



# CITY OF CLAREMONT CITY COUNCIL MEETING

Regular Meeting

June 1, 2015

7:00 PM

City Hall Council Chambers

## AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **INVOCATION**- Rev. Jeff Kauntz, New Life Baptist
4. **MAYOR'S REPORT**
5. **CONSENT AGENDA**
  - A. Regular Meeting Minutes –May 4, 2015
  - B. Closed Session Minutes- May 4, 2015
  - C. Budget Retreat Minutes- April 6, 2015
6. **CITIZEN'S CONCERNS AND COMMENTS**
7. **PUBLIC HEARING**
  - A. Fiscal Year 2016 Proposed Budget
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - A. Ordinance 25-14 Fiscal Year 2016 Budget
  - B. Ordinance 26-14 Amending the FY 2015 Budget
  - C. Ordinance 27-14 Amending the FY 2015 Budget
  - D. Fiscal Year 2016 WPCOG Planning Contract
  - E. Fiscal Year 2016 Fire Inspections Agreement
  - F. Fiscal Year 2016 Animal Control Agreement
  - G. Fiscal Year 2016 Fire Department Officer Confirmation
  - H. 2015/2018 WAN Agreement
  - I. Fiscal Year 2016 Audit Contract
10. **DEPARTMENT & COMMITTEE REPORTS**
  - A. Department Dashboard Report
  - B. Recreation Committee
  - C. Youth Council
11. **CITY MANAGER'S REPORT**
12. **CLOSED SESSION**
13. **ADJOURN**



Item # 5 A, B, C

## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Consent Agenda**

*A. Regular Session Minutes- May 4, 2015*

*B. Closed Session Minutes-May 4, 2015*

*C. Budget Retreat Minutes- May 6, 2015*

**Recommendations: Approve as presented**



## **City of Claremont Regular Meeting Minutes Monday, May 4, 2015**

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, May 4, 2015.

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

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, City Attorney Bob Grant, Finance Officer Stephanie Corn, City Clerk Wendy Helms, Police Chief Gary Bost, Fire Chief Bart Travis, Public Works Director Tom Winkler and Recreation Coordinator Michael Orders.

Others in attendance were: Robert Smith, Andrea Ramsey, Charles Helms, Shelley Stevens, Dennis Richards, Wesley Frye, Robert Winrow, John Cathey, Terry Miller and Gene Monday.

### ***1. CALL TO ORDER***

Mayor Shawn R. Brown 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 Wesley Frye from Mt. Calvary Lutheran Church. Councilmember Nicky Setzer led the Pledge of Allegiance.

### ***4. MAYOR'S REPORT & PROCLAMATIONS***

Mayor Brown spoke briefly about the City Wide Yard Sale and Hope 4 a Cure 5K, which was held the previous weekend. He also informed everyone of the change in bulk pickups. At this time the pickups are on Fridays, but will be moving to Mondays.

Mayor Brown presented Police Chief Gary Bost with a Proclamation in honor of National Police Week. National Police week will be held May 10-16, 2015.

Mayor Brown then presented Public Works Director Tom Winkler with a Proclamation in honor of Public Works Week, which will be recognized May 17-23, 2015.

## **5. CONSENT AGENDA**

**A. April 6, 2015, Regular Meeting Minutes** – Councilmember Timothy Lowrance made a motion to accept April 6, 2015 regular meeting minutes as presented. Councilmember Dayne Miller seconded the motion. The motion passed unanimously.

**B. April 6, 2015 Closed Session Minutes-** Councilmember Timothy Lowrance made a motion to accept April 6, 2015 closed session minutes. Councilmember Dayne Miller seconded the motion. The motion passed unanimously.

**C. April 11, 2015 Budget Retreat Minutes-** Councilmember Timothy Lowrance made a motion to accept the minutes from the budget retreat on April 11, 2015. Councilmember Dayne Miller seconded the motion. The motion passed unanimously.

**D. Ordinance 21-14 Amending the FY 2015 Budget** Councilmember Timothy Lowrance made a motion to accept Ordinance 21-14 amending the FY 2015 budget. Councilmember Dayne Miller seconded the motion. The motion passed unanimously.

**6. CITIZEN'S CONCERNS & COMMENTS-** Reverend Dennis Richards approached the podium to inquire about the National Day of Prayer. In the past, the city has held a service on that day. Mayor Brown assured Reverend Richards that this would not be over looked next year.

