

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



**January 6, 2014
Claremont City Hall
7:00 pm**



**CITY OF CLAREMONT
CITY COUNCIL MEETING**

Regular Meeting

January 6, 2014

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. CONSENT AGENDA**
 - A. Regular Meeting- December 2 ,2013
 - B. Fiscal Year 2015- Budget Calendar
- 6. CITIZEN'S CONCERNS AND COMMENTS**
- 7. OLD BUSINESS**
 - A. Current Year Departmental Updates
- 8. NEW BUSINESS**
 - A. Resolution 11-13 Claremont Daze 2014
 - B. Budget Transfers
- 9. DEPARTMENT & COMMITTEE REPORTS**
 - A. Quarterly Financial Report
 - B. Youth Council Report
 - C. Fire Department
 - D. Police Department
 - E. Public Works
 - F. Rescue Squad
 - G. Utilities Department
 - H. Planning and Zoning
 - I. Parks & Recreation Committee
 - J. Appearance Committee
- 10. CITY MANAGER'S REPORT**

11. CLOSED SESSION

12. ADJOURN

City of Claremont Board & Committee Meetings

<u>City Council Meeting</u> 1 st Monday of each month	February 3 rd	Council Chambers 7:00pm
<u>Planning Board</u> 2 nd Monday of each month	January 13 th	Council Chambers 7:00 pm
<u>Appearance Committee</u> 4 th Monday of each month	January 27 th	O’Cup Bean & Bakery 6:00 pm
<u>Parks & Recreation</u> 4 th Monday of each month	January 27 th	Claremont City Offices 7:00 pm
<u>Youth Council</u> 1 st Sunday of each month	February 1 st	Council Chambers 3:00 pm
<u>Friends of the Library</u> 4 th Tuesday of each month	January 28 th	Claremont Library 6:00 pm
<u>Seniors Morning Out</u> 3 rd Wednesday of each month	January 15 th	1 st Baptist Fellowship Hall 8:30 am

NOTES:

REQUEST FOR COUNCIL ACTION

Date of Meeting: January 6, 2014

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approval of Minutes

Approve the minutes from the regular City Council meeting held on December 2, 2013.

Recommendation: Approve the Minutes



City of Claremont Regular Meeting Minutes Monday, December 2, 2013

The regular City Council meeting of the City of Claremont was held in the Council Chambers located at Claremont City Hall at 7:00 p.m. on Monday, December 2, 2013.

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

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 Wendy Helms, Public Works Director Tom Winkler, Rick Damron and Police Chief Gary Bost.

Others in attendance were: Brian Helms, Melinda Bumgarner, Annette Richards, Scott Richards, Jack Brown, Pearl Brown, Dayne Miller, Jill Brown, Doug Brown, Scott Millar, Terry Miller, Sandra Miller, Jack Whitener, Margie Whitener, Elsa Swenson, Angela Brown, Robert Winrow, Norman Morrow, Kevin Isenhour, Robert Smith, Henry Helton, Rupert Little, Jan Morrow, Cheyanne DeMauro, Katana DeMauro, Mandy Buff, William Buff, David Call, Cody Call, Kevin Little, Terri Miller, Patrick Brown, Bill Hollar, Jennifer Pruitt, Jennifer Lowrance, Roger Ham, Tyler Terry, Cristal Rager, Peggy Travis, Harvey Travis, Gene Monday, Martin Pannell, Kathy Lowrance, Zoie Henry, Julie Lowrance, Haley Kadish, Andrea Ramsey, Carl Greene, Wesley Harrington, Jennifer Travis, Emma Coffey, Katie Coffey, Tanya Watson, Bonnie Parton, Mitchell Setzer, Brian Bixby, Mike Hathaway, Eddie Chapman, Jason Lowrance, Greg Ramsey and Charles Connor III.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Reverend Bill Hollar. Councilmember Shawn Brown led the pledge of allegiance.

4. MAYOR'S REPORT

Mayor David Morrow gave highlights of his last four years as Mayor.

5. CONSENT AGENDA

A. November 4, 2013 Regular Meeting Minutes – Mayor Pro Tem Timothy Lowrance made a motion

to accept November 4, 2013 regular meeting minutes as presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

B. November 4, 2013 Closed Session Meeting Minutes- Mayor Pro Tem Timothy Lowrance made a motion to accept November 4, 2013 closed session meeting minutes as presented. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

C. Consideration to Accept Abstract of Votes Received During the November 5, 2013 Election- Mayor Pro Tem Timothy Lowrance made a motion to accept November 5, 2013 Election results. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

D. Resolution 10-13 Designation of FEMA Applicants Agent- Mayor Pro Tem Timothy Lowrance made a motion to accept Resolution 10-13 to appoint City Manager Doug Barrick to be the agent for the City of Claremont. Councilmember Nicky Setzer seconded the motion. The motion passed unanimously.

