Committee of the Whole
Meeting Minutes
Tuesday, June 23, 2026
8:30 AM

Present: Mayor Joe Gibbons, Mayor Pro-Tem Ike Perkins, Councilmembers Jonathan Beal, Rebecca Dellinger, Ralph Prestwood, Kimmie Rogers, David Stevens

City Staff: In attendance was City Manager Scott Hildebran, City Clerk Lauren Hartley, Finance Director Donna Bean, Public Services Public Works Director Jon Hogan, Communication & Public Information Director Joshua Harris, Fire Chief Norman Staines, Police Chief Andy Wilson, Planning Director Hannah Williams, City Parks & Recreation Director Phil Harper, Interim Director of Special Projects & Grants & Risk Management/Purchasing David Coffey, Public Services Public Utilities Director Jeff Church, and Economic Development Main Street Director Brenda Floyd.

Also in attendance was Western Piedmont Council of Governments Code Enforcement Manager/Emergency Management Planner Curt Willis

Absent Councilmember Crissy Thomas

I. Call to Order

Mayor Pro-Tem Ike Perkins welcomed everyone and called the meeting to order.

II. Citizen Comment

There were no citizen comments presented at this time.

III. Community Development

A. Planning Director Hannah Williams gave the following report and update:

- Public Hearings will be held at the July 28, City Council meeting for the following:
  - Flood Damage Prevention Ordinance Amendments (2nd Reading)
  - Special Use Permit 1-26 Monopole Tower - 208 Polychem Court
- The Planning Board will have a case in July for a text amendment and Special Use Permit for a private Christian School at the old West Lenoir Elementary School.

1. Commercial Code Enforcement Update; Planning Director Hannah Williams, Code Compliance Officer Matt Bolick, and Western Piedmont Council of Governments Code Enforcement Manager/Emergency Management Planner Curt Willis reviewed the non-residential and code enforcement properties. The updates included current and past success cases with a total of $33,093.22 taxes paid for commercial foreclosures. A list of 7-10 properties is slated to be recommended to Council for Vacate and Close Ordinances in late summer. Four of the properties

under enforcement have received Orders to Demolish. If those orders are unheeded, staff may also recommend those 4 properties receive Vacate and Close ordinances (instead of Demolition ordinances), due to the high cost of demolition. Following the closure period of 2-5 years, Council can determine to prioritize funding demolitions.

Planning Director Hannah Williams answered questions from City Council and asked to inform the department of any additional properties that need attention.

IV. Public Safety

A. Police Chief Any Wilson gave the following update:

- The C.A.D.E.T. camp ended with a big success.
- Police officers sworn in; Daniel Boyles, Kaleb Martinez, Sarah Summers, and Caillean Cooke.
- A new BLET class will start in July.
- The communications merger with the county is going well.
- Duty pistol replacements are coming up and were included in the budget.
- Chief Wilson said they have received a complaint concerning flock cameras. Wilson said flock cameras have no audio recordings and no data is being sold.

B. Fire Chief Norman Staines gave the following update:

- Staff participated for the 3rd year in a row in the Smoke Detector Saturday Canvas. This is a grant program with the Office of the State Fire Marshal (OSFM), where 36 detectors were received and installed in a single day.
- Staff conducted a fire safety class at Koinonia and participated in several other camps and station tours during June.
- Call volume has been high with fires, wrecks, and medical calls.
- Staffing: Two openings with interviews being scheduled.

<u>Grants</u>

- Assistance to Firefighters Grant
  - 20 SCBA, 40 Bottles and 49 Facepieces
  - $307,506 ($14,326 – Local Funds and $293,180 FEMA

- Fire Prevention & Safety Grant
  - 80 eLock Residential Knox Boxes, 400 smoke detectors and 20 eLock tumblers
  - $60,800 ($3,040 – Local Funds and $57,760 FEMA) – this is a 2-year grant

V. Public Services

A. Public Services Public Works Director Jon Hogan gave the following update:

- Hospital Avenue Sidewalk Project: Currently working with Wetherill

Engineering (design firm) to address utility conflicts (stormwater, gas, water and sewer) at Taubrook Street. There were some miscalculations with stormwater volume in planning and design that created an increase in culvert size that created the utility conflicts. We have addressed those issues and are working on updating the design set per LAP requirements. Neill Grading plans to be on-site within the next couple of weeks to begin working on retaining walls.

- Phase II Gateway Project: Shop drawings have been approved and materials are on order. A major material component of this project has been given a 12-week lead-time for delivery. This may push the project into August.
- Veterans Plaza Project: Project is underway. New monuments have been installed and Southern Lawnscapes is in the process of installing new pavers. Pavers should be complete prior to Blackberry Festival.
- Clock Tower: Western North Carolina Sculpture Center continues the welding of the art tiles and other pieces. Design firm M&C has completed the foundation plans and bid documents. We are ready to begin foundation work and install, but are still trying to work through some artistic/functional art specifics based on the location of the tower on the city square, specifically protective coating and future maintenance needs.
- Greenway Links: Mattern & Craig has presented our letter of intent to NCDOT for the Hwy18 Crossing at the Google Link Connector. NCDOT has issued a request to meet and discuss the project, meeting on July 8. The Google Connector and crossing are planned to begin in July/August if plans are approved by NCDOT. M&C has 100% construction plans for the Harper/West Ave. realignment and Greenway connector, which we are currently reviewing. The goal is to have this out to bid around the same time as the Google Connector.
- LAP Project: BL-0065: The city will be sending Requests for Letters of Interest (RFOLI) for the Morganton Blvd. Connector (portion of greenway around the golf course).

1. Request for Qualifications (RFQ) - Design Build for Fire Department Sinkhole Acceptance to utilize the Design-Build method of project delivery to design and install a foundation and slab-on-grade stabilization system so that site stormwater infrastructure can subsequently be repaired and/or replaced, ensuring the long-term structural integrity and continued operational capability of Lenoir Fire Station #1.

Public Services Public Works Director Jon Hogan said the goal of this project is to design and install a foundation and slab-on-grade stabilization system so that site stormwater infrastructure can subsequently be repaired and/or replaced, ensuring the long-term structural integrity and continued operational capability of Lenoir Fire Station #1. If approved, the RFQ can be sent and the project will be completed soon.

Upon a motion by Councilmember Prestwood, City Council voted 6 to 0 to approve the Request for Qualifications Design Build for Fire Department Sinkhole Acceptance, as submitted.

B. Public Services Public Utilities Director Jeff Church gave the following update:

- Lenoir–Valdese Water Interconnect: Final design plans are being prepared for the water booster pump station, the horizontal directional drill, and the water transmission main. A progress meeting to review the drawings with City staff will be held in early July. A project update community Zoom meeting is scheduled for July 7, 2026, at 7:00 p.m.
- Lower Creek Waste Water Treatment Plant Process Basin Upgrades: Preliminary design calculations and drawings are underway, as well correspondence with manufacturers on equipment sizes.
- Water and Sewer AIAs: Water and sewer evaluations and project recommendations continue to be completed. The Asset Management Plans are being prepared.
- Finley Water project: Construction continues on the new water lines. The contractor is installing individual PRVs within the pressure zone.
- Division 2 (East Harper) Sewer Replacement: Construction continues on the sewer replacement.
- Colliers Engineering and Design (CED); Easement Acquisition: The critical pump station parcel (1380 Baton School Road) was acquired in May 2026 and is now owned by the City of Lenoir. McGill Associates provided plans to CED on 6/11/2026. CED submitted a proposal for Easement Acquisition Services on 6/19/2026. The next step is for the City to authorize CED to begin acquisition services.
  Within two weeks of receiving Notice to Proceed, CED will send introduction letters to the owners of the 52 parcels requiring Permanent Utility Easements (PUEs) and Temporary Construction Easements. CED will then begin initial meetings with the landowners.
  - Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C. (CED) submitted the following proposal to provide professional services for right-of-way acquisition for the Lenoir-Valdese Interconnect Project. This proposal is based on the acquisition of right of way from fifty-two (52) parcels.
    - <u>Schedule of fees includes:</u>
      - Acquisition Services $223,60.00
      - Appraisal & Title Services (if needed) $48,750.00
      - Total Proposed Fee $272,350.00

- The Catawba-Wateree Board of Directors met with a representative of the UNC Collaboratory, tasked with studying the IBT process. Information regarding the draft Integrated Water Resource Plant (IWRP) was presented and discussed.

