim Director of Special Projects & Grants & Risk Management/Purchasing David Coffey, Communications & Public Information Director Joshua Harris, Police Chief Andy Wilson, Police Captain Mark Barlowe.

Absent: Economic & Main Street Director Brenda Floyd

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

II. CITIZEN COMMENT
There were no citizen comments presented at this time.

III. PUBLIC SAFETY
A. Police Department –Andy Wilson, Police Chief
1. Flock Cameras
Chief Wilson reported the new flock cameras will be located throughout the city and ready for use soon.
2. Red Roof Nuisance Update
The Red Roof Inn Nuisance Abatement case was filed with the courts on August 11. The Preliminary Injunction hearing is scheduled for September 15. Our contracted attorney, Angela Clark will be out of the country during that time. The City has retained secondary counsel, David Wijewickrama to represent the City during that hearing for the retainer fee of one dollar.
3. Second Quarter Report April-July 2025
Chief Wilson reviewed the quarterly report, as submitted.
4. Updates
- The Police Department will be offering the Citizen’s Canine Academy, September 23-October 28.
- The school year has started with three School Resource Officers position vacancies.

B. Fire Department – Norman Staines, Fire Chief
1. Lift Assist Policy
Fire Chief Staines reported on the rising number of lift assist calls and has concerns of a greater increase due to the Caldwell County EMS new fee schedule: Individual $100 per occurrence; Licensed facility $250 per occurrence. A policy is being drafted for council to consider.

2. Extra Duty

   Fire Chief Staines reported on the number of rescue standbys. In the Caldwell County 2025-26 annual budget, funding was not provided to Lenoir Fire Department to provide a backup ambulance. In previous budgets the City of Lenoir has received $10,000 annually to provide a BLS ambulance. Beginning July 1, 2025 fire department ambulances were removed from dispatch protocol for emergency calls. Extra Duty Solutions (EDS) now offers services to fire departments based off of their law enforcement model. Lenoir Police Department is currently utilizing EDS for off-duty assignments and the Lenoir Fire Department would like to model their rate for similar off-duty/standby hours.

   Motion

   Upon a motion by Councilmember Thomas, City Council voted 7 to 0 to approve the Extra Duty Solutions to model the rates as the Lenoir Police Department.

3. Second Quarter Report April-July 2025

   Chief Staines reviewed the quarterly report, as submitted.

4. Updates

   - LFD received a $50,000 grant from NC House Bill. The funds will be used to purchase a UTV and Enforcer 30 foam unit to aid wildland fire suppression response.
   - Twelve staff members completed a 48-hour Trench certification class this month that provided training on trenches up to 20 feet.
   - The annual inspection of all City hydrants and annual testing on 20% of hydrants should be complete within the next week.
   - Within the next five weeks we have three Captains retiring. In addition, we recently had one firefighter resign and another give his notice of resignation to go to another fire department.

IV. PUBLIC SERVICES

A. Jon Hogan Public Services Public Works Director reported on the Second Quarter July Report and project updates.

- Lenoir Fire Department Infrastructure Repair: A meeting is scheduled to discuss obtaining building stabilization and storm repair scheduled for bid advertisement.
- Hospital Avenue Sidewalk Project: AT&T has completed utility relocation and pole removal is scheduled. Mattern & Craig are working on scheduling pre-construction, project handoff and issuing an NTP (Notice to Proceed).
- Phase II Gateway Project: Destination by Design submitted encroachments to NCDOT on July 18th. Planning Director Hannah Williams stated the Gateway signs are in production and we are ready to sign the encroachment agreement, when emailed.
- Clock Tower: Due to personal issues, Mr. Spann is no longer interested in the project. Western NC Sculpture Center has been in contact with Don Carlton, a metal fabrication in Granite Falls. The City will assist with moving steel from Mr. Spann's and providing technical support.
- Beautification Projects:
- Harper Planters: Planters will be placed and planted in October.
- Downtown: Currently mulching and river rock installation.
- Broyhill Walking Park: Planting new boulder wall/entrance bank, mulching and painting park and structures.
- Harper Ave. Streetscape: Working on the design and estimate deliverables in September. This will possibly be presented to council at the next Committee of the Whole meeting.
- Traffic Signal Analysis: Waiting on the last sign materials to arrive.
- Greenway Forestry Mulching: Stitts Tree Maintenance began work, but had machinery issues. They plan to start back ASAP. The City is also entertaining goatscaping for future vegetation management.

- Culvert Replacements:
  - Powell Road.: The culvert is complete.
  - 1003 Pennell Street: Culvert Preplacement is on schedule.

B. Public Services Public Utilities Director Jeff Church reported on project updates:

- Sewer Response Process: An information pamphlet was provided to council. The pamphlet gave information on what to do in case of a sewer backup and how to prevent it.
- Finley Water project: The Notices of Award and blank agreements have been sent to TP Howard's Plumbing (Division 1) and Caldwell Tank (Division 2). Once the signed agreements, bonds, and insurance certificates are received, the contract documents will be delivered to the City for final signatures. There will be a community information session to be held at the Martin Luther King Jr. Center in the fall.
- East Harper and Ridge St / West Ave Sewer Replacements: Division 1 (Ridge Street) contract documents have been fully executed, and the pre-construction meeting is scheduled for September 4th with the City and Contractor. For Division 2 (East Harper), once the signed agreements, bonds, and insurance certificates are received from the Contractor, the contract documents will be delivered to the City for final signatures.
- Lenoir–Valdese Water Interconnect: The Interconnect evaluation was presented to City staff to identify properties for the lake crossing and the proposed booster pump station, as well as moving forward with design of the recommended project. The survey scope is being prepared for the proposed project route. A funding application is also being prepared for the additional project costs for submittal to DWI by September 30th. The funding application will include higher project costs for a 20-inch water main for the entire route.
- Lower Creek WWTP Process Basin Upgrades: The project has been funded in the amount of $5.6 Million with CWSRF low-interest loan funds with a 20-year term. The City is awaiting receipt of the Letter of Intent to Fund from DWI to confirm the funding terms, conditions, milestones, and deliverables. McGill will provide an engineering agreement for approval following receipt of the funding letter.
- Water and Sewer AIA: City staff is currently reviewing water and sewer mapping to fill in inventory gaps and provide feedback to McGill. Water and sewer facility asset evaluations continue.
- HMGP AA-Lower Creek WWTP EQ Basin-Zack's Fork Sewer Project: Currently Kyle Case with the WPCOG is finalizing the grant application.
- Lead and Copper Rule: We have received notification that we are approved for $1 million in 100% principal forgiveness funding. We are waiting to receive the letter of intent to fund from DWI to confirm funding terms, conditions, milestones, and deliverables. We are also investigating the possibility of using predictive modeling.

V. COMMUNITY DEVELOPMENT

A. The Lenoir Tourism Development Authority met on Thursday, August 7. Minutes of the May 29 meeting are submitted as information.

Ashley Smith Community Engagement Coordinator reported on the following:

- The Lenoir Tourism Development Authority has hired a local photographer for the Tourism Photographer with Compass Media Group.
- The Lenoir Business Advisory Board will meet on September 11th for a Main Street training/information session.
- Ashley also reported on Main Street updates and events.
- The Wood. Fire. Smoke event will not be held this year, but may be back in the future.

Scott Hildebran, City Manager stated the LTDA Board allocated money to the following:
$100,000-The Campus Project
$50,000-Gateway Signs
$5,000- Reallocated from Wood.Fire.Smoke to Main Street Christmas events

B. The Planning Board met on Monday, August 25. Hannah Williams, Planning Director stated Planning Board met to discuss an ordinance amendment for the B-7 zoning district. The amendment is for a conflict in the Lenoir Zoning Ordinance regarding multifamily densities.

Director Williams also reported on the following:

- Planning Board will now meet on the second Monday of every month, which will put any Public Hearings for City Council on the first meeting of the month.
- The Planning Board has one vacant seat.
- The new Planning Technician hire will start September 2.

C. The Parks & Recreation Advisory Board met on Monday, August 18.

Phil Harper, Parks & Recreation Director reported on the following:

- Lester Whittington was recognized at the Harambee Festival for his years of service and the City named the lobby and entrance hall located at the Martin Luther King Jr. Center in his honor.
- Summer Feed Program was well received. The school system brought in thirty plus meals each day throughout the summer.
- Fall programs offered for youth and adults include: adult softball, youth coed flag football and youth baseball.

VI. FINANCE & ADMINISTRATION

A. Donna Bean, Finance Director

1. Financial Summary
Donna Bean reported the General Fund's Over/Under balance as of July 31, 2025 is $9,182.398.09, the Downtown District is $656.78 and the Water & Sewer Fund is $450,460.15. She further presented a Financial Summary by Department.
2. Banking Institutions-NC Cooperative Liquid Assets Securities System (Class)
A Council Action Form and supporting documents were submitted to participate in the North Carolina Cooperative Liquid Assets Securities Systems. The North Carolina Cooperative Liquid Assets Securities System (North Carolina CLASS) is an investment pool created by an Interlocal Agreement and an Indenture of Trust, pursuant to N.C.G.S. Section 159-30 (c)(10). Participation in North Carolina CLASS is available to any unit of local government pursuant to N.C.G.S. 160A-460 through N.C.G.S. 160A-464. The Current 30-Day Yield (%) is 4.3238.
Local governments, including the City of Lenoir, typically invest their idle cash in State approved investment vehicles, but there is a need to keep a large amount of cash liquid to fund on-going operations. The City Manager and Finance Director have identified the North Carolina Cooperative Liquid Assets Securities System Investment Pool (NC CLASS) as another LGIP option to increase diversification and flexibility of investment of idle cash.
<u>Motion</u>
Upon a motion by Councilmember Rogers, City Council voted 7 to 0 to approve to participate in the NC Cooperative Liquid Assets Securities System (Class).
3. Donna Bean, Finance Director reported on the following job descriptions and title changes.
   - Title and job responsibilities for the Information Technology Network Specialist to System Administrator/Digital Forensics Analyst. This position will be shared by Finance and the Police Department and will require no additional budget allocation.

- Changing the title for the Senior Meter Reader to Meter Maintenance Technician. This will be a change in title only with no change in salary.
- Changing the title and job responsibilities for the Police Sergeant – Logistics to Police Lieutenant – Administration. This will be a change in title only with no change in salary.

Motion
Upon a motion by Councilmember Perdue, City Council voted 7 to 0 to approve to change the job description and title changes, as presented.

Scott Hildebran, City Manager spoke about a legal matter in Georgetown Estates. City Attorney, TJ Rohr has a conflict of interest and recommended Law Firm Eggers, Eggers, Eggers, and Eggers PLLC to represent the City in this case.

Motion
Upon a motion by Councilmember Beal, City Council voted 7 to 0 to approve legal services from Eggers, Eggers, Eggers, and Eggers PLLC to represent the City, as presented.

