CITY OF CLAREMONT
CITY COUNCIL MEETING
Regular Meeting
December 1, 2014
7:00 PM
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 Minutes – November 3, 2014
   B. Closed Session Minutes- November 3, 2014
   C. 2015 Meeting Schedule

6. **CITIZEN'S CONCERNS AND COMMENTS**

7. **PRESENTATIONS**
   A. BGA Shell Building- Video

8. **OLD BUSINESS**
   A. Resolution 12-14, amending Resolution 11-14

9. **NEW BUSINESS**
   A. Appoint a City Clerk/ Oath
   B. Proposal for a Pay Rate Study
   C. Adoption of 2015-2016 Budget Calendar
   D. Resolution 13-14 -Planning Board Re-Appointment
   E. Resolution 14-14- Planning Board Appointment
   F. Policy/Procedures for Non-Payment of Solid Waste Fees/Sewer Only Accounts
   G. Ordinance 10-14- to Amend the 2015 Budget
   H. Ordinance 11-14- to Amend the 2015 Budget

10.DEPARTMENT & COMMITTEE REPORTS

A. Department Dashboard Report

11.CITY MANAGER'S REPORT

A. Financing updates- Fire Truck

B. Recommendation of Reclassification of position to handle Parks & Rec.

C. Other

12.CLOSED SESSION

A. Potential Economic Development - G.S. 143-318.11 (4)

B. Personnel – G. S. 143-318.11 (6)

13.ADJOURN

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approval of Consent Agenda

A. Regular Meeting Minutes – November 3, 2014

B. Closed Session Minutes- November 3, 2014

C. 2015 Meeting Schedule- Council will be presented dates for the 2015 calendar year. This schedule allows for the September meeting to be held on September 14th, 2015, due to the Labor Day Holiday. (N.C G.S 143-318.12. Public notice of official meetings)

Recommendations: Approve the Consent Agenda

CITY OF CLAREMONT
NORTH CAROLINA
MEETING SCHEDULE 2015

January 5, 2015

February 2, 2015

March 2, 2015

April 6, 2015

May 4, 2015

June 1, 2015

July 6, 2015

August 3, 2015

September 14, 2015

October 5, 2015

November 2, 2015

December 7, 2015

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Citizen's Concerns and Comments

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

Recommendations: Hear Public Concerns and Comments

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Presentation of Video- BGA Shell Building

Catawba County EDC has taken the video we had prepared and added it to their website. This along with a brochure describing the project on available for potential companies.

Recommendations: Watch video

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approval of Resolution 12-14

After last month's approval of Resolution 11-14; Jackie McSwain sent back changes to our original resolution. Resolution 12-14 makes those changes. I have included her copy with the changes for your review.

Recommendations: Approve Resolution 13-14

CITY OF CLAREMONT
NORTH CAROLINA

RESOLUTION # 12-14
Amending Resolution # 11-14

A RESOULTION OF SUPPORT ENDORSING THE CONSTRUCTION OF INTERSECTION IMPROVEMENTS AT N.OXFORD ST. & CENTENNIAL BLVD

WHEREAS, the City of Claremont is a municipal corporation duly organized and operating under the laws of the State of North Carolina; and

WHEREAS, North Oxford & Centennial Blvd intersection is the most traveled intersection in the City of Claremont; and

WHEREAS, the City of Claremont views this area prime for commercial development; and

WHEREAS, the intersection in the main entrance to the City of Claremont and the intersection is critical to business and community success; and

WHEREAS, NCDOT has expressed interest in adding a left hand turn lane to help with safety and traffic flow; and

WHEREAS, this project will require NCDOT to acquire easements and relocate utilities; and

WHEREAS, the City of Claremont owns and operates utilities and has relationships with local property owners;

NOW, THEREFORE, BE IT RESOLVED that the City of Claremont supports any and all efforts to construct these intersection improvements and further will relocate any needed City utilities at no expense in the construction area as well as assist NCDOT with property owner negotiations for the easements.

Adopted this1st day of December 2014.