VI. Community Development

A. Economic & Main Street Director Brenda Floyd gave the following update:

- NC Main Street will feature the "Time Well Spent" Clock Tower.
- The Blackberry Festival preparations are going well. The festival will have more enhanced entertainment, blackberry vendors, and a farmers market section.
- There are five remaining utility boxes to be painted for the Paint it Forward project.
- Main Street Antiques & Treasures/Sunset Slush had their soft opening.
- The Juneteenth Celebration went well with good attendance.
- The July 4, 2026, Independence Day Celebration will start with a kickoff event beginning downtown from 10:00 a.m.-12:00 p.m., then at the Mulberry Recreation Center starting at 5:30 p.m. The Purple Squirrel Musik will hold a free concert at the Mulberry Park starting at 6:00 p.m.
- Main Street will have video footage done for downtown businesses for the Visit NC website.

B. Parks & Recreation Director Phil Harper gave the following update:

- Open pickleball, lap swim, open swim, and adult basketball are busy.
- Camps and class registration held at the Martin Luther King Jr. Center are going well.
- The Firecracker 10K, 5K, and Kids Fun Run will be held Saturday, June 27, at 8:00 a.m.

Director Phil Harper said a request was made by Sue Soule for an art piece to be placed at the Greenway at Powell Road in honor of her late husband, Fred Soule. After discussion, this will be brought back to council after review.

VII. Finance & Administration

A. Finance Director Donna Bean gave the following update:

1. Financial Summary:The General Fund was within budget and progressing as expected. A copy of the financial summary is attached to these minutes as information.

2. Finance Director Donna Bean requested the following position and job description changes for council action. All the changes were allocated in the 2026-2027 budget.

- Reinstate a position made inactive in 2017 and combine two part- time positions to create a Recreation Leader.
- Approve the Budget, Procurement, and Financial Analyst Job Description for the position in the 2026-2027 budget.
- Approve the IT Technician/Police Data Coordinator Job Description and position which will combine a part-time IT Position and a part-time Police position to create one full-time position. This position is needed to

organize files/data for Police to begin the accreditation process.

- Approve the reorganization and job description converting the Risk Management and Procurement Agent position into the Special Projects and Risk Manager position. This was included in the 2026-2027 budget.
- Approve the new Fire Fighter III pay grade, which was included in the 26-27 budget, to provide additional structure to the department's employee development program.

A copy of the positions and job descriptions are attached to these minutes.

Upon a motion by Councilmember Beal, City Council voted 6 to 0 to approve the position and job description changes, as presented.

3. Finance Director Donna Bean requested amendments to be made to the annual budget ordinance for the fiscal year ending June 30, 2026. Donna Bean said the requests are included in the packet. These amendments will clear up items for year-end.

Upon a motion by Councilmember Stevens, City Council voted 6 to 0 to approve the amendments to the annual budget ordinance for the fiscal year ending June 30, 2026, as presented.

4. City Manager Scott Hildebran gave the following update:

Unity Park & Community Gardens: A request was made by Unity Park & Community Gardens Coordinators David Horn and Ellen Roberts for a memorial naming the area "Aiden's Berry Patch" in honor of Aiden Austin, who passed away. Aiden was a volunteer at the Unity Park and Community Gardens and a student at Hibriten High School. The memorial will be for a sign and butterfly bench. A copy of the proposed sign and bench is included in these minutes.

Upon a motion by Coucilmember Prestwood, City Council voted 6 to 0 to approve the memorial bench at Unity Park and Community Gardens Aiden's Berry Patch, as presented.

Grant Application Update: City Manager Scott Hildebran said the city is working with the Western Piedmont Council of Governments on the following grants:

- Lenoir/Hickory Water Interconnect Project (US Commerce-EDA) -Total Project Cost: $36,000,000
- Foothills Regional Airport Sewer Extension Project (US Commerce-EDA) - Total project cost: $12,230,050
- The Campus – Phase 2 Commercial District Revitalization Project (CDBG-DR) - Grant Request: $4,620,000
- Arrowood Bridge Replacement Mitigation Community Infrastructure Project (CDBG-DR) - Grant Request: $1,000,000
- Water Plant Generator Resiliency Community Infrastructure Project (CDBG-DR) - Grant Request: $3,600,000

B. Interim Director of Special Projects and Grants David Coffey gave the following update:

- The Aquatic & Fitness Center renovation project is almost complete, still waiting on a few items and final inspection.
- The Campus project is on-going and making progress.

C. Communication and Public Information Director Joshua Harris thanked City Council and Department Directors for their role in the Leadership Lenoir Civic Learning Academy.

1. Communication Report. There were 4 new releases, 171 social posts, 87 photos, 2 videos, and 296 web updates. The website had a total of 47,898 views along with 205 video views. Social followers total 67,142 and there were 537 new followers this month.

VIII. Other

A. The calendar for the month of July was provided in the packet as information.

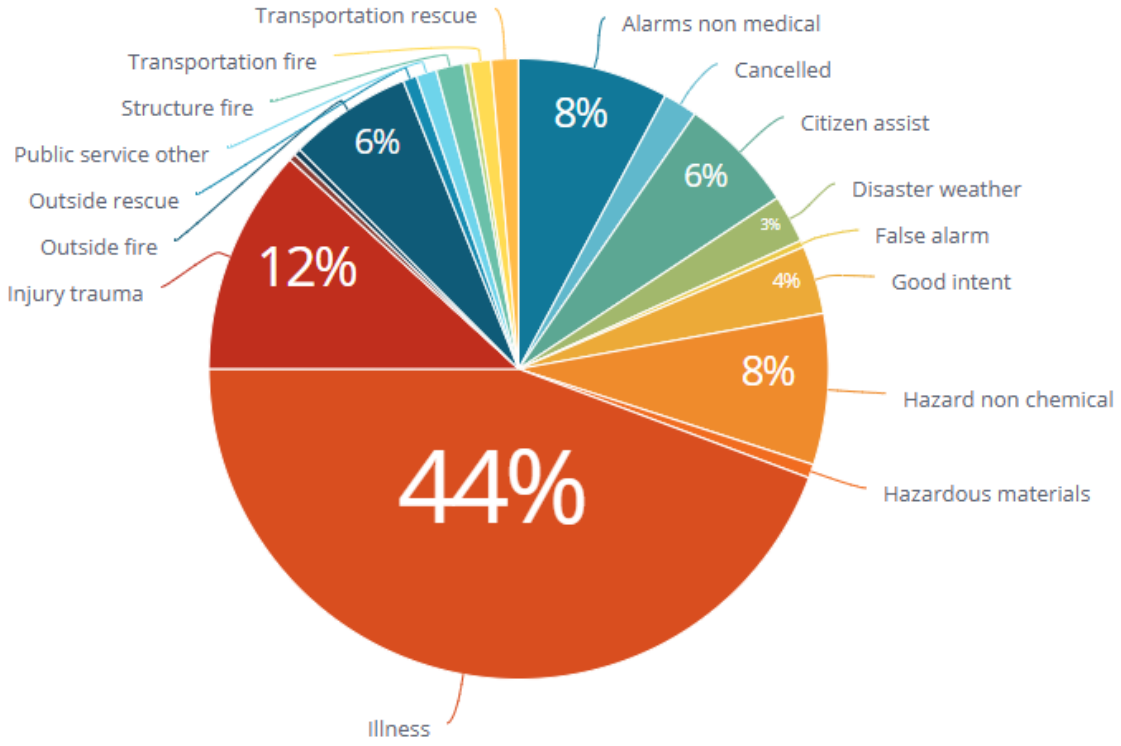
B. Authorization to Reschedule the July City Council Meeting Date: Due to scheduling conflicts, the City Council meeting for Tuesday, July 21, 2026, will be rescheduled to Tuesday, July 28, 2026 at 6:00 p.m. and be held at the City/County Chambers located at 905 West Ave. NW, Lenoir, NC 28645.

