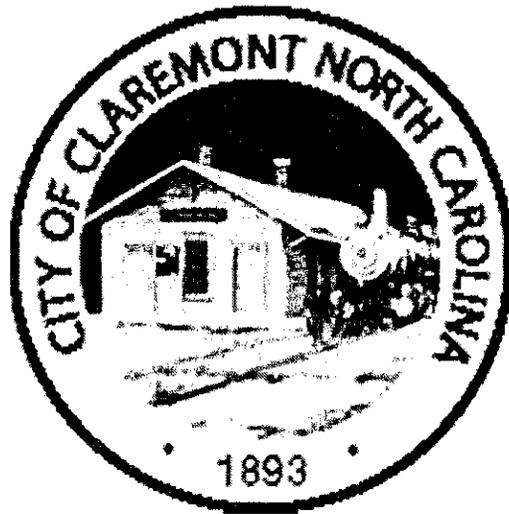


**CITY OF CLAREMONT
CITY COUNCIL MEETING
AGENDA PACKET**



**May 2, 2011
Claremont City Hall
Council Chambers
7:00 pm**



**CITY OF CLAREMONT
CITY COUNCIL MEETING
Regular Meeting
May 2, 2011
7:00 PM
Claremont City Hall, Council Chambers**

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. INVOCATION & PLEDGE OF ALLEGIANCE

4. MAYOR'S REPORT

5. APPROVAL OF MINUTES

- A. Regular Meeting- April 4, 2011
- B. Closed Session- April 4, 2011

6. CITIZEN'S CONCERNS AND COMMENTS

7. PRESENTATION

- A. North Carolina Rural Water Association – Fiscal Year 2012 Water & Sewer Rate Study
- B. Fiscal Year 2012 Manager's Recommended Budget

8. OLD BUSINESS

9. NEW BUSINESS

- A. Budget Transfer
- B. Approve a Memorandum Understanding with Catawba County to administer Voluntary Ag Districts within the Claremont City Limits and ETJ
- C. Ordinance 20-10 Rail Spur Project Fund
- D. Ordinance 21-10 General Fund Insurance Revenue
- E. Approve an agreement with the WPCOG for Planning Assistance for Fiscal Year 2012
- F. Proclamation for the observance of National Police Week for the week of May 9th-15th

10. DEPARTMENT & COMMITTEE REPORTS

- A. Youth Council Report
- B. Fire Department
- C. Police Department
- D. Public Works

- E. Rescue Squad
- F. Utilities Department
- G. Planning and Zoning
- H. Recreation
- I. Appearance Committee
- J. Veterans Memorial Committee

11. CITY MANAGER'S REPORT

12. ADJOURN

City of Claremont Board & Committee Meetings

<u>City Council Meeting</u> 1 st Monday of each month	June 6 th	Council Chambers 7:00pm
<u>Planning Board</u> 2 nd Monday of each month	May 9 th	Council Chambers 7:00 pm
<u>Appearance Committee</u> 4 th Monday of each month	May 23 rd	O'cup Bean & Bakery 6:00 pm
<u>Recreation Committee</u> 4 th Saturday of each month	May 28 th	Claremont Library 7:00 pm
<u>Youth Council</u> 1 st Sunday of each month	May 7 th	Council Chambers 3:00 pm
<u>Friends of the Library</u> 4 th Tuesday of each month	May 24 th	Claremont Library 6:00 pm
<u>Seniors Morning Out</u> 3 rd Wednesday of each month	May 18 th	1 st Baptist Fellowship Hall 8:30 am

NOTES:

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approval of Minutes

Approve the minutes from the City Council and Planning Board Joint meeting held on April 4, 2011.

Recommendation: Approve the Minutes



Planning Board & City Council Meeting Minutes Monday, April 4, 2011

A joint meeting of the Claremont Planning Board and Claremont City Council was held in the Council Chambers at City Hall at 5:33 p.m. on April 4, 2011.

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

The following personnel of the City of Claremont were present: City Manager, Doug Barrick, City Attorney, Bob Grant, and Administrative Support Clerk, Mandy Buff.

The following Planning Board members were present: Robert Smith, Danny N. Colson, Elizabeth Anne Smyre, Rupert Little, Ronald Cox, Jack Ledford, Laurie LoCicero, and Jeff Barkley.

1. CALL TO ORDER

Mayor David Morrow called the joint meeting of the Planning Board and the City Council of the City of Claremont to order at 5:33 p.m.

2. WELCOME & INTRODUCTIONS

3. DISCUSSION ON SIGN ORDINANCE

City Planner Lori LoCicero presented a memorandum of the City of Hickory's sign ordinance. The City of Conover allows an 8ft. high sign with a 40 sq. ft. crumple zone. Catawba County allows a high rise sign the maximum is 100 ft. high with a 50 ft. crumple zone.

Planning Board member Robert Smith stated in the past it has been suggested to have an overlay amendment to the existing ordinance. Mayor Morrow asked the Council if they thought the sign ordinance needs to be changed. The Council does not want to change the sign ordinance but they would like to see an overlay amendment. The Council instructed the Planning Board to put together some rules and limitations for signs along I-40 and to discuss the possibility of electronic signs as well as intercity signage. City Manager Barrick suggested the possibility of getting local businesses together to get their input on what they would like to see as far as sign restrictions.

4. DISCUSSION OF VOLUNTARY AGRICULTURE DISTRICT

The Agricultural District Program is used by Catawba County to promote and preserve farm land. It allows people to know where farms are located throughout the County. City Planner Lori LoCicero stated she would bring a memorandum to the City Council at May's City Council meeting.

5. DISCUSSION OF ANY OTHER PLANNING ISSUES

None

6. ADJOURN - At 6:28 p.m. Mayor Pro Tem Timothy Lowrance made a motion to adjourn the joint meeting of the Planning Board and the City Council. The motion was seconded by Councilmember Dale Sherrill. The motion passed unanimously.

Respectively submitted,
Mandy D. Buff, Administrative Support Clerk

David B. Morrow, Mayor

Attested:

Douglas L. Barrick, City Clerk

REQUEST FOR COUNCIL ACTION

Date of Meeting:

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approval of Minutes

Approve the minutes from the regular meeting held on April 4, 2011.

Recommendation: Approve the Minutes



City Council Regular Meeting Minutes Monday, April 4, 2011

The regular City Council meeting of the City of Claremont was held in the Council Chambers at City Hall at 7:00 p.m. on April 4, 2011.

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

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

Others in attendance were: Henry Helton, Robert Smith, Reverend Ruffin Snow, Rupert Little, Eric Jones, Robert Winrow, Laurie LoCicero, Jason Lowrance, Gene Monday, Jerry Peeler II, Billie Peeler, John Cathey, Amy Cathey, Andrea Ramsey, and Tom Aitken.

1. CALL TO ORDER

Mayor David Morrow called the regular Claremont City Council meeting to order at 7:00 p.m.

3. INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was led by Reverend Michael Tolbert from Liberty Hill Baptist Church in Claremont. Councilmember Timothy Lowrance led the Pledge of Allegiance.

4. MAYOR'S REPORT

Mayor Morrow reported Councilmember's James Stanley and Shawn Brown attended a conference in Washington D.C. Councilmember Shawn Brown has been elected to serve on the National League of Cities Transportation Infrastructure and Services Steering Committee. Mayor Morrow, City Manager Barrick, Chief Tolbert and Captain Bost went to The Children's Advocacy Center to discuss with other officials about declaring April as Child Abuse Awareness month. Mayor Morrow introduced a guest speaker at Claremont Elementary Parent Academy. Kids Only closed and a new child care facility is taking their place. April 12th is the 1st Annual Business breakfast. April 16th is the Easter egg hunt in the city park. Mayor Morrow won't be at the May council meeting.

5. APPROVAL OF MINUTES

A. Budget Retreat Workshop - February 26, 2011 – At 7: 09 p.m. Councilmember Shawn Brown moved to accept the budget retreat workshop minutes as presented. The motion was seconded by Mayor Pro Tem Timothy Lowrance. The motion passed unanimously.

B. Regular Meeting – March 7, 2011 - At 7:09 p.m. Councilmember Nicky Setzer moved to accept the regular meeting minutes as presented. The motion was seconded by Councilmember Dale Sherrill. The motion passed unanimously.

6. CITIZEN'S CONCERNS AND COMMENTS

None.

7. OLD BUSINESS

A. Fiscal Year 2012 Budget Update – City Manager Doug Barrick reported as revenue and expenditure estimates change due to new information on the countywide reevaluation process and state shared revenues as well as potential cost cutting measures, the City budget for Fiscal Year 2012 continues to change. He will be proposing a water and sewer rate increase. He will present the City Manager's proposed budget at May 2nd City Council meeting.

8. NEW BUSINESS

A. Budget Transfer – Monies have been moved within the utility fund to cover NCDENR fees and fines. This transfer moves \$4,000 from Engineering Fees to NCDENR fees.

B. Resolution 33-10 Child Abuse Prevention Month – The Children's Advocacy Center of Catawba County along with the Children's Protection Council of Catawba County and all eight municipalities to join in proclaiming April as Child Abuse Prevention Month. This proclamation is intended to help raise awareness and pledge support to prevent child abuse and neglect in Catawba County.

At 7:17 p.m. Councilmember James Stanley made a motion to accept Resolution 33-10 as presented. Mayor Pro Tem Timothy Lowrance seconded the motion. The motion passed unanimously.

9. DEPARTMENT & COMMITTEE REPORTS

A. Youth Council – With recreation report.

B. Fire Department - Gary Sigmon, Fire Chief, reported the hydrant servicing is 20% complete and will be completed by the end of April. The repairs to Engine 73 are almost completed. The mason will be at the Fire Department on Tuesday, April 5th to repair the damage to the Fire Department building. He has inspected the new day care that will be opening in Claremont.

C. Police Department - Gerald Tolbert, Police Chief, reported the Ford dealership is going to let them order two more Crown Vic's. Sgt. Long made two arrests and issued a warrant for another suspect in a Larceny case of hanging baskets from Lowes Foods.

D. Public Works - Tom Winkler, Public Works Director, reported all of public works took a blood born pathogen, CPR and first aid class.

E. Rescue Squad – Assistant Chief Eric Jones reported the rescue squad’s district is 51 square miles. Their annual Pig Pickin and Poker Run is Saturday, April 16th.