**7. PRESENTATION-** Becky Veazey, with the MAPS Group, presented Council with the results of the Pay and Classification Study. Each Councilmember was given a chance to ask questions. City Manager Catherine Renbarger advised Council they would have further details and conversation on the results at the budget retreat meeting.

**8. OLD BUSINESS-** Council was presented several budget transfers that were needed during the month of April. These were for informational purposes only.

## **9. NEW BUSINESS-**

**A. Resolution 22-14 to Join the Western Piedmont Jobs Training Consortium-** Resolution 22-14 will allow the City to participate as a full member of the Western Piedmont Workforce Development Area and Jobs Training Consortium. It also allows the City's appointed delegate to serve as the City representative. Councilmember Nicky Setzer is the current delegate. Motion was made by Councilmember Timothy Lowrance to accept Resolution 22-14 as presented. Second was made by Councilmember D.B. Setzer. Motion passed unanimously.

**B. Ordinance 22-14 Amending the Fiscal Year 2015 Budget-** Motion was made by Councilmember Dayne Miller to accept Ordinance 22-14. Second was made by Councilmember D.B. Setzer. Motion passed unanimously.

**C. Ordinance 23-14 Amending the Fiscal Year 2015 Budget-** Motion was made by Councilmember Dale Sherrill to accept Resolution 20-14. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

**D. Ordinance 24-14 Amending the Fiscal Year 2015 Budget-** Motion was made by Councilmember Dayne Miller to approve Ordinance 24-14. Second was made by Councilmember Dale Sherrill. Motion passed unanimously.

## **10. DEPARTMENT & COMMITTEE REPORTS**

**A. Monthly Department Dashboard Report-** The monthly dashboard report was presented.

**B. Recreation Committee-** Recreation Coordinator Michael Orders gave a brief overview of the City Wide Yard Sale.

**C. Youth Council-** Councilmember Dayne Miller spoke on behalf of the Youth Council. The first round of food donations have been delivered to Claremont Elementary School.

## **11. CITY MANAGER REPORT**

City Manager Catherine Renbarger recognized Ken and Dotty Isenhour for winning the Yard of the Month in April. She also reminded Council of part two of the budget retreat, which will be held on Wednesday, May 6<sup>th</sup> at 5:30. City Manager Renbarger asked Council to consider a joint meeting with the Planning Board to discuss a Land Development Plan. Catherine will follow up with dates and time. She also informed Council of a letter of support for the Big Ideas Conference. It will be held in North Carolina. Lastly, she and Councilmember Nicky Setzer traveled to North Wilkesboro for the North Carolina Main Street Program.

## **12. CLOSED SESSION**

Motion was made by Councilmember Timothy Lowrance to go into a closed session in reference to G.S. 143-318.11(a) (4) at 8:14 p.m. Second was made by Councilmember Dayne Miller. Motion passed unanimously.

## **13. ADJOURN**

Motion was made by Councilmember Timothy Lowrance to adjourn the meeting at 8:46 p.m. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

Respectfully submitted,  
Wendy L. Helms, City Clerk

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Shawn R. Brown, Mayor

Attested:

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Wendy L. Helms, City Clerk



## **City of Claremont Budget Retreat Minutes Wednesday, May 6, 2015**

The City Council held its annual budget retreat meeting in the council chambers located at Claremont City Hall at 5:30 p.m. on Wednesday, May 6, 2015.

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

The following personnel of the City of Claremont were present: City Manager Catherine Renbarger, Finance Officer Stephanie Corn, City Clerk Wendy Helms, Police Chief Gary Bost, Fire Chief Bart Travis, Public Works Director Tom Winkler and Recreation Coordinator Michael Orders.

### ***1. CALL TO ORDER***

Mayor Shawn R. Brown called the budget retreat to order at 5:31 p.m.

### ***2. APPROVAL OF AGENDA***

The agenda was approved as presented.