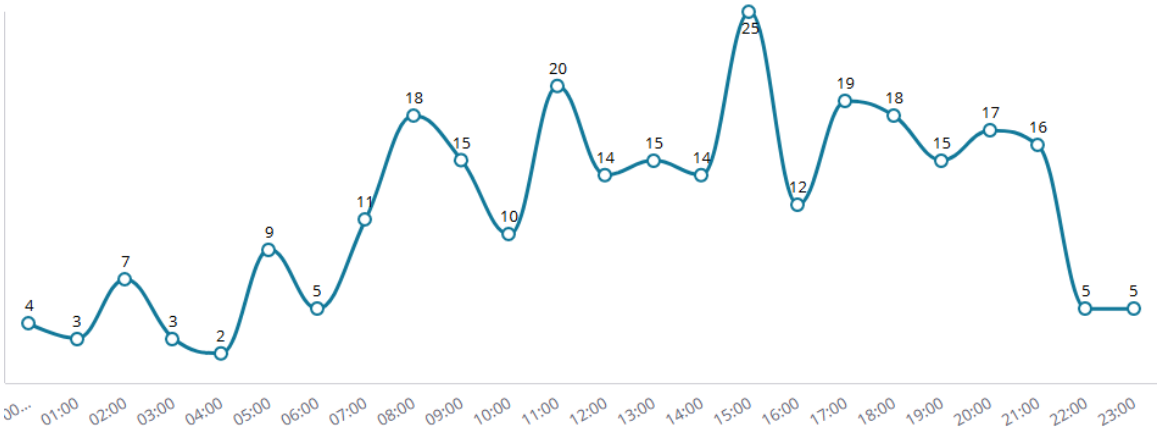
Upon a motion by Councilmember Prestwood, City Council voted 6 to 0 to reschedule the July City Council meeting date from July 21, 2026 to July 28, 2026, as presented.

IX. Adjournment

There being no further business, the meeting was adjourned at 10:40 a.m.

TO: S. Hildebran, City Manager
FROM: Norman Staines, Fire Chief
DATE: June 15, 2025
RE: Fire Department Report for May 2026





Reports: Fire Incident Count, Fire Incident Search and Link, Incident Type

INCIDENT RUNS BY APPARATUS		**Total Responses**
Headquarters Responses		**224**
*E1 Crew (1 call out of district)		80
*L1 Crew (1 call out of district)		70
T1 (E1/L1 Crew on T1)		0
R1 (used during out of service for other trucks)		10
QRV1 by E1 and L1 Crews		61
R10 (Ambulance)		0*
Support 1 (UTV)		0
Ranger 1 (UTV)		3
Average Response Time	**3:59**	
Station 2 Responses		**127**
E2 Crew		52
L2 Crew		44
*QRV2 by E2 and L2 Crews		31
Ranger 2 (UTV)		0
Average Response Time	**3:04**	
Station 3 Responses		**83**
E3		61
QRV3 by E3 Crew		22
Average Response Time	**3:46**	
Administration Responses		**61**
C1		9
*C2		0
C3		9
C4		1
Battalion 1-4 (1 call out of district)		42
T17		0

*Car 2 not in service
*R10 being pulled from service; not in use
Total Average Response Time **4:00**

TOTAL NUMBER APPARATUS RESPONSES TO EACH DISTRICT:

	HQ's DISTRICT	STA. 2 DIST	STA. 3 DIST	TOTAL
HQ's APPARATUS	187	16	19	222*
STA. 2 APPARATUS	36	84	7	127
STA. 3 APPARATUS	24	6	53	83
ADMINSTRATION	33	16	12	61

*Station 1 ran 2 calls out of district accounting for the 2 missing calls

Reports: Fire Incident Count, Fire Incident Search and Link, Incident Type

CALLS FOR SERVICE BY TYPE OF SITUATION FOUND:

Type	Station 1	Station 2	Station 3	Total
Alarms Non-Medical	15	6	1	22
Cancelled	4	0	1	5
Citizen Assist	7	7	3	17
Disaster Weather	3	3	1	7
False Alarm	1	0	0	1
Good Intent	7	1	2	10
Hazard Non-Chemical	12	7	3	22
Hazardous Materials	1	1	0	2
Illness	66	33	25	124
Injury Trauma	15	10	8	33
Investigation	1	0	0	1
Medical Other	1	0	0	1
Outside Fire	7	7	4	18
Outside Rescue	2	0	0	2
Public Service Other	2	1	0	3
Structure Fire	2	0	2	4
Structure Rescue	1	0	0	1
Transportation Fire	0	2	1	3
Transportation Rescue	3	0	1	4
TOTAL INCIDENTS	**150**	**78**	**52**	**280**

CALLS FOR SERVICE WITHIN EACH DISTRICT:

2026			**2025**		
HQ's	**STA. 2**	**STA.3**	**HQ's**	**STA. 2**	**STA.3**
150	78	52	154	68	59

TRAINING AND FIRE PREVENTION:

Training Hours	2,076
Inspections/Permits	49/1*
Fire Prevention Education Programs	4

Reports: Fire Incident Count, Fire Incident Search and Link, Incident Type

CITY OF LENOIR, NORTH CAROLINA

Department of Public Works

June 24, 2026

REQUEST FOR QUALIFICATIONS (RFQ)

DESIGN-BUILD SERVICES FOR LENOIR FIRE DEPARTMENT FOUNDATION STABILIZATION

POINT OF CONTACT

Jonathan Hogan, Director of Public Works
City of Lenoir, North Carolina
Post Office Box 958 | Lenoir, NC 28645
Physical: 510 B Greer Circle, Lenoir, NC 28645
jon.hogan@CI.LENOIR.NC.US

DEADLINE FOR SUBMISSIONS – July 10, 2026 BY 3:00 PM

All communication regarding this RFQ must be directed to the Point of Contact above. Any request for clarification shall be directed by email only. Contact with elected officials or other City staff regarding this solicitation may result in disqualification.

INVITATION AND PURPOSE

The City hereby invites qualified design-build teams to submit a Statement of Qualification (SOQ) for the design and rehabilitation of the existing City of Lenoir Fire Station #1. The City has elected to use the design-build delivery method pursuant to North Carolina General Statute § 143-128.1A.

This Request for Qualifications (RFQ) is issued for the purpose of identifying the most qualified design-build team to provide comprehensive architectural, engineering, and construction services for this critical public safety facility. Selection will be based on demonstrated competence and qualifications; price and fee information shall not be submitted at this stage.

PROJECT BACKGROUND AND NEED

The City of Lenoir Fire Station #1 is located at 602 Harper Ave NW, Lenoir, NC (NCPIN #27498765549). In 2021, the City of Lenoir Public Works Department was alerted to a possible infrastructure failure when a sinkhole appeared on the south lawn of Fire Station #1.

Upon initial inspection, it was determined that the 42-inch corrugated metal pipe (CMP) storm drainage pipe running parallel to the facility was severely compromised. The City contracted with Catawba Valley Engineering & Testing in October 2021 to provide an evaluation and analysis to develop the scope of work necessary to address the storm drainage system failure, provide foundation support for the existing building, and evaluate the slab-on-grade conditions of the Fire Station.