_____
Shawn R. Brown, Mayor

ATTEST:

_____
City Clerk

CITY OF CLAREMONT
NORTH CAROLINA

RESOLUTION # 11-14

A RESOULTION OF SUPPORT ENDORSING THE CONSTRUCTION OF INTERSECTION IMPROVEMENTS AT N.OXFORD ST. & CENTENNIAL BLVD

WHEREAS, the City of Claremont is a municipal corporation duly organized and operating under the laws of the State of North Carolina; and

WHEREAS, North Oxford & Centennial Blvd intersection is the most traveled intersection in the City of Claremont; and

WHEREAS, the City of Claremont views this area prime for commercial development; and

WHEREAS, the intersection in the main entrance to the City of Claremont and ~~a proper function~~ the intersection is critical to business and community success; and

WHEREAS, NCDOT has expressed interest in adding a left hand turn lane to help with safety and traffic flow; and

WHEREAS, this project will require NCDOT to ~~purchase rights of way~~ acquire easements and relocate utilities; and

WHEREAS, the City of Claremont owns and operates utilities and has relationships with local property owners;

NOW, THEREFORE, BE IT RESOLVED that the City of Claremont supports any ~~all~~ and efforts to construct these intersection improvements and further will relocate any needed City utilities at no expense in the construction area as well as assist NCDOT with property owner negotiations for ~~the Rights of Way~~ the easements.

Adopted this 3rd day of November 2014.

Shawn R. Brown, Mayor

ATTEST:

Doug Barrick
City Clerk

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Appoint a City Clerk/ Oath of Office

Since the departure of Doug Barrick the City is in need of appointing a City Clerk. Oath of Office will follow.

Recommendations: Appoint a Clerk

Oath of Office
City of Claremont
City Clerk

I, _____, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as City Clerk, so help me God.

_____

_____
Stephanie Corn
Notary Public

(Seal)

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Proposal for Pay Rate Study

A proposal for a rate study is enclosed. Scope of the services will evaluate:

- All positions within the city (full and part time)
- Conduct a comprehensive salary survey
- Prepare and Update class specifications
- Prepare a Pay Plan
- Identify "exempt" and "non-exempt" employees
- Review and recommend effectiveness of the City's compensation system

Recommendations: Approve the Proposal

NC LEAGUE OF MUNICIPALITIES
Good government. Great hometowns.

RISK MANAGEMENT SERVICES | 308 West Jones Street | Raleigh, NC 27603 | www.nclm.org
MIT: Health Benefits Trust: 1-877-287-9503 | fax: 919-733-3108
Workers' Compensation Trust: 1-888-561-1083 | 919-715-8465
Property & Liability Trust: 1-800-768-8600 | fax: 919-715-8465
General Information: 919-715-4000 | fax: 919-715-6656

November 12, 2014

Mike McLaurin
Interim City Manager
City of Claremont
PO Box 446
Claremont, NC 28610-0446

Dear Mike:

We are pleased to be able to offer the enclosed Memorandum of Agreement to the City of Claremont to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing personnel professionals in the public sector who specialize in personnel administration and general management. They are, or have been, employees in personnel departments at the state and municipal level of government who undertake exclusive consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions, or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Hartwell Wright

Hartwell Wright
Human Resources and Employee
Relations Consulting Manager

HW/br
Enclosures

cc: The MAPS Group

MEMORANDUM OF AGREEMENT
PERSONNEL SERVICE
CITY OF CLAREMONT

THIS AGREEMENT is made and entered into this _____ day of _____, 2014 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the City of Claremont, an incorporated municipality hereinafter called "City."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the City of Claremont, the League offers to perform the following services:

Scope of Services

The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately three (3) months. The contract can begin in March 2015 and be completed in May 2015. These dates may be modified by agreement between the City and The MAPS Group. This completion date is guaranteed for a period of only thirty (30) days after the submission date.

Cost

The total cost of the proposed work is five thousand dollars ($5,000.00) plus actual itemized expenses for mileage, meals, lodging, printing and supplies.