### ***3. OVERVIEW OF FY 2016 BUDGET***

City Manager Renbarger spoke with Council about the health insurance rates for employees. According to our broker the rate will remain flat this year. Ms. Renbarger advised Council that Planner Shelley Stevens had taken a position with Caldwell County. The WPCOG is going to provide the City with another planner. With this news Catherine asked Council to postpone the joint meeting with the Planning Board to discuss the Land Development Plan. She would like to wait until a new planner is in place and has a chance to get to know Claremont. At the Council meeting on May 4, 2015 Becky Veazey presented Council with the results from the pay and classification study. Council was given two options for implementing the plan. City Manager Renbarger included the funding for option 2 in the proposed budget. After further discussion, Council chose to go with option 2. Council was also presented with an updated fee schedule. This schedule had very few changes. Councilmember Timothy Lowrance asked for Council to consider waiving the twenty five dollar charge for rental of the training room at the Fire Department for Fire Department members. Council agreed to waive this fee for members of the Fire Department.

Water and sewer rates were next on the agenda. City Manager Renbarger informed Council that we had

to focus on cost recovery for these services. Council agreed to move reconnect fees for delinquent bills to fifty dollars, hoping to deter repeat offenders. After a lengthy discussion Council made the decision to raise water and sewer rates two and one-half percent.

#### ***4. ADJOURN***

Motion was made by Councilmember Dale Sherrill to adjourn the meeting at 6:54 p.m. Second was made by Councilmember Nicky Setzer. Motion passed unanimously.

Respectfully submitted,  
Wendy L. Helms, City Clerk

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Shawn R. Brown, Mayor

Attested:

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Wendy Helms, City Clerk



## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Citizen Concerns and Comments

**Recommendations:**



Item # 7

## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Public Hearing**

*A. Call for a Public Hearing to give citizen comment on FY 2016 Budget. City Manager Renbarger will give a presentation on the fiscal year 2016 budget to open the public hearing.*

### **Recommendations:**

# 2015-2016 City of Claremont Budget



"A progressive City dedicated to preserving small town values while planning for the future"

**City of Claremont**  
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For the Budget Year Ending June 30, 2016

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City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 25-14

AN ORDINANCE OF THE CITY OF CLAREMONT ADOPTING THE CLAREMONT  
MUNICIPAL BUDGET FOR FISCAL YEAR 2016

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

**Section 1:** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Ad Valorem Taxes	\$2,008,716
Occupancy Tax	\$4,000
Investments	\$600
Utility Franchise Fees	\$234,000
Sales Tax	\$283,100
Fund Balance	\$51,368
State Shared Revenues	\$31,810
Fees	\$36,400
Miscellaneous	\$26,025
<b>Total</b>	<b>\$2,676,019</b>

**Section 2:** The following amounts are hereby appropriated in the General Fund for the operation of the City government and its activities for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore established for the City.

City Council	\$71,620
Administration	\$451,819
Police	\$758,910
Fire	\$398,157
Public Works	\$618,415
Recreation	\$149,405
Planning	\$30,400
Library	\$23,600
Debt Service	\$173,693
<b>Total</b>	<b>\$2,676,019</b>

**Section 3:** It is estimated that the following revenues will be available in the Water and Sewer Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Charges for Utilities	\$1,098,040
Other Charges	\$222,400
Transfer from W/S Capital Reserve Fund	\$130,000
<b>Total</b>	<b>\$1,450,440</b>

**Section 4:** The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Water Treatment	\$217,550
Water Maintenance	\$168,000
Waste Water Treatment	\$583,790
Waste Water Maintenance	\$481,100
Debt Service	\$0
<b>Total</b>	<b>\$1,450,440</b>

**Section 5:** It is estimated that the following revenues will be available in the Water and Sewer Capital Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Appropriated Fund Balance	\$130,000
<b>Total</b>	<b>\$130,000</b>

**Section 6:** It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Powell Bill Distribution	\$41,500
Appropriated Fund Balance	\$4,000
<b>Total</b>	<b>\$45,500</b>

**Section 7:** The following amounts are hereby appropriated in the Powell Bill Fund for the maintenance of city streets for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Powell Bill Operations	\$45,500
<b>Total</b>	<b>\$45,500</b>

**Section 8:** It is estimated that the following revenues will be available in the PJ Stanley Fund for the Fiscal Year Beginning July 1, 2015 and ending June 30, 2016:

Contributions	\$2,500
Transfer from General Fund	\$1,000
<b>Total</b>	<b>\$3,500</b>

**Section 9:** The following amounts are hereby appropriated in the PJ Stanley Fund for the memorial scholarships and fundraising for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Scholarships	\$2,500
Department Supplies	\$1,000
<b>Total</b>	<b>\$3,500</b>

**Section 10:** The operating funds encumbered on the financial records of June 30, 2015 are hereby re-appropriated into this budget.