The initial study included a visual culvert inspection, subsurface exploration (SPT borings and CPT soundings), and a Geophysical Exploration to evaluate overall soil consistency at the site. A subsequent supplemental study was performed in May 2026, which included an updated Geophysical Exploration.

The supplemental study revealed significant deterioration in subsurface soil conditions near the culvert and building since the 2021 investigation.

The goal of this project is to design and install a foundation and slab-on-grade stabilization system so that site stormwater infrastructure can subsequently be repaired and/or replaced, ensuring the long-term structural integrity and continued operational capability of Lenoir Fire Station #1.

DETERMINATION OF APPROPRIATENESS OF DESIGN-BUILD METHOD

The City of Lenoir has determined that the design-build delivery method is appropriate for this project pursuant to North Carolina General Statute §143-128.1A for the following reasons:

Project Complexity and Coordination Needs – Foundation stabilization and slab-on-grade remediation require integrated geo-structural engineering, site-civil work, subsurface investigation, and construction expertise. A design-build approach promotes coordination between disciplines, reducing conflicts and change orders during construction.

Schedule Considerations – The existing infrastructure failure poses ongoing risk to the structural integrity of the fire station and public safety operations. Design-build allows overlapping design and construction activities, compressing overall project delivery time. Timely completion is essential to halt continued deterioration.

Cost Certainty and Budget Management – The City requires ongoing cost estimating and scope refinement during design to maintain the project within available funding of $2,574,000 as listed in the FY26-27 Budget for all LFD associated work including both this building stabilization and the storm drainage repair (not included in this scope of service). Design-build delivery facilitates continuous cost feedback and value engineering during the planning and design phases.

Ability to Define Project Requirements – The City has existing geotechnical reports, subsurface data, and a defined project site providing a sufficient basis to solicit qualifications and proceed with design-build delivery while allowing the selected team to refine technical details collaboratively with the City.

PROJECT DESCRIPTION AND SCOPE OF SERVICES

This project consists of design-build services for foundation stabilization and slab-on-grade support at Lenoir Fire Station #1, located at 602 Harper Ave NW, Lenoir, NC. The selected design-build team will provide turnkey design and construction services for the permanent remediation of identified subsurface and structural deficiencies.

Scope of Services - The selected design-build team shall provide all services necessary to design and construct a permanent foundation and slab-on-grade stabilization system, including but not limited to:

- Additional site surveys and subsurface explorations as needed to supplement existing geotechnical data
- Geo-structural engineering plans and specifications for the foundation stabilization and slab-on-grade support system(s)
- Permitting and regulatory approvals required for the work
- Installation and construction of remedial stabilization systems per approved design
- Project cost estimating and scope refinement throughout design phases
- Value engineering to optimize cost and performance of the stabilization system
- Construction management, quality control, and safety oversight
- Project closeout and provision of as-constructed drawings

Coordination with Stormwater Infrastructure Repair - The foundation and slab-on-grade stabilization work under this contract is intended to establish the prerequisite structural conditions for subsequent repair and/or replacement of the 42-inch CMP storm drainage infrastructure. The design-build team shall coordinate scope sequencing and design recommendations to facilitate that follow-on work.

PROJECT BUDGET AND FUNDING

The City of Lenoir has allocated funding of $2,574,000 as noted above for both this building stabilization and the storm drainage repair (not included in this scope of service). This project will determine the allocation of this funding required for the design and construction of the foundation stabilization and slab-on-grade support system at Fire Station #1. The design-build team will be expected to work collaboratively with the City to validate scope, provide cost opinions at key milestones, and deliver a project that balances structural performance, durability, and fiscal responsibility.

Price or fee proposals are prohibited during this RFQ phase. The City reserves the right to issue a subsequent Request for Proposals (RFP) or to execute competitive negotiations with the top-ranked team or selected teams following shortlisting.

PROCUREMENT AND SELECTION PROCESS

This RFQ and the subsequent selection process shall comply with NCGS §143-128.1A, including:

- Use of a qualifications-based selection process at the RFQ stage
- Receipt of at least three (3) responsive SOQs, or re-advertisement if fewer are received
- Selection of the most qualified design-build team prior to contract negotiations
- Minority business participation goals, good-faith efforts, E-Verify, and applicable licensing requirements as required by North Carolina law

The City reserves the right to waive any and all informalities in the selection process and to not award a contract. It is the City's intent to award one contract for these services; however, the City may elect to shortlist more than one qualified team and issue a subsequent RFP. Selection will be based on evaluation factors including past performance, relevant experience, qualifications of key personnel, and demonstrated ability to deliver similar geo-structural design-build projects.

Issuance of this RFQ does not obligate the City to award a contract or to pay any costs incurred in the preparation of responses.

EVALUATION CRITERIA

Evaluation Criterion for Initial Shortlisting Criteria	Weight
Qualifications and Experience of Key Personnel	20%
Team's Relevant Geo-Structural and Foundation Stabilization Project Experience	30%
Working Knowledge of Municipal Stormwater Infrastructure & Sinkhole Failure Remediation	20%
Successful Past Performance on Municipal Foundation Stabilization Projects	20%
Project Approach and Understanding	10%

If interviews are conducted with shortlisted firms, the final selection shall be based upon:

Evaluation Criterion – Interview and/or Final Selection Criteria	Weight
Project Team Experience and Qualifications	40%
Project Understanding and Proposed Technical Approach	30%
Project Management Approach	30%

STATEMENT OF QUALIFICATIONS – CONTENT REQUIREMENTS

Responses shall include, at a minimum, the following components:

2.1 – Statement of Services

Provide a narrative describing the Respondent's understanding of the project scope and the services proposed to be delivered. Address the team's approach to any additional surveys, site explorations, geotechnical engineering, foundation stabilization design, permitting, construction, project closeout, and as-constructed documentation.

2.2 – Firm and Team Information

Provide team information including:

- Name of company(ies) involved; any prime, joint venture, or subcontractor relationships
- Key services offered and areas of work responsibility by company
- Office location(s) where the work will be performed
- Company size (number of offices and employees per office)
- Brief company history
- Current workload and availability
- Bonding capacity and insurance capability
- Proof of applicable North Carolina licenses for all firms and individuals performing work
- Minority business participation approach

2.3 – Proposed Staff and Qualifications

Provide an organizational chart indicating the proposed team structure, key staffing, assigned project roles, and company affiliation. A written narrative shall accompany the chart briefly describing each team member's role, professional certifications, years of experience, educational and professional background, and qualifications for the work.

2.4 – Relevant Project Experience

Provide a list of relevant experience in the planning, design, permitting, construction, and construction administration of geo-structural engineering projects of a similar nature. Include for each project:

- Client name and contact information (name, title, and phone number)
- Project description and scope
- Final project cost compared to initial budget
- Delivery method used

2.5 – Litigation and Safety Disclosures

Disclose any litigation history related to design or construction projects within the past five years, and provide the team's safety record, including EMR (Experience Modification Rate).

SUBMITTAL INSTRUCTIONS

Each respondent shall submit three (3) bound paper copies and one (1) electronic PDF copy via email by 3:00 PM on Friday, July 10, 2026, to:

Jonathan Hogan, Director of Public Works
City of Lenoir
Post Office Box 958 | Lenoir, NC 28645
Physical: City of Lenoir Public Services Building, 510 B Greer Circle, Lenoir, NC 28645
Email: jon.hogan@CI.LENOIR.NC.US

Submittals received after the deadline will not be considered. All questions and requests for clarification must be submitted via email to the Point of Contact.