VII. PUBLIC SERVICES; David Coffey, Interim Director of Special Projects and Grants reported on the following:

- The Campus will have opening bids on September 4th at Mulberry Rec Center.
- Martin Luther King Jr. Center: Contractor is completing a punch list of items over the next week or two then we will be able to close out the project.
- Lenoir Aquatic & Fitness Center: We are having a kick off meeting at the Aquatic Center on September 4th. We plan to get initial demolition phase started in the next couple of weeks. We will not be closing the facility; we have a phased demo and construction plan.
- LEOS Land Acquisition: The most cost-effective option is to build an above ground retention system. We identified the property adjacent to the LEOS building that currently belongs to Lenoir Building Supply and are working to acquire it. The property is being evaluated to construct an above ground bio retention cell/pond with an estimated to cost of $497,000. The change from the underground system to the above ground system could potentially save the city $200,000-$300,000.

VIII. PUBLIC COMMUNICATIONS; Communications & Public Information Director Joshua Harris

- Communication Report. There were 8 new releases, 117 social posts, 719 photos, 2 videos, and 70 web updates. The website had a total of 54,352 views along with 9,744 video views. Social followers total 61,776 and there were 248 new followers this month.
- The 2025 Fall Litter Sweep will be September 13-27. The City participation date will be emailed.
- The City is hosting an Employee Appreciation night, August 28 at 5:30 p.m. at the Splashpad.
- Harris will be forming a Leadership Lenoir Civic Learning Academy.

IX. OTHER

A. September Calendar: The calendar for the month of September was provided in the packet as information.

X. ADJOURN

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

City of Lenoir
Financial Summary
As of 7/31/2025

General Fund

	2025-2026 Budget	7/31/2025	% of Budget	Change from Previous Year	7/31/2024
Total Revenue	$ 25,241,845.00	$ 10,972,163.36	43%	$ 496,131.78	$ 10,476,031.58
Expenditures	$ 25,241,845.00	$ 1,789,765.27	7%	$ (197,766.83)	$ 1,987,532.10
Over/Under	$ -	$ 9,182,398.09		$ 693,898.61	$ 8,488,499.48

Downtown District

	2025-2026 Budget	7/31/2025	% of Budget	Change from Previous Year	7/31/2024
Revenues	$ 271,550.00	$ 15,644.79	6%	$ 10,018.24	$ 5,626.55
Expenditures	$ 271,550.00	$ 14,988.01	6%	$ 1,393.96	$ 13,594.05
Over/Under	$ -	$ 656.78		$ 8,624.28	$ (7,967.50)

Water/Sewer Fund

	2025-2026 Budget	7/31/2025	% of Budget	Change from Previous Year	7/31/2024
Revenues	$ 11,963,721.00	$ 1,037,180.16	9%	$ (79,046.44)	$ 1,116,226.60
Expenditures	$ 11,963,721.00	$ 586,720.01	5%	$ (208,069.68)	$ 794,789.69
Over/Under	$ -	$ 450,460.15		$ 129,023.24	$ 321,436.91

City of Lenoir
Financial Summary By Department
As of 7/31/2025

General Fund

	BUDGET	7/31/2025	% OF BUDGET
REVENUE			
PROPERTY TAXES	$ 11,051,130.00	$ 10,641,864.16	96%
SALES TAX	$ 6,341,600.00	$ -	0%
FRANCHISE TAX	$ 2,410,000.00	$ -	0%
SOLID WASTE FEE	$ 1,111,000.00	$ 99,831.92	9%
OTHER	$ 4,328,115.00	$ 230,467.28	5%
TOTAL	**$ 25,241,845.00**	**$ 10,972,163.36**	**43%**
EXPENDITURES			
LEGISLATIVE	$ 417,895.00	$ 15,704.67	4%
ADMINISTRATIVE	$ 978,543.00	$ 128,191.28	13%
FINANCE	$ 1,045,766.00	$ 79,495.61	8%
PLANNING	$ 571,876.00	$ 34,088.37	6%
POLICE	$ 8,092,222.00	$ 569,596.77	7%
FIRE	$ 6,265,816.00	$ 434,686.47	7%
RECREATION	$ 1,700,504.00	$ 171,966.71	10%
PUBLIC WORKS			
Administrative	$ 301,040.00	$ 72,610.54	24%
Cemetery & Grounds	$ 1,242,833.00	$ 87,394.78	7%
Building Maintenance	$ 461,039.00	$ 36,887.51	8%
Sanitation	$ 1,531,540.00	$ 44,955.40	3%
Streets	$ 2,281,934.00	$ 82,656.06	4%
Vehicle Services	$ 350,837.00	$ 31,531.10	9%
TOTAL	**$ 25,241,845.00**	**$ 1,789,765.27**	**7%**
OVER/UNDER	**-**	**$ 9,182,398.09**	

Downtown District

	BUDGET	7/31/2025	% OF BUDGET
TOTAL REVENUES	**$ 271,550.00**	**$ 15,644.79**	**6%**
TOTAL EXPENDITURE	**$ 271,550.00**	**$ 14,988.01**	**6%**
OVER/UNDER	-	$ 656.78	

Water/Sewer Fund

	BUDGET	7/31/2025	% OF BUDGET
REVENUE			
WATER SALES	$ 7,500,043.00	$ 669,849.53	9%
SEWER SALES	$ 3,699,678.00	$ 336,569.61	9%
CAPITAL RESERVE	$ 1,300,000.00		
OTHER	$ 764,000.00	$ 30,761.02	4%
TOTAL REVENUES	**$ 13,263,721.00**	**$ 1,037,180.16**	**8%**
EXPENDITURES			
ADMIN & ENGINEERING	$ 563,036.00	$ 69,920.96	12%
WATER RESOURCES	$ 446,702.00	$ 28,112.40	6%
RHODHISS PLANT	$ 2,717,859.00	$ 194,343.84	7%
WATER DISTRIBUTION	$ 2,942,820.00	$ 94,524.26	3%
WASTEWATER COLLECTION	$ 3,126,772.00	$ 57,763.65	2%
WASTEWATER PRETREATMENT	$ 197,139.00	$ 14,538.18	7%
GUNPOWDER WASTEWATER PL	$ 899,194.00	$ 22,426.34	2%
LOWER CREEK WASTEWATER PL	$ 2,370,199.00	$ 105,090.38	4%
TOTAL EXPENDITURE	**$ 13,263,721.00**	**$ 586,720.01**	**4%**
OVER/UNDER	**$ -**	**$ 450,460.15**	

CITY OF LENOIR
COUNCIL ACTION FORM

I. **Agenda Item:** Staff recommends the adoption of the Resolution to join the North Carolina Cooperative Liquid Assets Securities System (North Carolina CLASS).

II. **Background Information:** The North Carolina Cooperative Liquid Assets Securities System (North Carolina CLASS) is an investment pool created by an Interlocal Agreement and an Indenture of Trust, pursuant to N.C.G.S. Section 159-30 (c)(10). North Carolina CLASS was organized in 2023 and provides a professionally managed investment program. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive rates of return as further defined within the North Carolina CLASS Information Statement. The management of North Carolina CLASS is under the direction of a Board of Trustees comprised of eligible Participants of the North Carolina CLASS program. (see attachments for Board information) The Board of Trustees has appointed Public Trust Advisors, LLC to serve as the Investment Advisor and Administrator of the program and has appointed Fifth Third Bank as the Custodian. Participation in North Carolina CLASS is available to any unit of local government pursuant to N.C.G.S. 160A-460 through N.C.G.S. 160A-464. The Current 30-Day Yield (%) is 4.3238.

Local governments, including the City of Lenoir, typically invest their idle cash in State-approved investment vehicles, but there is a need to keep a large amount of cash liquid to fund on-going operations. Historically, options for investing idle cash and keeping it liquid were limited to either the City's main depository bank or the North Carolina Capital Management Trust (NCCMT). Due to interest rate volatility over the past few years, the City Manager and Finance Director have identified the need for more investment options to allow diversification of investments of idle cash. Local Government Investment Pools (LGIPs) are allowed by North Carolina State Statute to be formed by two or more participating local government units according to specific guidelines. The City Manager and Finance Director have identified the North Carolina Cooperative Liquid Assets Securities System Investment Pool (NC CLASS) as another LGIP option to increase diversification and flexibility of investment of idle cash. Additional information on the NC CLASS investment pool is attached.

III. **Staff Recommendation:** Approve the resolution to join the North Carolina CLASS Investment Pool.

IV. **Reviewed By:**

City Attorney:
Finance Director: *Donna Bean*
Public Works/Public Utilities Director:

RESOLUTION TO PARTICIPATE IN NORTH CAROLINA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEMS

A resolution authorizing the City of Lenoir, North Carolina (the "City") to join with other political subdivisions of the State of North Carolina as a Participant ("Participant") in the North Carolina Cooperative Liquid Assets Securities System (North Carolina CLASS) (the "Trust") to pool funds for investment.

WHEREAS, the provisions of Section 159-30 of the General Statutes of North Carolina, as amended ("N.C. Gen. Stat."), provide the guidelines for any local government or public authority of the State of North Carolina (a "Local Government" or "Local Government Unit") to invest idle funds;

WHEREAS, under N.C. Gen. Stat. § 159-30(c)(10), moneys may be invested in a commingled investment pool established by interlocal agreement pursuant to N.C. Gen. Stat. § 160A-460 through 160A-464 (a "Local Government Investment Pool"), if the investments of the Local Government Investment Pool are limited to those qualifying for investment under N.C. Gen. Stat. § 159-30(c) or other laws of the State of North Carolina governing the investment of monies of a Local Government Unit ("Permitted Investments");

WHEREAS, certain Local Government Units have executed an Interlocal Agreement dated March 1, 2023 (the "Original Interlocal Agreement" and as supplemented and amended the "Interlocal Agreement") for the purpose of creating the Trust or executed a joinder agreement for purposes of joining the Original Interlocal Agreement;

WHEREAS, the Trust is governed by the terms of an Indenture of Trust dated as of March 1, 2023 (the "Indenture"), which provides for the deposit of the pooled idle funds in the Trust and the investment of such funds in only Permitted Investments;

WHEREAS, the City desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby RESOLVED by the Council of the City of Lenoir, North Carolina that:

1. The Governing Body hereby approves the City's participation in the Trust, which is governed by the Indenture.
2. The City Manager and Finance Director are hereby authorized to take or cause to be taken any and all such other actions as they may determine in their discretion to be to be necessary or advisable or in the best interest of the City in order to effectuate, complete and carry out the intent and purposes of the foregoing resolutions and the management, supervision, and investment of the City's idle funds, including, but not limited to, the execution of all depository forms or other documents required by the administrator, the custodian or the investment advisor of the Trust and execution of amendments to the Interlocal Agreement entered into for the purpose of (i) adding an additional Participant to the Trust or (ii) which do not have financial implications for the City.

3. The Governing Body hereby approves the City Manager and Finance Director to serve as the City's Authorized Representatives under the Interlocal Agreement and the Indenture and in such capacity shall remain responsible for the management, supervision and investment of the City's idle funds.