**Section 11:** There is hereby levied a tax at the rate of forty-nine cents (\$.49) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed as “Ad Valorem Taxes” in the General Fund in Section 1 of this ordinance.

**Section 12:** The corresponding FY 2016 Schedule of Fees is approved with the adoption of this Annual Budget Ordinance. The FY 2016 Schedule of Fees is attached as Attachment A to this Ordinance.

**Section 13:** The City Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He or she may transfer amounts between line-item expenditures and between departments without limitation as believed to be necessary and prudent. He or she must make an official report on such transfers at the next regular meeting of the governing board.
- B. He or she may transfer amounts up to \$5,000 between functional areas including contingency appropriations, within the same fund. He or she must make an official report on such transfers at the next regular meeting of the governing board.
- C. He or she may not transfer any amounts between funds, except as approved by the Governing Board in the Annual Budget Ordinance as amended.

**Section 14:** Copies of the Annual Budget ordinance shall be furnished to the City Clerk, to the Governing Board and to the City Manager and Finance Director to be kept on file by them for direction in the disbursement of funds.

INTRODUCED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

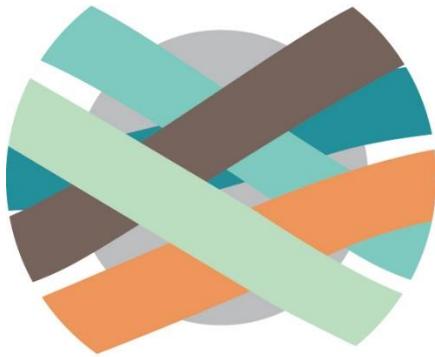
\_\_\_\_\_,  
MAYOR Shawn Brown

ATTEST:

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

APPROVED AS TO FORM:

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



# CLAREMONT

## NORTH CAROLINA

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

**From: Catherine Renbarger, City Manager**

**Re: Transmittal of the Fiscal Year 2016 City of Claremont Manager's Recommended Budget**

**Date: May 15, 2015**

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I am honored to present the City of Claremont Manager's Recommended Budget for Fiscal Year (FY) 2016. The 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 \$2,671,019 which represents an increase of 4.13% from the FY 2015 budget.

Perhaps the most significant impact on the FY 2016 budget is the impact of the 2015 countywide property revaluation. During revaluation, Catawba County tax officials update the value of all real property by determining the market value. As a result of this property revaluation, Claremont experienced an 11.46% decrease in property values, which translates into over \$100,000 less in property tax revenues.

In order for the City to collect the same revenue in property taxes in FY 2016 as in FY 2015, after accounting for the revaluation, a tax rate of \$.50 per \$100 in value would be needed. This is called the revenue-neutral tax rate. While this budget does not recommend the revenue-neutral tax rate, it does recommend a tax rate increase to \$.49 per \$100 in value. Because of revaluation, even with a tax rate increase to \$.49 per \$100 in value, the City is still not projected to collect as much revenue from property taxes as in FY 2015.

Given the current economic climate, all revenue projections have been estimated conservatively to ensure stability during the fiscal year. While sales tax revenue is increasing, it has not yet reached levels from prior to 2007. The City has seen growth in personal and business property as our businesses begin to recover and expand operations. The City has also been fortunate to add

## Manager's Message

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residential units over the last year. In addition, the City has also made a critical investment in the business park in the shell building project to bring industry and jobs. These successes are a direct result of our ability to invest in the City and EDC activities.

We continue to monitor the direct impact of other governments on our budget, such as the State's recent tax reform efforts. As a result of prior legislation, the transitional hold harmless distribution from the state expired in FY 2015. In addition, the City is carefully monitoring the ongoing dialogue regarding the distribution of local sales tax.

While this budget represents an increase in expenditures, it balances those expenses by the expansion of revenues. The FY 12 budget included for the first time a 5-year capital improvement plan for both the general and water and sewer fund. This budget has updated the capital improvement plan to help the City evaluate and plan for future needs.