Format requirements:

- Maximum 15 pages, 8.5" × 11", single-sided, minimum 11-point font
- A cover letter and table of contents are required; these do not count toward the page limit
- Failure to comply with format requirements may result in disqualification

ESTIMATED PROJECT TIMELINE

The following schedule is anticipated and is subject to change without notice:

June 24, 2026	RFQ Issued
July 2, 2026	Questions Due by 5:00 PM
July 8, 2026	Responses to Questions Provided by 5:00 PM
July 10, 2026	**Statements of Qualifications Due by 3:00 PM**
July 23, 2026	Review SOQs / Interview Finalists (if needed)
July 30, 2026	Notice of Selection and Award

RESERVATION OF RIGHTS

The City reserves the right to reject any or all SOQs, waive informalities, issue addenda, modify the procurement schedule, or cancel this RFQ if determined to be in the best interest of the City. The City is not liable for any costs incurred by Respondents in preparation of their SOQs.

City of Lenoir
Financial Summary
As of 5/31/26

General Fund

	2025-2026 Budget	5/31/2026	% of Budget	Change from Previous Year	5/31/2025
Total Revenue	$ 25,241,845.00	$ 23,917,443.81	95%	$ 1,787,881.82	$ 22,129,561.99
Expenditures	$ 25,241,845.00	$ 21,413,892.46	85%	$ 172,901.63	$ 21,240,990.83
Over/Under	$ -	$ 2,503,551.35		$ 1,614,980.19	$ 888,571.16

Downtown District

	2025-2026 Budget	5/31/2026	% of Budget	Change from Previous Year	5/31/2025
Revenues	$ 271,550.00	$ 268,477.97	99%	$ (8,162.99)	$ 276,640.96
Expenditures	$ 271,550.00	$ 269,384.86	99%	$ 4,887.02	$ 264,497.84
Over/Under	$ -	$ (906.89)		$ (13,050.01)	$ 12,143.12

Water/Sewer Fund

	2025-2026 Budget	5/31/2026	% of Budget	Change from Previous Year	5/31/2025
Revenues	$ 11,963,721.00	$ 11,943,185.75	100%	$ 1,154,812.93	$ 10,788,372.82
Expenditures	$ 11,963,721.00	$ 11,111,900.92	93%	$ 1,090,426.51	$ 10,021,474.41
Over/Under	$ -	$ 831,284.83		$ 64,386.42	$ 766,898.41

City of Lenoir
Financial Summary By Department
As of 5/31/26

General Fund

	BUDGET	5/31/2026	5/31/2025	Difference	% OF BUDGET
REVENUE					
PROPERTY TAXES	$ 11,051,130.00	$ 11,970,872.77	$ 10,859,446.01	$ 1,111,426.76	108.3%
SALES TAX	$ 6,341,600.00	$ 5,188,110.65	$ 4,866,773.55	$ 321,337.10	81.8%
FRANCHISE TAX	$ 2,410,000.00	$ 1,810,471.50	$ 1,885,127.79	$ (74,656.29)	75.1%
SOLID WASTE FEE	$ 1,111,000.00	$ 1,031,723.38	$ 1,029,272.39	$ 2,450.99	92.9%
OTHER	$ 4,328,115.00	$ 3,916,265.51	$ 3,488,942.25	$ 427,323.26	90.5%
TOTAL	**$ 25,241,845.00**	$ 23,917,443.81	**$ 22,129,561.99**	$ 1,787,881.82	**94.8%**
EXPENDITURES					
GENERAL GOVERNMENT	$ 2,442,204.00	$ 2,021,815.24	$ 2,043,512.80	$ (21,697.56)	82.8%
PLANNING	$ 571,876.00	$ 549,152.99	$ 427,302.92	$ 121,850.07	96.0%
POLICE	$ 8,092,222.00	$ 7,381,134.74	$ 7,135,036.86	$ 246,097.88	91.2%
FIRE	$ 6,265,816.00	$ 4,782,039.39	$ 4,760,274.91	$ 21,764.48	76.3%
RECREATION	$ 1,700,504.00	$ 1,501,907.62	$ 1,696,884.39	$ (194,976.77)	88.3%
PUBLIC WORKS					
Administrative	$ 301,040.00	$ 325,554.58	$ 264,987.77	$ 60,566.81	108.1%
Cemetery & Grounds	$ 1,242,833.00	$ 1,267,523.33	$ 1,167,971.01	$ 99,552.32	102.0%
Building Maintenance	$ 461,039.00	$ 418,894.41	$ 472,927.37	$ (54,032.96)	90.9%
Sanitation	$ 1,531,540.00	$ 1,281,051.53	$ 1,009,282.21	$ 271,769.32	83.6%
Streets	$ 2,281,934.00	$ 1,593,881.64	$ 1,957,151.22	$ (363,269.58)	69.8%
Vehicle Services	$ 350,837.00	$ 290,936.99	$ 305,659.37	$ (14,722.38)	82.9%
TOTAL	**$ 25,241,845.00**	**$ 21,413,892.46**	**$ 21,240,990.83**	**$ 172,901.63**	**84.8%**
OVER/UNDER	-	**$ 2,503,551.35**	**$ 888,571.16**	**$ 1,614,980.19**	

Downtown District

	BUDGET	5/31/2026	5/31/2025	Difference	% OF BUDGET
TOTAL REVENUES	**$ 271,550.00**	**$ 268,477.97**	**$ 276,640.96**	$ (8,162.99)	**98.9%**
TOTAL EXPENDITURE	**$ 271,550.00**	**$ 269,384.86**	**$ 264,497.84**	$ 4,887.02	**99.2%**
OVER/UNDER	-	$ (906.89)	$ 12,143.12	$ (13,050.01)	

Water/Sewer Fund

	BUDGET	5/31/2026	5/31/2025	Difference	% OF BUDGET
REVENUE					
WATER SALES	$ 7,500,043.00	$ 7,578,227.81	$ 7,085,505.12	$ 492,722.69	101.0%
SEWER SALES	$ 3,694,678.00	$ 3,682,715.56	$ 3,323,505.29	$ 359,210.27	99.7%
CAPITAL RESERVE	$ 1,300,000.00			$ -	
OTHER	$ 769,000.00	$ 682,242.38	$ 379,362.41	$ 302,879.97	88.7%
TOTAL REVENUES	**$ 13,263,721.00**	**$ 11,943,185.75**	**$ 10,788,372.82**	$ 1,154,812.93	**90.0%**
EXPENDITURES					
ADMIN & ENGINEERING	$ 563,036.00	$ 394,212.43	$ 534,025.52	$ (139,813.09)	70.0%
WATER RESOURCES	$ 446,702.00	$ 398,408.15	$ 388,424.94	$ 9,983.21	89.2%
RHODHISS PLANT	$ 2,717,859.00	$ 2,923,558.59	$ 2,652,570.21	$ 270,988.38	107.6%
WATER DISTRIBUTION	$ 2,942,820.00	$ 2,296,370.65	$ 2,334,049.28	$ (37,678.63)	78.0%
WASTEWATER COLLECTION	$ 3,126,772.00	$ 2,016,480.94	$ 1,303,612.69	$ 712,868.25	64.5%
WASTEWATER PRETREATMENT	$ 197,139.00	$ 174,231.19	$ 162,828.96	$ 11,402.23	88.4%
GUNPOWDER WASTEWATER PL	$ 899,194.00	$ 790,257.94	$ 737,876.18	$ 52,381.76	87.9%
LOWER CREEK WASTEWATER PL	$ 2,370,199.00	$ 2,118,381.03	$ 1,908,086.63	$ 210,294.40	89.4%
TOTAL EXPENDITURE	**$ 13,263,721.00**	**$ 11,111,900.92**	**$ 10,021,474.41**	**$ 1,090,426.51**	**83.8%**
OVER/UNDER	**$ -**	**$ 831,284.83**	**$ 766,898.41**	**$ 64,386.42**	