F. Utilities Department – City Manager Doug Barrick reported the City of Claremont operates a utility system that includes two water receiving vaults, two 300,000 gallon elevated storage tanks, five sewer pump stations, two waste water treatment plants, and roughly 25 miles of sewer and water lines. The two treatment plants are permitted to handle 400,000 gallons of waste water per day with 300,000 allocated to the McLin Creek plant and 100,000 to the North plant. The City of Claremont purchases all of its water from the City of Conover and contracts the operation of the waste water treatment plants with the City of Hickory.

G. Planning and Zoning – City Planner Laurie LoCicero reported Linda Shell is in her final stages of inspections and she hope to open the day care soon.

H. Recreation - Henry Helton reported the Youth Council is doing a Relay for Life fundraiser to raise money. Robyn Hovis the owner of O’Cup Beans and Bakery is the newest member of the Recreation Committee. He also stated the Youth Council wants to have an event in the park on Friday, May 13th for teenagers. The details are still being discussed.

I. Appearance Committee - No further report.

J. Veterans Memorial Committee - Henry Helton reported there are 34 names to go on the Veterans Memorial wall and the cutoff date is April 25th. The wall will be in place by May 30th.

10. CITY MANAGER'S REPORT

City Manager Doug Barrick reported the Easter Egg Hunt is April 16th at 11 a.m. Edward Jones is moving into the building across from the Post Office. The Business Breakfast is April 12th at 7 a.m. until 9 a.m. and it is drop in style. The spring issue of the Claremont Connect is available. Catawba County is second in the state for recycling.

11. CLOSED SESION – At 8:04 p.m. a motion was made by Councilmember Nicky Setzer to go into closed session. James Stanley seconded the motion. The motion passed unanimously.

At 8:45 p.m. Councilmember Dale Sherrill made a motion to reconvene the regular session of the City Council meeting. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

12. ADJOURN - At 8:45 p.m. Councilmember Nicky Setzer moved to adjourn the City Council meeting. The motion was seconded by Mayor Pro Tem Timothy Lowrance. The motion passed unanimously.

Respectively submitted,
Mandy D. Buff, Administrative Support Clerk

Attested:

David B. Morrow, Mayor

Douglas L. Barrick, City Clerk

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approval of Minutes

Approve the minutes from the Closed Session meeting held on April 4, 2011.

Recommendation: Approve the Minutes

REQUEST FOR COUNCIL ACTION

Date of Meeting: January 3, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: North Carolina Rural Water Association Presentation

The North Carolina Rural Water Association has performed a water and sewer rate study for the City of Claremont in conjunction with Fiscal Year 2012 budget process. All aspects of the water and sewer rates were evaluated to ensure rates are in line with operational and maintenance costs for the Water & Sewer Fund for Fiscal Year 2012. Vanessa Kelly and Marty Wilson will North Carolina Rural Water will be presenting their findings and be available to take questions.

Recommendation: Hear the presentation and ask questions

FY 2012 WATER & SEWER RATE STUDY

Prepared for the: **City of Claremont**

- Rate Data
- Commercial Base Fees
- Usage Rates
- Revenue Requirements
- Current vs. Proposed Bills



If you have any questions, please contact me by the e-mail address or phone number listed below.

Thank you,

Vanessa Kelly

Utility Management & Finance Specialist

ncrwavk@aol.com

(919) 745-0482

Rate Data

Below is a chart of the data used to calculate the base fees and user rates for residential and commercial customers combined. In order to split the costs between customer classes, we reviewed the number of gallons used annually. This resulted in 44.8% of the costs allocated to residential customers and 55.2% to commercial customers.

Number of connections	<i>WATER</i>		<i>SEWER</i>	
	In/Town	Out/Town	In/Town	Out/Town
	737	196	585	13
Loan payments*	\$38,353		\$162,258	
Annual depreciation from the latest audit. TOTAL = \$ 203,055. City plans to include once debts are paid off. Can adjust upon request.	0		0	
Capital expenditures**	\$75,000		\$50,500	
O&M expenses	\$238,904		\$459,700	
Projected annual water sold in 1,000's of gallons.	85,347		54,702	
In town projected annual water sold in 1,000's of gallons.	74,049		53,513	
Out of town projected annual water sold in 1000's of gallons.	11,298		1,189	

*Water Bond to be cleared in August 2013, and sewer (Mclin) will be cleared in August 2014.

**Capital Costs include a Dump Truck, Baker Street Water Line, and Root Control Program.

Commercial Base Fees

The two charts below list the American Water Works Association's (AWWA) recommended meter size equivalencies for base water and sewer fees. In order to reduce the impact on larger-meter customers, we recommend progressing into the AWWA equivalencies over several years. The fees, as proposed, under-recover by \$ 9,727.

WATER

Customers

Meter Size	AWWA Equivalency	Proposed Equivalency	Current Inside Fee	Proposed*
3/4"	1.00	1.00	\$ 11.53	\$ 12.00
1"	1.67	1.50	\$ 14.38	\$ 18.00
1 1/2"	3.33	3.00	\$ 15.72	\$ 36.00
2"	5.33	5.00	\$ 33.54	\$ 60.00
3"	11.67	6.00	\$ 85.19	\$ 108.00
4"	21.00	17.00	\$ 182.62	\$ 204.00
6"	46.67	21.00	\$ 225.15	\$ 252.00

Inside	Outside
40	6
8	3
6	0
46	4
1	0
10	4
<u>5</u>	<u>0</u>
116	17

SEWER

Meter Size	AWWA Equivalency	Proposed Equivalency	Current Inside Fee	Proposed*
3/4"	1.00	1.00	\$ 14.79	\$ 19.00
1"	1.67	1.50	\$ 17.41	\$ 28.50
1 1/2"	3.33	3.00	\$ 20.01	\$ 57.00
2"	5.33	4.00	\$ 22.54	\$ 76.00
3"	11.67	5.00	\$ 25.15	\$ 95.00
4"	21.00	6.00	\$ 40.62	\$ 114.00
6"	46.67	7.00	\$ 50.26	\$ 133.00

Inside	Outside
37	0
3	1
4	0
28	0
0	0
7	2
<u>3</u>	<u>0</u>
82	3

Residential Base Fees

	<i>Current</i>	<i>Proposed</i>	<i>% Increase</i>
WATER	\$9.32	\$10.00	7%
SEWER	\$13.79	\$17.00	23%

Usage/Volumetric Rates

Commercial - Inside

	<i>Current</i>	<i>Proposed</i>	<i>% Increase</i>
WATER	\$3.34	\$3.70	10%
SEWER	\$4.73	\$6.00	21%

Residential - Inside

	<i>Current</i>	<i>Proposed</i>	<i>% Increase</i>
WATER	\$2.51	\$2.80	10%
SEWER	\$3.35	\$4.20	20%

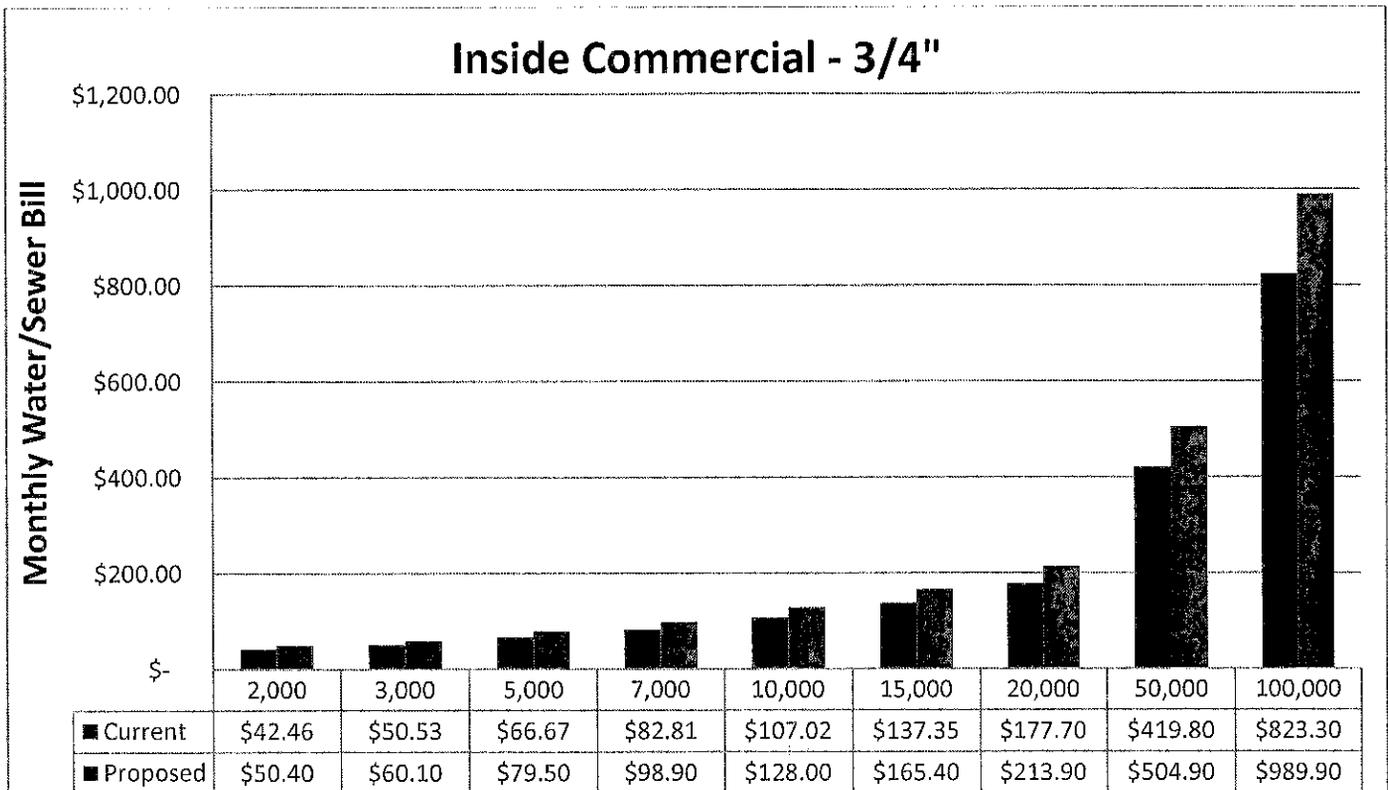
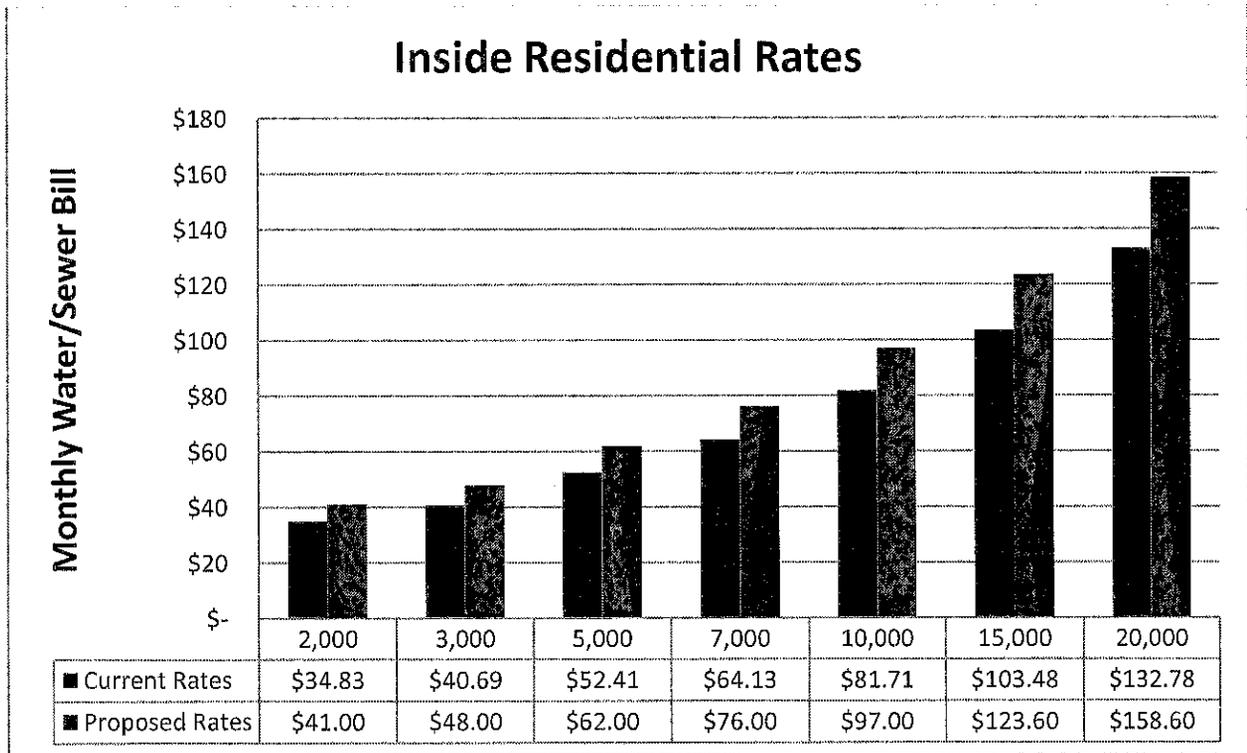
*All proposed volumetric charges are for inside-city customers. Outside-city charges are double.