### Goals for Fiscal Year 2016

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In order to align City operations with City Council directives, the City Manager and Department Heads submitted detailed goals for the coming year. The City Council also adopted the 2015 Action plan that provided detailed initiatives to guide the City. Together these goals represent critical success factors for each department, as the City strives to deliver excellent, cost-effective services to the citizens of this community.

Specific initiatives funded in the FY 2016 Manager's Recommended Budget include:

- ✓ Implement the new Pay & Classification Plan which will better align employee salaries with the market rate
- ✓ Increase the marketing of Claremont through various economic channels to help diversify the tax base
- ✓ Begin planning for the expansion/renovation of the Public Works facility
- ✓ Invest in the City Park and continue to implement the Parks & Recreation Master Plan
- ✓ Continue the transition to radio read water meters with a focus on commercial accounts
- ✓ Invest in wastewater infrastructure, including replacing the North Waste Water Treatment Plant with a pump station and new force main and gravity sewer lines

### General Fund Revenue Highlights

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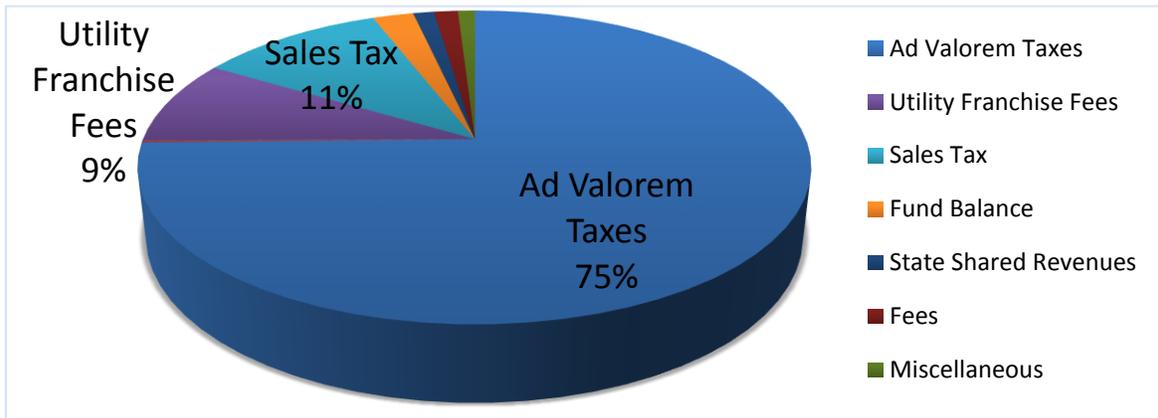
The FY 2016 Manager's Recommended Budget proposes a \$0.49 tax rate per \$100 of assessed value. Ad valorem taxes, also known as property taxes, remain the City's largest revenue source, providing 75% of the City's annual operating budget. As noted earlier, because of the recent countywide revaluation, while the tax rate is proposed to increase, the amount of property tax revenue collected is actually estimated to decrease.

Other revenues, such as Sales Tax and State Shared Revenues, while still expected to be lower than pre-recession levels, are forecast to increase. The Utility Franchise Tax, the City's third largest revenue source, will be a slow grower for years to come under the new state formula.

Most General Fund fees are proposed to remain flat for this fiscal year as well; however, a few fees will increase and a new Certificate of Occupancy Fee is proposed for the issuance of a Certificate of Occupancy for new commercial and multi-family residential structures.

## Manager's Message

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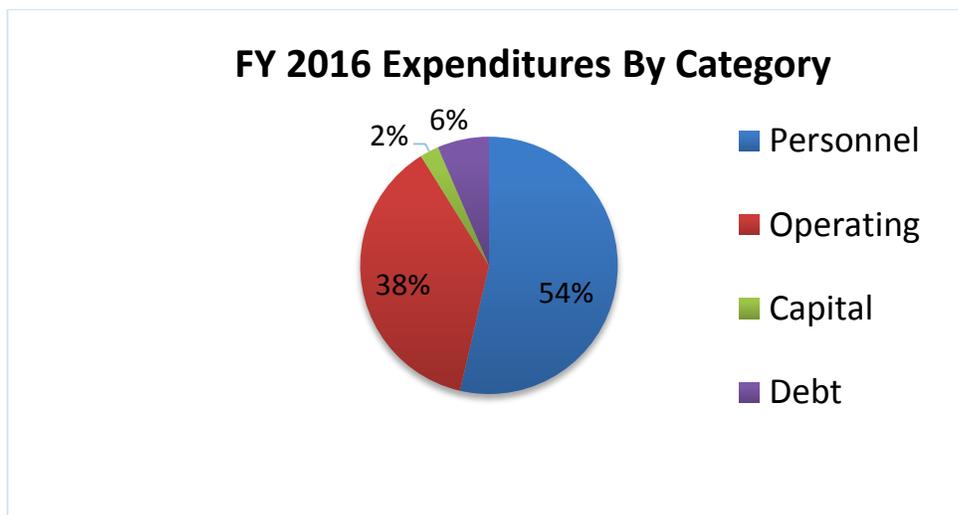