Recommendations					
Effective 7-1-2026					
Department	**Action**	**Current Title**	**Proposed Title**	**Current Grade**	**Proposed Grade**
Re-organization - Recreation					
Recreation	Reinstate a position made inactive in 2017 and combine two part-time positions to a Recreation Leader.	Inactive	Recreation Leader	n/a	16
Finance	Approve the Budget, Procurement, and Financial Analyst Job Description for the position in the 2026-2027 budget.	n/a	Budget, Procurement, and Financial Analyst	n/a	55
Finance/Police	Data Coordinator Job Description and position which will combine a part-time IT Position and a part-time Police position to create one full-time position. This position is needed to organize files/data for Police to begin the accreditation process.	Part-time IT Tech/Part-time Police	IT Technician/Police Data Coordinator	n/a	20
Finance	Approve the reorganization and job description converting the Risk Management and Procurement Agent position into the Special Projects and Risk Manager position. This conversation was included in the 2026-2027 budget.	Risk Management/Purchasing Agent	Special Projects and Risk Manager	43	53
Note: All of these adjustments were allocated in the 2026-2027 Budget.					

IT TECHNICIAN/POLICE DATA COORDINATOR

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

GENERAL STATEMENT OF THE JOB:

Under general supervision, performs an advanced level of technical work in the design, installation, maintenance, and support of PC hardware/software, mobile data, overt and covert video/audio systems, voice/data communications, application software, databases and database servers. Work involves connecting and supporting computer systems across City departments, between departments, and with external state agencies. The employee also coordinates the maintenance, conversion, cataloging and storing of Police records in compliance with state laws. Work involves planning systems, development and enhancements of systems, installing and evaluating PC and network hardware and software, overseeing projects and implementations. The employee repairs and upgrades PC and network systems. The employee trains users of computer systems. This position reports to the IT Manager and the Police Major.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Installs, maintains and supports database servers.
- Installs, maintains and supports network and/or telecommunications systems (local area networks and wide area networks).
- Installs, maintains and supports overt and covert video/audio systems.
- Installs and configures PCs, mobile data terminals, and application software.
- 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 operating system.
- Converts data/evidence to electronic format and responsible for digital file conversion and file storage organization.
- Provides user access and ensures user connectivity to City departments.
- Develops technology solutions to address user needs.
- Responsible for task relating to network monitoring, operations, installation and/or maintenance for local, off-site and/or remote locations.
- Ensures all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately.
- Researches, analyzes, and recommends telecommunications technologies to enhance or support business unit activities.
- Evaluates new and existing hardware and software and makes recommendations for enhancements to system.
- Maximizes the use of Internet Technology to improve the delivery of City's services to citizens by providing on-line forms, status inquiries, payments and other convenient methods.
- Assists other City IT staff with installation, maintenance, and support.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability to inspect items for proper length, width and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.
- Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Requires the ability to maintain strict confidentiality and secrecy as it relates to the sensitive information available to the profession. Unauthorized access, use, or distribution of such information warrants immediate termination from employment and potential civil liability and/or criminal prosecution.
- Has considerable knowledge of the basic theories, concepts, principles and practices of networking computer information systems.
- Has considerable knowledge of the design, implementation and maintenance of informational infrastructures.
- Has the ability to stay abreast of new technologies and is able to recommend changes to improve current systems.
- Has the ability to exercise sound judgment in making decisions.
- Has the ability to interpret and apply complex computer applications for City government while following rules and regulations pertaining to City government.
- Maintains high standards of accuracy in exercising duties and responsibilities and exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
- Maintains high quality communication and interacts within department and division, and with co-workers and the general public.
- Assumes responsibility for assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives.
- Adheres to City policy, standards and prescribed procedures.
- Has the ability to plan, prioritize and organize work and accepts accountability for meeting assigned responsibilities.
- Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology and avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly.
- Accepts supervisory instruction and direction and strives to meet the goals and objectives of same.

- Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.
- Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

EDUCATION AND EXPERIENCE:

- Educational Requirements: Associates Degree in computer science and 1 to 2 years of experience in computer operations preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS:

- Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, printers, copiers, microfilm readers and printers, CD/DVD burners, etc. Must be able to exert up to 20 pounds of force occasionally, and/or move objects. Physical demand requirements are in excess of those for Sedentary Work. Work usually requires walking or standing to a significant degree as well as using force to pull network wires where it is necessary to differentiate between colors and shades of color. Must have minimal levels of eye/hand/foot coordination. Requires the ability to talk and hear (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by ear.) Must be able to communicate via telephone.

SPECIAL REQUIREMENTS:

- A valid driver's license in the state of North Carolina is required.

BUDGET, PROCUREMENT, AND FINANCIAL ANALYST

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

GENERAL DEFINITION OF WORK:

This position performs professional financial and budget analysis work including the evaluation of financial data and assisting the Finance Director with the day-to-day operations of the Finance Department. Work includes evaluating the City's financial stability and operational efficiency through analysis of key financial statements, ratios, and trends. Work requires the application of established City finance procedures, local ordinances and North Carolina General Statutes governing responsibilities of local government fiscal operations and Generally Accepted Accounting Principles. Work is performed under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Provides support for the operations of the Finance Department and acts as a backup for the Finance Director when necessary.
- Monitors, evaluates, and reviews historical data and trends within the Finance Department and across the City as a whole, utilizing that information to develop financial forecasts.
- Provides direction and guidance to management and departments regarding performance indicators and serves as a resource for measuring efficiency and effectiveness.
- Evaluates and prepares reports showing city-wide performance indicators and departmental key work items.
- Assists with annual tax billing and reconciles all tax and receivable accounts; research discrepancies and makes corrections as appropriate.
- Assists with tax collections and foreclosures.
- Assists the Finance Director with grant management and reimbursement requests.
- Reviews weekly check issuance to identify trends.
- Reviews and approves requests for purchases and process Purchase Orders.
- Assists with the preparation of required state and federal reports.
- Prepares monthly, quarterly or annual reports identifying trends and performance.
- Prepares and oversees preparation of fixed asset inventories; reconciles additions, disposals, and transfers; prepares adjusting entries.
- Compiles a variety of financial information for preparation of periodic and special reports; completes special projects as required.
- Assists the Finance Director with the preparation of the city-wide annual operating budget; analyzes financial accounts to ensure reasonableness and

monitors accounts throughout the year to ensure revenues and expenditures are in line with budgets.
- Assists the Finance Director with the annual audit and preparation of the Annual Comprehensive Financial Report (ACFR).
- Performs special projects and related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theories, principles, practices and techniques related to organizational performance management including strategic planning, departmental work planning, performance measurement, and program evaluation.
- Knowledge of research techniques, methods, and procedures, with the ability to summarize findings and develop effective data visualizations and dashboards from complex datasets.
- Ability to conduct detailed research and prepare reports and findings.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to establish and maintain effective working relationships with associates.
- Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing local government financial matters.
- General knowledge of budgetary accounting and reporting systems.
- Ability to prepare complex financial reports.
- Strong organizational and interpersonal skills, with the ability to collaborate effectively across all levels of the organization.
- Proficient in Microsoft Office Suite, intermediate to advanced Excel skills.
- Strong analytical skills and attention to detail.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, finance, business administration, or a related field and at least two years of professional accounting experience; or
- Associate degree in accounting, finance, business administration, or a related field and at least five years of professional accounting or tax administration experience.
- CPA or North Carolina Certified Local Government Finance Officer designation is desirable but not required.

PHYSICAL REQUIREMENTS:

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or

exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

- A valid driver's license in the state of North Carolina is required.