In consideration of the services performed by the League, the City agrees to abide by and perform the following:

The MAPS Group will bill the City for one payment of $2500 at the beginning of the study and a final payment of the same amount plus actual itemized expenses when the study is completed. This cost includes ten (10) copies of the completed study document. The City agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

Hartwell Wright
Human Resources and Employee Relations Consulting Manager

11-12-14
Submission Date

ACCEPTED BY:

CITY OF CLAREMONT

Name

Title

Date

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

(Signature of Finance Officer)

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

ATTACHMENT "A"

SCOPE OF SERVICES

PAY AND CLASSIFICATION STUDY

SCOPE OF SERVICES

Objectives of Study

The primary purpose of this study is to conduct a comprehensive pay and classification study for the City of Claremont to include the following work study objectives:

- To study and evaluate all positions (regular full-time and part-time but not temporary) within the City for the purpose of determining the proper position classification and salary for each employee.

- To conduct a comprehensive salary survey of appropriate public and private sector organizations to determine that the City's salaries, benefits and wages are competitive within the applicable job market.

- To prepare or update class specifications for each position class based upon current job duties and requirements, outlining appropriate ADA information.

- To prepare a pay plan for the City as required to maintain a competitive system of salaries and wages.

- To identify those classes of positions that are "exempt" and "non-exempt" in compliance with the Fair Labor Standards Act (F.L.S.A.) of 1983 as amended in 1985.

- To review and make recommendations concerning the effectiveness of the City's overall compensation system including compression issues.

Study Work Components

A. Preparation of the Classification and Pay Plan

1. Conduct a comprehensive review of the City's Personnel system for the purposes of staff orientation and to provide data and information to be used in the preparation of the classification and compensation data and related Personnel components.

2. Conduct a meeting with City Manager and department heads to discuss the various work components of the study and to explain the study methodology and approach. At this meeting we will also discuss the appropriate labor market for surveying salary data and the project schedule.

3. Conduct orientation sessions with employees to cover the purposes and process of the study. In addition, job questionnaires will be distributed to employees and a time schedule for return of the questionnaires will be established. These meetings help establish realistic expectations with employees and reduce mis-information. The meetings will cover:

* purposes of the study;
* steps in conducting the study;
* study methodology;
* what the study will and will not cover;
* distribution and review of how to complete questionnaires; and
* answer any questions

4. Survey existing employee positions. This task will involve a review of the completed questionnaires, desk audits with representative employees in each class, and conferences with each department head to review and verify information presented on the questionnaires and in the audits. The purpose of this task is to determine that The MAPS group obtains comprehensive, factual, and accurate data and information. This task also resolves any conflicting information or data.

5. Following the review and field audit of existing employee positions, class specifications (often called job descriptions) will be prepared. These class specifications will be written to comply with OSHA and ADA regulations. The MAPS Group will use the following factors to classify jobs:

* Difficulty, complexity, and variety of work
* Education and experience requirements of the job
* Nature and extent of public contact
* Physical effort and hazards; and
* Supervision given and received.

B. Development of the Pay Plan

1. A survey of salary plans will be performed utilizing public sector jurisdictions and other organizations for the purpose of recommending wage and salary schedules that are competitive and sufficient to attract and retain qualified employees. The identification of competitive organizations will be made by the City in consultation with The MAPS Group. The salary survey will request hiring and maximum salaries for each position surveyed.

2. A comprehensive analysis of the salary survey will be prepared.

3. Following analyses of all inputs considered previously in Study Components A and B, all classes of positions will be allocated to the recommended salary schedule.

C. Preparation of the Employee Allocation List

1. Following completion of the classification plan and compensation schedule, an allocation list will be prepared showing employees by name, present classification, proposed classification, present salary grade, proposed salary grade, recommended salary, and proposed increase amount (if applicable).

2. Costs for implementation options of the plan will be provided. Up to three options will be provided with graphs illustrating impact of each option on salary compression as well as

costs. Options will be designed specifically to address compression if needed and desired.

If more than three options are needed, there will an additional charge of $250 per additional option.

FLSA Status

As part of this study, the MAPS Group will identify and recommend positions that the City may consider Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act.

Communication with the City

During the study, MAPS principals will be available to City management to clarify any steps, current stage of the study, or other issues related to the study by phone, Email or FAX. In addition, while MAPS principals are on site for orientation and/or interviews, personal consultations are available as necessary to the study. A draft of the study will be sent to management for review and MAPS will make one visit to discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the City Council/Board of Commissioners and then return once more to respond to discussion and questions. Any additional trips will require additional fees.

