



## **Budget Retreat Workshop Minutes Saturday, February 26, 2011**

The budget retreat workshop of the City of Claremont was held at the Claremont Fire Department at 9:00 a.m. on Saturday, February 26, 2011.

The following members of the Claremont City Council were present: Mayor David Morrow, Councilmember James Stanley, Mayor Pro Tem Timothy Lowrance, Councilmember Shawn Brown, Councilmember Nicky Setzer and Councilmember Dale Sherrill.

The following personnel of the City of Claremont were present: City Manager, Doug Barrick, Finance Officer, Stephanie Corn, Administrative Support Clerk, Mandy Buff, Police Chief, Gerald Tolbert, Police Captain, Gary Bost, Fire Chief, Gary Sigmon, and Public Works Director, Tom Winkler.

Others in attendance were: Henry Helton.

### **1. WELCOME & KICK-OFF**

Mayor David Morrow called the budget retreat workshop of the City of Claremont to order at 9:00 a.m.

### **2. INTRODUCTION TO THE BUDGET INFORMATION**

City Manager Doug Barrick gave a brief overview of the budget information.

### **3. OVERVIEW OF FY 2012 BUDGET**

City Manager, Doug Barrick gave a brief overview of where the city gets its money and where the cities money is going. He also went over some critical issues that are facing the city and he gave some recommendations and initiatives for fiscal year 2012.

A motion was made by Councilmember Dale Sherrill for the City Manager Doug Barrick to attempt to keep the tax rate the same and continue with the budget details. The motion was seconded by Mayor Pro Tem Timothy Lowrance. The motion passed unanimously.

### **4. FY 2011 DEPARTMENTAL UPDATES**

Administration is looking to update the website, emergency action plan, and employee job descriptions and salary bands. They have also created a Facebook page for Claremont.

The Police Department has changed the mobile data terminals to air cards. They had an officer to complete FTO training, two officers attended property evidence school, two officers completed child safety seat training, and several officers completed DWI training. They have a new patrol vehicle

marking scheme and they have e-citation and e-crash in most patrol vehicles as a way to have their officers in their car more and less in the office.

The Fire Department has a full membership and they have increased their training. They had two members complete child safety seat training and they have installed a new light tower on Engine 73. They are working towards 501C3 status for volunteer members and they are also working on building pre-plans for the businesses in the fire district.

The Public Works Department has purchased a new leaf box for leaf and limb collection. They have installed a new water line along South Depot Street and are resurfacing the streets.

The Recreation and Appearance Committees are installing new welcome signage, working on additional park areas, and they are working to improve the restrooms in the city park. The Memorial Wall will be installed at the Veterans Memorial and they have expanded the recreation program.

## **5. FY 2012 DEPARTMENTAL GOALS AND CAPITAL REQUESTS**

Administration is looking to use electronic filing for archiving city council documents, as well as, electronic payment options for water and sewer billing. They are also looking to update the citizen handbook and update the city personnel policy and begin yearly employee evaluations.

The Fire Department is looking at replacing 1000 ft. of 5 inch fire hose, which will cost approximately \$6,900, in the FY 2012. They are also looking at resurfacing the bay floor at the Fire Department and the approximate cost is \$42,000.

The Police Department is looking to replace two patrol vehicles in FY 2012, the approximate cost for both vehicles and the necessary equipment for each vehicle is \$269,500. They are also looking at purchasing two Digital Ally Camera Systems for two of their patrol vehicles that they currently have. The approximate cost is \$31,500. The Police Department is also looking at purchasing 13 800 MHz radios, because of Catawba County going to the 800 MHz frequency, the approximate cost is \$123,380.

The Public Works Department is looking at replacing the street signs in Claremont. They are also looking at improving Baker Street, which would upgrade the existing 2-inch galvanized water line to a 6-inch water line. The approximate cost is \$32,500. They are also looking at hiring a contractor to install a bypass system to remove some roots that have infiltrated the wastewater lines. The approximate cost is \$8,000. They are also looking at replacing their dump truck.

The Recreation and Appearance Committee is looking at refurbishing the welcome sign at I-40. They also would like to improve the overnight camping area in the City Park.

A motion was made by Councilmember James Stanley to proceed with the purchase of two police cars, 1000 feet of five inch hose for the Fire Department, and to replace the street signs. The motion was seconded by Councilmember Shawn Brown. The motion passed unanimously.