The undersigned hereby certifies that the City Council has enacted this Resolution, or another form of Resolution, a copy of which is enclosed, and that such Resolution is a true and correct copy of the original which is in my possession.

Adopted by the City Council of the City of Lenoir, North Carolina on this 19th day of August, 2025.

Joseph L. Gibbons Mayor, City of Lenoir

Attest:

Lauren Hartley, City Clerk

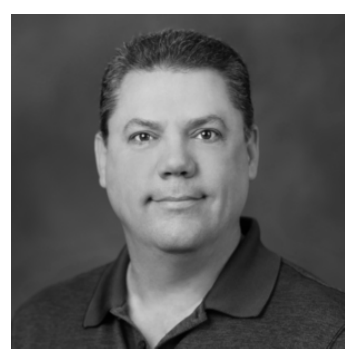
North Carolina CLASS Board of Trustees

North Carolina CLASS is supervised by a Board of Trustees comprised of eligible Participants of the North Carolina CLASS program. The Board of Trustees supervises North Carolina CLASS and its affairs and acts as the liaison between the Participants, the Custodian, and the Administrator. The Board administers the affairs of North Carolina CLASS and enters into contracts and agreements on behalf of the Program. It also selects the Administrator, Investment Advisor, and the Custodian subject to the terms of the Interlocal Agreement and Indenture of Trust.

The members below constitute the North Carolina CLASS Board of Trustees. The Board may expand membership of the Board and set initial terms for each additional Trustee, but the number of Trustees thereafter shall never be less than three nor more than thirteen.

Drew Holland, Board Chair

Town of Hope Mills
Finance Director



(https://ncclass.com/)

General

About (https://ncclass.com/overview/)

Questions & Answers (https://ncclass.com/Faqs/)

Services

Yields (https://ncclass.com/rates/)

Document Center (https://ncclass.com/document-center/)

Publications (https://ncclass.com/insights-for-investors/)

Contact

North Carolina CLASS Relationship Team (https://ncclass.com/relationship-team/)

Client Services (https://ncclass.com/client-services/)

Service Providers

Fifth Third Bank (https://www.53.com/content/fifth-third/en.html)

Cohen & Co. (https://www.cohencpa.com/)

McGuireWoods, LLP (http://www.mcguirewoods.com/)

(https://www.publictrustadvisors.com/)

Yields Disclaimer (https://ncclass.com/rates-disclaimer)

North Carolina

CLASS

Prime Fund Information Statement

March 13, 2023

Introduction

The purpose of this Information Statement for the is to provide information to Local Government Units (as defined below) interested in investing certain idle funds in the Prime Fund (the "Prime Fund") of the North Carolina CLASS (as defined herein). This Information Statement for the Prime Fund describes certain provisions of the Indenture (as defined herein) for North Carolina CLASS and the Investment Policy for the Prime Fund. Local Government Units interested in investing in the Prime Fund should review the full terms of the Indenture (located in the Document Center at www.ncclass.com) and the Investment Policy for the Prime Fund described herein (located in the Document Center at www.ncclass.com), each of which are incorporated herein by reference. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Indenture.

The contents of this Information Statement should not be considered to be legal, tax, or investment advice, and those Local Government Units interested in investing in the Prime Fund should consult with their own counsel and advisers as to all matters concerning investment in the Prime Fund.

North Carolina CLASS Prime Fund Summary

The North Carolina Cooperative Liquid Assets Securities System, doing business as North Carolina CLASS, is an investment pool ("North Carolina CLASS") created by interlocal agreement (the "Interlocal Agreement) and the Indenture of Trust (the "Indenture").

The purpose of North Carolina CLASS is to provide a commingled investment pool established by interlocal agreement in accordance with North Carolina law permitting Local Government Units to pool idle funds in order to invest such funds and earn interest in accordance with, and as permitted by, the provisions of Section 159-30 of Article 3 of Chapter 159 of the General Statutes of North Carolina, as amended and as may be further amended from time to time ("N.C.G.S.") entitled "The Local Government Budget and Fiscal Control Act".

The provisions of N.C.G.S. Section 159-30(c)(10) authorize any local government or public authority of the State of North Carolina (as each such term is defined in N.C.G.S. Section 159-30) (a "Local Government Unit") to invest moneys in a commingled investment pool established by interlocal agreement pursuant to N.C.G.S. Chapter 160A, Article 20 (an "Investment Pool") if the investments of the Investment Pool are limited to those qualifying for investment under N.C.G.S. Section 159-30 ("Permitted Investments").

By entering into the Interlocal Agreement, each of the Signatory Local Government Units (as defined in the Indenture) will have determined that establishment of and participation in North Carolina CLASS serves a governmental purpose for such Signatory Local Government Unit, including, but not limited to, providing for the investment and deposit of their idle funds subject to the limitations of N.C.G.S. Section 159-30 , and by entering into the Interlocal Agreement, the Signatory Local Government Units are able to take advantage of pooling their investments with other Local Government Units to increase the investments available for investment in the Prime Fund and to lower costs associated with the investment of their funds.

North Carolina CLASS provides a professionally managed pooled investment program for Participants. See "Investment Advisor & Administrator." Pursuant to the Indenture, North Carolina CLASS is governed by a Board of Trustees (See "Board of Trustees").

The investment in the Prime Fund is not subject to any registration requirements under any federal or state securities law. North Carolina CLASS has not been, and is not required to be, registered under the Investment Company Act of 1940, as amended (the "Investment Company Act"). Accordingly, North Carolina CLASS and its Prime Fund are not subject to the provisions of the Investment Company Act, including the protective rules relating to registered money market funds and other types of mutual funds.

Prime Fund Investment Objectives

North Carolina CLASS will provide a professionally managed pooled investment program for Participants. The general objective of the Prime Fund is to generate additional investment income for the Participants while maintaining safety and liquidity. The Prime Fund will be managed to comply with the requirements of North Carolina law, specifically N.C.G.S. Section 159-30.

The Prime Fund will be managed to offer a safe, convenient, and daily liquid investment option for Participants. As described below, the investment objectives of the Prime Fund will be to preserve principal, provide daily liquidity, earn a competitive rate of return, and maintain a stable Net Asset Value (NAV) of $1.00.

The Prime Fund will have a maximum dollar-weighted average maturity (WAM) of 60 days and a maximum weighted average life (WAL) of 120 days. The Investment Policy for the Prime Fund establishes the policies, procedures, and strategies that are designed to facilitate the achievement of these objectives.

North Carolina CLASS maintains a 'AAAm' rating from S&P Global Ratings on the Prime Fund. According to S&P Global Ratings, a fund rated 'AAAm' demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. 'AAAm' is the highest principal stability fund rating assigned by S&P Global Ratings.

The investment objectives of the Prime Fund in order of priority are:

Safety: The Prime Fund is managed to emphasize the preservation of principal while maintaining a stable NAV of $1.00.

Liquidity: The Prime Fund is managed to provide daily liquidity to its Participants. See above for description of the maximum WAM and WAL for investments in the Prime Fund.

Competitive Returns: The Prime Fund is managed to generate competitive returns while providing daily liquidity and stability of principal.

No assurances can be given that the investment objectives of the Prime Fund will be achieved.

Transparency

North Carolina CLASS seeks to provide transparency to Participants in the Prime Fund by allowing Participants to readily obtain portfolio and account information. North Carolina CLASS will offer dedicated Participant support with an easy-to-use technology platform. Historical and current performance data, NAV, WAM, and WAL are published and available to Participants on the North Carolina CLASS website. Portfolio holdings are published monthly and are available to Participants through the North Carolina CLASS online transaction portal.

Eligible Participants

Eligible participants include any unit of local government pursuant to G.S. 160A-460 through G.S. 160A-464.

Prime Fund Eligible Investments

Funds in North Carolina CLASS will be invested exclusively in the investments authorized under N.C.G.S. 159-30(c).

The following types of investments are eligible for inclusion in the Prime Fund:

- Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.

- Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, Fannie Mae, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration, the United States Postal Service.

- Obligations of the State of North Carolina.

- Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the secretary may impose.

- Savings certificates issued by any savings and loan association organized under the laws of the State of North Carolina or by any federal savings and loan association having its principal office in North Carolina; provided that any principal amount of such certificate in excess of the amount insured by the federal government or any agency thereof, or by a mutual deposit guaranty association authorized by the Commissioner of Banks of the Department of Commerce of the State of North Carolina, be fully collateralized.

- Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligation.

- Bills of exchange or time drafts drawn on and accepted by a commercial bank and eligible for use as collateral by member banks in borrowing from a federal reserve bank, provided that the accepting bank or its holding company is either (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.

- Participating shares in a mutual fund for local government investment; provided that the investments of the fund are limited to those qualifying for investment under this subsection (c) and that said fund is certified by the Local Government Commission. The Local Government Commission shall have the authority to issue rules and regulations concerning the establishment and qualifications of any mutual fund for local government investment.

- Evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian.

- Repurchase agreements with respect to either direct obligations of the United States or obligations the principal of and the interest on which are guaranteed by the United States if entered into with a broker or dealer, as defined by the Securities Exchange Act of 1934, which is a dealer recognized as a primary dealer by a Federal Reserve Bank, or any commercial bank, trust company or national banking association, the deposits of which are insured by the Federal Deposit Insurance Corporation or any successor thereof if:

    a) Such obligations that are subject to such repurchase agreement are delivered (in physical or in book entry form) to the local government or public authority, or any financial institution serving either as trustee for the local government or public authority or as fiscal agent for the local government or public authority or are supported by a safekeeping receipt issued by a depository satisfactory to the local government or public authority, provided that such repurchase agreement must provide that the value of the underlying obligations shall be maintained at a current market value, calculated at least daily, of not less than one hundred percent (100%) of the repurchase price, and, provided further, that the financial institution serving either as trustee or as fiscal agent for the local government or public authority holding the obligations subject to the repurchase agreement hereunder or the depository issuing the safekeeping receipt shall not be the provider of the repurchase agreement;

b) A valid and perfected first security interest in the obligations which are the subject of such repurchase agreement has been granted to the local government or public authority or its assignee or book entry procedures, conforming, to the extent practicable, with federal regulations and satisfactory to the local government or public authority have been established for the benefit of the local government or public authority or its assignee;

c) Such securities are free and clear of any adverse third-party claims; and

d) Such repurchase agreement is in a form satisfactory to the local government or public authority

The Investment Policy for the Prime Fund will also contain certain investment restrictions on investments in the Prime Fund.

Each Participant, by its investment in the Prime Fund, is certifying that it is legally authorized to make such investment. Participants should consult with their legal counsel and/or advisors regarding the legality of investment funds in the Prime Fund.

