



**CITY OF CLAREMONT  
CITY COUNCIL MEETING  
Regular Meeting  
December 5, 2016  
7:00 PM  
Claremont City Hall**

**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. INVOCATION-** Councilmember Timothy Lowrance
- 4. PLEDGE OF ALLEGIANCE-** Councilmember Timothy Lowrance
- 5. MAYOR'S REPORT**
- 6. CONSENT AGENDA**
  - A. Regular Meeting Minutes –November 7, 2016
  - B. Closed Session Meeting Minutes –November 7, 2016
  - C. Call for Public Hearing- Project Acronym
- 7. CITIZEN'S CONCERNS AND COMMENTS**
- 8. OLD BUSINESS**
  - A. Budget Transfer
- 9. PRESENTATION**
  - A. PJ Stanley Scholarship Awards
- 10. PUBLIC HEARING**
  - A. Amend the Code of Ordinances related to Title 2 Government and Administration, Chapters 1-7
  - B. Amend the Code of Ordinances- Landscaping of Parking Lots
- 11. NEW BUSINESS**
  - A. Ordinance 13-16 Amending the Code of Ordinances Landscaping of Parking Lots
  - B. Ordinance 14-16 Amending the Code of Ordinances- Title 2 Government and Administration, Chapters 1-7 Updates
  - C. Ordinance 15-16 Amending the Budget- Fire Department
  - D. 2017 City Council Meeting Schedule
  - E. Contract with Catawba County- First Responder
  - F. Presentation of 2015-2016 Audit Report- Debora Wentz
- 12. DEPARTMENT & COMMITTEE REPORTS**
  - A. Department Dashboard Report
  - B. Code Enforcement Report
  - C. Recreation Committee Report

**13. CITY MANAGER'S REPORT**

A. Budget Calendar (2017-2018)

**14. CLOSED SESSION**

A. G.S. 143.318-11(6) Personnel

**15. ADJOURN**



## **City of Claremont Regular Meeting Minutes Monday, November 7, 2016**

The regular City Council meeting of the City of Claremont was held in the Training Room located at Claremont Police Department at 7:00 p.m. on Monday, November 7, 2016.

The following members of the Claremont City Council were present: Mayor Shawn Brown, Councilmember Timothy Lowrance, Councilmember David Morrow, Councilmember Dale Sherrill, Councilmember Lee Miller and Councilmember Dayne Miller.

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, City Clerk Wendy Helms, Finance Officer Stephanie Corn, Police Chief Gary Bost, Police Captain Allen Long, Public Services Director Tom Winkler, Recreation Specialist Michael Orders, City Planner Leslie Meadows and City Attorney Bob Grant.

Others in attendance were: Robert Winrow, Lisa Travis, Megan Lowman, Clarence Lockemy, Slade Harvan, William Hollar, Mary Furtado, Danny Hedrick, Bill Shillito, and Nathan Huret

### ***CALL TO ORDER***

Mayor Shawn R. Brown called the meeting to order at 7:00 p.m. A quorum was present.

### ***APPROVAL OF AGENDA***

The agenda was approved as presented.

### ***INVOCATION & PLEDGE OF ALLEGIANCE***

Pastor William Hollar gave the invocation and Councilmember Lee Miller led the pledge of allegiance.

### ***MAYOR'S REPORT***

Mayor Brown encouraged everyone to get out and vote on Tuesday, November 8<sup>th</sup>, 2016.

Mayor Pro-Tem Dale Sherrill spoke briefly about the PJ Stanley 5K, which had a good showing of runners. The City also received numerous donations from the community.

## **CONSENT AGENDA**

**A. October 3, 2016, Regular Meeting Minutes** – Councilmember Dale Sherrill made a motion to accept October 3, 2016 regular meeting minutes as presented. Councilmember Timothy Lowrance seconded the motion. The motion passed unanimously.

**B. October 3, 2016 Closed Session** – Councilmember Dale Sherrill made a motion to accept the closed session minutes from October 3, 2016. Councilmember Timothy Lowrance seconded the motion. Motion passed unanimously.

**C. Resolution 08-16 Appointments to Planning Board-** Councilmember Dale Sherrill made a motion to accept the closed session minutes from October 3, 2016. Councilmember Timothy Lowrance seconded the motion. Motion passed unanimously.

**D. Call for Public Hearing- Proposed Text Amendments to Landscaping of Parking lots-** Staff and Planning Board have re-evaluated Claremont’s Landscaping of Parking Areas requirements to ease demands on developers; requesting amended standards that are more feasible and more parallel to what surrounding comparable cities are enforcing. North Carolina General Statutes require that the City Council hold a Public Hearing Prior to any changes in the City Ordinance.

Councilmember Dale Sherrill made a motion to call for a public hearing at the December 5, 2016 meeting. Councilmember Timothy Lowrance seconded the motion. Motion passed unanimously.

**CITIZEN CONCERNS & COMMENTS-** None

**PRESENTATION-**Mary Furtado, with Catawba County, gave a presentation about Strategic Planning for the future of Catawba County.

## **PUBLIC HEARINGS**

Motion was made by Councilmember David Morrow to recess the regular meeting and go into a Public Hearing at 7:31 p.m. Second was made by Dale Sherrill. Motion passed unanimously.

The proposed changes to the Code of Ordinances are a result of the City’s proposed adoption of Standard Specifications and Details for our sanitary sewer, water distribution, and storm water drainage systems, as well as for our streets and sidewalks.

Prior to adoption of standard specifications, a specific design criterion was included in our Code of Ordinances. However, this design criteria was not always consistent throughout our Code or Ordinances and was in certain cases outdated. With the adoption of newly created standard specifications, specific design detail is no longer needed in our Code of Ordinances, but instead in the City’s Adopted Standard Specifications.

The proposed sections to be amended include:

- Section 4-1-7 (Street and Sidewalks) Specifications
- Section 5-1-4 (Water and Sewer Services) Construction Materials
- Section 9 Chapter 4 Article D (Planning and Community Development) Subdivision Regulations (9-4-50 thru 9-4-69)

A legal advertisement for the public hearing was published on October 28, 2016 in the Observer News Enterprise.

Motion was made by Councilmember Timothy Lowrance to close the public hearing at 7:35 and reopen the regular session. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

## ***NEW BUSINESS***

***A. Resolution 06-16 Adopting City Standard Specifications-*** August 1, 2016 the City Council approved a contract with The Wooten Company to design Standard Specifications and Details for water, sewer, storm water drainage, streets, and sidewalks. Since that time, staff has worked with Wooten to review and provide input to the standard specifications. These specifications will assist developers as well as City staff in the planning and review process. An electronic version of the complete specifications is available and will be distributed.

Motion was made by Councilmember Dale Sherrill to adopt City Standard Specification. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

***B. Ordinance 10-16 Amend the Code of Ordinances, Standard Specifications-*** With adoption of City of Claremont Standard Specifications and Detail for our sanitary sewer, water distribution, storm water drainage, and streets and sidewalks, changes need to be made throughout our Code of Ordinances to make our Code of Ordinances consistent with the Standard Specifications.

Motion was made by Councilmember Timothy Lowrance to accept Ordinance 10-16 with corrections made by Attorney Grant. Second was made by Councilmember David Morrow. Motion passed unanimously.

***C. Adoption of NC Wireless Memorandum of Understanding-*** North Carolina Wireless is a wireless internet provider serving Catawba and surrounding counties. NC Wireless would like to expand its ability to reach and service additional clients and customers in the Claremont area by placing small transit and receiving equipment on our S. Oxford Water Tower. This will allow NC Wireless to offer broadband services to businesses near the South Oxford Water Tank. In particular, Sundown Audio has requested their services.

NC Wireless has already placed this equipment on the Kelly Boulevard tank through a previous agreement with similar terms.

Public Services staffs, as well as Utility Services Group, the vendor the City contracts with for maintenance of the water towers, have approved the addition of this equipment. The equipment will have a very minimal visual impact and should not impact the tower structurally. NC Wireless has agreed to provide \$150 of in-kind services to the City of Claremont monthly.

Motion was made by Councilmember Timothy Lowrance to authorize a conditional agreement of the memorandum of understanding, subject to approval of the City attorney. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

**D. Ordinance 12-16 Amending the FY 2016-2017 Budget-** City staff has implemented new procedures for pre-audit. With these new procedures clean up of line items is needed. Budget Ordinance 12-16 will make the needed adjustments to the line items.

Motion was made by Councilmember David Morrow to approve Ordinance 12-16. Second was made by Councilmember Lee Miller. Motion passed unanimously.

**E. Resolution 07-16 Accepting the Merger/Regionalization Feasibility Grant-** North Carolina General Statutes Chapter 159G has created Merger/Regionalization Feasibility grants to assist eligible units of government with meeting their waste water infrastructure needs. The City of Claremont applied, and was awarded, a merger/regionalization grant in the amount of \$50,000. The City will use these funds to cover the cost of Wooten's analysis of the City's future wastewater needs.

Motion was made by Councilmember Dale Sherrill to approve Resolution 07-16 accepting the Merger/Regionalization Feasibility Grant. Second was made by Councilmember David Morrow. Motion passed unanimously.

**F. Ordinance 11-16 Amending the CMAQ Project Fund-** With the removal of Centennial Boulevard, the Sidewalk Project Fund budget needs to be amended. In addition, when the project was originally budgeted, funds were not budgeted for Right of Way Acquisition or Legal Fees. This amendment includes those costs to provide a more comprehensive budget outlook.

Motion was made by Councilmember Dale Sherrill to amend the CMAQ Project Fund. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

Councilmember Dayne Miller asked City Manager Renbarger to do research on local golf cart ordinances. Ms. Renbarger will bring back information and then receive direction from Council.