Revenue Requirements Summary

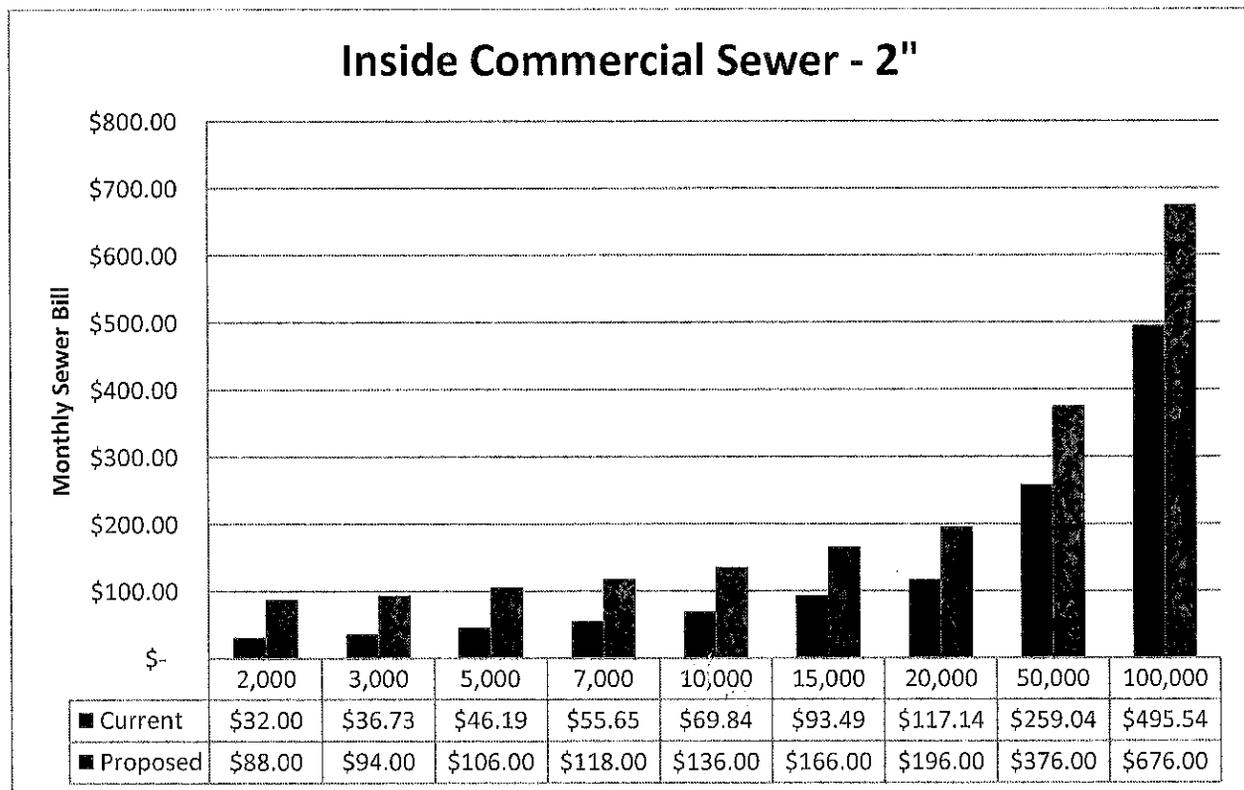
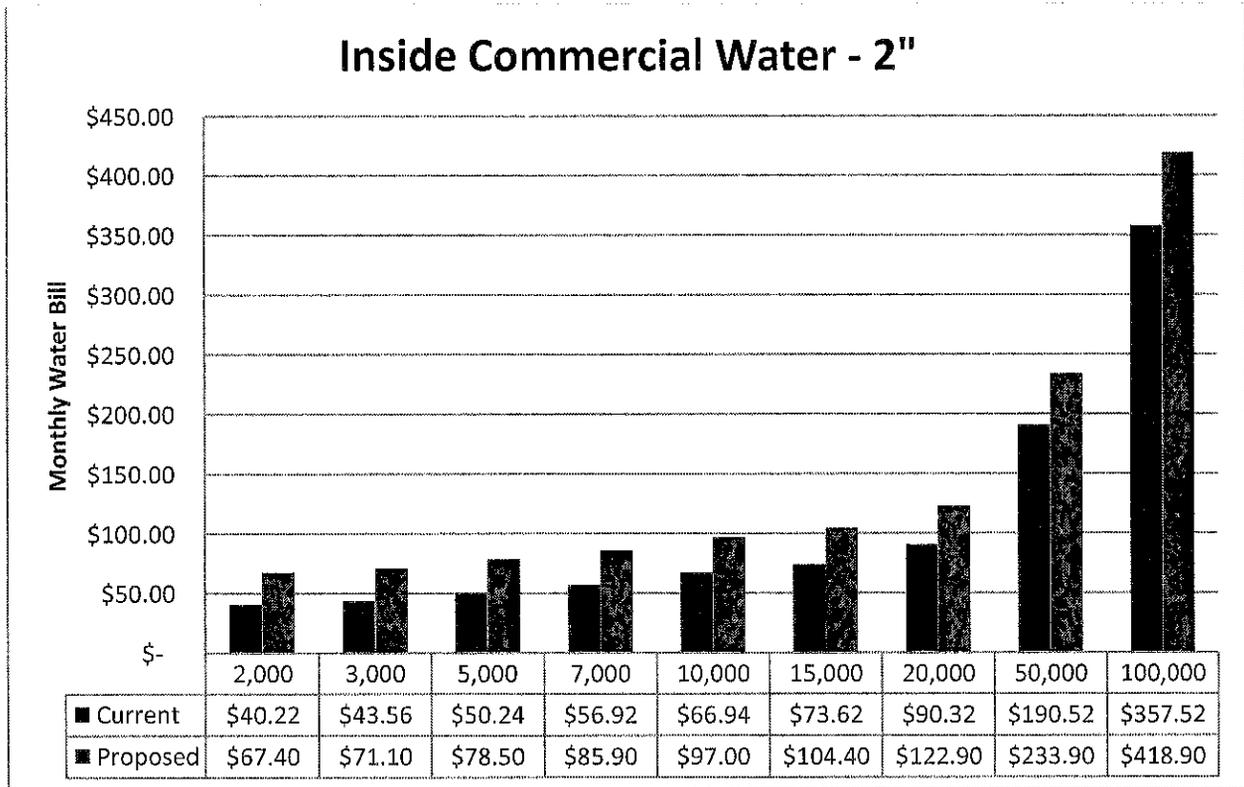
With the base charges and volumetric rates as proposed, water rates would help offset the under-recovery seen for sewer service which has a much higher debt service and operational expense. Also there are fewer sewer customers to spread out these additional costs. With all combined, a total of \$24,023.12 was projected to be under-recovered. Still, our rate determinations do not include other sources of revenue such as tap and hydrant fees which are projected to collect about \$25,000.

		needed revenue	with proposed	over/(under)
COM water	base	\$ 62,570.86	\$ 112,032.00	\$ 49,461.14
	vol	\$ 131,875.01	\$ 184,501.98	\$ 52,626.97
RES water		\$ 157,811.00	\$ 247,864.00	\$ 90,053.00
COM sewer	base	\$ 117,442.42	\$ 58,254.00	\$ (59,188.42)
	vol	\$ 253,754.40	\$ 187,329.78	\$ (66,424.62)
RES sewer		\$ 301,262.00	\$ 210,710.80	\$ (90,551.20)
TOTAL COM		\$ 565,642.68	\$ 542,117.76	\$ (23,524.92)
TOTAL RES		\$ 459,073.00	\$ 458,574.80	\$ (498.20)
TOTAL		\$ 1,024,715.68	\$1,000,692.56	\$ (24,023.12)

Current vs. Proposed Water/Sewer Bills



For 2" Commercial Customers, the charts have been split into water and sewer since there are 46 water customers and 28 with sewer service.



REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council
From: Doug Barrick, City Manager

Action Requested: Fiscal Year 2012 Manager's Recommended Budget Presentation

North Carolina General Statutes require that the City Manager compile and submits a Manager's recommended budget to the City Council no later than June 1st of each calendar year for the coming Fiscal Year's budget. The City Manager will present the Fiscal Year 2012 City of Claremont Manager's Recommended Budget. This budget process has changed to include much more detail than in past years and contains a Capital Improvement Plan to cover the next five years. The Budget exists as the single most comprehensive annually updated financial guide for the services provided to the citizens of Claremont and this presentation will cover the changes for the coming year.

Due to the size of the Budget Document, only the Managers Message is included in this Agenda packet. The Manager's recommended budget will be sent out as a separate document and is available in both hard and electronic copy at City Hall.

Recommendation: Hear the Presentation and ask questions

Manager's Message



**To: The Honorable Mayor Morrow
Members of the Claremont City Council
Citizens of Claremont**

From: Doug Barrick, City Manager

Re: Transmittal of the Fiscal Year 2012 City of Claremont Manager's Recommended Budget

Date: April 28, 2011

I am honored to present the City of Claremont Manager's Recommended Budget for Fiscal Year 2012. This budget proposal represents the ongoing financial stability of the City in a financially difficult time as the City deals with the effects of the recession and challenging economy. This budget has been prepared in accordance with the North Carolina General Statutes, and as such is balanced. This budget follows the City Council directives to provide excellent and cost effective services while providing long-term financial stability. The Manager's Recommended General Fund Budget totals \$2,815,357, which represents a decrease of 5.8% from the Fiscal Year 2011 budget.

Generally, most revenue sources are projected to remain flat with a small increase in the ad valorem taxes. This is a direct result of the economic situation and the effects of the property tax reevaluation. Even though the City has lost tax base in the reevaluation process, we have seen growth in personal and business property as our businesses begin to recover and expand operations. The City will also continue to Appropriation Fund Balance to balance the budget. Doing so at a much lower rate than in past years, as we have looked for ways to reduce all aspects of City spending.

Staff continues to examine and reduce expenditures in response to the slow economic recovery. We continue to monitor the direct impact of other governments on our budget, such as the State's possible withholding of shared revenues. The lagging economy has forced an increased contributions to the Local Government Employees' Retirement System. While Staff recommends maintaining the current tax rate, we also recommend use of fund balance in FY 2012 of \$197,775 or 11% of the total fund balance.

Manager's Message

Significant changes in the proposed budget for fiscal year 2012 include an increase in economic development grant funding, reductions in capital spending, reductions of 12.9% across the board for health insurance, a 3% raise pool for employees, increases in recreational programs, and increased informational technology. The proposed budget incorporates a reduction in personnel costs by 4%, a decrease in operating costs by 6%, capital spending is also down by 29%, for a total reduction in spending by 5.8% over last year's budget. This budget also incorporates for the first time a five-year capital improvement plan for both the General Fund and the Water & Sewer Fund. This is a milestone in our financial planning as we can begin to forecast future needs for the City. These items total \$1,623,600 for the General Fund and \$5,538,570 for the Water & Sewer Fund. These items are not a wish list rather, staff has spent many hours evaluating and planning for future needs of the City to ensure that the best possible service level can be maintained for years to come.

Goals for Fiscal Year 2012

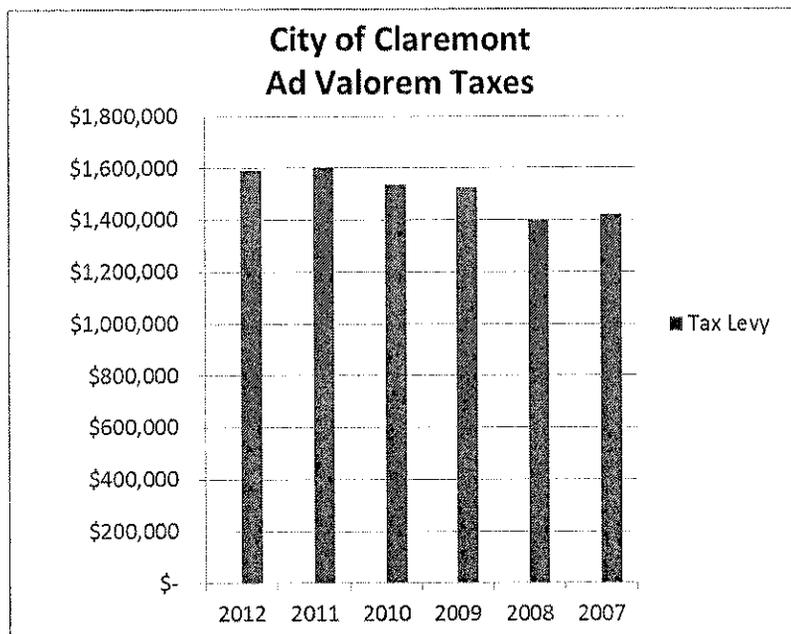
In order to align City operations with City Council directives the City Manager and Department Heads submitted detailed goals for the coming year. These goals represent critical success factors for each department, as the City strives to deliver continued excellent, cost effective services to the Citizens of this community.

Specific initiatives funded in the FY 2012 Manager's Recommended Budget while controlling costs include:

- ✓ Increased communications with local businesses leaders through semi – annual meetings and events
- ✓ Launching a new City Webpage to include up to date information about City business and increased availability of electronic documents
- ✓ Replacing two aging police patrol vehicles
- ✓ Beginning In House fire and safety inspections inside the City Limits
- ✓ Transitioning to electronic maintenance records for all City vehicles and equipment
- ✓ Expanding recreational programs

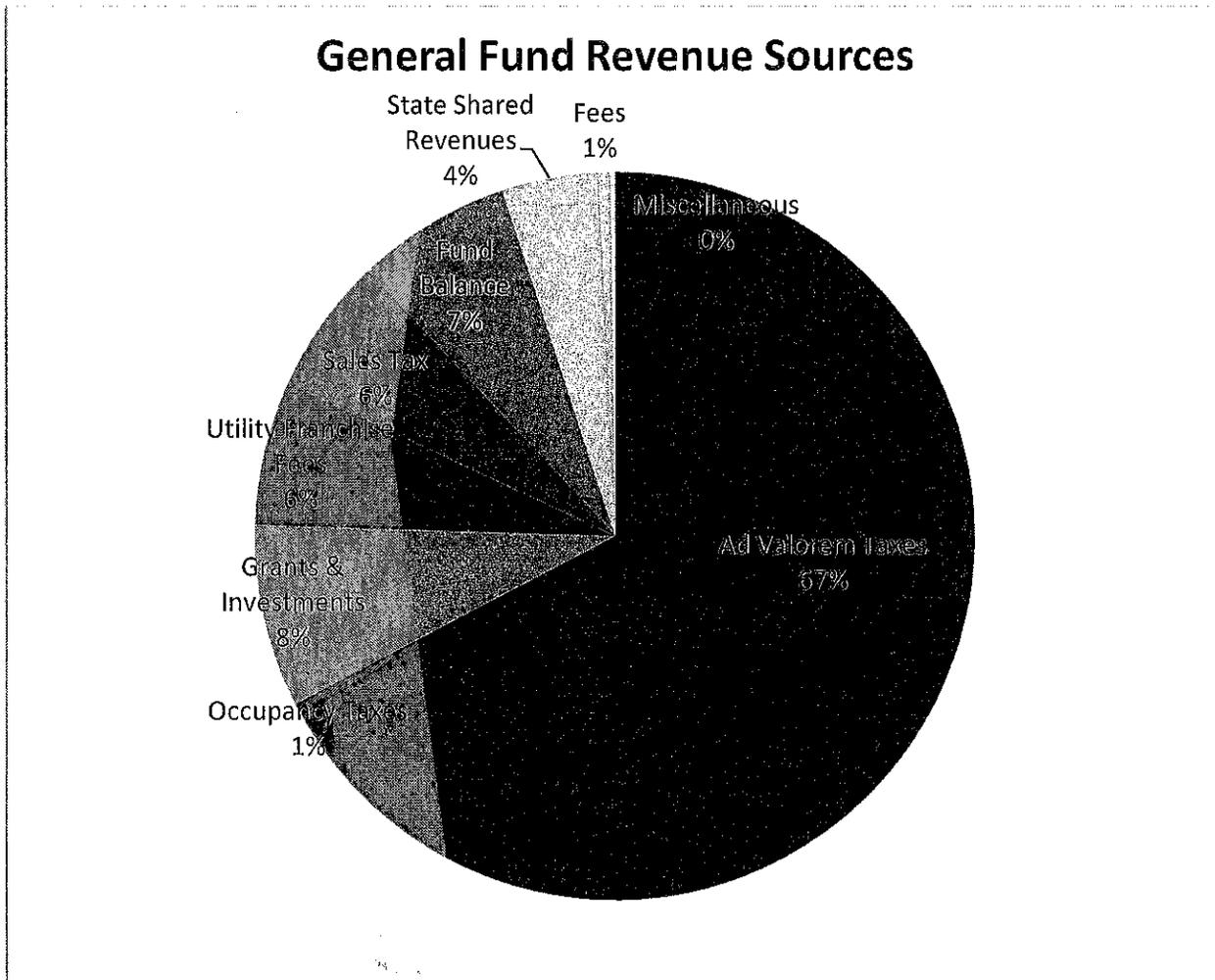
General Fund Revenue Highlights

The FY 2012 Manager's Recommended Budget proposes a continuation of the \$0.46 tax rate per \$100 of assessed valuation for the sixth year in a row. This tax rate maintains the second lowest tax rate for municipalities in Catawba County and delivers a quality, responsive service level. The North Carolina General Statutes require that each municipality publish a revenue neutral property tax rate for the year following the revaluation of its real property. This year the City of Claremont's revenue neutral tax rate would be \$0.4625 of tax per



\$100 of assessed valuation. I am not recommending an increase on the tax base as we have seen an increase in personal and business property as well as increased valuations as a result of the rebuilding from the EF2 Tornado in October of 2010. These new values have not been accounted for in the assessed valuation from Catawba County as of yet, but will be reflected in the tax bills for Fiscal Year 2012, thus helping to offset a need for a revenue neutral tax increase. The North Carolina Local Government Commission worksheet on the revenue neutral tax rate can be found in the following pages of this budget. Ad valorem taxes remain the City's largest revenue source, providing more than 67% of the City's annual operating budget. As the chart depicts, the City's tax levy has begun to flatten out as result of the stalled economy and slowed construction of new residential and commercial property.