6. CITIZEN'S CONCERN'S & COMMENTS

Martin Pannell addressed council. Mr. Pannell was very proud that the City of Claremont was presented as a Community of Distinction. However he questioned the integrity of the council. Mr. Pannell was upset about the money the city had to pay for the Poppelmann Project. Council thanked Mr. Pannell for his comments.

Charles Connor III also addressed council. He stated although questions had been raised about Poppelmann, current council and staff could not be held accountable for those decisions. He stated he does not question council's integrity.

7. OLD BUSINESS-

A. Presentation of Fiscal Year 2013 Audit- Elsa Swenson, from Martin Starnes Accounting Firm, presented council with highlights of the 2013 audit. Claremont received an unmodified opinion, which is a clean opinion. After her presentation council had no questions for Ms. Swenson.

B. BGA Shell Building Agreement- Scott Millar with the Catawba County EDC gave a brief presentation on an agreement to encourage the private development of a shell manufacturing building to facilitate the creation of new jobs and future tax base with the existing Claremont International Business Park. City Manager, Dou Barrick interjected that money Claremont would have to invest would be coming from Golden Leaf monies left after a project with Advance Pierre Foods. No other city money would be needed. Motion was made by Councilmember Nicky Setzer to approve the agreement for the BGA Shell Building. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

8. RECESS MEETING OF PRESENT CITY COUNCIL-

Motion was made by Councilmember Timothy Lowrance to recess the present council at 7:55 p.m. Second was made by Councilmember Shawn Brown. Motion passed unanimously.

At this time David Morrow was presented a "key to the City" for his leadership. Representative Mitchell Setzer also presented David with a North Carolina Flag flew at the Capitol in his honor.

Councilmember Timothy Lowrance declared the meeting back into session at 8:10 p.m.

9. OATH OF OFFICE AND SEATING OF CITY COUNCIL-

Representative Mitchell Setzer was on hand to swear in recently elected Mayor Shawn Brown, Councilmember's Timothy Lowrance and Dayne Miller. Representative Setzer also swore in a new Fire Chief, Bart Travis.

Representative Mitchell Setzer presented Mayor; Shawn Brown with a North Carolina Flag flew at the Capitol in his honor.

Representative Mitchell Setzer also presented Glenn Morrison; former Mayor with a North Carolina Flag flew at the Capitol in his honor.

10. ORGANIZATION OF CITY COUNCIL-

A. Recess- The meeting was placed into recess at 8:20 p.m. The meeting was called back to order at 8:35 p.m.

B. Election of Mayor Pro Tempore & committee Appointments- Motion was made by Councilmember D.B. Setzer to appoint Timothy Lowrance as Mayor Pro Tem. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

11. NEW BUSINESS

B. Resolution 08-13 Western Piedmont Council of Government Delegate- The Western Piedmont Council of Governments (WPCOG) has asked the City of Claremont to appoint a Policy Board Member and Alternate for the calendar year 2014 to represent the City. The Policy Board meets once a month at various host cities or sites throughout the region to guide the WPCOG. Motion was made by Councilmember Timothy Lowrance to appoint Councilmember Nicky Setzer as the delegate. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

Motion was made by Councilmember Dale Sherrill to appoint Councilmember Timothy Lowrance as the alternate. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

C. Resolution 09-13 Travel Policy Updates- The policy reflects current legal and governmental regulations as well as other updates that have not been addressed since new auditing standards have been adopted. The New policy limits food expenses, sets the mileage rate, and increases safeguards for the City. Intern Haley Kadish presented council with these updates. Motion was made by Councilmember Timothy Lowrance to approve the policy as presented. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

D. 2014 City Council Meeting Calendar- City Manager Doug Barrick asked council to officially, set the 12 meeting dates for the Claremont City Council for calendar year 2014. This calendar adjusts the September meeting one week, to September 8, 2014 for Labor Day. Motion was made by Councilmember Dale Sherrill to accept the calendar as presented. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

12. DEPARTMENT & COMMITTEE REPORTS

A. Youth Council – Cheyanne DeMauro reported for the Youth Council.

B. Police Department – Chief Gary Bost gave the Police Department report.

C. Fire Department – Assistant Chief, Brian Helms gave the Fire Department report.

D. Public Works – Public Works Director, Tom Winkler gave the Public Works report.

E. Rescue Squad – Carl Greene spoke on behalf of the Rescue Squad.

F. Utilities Department – City Manager, Doug Barrick reported on the Utilities Department. Doug informed council that FEMA had made three site visits to look at damage from the July storms.