RECREATION LEADER

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

GENERAL STATEMENT OF THE JOB:

This position is responsible for assisting in the development, planning, organization, implementation, promotion, and conduct of a wide variety of activities for youth, adults, and seniors at all City recreation facilities. Works under general supervision of the Parks and Recreation Director and indirectly by the Center Managers. Work is evaluated in conferences, by observation, and by review of records and reports.

ESSENTIAL JOB FUNCTIONS:

- Assist the Center Manager, Athletic Director, or Parks and Recreation Director in the development, planning, organization, implementation, promotion, and conduct of a wide variety of activities for youth, adults, and seniors at all facilities.
- Assist with obtaining necessary supplies and providing recreational activities for youth, adult, and senior programs.
- Assume responsibility for the center in the absence of a Center Manager.
- Assist with daily revenue reporting and program registration through Rec Desk.
- Assist with program setup and breakdown, as well as facility opening and closing procedures.
- Participate in special events throughout the City of Lenoir.
- Provide excellent customer service with all interactions with the public. instructors, vendors, and internal customers.
- Ensure all work is performed in accordance with OSHA as well as city safety standards and policies and procedures
- Assists in the operation of the swimming pool if needed.
- Assists the Center Manager in the operation of the recreation center or in supervising specialized recreational programs.
- Performs related duties as required.

KNOWLEDGE. SKILLS. AND ABILITIES:

- Knowledge of the facilities and equipment needed for an effective recreation program. Knowledge of recreation principles, methods and techniques.
- Knowledge of local policies, procedures, rules, and regulations affecting department operations.
- Knowledge of the methods employed in the maintenance of recreation areas and recreation buildings and facilities.
- Independent judgment and initiative are required.
- Ability to organize and supervise recreation programs.
- Ability to encourage community interest in recreation programs and activities.
- Ability to deal firmly, tactfully, and courteously with the public.

- Ability to maintain effective working relationships with other employees.

WORKING CONDITIONS:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, fingering, hearing, and repetitive motions.
- Must be able to perform work that requires exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, to read extensively, to operate a computer and motorized vehicles, and to inspect work of others.
- Must be willing to work a very flexible schedule of morning –afternoons and evenings and occasional weekends as needed based on programming at all three facilities.

TRAINING AND EXPERIENCE:

- Graduation from high school is required. A bachelor's degree in Parks and Recreation or a related field is preferred, or an equivalent combination of education and experience in organized parks and recreation operations.
- Possession of or willingness and ability to obtain First Aid/CPR certifications.

SPECIALS PROJECTS AND RISK MANAGER

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

GENERAL DEFINITION OF WORK

The Manager of Special Projects and Risk Management under general direction of the City Manager and Finance Director, works to oversee city-wide special projects, and risk management. The Special Projects and Risk Manager operates in a constantly evolving environment and completes a variety of high-level tasks that directly impact City operations, require collaboration across diverse internal and external stakeholders, and may be highly sensitive and confidential in nature. The position supports the City Manager and Department Directors by conducting and managing complex projects and providing project planning and management oversight and performs complex technical and administrative work planning, organizing, and directing comprehensive risk management and safety for the City of Lenoir. This position serves as a liaison to the City Manager, Department Directors, outside agencies, contractors and the general public. The employee performs difficult, diverse, and confidential duties which require initiative, independent judgment, and considerable working knowledge of operations and programs. This position requires a higher level of project management skills and will typically be assigned projects that are larger in scope; have a higher degree of technical complexity; and/or have a high degree of visibility where public relations and public perception are considered to be of critical importance. Responsibilities may also include implementation of programs, processes, policies and/or procedures to successfully achieve the City's objectives, mission, strategic plan, and anticipated outcomes. Effectively completing these assignments requires a strong degree of discretion, good judgment, and tact. Assignments cross all areas of City government operations. Priorities may change without warning and the Special Projects and Risk Manager must be able to adapt quickly and work effectively in rapidly evolving situations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Coordinates and leads the activities of the city-wide capital projects program that supports operating programs, capital improvement projects, and other grant-eligible programs for the City.
- Plan, coordinate, and supervise multiple complex and sensitive operational projects.
- Complete a variety of operational support tasks such as developing and managing select contracts and agreements; preparing financial estimates or projecting and monitoring of revenues and expenditures for select projects and preparing reports, agenda items, presentations, and other documentation as they relate to projects and attends Council meetings to present requests and provide information.
- Assists in preparing Requests for Proposal (RFP) and Requests for Quote (RFQ) for services.
- Participates in bid evaluation and selection and contract negotiations. Prepares technical specifications and requirements; reviews bids and quotes; makes recommendations regarding selection of vendors and awarding of contracts; and monitors vendor performance and contract fulfillment.

- Manages projects during design and implementation phases: prioritizes schedule; allocates resources; works with vendors and project team members to resolve problems and initiate solutions.
- Ensure projects, action items, and other work are completed on time, achieve established objectives, and are of desired quality while keeping the City Manager and Department Directors updated on work progress and concerns.
- Applies engineering principles to define problems, collect data, establish facts, and draw valid conclusions.
- Facilitate co-created resolutions to difficult issues that impede progress on and quality of assigned projects.
- In partnership with the Finance Director, manages and oversees project budgets; coordinates with assigned department in planning and cost estimating; prepares cost estimates for budget planning; monitors and controls expenditures and change orders for approved projects; tracks expenditures and pay requests; processes project purchase orders and invoices; and maintains related documentation.
- Manages tasks and projects relating to the continuous improvement including developing asset management plans. Partners with departments to identify and prioritize project needs and identify content experts and evaluates City facilities for recommendation and prioritization for the CIP.
- Must understand and be able to work with Construction Manager at Risk and/or Design-Build delivery methods.
- Must understand technical design calculations associated with land development projects (i.e., storm drainage hydraulic sizing, water distribution modeling, sanitary sewer collection systems, erosion control measures, etc.).
- Ability to review preliminary engineering evaluations, including quantity take-offs and opinions of probable construction cost.
- Understand and ability to evaluate various field testing (i.e. water pressure testing, gravity sewer low pressure testing, etc.).
- Works with engineers and contractors to ensure all permits are obtained for each project.
- Helps determine project scope, strategy, goals, budget, and deliverables for new special projects.
- Identifies and manages critical tasks including setting and meeting interim project goals; setting and managing project contingency; and performing change control and all other associated project management efforts needed to ensure compliance with the project schedule and budget.
- Inspect all deliveries, ensuring the materials are in the right quantity and quality and are properly placed at the job site.
- Monitor the quality of all workmanship in detail. Stop work when necessary and provide guidance to independent contractors as needed.
- Serves as liaison between the city and outside funding agencies and groups.
- Conducts project progress meetings and monitors work quality and contract compliance.
- Ensures all project activities and programs comply with applicable local, state, and federal laws.
- Track and report on the statuses of projects, pending items, City Council requests, and inquiries and service requests, as well as the impacts of completed work on our organization, our community, and/or our residents.

- Administers property, auto, general liability and Workers' Compensation insurances.
- Files and follows up on all Workers' Compensation as well as property and liability claims.
- Investigates all claims made and processes the required reports and associated paperwork on the insurance coverages and determines corrective measures to be taken.
- Plans, develops, organizes, supervises and conducts training for risk management, loss control, safety, security programs and inspections.
- Inspects work areas for compliance with laws, policies, rules and regulations; communicates corrective measures needed to management; reviews and rechecks progress on a regular basis until standards have been met in coordination with the Safety Coordinator.
- Supervises and directs the Safety Coordinator.
- Obtains resources or offers training programs to implement the program, maintain safety awareness, and assures laws and policies are being followed.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practices and techniques of public administration and local government administration.
- Pertinent federal, state, and local laws, codes, and regulations.
- Sources of information related to a broad range of local government programs, services and projects.
- Principles and practices of sound business communication, writing, and presentations.
- Management, evaluation, and policy analysis; research methods; strategic planning; and project management.
- Quantitative and qualitative data collection, analysis, and synthesis and appropriate research and statistical techniques.
- Using logic, reasoning, and critical thinking to solve problems; identifying the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and making effective decisions.
- Preparing budgets, financial, and operational plans and projections and monitoring performance.
- Communicating and presenting complex information, ideas, and recommendation orally and in writing to diverse audiences in a variety of private and public settings.
- Solid knowledge of grant reporting, including Uniform Guidance and other federal compliance requirements
- Knowledge of various grant programs available to local governments
- Excellent organization skills
- In depth knowledge of Risk Management practices and Local Government requirements
- In depth knowledge of Property and Liability and Workers' Compensation Insurance.