## ***DEPARTMENT AND COMMITTEE REPORTS***

The Departmental Dashboard was accepted as presented.

**Youth Council-** Megan Lowman spoke on behalf of the Claremont Youth Council. After the parade on December 3<sup>rd</sup>, Youth Council members will offer pictures with Santa and treat bags.

**Recreation-** Michael gave a reminder of the Veteran's Day service on November 11, 2016 at the City Park. He also gave information about attendance at Scaremont, Christmas Parade on December 3<sup>rd</sup> and Senior Citizen dinner.

**Police-** Chief Bost introduced Cody McCaskill, who has joined as a new officer.

**Public Services-** Public Service Director Tom Winkler made Council aware maintenance crews will be out clearing the right of ways.

**Fire-** Chief Travis reminded everyone to change their smoke detector batteries. He gave an update on Fire Prevention week. Chief Travis spoke briefly about the burning ban now in effect.

## ***CITY MANAGERS REPORT***

City Manager Renbarger reminded everyone of the CMAQ open house on November 21, 2016, from 3:30 until 7:30. Council will also host an Economic Development Workshop on Tuesday, November 29, 2016 beginning at 5:30 p.m. Hickory Sands has begun work at the Substance site. Lastly, the City of Claremont has received a \$30,000 Thread Trail Grant, to purchase easements.

Motion was made by Councilmember Timothy Lowrance to recess the regular meeting at 8:20 p.m. and go into closed session reference G.S. 143.318-11(3). Second was made by Councilmember Dayne Miller. Motion passed unanimously.

With no further business of the board, motion was made by Councilmember Dale Sherrill to adjourn the meeting at 9:14 p.m. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

Respectfully submitted,  
Wendy L. Helms, City Clerk

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Shawn R. Brown, Mayor

Attested:

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Wendy L. Helms, City Clerk

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Call for a Public Hearing**

A public hearing is needed before Council can enter into an economic development agreement for Project Acronym as permitted by the provisions of N.C.G.S. § 158-7.1. The public is encouraged to give input on this agreement.

This action calls for the public hearing on January 9, 2017.

**Recommendation: Motion to Call for a Public Hearing on Proposed Economic Development Agreement on January 9, 2017**

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Catherine Renbarger

**Action Requested: Citizens Concerns and Comments**

Open the floor to citizens for comments.

**Recommendation: Open to citizens for their input.**

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Stephanie Corn, Finance Officer

**Action Requested: Budget Transfers**

These transfers were made during the month at the request of Department Heads.

**Recommendation: Informational Only.**



## CITY OF CLAREMONT

Shawn R. Brown  
Mayor

Catherine Renbarger  
City Manager

11/30/2016

I, Stephanie Corn, authorize the following line transfers in the 16/17 budget.

<u>Line</u>	<u>Increase</u>	<u>Decrease</u>
10-6200-8200 Christmas Parade	\$ 250.00	
10-6200-1110 Telephone		\$ 250.00
10-6200-2600 Advertising	\$ 500.00	
10-6200-7301 Small Capital		\$ 500.00
10-4400-2600 Advertising	\$ 400.00	
10-4400-3300 Dept. Supplies		\$ 400.00

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Stephanie Corn, Finance Officer

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: December 5, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Public Hearing related to Code Ordinance, Title 2 Government and Administration**

Hold a public hearing to discuss changes to the City Code of Ordinances- Title 2 Government and Administration. Legal notice ran in the Observer News Enterprise on November 25, 2016.

- Changes start time of meetings from 7 p.m. to 6:30 p.m.
- Spelling corrections
- Change time allowed for public comment from 10 minutes to 5 minutes.

**Recommendation: Motion to enter into public hearing and after any input, motion to close the public hearing.**

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: December 5, 2016

**To:** Mayor and the City Council

**From:** Leslie M. Meadows, City Planner

**Action Requested: Hold Public Hearing on Zoning Ordinance Landscaping of Parking Areas Text Amendments**

This public hearing will allow for public comment on the proposed amendments to the Landscaping of Parking Areas section of our Zoning Ordinance, Article H, Sec. 9-3-156.

These proposed amendments help ease demands on developers. The amended standards requested are more feasible and more parallel with what surrounding comparable cities are enforcing. *See enclosed Memo for additional information.*

Public Notice of this hearing has been adequately advertised in advance.

**Recommendation: Motion to Enter into Public Hearing, and after any public input, Motion to Close the Public Hearing.**



## CITY OF CLAREMONT

Shawn R. Brown  
Mayor

Catherine Renbarger  
City Manager

### MEMO

TO: Claremont City Council  
FROM: Leslie M. Meadows, City Planner  
DATE: December 5<sup>th</sup>, 2016  
SUBJECT: Landscaping of Parking Areas Text Amendments

Currently, the City of Claremont zoning ordinance requires parking areas of 10 or more parking spaces, or whose parking will cover more than 5% of the property, to adhere to a variety of detailed landscaping practices around the perimeter and within the interior of the parking area. It has been suggested that we re-evaluate our Landscaping of Parking Lots requirements, Section 9-3-156, to ease demands on developers; devising standards that are more feasible and more parallel to what surrounding comparable cities are enforcing. I have also included a proposed environmentally conscious Intent Statement, similar to City of Lenoir's, as well as a landscaping provision for larger sized parking lots as we may see future parking lots as a principal use, with conditions, within our M-1/M-2 districts.

A chart comparing Claremont's Landscaping of Parking Area requirements against several other comparable cities' similar requirements has been provided, along with a draft of the suggested revisions. Omissions have been marked thru, and changes are high-lighted in yellow. All wording and measurement specifications are up for debatable discussion. The public hearing and recommendation to approve the amendment will take place during City Council's Dec. 5<sup>th</sup> meeting.

#### **Action Needed:**

Read this or a similar statement about how the amendment is in the public interest: **"This zoning amendment is in the public interest because it promotes environmental quality, and safeguards community appearance."**

Make a motion: **"I move to RECOMMEND APPROVAL because this amendment is consistent with the adopted Land Development Plan."**

## Landscaping of Parking Areas: Ordinance Comparison

*Standard Parking Space = 9ft.x18ft.=162sq.ft.*

<b>CLAREMONT</b>	<b>CONOVER</b>	<b>GRANITE FALLS</b>	<b>HICKORY</b>	<b>HICKORY ONLY</b>	<b>LENOIR</b>	<b>MORGANTON</b>
Applies to 10 or more spaces or 5% of the property.	Applies to 20 or more spaces.	Applies to 5 or more spaces.	Applies to 6 or more spaces.	Items included in only Hickory's Ordinance:	Applies to 20 or more spaces.	Applies to 10 or more spaces.
Interior Areas: 1 large shade tree for every 1,500 sq. ft. (~10 spaces)	Interior Areas: 1 tree for every 20 parking spaces.	Interior Areas: Continuous strip of maturing canopy trees 30' on center (where power lines exist) or 50' on center elsewhere; edged with a curb or wheel stop at least 6in. in height.	Interior Areas: 1 canopy tree for every 15 parking spaces. All rows terminated by a canopy tree. A tree within 60ft. of each parking space.	Interior Areas: Parking areas over 40,000 sq. ft., a minimum 10 ft. wide continuously planted median shall be installed along the length of the longest interior parking row.	Interior Areas: 1 tree for every 20 parking spaces.	Interior Areas: Tree planting areas for every 10 parking spaces.
Interior Areas: 1 shrub for every 500 sq. ft. of parking area. Shrub shall be 18 in. tall at planting, reaching 30in. in 3 years.	Interior Areas: 1 shrub for every 10 parking spaces.	Shrubs shall be installed along perimeter of parking lot. Maximum 6 ft. apart with height of 24 in. at install.	Interior Areas: 1 shrub for every 10 parking spaces.	Interior Areas: Parking areas over 80,000 sq. ft. shall require two of the medians described above. This does not apply to vehicular sales or rental areas.	No interior shrub regs. Shrub beds with a 50 sq. ft. minimum and minimum of 10 shrubs per bed required every 40 ft. along road frontage.	No interior shrub regs., just remaining planting area space shall be landscaped with plantings (bushes, shrubs, flower beds).
All trees and shrubs are to be planted within a landscaped planting area not less than 175 sq. ft.	Planting areas shall be no less than 162 sq. ft. with a minimum width of 6 ft.	See Above Interior Areas.	Landscape island shall be minimum of 6x18 ft. for single-loaded rows, 6x36ft double-loaded rows.	Other sections such as: Plant Specifications, Maintenance and Pruning	Planting areas shall be no less than 162 sq. ft. , with a minimum width of 6ft.	Tree planting areas shall be 8 ft. wide, minimum of 200 sq. ft. in area, and include at least 1 shade tree.
<b>CLAREMONT</b>	<b>CONOVER</b>	<b>GRANITE FALLS</b>	<b>HICKORY</b>	<b>HICKORY</b>	<b>LENOIR</b>	<b>MORGANTON</b>