Involvement of City Staff

City staff members will be required to complete position description questionnaires for each job, prepare organization charts, participate in interviews if selected (all department directors will be interviewed), provide current employee data including copies of current salary plan and employee information by department with name, current classification, current grade and step (if applicable) date of hire, date of entry to current position, and current annual salary. These last components are needed for calculating the costs of implementation options.

Results of the Study

The study will result in the publication and delivery to the City of ten (10) copies of the report to include the classification plan, class specifications, compensation plan, and implementation costs. The MAPS representative will formally present the study to the City Council and be available to respond to questions.

Plan Maintenance

Once the study is complete and implemented, the MAPS Group will provide assistance to City staff on maintenance of the plan including the classification of new or revised positions, market revisions to the pay plan and other assistance as needed. The MAPS Group will provide telephone consultation and will classify new or revised positions as needed for up to five years following the study for $200 per position. Additional work may be performed on a maintenance contract.

In addition, the MAPS Group will provide the City with a linked spreadsheet that will allow for market adjustments (cost of living increases) to automatically update the salary schedule and class listings and provide the City with a digital copy of all class specifications.

Project Staff

The project manager will be Rebecca L. Veazey. Additional team members will be subject to approval by the City.

VITA
REBECCA L. VEAZEY

BORN: Durham County, North Carolina

EDUCATION:

Southern High School, Durham, N. C.
B. A. Speech and Education - University of North Carolina at Chapel Hill
M. P. A. - University of North Carolina at Chapel Hill
Municipal Administration Course, Institute of Government
Group Facilitation and Consultation Course, Institute of Government

CAREER PROGRESSION:

President, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments, 1995 to present
Principal, the MAPS Group
Human Resources Director, Durham County
Director of Personnel, City of Cary (Cary's first Personnel Director)
Personnel Officer, City of Chapel Hill
Training Specialist, City of Greensboro

PROFESSIONAL ACTIVITIES:

International Personnel Management Association (IPMA). Lifetime Achievement Award 2010. Active in N. C. Chapter including serving as Treasurer, on program committee for state chapter for three years, on Regional program committee one year, and chairperson of Finance Strategic Planning Committee.
Organization of Municipal Personnel Officers (OMPO), Life Member Award, Board Member, President, and Immediate Past President.
North Carolina League of Municipalities, Board of Directors, 1985-1987.
American Society for Training and Development, Triangle Chapter member.
Facilitation and Organization Development Group, (FODG) founding member
Systems Thinking in Government Group

COMMUNITY AND OTHER ACTIVITIES:

U. N. C. General Alumni Association, Board of Directors
U. N. C. Master of Public Administration Alumni Association, Past President
Local Government Employees Federal Credit Union, founding member, Loan Committee Chairperson, and member of the Board of Directors
United Way Campaign Chair, Durham County and City of Cary

EXPERIENCE:

Conducting classification and pay studies for municipalities, counties, councils of governments, housing authorities, and other non-profit organizations.

Facilitating/leading the development and implementation of performance management and performance pay programs as both an internal and external consultant.

Experience (continued)

Serving as facilitator at strategic planning and team building retreats for staffs, boards, and elected officials. Also, providing on-going developmental facilitation to assist an organization with team building; organization development; planned change; development of mission, vision, and values; development of compensation philosophies; leadership development; or other issues.

Developing and conducting management and supervisory training on a variety of topics including leadership, coaching and feedback, conducting performance reviews, principles of supervision, communications skills, motivation techniques, legal issues in supervision, hiring the right person, effective grievance and disciplinary actions administration, conflict resolution, facilitation skills, and a number of other topics. This includes designing and updating materials and teaching and coordinating the School of Government's comprehensive Effective Supervisory Management Program since 2002.

Administering assessment instruments and providing interpretation and feedback or training; instruments include EQ-I (Emotional Intelligence Quotient), Myers Briggs, Human Patterns, Styles of Management Inventory, Johari Window (Personnel Relations Inventory), Leadership Profile System, Ego State Assessment, FIRO B, etc.

Developing and conducting assessment centers and serving as an n assessor for the purpose of selection, promotion, succession planning, and professional development.

Conducting recruitment and selection processes focused on assessing management excellence in candidates.

Establishing and revising policies and programs on a variety of personnel topics including writing personnel policies, establishing recruitment and selection procedures, developing performance review forms and procedures, and problem-solving employee relations issues and grievances.