G. Planning and Zoning – City Manager, Doug Barrick gave the planning report.

H. Parks and Recreation Committee- City Councilmember Timothy Lowrance spoke about the Park Survey.

I. Appearance Committee- no report.

13. CITY MANAGER'S REPORT- City Manager Barrick advised everyone in attendance that the city now has a Twitter account. Please follow the city for updates. New garbage and recycle containers have been placed throughout the city. Hopefully this will increase recycling practices. December 10, 2013 there will be a Hazardous Mitigation Plan meeting at the WPCOG. This is a public meeting, which begins at 4 p.m.

14. ADJOURN- Motion was made by Councilmember Nicky Setzer to adjourn the meeting at 9:03 p.m. Second was made by Councilmember Timothy Lowrance. Motion passed unanimously.

Respectfully submitted,
Wendy L. Helms, Administrative Support Clerk

Shawn R. Brown, Mayor

Attested:

Douglas L. Barrick, City Clerk

REQUEST FOR COUNCIL ACTION

Date of Meeting: **January 6, 2014**

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: FY 2015 Budget Calendar

In order to keep the FY 2015 budget on track for adoption on June 2, 2014 the FY 2015 Budget Calendar sets milestones and deadlines for staff and the City Council to work towards in preparing the Fiscal Year 2015 budget.

Recommendation: Accept & Approve calendar



*City of Claremont
Budget Calendar
For Fiscal Year 2014-2015*

Date	Description
January 6, 2014	City Council receives Budget calendar
January 24, 2014	Department heads submit CIP requests
February 10, 2014	Department heads submit proposed FY 15 goals
February 13, 2014	Department head meeting to review/revise goals
February 28, 2014	Departments submit line item budget requests to Finance Director
March 7, 2014	Finance Officer submits revenue estimates
March 12, 2014	Manager finalizes Recommended CIP
March 13-18, 2014	Manager and departments hold budget meetings
March 29, 2014	Council, Manager, and Staff workshop to discuss FY 2015 Budget, Goals and CIP
March 31, 2014	Manager and departments hold budget meeting
April 29, 2014	Staff finalizes, prints and prepares budget for distribution
May 5, 2014	Manager submits recommended FY 2015 Budget to Council and Citizens
May 12-23, 2014	Additional budget workshops, if needed
June 2, 2014	Public Hearing on FY 15 Budget & City Council adopts budget

Bold = Council Action

REQUEST FOR COUNCIL ACTION

Date of Meeting: January 6, 2014

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Citizen's Concerns and Comments

North Carolina General Statutes require that the City Council allow time at each public meeting for Citizen Input.

Recommendation: Hear Public Concerns and Comments

REQUEST FOR COUNCIL ACTION

Date of Meeting: January 6, 2014

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Fiscal Year 2014 Departmental Goals and CIP Updates

As a part of the Fiscal Year 2014 Budget Process each department of the City established goals to work toward during the fiscal year. The departments also had specific capital improvement needs for the fiscal year. These goals and CIP items were adopted by the City Council as a part of the Fiscal Year 2014 Budget.

December marked the mid-point of the fiscal year and the City Manager and Department Heads will give a brief presentation on the status of their goals and CIP items.

Recommendation: Hear Presentation and Ask Questions



City of Claremont FY 14 Mission, Values and Goals

Mission Statement

- A progressive city dedicated to preserving small town values while planning for the future.

City Council Core Values:

- Effective local, regional and state partnerships
- Excellent and cost effective services including police, fire, rescue, and public works.
 - Long term financial stability
- Planned growth and economic development
 - Fiscal accountability
 - Leisure and cultural activities
- Environmentally sensible practices
 - Citizen Involvement

FY 2014 Departmental Goals

City Council

- Revisit Action Planning process
- Expand on the promotion and support for local businesses and non-profits
- Foster community input, involvement and transparency

Administration

- Expand the Cities E- Profile
- Seek ways to expand community engagement and information delivery
- Begin renovations to City Hall
- Improve staff opportunities for professional development in all departments
- Expand business recruitment and retention practices for all areas of the City

Police

- Update Employee Files
- Audit Evidence Room
- Begin a Police 101 class
- Continue the transition to 800Mhz radios
- Place two new patrol vehicle into service
- Begin plans for Police Station renovations

Fire

- Preplan the remaining 50% of the commercial and industrial occupancies in the district
- Inventory and service all Knox boxes
- Complete Fire Department 501(C)(3)
- Bring all members up to NFPA 1403 standards
- Begin planning and specifications for the replacement of Engine 71 & Truck 78 utilizing one rescue engine company