No vehicular parking space shall be farther than 50 ft. from a planting area.	No vehicular parking space shall be farther than 50 ft. from a tree within an interior planting area.	NA	All vehicular parking spaces must have at least 1 tree within 60 ft. of each space.	Other sections such as: Performance Guarantee, Injuring Trees or Shrubbery on Public Property	No vehicular parking space shall be farther than 100 ft. from a planting area.	NA
Street Yards: Minimum of 10 ft. in width. 1 Large shade tree every 50 ft., or 1 small tree every 25 ft. Shrub beds with a 50 sq. ft. minimum and minimum of 10 shrubs per bed required every 40 ft. along road frontage. Berms with stipulations.	Street Yards: Minimum of 10 ft. in width. 1 tree every 100 ft. Shrub beds with a 50 sq. ft. minimum and minimum of 10 shrubs per bed required every 40 ft. along road frontage. Berms with stipulations.	Street Yards: Tree planting strips (50 ft. apart) shall be a minimum of 10 ft. wide along perimeter and 15 ft. wide when abutting street right-of-way.	Street Yards: Buffer area shall be 5 ft. in width along all street right-of-ways and perimeter. Canopy trees every 30 ft. on center and shrubs every 5 ft. on center.	Hickory has a Community Appearance Commission that acts in the capacity of tree board; reviews specifications and plans for care, preservation, pruning, planting, and removal of trees in City-owned areas.	Street Yards: Required to be 6 ft. in width. 1 tree every 100 ft. along street frontage. Shrub beds with a 50 sq. ft. minimum and minimum of 10 shrubs per bed required every 40 ft. along road frontage. Berms with stipulations.	Street Yards: Vegetative strip at least 10 ft. in diameter. Minimum of 1 large canopy tree per 50ft. Other vegetation, sidewalks, decorative walls, fences, stormwater retention practices allowed in this strip as well.
				The Community Appearance Commission is consulted when conflict occurs or interpretation of landscaping ordinance needed. Also, procures grant funds, loans, contributions		

Would like to add similar Intent Statement (From Lenoir): “The intent of this section is to provide landscaping within and adjacent to parking facilities (lots), thereby reducing heat and noise, glare of automobile lights, reduce the level of carbon dioxide, prevent soil erosion, and provide shade; therefore, creating an attractive and harmonious community and generally preserve a healthy and pleasant environment.”

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: December 5, 2016

**To:** Mayor and the City Council

**From:** Leslie M. Meadows, City Planner

**Action Requested: Approve Text Amendment to Zoning Ordinance # 13 -16**

On October 17<sup>th</sup>, the Planning Board reviewed and accepted proposal of text amendments to Claremont's Landscaping of Parking Areas requirements, as set forth in Title 9, Zoning Chapter 3, Article H, Sec. 9-3-156.

The specific proposed language is found in the attached Ordinance # 13-16. New language is highlighted in yellow and deletions are ~~in strikethrough~~.

**Recommendation: Adopt Ordinance # 13-16 As Presented**

**Adopt a statement of public interest:** *"This zoning district text amendment is in the public interest because it promotes environmental quality, and safeguards community appearance".*

**Make a motion:** *"I move to APPROVE Ordinance # 13 -16 because this zoning text amendment is consistent with Claremont's long-range Land-Use Development Plan."*

CITY OF CLAREMONT  
NORTH CAROLINA

ORDINANCE # 13-16

AN ORDINANCE TO AMEND TO THE CODE OF ORDINANCES

OF THE CITY OF CLAREMONT

TITLE 9

PLANNING AND COMMUNITY DEVELOPMENT

WHEREAS, the City of Claremont proposes to amend the Zoning Ordinance because it is important to update regulations as situations change;

WHEREAS, the City of Claremont adheres to a variety of detailed landscaping practices around the perimeter and within the interior of its parking areas;

WHEREAS, more feasible and more comparable landscaping requirements may ease demands on developers, while still promoting environmental quality and aesthetics.

WHEREAS, the Planning Board of the City of Claremont has considered the proposed amendment and recommended said amendment for approval by the City Council; and

WHEREAS, City Council has conducted a public hearing to consider comments relative to the proposed amendment; and

WHEREAS, notification of the public hearing was duly published,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLAREMONT,

That Title Nine (9), Chapter 3, Article H, Section 9-3-156, is hereby amended by changing the following:

<b>9-3-156</b>	<b>Landscaping of Parking Area</b>
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Intent: The intent of this Section is to provide landscaping within and adjacent to parking facilities (lots), thereby reducing heat and noise, glare of automobile lights, lower the level of carbon dioxide emissions, prevent soil erosion, and provide shade; therefore, creating an attractive and harmonious community and generally preserve a healthy and pleasant environment.

The landscaping requirements of this Section shall apply to land, public and private, designated as multi-family, recreational, institutional, industrial and commercial land uses which are required to have or provide ~~ten (10)~~ **twenty (20)** or more parking spaces. ~~or whose parking will cover more than 5% of the property.~~

1. Parking area landscaping requirements of this Section are as follows:
  - a. Credit for using existing trees on site greater than or equal to those required by standards shall be two (2) trees for every one tree retained.
  - b. When using an existing tree, the area under the drip line (maximum extension of branches) of the tree must remain undisturbed. This includes grading, fill, paving, etc.
  - c. If an existing tree dies, it must be replaced with two (2) trees during the next planting season.
  - d. If any vegetation dies, replacement is required within the next planting season.
  - e. Landscaping shall be placed in a manner, which meets the intent of this Ordinance, and shall be maintained.
  - f. Any fraction of requirements shall be rounded up to the next whole number.
  - g. Landscaping shall not obstruct the view of motorists using any street, private driveway, parking aisles or the approach to any street intersection so as to constitute a traffic hazard.
2. Landscaping requirements for interior areas of parking areas (Interior areas are defined as the area within the property used for vehicular storage, parking and movement):
  - a. Landscaped planting areas are to be located within or adjacent to the parking area as tree islands, at the end of parking bays, inside medians, or between rows or cars.

- b. There shall be one (1) large shade tree for every ~~fifteen-hundred (1,500)~~ square feet of total parking area. **twenty (20) parking spaces.**
  - c. There shall be one shrub for every ~~five-hundred (500)~~ square feet of total parking area. **ten (10) parking spaces.** Shrubs must be eighteen (18) inches tall at planting and reach a minimum height of thirty (30) inches in three (3) years.
  - d. All trees and shrubs are to be planted within a landscaped planting area not less than one-hundred ~~seventy-five (175)~~ **sixty-two (162)** square feet in area.
  - e. No vehicular parking space shall be farther than ~~fifty (50)~~ **one-hundred (100)** feet from a planting area.
  - f. No more than forty (40 %) percent of the trees and/or shrubs shall be deciduous.
  - g. **For parking areas over 40,000 square feet, a minimum ten (10) foot wide continuously planted median shall be installed along the length of the longest interior parking row, to break up large areas of pavement. Parking areas over 80,000 square feet shall require two of the described medians. This does not apply to vehicular sales or rental sales.**
3. Landscaping requirements for street yards of parking areas (Street yards are defined as the area between the public right-of-way and interior area):
- a. Street yards are required to be a minimum of ten (10) feet in width.
  - b. One (1) large shade tree is required every ~~fifty (50)~~ **one-hundred (100)** feet or one (1) small tree is required every ~~twenty-five (25)~~ **fifty (50)** feet along the street frontage.
  - c. Shrub beds (fifty (50) square feet minimum and a minimum of ten (10) shrubs per shrub bed) are required every forty (40) feet along the street frontage. Berms may be used instead of shrubs with the following stipulations: 1) berms must be the required height of shrubs with no more than a 3:1 slope; 2) shorter shrubs may be used in combination with berms as long as the required total height is met; 3) berms must be capped or topped with groundcover vegetation; 4) berms shall be grassed; 5) berms must occupy sixty (60%) percent of the frontage area; 6) fences may be used in combination with berms as long as the fence is compatible in materials and color to the building and is not more than forty (40%) percent of the required height.

4. Tree and shrub specifications:

- a. "Tree" as used herein means any tree, evergreen or deciduous, whose mature height of its species can be expected to exceed fifteen (15) feet for a small tree and thirty-five (35) feet for a large tree (except in cases where this would require the planting of incompatible species with the surrounding environment, such as overhead utility lines, then acceptable species may be used). The tree, existing or planted, shall be at least eight (8) feet in height and six and one-quarter (6 1/4") inches in circumference (two (2) inches in diameter) measured at one-half (1/2') foot above grade for newly planted trees and measured at four (4) feet above grade for existing trees.
- b. "Shrub" shall attain a minimum of thirty (30") inches in height within three (3) years of planting. All shrubs shall be a minimum of eighteen (18") inches tall when planted. All shrubs planted on berms may have lesser height provided the combined height of the berm and plantings after three (3) years is at least thirty (30") inches in height.

Adopted this the 5<sup>th</sup> day of December, 2016.

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Shawn Brown, Mayor

ATTEST:

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Wendy Helms, City Clerk

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: December 5, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Adopt Ordinance 14-16 Updates to Code of Ordinances- Title 2 Government and Administration**

Approve updates to Ordinance 14-16. A public hearing was held and duly published in the Observer News Enterprise.

- Changes start time of City Council meetings from 7 p.m. to 6:30 p.m.
- Spelling corrections
- Change time allowed for public comment from 10 minutes to 5 minutes.

The specific proposed language is found in attached ordinance 14-16. New language is highlighted in yellow and deletions are in ~~striketrough~~.

More changes will be differed until a later date.

**Recommendation: Motion to approve Ordinance 14-16.**

CITY OF CLAREMONT  
NORTH CAROLINA

ORDINANCE # 14-16

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF THE CITY OF CLAREMONT  
TITLE 2  
GOVERNMENT AND ADMINISTRATION

**Whereas**, it is the desire of the Council of the City of Claremont to continually update and revise the Claremont Code of Ordinances.