Allocations of Investments; Interests of Participants

The Indenture provides that the beneficial interests of the Participants in the investments in the Prime Fund (the "Trust Property") and the earnings thereon shall, for convenience of reference, be divided into "Shares". Shares shall be used as units to measure the proportionate allocation to the respective Participants of the beneficial interests in the investments in the Prime Fund. The number of Shares that may be used to measure and represent the proportionate allocation of beneficial interests among the Participants is unlimited. All Shares shall be of one class representing equal distribution, liquidation, and other rights. The beneficial interests measured by the Shares shall not entitle a Participant to preference, preemptive, appraisal, conversion, or exchange rights of any kind with respect to the Prime Fund or the Trust Property. Legal title to the Trust Property of every description is vested in the Board on behalf of and for the beneficial interests of the Participants. The Participants shall have no interest in the Trust Property other than the beneficial interests conferred in the Indenture and measured by their Shares, and the Participants shall have no right to call for any partition or division of any property, profits, rights, or interests of the Prime Fund nor can the Participants be called upon to share or assume any losses of the Prime Fund or suffer an assessment of any kind by virtue of the allocation of Shares to them.

In their discretion, the Board may from time to time allocate Shares in addition to the then allocated Shares to such Participant for such amount and such type of consideration (including without limitation income from the investment of Trust Property) at such time(s) (including without limitation each Business Day in accordance with the maintenance of a constant net asset value per Share as set forth in the Indenture with respect to the Prime Fund), and on such terms as the Board may deem best. In connection with any allocation of Shares, the Board may allocate fractional Shares. From time to time, the Board may adjust the total number of Shares allocated without thereby changing the proportionate beneficial interests in the Prime Fund. Reductions or increases in the number of allocated Shares may be made in order to maintain a constant net asset value per Share with respect to the Prime Fund as set forth in Section 12.2 of the Indenture. Shares shall be allocated and redeemed as one hundredths (1/100ths) of a Share or any multiple thereof.

Shares may be allocated only to a Participant of the Prime Fund in accordance with the Indenture. Any Participant may establish more than one subaccount within the Prime Fund for such Participant's convenience.

There is no minimum amount of funds that may be maintained in an account in the Prime Fund by a Participant at any one time, and there shall be no limit on the maximum that may be maintained by a Participant in any account; provided that the Board may, by resolution, change the minimum or set a maximum.

If the Board changes the minimum total investment to an amount greater than the investment of any Participant at the time that such change becomes effective, the investment of such Participant shall not be redeemed without such Participant's consent.

Investment Risks

Participants should specifically consider the following risks before deciding to invest in the Prime Fund of North Carolina CLASS. The following summary does not purport to be comprehensive or definitive of all risk factors. Investing involves risks including the possible loss of principal.

Interest Rate Risks

The prices of the fixed-income securities in the Prime Fund will rise and fall in response to changes in the interest rates paid by similar securities. Generally, when interest rates rise, prices of fixed-income securities fall. However, market factors, such as demand for particular fixed-income securities, may cause the price of certain fixed-income securities to fall while the price of other securities rise or remain unchanged. Interest rate changes have a greater effect on the price of fixed-income securities with longer maturities. The Investment Advisor will seek to manage this risk by purchasing short-term securities.

Credit Risks

Credit risk is the possibility that an issuer of a fixed-income security held in the Prime Fund will default on the security by failing to pay interest or principal when due. If an issuer defaults, Participants in the Prime Fund may incur losses. The Investment Advisor will seek to manage this risk by purchasing high-quality securities as determined by one or more Nationally Recognized Statistical Ratings Organizations and/or the Investment Advisor’s credit research team.

Funds in the Prime Fund will be invested exclusively in the investments authorized under N.C.G.S. 159-30(c). In addition, the Investment Policy for the Prime Fund contains a description of the minimum credit quality for each category of eligible investment in the Prime Fund.

Stable Net Asset Value Risks

Although the Prime Fund will be managed to maintain a stable NAV of $1.00 per Share, there is no guarantee that it will be able to do so.

Investment Not Insured or Guaranteed

An investment in the Prime Fund is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

Liquidity Risk

The Trust is subject to certain liquidity risks in which the size of a bond's market, the frequency of trades, the ease of valuation, and/or issue size may impact the Investment Advisor's ability to sell investments in a timely fashion or at or near fair value in order to fulfill a Participant's redemption request.

Market Risk

Market risk is the risk that the value of securities owned goes up or down, sometimes rapidly and/or unpredictably, due to factors affecting securities markets generally or within particular industries.

Issuer Risk

The risk that the value of a security declines for a reason directly related to the issuer such as management performance, financial leverage, and reduced demand for the issuer's goods or services.

Default Risk

The risk that a bond issuer (or counterparty) will default by failing to repay principal and interest in a timely manner.

Board of Trustees

Pursuant to the Indenture, the management of North Carolina CLASS will be governed by a Board of Trustees (the "Board"). The Board will supervise North Carolina CLASS and its affairs and acts as the liaison between the Participants, the Custodian, the Administrator, the Investment Advisor and all service providers.

Trustees shall be appointed as set forth in the Bylaws. It is expected that the initial Board will consist of five (5) Trustees.

The Board may, at any time and from time to time, increase the number of Trustees and set the initial terms for each additional Trustee; provided however, the number of Trustees shall not be less than three (3) nor more than thirteen (13). In the event the Board approves such an increase, the Board shall appoint qualified Authorized Representatives to a term not to exceed three years. By resolution, the Board may decrease the number of Trustees (but to never less than three) by not filling expiring terms.

The initial Board will adopt an Investment Policy for the Prime Fund and may approve amendments to such Investment Policy from time to time. Upon the Board’s approval of any amendment to the Investment Policy for the Prime Fund, the amended Investment Policy will be posted to the website of North Carolina CLASS.

See www.ncclass.com for a description of the current Trustees and officers of North Carolina CLASS.

Investment Advisor & Administrator

Pursuant to an agreement with the Board, Public Trust Advisors, LLC ("Public Trust") will serve as the Investment Advisor and Administrator for the North Carolina CLASS Investment Program.

As Investment Advisor, Public Trust will provide investment services for the Board on behalf of North Carolina CLASS, including the Prime Fund. Public Trust is an investment advisory firm headquartered in Denver, Colorado with offices in Raleigh, North Carolina. Public Trust is registered with the Securities and Exchange Commission as an investment advisor under the Investment Advisers Act of 1940.

As Administrator, Public Trust will service all Participant accounts in North Carolina CLASS, including all Participant accounts in the Prime Fund, determines and allocates income of the North Carolina CLASS, provide certain written confirmation of the investment and withdrawal of funds by Participants, provide administrative personnel and facilities to North Carolina CLASS, determines the NAV of the Prime Fund on a daily basis, and perform all related administrative services for North Carolina CLASS. At least quarterly, the Administrator will provide the Board with a detailed evaluation of the performance of the North Carolina CLASS Investment Program, including the Prime Fund, based upon a number of factors. This evaluation includes a comparative analysis of the investment results of the North Carolina CLASS Investment Program, including the Prime Fund, in relation to industry standards such as the performance of comparable money market mutual funds and various indexes of money market securities.

Custodian

Pursuant to an agreement with the North Carolina CLASS, the Board has engaged Fifth Third Bank, N.A. as the initial Custodian. Fifth Third shall act as safekeeping agent for North Carolina CLASS, including for the Prime Fund.

The Custodian serves, in accordance with North Carolina law, as the depository in connection with the direct investment and withdrawal mechanisms of the North Carolina CLASS Investment Program. The Custodian does not participate in the investment decision making process of the North Carolina CLASS Investment Program.

The Custodian shall hold the investments in the Prime Fund in its capacity as Custodian for North Carolina CLASS. The investments in the Prime Fund shall be custodial property of the Custodian and shall not be, or be deemed to be, an asset of the Custodian.

The Custodian shall acknowledge in the Custody Agreement that records concerning the Investment Property shall be maintained by the Administrator and that such records shall conclusively determine the interests of North Carolina CLASS in the Investment Property.

Independent Auditors

The Board has engaged with Cohen & Company to represent North Carolina CLASS as the independent certified public accounting firm to audit the annual financial statements of North Carolina CLASS. The audit will contain statements of assets and liabilities, of operations, and of changes in net assets. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of North Carolina CLASS made in accordance with generally accepted accounting principles (GAAP). The fiscal year of the North Carolina CLASS ends each December 31. Public Trust will recommend that the initial Board engage CliftonLarsonAllen, LLP as the independent auditor for North Carolina CLASS.

How to Become a Participant

The eligibility requirements for being a Participant in the North Carolina CLASS are described under “Eligible Participants” herein. Any prospective Local Government Unit seeking to participate in the Interlocal Agreement and thereby invest funds in the Prime Fund of the North Carolina CLASS should review the Interlocal Agreement, the Indenture, this Information Statement for the Prime Fund, and the Investment Policy for the Prime Fund and then simply complete the North Carolina CLASS Participation Packet found in the document center of the North Carolina CLASS website (located in the Document Center at www.ncclass.com). Please email all completed forms to clientservices@ncclass.com.

There is no limit on the number of subaccounts that can be opened by a Participant. The Administrator will notify the prospective Participant of its approval of the Participation Forms and the account number(s) assigned. The Administrator reserves the right to reject any Participation in its discretion. Investment in the Prime Fund may be effectuated through the North Carolina CLASS online transaction portal. Secure online access will be available to Participants with respect to their accounts. Information with respect to the Prime Fund, including daily yield, up-to-date account information, and a transaction history will be available online. Confirmations of each deposit (investment of funds) and withdrawal of funds will be available online to a Participant within one business day of the transaction.

Investment of Funds; Investments

Participants may invest funds in the Prime Fund by Automated Clearing House (ACH) transfer or wire transfer from the Participant to the Custodian. North Carolina CLASS does not charge a fee for receipt of wire contributions. However, a Participant's bank may charge a fee for wiring funds.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with North Carolina CLASS.

Investment Procedures

1. The Participant shall provide a recorded call or send a written notice to the Administrator indicating the amount to be invested in the Prime Fund and indicating which Account of the Prime Fund the investment is to be made. The Participant shall instruct its bank depository to wire or electronically transfer Investment Funds to the applicable Account at the Custodian for the purchase of investments to be held by the Custodian in such Account.

2. The Administrator shall receive the notice described in (1) from the Participant.

3. Funds received by the Custodian by 12:00 p.m. ET will be deposited in the Prime Fund for investment. Funds received after 12:00 p.m. ET will be invested overnight.

4. If Investment Funds for which notification of investment has been given are not received by the end of the business day (5:00p.m. ET) on which such notification is given, the Administrator shall deduct the value of such Investment Funds from the Participant's balance if previously credited.

5. The Participant is prohibited from requesting payments from amounts credited to its balance in the Prime Fund until such Investment Funds are received by the Custodian from the Participant.

These Investment Procedures may be amended from time-to-time pursuant to the Indenture, provided, however, the Administrator will only change the times set forth above after consulting with the Custodian.

Withdrawal of Funds

The withdrawal of a Participants funds from North Carolina CLASS is referred to in the Indenture as "Redemptions" for convenience. Redemptions from the Prime Fund may be made via ACH or wire transfer from the Custodian to the Participant. Requests for Redemptions from accounts with pre-established wire instructions will be honored on a same-day basis if received by the Administrator prior to 12:00 p.m. ET. Special wire transfer requests are available only with written documentation.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with North Carolina CLASS.