While the City has seen changes in our revenue streams, through careful planning, the City has been able to successfully navigate these fluctuations. The City's strong fund balance has also ensured a stable tax rate as the City has leaned on its savings to ensure stability for our citizens and businesses. In order to remain stable year after year, the proposed budget uses \$51,368 of Fund Balance. The City's minimal use of fund balance, as well as its conservative forecast for revenues, will help build our fund balance to allow the City to ride out future down turns and to handle future capital and infrastructure needs.

### General Fund Expenditure Highlights

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As the chart below indicates, the City spends over half of its general fund expenditures on personnel. Debt expenditures are roughly 6% of the budget, an increase from the previous year due to the purchase of a fire truck. It is also important to note that there are very few capital purchases in 2016, a trend that will not be sustainable long-term.

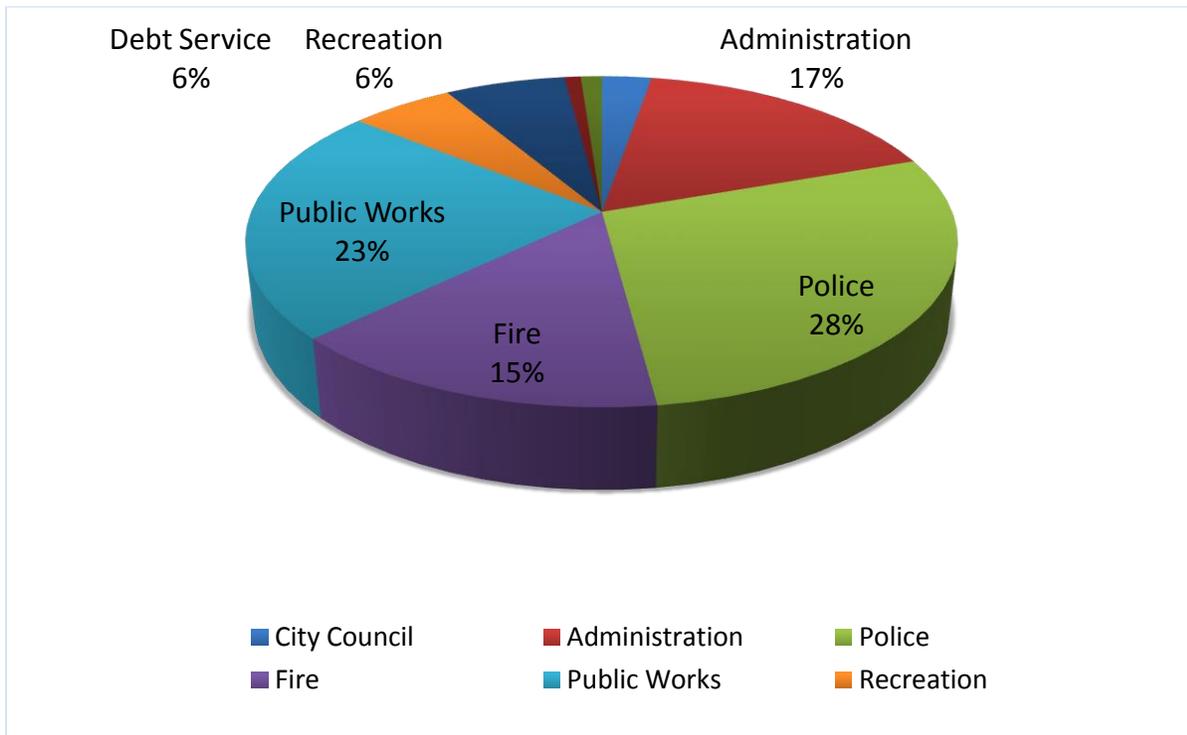


## Manager's Message

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The City relies on its employees to deliver the high-quality services residents have come to expect. In order to keep our more veteran staff, and to be able to recruit highly skilled new employees, the City is planning to implement a new Pay & Classification Plan in 2016. This new plan will help the City better align our salaries with market rates and ensure that we can continue to provide professional, quality services into the future. The City also plans to provide merit-based raises based on annual evaluations. To ensure that our staff remain well-versed in their fields of expertise, the City is also emphasizing professional development, with funds for real world trainings for both police and fire.