**Now, therefore, be it ordained by the Claremont City Council that**, Title 2 Government and Administration, Chapters 1-7 are hereby amended by changing the following:

**Title 2  
Government and Administration**

**ARTICLE B  
Meetings**

**Sec. 2-1-21 Regular meetings; time and place.**

The regular meetings of the council shall be held on the first Monday of each month at the city hall, unless otherwise designated by the council. The meetings shall begin at ~~7:00 p.m.~~ **6:30 p.m.** Every member of the council and officers shall attend all meetings of the council, unless excused. (Ord. of 6/5/89, No. 140-89)

**State Law Reference:** Quorum, G.S. 160A-74, voting, G.S. 160A-75; see pages S-1 and following for reprinted laws.

**Sec. 2-1-24 Order of business.**

(a) At the hour appointed for the meeting of the council, the mayor shall take the chair and direct a call of the members by the clerk, who shall note the absentees. ~~If a quorum is not present, the mayor shall send for the absentees, and upon the appearance of a quorum shall call to order and proceed with the order of business.~~ If a quorum fails to attend, the meeting shall stand adjourned to a time agreed on by a majority of the members present. The mayor may, when present, substitute any member of the council to perform the duties of the chair, but substitution shall not extend beyond adjournment, except by special consent of the council.

(b) Unless the council agrees in advance otherwise, the business of the council shall be taken up for consideration and disposition at regular meetings in the following order:

- (1) call to order;
- (2) reading or disposition of minutes of the previous meeting;
- (3) reports of boards and standing committees;
- (4) reports of special committees;
- (5) unfinished business;
- (6) new business;
- (7) announcements; and
- (8) adjournment.

(c) If the council directs any matter to be the special business of a future meeting, the matter shall have precedence over all other business at that meeting.

**Sec. 2-1-25 Rules of procedure.**

(a) Agenda. All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council should be delivered or submitted to the clerk at least ~~four (4) days~~ **one week** prior to its meeting.

- (b) Rules of debate and decorum.

(1) Manner of speaking. Every member desiring to speak shall address the chair and upon recognition by the mayor shall confine himself to the question under debate, avoiding all personalities and indecorous language.

(2) Interrupting the speaker. A member, once recognized, shall not be interrupted when speaking, unless it is to call him to order or as otherwise provided under applicable rules of parliamentary procedure. If a member, while speaking, is called to order, he shall cease speaking until the question of order is determined and, if in order, he shall be permitted to proceed.

(3) Addressing the council. Any person desiring to address the council shall first secure the permission of the mayor. Any interested parties or their authorized representatives may address the council on matters listed on the agenda of the council. After a motion is before the council, no person shall address the council without first securing the permission of the council to do so.

(4) Manner of addressing the council; time limit. Every person addressing the council shall give his name and address for the records, and unless special time is granted by the council, shall limit his remarks to ~~10 minutes~~ **5 minutes**. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than council members and the person having the floor, shall be permitted to enter into any discussion either directly or through a member of the council. No question shall be asked a member except through the mayor.

(5) Request to have statement abstracted. A member may request from the mayor the privilege of having an abstract of his statement on any subject under consideration by the council entered in the minutes.

(6) Request to record synopsis of discussion in the minutes. The clerk may be directed by the mayor, with consent of the council, to enter in the minutes a synopsis of the discussion on any question coming before the council.

(7) Questions of order. All questions of order shall be decided by the mayor without debate, subject to an appeal to the council.

(8) "Roberts' Rules of Order." When any point of procedure shall arise, the latest revised edition of "Roberts' Rules of Order" shall determine the question of procedure.

**Secs. 2-1-26 through 2-1-40 reserved.**

**CHAPTER 2**  
**Administrative Organization**  
**ARTICLE A**  
**Administrative Offices**

**Sec. 2-2-1 City manager; duties.**

The council shall appoint a city manager to serve at its pleasure, to be the chief administrator of the city. The manager shall direct and supervise the administration of all departments and agencies of the city, subject to the general direction and control of the council. ~~He shall~~ **He shall** have such other powers and duties as provided by law, or as authorized by the council.

**State Law Reference:** Powers and duties of manager. G.S. 160A-148.

**CHAPTER 3**  
**Departmental Operating Organization**

§ 2-3-1 Departments enumerated.

**Sec. 2-3-1 Departments enumerated.**

The administrative organization of the city shall be divided into the following departments:

- (1) Police department;
- (2) Fire department;
- (3) Street department;
- (4) Sanitation department;
- (5) Water department;
- (6) Maintenance department; and
- (7) Sewer department.

**CHAPTER 4**  
**Financial Administration**

**ARTICLE B**  
**Purchasing**

- § 2-4-1 Disbursement of funds.
- § 2-4-2 Purchasing agent.
- § 2-4-3 Purchasing order.
- §§ 2-4-4 through 2-4-10 reserved.

**ARTICLE B**  
**Fiscal Procedures**

**Sec. 2-4-11 Countersignatures upon all drafts.**

All checks and drafts issued by the city, regardless of amount, must be signed by the finance officer and countersigned by the mayor, ~~and member of council so designated by vote of council~~, or the city manager.

**State Law Reference:** Dual signatures on checks, G.S. 159-25.

**CHAPTER 7**  
**Surplus Property**

- § 2-7-1 Procedures for disposing of personal property valued at less than \$500.

**Sec. 2-7-1 Procedures for disposing of personal property valued at less than \$500.**

(a) The city manager is hereby authorized, pursuant to G.S. § 160A-266 (c), to dispose of any surplus personal property owned by the City of Claremont, whenever he determines, in his discretion, that:

- (1) the item or group of items has a fair market value of less than \$500;
- (2) the property is no longer necessary for the conduct of public business; and
- (3) sound property management principles and financial considerations indicate that the interests of the city would best be served by disposing of the property.

(b) The city manager may dispose of any such surplus personal property by any means which he judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of G.S. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

(c) The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the city if greater value may be obtained in that manner, and the city manager is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the city manager may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individual or organization except by resolution of the city council.

~~(d) The city manager shall, on or before the first day of February, report in writing to the city council on any property disposed of under these provisions from July 1 through December 31 of the previous year, and shall, on or before the first day of August, report in writing to the city council on any property disposed of under these provisions from January 1 through June 30 of that year. The written report shall generally describe the property sold or exchanged, to whom it was sold, or with whom it was exchanged, and the amount of money or other consideration received for each sale or exchange since the last such report was submitted. (Ord. of 3/6/89, No. 132-89)~~

Adopted this 5<sup>th</sup> day of December 2016.

\_\_\_\_\_  
Shawn R. Brown, Mayor

Attested:

\_\_\_\_\_  
Wendy L. Helms, City Clerk

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: December 5, 2016

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: Adopt Ordinance 15-16 Amending the General Fund Budget**

The City recently learned that the Fire Department was awarded two separate grants. One grant was awarded from the Department of Homeland Security for the Assistance to Firefighters Grant in the amount of \$23,810. As a condition of this award, the City is required to contribute \$1,190. This grant will be used to install updated communication and safety equipment in our Engines and Ladder Truck. The equipment will provide hearing protection for personnel operating in and around the apparatus as well as allow clear communications for responding and operating personnel.

The City has also received a \$1,200 grant award from the NC Forestry Service to replace outdated equipment on Fire Engine 76 and provide tech response rescue bags for Engine 71 and another vehicle. This grant requires a \$1,200 local government match.

This budget amendments amends the budget to account for the grant revenue and associated expenditures. The local match portions of the grant were already included in the budget.

**Recommendation: Adopt Ordinance 15-16 Amending the General Fund Budget**

City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 15-16

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING GENERAL FUND  
BUDGET

THE CITY COUNCIL OF THE CITY OF CLAREMONT DOES HEREBY ORDAIN AS  
FOLLOWS:

**General Fund**

	<u>Increase</u>	<u>Decrease</u>
<u>Revenues</u>		
Fire Department Grant Revenues 10.3480.0501	\$25,010	
<hr/>		
Total	\$25,010	
 <u>Expenditures</u>		
Fire Department Small Capital 10.5300.7300	\$1,200	
Fire Department Capital Outlay 10.5300.7400	\$23,810	
<hr/>		
Total	\$25,010	

INTRODUCED at the regular meeting of the City Council of the City of Claremont on  
December 5, 2016.

ADOPTED at the regular meeting of the City Council of the City of Claremont on  
December 5, 2016.

\_\_\_\_\_  
MAYOR Shawn R. Brown

ATTEST:

\_\_\_\_\_  
Wendy Helms, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Bob Grant, City Attorney

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Wendy Helms, City Clerk

**Action Requested: 2017-2018 Meeting Schedule**

The schedule will be the first Monday of the month, except for the following holidays- New Year's, Fourth of July and Labor Day. Please note that a time change has been made also. In recent months we have discussed having a change in time for the monthly Council meetings. Meetings will begin at 6:30 p.m. starting January 2017.

**Recommendation: Motion to adopt as presented.**



**CLAREMONT**  
NORTH CAROLINA

**Meeting Dates for 2017**

**Monday January 9th**  
**Monday February 6th**  
**Monday, March 6th**  
**Monday, April 3rd**  
**Monday, May 1st**  
**Monday, June 5th**  
**Monday, July 10th**  
**Monday, August 7th**  
**Monday, September 11th**  
**Monday, October 2nd**  
**Monday, November 6th**  
**Monday, December 4th**

Meeting times will be at 6:30 p.m.

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Bart Travis, Fire Chief

**Action Requested: Approve Contract with Catawba County**

The Claremont Fire Dept. is requesting council action to approve medical response contract with Catawba County. The contract stipulates CFD will provide medical coverage and response from the hours of 0800-1700(5pm) Monday – Friday. Contract further stipulates CFD will provide minimum of 1 EMT, apparatus and medical equipment compliant with Catawba County EMS medical protocols and procedures.

One goal in the 2015 Action Plan is to expand the City’s response to medical calls within the City limits.