Each Participant, by its investment in any Fund, including the Prime Fund, agrees that North Carolina CLASS may temporarily suspend the right of redemption or postpone the date of payment for the withdrawal of funds from North Carolina CLASS for the whole or any part of any period:

(i) During which there shall have occurred any state of war, national emergency, banking moratorium, or suspension of payments by banks in the State of North Carolina or any general suspension of trading or limitation of prices on the New York Stock Exchange or American Stock Exchange (other than customary weekend and holiday closing); or

(ii) During which any financial emergency when or if disposal by the Trust of Trust Property is not reasonably practicable because of the substantial losses that might be incurred or it is not reasonably practicable for the Trust fairly to determine the value of its assets.

The Board with advice of the Administrator shall determine, on behalf of North Carolina CLASS, when an event occurs that would temporarily suspend or postpone a Participant's right of Redemption. Participants should refer to the Indenture for additional detail.

Payment Procedures

1. The Participant shall provide withdrawal instructions via the North Carolina CLASS secure online transaction portal, indicating the amount requested to be paid (redeemed) and shall specify from which Account of the Prime Fund the payment is to be made.

2. In the transaction portal, the Participant will notify the Administrator of the payee of the amount requested, which may be the Participant, and include any wire, electronic transfer, or other payment instructions. Such payee must be listed on the list of approved payees that has been provided by the Participant to the Administrator in advance of the payment.

3. The Administrator shall receive the notice described in (1) and the information required in (2) from the Participant.

4. The Participant may only request payments of that portion of its balance that represents Investment Funds and its proportional share of the income from the Investment Property that, in all cases, is actually held by the Custodian in the applicable Account in the Prime Fund.

These Payment Procedures may be amended from time-to-time pursuant to the Indenture, provided, however, that the Administrator will only change the times set forth above after consulting with the Custodian.

Portfolio Transactions

Subject to the general supervision of the North Carolina CLASS, the Investment Advisor is responsible for placing the orders for the purchase and sale of securities within the Prime Fund, referred to herein as "portfolio transactions" for convenience. The portfolio transactions within the North Carolina CLASS Investment Program, including the Prime Fund, occur only with broker dealers acting as principals except for commercial paper transactions that may be placed directly with the issuers. Although North Carolina CLASS does not ordinarily seek but nonetheless may make profits through short-term trading, the Investment Advisor may, on behalf of North Carolina CLASS, dispose of any portfolio investment prior to its maturity if such disposition is advisable. The weighted average maturity and weighted average life limits applicable to the Prime Fund are expected to result in high portfolio turnover. However, since brokerage commissions are not typically paid on the types of investments in which the Prime Fund is likely to invest, any turnover resulting from such investments should not adversely affect the NAV of the Prime Fund.

The Investment Advisor seeks to obtain the best net price and the most favorable execution of portfolio transactions. Portfolio transactions will not occur between the Investment Advisor and Administrator, the Custodian, any Trustee, or any affiliate, officer, director, employee, or agent of any of them.

Valuation of Prime Fund

The Administrator determines the NAV of the Shares of the Prime Fund at least once on each business day on a mark-to-market basis. The NAV per Share of the Prime Fund is computed by dividing the total value of the securities and other assets of the Prime Fund, less any liabilities, by the total outstanding Shares of the Prime Fund. Expenses and fees of North Carolina CLASS accrue daily and are included within liabilities for the NAV calculation.

For the purpose of calculating the Prime Fund's NAV per Share, the securities held within the Prime Fund are valued as follows: (1) securities for which market quotations are readily available are valued at the most recent bid price or yield equivalent as obtained from one or more market makers for such securities; (2) all other securities and assets are valued at fair market value in good faith.

The result of this calculation is a share value rounded to the nearest penny. Accordingly, the price at which Shares of the Prime Fund are sold and redeemed will not reflect unrealized gains or losses on securities within the Prime Fund that amount to less than $.005 per Share. The Administrator will endeavor to minimize the amount of such gains or losses. However, if unrealized gains or losses on securities within the Prime Fund should exceed $.005 per Share, the Prime Fund's NAV per Share will change from $1.00 or be maintained at $1.00 per Share by retention of earnings or the reduction on a pro rata basis of each Participant's Shares in the Prime Fund in the event of losses or by a pro rata distribution to each Participant in the event of gains.

While it is a fundamental objective of the Prime Fund to maintain a NAV of $1.00 per Share, there can be no guarantee that the NAV will not deviate from $1.00 per Share. The NAV per Share of the Prime Fund may be affected by general changes in interest rates resulting in increases or decreases in the value of the securities in the Prime Fund. The fair market value of the Prime Fund's securities will vary inversely to changes in prevailing interest rates. If a security is held to maturity, no loss or gain is normally realized as a result of these fluctuations.

1. Portfolio Valuation

At least once each business day, the Investment Property Value shall be determined on a mark-to-market basis as follows:

The Administrator shall determine the market value of the specific investment holdings for the North Carolina CLASS portfolio as described in the second paragraph under this heading "Valuation of Prime Fund."

2. Amendment

These Valuation Procedures may be amended from time-to-time pursuant to the Indenture.

Use of Fair Value Measurement

North Carolina CLASS follows Financial Accounting Standards Board (FASB) Accounting Standards Topic (ASC) 820 *Fair Value Measurement and Disclosure* for financial reporting purposes. ASC 820 defines fair value, establishes a single framework for measuring fair value, and requires disclosures about fair value measurement.

Local government investment pools (LGIP) may select different methods of determining the value of assets held within the portfolio for reporting purposes. The two most common methods used to report on the assets of the portfolio are mark-to-market—frequently referred to as "fair value" or "fair market value"—and amortized cost. North Carolina CLASS utilizes the mark-to-market methodology. This involves obtaining prices for securities in the portfolio every business day. The mark-to-market methodology provides Participants with a high degree of transparency with respect to the underlying market values of the Prime Fund's securities.

The mark-to-market methodology (FASB) can and should be contrasted with the amortized cost method that some LGIPs utilize. LGIPs that follow GASB 79 are following the amortized cost method, which entails adjusting the value of the portfolio's securities on a daily basis by a predetermined amount from the purchase date to the maturity date. While the amortized cost method produces very reliable and predictable asset valuations, that predetermined value may or may not accurately reflect the market value of the security.

Computation of Yields

A daily and seven-day average yield for the Prime Fund will be provided by the Administrator in published reports and information on www.ncclass.com. To obtain the daily yield, a daily income distribution per share factor is first calculated. That factor is the net income for that day divided by the number of settled shares outstanding. The factor is then multiplied by 365 (366 in a leap year) to produce the daily yield. The seven-day average yield is obtained by averaging the daily yield for seven identified, consecutive days. From time-to-time, the Administrator may also quote the yield for the Prime Fund on other basis for the information of the Participants.

Yields quoted by the Administrator should not be considered a representation of the future yield of the Prime Fund since the yield is not fixed. Actual yields for the Prime Fund will depend not only on the type, quality, and maturities of the investments held by the Prime Fund and the changes in interest rates for such investments but also on changes in the Prime Fund's expenses during the period.

Yield information may be useful in reviewing the performance of the Prime Fund and for providing a basis for comparison with other investment alternatives.

Income Allocations

All net income of the Prime Fund is determined as of the close of business each day (and at such other times as the Board may determine) and is credited at month end to each Participant's Account within the Prime Fund.

Net income that has thus accrued to the Participants is converted as of the close of business of each month into additional Shares that are thereafter held in each Participant's account. Reinvested net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Net income for the Prime Fund each day consists of (1) all accrued interest income on assets of the Prime Fund plus (2) accretion of discount less (3) amortization of premium and less (4) accrued expenses.

Retained Reserves

Pursuant to the Indenture, the Investment Advisor may retain from earnings and profits in the North Carolina CLASS, including the Prime Fund, amounts deemed necessary to pay the debts and expenses of North Carolina CLASS, as well as to meet other obligations of North Carolina CLASS. The Investment Advisor will possess the power to establish from earnings and profits such reasonable reserves as they believe may be necessary or desirable. Realized capital gains or losses shall be distributed in a timely and equitable manner as determined by the Investment Advisor.

North Carolina CLASS Expenses

Pursuant to the Indenture, the Administrator shall receive a fee as described below in "North Carolina CLASS Fees." The Administrator's fee shall be an Investment Property Liability. From its fee, the Administrator shall pay the following costs and expenses: the Investment Advisor's fee set forth in the Investment Advisor Agreement, the Custodian's fee set forth in the Custody Agreement, the costs of third parties retained by the Administrator to render investment advice pursuant to the Administrator Agreement, marketing expenses, all custodial and securities clearance transaction charges, the cost of valuing the Investment Property, the cost of obtaining a rating or ratings, if any, the cost of other expenses agreed to by the Administrator and North Carolina CLASS, all Investment Property record-keeping expenses, the cost of preparing monthly and annual reports, the expense of outside auditors required pursuant to the Administrator Agreement (but only if the Administrator selects such auditors), the fees of the counsel to the Administrator and/or the counsel to North Carolina CLASS, the cost of

Meetings of the Board, insurance costs and the costs of Participant surveys and mailings. Periodically, the Administrator shall provide a detailed accounting of such expenses to the Trustees.

North Carolina CLASS Fees

For the performance of its obligations as Administrator in the Administrator Agreement, Public Trust will charge a fee from the Investment Property Value (the "Daily Fee"). This Daily Fee will accrue on a daily basis, be paid monthly in arrears and prorated for any portion of the month in which the Administrator Agreement is in effect. The applicable fee rate is calculated by taking the fee rate(s) divided by 365 days (366 days in the event of a leap year) and rounded to ten decimal places. The prior day's net assets will be multiplied by the applicable fee rate(s) to equal the daily fee accrual. For weekend days and holidays, the net assets for the previous business day will be utilized for the calculation of the fees. (i.e., Saturdays and Sundays accruals will utilize Thursdays Net Assets.) Monthly invoice calculations will include holidays and weekends that fall within the month. The applicable fee rate shall be at an annual rate equal to up to fifteen (15) basis points. The Administrator is authorized to debit the applicable monthly fee amount within five (5) business days after the end of such month. All payment records and invoices will be presented at each subsequent meeting of the Board. Fees may be waived or abated at any time, or from time-to-time, at the sole discretion of the Administrator. Any such waived fees may be restored by the written agreement of North Carolina CLASS.

Reports to Participants

Annually

Audited financial statements of North Carolina CLASS will be provided annually. See "Independent Auditors" above.

Monthly

Within 15 days after the end of each month, the Administrator shall prepare and submit, or make available, to each Participant a statement disclosing any activity and a closing balance, including the number of Shares, in each of its accounts for such month.

Upon Request

The Administrator, upon the request of a Participant, shall furnish to the Participant a statement of such Participant's balance as of the date of such request subject only to account activity on such date.