Public Works

- Have all needed employees complete OSHA and NCDOT trainings
- Begin ASE certification training for the City Mechanic
- Complete the replacement of street signs to meet Federal MUTCD regulations

Water & Sewer

- Continue in house certifications for distribution and collection systems
- Expand proactive inspections of water and sewer services
- Begin yearly valve cleaning and exercise program
- Continue the replacement of pumps in the Cities five sewage pump stations

City of Claremont



- CLAREMONT**
International Business Park
- Prysman
 - CertainTeed
 - Progressive Furniture
 - Bed Bath & Beyond
 - Carolina Foam
 - ↑ Dimension Wood Products
 - Centro
 - Rock-Tenn Company
 - Popplemann Plastics
 - ↓ Williams Sonoma
 - Southeastern Freight Lines
 - American Olympic Equipment

**FISCAL YEAR 2014
DEPARTMENTAL UPDATES
JAN 6, 2014**

ADMINISTRATION

- Expand the Cities E-Profile
- Seek ways to expand community engagement and information delivery
- Improve staff opportunities for professional development
- Begin renovations to City Hall
- Revisit Action Planning Process

POLICE

- Update Employee Files
- Audit Evidence Room Inventory
- Transition operations to 800MHz Radio system
- Begin a Police 101 class
- Vehicle Replacements
- 800 MHz Radios
- Radar Replacements
- Begin Planning Building Upgrades

FIRE

- Preplan the remaining 50% of the Commercial & Industrial Occupancies
- Inventory and service all Knox Boxes
- Complete Fire 501(C)(3)
- Bring all members up to NFPA 1403 Standards
- SCBA Bottle Replacement
- 800 MHz Radios
- Begin planning for the replacement of Engine 71 & Truck 78 utilizing a rescue engine

PUBLIC WORKS

- Trenching & Shoring
OSHA Training
- Street Sign
Replacements
- Continue ASE
Certifications for the
Mechanic
- Complete MUTCD
sign inventory
change out

PARKS & RECREATION

- Continue to expand recreation programs
- Revamp and expand Claremont Daze program
- Increase advertising and outreach for programs
- Seek ways to increase historical documents for the History Wall
- City Park Upgrades & Master Plan

WATER & SEWER

- Continue in house collections and distribution system certifications
- Expand Proactive Inspections of water and sewer services
 - Begin Sewer Camera Logging
 - Begin Sewer Smoke Testing
 - Implement yearly valve cleanout & exercise program
- Begin electronic maintenance logging
 - Digital work order system
- Root Control Program
- Spare Pumps for Lift Stations
- Outfall Mower Replacement
- Sewer Inspection Equipment
- Sewer Outfall Maintenance Vehicle

REQUEST FOR COUNCIL ACTION

Date of Meeting: **January 6, 2014**

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Approve Resolution 11-13 Dedicating the 2014 Claremont Daze Festival in Honor of Henry H. Helton Jr.

After 20 years with the City Henry Helton has announced his retirement from the City of Claremont effective December 31, 2013. Henry has been a member of the city's parks and recreation committee and the city's part time special events coordinator since 1993. Among other special events through the year Henry has played a vital role in the creation and success of our Claremont Daze festival and the Tailgate Market. Henry came to the city early in his retirement from the YMCA as an executive director and has propelled our events and outreach programs to rival those of city's much larger than Claremont. In honor of his dedicated support this resolution will dedicated the 2014 Claremont Daze Festival in Henry's Honor.

Recommendation: Approve Resolution



**CITY OF CLAREMONT
NORTH CAROLINA**

RESOLUTION # 11-13

**A RESOLUTION DEDICATING THE 2014 CLAREMONT DAZE FESTIVAL IN
HONOR OF HENRY H. HELTON JR.**

WHEREAS, Henry H. Helton Jr. has served as a member of the Claremont Parks & Recreation Committee and as the Cities Special Events Coordinator from November 1993 to December 2013 a term of 20 years, and;

WHEREAS, Henry H. Helton Jr. has played an influential role in the planning and executing of the annual events for the City for the last 20 years with significant oversight of the annual Claremont Daze festival, and;

WHEREAS, Henry H. Helton Jr. has announced his retirement from the City and the Committee effective December 31, 2013, and;

WHEREAS, The City of Claremont wishes to extend its thanks for the many events over the last 20 years that Henry H. Helton Jr. has helped make so successful, and;

WHEREAS, without Henry H. Helton Jr's support and guidance the Claremont Daze festival would not be as successful as it has become now attracting thousands of visitors and spanning two days each fall,

NOW, THEREFORE, BE IT RESOLVED, THAT THE CLAREMONT CITY COUNCIL, hereby dedicates the 2014 Claremont Daze festival in honor of Henry H. Helton Jr.