Contract has already been approved by Catawba County

**Recommendation: Approve contract as presented.**

NORTH CAROLINA

AGREEMENT

CATAWBA COUNTY

This AGREEMENT, made and entered into this the 12<sup>th</sup> day of December, 2016, by and between Catawba County, hereinafter referred to as "County", and Claremont Fire Department, hereafter referred to as "Fire Department".

**WITNESSETH:**

**WHEREAS**, County, from time to time, has need for assistance with Medical First Responder services, to assist County; and

**WHEREAS**, Fire Department is equipped, available and desires to provide Medical First Responder services to County;

**NOW THEREFORE**, in consideration of the mutual agreements and covenants set forth herein, the parties agree as follows:

1. During the term of this Agreement, Fire Department agrees to provide Medical First Responder services in Fire Departments response area between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday and within Catawba County as requested.
2. Fire Department shall maintain a minimum of one vehicle equipped in accordance with the Catawba County Emergency Medical Services System Plan and the guidelines of the North Carolina Office of Emergency Medical Services.
3. Fire Department agrees to provide the necessary personnel for a Medical First Responder Program. All Medical First Responders shall be certified by the State of North Carolina, Office of Emergency Medical Services, as Medical First Responders or have a certification of a higher degree. Medical First Responders shall respond to medical emergencies when dispatched by the Catawba County Communications Center and shall provide emergency care until relieved by Catawba County EMS personnel. Fire Department shall meet the following criteria in order to classify as a Medical First Responder:
  - a) At least one EMT (Emergency Medical Technician) will respond to every call that the Catawba County Communications Center dispatches Fire Department on.
  - b) Response times must average six (6) minutes. Average response times will be calculated on a monthly basis.

- c) On a monthly basis ninety-five percent (95%) of all calls dispatched must be responded to.
  - d) Corrective Actions:
    - i) First month response criteria not met, Fire Chief and Assistant Director of Emergency Services will meet to establish a written corrective actions plan.
    - ii) Second month response criteria not met, Fire Chief and Assistant Director of Emergency Services will meet to reevaluate and update the written corrective actions plan.
    - iii) Third month response criteria not met, Fire Chief, Assistant Director of Emergency Services, EMS Manager and Emergency Services Director will meet to reevaluate and update the written corrective actions plan.
    - iv) Should Fire Department fail to meet either response criteria four months in a twelve-month period, County has the option to immediately terminate this Agreement.
  - e) County reserves the right to modify the Medical First Responder program at any time, however, County shall consult with Fire Department prior to making any said modifications.
4. Fire Department shall maintain a record of each call answered using minimum standards of the Emergency Medical Rescue Report (EMRS).
  5. Fire Department shall file and maintain Emergency Medical Report signature sheets for a minimum of 7 years or as required by North Carolina General Statutes, whichever is longer.
  6. All members of Fire Department responding to medical calls shall meet all objectives set forth in the Catawba County Continuing Education Program for Medical First Responder or another continuing education program approved by the Catawba County EMS Training Officer.
  7. Fire Department maintains the authority to send, or decline to send, personnel and/or equipment outside the County in response to a call for assistance.
  8. Fire Department is not required to place a vehicle into service unless standby is requested by County EMS, an actual call is anticipated or has been received.
  9. Nothing in this Agreement shall prohibit Fire Department from entering into other agreements for the provision of services, so long as such arrangements do not interfere with the performance of this Agreement or violate the franchise ordinance.
  10. Fire Department's governing board members shall not, in their individual

capacities as board members, be personally liable for any nonperformance of this Agreement.

11. Fire Department, is solely responsible for obtaining workers compensation insurance, medical malpractice insurance, vehicle liability insurance, and any other necessary insurance for its members. When responding as a Fire Department member, a person is not an employee or agent of County.
12. In the event that Fire Department disbands, dissolves, or becomes inactive, all vehicles, communications equipment, or other capital equipment, or any other assets including real property that were purchased in part, or entirely by, County tax dollars shall become the property of County to be reallocated to a similar agency for the sole purpose of providing the same service.
13. Fire Department shall account for all County funds received and shall expend all such funds in the performance of this Agreement. Fire Department agrees to allow County access to all records within 30 days of County requesting access to said records, including all auxiliary agencies.
14. Fire Department shall indemnify and save harmless County, its commissioners, employees, agents and representatives from any and all liabilities and claims of every kind, including attorney's fees, to which County may be subjected on account of loss, destruction or damage to property, or on account of injury to or death of persons, arising out of or in connection with performance of this Agreement. The provisions of this paragraph shall not be applicable to loss or damage caused by the negligent act or omission of County or its employees.
15. The terms and provisions contained herein constitute the entire agreement for the provision of Medical First Response by and between County and Fire Department and supersedes all previous communications, representations, or agreements, either written or verbal.
16. This agreement shall be effective the 12th day of December, 2016, and shall continue in effect until midnight, June 30, 2017, and, in the absence of any changes or exercise of a notice of termination as herein provided, shall automatically renew for successive one year terms until terminated. This contract may be terminated by either party by providing written notice of its intent to terminate to the other party at least ninety (90) days before the conclusion of each fiscal year. Written notices may be sent via first class mail to the persons below:

County: Bryan Blanton, Director  
Catawba County Emergency Services  
P.O. Box 389  
Newton, NC 28658

Fire Department: Catherine Renbarger, Manager  
City of Claremont  
PO Box 446  
Claremont, NC 28610

17. Fire Department and County have caused this Agreement to be executed in duplicate originals

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year above first written.

CATAWBA COUNTY

By: Bryan R. Blanton  
Bryan Blanton, Director

ATTESTED

[Signature]

CITY OF CLAREMONT

By: \_\_\_\_\_  
Catherine Renbarger, Manager

ATTESTED:

\_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

11-14-16  
Date

Bob Miracle  
Bob Miracle, Finance Director

APPROVED AS TO FORM:

Nov. 11, 2016  
Date

  
Debra Bechtel, Attorney

**REQUEST FOR COUNCIL ACTION**

Date of Meeting: **December 5, 2016**

**To:** Mayor and the City Council

**From:** Catherine Renbarger, City Manager

**Action Requested: 2016 Audit Presentation**

Debora Wentz will present the 2016 audit summary. The Management Discussion and Analysis has been included for your review. A copy of the entire audit will be provided on Monday night.

**Recommendation: Information only; no action requested.**

CITY OF  
CLAREMONT  
NORTH CAROLINA

Annual Financial Report

For the Fiscal Year Ended  
June 30, 2016



**CITY OF CLAREMONT, NORTH CAROLINA**  
**Annual Financial Report**  
For the Year Ended June 30, 2016

**City Officials**

Shawn R. Brown, Mayor

City Council:

Timothy A. Lowrance

Dayne Miller

Lee Miller

David Morrow

Dale Sherrill

**Other City Officials**

Catherine Renbarger

City Manager

Stephanie Corn

Finance Officer

Wendy Helms

City Clerk

Robert Grant

City Attorney

**CITY OF CLAREMONT, NORTH CAROLINA**  
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## **Financial Section**

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- \* **Independent Auditor's Report**
- \* **Management's Discussion and Analysis**
- \* **Basic Financial Statements**
- \* **Notes to the Financial Statements**
- \* **Individual Fund Statements and Schedules**

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**Debora B. Wentz, CPA**  
**Post Office Box 287**  
**Newton, North Carolina, 28658**  
INDEPENDENT AUDITOR'S REPORT

To the City Council  
City of Claremont, North Carolina

**Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Claremont, North Carolina, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Claremont, North Carolina, as of June 30, 2016, and the respective changes in financial position, and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 6 through 16, the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset (Liability) and Contributions, on pages 64 through 65, respectively,

and the Firefighters' and Rescue Squad Worker's Pension Fund's Schedule of the Proportionate Share of Net Pension Liability (Asset) on page 66 are presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary and Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Claremont, North Carolina's basic financial statements. The introductory information, combining and individual nonmajor fund financial statements, budgetary schedules, and other schedules are presented for purpose of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements, budgetary schedules, and other schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, based on my audit, the procedures performed as described above, the combining and individual nonmajor fund financial statements, budgetary schedules, and other schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory information has not been subjected to the auditing procedures applied in the audit of basic financial statements, and accordingly, I do not express an opinion or provide assurance on them

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued my report dated November 22, 2016, on my consideration of the City of Claremont, North Carolina's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Claremont, North Carolina's internal control over financial reporting and compliance.

*Debra B. Wentz, CPA*

Newton, North Carolina  
November 22, 2016

## **Management's Discussion and Analysis**

---

**City of Claremont, NC**  
**Management's Discussion and Analysis**

As management of the City of Claremont, we offer readers of the City of Claremont's financial statements this narrative overview and analysis of the financial activities of the City of Claremont for the fiscal year ended June 30, 2016. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the City's financial statements, which follow this narrative.

**Financial Highlights**

- The assets and deferred outflows of resources of the City of Claremont exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$15,037,359 (net position).
- The government's total net position increased by \$582,336, primarily due to diligent cost-saving measures.
- As of the close of the current fiscal year, the City of Claremont's governmental funds reported combined ending fund balances of \$3,130,933, with a net increase of \$158,327 in fund balance. Approximately 16.05 percent of this total, or \$502,665 is non-spendable or restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,365,381, or 77.30 percent of total general fund expenditures for the fiscal year.
- The City of Claremont's total installment debt decreased by \$121,242 during the current fiscal year.