North Carolina CLASS

North Carolina CLASS Participation Packet

Welcome to North Carolina CLASS

Thank you for choosing North Carolina CLASS!

This packet contains all the materials necessary to set up your North Carolina CLASS account(s). If you have any questions about the registration process or about your North Carolina CLASS account(s), please do not hesitate to contact us. The North Carolina CLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (866) 200-3536 or by email at clientservices@ncclass.com.

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services. North Carolina CLASS is not a bank. An investment in North Carolina CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although North Carolina CLASS seeks to preserve the value of your investment at $1.00 per share, it cannot guarantee it will do so. Please read the applicable North Carolina CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Participation Procedures

To join North Carolina CLASS, please complete the following:

1. Read the North Carolina CLASS Interlocal Agreement, Indenture of Trust, and the applicable Information Statement located at www.ncclass.com.

2. Complete the Participant Certification (page 4).

3. Complete the Entity Participation Form attached as Appendix A hereto.

4. Complete the Participant Contact Information Form attached as Appendix B hereto. North Carolina CLASS recommends having multiple authorized signers to help prevent fraud.

5. Complete the Accounts to be Established Form attached as Appendix C hereto. Participants may open as many accounts as needed.

If you have questions, please contact our team at:

North Carolina Client Service Team
T: (866) 200-3536
Email: clientservices@nccclass.com

Through the North Carolina CLASS website, www.ncclass.com, Participants will be regularly informed of important program information, holidays, upcoming meetings of the Board of Trustees, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the North Carolina CLASS program.

North Carolina CLASS

North Carolina Cooperative Liquid Assets Securities System

Participant Certification

Participant Information

Entity Name (Participant) CITY OF LENOIR

Participant Representations

The undersigned Finance Director/Director of Finance/Chief Financial Officer (as applicable) (the "Authorized Representative") for the Participant hereby represents and warrants the following regarding their investment in the North Carolina CLASS Investment Program:

- The Authorized Representative for the Participant designated in this North Carolina CLASS Registration Packet has full power and authority to make investments for the above Participant in the North Carolina CLASS Investment Program and remains responsible for the management, supervision, and investment of the locality's idle funds.
- The Participant has reviewed the Interlocal Agreement, Indenture of Trust, and Information Statement.
- The Participant has reviewed the Investment Policy for North Carolina CLASS and has determined that it is consistent with the legal and policy limitations applicable to the Participant's investments, and they are authorized to invest in the North Carolina CLASS.
- The Participant represents that participation in North Carolina CLASS does not result in a breach of the terms, conditions, and provisions of any agreement or instrument to which the Participant is now a party, or by which it is bound, and does not constitute a default under any of the foregoing.
- Participation in the investment pool does not require the approval of any regulatory body or any other entity for which the approval has not already been obtained.

Authorized Representative

Signature	Date
Print Name	Title

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Appendix A: Entity Participation Form

Entity Name (Participant) ______________________________

Entity Type: ☐ City/Town ☐ County ☐ Special District
☐ Other (Specify) ______________________

Mailing Address ______________________________

City ______________ Zip __________ County ______________

Physical Address (if different than above) ______________________________

City ______________ Zip __________ County ______________

Tax ID ______________ Fiscal Year-End Date (Month/Day) ______________

North Carolina CLASS and its transfer agent and administrator are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant agrees that North Carolina CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and agrees to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless otherwise amended in the North Carolina CLASS Online Transaction Portal. Each Participant is responsible for notifying North Carolina CLASS of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 12:00 p.m. ET; distribution times are subject to change as needed by the North Carolina CLASS Administrator. Additionally, North Carolina CLASS must be notified of any contributions by 12:00 p.m. ET to receive same day credit. **If funds are not received by 5:00 p.m. ET, contribution orders will be voided.**

Banking Information

Bank Name ______________________ Bank Routing Number (ABA) ______________

Account Title ______________________ Account Number ______________

Bank Contact ______________________ Contact's Phone Number ______________

☐ Wire ☐ ACH ☐ Both

Additional Banking Information (Optional)

Bank Name ______________________ Bank Routing Number (ABA) ______________

Account Title ______________________ Account Number ______________

Bank Contact ______________________ Contact's Phone Number ______________

☐ Wire ☐ ACH ☐ Both

*If there will only be one Authorized Signer on the North Carolina account, bank contact must be provided to verify bank account information

Appendix B: Participant Contact Information Form[1]

Authorized Signers Can	Read-Only Users Can
Approve changes to the Investor Profile	Receive account updates
Update banking/contact information	Request "view-only" access to monthly statements and transaction confirmations
Process Transactions	View banking/contact information
Receive account updates	

Key Authorized Representative[2] and Authorized Signer

Print First and Last Name ______________ Title ______________

Signature Required ______________ Phone (Required)[3] ______________ Extension ______

Email (Required) ______________ Mobile[3] ______________

Additional Contact (Optional) – North Carolina CLASS strongly advises each participant to have multiple authorized signers to help prevent fraud

Print First and Last Name ______________ Title ______________

(Signature Required if Authorized Signer) ______________ Phone (Required)[3] ______________ Extension ______

Email (Required) ______________ Mobile[3] ______________

Permissions (check only one)

- ☐ Authorized Signer to Move Funds
- ☐ Read-Only Access

[1] All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

[2] The Key Authorized Representative on an account is the main point of contact for an entity. They receive voting credentials for Board of Trustee elections and all other important communications.

[3] A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

Appendix B: Participant Contact Information Form (Cont.)[1]

Additional Contact (Optional)

Print First and Last Name | Title

(Signature Required if Authorized Signer) | Phone (Required)[2] | Extension

Email (Required) | Mobile[2]

Permissions (check only one)

☐ Authorized Signer to Move Funds

☐ Read-Only Access

Additional Contact (Optional)

Print First and Last Name | Title

(Signature Required if Authorized Signer) | Phone (Required)[2] | Extension

Email (Required) | Mobile[2]

Permissions (check only one)

☐ Authorized Signer to Move Funds

☐ Read-Only Access

Additional Contact (Optional)

Print First and Last Name | Title

(Signature Required if Authorized Signer) | Phone (Required)[2] | Extension

Email (Required) | Mobile[2]

Permissions (check only one)

☐ Authorized Signer to Move Funds

☐ Read-Only Access

[1] All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

[2] phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.

Appendix C: Accounts to be Established

Entity Name:____

Desired Subaccount Name(s)* i.e. General Fund, etc.:

(To be completed by Participant)

Note: At least one Subaccount is required

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*Name must be limited to 35 characters.

Once your North Carolina CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@ncclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before contacting the North Carolina CLASS Client Service team.

Dual Authorization Form (Optional)

Entity Name: ____

Please utilize this form to request dual authorization capabilities on your North Carolina CLASS account. Dual authorization ensures that any transaction entered via the North Carolina CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note**: All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

Request to Add Dual Authorization

Dual authorization is hereby approved for ________________________________ (Entity Name) by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 12:00 p.m. ET cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

____
Authorized Signer's Signature

____
Date

____
Printed Name

____
Title

CITY OF LENOIR

COUNCIL ACTION FORM

I. **Agenda Item:** Consideration to approve the job description and title changes as presented.

II. **Background Information:** Staff Recommends the following changes as presented:

- Change the title and job responsibilities for the Information Technology Network Specialist to System Administrator/Digital Forensics Analyst. This position will be shared by Finance and the Police Department and will require no additional budget allocation.
- Changing the title for the Senior Meter Reader to Meter Maintenance Technician. This will be a change in title only with no change in salary.
- Changing the title and job responsibilities for the Police Sergeant – Logistics to Police Lieutenant – Administration. This will be a change in title only with no change in salary.

III. **Staff Recommendation:** Staff recommends City Council approve title and job responsibility changes as presented.

IV. **Reviewed by:**

City Attorney: ______________________________

Finance Director: *Donna Bean*

Public Works/Public Utilities Director: __________________________

Recommendation					
Recommendation: Based on input from the Department Heads, staff recommends the following changes.					
To Be Effective 9/1/2025					
Department	**Current Title**	**Proposed Title**	**Recommendation**	**Current Grade**	**Proposed Grade**
Finance/Police	IT Network Specialist	System Administrator/ Digital Forensics Analyst	To better reflect IT's responsibilities and expand the investigational capabilities of the LPD.	28	37
Public Utilities	Senior Meter Reader/ Meter Reader Supervisor	Meter Maintenance Technician	To better reflect the current job responsibilities.	16	16
Police	Police Sergeant- Logistics	Police Lieutenant - Administration	To provide an opportunity to cross train the Captains by allowing them to organize the logistics for their department and shift focus of this position to evidence management and grant writing.	33	36

CITY OF LENOIR
INFORMATION TECHNOLOGY NETWORK SPECIALIST

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

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

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

Recruitment and Selection Guidelines

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

- Physical Requirements
- Must be physically able to operate a variety of machinery and equipment including computers, typewriters, printers, copiers, calculators, blueprint machines, microfilm readers and printers, vacuum frame printers, CD/DVD burners, etc.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Must be able to work in confined spaces as well as at heights of 25 feet or more.
- Work will be done in a variety of climates.

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

(Revised: 8/14/23)

System Administrator/Digital Forensics Analyst

General Statement of Duties

Distinguishing Features of the Class

This position will perform a variety of tasks related to the administration, maintenance, and support of IT infrastructure, Software as a Service (SaaS) platforms, networking equipment, and endpoint devices. Work involves configuring and managing servers, cloud services, Mobile devise management (MDM) tools, user provisioning systems, and cybersecurity platforms. Responsibilities include supporting SaaS applications (e.g., Microsoft 365), maintaining networking equipment, enforcing identity and access controls, and ensuring system security and compliance. The role also includes Tier 2/3 helpdesk support, scripting for automation, backup and disaster recovery planning. Performs intermediate skilled technical work involving the maintenance and repair of computer networks including associated hardware and software; does related work as required. Work is performed under the limited supervision of the Information Technology Manager in conjunction with the Lenoir Police Command Staff.

This position will support criminal investigations through digital evidence acquisition, preservation, analysis, and reporting and requires the ability to conduct digital forensic investigations in support of criminal cases and internal affairs, functioning as a sworn law enforcement officer. Additional duties may include maintaining technical documentation, training staff, and supporting organizational compliance with federal and industry regulations.

Essential Duties and Responsibilities

- Installs, maintains and supports network and/or telecommunications systems (local area networks and wide area networks).
- Troubleshoots and resolves network or telecommunication wiring and installation problems.
- Assists with network monitoring, operations, installation and/or maintenance for local, off-site and/or remote locations.
- Assists in the planning and evaluation of existing network systems and makes recommendations and participates in planning telecommunications specification for new building, renovations, or new construction.
- Research, analyze and recommend various technologies to enhance or support the City's systems and makes recommendations to the IT Manager for enhancements to system.
- Assist with implementing and maintaining network security measures to protect against unauthorized access, data breaches, and cyber threats.
- Assist with conducting regular security audits and vulnerability assessments, and take proactive measures to address identified risks.