When looking at expenditures based on function, the City continues to spend the majority of funds on public safety and public works functions. Over 65 % of expenditures in FY 2016 are budgeted for police, fire, and public works services.



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.

### Water & Sewer Fund

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Historically, 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 five years to attempt to make this fund self-sufficient and to invest in the future. 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 in FY 2016 by 2.5%. In part, this rate increase will allow for significant capital investments to our wastewater system, including replacing the North Waste Water Treatment plant with a pump station and new force main and gravity sewer lines. This new pump station will triple the capacity of the north service basin and better prepare the City for future growth.

## Manager's Message

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In addition to the new pump station, improvements to the Catawba Pump Station, installation of Automatic Meter Reader (AMR) meters in commercial businesses, and the replacement of the bar screen system at the McLin Creek WWTP are all planned for FY 2016. It will also be important for the City to continue planning for the future as the City tackles an aging wastewater and water system.

### Conclusion

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The City of Claremont remains in strong financial shape and continues to be 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 of providing services to citizens and businesses as low as possible. City Management recognizes and thanks the staff, department heads, the City Council and citizens who participated in the budget process and looks forward to another successful year for the City of Claremont.

Respectfully submitted,

*Catherine Renbarger*

Catherine Renbarger  
City Manager

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## City Information

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### Incorporated 1893

Settlers came to the part of Catawba County known now as Claremont in the early 1800s. It has been reported that the land sold for fifty cents an acre. The area became a settlement in 1801.



The Settlement was first called "Charlotte Crossing". The Federal Post Office Department did not approve of the similarity with the Town of Charlotte, so the village name was shortened to just "Crossing". Some people called the village "Setzer's Depot". The Southern Railroad urged the people of the village to give their village a name.

The men agreed and took the name of "Clare" and added, "mount" to it. The "mount" was added because the village from the old Catawba Road side looked high as a mountain. On August 8, 1892 the town was officially called Claremont and listed this way by the United States Post Office Department and also by Southern Railroad.

Today, Claremont is a highly diverse community with two public parks, a wide variety of housing opportunities, retail and office buildings and an industrial industrial park. The City has one interchange on Interstate 40, and is transected by US Highway 70, and a main branch of Norfolk Southern rail line giving the city multiple transportation outlets.