Speaking on a variety of personnel and management topics at the School of Government, NCLM Convention, IPMA (international and state conferences), Area Health Education Centers, parks and recreation conferences, and for other groups.

Teaching personnel administration course to students in the MPA Program at UNC-G and in a six weeks seminar at NCSU, and teaching a seminar on facilitation skills to students in the MPA Program at UNC.

Teaching or assisting with teaching Ground Rules for Effective Groups, facilitation, Mental Models Model I and II, and related principles and concepts to public sector and other groups.

CLIENTS ON CONSULTANT PROJECTS:

Municipalities:
Apex
Atlantic Beach
Ayden
Bald Head Island
Beech Mountain
Benson
Boone
Brevard
Butner
Carolina Beach
Carrboro
Chapel Hill
Charlotte
Claremont
Clayton
Clinton
Concord
Creedmoor
Davidson
Elizabeth City
Emerald Isle
Farmville
Fletcher
Garner
Havelock
Henderson
Hertford
Highlands
Jefferson
Kill Devil Hills
Kings Mountain
Laurel Park
Mooresville
Morehead City
Morganton
Mount Airy
Mount Pleasant
Nags Head
New Bern
Oak Island
Ocean Isle Beach
Oxford
Pine Knoll Shores
Pittsboro
Shallotte
Shelby
Siler City
Smithfield
Southern Pines
Southern Shores
Washington
Weaverville
Wendell
Wilkesboro
Wilmington
Winterville
Wrightsville Beach

Counties:
Avery
Camden
Carteret
Columbus
Currituck
Dare
Harnett
Iredell
Johnston
Mitchell
Nash
Perquimans
Person
Polk
Rowan
Sampson
Surry
Transylvania
Wake County Sheriff=s Office
Wilkes

Councils of Government:
Albemarle Commission
Centralina Council of Governments
Isothermal Planning and Development
Kerr Tar Council of Governments

Triangle J Council of Governments
Western Piedmont COG

Housing Authorities:
Laurinburg
Mount Airy
North Wilkesboro

Other Nonprofit/Governmental Agencies:
Contentnea Metropolitan Sewerage District
Institute/School of Government
North Carolina League of Municipalities
Raleigh Durham International Airport
Tuckaseigee Water and Sewer Authority

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approve A Budget Calendar for FY 2015-2016

Recommendations: Approve the Budget Calendar

City of Clarmeont
Budget Calendar
For Fiscal Year 2015-2016

Date		Description
December 1, 2014		**City Council receives Budget calendar**
January 6, 2015		Department heads submit CIP requests
February 13, 2015		Department heads submit proposed FY 16 goals
February 20, 2015		Department head meeting to review/revise goals
February 27, 2015		Departments submit line item budget requests to Finance Director
March 6, 2015		Finance Officer submits revenue estimates
March 13, 2015		Manager finalizes Recommended CIP
March 16-20,2015		Manager and departments hold budget meetings
March 30, 2015		**Coucil, Manager, and Staff workshop to discuss FY 2016 Budget, Goals and CIP**
April 3, 2015		Manager and departments hold budget meeting
April 30, 2015		Staff finalizes, prints and prepares budget for distribution
May 4, 2015		**Manager submits recommended FY 2016 Budget to Council and Citizens**
May 12-14, 2015		**Additional budget workshops, if needed**
June 1, 2015		**Public Hearing, City Council adopts FY 2016 Budget**

Bold = Council Action

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approval of Resolution 13-14

Due to terms that have expired, Larry Pannell has been recommended to be re-appointed to the City of Claremont Planning Board. His term should expire December 2017.

Recommendations: Approve Resolution 13-14

City of Claremont
North Carolina

Resolution # 13-14

Resolution to Appoint Claremont Planning Board Member

WHEREAS, there is currently two open seats on the Planning Board, and

WHEREAS, it has been determined that an existing member of this board have proved good service to the City of Claremont, and

WHEREAS, the Chair of the Planning Board has recommended that the existing member be reappointed.

NOW THEREFORE, BE IT RESOLVED BY THE CLAREMONT CITY COUNCIL:

Section 1.

The Claremont City Council appoints Larry Pannell to the Planning Board. This term shall expire in December 2017.