Adopted this 6th day of January 2014.

Shawn R. Brown, Mayor

ATTEST:

Doug Barrick
City Clerk

REQUEST FOR COUNCIL ACTION

Date of Meeting: **January 6, 2014**

To: Mayor and the City Council

From: Doug Barrick, City Manager

Action Requested: Budget Transfers

Monies have been moved in the FY 14 Budget to cover some unplanned expenses and break downs.

Recommendation: Informational Only



CITY OF CLAREMONT
CLAREMONT, NORTH CAROLINA

January 6, 2014

I, Stephanie Corn, authorize the following transfers in the Fiscal Year 2014 budget.

Wastewater Treatment

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
30.8220.0490 NCDENR Fees	\$4,000	
30.8220.0450 Engineering		\$4,000

Administration

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
10.4200.0400 Audit Fees	\$1,700	
10.4200.0450 Engineering		\$1,700

Fire

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
10.5300.1700 Maintenance of Vehicles	\$5,025	
10.5300.5400 Insurance		\$5,025
10.5300.0300 Part Time Salaries	\$22,750	
10.5300.0400 Pay per Call		\$22,750
10.5300.1500 Maint Buildings	\$3,500	
10.4200.5400 Insurance		\$1,395

Fire

<u>Line</u>	<u>Debit</u>	<u>Credit</u>
10.5100.5400 Insurance		\$591
10.5450.5400 Insurance		\$857
10.5300.9100 Contributions		\$657

These transfers do not increase or decrease the Fiscal Year 2014 budget.

Stephanie Corn, Finance Officer

Doug Barrick, City Manager

Department, Committee & Manager Reports

Date of Meeting: January 6, 2014

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 9

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

Item 10

City Managers Report

Recommendation: Take Reports

Quarterly Financial Report Fiscal Year 2013- 2014

GENERAL FUND REVENUE

2nd Quarter

December 2013

	2013-2014 Budget	2013-2014 Actual	% Collected To Budgeted
Property Taxes(Current & Prior Year)	\$1,932,378	\$964,577	49.92%
Utility Franchise	\$217,000	\$65,466	30.17%
Sales Tax	\$205,100	\$134,915	65.78%
State Shared Revenues	\$59,700	\$67,409	112.91%
Fees	\$14,900	\$13,822	92.77%
Miscellaneous	\$50,979	\$53,978	105.88%
Occupancy	\$8,500	\$0	0.00%
Investments & Grants	\$2,000	\$5,163	258.17%
Total To Date	\$2,490,557	\$1,305,330	52.41%
Fund Balance Approp.	\$84,533	\$0	0.00%
Total Budget	\$2,575,090	\$1,305,330	

GENERAL FUND EXPENDITURES

	2013-2014 Budget	2013-2014 Actual	% 2012-2013 Expenses To Budget
City Council	\$82,003	\$51,293	62.55%
Administration	\$475,177	\$267,740	56.35%
Library	\$20,300	\$5,218	25.71%
Planning	\$29,150	\$14,241	48.85%
Police	\$852,779	\$486,205	57.01%
Fire	\$318,270	\$174,927	54.96%
Public Works	\$556,642	\$270,657	48.62%
Recreation	\$93,250	\$50,991	54.68%
Debt Service	\$147,520	\$0	0.00%
Transfer to other funds	\$0		
Total To Date	\$2,575,090	\$1,321,273	51.31%

Revenues over(under) expenditures \$0 (\$15,942)

Quarterly Financial Report Fiscal Year 2013- 2014

WATER/SEWER REVENUE

2nd Quarter

December 2013

CURRENT YEAR

	2013-2014 Budget	2013-2014 Actual	% Collected To Budgeted
Water & Sewer Sales	\$1,057,987	\$529,941	50.09%
Taps & Connections	\$5,500	\$0	0.00%
Utility Penalties	\$8,800	\$4,590	52.16%
Sprinkler Fees	\$25,000	\$22,750	91.00%
Reconnect Fees	\$2,000	\$1,340	67.00%
Lease Revenues	\$25,200	\$10,605	42.08%
Grants	\$30,000	\$30,000	100.00%
Miscellaneous & Investments	\$400	\$21,514	5378.56%
Capital Reserve Transfer	\$175,000	\$0	0.00%
Appropriated Fund Balance	\$45,000	\$0	0.00%
Total	\$1,374,887	\$620,740	45.15%