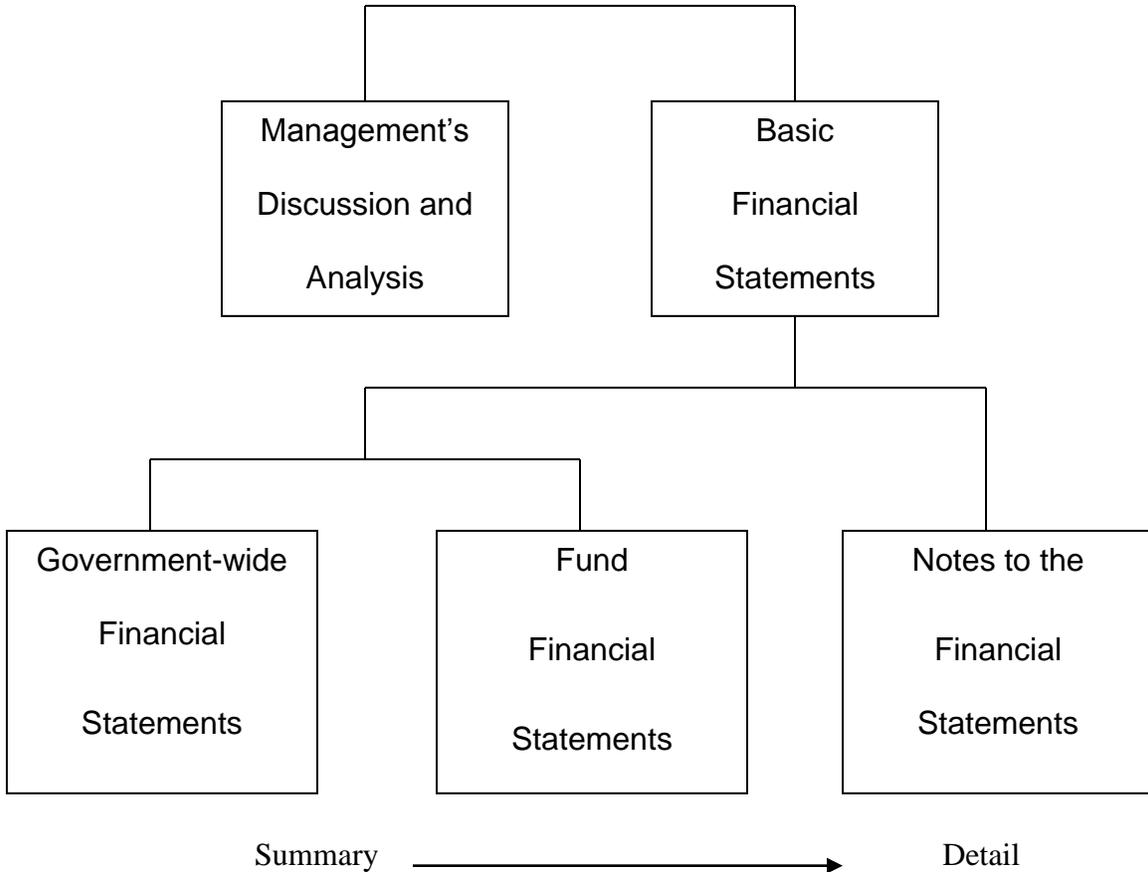
**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the City of Claremont's basic financial statements. The City's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1).

The basic financial statements present two different views of the City through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the City of Claremont.

## Required Components of Annual Financial Report

Figure 1



### Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the City's financial status.

The next statements (Exhibits 3 through 8) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the City's government. These statements provide more detail than the government-wide statements. There are three parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; and 3) the proprietary fund statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements.

## Management Discussion and Analysis City of Claremont

After the notes, **supplemental information** is provided to show details about the City's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

### **Government-wide Financial Statements**

The government-wide financial statements are designed to provide the reader with a broad overview of the City's finances, similar in format to financial statements of a private-sector business. The government-wide statements provide short and long-term information about the City's financial status as a whole.

The two government-wide statements report the City's net position and how it has changed. Net position is the difference between the City's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the City's financial condition.

The government-wide statements are divided into three categories: 1) governmental activities; 2) business-type activities; and 3) component units. The governmental activities include most of the City's basic services such as public safety, parks and recreation, and general administration. Property taxes and State and federal grant funds finance most of these activities. The business-type activities are those that the City charges customers to provide. These include the City of Claremont water and sewer services. The final category is the component unit. The City has no component units.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

### **Fund Financial Statements**

The fund financial statements (See Figure 1) provide a more detailed look at the City's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Claremont, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the City's budget ordinance. All of the funds of City of Claremont can be divided into two categories: governmental funds and proprietary funds.

**Governmental Funds** – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the City's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting*, which provides a short-term spending focus. As a result, the governmental fund financial

Management Discussion and Analysis  
City of Claremont

statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the City's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The City of Claremont adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the City, the management of the City, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the City to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the City complied with the budget ordinance and whether or not the City succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the board; 2) the final budget as amended by the board; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

**Proprietary Funds** – City of Claremont has one proprietary fund, the Water and Sewer Fund. *Enterprise Funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. City of Claremont uses enterprise funds to account for its water and sewer activity and operations. These funds are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

**Notes to the Financial Statements** – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 31 of this report.

**Other Information** – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the City of Claremont's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found beginning on page 63 of this report.

**Interdependence with Other Entities** – The City depends on financial resources flowing from, or associated with, both the Federal Government and the State of North Carolina. Because of this dependency, the City is subject to changes in specific flows of intergovernmental revenues based on modifications to federal and State laws and appropriations. It is also subject to changes in investment earnings and asset values

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associated with U.S. Treasury Securities because of actions by foreign government and other holders of publicly held U.S. Treasury Securities.

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial condition. The assets and deferred outflows of the City of Claremont exceeded liabilities and deferred inflows by \$15,037,359 as of June 30, 2016.

**Table 1**  
**City of Claremont's Net Position**  
**As of June 30, 2016**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total Primary Government</b>	
	<b>06/30/16</b>	<b>06/30/15</b>	<b>06/30/16</b>	<b>06/30/15</b>	<b>06/30/16</b>	<b>06/30/15</b>
Current and other assets	\$ 3,199,686	\$ 3,034,793	\$ 1,269,060	\$ 760,163	\$ 4,468,746	\$ 3,794,956
Net pension asset	\$ -	\$ 84,688				
Capital assets	7,101,859	7,143,507	4,731,305	4,881,702	11,833,164	12,025,209
Deferred outflows of resources	67,442	59,869	-	-	67,442	59,869
Total assets and deferred outflow of resources	10,368,987	10,322,857	6,000,365	5,641,865	16,369,352	15,880,034
Long-term liabilities outstanding	991,542	1,194,787	-	-	991,542	1,194,787
Other liabilities	238,008	58,868	63,923	49,613	301,931	108,481
Deferred inflows of resources	38,520	206,431	-	-	38,520	206,431
Total liabilities and deferred inflows of resources	1,268,070	1,460,086	63,923	49,613	1,331,993	1,509,699
<b>Net Position:</b>						
Net investment of capital assets	6,085,336	6,243,507	4,731,305	4,881,702	10,816,641	11,125,209
Restricted	502,665	661,832	-	-	502,665	661,832
Unrestricted	2,512,916	1,957,432	1,205,137	710,550	3,718,053	2,667,982
Total net position	\$ 9,100,917	\$ 8,862,771	\$ 5,936,442	\$ 5,592,252	\$ 15,037,359	\$ 14,455,023

The City of Claremont's primary government net position is \$15,037,359 as of June 30, 2016, an increase of \$582,336. Of the total net position, the largest portion of the City's net position (71.93%) reflects the City's net investment in capital assets (e.g. land, buildings, machinery and equipment). The City of Claremont uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Claremont's net investment in its capital assets is reported net of the outstanding related debt, the resources needed to repay this debt must be provided by other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Claremont's net position, \$502,665, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$3,718,053 is unrestricted.

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Several particular aspects of the City’s financial operations positively influenced the total unrestricted governmental net assets:

- Continued diligence in the collection of property taxes by maintaining a tax collection percentage of 99.66%. The statewide average in fiscal year 2015 was 98.87%.
- Increased local option sales tax revenues of approximately \$78,187 due to economic growth.

**City of Claremont’s Changes in Net Position  
Table 2**

	Governmental Activities		Business-type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Revenues:						
Program revenues:						
Charges for services	\$ 276,539	\$ 264,184	\$ 1,405,930	\$ 1,158,918	\$ 1,682,469	\$ 1,423,102
Operating grants and contributions	227,664	54,751	-	-	227,664	54,751
Capital grants and contributions	83,187	10,487	-	-	83,187	10,487
General revenues:						
Property taxes	1,768,234	1,857,748	-	-	1,768,234	1,857,748
Local option sales tax	341,762	263,575	-	-	341,762	263,575
Unrestricted intergovernmental	455,074	510,488	-	-	455,074	510,488
Gain of sale of capital assets	22,392	-	-	-	-	-
Investment earnings	5,512	557	8	37	5,520	594
Miscellaneous	59,083	25,191	-	-	59,083	25,191
Capital Contributions	-	-	502	-	-	-
Total revenues	3,239,447	2,986,981	1,406,440	1,158,955	4,622,993	4,145,936
Expenses:						
Governmental activities						
General government	493,553	505,095	-	-	493,553	505,095
Public safety	1,263,840	1,151,347	-	-	1,263,840	1,151,347
Environmental protection	564,660	511,336	-	-	564,660	511,336
Transportation	327,198	150,850	-	-	327,198	150,850
Economic and physical development	189,548	163,880	-	-	189,548	163,880
Cultural and recreational	121,175	100,710	-	-	121,175	100,710
Interest on long-term debt	41,327	38,032	-	-	41,327	38,032
Business-type activities						
Water and sewer	-	-	1,062,250	1,141,162	1,062,250	1,141,162
Total expenses	3,001,301	2,621,250	1,062,250	1,141,162	4,063,551	3,762,412
Increase in net position , before transfers	238,146	365,731	344,190	17,793	582,336	383,524
Transfer in (out)	-	-	-	-	-	-
Total increase in net position	238,146	365,731	344,190	17,793	582,336	383,524
Beginning net position	8,862,771	8,607,105	5,592,252	5,574,459	14,455,023	14,181,564
Ending net position	\$ 9,100,917	\$ 8,972,836	\$ 5,936,442	\$ 5,592,252	\$ 15,037,359	\$ 14,565,088

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**Governmental activities.** Governmental activities increased the City's net position by \$238,146, thereby accounting for 40.89% of the total growth in the change in net position. This growth can be attributed to several different factors, such as an increase in sales tax revenue and a decrease in health care costs. Management believes healthy investment in the City will result in additional revenues, and in that vein added to the City's net position by investing in capital assets. Continued efforts to maximize tax collections also contributed to the favorable net position. City management acknowledges that 2016 was a successful year and plans on improving upon these approaches as a long-term strategy to realize continued fiscal health.