Adopted this 1st day of December 2014.

_____

Shawn R. Brown, Mayor

ATTESTED:

_____

City Clerk

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approval of Resolution 14-14

Due to terms that have expired, Gene Monday has made interest in becoming a member of the Planning Board as an ETJ member. Chairman of the board has made the recommendation to approve this appointment. His term should expire December 2017.

Recommendations: Approve Resolution 14-14

City of Claremont
North Carolina
Resolution # 14-14

Resolution to Appoint Claremont Planning Board Member

WHEREAS, there is currently two open seats on the Planning Board, and

WHEREAS, it has been determined that Gene Monday has expressed interest in becoming a member of the Claremont Planning Board, and

WHEREAS, The Chairman of the Board has recommended that Gene Monday be appointed as an ETJ member.

NOW THEREFORE, BE IT RESOLVED BY THE CLAREMONT CITY COUNCIL:

Section 1.
The Claremont City Council appoints Gene Monday to the Planning Board as an ETJ member. This term shall expire in December 2017.

Adopted this 1st day of December 2014.

Shawn R. Brown, Mayor

ATTESTED:

City Clerk

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Policy/Procedures for non payment

At this time the city has been charging each household $3 per month for the garbage/recycling programs. To date we have 3 accounts that have not made any payment to the garbage/recycle. We have not been charging a late fee on these accounts, but feel we must make a policy to clarify our intentions.

On average 3 homes in the Kay Street area, that receive sewer only services are continually delinquent on their accounts. One account is over $600 delinquent. We also have no set policy for these customers. We are charging these accounts a late fee. Shutting off sewer services is a little more complicated.

Staff is in need of directive from council as to handle these particular situations.

Recommendations: Directives for staff

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Approve Ordinance 10-14- Budget Amendment

This budget amendment will move money reimbursed for a Police Grant for an Interview Room, back into the Police Department Capital Outlay.

Also, to re-appropriate monies paid by members of the Fire Department, towards helmets.

Recommendations: Approve Ordinance 10-14

City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 10-14

AN ORDINANCE OF THE CITY OF CLAREMONT AMENDING CLAREMONT MUNICIPAL BUDGET FOR FISCAL YEAR 2015

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

General Fund

Revenues	Increase	Decrease
Miscellaneous Revenue 10.3350.0000	$7,730	
Total	$7,730	

Expenditures		
Capital Outlay 10.5100.7400	$6,450	
Capital Outlay 10.5300.7400	$1,280	
Total	$7,730	

INTRODUCED at the regular meeting of the City Council of the City of Claremont on December 1, 2014.
ADOPTED at the regular meeting of the City Council of the City of Claremont on December 1, 2014.

_____,
MAYOR Shawn R. Brown

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
Bob Grant, City Attorney

Department, Committee & Manager Report

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

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

Item # 10

A. Department Dashboard Report
B. Parks and Recreation Committee

Item # 11

City Managers Report

Recommendation: Take Reports

Claremont November 2014 Dashboard Report

Police Dept.

	Month	YTD
Calls Answered	755	9131
Citations Served	145	1288
Warnings	74	840
Number of Arrests	9	93
Accidents	5	82
Warrants	12	112
Open Cases	5	58

Other Activities & Announcements

Fire Dept.

	Month	YTD
Calls for Service	27	323
Working Fires	1	47
Training Hours	326	3456
Prevention Programs	17	162
False Alarms	2	27
EMS Calls	5	69

Other Activities & Announcements

Christmas Parade December 6, 2014, Fire Department kids visit with Santa on Decemebr 11th.

Financials

	% In	% Out
General Fund	31%	41%
Enterprise Fund	41%	37%

Rescue Squad

	Month	YTD
Calls for Service	50	928
Training Hours	42	848

Other Activities & Announcements

Annual Christmas dinner will be held December 11th. We will be giving out service awards as well as Rescue Member of the Year and the Thumb award.

Public Works

	Month	YTD
Vehicles Serviced	8	95
Recycling Tonnage	8.47	61.27
Solid Waste Tonnage	34.87	343.74
Street Lights Replaced	5	64
Work Orders	32	394
Sewer Line Jetted	1706+7	16,442

Other Activities & Announcements

Electric line for Christmas lights has been repaired. Christmas lights are installed and working.