Ability to:

- Plan, organize, and carry out a full range of non-routine and complex administrative and analytical assignments from the City Manager with minimal supervision and direction.
- Conduct management, evaluation, and policy analysis; research projects; strategic planning activities; and project management.
- Conduct difficult and complex analysis and research on a variety of administrative and operational topics, identify and recommend alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Present technical information clearly and concisely at a level appropriate to the target audience.
- Ability to read blueprints, plans and structural drawings.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws, and regulations.
- Establish priorities and manage own time.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions and rapidly changing priorities.
- Exercise sound independent judgment and maintain confidentiality of critical and sensitive information, records, and reports.
- Develop and maintain cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards and commissions. Must be able to handle all interactions with poise, tact and diplomacy.
- Facilitate discussions among relevant parties to reach consensus on recommendations and approaches.
- Use proficiently Microsoft Office Suite, intermediate to advanced Excel skills
- Use, with advanced proficiency, all modules of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).

EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration, engineering, construction management, or a related field, or an equivalent combination of education and experience. Five years of local government experience managing construction projects is preferred. An in-depth understanding of building trades is required.

PHYSICAL REQUIREMENTS:

- While work is performed primarily in an office environment, duties may require exposure to construction sites, loud equipment, confined spaces, and varying weather conditions. Work environment involves normal, everyday discomforts or unpleasantness. Work area has adequate light, heat, and ventilation; environment is organized and stable. Must be able to ascend and descend ladders, stairs, and work in confined spaces and in proximity to loud equipment. Employee must be able to wear required personal protective equipment while at work and have the ability to lift and carry 25 lbs. regularly and 50 lbs. occasionally.

SPECIAL REQUIREMENTS:

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

2025-2026 FISCAL YEAR
BUDGET AMENDMENT
JUNE 23, 2026

Request for amendments to be made to the annual budget ordinance for the fiscal year ending June 30, 2026 as follows:

ITEM 1: ADJUSTMENT TO ALLOCATE ADDITIONAL REVENUES.

ACCOUNT #	DEPARTMENT	INCREASE	DECREASE
3440	FEMA WILDLAND GRANT	51,527.52	
3491	PLANNING REVENUE	11,300.00	
3988	CDBG ADMIN	7,300.00	
NET EFFECT ON GENERAL FUND BUDGET		**70,127.52**	-

ITEM 2: ADJUSTMENTS TO THE GENERAL FUND TO ALLOCATE ADDITIONAL REVENUE AND RE-ALLOCATE FUNDS.

ACCOUNT #	DEPARTMENT	INCREASE	DECREASE
3000	REFUNDS		241,400.00
4110	LEGISLATIVE	20,000.00	
4260	BUILDING MAINT.	25,000.00	
4310	POLICE SUPPORT	51,527.52	
4312	POLICE PATROL	125,000.00	
4510	STREET ADMIN	20,000.00	
4740	CEMETERIES	10,000.00	
4910	PLANNING	10,000.00	
6122	MULBERRY REC	25,000.00	
6130	PARKS	25,000.00	
	TOTAL INCREASE/DECREASES	311,527.52	241,400.00
NET EFFECT ON GENERAL FUND BUDGET		**70,127.52**	

ITEM 3: ADJUSTMENTS TO THE WATER AND SEWER FUND ORIGINAL BUDGET AND DISTRIBUTION OF ADDITIONAL WATER REVENUE.

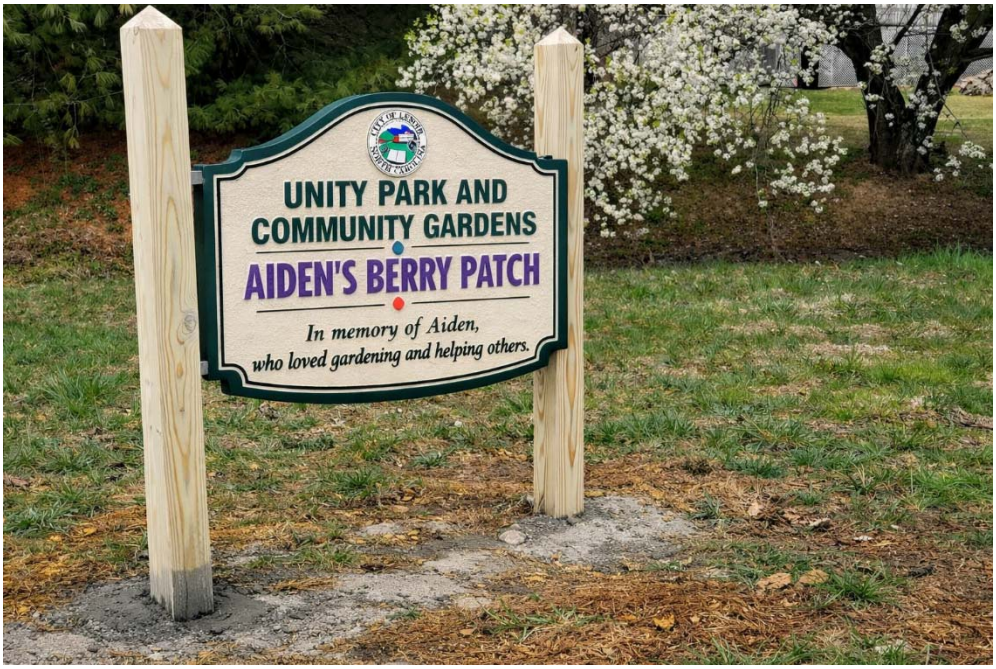
ACCOUNT #	DEPARTMENT	INCREASE	DECREASE
	WATER FUND		
7130	RHODHISS PLANT	50,000.00	
7132	WATER RESOURCES	20,000.00	
7140	WASTEWATER COLLECTION		125,000.00
7141	WASTEWATER PRETREATMENT	30,000.00	
7142	GUNPOWDER	15,000.00	
7143	LOWER CREEK	10,000.00	
	TOTAL INCREASE/DECREASES	125,000.00	125,000.00
NET EFFECT ON WATER AND SEWER FUND BUDGET		-	

ITEM 4: ADJUSTMENTS TO THE MAIN STREET REVENUE BUDGET.

ACCOUNT #	DEPARTMENT	INCREASE	DECREASE
	WATER FUND		
3981	TRANSFER FROM THE GENERAL FUND	41,050.00	
	TOTAL INCREASE/DECREASES	41,050.00	
NET EFFECT ON MAIN STREET BUDGET		**41,050.00**	

ITEM 5: ADJUSTMENTS TO THE MAIN STREET EXPENDITURE BUDGET TO ALLOCATE ADDITIONAL REVENUE.

ACCOUNT #	DEPARTMENT	INCREASE	DECREASE
4920	MAIN STREET	41,050.00	
	TOTAL INCREASE/DECREASES	41,050.00	
NET EFFECT ON MAIN STREET BUDGET		**41,050.00**	


UNITY PARK AND
COMMUNITY GARDENS
AIDEN'S BERRY PATCH
In memory of Aiden,
who loved gardening and helping others.