Key elements of this increase are as follows:

- Continued increase in collection rates from property tax revenues, partially due to the change in collection of property taxes on motor vehicles by the State using the tag and tax together programs along with new development within the City tax base.
- Overall increase in unrestricted intergovernmental revenues, in particular with local option sales tax.

**Business-type activities.** Business-type activities increased the City of Claremont's net position by \$344,190, accounting for 59.11% of the total growth in the government's net position. This is a significant increase over the previous year's \$17,793 increase.

The key elements in this increase are as follows:

- Usage rate increases to better account for the cost of providing for both water and sewer services.
- Additional tap fee revenues associated with the Oxford Crossing Apartments.
- Reduction in expenditures due to careful management and budgeting.

### **Financial Analysis of the Government's Funds**

As noted earlier, the City of Claremont uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds.** The focus of City of Claremont's *governmental funds* is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing City of Claremont's financing requirements.

The General Fund is the chief operating fund of City of Claremont. At the end of the current fiscal year, the City of Claremont's fund balance available in the general fund

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was \$2,569,379, while total fund balance reached \$2,798,013. The City currently has an available fund balance of 83.97% of general fund expenditures, and total fund balance represents 91.44% of the same amount.

At June 30, 2016, the governmental funds of City of Claremont reported a combined fund balance of \$3,130,933 with a net increase in fund balance of \$158,327.

**General Fund Budgetary Highlights.** During the fiscal year, the City revised the budget on several occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding from external sources, such as federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

There are several reasons the City revised its budget throughout the year. Examples include: the City's acceptance of the Carpenter Foundation Grant which benefitted the rescue squad and the Building Reuse Grant from the Department of Commerce.

**Proprietary Funds.** The City of Claremont's proprietary funds provide the same type of information found in the government-wide statements but in more detail. Unrestricted net position of the Water and Sewer Funds at the end of the fiscal year amounted to \$1,205,137. The total change in net position for the Water and Sewer Funds was \$344,190.

### **Capital Asset and Debt Administration**

**Capital assets.** The City of Claremont's investment in capital assets for its governmental and business-type activities as of June 30, 2016 totals \$11,833,164 (net of accumulated depreciation). These assets include buildings, roads, land, machinery and equipment, and vehicles.

Major governmental activities capital asset transactions during the year include the following:

- Purchase of equipment of new Smeal Fire Truck Apparatus at cost of \$237,765 for use for fire department.
- New playground equipment at the City Park at a cost of \$26,837.92.
- New HVAC equipment for City Hall at a cost of \$14,100.

Major business-type activities capital asset transactions during the year include the following:

- Purchase of AMR water meters at cost of \$40,721.
- Maintenance of sewer line at cost of \$71,000.

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- Replacement blower at McLin Wastewater Treatment Plant at cost of \$21,487.50.

**City of Claremont  
Capital Assets, Net of Depreciation  
as of June 30, 2016**

**Table 3**

	Governmental Activities		Business-type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Land	\$ 1,074,746	\$ 1,049,255	\$ 120,375	\$ 109,870	\$ 1,195,121	\$ 1,159,125
Buildings and systems	1,478,617	1,529,717	-	-	1,478,617	1,529,717
Improvements other than buildings	1,716,054	1,866,185	-	-	1,716,054	1,866,185
Substation, lines and related equipment	-	-	4,525,851	4,635,712	4,525,851	4,635,712
Equipment	123,689	121,173	85,079	136,120	208,768	257,293
Vehicles	785,535	595,040	-	-	785,535	595,040
Infrastructure	1,923,218	1,982,137	-	-	1,923,218	1,982,137
<b>Total</b>	<b>\$ 7,101,859</b>	<b>\$ 7,143,507</b>	<b>\$ 4,731,305</b>	<b>\$ 4,881,702</b>	<b>\$ 11,833,164</b>	<b>\$ 12,025,209</b>

Additional information on City's capital assets can be found in Note 3 of the Basic Financial Statements.

**Long-term Debt.** As of June 30, 2016, the City of Claremont had installment purchases outstanding debt of \$1,016,523. Of this, \$1,016,523 is debt backed by the full faith and credit of the City.

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**Outstanding Debt.**

	Governmental Activities		Business-type Activities		Total Primary Government	
	2016	2015	2016	2015	2016	2015
Installment debt	\$ 1,016,523	\$ 1,137,765	\$ -	\$ -	\$ 1,016,523	\$ 1,137,765
Net pension obligations (LGERS)	70,911	160,316	-	-	70,911	160,316
Compensated absences	68,933	57,022	-	-	68,933	57,022
<b>Total</b>	<b>\$ 1,156,367</b>	<b>\$ 1,355,103</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,156,367</b>	<b>\$ 1,355,103</b>

**City of Claremont's Outstanding Debt**

The City of Claremont's total installment debt decreased by \$121,242 during the past fiscal year.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8% of the total assessed value of taxable property located within that government's boundaries. The legal debt margin for City of Claremont is \$29,898,254. The City has outstanding debt of \$1,016,523 in installment financing at June 30, 2016.

Additional information on City of Claremont's long-term debt can be found in Note 3 of this report.

**Economic Factors and Next Year's Budgets and Rates**

- Continued Economic Development Activity. Management's emphasis on economic development continues to attract business. During this year, Apple Inc. invested in a 17.5 megawatt solar farm and Substance Inc. announced plans to invest over \$3.4 million in a new manufacturing facility.
- A 51,000 square foot flexible industrial building was completed in October 2014. This building was partnership between the City of Claremont, Catawba County and Matthews Construction.
- Prysmian Group renovated a formerly idle portion of their facility as production at the 1.2 million square foot facility continues to grow. The investment was \$2.5 million and created 24 new jobs.

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- William-Sonoma/Sutter Street continue to grow by leap and bounds, adding hundreds of new employees.

**Budget Highlights for the Fiscal Year Ending June 30, 2017**

**Governmental Activities:** Reflecting the growing economy and to better align with actual year-end numbers, most intergovernmental revenues are projected to slightly increase in FY2017. The City will use these increases in revenues to finance programs currently in place.

Budgeted expenditures in the General Fund are expected to rise approximately 8.48% from FY 2015-2016 to \$2,902,942. This increase is due in part to an increase in personnel costs, as well as an increase in one-time capital costs.

The City has chosen to appropriate fund balance in the fiscal year 2017 budget of \$119,692. Management believes that increased revenues and continued restrictions on spending will maintain the City's financial position. Though management believes current growth will generate enough revenue to support City operations, a careful analysis of property tax revenue will be considered in future years' budgets.

**Business-type Activities:** The water rates in the City will increase by 2% and sewer rates by 4%, primarily to cover increased costs of operations.

**Requests for Information**

This report is designed to provide a general overview of the City's finances for those with an interest in this area. Questions concerning any of the information provided in this report or requests for additional information should be directed to the Director of Finance, City of Claremont, 3288 East Main Street, Claremont, NC 28610. One can also call (828) 466-7255, visit our website [www.cityofclaremont.org](http://www.cityofclaremont.org) or send an email to [scorn@claremont.org](mailto:scorn@claremont.org) for more information.

# Claremont November 2016 Dashboard Report

Police Dept.			Fire Dept.			Financials		
	Month	YTD		Month	YTD		% In	% Out
Calls Answered	622	6674	Calls for Service	41	353	General Fund	40%	39%
Citations Served	134	1505	Working Fires	23	53	Water/Sewer Fund	48%	27%
Warnings	82	671	Training Hours	48	2060	<b>Rescue Squad</b>		
Number of Arrests	7	126	Prevention Programs	31	223		<b>Month</b>	<b>YTD</b>
Accidents	5	120	Structural Responses	9	92	Calls for Service	71	1054
Warrants	9	241	EMS Calls	6	98	Training Hours		255
Open Cases	9	87				Other Activities & Announcements		
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
Active Shooter Training was held at Claremnt Elementary. Lt Clark made an arrest and seized 15 grams of Cocaine, 2 grams of Marijuana & 13 Xanax. Officers Kirby and Grant attended DCI .								
Public Works			Utility Dept.			Planning & Zoning Dept.		
	Month	YTD		Month	YTD		Month	YTD
Vehicles Serviced	8	147	Water Turned Off	15	132	Total Zoning Permits	3	26
Recycling Tons- Oct 2016	8.53	89.52	Water Taps	1	3	Commercial Projects	1	6
Solid Waste Tonnage	40.61	381.44	Water Purchased	9,691,640	102,498,983	New Dwelling Units	1	8
Street Lights Replaced	6	82	Water Sold	8,821,080	82,128,293	Customers w/ Inquiries	11	122
Work Orders	33	402	McLin WWTP Avg.	118,968	1,263,404	New Plats Reviewed	0	4
Sewer Line Jetted/ Manholes	1698+8	19254(84)	North WWTP Avg.	60,419	774,987	Plng Brd Agenda Items	0	27
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
Inspected electrical services and installed Christmas lights.			Working with Wooten Company and Hickory Sand on sewer line extension on Frazier Drive.			Proposed landscaping of parking area text amendment. Call for public hearing. Code enforcement		