Utility Dept.

	Month	YTD
Water Turned Off	11	124
Water Taps	1	10
Water Purchased		73,956,400
Water Sold	7,100,926	71,943,370
McLin WWTP Avg.		161,889
North WWTP Avg.		73,778

Other Activities & Announcements

Installed a water tap on 2711 Sigfeild Drive.(3/4")
Public Works is still installing AMR water meters.

Planning & Zoning Dept.

	Month	YTD
Zoning Permits	3	35
Residential Permits	1	17
Commercial Permits	2	13
Enforcement Cases	2	58
Planning Board Work	4	26
Safety Permits	0	9

Other Activities & Announcements

Land Development Plan in prgoress, Began work on Action Plan, reviewed Ecoplexus site plan, worked w/ Ecoplexus, Roadway Inn, Apple, Oxford Crossing & Villas projects, answered customer inquiries

City of Claremont
Recreational Events and Park Maintenance Coordinator

Draft

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Department: Administration/Public Works:

Reports to: City Manager (Recreational)
Public Works Dir. (Park Maint)

General Description:

This position involves the production and coordination of city events and responsibility for all park maintenance and repair. For those activities involving events, this person shall report to the city manager. For those activities involving park maintenance, the person shall report to the Public Works director.

Essential Functions Including But Not Limited To:

(Events)

- Responsible be the primary city contact for events such as but not limited to, Christmas parade, Memorial Day Celebration, Veterans Day, senior luncheon, Claremont Daze, etc.
- Coordinate with other city departments, other agencies to insure safety and security at events.
- Coordinate street closures, slow train orders, permits as appropriate
- Recruit and coordinate with volunteers, vendors for events
- Promote events through the city's outreach efforts and identify and implement additional promotional opportunities
- Solicit and generate sponsorships to cover event advertising and cost
- Assist with grand openings and ribbon cutting ceremony for local business and industries
- Identify and work to implement opportunities to expand the town events including evaluation of current events and ideas for new events.
- Serve as liaison to the Parks and Recreation and Youth Council committees
- Serve as the primary contact in working with the City Manager in meeting the goals of the city's current action plan as it relates to parks and recreation.
- merchants
- Develop budget requests, approve expenditures and manage the assigned budget

(Park Maintenance)

- Conducts regular and on-going inspections of the city parks to identify areas of attention
- Maintain the city parks including mowing, leaf blowing etc. Mark minor repair as appropriate and coordinate larger repairs in which the city is not equipped to handle
- Insure that all equipment is safe to use and is in good and servable condition

Knowledge, Skills, and Abilities:

(Recreational Events)

Must have knowledge of the logistics of event planning. Able to communicate effectively both orally and verbally. Must have vision and be able to articulate ideas or provide presentations to others. Must be able to establish and maintain effective working relationships with associates, volunteers, general public and appointed groups. Ability to keep good records and prepare accurate reports is required.

(Park Maintenance)

Knowledge of park maintenance issues including mowing, seeding, fertilizing, etc. Ability to make repairs of park facilities as needed. Skilled in safely and effectively operating equipment assigned to include lawn mowers, tractors, chain saws, weedeaters, skidsteers, wood chippers, and dump trucks

Education and Experience:

High school diploma Knowledge of the elements of event organization and logistics. Experience in facility and grounds maintenance.

Physical Requirements:

Must be able to perform light work exerting up to 50 pounds of force occasionally and up to 10 pounds of force frequently and/or constantly. Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required; the work is subject to adverse environmental conditions. Work is performed outdoors and work at nights and weekends is required.

Special Requirements:

Possession of a valid driver's license of the state of North Carolina and/associated permits and certifications

Education and Experience:

High School diploma is preferred.

Special Requirements:

Must possess a current valid driver's license from the state of North Carolina.

FLSA: This position is not FLSA exempt

Request for Council Action

To: Mayor and City Council

From: Mike McLaurin, Interim City Manager

Action Requested: Closed Session

The City of Claremont City Council under attorney Client privileges and General Statues will hold a Closed Session to discuss the following matters

A. Potential Economic Development - G.S. 143-318.11 (4)
B. Personnel – G. S. 143-318.11 (6)

Recommendations: Hold a Closed Session