## **6. A GLIMPSE INTO THE FUTURE**

In 2014 the rail spur principle, city hall principle, and fire department principle will be paid off.

## **7. DEPRATMENTAL BUDGETS**

In Administration's proposed budget they are looking to decrease audit fees -6.7%, engineering -29.2%, OSHA mandates -50%, postage -33.3%, printing -10%, departmental supplies -25%, expandable supplies -20%, dues and subscriptions -12.5%, unemployment insurance -15%, and miscellaneous expenses -4.8%. They are proposing to increase group insurance 2.2%, retirement 233.3%, employee relations 1500%, contracted services 2.4%, and insurance and bonds 14.3%.

In the Libraries proposed budget they are looking to decrease the Yount fund -22.9% and telephone -12.5%.

In Planning's proposed budget they are looking to increase training 150% and departmental supplies 900%.

In the City Council's proposed budget they are looking to decrease legal fees -10%, group insurance -0.2%, and youth council -66.7%. They are looking to increase municipal elections 4000% and EDC incentives 324,824%.

In the Police Department's proposed budget they are looking to decrease departmental supplies -16.7%, uniforms -11.1%, and capital outlay -100%. They are proposing to increase group insurance 2.2%, retirement 10.9%, maintenance vehicles 30.8%, gas, oil and grease 7.7%, and insurance 31.8%.

In the Fire Department's proposed budget they are looking to decrease full time salaries -8.1%, legal services -100%, equipment maintenance -11.1%, vehicle maintenance -13.6%, departmental supplies -11%, and capital outlay -100%. They are looking to increase group insurance 11.3%, retirement 46.4%, medical physicals 24.5%, postage 20%, electricity 15.9%, building maintenance 122%, auto supplies/tires 8.6%, gas, oil, and grease 4.9%, small tools/equipment 14%, contracted services 5.2%, and insurance and bonds 33.9%.

In Public Works proposed budget they are looking to decrease small tools/equipment -33.3% and capital outlay -100%. They are looking to increase engineering services 1000%, medical physicals 2000%, maintenance vehicles 14.3%, and gas, oil and grease 9.4%.

In Recreation's proposed budget they are looking to decrease marathon -100%, senior citizens -7.8%, Claremont day -4000%, and the Christmas parade -7.8%. They are looking to increase advertising 250%, appearance 33.3%, contracted services 125%, recreation programs 1288.9%, and miscellaneous expenses 270.4%.

## **8. COUNCIL GOALS AND INITIATIVES FOR FY 2012**

The City Council stated that they would like the city employees to continue to find ways to save the city money. City Manager Doug Barrick, Finance Officer Stephanie Corn, Mayor David Morrow, and the City Council discussed the Council and Mayor's health insurance.

A motion was made by Mayor Pro Tem Timothy Lowrance to accept Resolution #32-10, which is to amend the City Councils health insurance. The motion was seconded by Councilmember Dale Sherrill. The motion was passed unanimous

## **9. TABLE TOPICS**

Other topics that were discussed: bidding out the health insurance to try get cheaper rates, the re-design of the cities website, adding the city logo to the street signs in the downtown area, selling the police command center, the water and sewer fund, the board of adjustments hearing on a variance application submitted by Carolina Coach and Camper, and the fees schedules.

A motion was made by Councilmember James Stanley for City Manager Doug Barrick to have a rate study done to determine if a water rate increase is needed. The motion was seconded by Councilmember Nicky Setzer. The motion passed unanimously.

A motion was made by Councilmember Timothy Lowrance to have a joint meeting with the planning board on April 4th at 5:30 p.m. to discuss ongoing issue with the sign and zoning ordinances. The motion was seconded by Councilmember Shawn Brown. The motion passed unanimously.

## **10. WRAP-UP AND NEXT STEPS**

A motioned was by Councilmember Dale Sherrill for City Manager Doug Barrick to present updates on the budget at the April 4th City Council meeting. The motion was seconded by Councilmember James Stanley. The motion passed unanimously.

At 2:52 p.m. Mayor Pro Tem Timothy Lowrance moved to adjourn the budget retreat workshop. The motion was seconded by Councilmember Nicky Setzer. The motion passed unanimously.

Respectively submitted,  
Mandy D. Buff, Administrative Support Clerk

**APPROVED APRIL 4, 2011**