## Code Enforcement Report

November, 2016

	A	B	C	D
2	<u>Property Owner</u>	<u>Property Address</u>	<u>Issue</u>	<u>Status</u>
3	Jonathan Miller	3060 Oak St	unfinished house	Spoke to Jonathan on 11/23/16. Has hired someone to help him on house. Informed me house must reach completion by March 2017 in order to keep his mortgage loan with bank.
4	Janice Salyers	2730 E US Hwy 70	outdoor storage- Tim's Towing	As of extension deadline 11/21/16, vehicles moved, but buffer fence is still down. Aquiring fines?
5	Glenn Overcash	3310 Catawba St.	outdoor storage/veg. buffer	Spoke to Kemp Sigmon on 11/23/16. Kemp's son will be grading and moving tractor trailer beds to the back of property by Dec. 14th deadline extension, or before.
6	Larry & Michael Pannell	3042 N. Oxford	weeds/ivy and tree limbs	Mr. Pannell and Mr. Patel (Claremont Inn) are supposed to be working together on the over-hanging tree branches.
7				
8				
9				



**DRAFT**

**PLANNING BOARD  
MINUTES  
October 17, 2016**

*Members Present*

Robert Smith  
Gene Monday  
Larry Pannell  
Jeff Barkley  
Todd Setzer  
Crystal Clark  
Les Morrow  
Nick Colson

*Members Absent*

*Staff Present*

Leslie M. Meadows, Planner

*Others Present*

Ron Lancaster, Alternate Member

***Call to Order***

Chairman Robert Smith called the meeting to order at approximately 7:00 p.m., followed by an invocation.

***Approval of September 19, 2016 Planning Board Minutes***

It was brought to attention that Les Morrow's name was misspelled on the attendance list for the September meeting. Jeff Barkley motioned the September Minutes be approved, pending the spelling correction. Les Morrow seconded, and the board unanimously granted approval of the amended September Minutes.

**ZONING ACTIVITIES**

***Landscaping of Parking Areas Text Amendments***

A re-evaluation within the Landscaping of Parking Areas Section 9-3-156 of the Zoning Ordinance was needed to ease demands on developers, in order to devise parking lot landscaping standards that are more feasible and more parallel to what surrounding comparable cities are enforcing. Members were provided a chart/table comparing Claremont's current Landscaping of Parking Area requirements against several other comparable cities' similar requirements, as well as the proposed revisions to Section 9-3-156. A new environmentally minded Intent Statement was included, as well as a landscaping provision for larger sized parking lots as the City may see future parking lots as a principal use, with conditions, within our M-1 and M-2 zoning districts. The proposed zoning amendment is in the public interest because it promotes environmental quality, and safeguards community appearance. Nick Colson made a motion that this amendment is consistent with the adopted Land Development Plan and should be approved for City Council recommendation as presented. Todd Setzer seconded the motion, and the board agreed unanimously. A call for public hearing request on this matter will go before City Council on November 7<sup>th</sup>, 2016. The public hearing and recommendation to approve the amendment will then take place at City Council's December 5<sup>th</sup>, 2016 meeting.

***Claremont Standard Specifications and Guidelines***

Planner Meadows made the board aware that the City Manager, City Department Heads, and the City’s engineering consultant firm, The Wooten Company, are currently working to compile, and in some instances create, a comprehensive documentation of all Claremont’s Standard Specifications and Guidelines. Once completed, the resulting manual will include specs for all utilities, such as water, sewer, roadways, and storm drainage. Henceforward, developers will have a concise, one-stop resource for all building specifications and regulated developmental standards. Future text amendments may be needed to omit said specifications from within the Zoning Ordinance, and replaced to state, “Refer to Claremont Standard Specifications and Guidelines.”

**ANNOUNCEMENTS**

***Updating Claremont’s Comprehensive Plan***

Every 8 to 10 years, municipalities are encouraged to revisit their long-range comprehensive plan to ensure it still embodies the goals and mission of the community. Previous planners have started the process of revising Claremont’s Comp Plan, including holding steering committee and public input meeting. Planner Meadows announced that she, along with the City Manager, will begin to attempt finishing up this project. Ideally, a Comp Plan work session with City Council before one of their regularly scheduled meetings, as well as an input meeting with all City Department Heads, will be arranged soon. Planner Meadows agreed to make board members aware of these meetings once scheduled. A final draft of the completed Comp Plan will be presented to the Planning Board for comment and approval, before going to City Council.

**NEW BUSINESS**

***Oxford Crossing Concerns***

Mention of Oxford Crossing, and the growing number of tenants, spurred a discussion of several lingering developmental concerns. Members questioned how the number of people living in each unit is being monitored. Each family unit is to be allowed only two parking spaces, and it was suggested that perhaps a parking pass should be required for the allotted vehicles. It was noted that parking lot run-off/drainage issues still exists, as well as dead buffer trees that need to be replanted. The use of unpaved, gravel-fill sidewalks was also questioned. Planner Meadows was asked to investigate whether these concerns are within the realm of our code enforcement jurisdiction.

**ADJOURN**

With Jeff Barkley’s motion and Gene Monday’s second, the meeting adjourned at approximately 7:33 p.m.

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Robert Smith: Chairman

---

Leslie M. Meadows: Planner

## Claremont Recreation Committee

November 7<sup>th</sup> 2016

### Members present:

Danny Hedrick, Kendra Hedrick, Thad Sparkman, Roger Shook, Lisa Travis, Megan Lowman, Henry Helton, Shannon Eckard, Landon Eckard

### Staff Present:

Michael Orders

### Call to Orders:

The meeting was called to order by Danny Hedrick at 6:00 p.m.

### Approval of minutes:

Henry made a motion to approve October minutes, Second by Thad.

### Old Business:

Scaremont:

Henry started the meeting off by saying that he went to visit Hickory Daily Record and spoke with them about better coverage for city events, Particularly Scaremont and Veterans Day Service. He also stated that we should start working on the Claremont Daze Booklet ASAP.

The committee then discussed the the good things and some thing that could be fixed during Scaremont. Those will be noted below:

#### The Good:

- The event had very good attendance about 3,000
- It ended at a reasonable time this year (10:00p.m.)
- We had a great number of volunteers show up to help.

### Changes for next year:

- Henry noted that maybe we should start later to help with food preparation.
- Shannon noted that maybe we should supply more candy.
- Kendra and Danny mention that a lot of the drink cans were half full. Maybe smaller sizes for next year
- Shannon also stated that if possible he would like to get the rescue squad involved more with Scaremont (possibly cook)

### City Wide Yard Sale:

Michael noted that there were 30 families that came out and supported the Yard Sale and about 20 cars who brought Hazardous Waste materials

Kendra asked if we could revisit the time of the Yard sale...it was still a little dark at 6-7 a.m.

### New Business:

Veterans Day Service:

Thad spoke with Joe Dillard and is excited about speaking

Henry also stated he would like to see council and recreation committee attend

### Christmas Parade:

Michael noted that all of the floats have been sold, these include: Michael Gordon Dentistry, CertainTeed, City Float, Claremont Automotive/Shook Poultry, Peoples Bank, County Wide, and Youth Council.

Michael also noted that Joey Franklin will be Santa (same as last year). Will be taking pictures at City Hall after the parade. Lisa said the Youth Council will be handing out single items this year instead of gift bags. She also said they would like to show a movie after.

Tim and Shawn will be doing the Radio Ad with WNNC after the Veterans Day Service.

Kendra asks if Balls Creek unicycle has been contacted about attending the parade.

Megan asked if Golf Carts were available for the parade this year so we could transport people back to city hall.

## Senior Dinner:

Danny and Kendra passed out flyers that they made of the dinner. Danny would like for advertisement just around Claremont. Doors will open at 4:00p.m. Danny also said that Lisa's church Youth Choir will be singing. Drums funeral home will be sending a couple of people for dessert (that Drums donated).

Danny recognized the company's sponsoring the event these include: Steve White Motors (\$150), Gordon Dentistry (\$200), Bennet Funeral Home (\$500), Drum Funeral Home (Dessert-in kind).



**DRAFT**  
*City of Claremont*  
*Budget Calendar*  
*For Fiscal Year 2017-2018*

Date	Description
<b>December 5, 2016</b>	<b>City Council receives budget calendar</b>
January 17, 2017	Department heads submit CIP requests
February 1, 2017	Department heads submit proposed FY 17/18 goals
February 8, 2017	Department head meeting to review/revise goals
February 24, 2017	Manager finalizes recommended CIP
February 27, 2017	Departments submit line item budget requests to Finance Officer
February 27, 2017	Finance Officer submits revenue estimates
<b>March 18, 2017</b>	<b>Council, Manager, and Staff workshop to discuss FY 2017-2018 Budget, Goals, and CIP-TENTATIVE</b>
March 20-24 2017	Manager and departments hold budget meetings
April 21, 2017	Staff finalizes, prints and prepares budget for distribution
<b>May 1, 2017</b>	<b>Manager submits recommended FY 2017/18 Budget to Council</b>
<b>May 8-26, 2017</b>	<b>Additional budget workshops, if needed</b>
<b>June 5, 2017</b>	<b>Public Hearing, City Council adopts FY 2017/18 Budget</b>

**Bold = Council Involvement**