WATER/SEWER EXPENSES

CURRENT YEAR

	2013-2014 Budget	2013-2014 Actual	% 2012-2013 Expenses To Budget
Water Treatment	\$210,475	\$76,010	36.11%
Water Maintenance	\$321,690	\$160,140	49.78%
Sewer Treatment	\$537,764	\$264,674	49.22%
Sewer Maintenance	\$122,500	\$78,339	63.95%
Debt Service	\$182,458	\$3,292	1.80%
Total To Date	\$1,374,887	\$582,455	42.36%

Revenue over (under) expenses

\$38,285



*Claremont Police Department
Monthly Service
December 2013*

Calls Answered	652	Citations Served	56
Felonious Crimes	1	Warnings	41
Misdemeanor	40	Business Escorts	52
Accidents (PI)	0	Funeral Escorts	3
Accidents (PD)	4	Animal Calls	1
Warrants for Arrest	2	Vehicles Impounded	2
Subpoenas Served	1	Alarms Answered	10
Open Businesses	7	Motorist Assistance	28
Property Checks	1259	Part-Time hours	378
Court Hours	4		

Noted Events during the Month

1. Cpl. Buff took 2 reports for Vandalism/Damage to Property.
2. Ofcr. Russell made 2 separate arrests for DWI.
3. Sgt. Cozzen investigated a case of Stolen Registration Plate.
4. Sgt. Clark investigated a case of Financial Card Theft.

**** Special Note****

The Annual Christmas Parade was December 7th in which there were no incidents to report.

*Respectfully Submitted
Gary E. Bost
Chief of Police*

CLAREMONT PUBLIC WORKS

MONTHLY REPORT

DECEMBER 2013

WATER DEPARTMENT

<u>19</u>	WATER TURNED ON
<u>21</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>3</u>	DIRTY WATER COMPLAINTS
<u>1273+6</u>	JET SEWER LINES/ MANHOLES

MAINTENANCE DEPT.

<u>610</u>	LEAF BAGS TAKEN TO LANDFILL
<u>5.25</u>	TONS OF ROUGH TRASH PICKED UP
<u>26</u>	HRS. PICKING UP LIMBS
<u>0</u>	HRS. MOWING
<u>12</u>	HRS. BUSH HOG
<u>52</u>	HRS. CLEAN STORM DRAINS
<u>56</u>	HRS. CLEAN CURB & GUTTERING
<u>5</u>	# OF WHITE GOOD PICKUPS

PERSONNEL

<u>28</u>	OVERTIME HOURS
<u>10</u>	TRAINING HOURS

PARK

<u>4</u>	# OF TIMES RE-STOCK BATHROOMS
<u>6</u>	# OF TRASH PICKUPS

OTHER

jetted out and cleaned 245 feet of main sewer line & 2 man holes on Dogwood dr.
 jetted out and cleaned 901 feet of main sewer line & 2 man holes on Grace St.
 jetted out and cleaned 127 feet of main sewer line & 2 man holes on Peachtree St.

jetted out and cleaned sewer lateral line on Catawba street

water leak on Catawba street 6" line excavated and repaired water line
 Maintenance is continuing to install new AMR water meters & meter boxes

The 3 dirty water complaints due to meter box change out public works
 flushed out private line and the home owners were happy

Claremont Rescue Squad

2748 S. Oxford St.

Claremont, NC 28610

“Volunteers Serving Proudly”

- **For the year 2013, we responded to approximately 1025 calls. We had an average response time of about 6 minutes.**
- **Claremont Rescue Squad held their annual Christmas Dinner/Awards Supper on December 12th, 2013. We had 2 members take Life Membership, Jason Crooks with 24 years of service including 11 of those as Chief and David Garrison had 20 years of service. Brian Peters and Tim Hicks received their 5 year service pins and Jerry Peeler was presented his 25 year service pin as well as a letter of re-cognition and pin from the North Carolina State Rescue Association. Jessalyn Johnson received the Rescue Member of the year award, and Carl Greene received the thumb award. Special thanks was given to past Life members as and Retiree's as well as Doug Hoyle, owner of HG & H Sports. Chief Eric Jones had a donation made to Hunt of a Lifetime in his name by the membership and Denise Norris, President of the Auxiliary had a donation made to the PJ Stanley scholarship fund in her name.**
- **For the year we added 8 new members as well we had a couple to leave. Our membership is now at 44 active members.**
- **Any member of the Community that would like to come by or set up a group tour of the Rescue Squad, please contact Eric Jones at 828-446-2438.**