- Assists the IT Manager with enforcing network access controls and permissions, and maintaining firewall configurations.
- Assist with networking and troubleshooting various technology devices for the Police Department.
- Diagnose and resolve network issues promptly, minimizing downtime and impact on operations.
- Assist IT Manager to investigate and troubleshoot connectivity, performance, and security-related incidents.
- Continuously improve network efficiency, capacity, and reliability by staying updated on emerging technologies and best practices.
- Maintain accurate and up-to-date documentation of network configurations, procedures, and troubleshooting guides.
- Work involves configuring and managing servers, cloud services, MDM tools, user provisioning systems, and cybersecurity platforms.
- Provide Tier 2/3 helpdesk support, scripting for automation, backup and disaster recovery planning.
- Maintains and/or assists with the maintenance of system operations; checks daily back-up for the system.
- Assist in the acquisition, preservation, and analysis of digital evidence from computers, mobile devices, storage media, and other digital sources.
- Maintain proper chain of custody documentation for all digital evidence.
- Process and analyze digital evidence using industry-standard forensic tools and methodologies.
- Prepare detailed technical reports documenting findings for investigators and court proceedings.
- Support testimony preparation for court cases when required.
- Participate in on-scene digital evidence collection when necessary.
- Keep current with emerging technologies, tools, and methodologies in digital forensics.
- Assist in maintaining forensic workstations and laboratory equipment.
- Support training initiatives for law enforcement personnel on proper digital evidence handling procedures.
- Maintain digital evidence storage systems and adhere to standard operating procedures.

Additional Job Duties

- Adhere to City policy, standards and prescribed procedures.
- Performs other related duties as required.

Recruitment and Selection Requirements

Knowledges, Skills, and Abilities

- Have considerable knowledge of the design, implementation and maintenance of informational infrastructures.

- The ability to plan, prioritize and organize work.
- The ability to interpret and apply complex computer applications for city government, following rules and regulations pertaining to city government.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Ability to stay abreast of new technologies and can recommend changes to improve current systems.
- Can exercise sound judgment in making decisions.
- Must have considerable knowledge of the basic theories, concepts, principles and practices of networking computer information systems.
- Knowledge of city and departmental rules, regulations and policies and procedures.
- Ability to communicate effectively in oral and written forms and the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.
- Must be able to communicate effectively and efficiently in a variety of technical or professional situation.
- The ability to prepare complete records, reports and documents appropriate for department activities.
- Ability to establish and maintain effective relationships with employees, co-workers, vendors, and the general public and to exercise tact and discretion.
- Knows the importance of maintaining a good City image.
- Maintain high standards of accuracy in exercising duties and responsibilities.
- Adhere to all safety and housekeeping standards established by the City and various regulatory agencies.
- Considerable knowledge of the operations, functions, procedures, and legal processes of the department.
- Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.
- Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.
- Considerable knowledge of the principles of physical evidence collection and usage.
- Skill in usage of firearms and other law enforcement equipment.
- Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.
- Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.
- Knowledge of proper evidence handling procedures and chain of custody requirements.

- Strong analytical and problem-solving skills
- Ability to work in a team environment and handle sensitive information with discretion
- Strong understanding of computer hardware, operating systems (Windows, Linux), and file systems (FAT, NTFS, EXT)

Physical Requirements

- Must be physically able to operate a variety of machinery and equipment including computers, printers, copiers, servers, and other IT related equipment, etc.
- Must be able to perform very heavy work exerting more than 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.
- Must be able to work in confined spaces as well as at heights of 25 feet or more.
- Work will be done in a variety of climates.
- Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- May require occasional travel for on-scene evidence collection
- May require working extended hours or being on-call during critical investigations

Desirable Training and Experience

- A minimum of an Associate's degree in Computer Science, Digital Forensics, Cybersecurity, or a combination of education and experience in a related field.
- Ability to get two or more industry certifications such as ACE, CCPA, CCO, CASA, A+, Network+, GASF, CCE, GCFE, CCME or similar within six months. Compensation for certifications will be given based on the City's plan.
- Proficiency with or ability to become proficiency with digital forensic tools including one or more of the following: Forensic Toolkit (FTK), X-Ways, Axiom, PRTK, or similar tools
- Prefer experience with or ability to obtain knowledge of mobile forensic tools such as Cellebrite/Inseyets/Premium, Graykey/Grayshift, or similar platforms
- Experience with call data record analysis tools such as TraX by ZetX
- Knowledge of video forensics software (GETAC Investigate, Amped 5, Ocean Systems dTective)
- Experience with law enforcement operations or criminal investigations
- Previous experience testifying in court as a technical witness

Special Requirements

- Valid, unrestricted class C Driver's license
- Preference given to an active NC Sworn Officer
- The ideal candidate will possess strong technical skills in mobile and computer forensics, with additional knowledge in call data record analysis and video forensics being highly desirable.

- Must pass an extensive background check
- May require security clearance depending on case assignments
- Preference given for experience with GETAC Body Worn Camera systems and evidence.com platform management

August, 2025

SENIOR METER READER

General Statement of Duties

Performs responsible field clerical work reading, repairing, and replacing water meters and leading meter reading team.

Distinguishing Features of the Class

Employees in this class are responsible for leading the reading, maintenance, repair and testing of water meters. Tasks include installing water meters, checking and repairing leaks, changing out meters, repairing or replacing broken meter boxes or parts, and answering customer questions. The employee also reads meters entering readings into hand held computer. Public contact is required in answering citizens' questions about meter readings, high usage or bills, leaks, etc. Employees are subject to hazards of vicious animals and work must be performed in various kinds of weather. Work exposes the employee to inside and outside environments, extreme temperatures, and hazards found in meter reading duties. Work is performed under regular supervision and is evaluated on the basis of complaint activity, effectiveness of the meter maintenance program, and accuracy of readings taken and records made.

Duties and Responsibilities

Essential Duties and Task

Makes field assignments and coordinates field needs with administrative offices; updates and arranges meter reading routes.

Investigates complaints of high water bills; checks meters for leaks.

Prepares and updates records of meter numbers, locations, tests, and related information.

May upload and download computers for meter reading.

Trains and provides performance coaching and evaluation for meter readers.

Reads water meters and records readings.

Explains meter readings to citizens; answers questions of a general nature on meter readings.

Cleans meters and reports broken and malfunctioning meters.

Conducts rereads of meters when complaints of bills being too high are received.

Connects, disconnects, replaces and repairs meters, parts, and boxes.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of street layout and meter locations on assigned routes.

Considerable knowledge of the functional operation of meters, meter calibration, and meter repair.

Considerable knowledge of utility service policies.

Ability to use automated hand held meter reading device and related computer components.

Ability to deal courteously and effectively with the public.

Ability to work independently within a routine schedule and to walk to cover an assigned route.

Ability to provide leadership and train other meter readers.

Ability to record meter readings accurately and input data correctly.

Ability to establish and maintain various maintenance and work activity records.

Physical Requirements

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

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to work with data and figures and operate a motor vehicle and hand held meter reading device.

Desirable Education and Experience

Graduation from high school and considerable related water meter or other utility field work and ability to work with figures and data; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Lenoir
2008

METER MAINTENANCE TECHNICIAN

General Statement of Duties

Performs responsible field clerical work reading, repairing, and replacing water meters and leading meter reading team.

Distinguishing Features of the Class

Employees in this class are responsible for leading the reading, maintenance, repair and testing of water meters. Tasks include installing water meters, checking and repairing leaks, changing out meters, repairing or replacing broken meter boxes or parts, and answering customer questions. Public contact is required in answering citizens' questions about meter readings, high usage or bills, leaks, etc. Employees are subject to hazards of vicious animals and work must be performed in various kinds of weather. Work exposes the employee to inside and outside environments, extreme temperatures, and hazards found in meter reading duties. Work is performed under regular supervision and is evaluated on the basis of complaint activity, effectiveness of the meter maintenance program, and accuracy of readings taken and records made.

Duties and Responsibilities

Essential Duties and Task

- Makes field assignments and coordinates field needs with administrative offices; updates and arranges meter reading routes.
- Investigates complaints of high water bills; checks meters for leaks.
- Prepares and updates records of meter numbers, locations, tests, and related information.
- May upload and download computers for meter reading.
- Trains and provides performance coaching and evaluation for meter readers.
- Reads water meters and records readings.
- Explains meter readings to citizens; answers questions of a general nature on meter readings.
- Cleans meters and replaces broken and malfunctioning meter nodes.
- Conducts rereads of meters when complaints of bills being too high are received.
- Connects, disconnects, replaces and repairs meters, parts, and boxes.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Considerable knowledge of street layout and meter locations on assigned routes.
- Considerable knowledge of the functional operation of meters, meter calibration, and meter repair.
- Considerable knowledge of utility service policies.
- Ability to use automated hand held meter reading device and related computer components.
- Ability to deal courteously and effectively with the public.
- Ability to work independently within a routine schedule and to walk to cover an assigned route.
- Ability to provide leadership and train other meter readers.
- Ability to record meter readings accurately and input data correctly.
- Ability to establish and maintain various maintenance and work activity records.

Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.
- Must possess the visual acuity to work with data and figures and operate a motor vehicle and hand held meter reading device.

Desirable Education and Experience

- Graduation from high school and considerable related water meter or other utility field work and ability to work with figures and data; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid, unrestricted North Carolina Class C driver's license.

August, 2025

Police Sergeant
(Logistics Officer)

General Statement of Duties

Performs administrative work for the department in the administrative division of the police department (Support Services Division) specifically related to logistics.

Distinguishing Features of the Class

An employee in this class serves as the department Logistics Officer. The incumbent is responsible for requisitioning supplies, inventory of department assets, issuance of department equipment, and building maintenance. Work requires the employee to plan work activities, organize and assign work functions in an effective and efficient manner, and ensure work is completed while adhering to policies and procedures. Work involves frequent public contact which requires tact, firmness, and decisiveness. Independent judgment and initiative must be exercised. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through conferences, discussion, and observations, for the acceptance of the community, adherence to laws and department policy, and the accuracy and completeness of reports.

Essential Duties and Tasks

At the direction and with approval of the appropriate Division Commander procures and issues uniforms, firearms, and other equipment to departmental personnel; maintains arms.

Serves as a liaison between all divisions by for ordering and maintaining departmental supplies, and provides feedback on equipment and supply needs.

Is responsible for building maintenance, manages the facilities upkeep coordination. Works closely with department officers and Public Works department for the repairs and maintenance of the department's facilities.

Manages the fleet upkeep coordination, work with the City's Fleet Management Department, p and outside contractors to maintain the department's fleet of vehicles.

Makes recommendations for department policies, procedures, and equipment purchases and provides feedback on equipment and supply needs.

Prepares accurate equipment related records and reports to include department inventory.

Attends training to increase skills and maintain certifications.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Requirements

Knowledges, Skills, and Abilities

Considerable knowledge of the operations, functions, procedures, and legal processes of the department.

Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.

Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.

Considerable knowledge of the principles of physical evidence collection and usage.

Considerable knowledge of the geographical layout of the town.

Skill in usage of firearms and other law enforcement equipment.

Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.

Ability to train and supervise lower level law enforcement personnel.

Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.

Ability to develop and maintain effective work relationships with staff, supervisors, and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Physical Requirements

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

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently and 20 pounds constantly.

Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an associate degree in criminal justice or a related field and considerable experience in law enforcement, including two years at the Sergeant level.

SPECIAL QUALIFICATIONS

Possession of a valid North Carolina driver’s license and a North Carolina Advanced Law Enforcement Certificate.

Police Lieutenant
(Administrative Officer)

General Statement of Duties

Performs administrative work for the department in the administrative division of the police department (Support Services Division) specifically related to evidence, grants management, and North Carolina State Accreditation.

Distinguishing Features of the Class

The individual in this position is responsible for supervising and coordinating key administrative functions within the Police Department, including the management of evidence and property control, the development and oversight of law enforcement grants, and the implementation and maintenance of North Carolina Law Enforcement Accreditation (NCLEA) standards. This role ensures compliance with applicable laws, professional standards, and best practices related to evidence integrity, fiscal accountability, and agency accreditation. The position requires close collaboration with department leadership, sworn and civilian staff, legal and financial personnel, and external regulatory agencies to promote operational excellence, transparency, and continuous improvement.

Work involves frequent public contact which requires tact, firmness, and decisiveness. Independent judgment and initiative must be exercised. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision and is evaluated through conferences, discussion, and observations, for the acceptance of the community, adherence to laws and department policy, and the accuracy and completeness of reports.

Essential Duties and Tasks

- At the direction and with approval of the appropriate Division Commander, makes recommendations for department policies, procedures, and equipment purchases and provides feedback on equipment and supply needs related to the job function.
- Supervise and direct the work of Evidence Clerks and any assigned staff.
- Oversee the intake, cataloging, secure storage, release, and lawful disposal of all evidence and found or recovered property.
- Maintains the integrity of the chain of custody for all items from receipt to final disposition.
- Ensures compliance with local, state, and federal regulations, including audit readiness and legal retention schedules.

- Develops, updates, and implements policies and standard operating procedures for evidence handling.
- Conducts periodic audits and inventories of evidence and property rooms to ensure accountability and proper documentation.
- Coordinates with investigators, legal personnel, courts, and outside agencies regarding the status or disposition of evidence.
- Provides training opportunities and evaluates subordinate personnel, providing guidance and performance evaluation feedback.
- Prepare reports, respond to public records requests, and testify in court regarding evidence handling when required.
- Seeks to maintain the security, cleanliness, and organization of all evidence storage areas.
- Researches and recommends best practices, equipment, and technologies for evidence management.
- Assists with budget planning for evidence room operations and related resources.
- Attends training to increase skills and maintain certifications.
- Research and identify relevant grant opportunities from federal, state, local, and private sources.
- Write and submit grant applications and proposals in coordination with department leadership and the Finance Department.
- Develop and monitor grant budgets, ensuring alignment with agency priorities and program goals.
- Track and manage grant timelines, deliverables, and reporting requirements. Ensure compliance with grant terms and conditions, as well as applicable laws and funding agency guidelines.
- Coordinate with internal divisions to implement grant-funded programs, procure equipment, and allocate resources.
- Prepare required performance and financial reports in coordination with the Finance Department; submit documentation to Finance Department and funding agencies as scheduled.
- Monitor expenditures, maintain accurate records, and work with the City Finance Department on reimbursement requests.
- Serve as the primary liaison with grant agencies, auditors, and oversight bodies.
- Assist with departmental strategic planning by identifying funding gaps and aligning grant opportunities with operational needs.
- Maintain a comprehensive grant management system for recordkeeping and accountability.
- Stay current with funding trends, legal regulations, and industry best practices.
- Serve as the primary liaison between the Police Department and the NCLEA Program.
- Interpret and apply NCLEA standards to department operations, policies, and procedures.
- Develop and maintain a comprehensive accreditation management system to track standards compliance.

- Collect, organize, and upload proofs of compliance into NCLEA's PowerDMS or similar system.
- Coordinate policy reviews and revisions to ensure alignment with accreditation standards and best practices.
- Work closely with division commanders and supervisors to ensure operational practices meet required benchmarks.
- Monitor deadlines and maintain an accreditation calendar, ensuring timely submission of annual reports and assessments.
- Prepare the department for mock and on-site assessments, including training personnel on expectations and processes.
- Conduct internal audits and inspections to evaluate ongoing compliance.
- Lead accreditation team meetings and provide status updates to command staff.
- Stay current with changes in NCLEA standards, training opportunities, and policy trends.
- Assist with the development of written directives and standard operating procedures.
- Attend NCLEA conferences, training events, and professional development seminars as required.
- Promote and support a culture of continuous improvement and professional standards within the agency.

Additional Job Duties

- Performs other duties as required.

Recruitment and Selection Requirements

Knowledges, Skills, and Abilities

- Considerable knowledge of the operations, functions, procedures, and legal processes of the department.
- Considerable knowledge of modern law enforcement practices and procedures, including equipment and investigative techniques.
- Considerable knowledge of court procedures used in criminal, civil, and domestic courts; of federal, state and local laws relative to civil process.
- Considerable knowledge of the principles of physical evidence collection and usage.
- Considerable knowledge of the geographical layout of the town.
- Skill in usage of firearms and other law enforcement equipment.
- Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency cases, and to adopt quick, effective and reasonable courses of action.
- Ability to train and supervise lower-level law enforcement personnel.
- Ability to communicate in oral and written forms; to prepare clear and comprehensive reports and records of law enforcement activities.

- Ability to develop and maintain effective work relationships with staff, supervisors, and other law enforcement agencies, defendants, lawyers, plaintiffs and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds frequently and 20 pounds constantly.
- Must possess the visual acuity to operate a vehicle, distinguish detail and differences when observing people, places and things, conduct visual inspections, operate a computer and complete reports.

Desirable Training and Experience

- Completion of or working towards an associate degree in criminal justice or a related field and considerable experience in law enforcement, including two years at the Sergeant level.

Special Qualifications

- Possession of a valid North Carolina driver’s license and a North Carolina Advanced Law Enforcement Certificate.

EGGERS, EGGERS, EGGERS, AND EGGERS, PLLC

ATTORNEYS AND COUNSELORS AT LAW

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August 13, 2025

Via E-Mail to:
City of Lenoir, North Carolina
c/o Scott Hildebran, City Manager
shildebran@ci.lenoir.nc.us

Re: Engagement Letter Agreement for Legal Services

Dear Scott,

Thank you for selecting our law firm to represent the City of Lenoir, North Carolina (the "City") in connection with researching and advising the City of its developmental obligations regarding Prince William Drive, and more specifically the section of roadway fronting the real property bearing Caldwell County Parcel Identification No. 1888-29-0709-000. This office, through the undersigned, will act as your legal counsel. I have cc'd my paralegal, Jamie Hawkins. Her email is front@eggers-law.com. Please keep her in the loop on all communications. She will contact you from time to time requesting information and sending legal documents for your review and signature.

I would like to set forth the terms under which this office will represent and counsel you in connection with these matters you have brought to my attention.

Client(s). The City of Lenoir, North Carolina, will be our only client in this matter.

Scope of Engagement. Our representation will be limited to the specific matters described in this paragraph (hereinafter referred to as the "matter" or "engagement"). You are engaging us to research and advise the City of its developmental obligations regarding Prince William Drive, and more specifically the section of roadway fronting the real property bearing Caldwell County Parcel Identification No. 1888-29-0709-000. Any further scope of representation will require a new engagement.

Hourly Fee. My hourly rate is $350.00/hour, plus expenses. My legal assistant's rate is $190.00/hour, plus expenses.

Trust Funds. Fees associated with this Agreement may be paid out of the amount that you receive through settlement of this matter, paid to out law firm contemporaneous with the settlement. Our firm will hold your funds in our Lawyers' Trust Account. We will provide you with a statement of fees and expenses whenever we withdraw funds from the Trust Account. After our office mails you the statement, our staff will apply the funds to the fees earned and expenses incurred. You are responsible for paying fees and expenses in excess of the funds that we hold. We may bill you monthly for fees and expenses that exceed your balance in our Trust Account. Payment must be made within 30 days. We reserve the right to withdraw should these bills not be paid when due.

Expenses. You agree to pay all expenses associated with this matter.

Taxes. We do not counsel clients on tax matters. We advise you to hire a tax professional who is experienced in tax matters.

Documents. We may send you documents and other information throughout the representation. These copies will be your file copies. Please retain them. We will also keep the information in a file in my office, which will be my file. Please bring your copy of the file to all of our meetings. When we have completed all the legal work necessary for your case, we will close our file and store it for a reasonable amount of time.

Cooperation. You agree to cooperate fully and to provide us with documents and other information within a reasonable time.

Personal Guarantee. You agree to personally guarantee payment according to the terms set forth above.

Conclusion of Matter. The matter will conclude on the date that we provide our last legal service to you in connection with that matter.

We appreciate this opportunity to work with you. Please call me if you have any questions or comments during the course of our representation.

Sincerely,
Joseph T. Petrack

Eggers, Eggers, Eggers & Eggers

Agreed to:

Scott Hildebran 8/26/2025

Scott Hildebran, City Manager
City of Lenoir, North Carolina

ATTENTION RESIDENTS OF CITY OF LENOIR

Notice is hereby given that the City of Lenoir and the Unifour HOME Consortium will hold a public meeting to receive public input and comments concerning the proposed FY-2024 Consolidated Annual Performance and Evaluation Report. This report details the activities and expenditures of Community Development Block Grant and HOME funds during the period beginning July 1, 2024 through June 30, 2025.

The public meeting will be Tuesday, September 02, 2025 at 6:00pm, before the Lenoir City Council in the City/County Chambers on the bottom floor of the Caldwell County Office building located at 905 West Avenue, Lenoir, NC.

There will be a 15-day comment period beginning August 16, 2025 and ending August 30, 2025 to obtain citizen input before the report is submitted to US Dept. of HUD.

This meeting is open to the public. Any person with a disability needing special accommodations or non-English speaking persons needing translation services should contact the City of Lenoir at least 48 hours prior to the meeting. For copies of the report or for more information, contact Rick Oxford at the Western Piedmont Council of Governments at (828) 322-9191 extension 245, or 1-(800) 735-2962 TDD.
PUBLISH: August 16, 2025

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Publish one time only on: August 16, 2025
Non-legal block ad needs to be in body of paper not classified section
Run one time only
Use HUD logos
AFFIDAVIT REQUIRED

Bill & **Affidavit** to: Rick Oxford
WPCOG for **(City of Lenoir CAPER AD)**
P. O. Box 9026
Hickory, NC 28603

Contact: Rick Oxford at (828) 514-9191 for additional information.

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