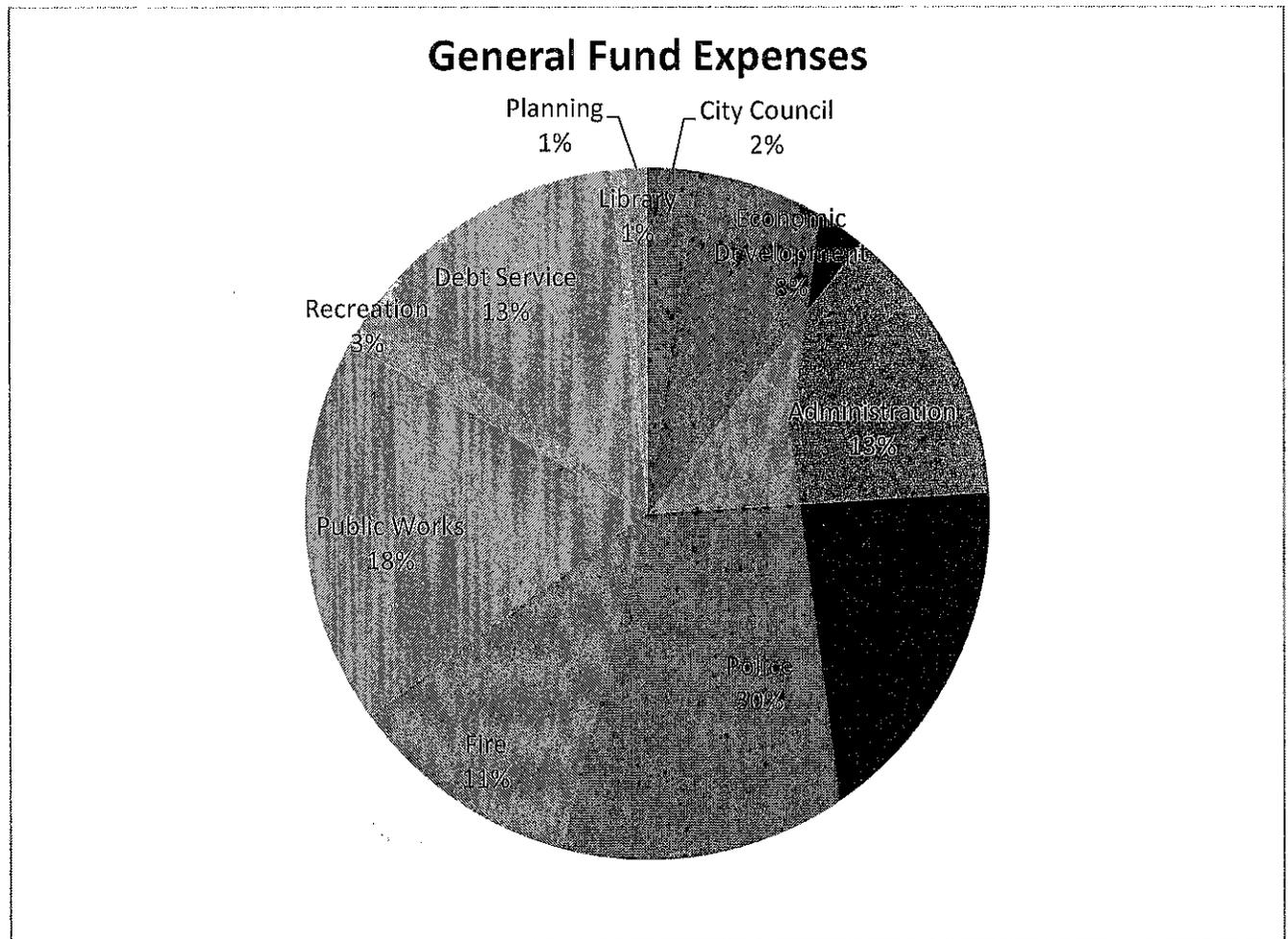
Other revenues such as Sales Tax and State Shared Revenues while expected to be lower than previous years are forecasted to have a higher than anticipated return as these distributions are based on the City's population. As a result of the 2010 Census has risen from 1,123 in 2011 to 1,352 or 16.9%. The Utility Franchise Tax distribution is also expected to rise in FY 2012 as utility rates increase. User Fees charged by the City are proposed to increase in FY 12 to levels that ensure the City is recovering the true costs associated with these activities.



Overall, the City has seen changes in our revenue streams, however through careful planning and ensuring a diverse tax base the City has been able to successfully navigate these fluctuations. Our strong fund balance has also ensured a stable tax rate as the City leans on its savings to ensure stability for our Citizens and Businesses'. It has also been common practice for the City to only use the need allocation of the appropriated fund balance to continue its strong position.

General Fund Expenditure Highlights

In order to ensure the most prudent use of revenues staff as evaluated all aspects of service delivery and the associated costs of delivering those services to the City. As a result, the overall spending plan for Fiscal Year 2012 has been reduced by 5.8% over the current year. This reduction is a direct result of staff looking for cost saving measures at every level and a reduction in capital spending. Going into this budget the City's goal was to focus on the basics of government and perform at our best level. In order to deliver services to the Community the City relies solely on the shoulders of the City Staff. These employees have a strong commitment to customer service and professionalism. Over the past two years the City has not been able to offer any increase in salaries to its employees, and has managed to keep turn over at an all-time low. This budget proposes a 3% raise pool for employees, to be based solely on individual performance in their yearly evaluation. Thus, rewarding the employees for exemplary service and commitment and challenging other employees to evaluate ways to improve.



Other changes in spending include reducing health care costs by ensuring that the City keeps the same level of coverage for the employee, but making sure that our rates reflect true market costs. The City was able to keep the same coverage with small changes in co-pays and deductibles while achieving a 12% decrease in annual premiums. We have also worked with other governments on regional initiatives to help reduce spending. The City will transition to County provided internet and phone service in the coming fiscal year. This change will slightly reduce spending but increase the reliability and functionality of these services. It will also increase our ability to share information and back up data in off-site locations. In making this change staff will be able to rely more on electronic files and reduce spending on standard office supplies.

The City has not taken on any additional debt during the current year nor does it propose to do so in Fiscal Year 2012. Two of three outstanding loan balances for the General Fund will be paid off during the Fiscal Year 2013 budget and will allow the City to begin evaluating larger Capital needs on the five year Capital Improvement Plan. By taking a holistic approach to evaluating future needs of the City we have also been able to reduce Capital spending in fiscal Year 2012. This has been achieved by spreading out our costs and needs over a five-year plan, rather than on a year to year basis.

Overall, the expenses are down from prior years, but a commitment to core functions such as Police, Fire, and Public Works are still strong. The City has also maintained our regional partnerships to ensure that we are providing and securing the most cost effective means of service to the City. We have also kept our commitment to economic development to ensure a diverse and stable tax base and business community.

Water & Sewer Fund

Historically the water and sewer fund rates have not truly offset the expenses of the system. The City council has taken a proactive approach over the past two years to make this fund self-sufficient. Currently this is the first fiscal year that the General Fund has not helped fund the Water and Sewer Fund. In response to added pressure from State regulations, system maintenance, increases in operational costs, and taking on capital expenses the Water and Sewer system rates are proposed to increase for FY 12. The increase in rates while higher than in past years still does not cover the cost of funding the systems depreciation. The proposed rates will increase for both the base and volumetric rates.

The City worked with the North Carolina Rural Water Association on a water and sewer rate study to determine the most feasible way to change the rate structure. Changes in the rate structure will now account for larger users to pay a more accurate share of the system needs. Overall, a residential user using the standard 3,000 gallons a month will see an eight dollar a month change in their water and sewer bill. The proposed budget also raises the tap and capacity fees to help offset the true capital costs of adding new users to the system. While these increases are much more than in past years, the water and sewer fund remains a strong competitor in the regional market. Our rates and fees are just now coming in line with other local water and sewer systems.

In the coming year the water and sewer fund will be replacing an aging water line along Baker Street, removing roots in the sewer lines, replacing an aging dump truck, adding a full service contract to the Kelly Blvd water tank, and adding additional duties to the City of Hickory

contract. This is also the first year that the Water and Sewer system has engaged in long-term capital planning to evaluate the needs of the system.

The City continues to work on a regional level to provide high quality water and sewer service to the Claremont community. We have also begun planning for future growth with the City of Hickory, Catawba County, and the City of Conover on a regional sewer outfall line that would deliver wastewater to a new mega plant in the Town of Catawba. This new plant would be operated by Catawba County and the City of Hickory and provides the most cost effective way for the City of Claremont to expand our wastewater capacity.

Conclusion

The City of Claremont remains in a strong financial shape and stays committed to ensuring long-term success. The City will continue to look for ways to cut expenses and explore new revenue streams, while keeping the costs to the citizens and businesses as low as possible. This budget represents the most comprehensive annually updated financial guide for the services provided to the citizens of Claremont. However, the budget process does not conclude with the approval of this document. It is not placed on a shelf and merely opened once a year during budget season. The Budget is a constantly evolving document that is examined throughout the year and carefully managed by the City staff and serves as a gateway to keep the citizens informed. City Management recognizes and thanks the Staff, Department Heads, City Council and Citizens who participated in the budget process and looks forward to another successful year for the City of Claremont.