CITY OF CLAREMONT UTILITY SYSTEM MONTHLY UPDATE December 2013

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
July In	598	2,406,900	480	94	4,381,950	86
July Out	170	658,800	10	13	266,500	3
August In	598	2,238,975	479	96	3,823,767	88
August Out	171	710,300	10	13	248,700	3
September In	593	1,855,800	474	96	3,774,600	88
September Out	171	561,700	10	12	226,200	3
October In	591	2,113,400	472	96	4,106,800	88
October Out	172	588,600	10	12	225,800	3
November In	596	2,553,300	477	96	4,191,500	88
November Out	174	690,400	10	13	270,700	3
December In	594	2,044,900	476	96	3,335,100	88
December Out	174	589,400	10	13	227,900	3

Claremont Water Usage vs Water Purchased

Month	Purchased from Conover	Billed by Claremont
March 2013	7,769,000	5,652,828
April 2013	6,132,500	5,056,450
May 2013	6,437,500	6,895,760
June 2013	7,542,000	5,915,760
July 2013	8,859,000	7,714,150
August 2013	8,380,500	7,021,742
September 2013	6,418,300	8,033,000
October 2013	9,120,000	7,034,600
November 2013	7,705,900	7,228,500
December 2013	8,742,000	6,197,300

System Activities

- Continuing to evaluate regional options for wastewater treatment
- Working with Catawba County to extend a water line to the Bunker Hill Covered Bridge
- Working with FEMA and NCEM on damage reports and reimbursements from the July 27th flooding
- Working on permits for Villas in the Oaks water line extensions

MclIn Creek WWTP

MclIn Creek WWTP- November 2013 - NPDES Compliance				
Parameter	Limitation	Minimum	Maximum	Average
Flow, GPD	300,000	97,000	462,000	153,000
BOD mg/l	16.0mg	2.8	4.7	3.6
TSS mg/l	30mg	1.0	3.6	2.0
Fecal Coliform	200ml	1	1	1
Ammonia-Nitrogen, mg/l	2.0mg	.10	.24	.13
Dissovled Oxygen, mg/l	5.0mg	6.6	8.1	7.3

MclIn Creek WWTP Flow, Gallons per day			
Month	Min	Max	Average
November 2013	97,000	462,000	153,000
October 2013	76,000	200,000	143,000
September 2013	28,000	211,000	155,000
August 2013	105,000	304,000	199,000
July 2013	118,000	454,000	209,000
June 2013	24,000	236,000	141,000
May 2013	34,000	256,000	135,000
April 2013	89,000	265,000	154,000
March 2013	78,000	217,000	132,000
February 2013	83,000	439,000	157,000
January 2013	79,000	541,000	161,000
December 2012	53,000	328,000	119,000
November 2012	58,000	158,000	113,000

NCDENR LETTERS & NOTICES OF VIOLATIONS

- None

North WWTP

North WWTP October 2013 - NPDES Permit Compliance				
Parameter	Limitation	Minimum	Maximum	Average
Flow, GPD	100,000	49,000	174,000	66,000
BOD mg/l	30.0mg	3.5	7.8	5.7
TSS mg/l	30mg	2.8	45.0	19.0
Fecal Coliform	200ml	1	9	2
Ammonia-Nitrogen, mg/l	4.0mg	.10	.71	.30
Dissovled Oxygen, mg/l	5.0mg	6.5	8.4	7.4

North WWTP Flow, Gallons per day			
Month	Min	Max	Average
November 2013	49,000	174,000	66,000
October 2013	37,000	81,000	61,000
September 2013	54,000	79,000	60,000
August 2013	29,000	111,000	65,000
July 2013	55,000	182,000	84,000
June 2013	45,000	81,000	63,000
May 2013	34,000	165,000	76,000
April 2013	58,000	153,000	79,000
March 2013	58,000	93,000	69,000
February 2013	52,000	177,000	75,000
January 2013	40,000	164,000	76,000
December 2012	53,000	180,000	104,000
November 2012	53,000	107,000	76,000

NCDENR LETTERS & NOTICES OF VIOLATIONS

- None

Claremont Waste Water Collections System

No Fines

- Working with FEMA and NCEM on remaining clean up needed along Lyle and McLin Creeks.
- Applying for State grants to clean up McLin Creek debris



Claremont Planning Report December 2013

Zoning Permits Issued

- 3426 Bunker Hill School Rd –wireless equipment upgrade
- 3103 N. Oxford St – Change of Occupancy – new thrift store
- Finalized Certificate of Occupancy for Crown Merchants

Code Enforcement

- Monitored sign issues
- Monitored erosion issues
- Monitored buffer issues

Planning Board Work

- Planning Board met to administer oath of office for new member, Todd Setzer and discuss legislative updates.