Respectfully submitted,

Doug Barrick
City Manager

Stephanie Corn
Finance Officer

Manager's Message

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Budget Transfer

Monies have been moved in the Police Department budget to cover part time salaries due to higher than normal full time vacations and in service training during this fiscal year. Funds have also been moved in the Fire Department budget to cover retirement payments, this transfer is a result of insufficient funds in the original budget. The final transfer this month covers electricity bills in the Water and Sewer fund, this line was also under funded in the current year's budget.

Recommendation: Informational Only

CITY OF CLAREMONT
CLAREMONT, NORTH CAROLINA

04/27/2011

I, Stephanie Corn, authorize the following transfers in the 10/11 budget.

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
10-5100-0200 F.T. Salaries		\$ 13,500.00
10-5100-0300 P.T. Salaries	\$ 13,500.00	
Monies to cover extra in service training in the police dept.		
10-5300-1400 Travel & Training		\$ 1,806.00
10-5300-0700 Retirement	\$ 1,806.00	
Insufficient funds appropriated in the current budget.		
30-8100-3300 Departmental supplies		\$ 1,000.00
30-8100-1310 Electricity	\$ 1,000.00	
Insufficient funds appropriated in the current budget.		

These transfers do not increase/decrease the 10/11 budget.


Stephanie Corn, Finance Officer


Doug Barrick, City Manager

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approve a memorandum of understanding with Catawba County

Approve a memorandum of understanding with Catawba County to administer Voluntary Agricultural Districts within the City Limits and Extra Territorial Planning Jurisdiction of the City of Claremont. This is a voluntary program for agriculture, horticulture, and farm type property owners to help promote and preserve our farming activities. Catawba County will handle the requests from property owners and ensure they meet all of the requirements of the program and provide signage for the property owners. The Planning Board endorsed this program at their last meeting.

A Memo from Laurie LoCicero and the Planning Board is also attached for further detail.

Recommendation: Approve the Memorandum of Understanding



CITY OF CLAREMONT

Memorandum

From: Laurie B. LoCicero, City Planner
Date: April 25, 2011
Subject: **Catawba County Voluntary Agriculture District Memorandum of Understanding**

Mayor and Councilmen,

Please find the attached Memorandum of Understanding concerning the Voluntary Agriculture District. This item was discussed at the Council/Planning Board April work session. The purpose of the Voluntary Agriculture district:

- To promote agriculture values,
- To increase identity and pride in agriculture community
- To increase protection from non-farm development and other negative impacts on properly managed farms

The following are the major points of the Catawba County Ag District:

- **Is voluntary for property owner**
- City must adopt the MOU for property owners in City or ETJ to be eligible to participate
- Property must meet established acreage criteria for horticulture, agriculture or forest land and be in farm present use value tax program
- Property is subject to conservation agreement that prohibits for non-farm use for 10 years
- Property is posted with "Agriculture District" sign
- County can create database and maps of ag districts available to public
- Subdivision plats have notation where lots are located within ½ mile of ag district
- Administered by County Planning Department and Advisory Board (only one representative for all municipalities collectively)

At their April 11th meeting, the Planning Board voted unanimously to recommend Council endorse the Voluntary Agriculture District.

Please contact me if you have any questions: laurie.bradshaw@wpcog.org or 828-485-4240.



CITY OF CLAREMONT

MEMORANDUM OF UNDERSTANDING CITY OF CLAREMONT, NORTH CAROLINA

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the County of Catawba, hereinafter referred to as the County, and the City of Claremont hereinafter referred to as the Municipality.

A. PURPOSE:

The purpose of this memorandum is to continue to develop and expand a framework of cooperation between the County and the Municipality, as authorized by N.C. Gen. Stat. §§ 160A-460 through 160A-466 as well as under N.C. Gen. Stat. § 153A-11 and N.C. Gen. Stat. 160A-610 (9), to allow for the creation and administration of mutually beneficial Voluntary Agricultural District Programs.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The inhabitants of both the County and the Municipality have recognized the need to promote agricultural values and the general welfare of their communities and, specifically, increase identity and pride in the agricultural community and its way of life; encourage the economic and financial health of agriculture, horticulture and forestry; and increase protection from non-farm development and other negative impacts on properly managed farms; and have therefore agreed that the County shall operate, through a delegation of the Municipality's authority, a voluntary agricultural district program within the boundaries of the Municipality, according to the terms set forth in the Catawba County Voluntary Agricultural District Ordinance, without regard to any provision of that Ordinance to the contrary.

C. RESPONSIBILITIES

THE COUNTY AND MUNICIPALITY SHALL:

1. **Benefits:** Ensure that farmland, horticultural land and forestland either now within municipal extraterritorial jurisdiction (ETJ) and/or city limits of the Municipality, or within such limits as the result of annexation, shall be able to participate in the Catawba County Voluntary Agricultural District program with the full benefits accorded to other participants;
2. **Participants:** Participants may choose between the general voluntary or enhanced voluntary program. In either case, participants must sign a conservation agreement that prohibits non-farm use or development of the land for at least 10 years, except for the creation of not more than 3 lots that meet the City's Ordinances. The general voluntary district program allows the agreement to be revoked with written notice to the Advisory Board. The enhanced voluntary district program is irrevocable for the length of the signed agreement.



CITY OF CLAREMONT

3. Appointment: Permit appointment of an *ex officio* member, recommended by the municipalities and selected by the Board of Commissioners, to the Catawba County Agricultural Advisory Board; and
4. Termination: Permit either the Municipality or the County to withdraw from this arrangement with sixty (60) days notice to the Catawba County Agricultural Advisory Board, or other designee of the County.

D. CONTACTS AND ACKNOWLEDGEMENT

1. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

County Contact:

Name _____
Phone _____
Fax _____
E-mail _____

Municipality Contact:

Name _____
Phone _____
Fax _____
E-mail _____

2. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
3. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective in perpetuity, unless terminated in accord with the above termination provision.



CITY OF CLAREMONT

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

County Representative:

By: _____ Date: _____

Title: _____

Municipality Representative:

By: _____ Date: _____

Title: _____

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: FY 2011 Budget Ordinance Amendment

This ordinance will transfer a total of \$152.96 to the Rail Spur Project Fund from the General Fund and Close this project ordinance. The additional transfer is needed to cover the difference in the NCDOT Rail Grant for this fund.

Recommendation: Approve Ordinance

City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 20-10

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT
MUNICIPAL BUDGET FOR FISCAL YEAR 2011

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

Rail Spur Project Fund

Transfer \$152.96 from the General Fund Administration Budget to the Rail Spur Project Fund.
This will fully fund and close this project ordinance.

Rail Spur Fund

<u>Revenues</u>	<u>Increase</u>	<u>Decrease</u>
66.3452.0371 NCDOT Rail Grant		\$152.96
66.3452.0260 Transfer from other funds	\$152.96	

General Fund

Expenditures

10.4200.1710 Auto Supplies & Tires		\$152.96
10.4100.9300 Transfer to Rail Spur	\$152.96	

INTRODUCED at the regular meeting of the City Council of the City of Claremont on
May 2, 2011.

ADOPTED at the regular meeting of the City Council of the City of Claremont on
May 2, 2011.

MAYOR David Morrow

ATTEST:

Doug Barrick, City Clerk

APPROVED AS TO FORM:

Bob Grant, City Attorney

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: FY 2011 Budget Ordinance Amendment

Recognize \$20,893.31 as revenue from the NCLM Property and Liability Insurance Settlement in the General Fund Revenues and increase Fire Department Building and Grounds by \$6,540.10 and increase Fire Department Maintenance of Vehicles by \$14,353.21. This amendment funds these lines to cover the costs of the recent Fire Department accident.

Recommendation: Approve Ordinance

City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 21-10

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT
MUNICIPAL BUDGET FOR FISCAL YEAR 2011

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

General Fund

Recognize \$20,893.31 as revenue from the NCLM Property and Liability Insurance Settlement in the General Fund Revenues and increase Fire Department Building and Grounds by \$6,540.10 and increase Fire Department Maintenance of Vehicles by \$14,353.21. This amendment funds these lines to cover the costs of the recent Fire Department accident.

General Fund

<u>Revenues</u>		<u>Increase</u>	<u>Decrease</u>
10.3850.0000	Insurance Settlements	\$20,893.31	
<u>Expenditures</u>			
10.5300.1500	Maint. Building & Grounds	\$6,540.10	
10.5300.1700	Maintenance of Vehicles	\$14,353.21	

INTRODUCED at the regular meeting of the City Council of the City of Claremont on
May 2, 2011.

ADOPTED at the regular meeting of the City Council of the City of Claremont on
May 2, 2011.

MAYOR David Morrow

ATTEST:

Doug Barrick, City Clerk

APPROVED AS TO FORM:

Bob Grant, City Attorney

REQUEST FOR COUNCIL ACTION

Date of Meeting: **May 2, 2011**

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approval an Agreement with the WPCOG

Approve an agreement for technical planning assistance with the Western Piedmont Council of Governments for Fiscal Year 2012. The City of Claremont has a long-standing relationship with the Western Piedmont Council of Governments for planning assistance and this agreement will renew that relationship for next fiscal year. This agreement provides a planner to hold office hours from noon to 5 on Mondays at the Claremont City Hall and provide all staff support to the Planning Board and City Council as well as access to all WPCOG planning and GIS staff for City of Claremont needs. The City of Claremont would agree to compensate the WPCOG \$26,500, which is \$1,500 higher than last year's contract to account for higher fuel costs and additional planning services.

Recommendation: Approve the Agreement

AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
THE CITY OF CLAREMONT
FOR THE PROVISION OF
TECHNICAL PLANNING ASSISTANCE:
JULY 1, 2011 – JUNE 30, 2012

This **AGREEMENT**, entered into on the first day of July, 2011, by and between the Western Piedmont Council of Governments (hereinafter referred to as the "Planning Agency") and the City of Claremont, North Carolina (hereinafter referred to as the "Local Government"); **WITNESSETH THAT:**

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on April 17, 1972. Technical assistance shall consist of the provisions of services as described in Attachment A, which is herein made part of this Contract;

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government and;

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government.
2. **Travel/Printing.** The Local Government will pay for expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio. The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.
3. **Compensation.** That for the purpose of providing funds for carrying out this Contract, the Local Government will pay the Planning Agency a fee not to exceed **\$26,500.00 (twenty-six thousand five hundred dollars)** during the period beginning July 1, 2011 and ending June 30, 2012. These fees will be billed in equal monthly payments of **\$ 2,208.34 (two-thousand two hundred and eight dollars and thirty-four cents)**.