Other Work

- Answered numerous zoning/planning questions
- Worked with Sam Erwin on maps for the Recreation Plan
- December 5th - Attended Carolina Thread Trail Forum in Mooreville
- December 10th - Attended Regional Hazard Mitigation Meeting, reviewed Claremont's Action Plan for 2014 Hazard Mitigation Plan
- December 11th – met with Sam Erwin and Tom Winkler to evaluate undeveloped area in the Park for Recreation Plan
- December 16th – met with Fire Chief about the Regional Hazard Plan and Claremont's Action Plan
- December 18th – attended MPO Transportation Meeting

City of Claremont

PARKS AND RECREATION COMMITTEE

DECEMBER 2013

Report

Meeting: The Committee did not hold a meeting during the month of December. The date for the meeting would have been the Monday before Christmas. Everyone felt that due to the season of the year, we could wait until January as there are no pressing concerns. The two biggest projects for the committee were held in December, the Christmas Parade and the Senior Citizens Christmas Dinner.

Christmas Parade: The parade was held on the first Saturday of December which was December 7. With the cooperation of the Police Department, the parade line up went very smoothly. The committee feels that the parade could not take place with out the assistance of the Public Works Department. They start early getting all the road blocks out, and at parade time, the men come back and man the blocks directing traffic around Claremont.

There were 160 units in the parade. There were beauty queens, novelty cars, horses, and many fire trucks and police cars. A Christmas Parade has to have Santa Claus! Santa and Mrs. Claus were on the final float wishing everyone a Very Merry Christmas.

After the parade, Santa came back to City Hall where the Claremont Youth Council assisted the parents in taking a picture of their child with Santa. This went very well. While the pictures were being made, the children were able to tell Santa just what they hoped to find under the Christmas tree. One of the Youth Council Members assisted Santa in giving each child candy.

Senior Citizen Christmas Dinner: Saturday, December 14, 250 seniors flooded the Family Life Center at St. Mark's Lutheran Church. There was Christmas music to entertain the seniors as well as a fine turkey and ham dinner with all of the trimmings. Door prizes were given, and Santa came in to make sure that everyone received a gift. The seniors enjoyed the evening and took the time to fellowship with others. It was a very relaxed evening for everyone to have a wonderful time.

Respectfully submitted,

Tim A. Lowrance
Committee Chair



Appearance Commission Minutes Monday December 16, 2013

Members present were Chairman Glenn Morrison, Jan Colson, Judy Setzer, Sue Karen Falls and guest Nick Colson

Winners of the Christmas Decorations Contest for 2013

The Appearance Committee chose 6 winners for the Christmas Decorations Contest. Each winner will receive a \$25 gift certificate to Marelly's Pizza. The winners are as follows:

Mary Larson - 2622 Genelia Dr. (Charlotte's Crossing)
Judy Hall and Glenn Blackwelder - 2725 Cardinal Lane (Rachel's Vineyard)
Barry and Dara Swift - 3512 Savannah Lane (Old Savannah)
Scotty and Tammy Lewis - 3167 West Calvin St.
Teresa and Keith Simmons - 3169 N. Lookout
Kevin and Karen Isenhour - 2977 Dogwood Dr.

Honorable Mention:

Lauralyn Reed - 3057 West Main St.
Ken and Dottie Isenhour - 2861 Dogwood Dr.
Carolyn Hoke - 3133 N. Lookout
Doug and Jill Brown - 2980 Cloninger Dr.
Frank and Sandra Thomas - 4725 S. Depot
Jessie Pannell - 3389 White Oak

Next meeting: January 27, 2014 at 6:00pm



City of Claremont Fiscal Year 2014 Resolution Index

Resolutions

Number	Title	Meeting Date
01-13	Surplus Property	July 1, 2013
02-13	Surplus Property	August 5, 2013
03-13	NCLM Delegate	September 3, 2013
04-13	Annex 13-02 Sufficiency	October 7, 2013
05-13	Annex 13-02 Public Hearing	October 7, 2013
06-13	Planning Board ETJ Members	November 4, 2013
07-13	Local Water Supply Plan	November 4, 2013
08-13	WPCOG Delegates 2014	December 2, 2013
09-13	Travel Policy	December 2, 2013
10-13	FEMA Applicants Agent	December 2, 2013
11-13	Claremont Daze 2014	January 6, 2014



City of Claremont Fiscal Year 2014 Ordinance Index

Ordinances

Number	Title	Meeting Date
01-13	Budget Ordinance (Golden Leaf)	July 1, 2013
02-13	Budget Ordinance (Rescue Squad)	August 5, 2013
03-13	Budget Ordinance (HVAC)	September 3, 2013
04-13	Budget Ordinance (Police Truck)	October 7, 2013
05-13	Tobacco Free	November 4, 2013
06-13	Annexation (13-02) West Main St.	November 4, 2013
07-13	Fire Department Updates	Tabled