4. **Termination/Modifications.** The Local Government may terminate the Contract by giving the Planning Agency a thirty-day written notice. Furthermore, if there is a need to amend the proposal outlined in Attachment A, either party may do so with the written consent of the other.
5. **Time of Performance.** The Planning Agency shall ensure that all services required herein shall be completed and all required reports, maps, and documents submitted during the period beginning July 1, 2011 and ending June 30, 2012.
6. **Interest of Members, Officers, or Employees of the Planning Agency, Members of the Local Government, or Other Public Officials.** No member, officer, or employee of the Planning Agency or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, shall have any financial interests, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interests in the program. The Planning Agency shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
7. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Development Act of 1974, Section 109.
8. **Age Discrimination Act of 1975, as amended.** No qualified person shall on the basis of age be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance.
9. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:
CITY OF CLAREMONT

PLANNING AGENCY:
WESTERN PIEDMONT COUNCIL OF GOVTS.

By: _____
Mayor

By: _____
Executive Director

By: _____
City Manager

By: _____
Chairman

Preaudit Statement:

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

By: _____
Local Government Financial Officer

ATTACHMENT A
CITY OF CLAREMONT
TECHNICAL PLANNING ASSISTANCE:
JULY 1, 2011 – JUNE 30, 2012
WORK PROGRAM / BUDGET

The following work program and budget are presented as descriptive of the work and dollar amounts called for in the agreement concerning planning activities by the Western Piedmont Council of Governments for the City of Claremont. The product(s) of the planning activities shall be:

WORK PROGRAM

1. Code Administration

Assistance in the administration of the City's Zoning Ordinance and Subdivision Regulations will be provided. Planning advice and staff memoranda and recommendations will be provided to the City Council, City Manager, City Attorney, Planning Board, Board of Adjustment and the Watershed Review Board. Some examples of duties include staff administration of zoning permits, rezoning applications and hearings, Board of Adjustment applications and hearings, site plan reviews, and subdivision reviews.

2. Other Duties as Directed by City Manager or City Council

It is understood that priority changes and/or substitutions may be made by the City Manager or City Council as needed to include work in such areas as annexation, extraterritorial zoning, or other planning-related topics, not to exceed the dollar/time/travel amount of this contract.

BUDGET

The contract budget – including all salaries, fringe benefits, travel expenses and indirect costs – totals **\$26,500.00** to be billed in twelve equal payments of **\$2,208.34** starting July 1, 2011.

REQUEST FOR COUNCIL ACTION

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approve a Resolution Declaring the week of May 9th – 15th as National Police Week

The Congress of the United States as declared the week of May 9th – 15th as National Police week and dedicated May 15th as Peace Officers' Memorial Day. In order to honor the men and women of the Claremont Police Department for their unwavering service to the community and their desire to protect our wellbeing against violence this resolution will declare that the City of Claremont does commemorate our officers for their duty and service to the City.

Recommendation: Approve Resolution

**CITY OF CLAREMONT
NORTH CAROLINA**

RESOLUTION # 34-10

**A RESOLUTION DECLARING THE WEEK OF May 9th-15th AS NATIONAL
POLICE WEEK**

WHEREAS, the Congress of the United States of America has designated May 15th as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

WHEREAS, the members of the law enforcement agency of the City of Claremont play an essential role in safeguarding the rights and freedoms of the City of Claremont, and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against deception and the weak against oppression; and

WHEREAS, it is known that 160 American Police Officer were killed in the line of duty somewhere in the United States in 2010 and 117 officers were killed in 2009 while in performance of their duties, this is a 37% rise. So now our community joins with other cities and towns to honor all Peace Officers everywhere; and

NOW, THEREFORE, I, David B. Morrow Mayor of the City of Claremont, call upon all citizens of the City of Claremont and upon all patriotic, civic and educational organizations to observe the week of May 9- May 15, 2011, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Adopted this 2nd day of May 2011.

David B. Morrow, Mayor

ATTEST:

Doug Barrick
City Clerk

Department, Committee & Manager Reports

Date of Meeting: May 2, 2011

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Allow Departments, Committees & Manager to report on monthly activities and take questions.

Item 10

- A. Youth Council Report
- B. Fire Department
- C. Police Department
- D. Public Works
- E. Rescue Squad
- F. Utilities Department
- G. Planning and Zoning
- H. Recreation
- I. Appearance Committee
- J. Veterans Memorial Committee

Item 11

City Managers Report

Recommendation: Take Reports



CLAREMONT FIRE DEPARTMENT

2850 FIRE HOUSE LANE
CLAREMONT, NC 28610
828/459-9296 FAX 828/459-9732

The Claremont Fire Department responded to 29 calls for the month of April 2011 and 88 year to date.

Man hours spent on fire calls for the month totaled 460.81.

Average member response to calls, 9 this month and 9 for the year.

Average response time to calls 3 min. 57 seconds till the first engine was on the scene.

Training for the month totaled 244.5 hours for the department.

There were 2 business inspections, 3 re-inspections, 1 safety inspection and 1 pre plan done for the month.

The Fire Prevention Office performed 3 programs this month, installed 2 smoke detectors, replaced 19 smoke detector batteries and performed no child safety seat inspections.

Repairs to the fire engine are complete. The building and door have been repaired. There is still some painting to be done to finish.

Fire Hydrants will have all been serviced.

Chief Sigmon and Wendy Helms both went to Statesville on Friday, April 22, 2011 to test for the NC Fire Inspector Level 2 test. Both successfully passed the test.

Respectively submitted,

Gary W. Sigmon, Chief

*Claremont Police Department
Monthly Service
April 2011*

<i>Calls Answered</i>	831	<i>Court Hours</i>	12
<i>Felonious Crimes</i>	5	<i>Citations to Court</i>	52
<i>Misdemeanor</i>	34	<i>Warnings</i>	49
<i>Accidents (PI)</i>	0	<i>Business Escorts</i>	41
<i>Accidents (PD)</i>	6	<i>Funeral Escorts</i>	1
<i>Warrants for Arrest</i>	5	<i>Vehicles Impounded</i>	4
<i>Subpoenas Served</i>	11	<i>Assisted Motorist</i>	17
<i>Open Businesses</i>	17	<i>Alarms Answered</i>	21
<i>Property Checks</i>	1145	<i>Part-Time hours</i>	387
<i>Animal Calls</i>	0		

Noted Events during the Month

- 1. Officers are investigating two incidents of Larceny of fuel from vehicles at local businesses.*
- 2. Officers made two arrests this month for DWI.*
- 3. Officers are investigating two cases of Credit Card fraud involving local residences.*

***** Officers have completed 22 of their required 24 hours In-Service training.*

Respectfully Submitted


Gerald R. Tolbat
Chief of Police

CLAREMONT PUBLIC WORKS MONTHLY REPORT

WATER DEPARTMENT

<u>16</u>	WATER TURNED ON
<u>16</u>	WATER TURNED OFF
<u>24</u>	METERS RE-READ
<u>1</u>	WATER LEAKS
<u>0</u>	WATER TAPS
<u>0</u>	SEWER TAPS
<u>9</u>	DIRTY WATER COMPLAINTS
<u>610+12</u>	JET SEWER LINES/ MANHOLES

MAINTENANCE DEPT.

<u>530</u>	LEAF BAGS TAKEN TO LANDFILL
<u>8.21</u>	TONS OF ROUGH TRASH PICKED UP
<u>110</u>	HRS. CHIPPING LIMBS
<u>210</u>	HRS. MOWING
<u>6</u>	HRS. BUSH HOG
<u>42</u>	HRS. CLEAN STORM DRAINS
<u>65</u>	HRS. CLEAN CURB & GUTTERING
<u>6</u>	# OF WHITE GOOD PICKUPS

PERSONNEL

<u> </u>	OVERTIME HOURS
<u>6</u>	TRAINING HOURS

PARK

<u>5</u>	# OF TIMES RE-STOCK BATHROOMS
<u>10</u>	# OF TRASH PICKUPS

OTHER

cleaned out & inspect 8 man holes on north oxford street and
jetted out and cleaned 510 feet of main sewer line on south depot street
jetted out and cleaned 120 feet of main sewer line on north oxford street
six hours of training on new bob cat



CITY OF CLAREMONT UTILITY SYSTEM MONTHLY UPDATE April 2011

The City of Claremont Operates a Utility System that includes two water receiving vaults, two 300,000 gallon elevated water storage tanks, five sewer pump stations, two waste water treatment plants, and roughly 25 miles of sewer and water lines. The two treatment plants are permitted to handle 400,000 gallons of waste water per day with 300,000 allocated to the McLin Creek plant and 100,000 to the North plant. The City of Claremont purchases all of its water from the City of Conover and contracts the operation of the waste water treatment plants with the City of Hickory. This report is intended to give a snapshot of the monthly activities of the utility system.

Claremont Water & Waste Water Customer Profile & Usage						
Month	Residential Water Customers	Residential Water Usage	Residential Active Sewer	Commerical & Industrial Customers	Commerical & Industrial Usage	Commerical & Industrial Active Sewer
January In	608	1,740,000	492	120	4,222,200	84
January Out	181	537,000	10	17	184,800	3
February In	608	2,472,300	495	118	5,373,800	82
February Out	180	794,600	10	17	234,800	3
March In	616	2,234,200	500	121	3,101,200	85
March Out	179	666,000	10	17	178,810	3
April In	618	2,009,900	503	116	2,840,100	82
April Out	177	555,700	10	17	160,490	3

Claremont Water Usage vs Water Purchased		
Month	Purchased from Conover	Billed by Claremont
January 2011	8,576,500	6,684,000
February 2011	6,019,500	8,875,500
March 2011	8,425,000	6,180,210

System Activities for April 2011

- The 2010 Annual Drinking Water Quality Report was completed and sent to the printer and will go out in the mail during the month of May. This report must go out to customers prior to July 1st of each year.
- Final copies of both the North & McLin WWTP NPDES Permits have been received by the City from NCDENR. These permits are valid for five years.
- Met with NCDENR to review workplans for the industrial pretreatment data collection and the flow investigations at the North WWTP

System Activities for April 2011 Continued

- Installed 45 rain covers on various manholes that feed the North WWTP to reduce rainwater inflow and ordered materials necessary to repair five manholes that are experiencing infiltration.
- Began using the new flow meter to capture baseline flow statistics for the North WWTP.
- Met with two local industries to review measures to help reduce higher than normal flow statistics to the North WWTP.

McLin Creek WWTP

McLin Creek WWTP- February 2011- NPDES Compliance				
Parameter	Limitation	Minimum	Maximum	Average
Flow, GPD	300,000	87,000	206,000	136,000
BOD mg/l	16.0mg	13	40	22*
TSS mg/l	30mg	3.6	15.2	7.4
Fecal Coliform	200ml	1	4	1
Ammonia-Nitrogen, mg/l	4.0mg	.084	3.26	1.57
Dissolved Oxygen, mg/l	5.0mg	9.8	10.1	10.0

* McLin Creek WWTP was noncompliant for BOD on one weekly average and on the monthly average for February 2011

McLin Creek WWTP Flow, Gallons per day			
Month	Min	Max	Average
March	13,000	401,000	157,000
February	87,000	206,000	136,000
January	77,000	173,000	123,000
December	93,000	261,000	132,000
November	51,000	170,000	125,000
October	110,000	353,000	169,000

NCDENR LETTERS & NOTICES OF VIOLATIONS

April 19, 2011- NCDENR NOV and Fines for January 2011 Flows

- Fine of \$1,085.06
- This NOV targeted BOD limits for both the weekly and monthly averages in the month of January.
- The BOD limits are a direct result on a single industrial user that the City is actively working with to install a pretreatment facility.
- The City is also working closely with NCDENR to help alleviate additional fines and penalties in association with these BOD limits.

North WWTP

North WWTP- February 2011- NPDES Permit Compliance				
Parameter	Limitation	Minimum	Maximum	Average
Flow, GPD	100,000	60,000	122,000	84,000
BOD mg/l	30.0mg	2.6	4.6	3.7
TSS mg/l	30mg	1.0	2.0	1.0
Fecal Coliform	200ml	5	10	7
Ammonia-Nitrogen, mg/l	4.0mg	.010	.012	.03
Dissovled Oxygen, mg/l	5.0mg	9.5	10.4	9.9

North WWTP Flow, Gallons per day			
Month	Min	Max	Average
March	72,000	148,000	96,000
February	60,000	122,000	84,000
January	59,000	127,000	82,000
December	96,000	132,000	114,000
November	67,000	133,000	103,000
October	80,000	138,000	106,000

NCDENR LETTERS & NOTICES OF VIOLATIONS

March 14, 2011- NCDENR NOV for Flow Excess of Permitted Levels

- This NOV address the fact that for three consecutive months (October, November, & December) in 2010 that the Plant operated above 100,000 per day on a daily average.
- City Staff has complied all the required information requested in this letter and has met with NCDENR to discuss a work plan to begin targeting flow issues. No fines have been issued to date and staff will continue to work with NCDENR to find a solution and minimize fines.

Claremont Waste Water Collections System

NCDENR LETTERS & NOTICES OF VIOLATIONS

February 9,2011- NCDENR Request for Industrial User Data

- This letter has asked the City to survey every industrial and commercial user connected to the waste water system and sample any significant commercial or industrial user on the system for all discharge parameters.
- The City of Hickory has been coordinating with all Significant Users to begin flow monitoring and sampling as required



Claremont Planning Report April 2011

Zoning Permits Issued

- ❖ April 6 – 2973 Kelly Blvd – interior renovations
- ❖ April 13 – 2973 Kelly Blvd – parking lot expansion
- ❖ April 20 – 3020 N. Oxford St – new salon building

Code Enforcement

- ❖ No issues were reported

Planning Board Work

- ❖ Meet April 11 to begin the sign regulation amendment process and to consider the Voluntary Ag District
- ❖ April 15 - 2 members and staff attended a Board of Adjustment Workshop in Montreat, NC

Other Work

- ❖ Answered numerous zoning/planning questions
- ❖ Worked with City Attorney to complete the Conditional Use Permit for parking expansion at 2973 Kelly Blvd
- ❖ Minor Subdivision at 3020 N. Oxford Street
- ❖ Worked with Twin Oaks Oxford, LLC engineer and architect on new business

City of Claremont

RECREATION COMMITTEE

Meeting Minutes

April 23, 2011

The Recreation Committee met at their new time and day and a new location. One new committee member suggested meeting at "O' Cup" in their meeting room. Each member selected a "Dutch" treat.

Tail Gate Market: Information for the new program "Tail Gate Market" was introduced. The advice that has been given to us states that we need to have a committee who will serve as the governing party. The committee accepted that challenge knowing that their actions will have to go before the City Council for any final approval. The other advice was we need to have a set of rules or by-laws to control the vendors.

This program is scheduled to begin Friday, June 10 at 3:00 PM and continue to 6:00 PM. This will be every Friday through September 24. We will not be able to go through September 30 as that is the day before Claremont Day and the area of the parking lot will have the stage set up there. We will skip the dates of July 3 and September 2 due to holidays.

The committee discussed the issue of a fee to the vendor for setting up to sell produce. Shawn Brown stated there is no need for a fee. Tim Lowrance seconded that statement and the committee members agreed.

Yard Sale: The committee was told that this event will run itself. There is really no need for the committee members to staff this event as many of the committee will be involved in other activities taking place during the day just promote all of the event's activities.

Next Month Meeting: At our May meeting the committee will have to buckle down to work on Claremont Day and the Christmas Parade. Each member needs to start thinking of a group to purchase a float for the parade. We have five that we need to sell.

Meeting in May: The regular meeting time would be May 28 and that is Memorial Day weekend, therefore, the committee voted to move the date to May 21 at O' Cup for a Dutch Treat meeting.

Easter Egg Hunt: Susan Tucker gave out last minute instructions to the committee members, and the meeting was recessed to the park for the Easter Egg Hunt. The Youth Council met the committee members at the park. Everyone worked

together hiding the eggs, helping with the cookies and lemonade. The members of the Youth Council did an excellent job of assisting the young people in the three areas where the eggs were put out. Face painting was part of the activities as well as Twist, the Balloon Man, making different balloon sculptures for the children.

End of the Day: The meeting was not adjourned officially, but everyone had a wonderful time working together for the enjoyment of the children who came to participate. The parents had as much fun as the children, and everyone agreed that we need to do it again in 2012.

Respectfully submitted,

Henry H. Helton, Jr.



**City of Claremont
Appearance Commission Minutes
April 25, 2011**

The meeting was held at O'cup Bean and Bakery. Those in attendance were Chairman Glenn Morrison, Jan Colson, Jane Robbins, Judy Setzer and Sue Karen Falls. Glenn opened the meeting with prayer. It was decided by the group that the meetings would be held at O'cup Bean and Bakery instead of City Hall.

Budget Report: Funds available - \$231.21

Spring Yard Contest (April, May, June): Members are to choose 3 or 4 names to turn in at the June meeting. Start looking this month.

New Flags for the 4 Welcome signs: Glenn will contact Henry Helton about the flags for the May festivities.

Mural on side of County Wide: Glenn spoke with Doug Barrick, and he would like to see a mural painted on the side of County Wide Insurance next to Hardees. Doug will ask the council if they could pay for half of the cost of the mural, and Glenn will ask Charles Connor if he would pay half. The committee will be getting ideas of what type of mural should be painted.

New Welcome sign on South Depot: Judy had checked with Paul Setzer about what could be painted on the back of the sign, since it is so visible. Paul suggested painting the back the same color of green that is on the front. He also suggested painting it green and planting shrubs on the back. Paul sent some pictures of what it would look like. Paul's quote to do the painting was \$80. The committee will think about the suggestions.

Claremont Yard Sale (May, 7): Encourage all to support the activities that day. The date was wrong in the March 28th minutes and has been corrected from May 2nd to May 7th.

Monday, May 16th: On May 16th, Lt. Col. Floyd Sheldon, the author of "The Essentials of Fundamental Leadership", will be speaking in the Claremont area and will be honored at a dinner at St. Mark's Family Life Center at 6:00. County officials, all JROTC students and instructors, 20 scouts and Appearance Committee members have been invited to attend.

Memorial Day (Monday, May 30): Judy and Jane will get fresh flowers to put in the vases. Judy will email Doug Barrick to let him know.

Pots on Main Street: Glenn hasn't spoken to Gene and LaGina Gibson about "Adopting the Pots". Glenn will speak to them before the next meeting.

Bronze Plaques for Book Walk: Lt. Col. Sheldon and a few other authors who have been here, need to be honored. Doug Barrick will try to find the money in this year's budget for 5 signs. He will ask Paul Setzer for a quote. All on the committee agreed for Doug to present this to council.

Welcome sign on 70 East: Judy mentioned that the Welcome sign on 70 East needs to be cleaned. It has mold growing on the sign. Glenn will contact Tom to clean it.

Next meeting will be Monday, May 23rd at 6:00 at O'cup of Bean and Bakery.

City of Claremont

VETERANS MEMORIAL COMMITTEE

Meeting Minutes

April 26, 2011

Names for the Wall of Honor: The list of names that will be in the first printing to go on the wall were reviewed. The committee made a few corrections.

Brochure: A copy of the brochure was given to each member and they went over the ceremony agenda. The names of the Color Guards have to be added. They are students from the St. Stephens High School, JROTC. The speaker, Master Chief Ray Cerda is the instructor at St. Stephens.

Budget: A suggested budget was presented with planning for the two events centered on the Veteran Memorial. One item was taken out of the budget for the rental of 75 chairs. PJ Stanley stated that we could use the chairs from the Rescue Squad. Everyone agreed that the funds for the chairs could go to some other item of need.

Flowers: PJ stated that the Appearance Committee voted the night before this meeting to provide live flowers for the Memorial Day Ceremony. Henry told the committee that this was not known. Silk flowers have already been purchased, but they could be used after the live flowers are taken out. The committee agreed this is the way to go and to thank the Appearance for their contribution.

Flags: Henry stated that a new American Flag and POW Flag will go up for the Memorial Day ceremony. The POW flag will be placed on a flag staff to be carried in with the American Flag. In its place a flag with all branches of the armed forces will fly for that day. That flag will come down to be used at the next ceremony. Then the POW flag will go up with the American Flag on the flag pole.

Adjournment: The meeting was adjourned.

Respectfully submitted,

Henry H. Helton, Jr.