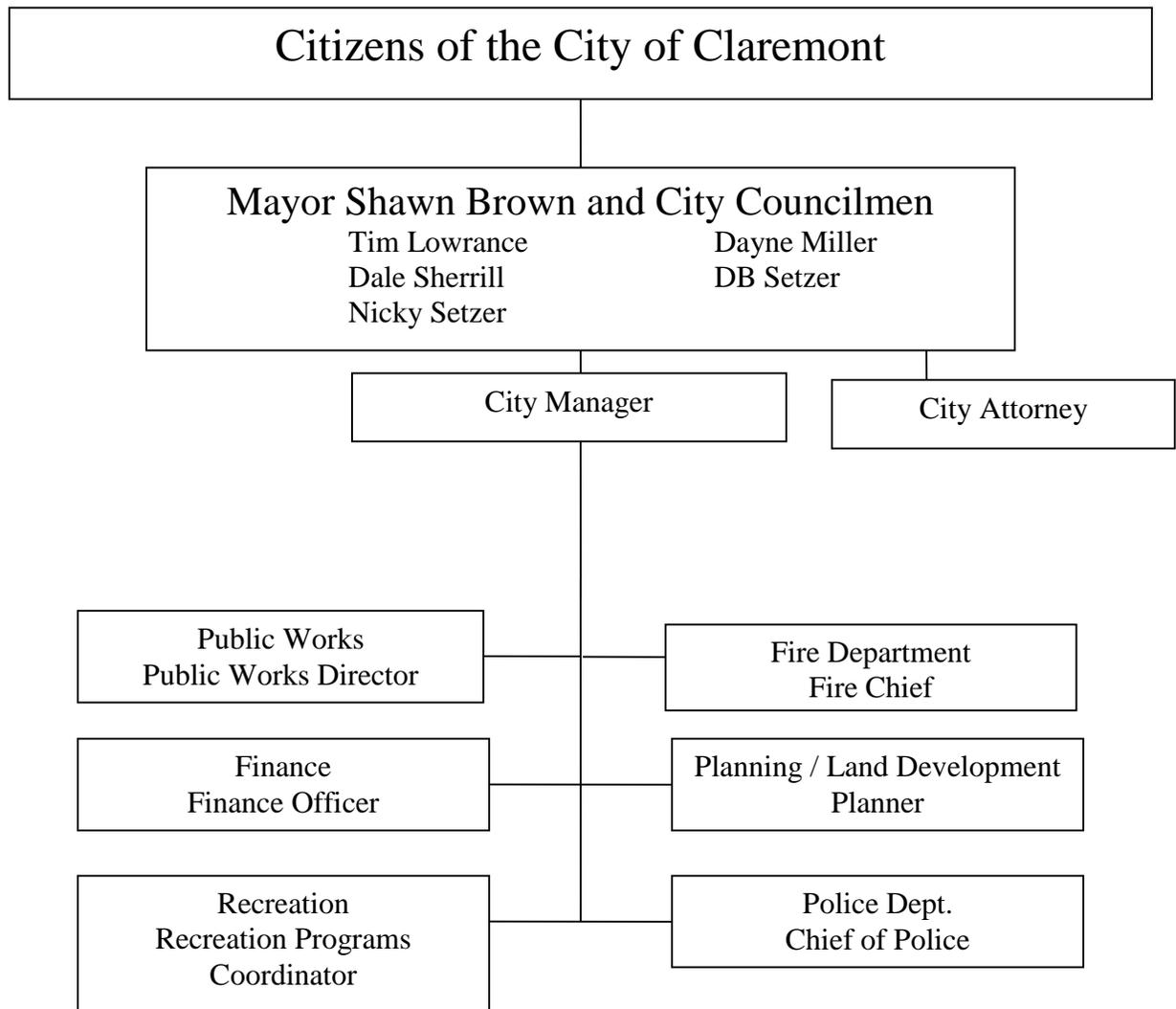
The corporate limits of Claremont currently encompass 2.6 square miles with a total planning jurisdiction of 6.8 square miles. In 2010, the City had a growing population of 1,352 residents. The City operates under the Council- Manager form of government. The City Manager oversees the daily operations of the City under the policy direction of a Mayor and five Councilmen who are elected to serve four-year terms.



Appointed citizen committees, including the Planning Board, the Appearance Committee, the Recreation Committee, the Youth Council, and the Friends of the Library, assist the City Council in formulating policies for the future governance of the City.

# City of Claremont Organizational Chart

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# Citizen's Budget Guide

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State law defines an annual budget as “a proposed *plan* for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.”

While this definition may seem simple, budgets usually contain a considerable amount of detailed information. The fact remains, however, that a budget exists as the single most comprehensive annually updated financial guide for the services provided to the citizens of a community.

Understanding how a budget is created and adopted and recognizing the key components of the budget document is paramount to a citizens' understanding of the local government's goals and objectives. The purpose of this guide is to provide you, the citizen, with that information.

## MUNICIPAL BUDGETS IN NORTH CAROLINA

The City of Claremont, like all local governments throughout North Carolina, prepares, adopts, and administers its budget in accordance with the Local Government Budget and Fiscal Control Act (LGBFCA).

This Act establishes responsibilities in the adoption of the budget and most importantly, requires that the budget be *balanced*. In other words, the estimated revenues must equal the proposed spending.

North Carolina local governments operate under a July 1 - June 30 fiscal year. A budget must be adopted by June 30<sup>th</sup> of each year, or interim provisions must occur.

The spending for the coming year is authorized through the City Council adoption of a *budget ordinance*. This action authorizes the spending, assures that the budget is balanced, levies the property tax for that budget year, and formally authorizes an annual fee schedule. Under North Carolina law, local property taxes may not be changed at any point in the year once adopted without input from the State government.

By law, each year a public hearing is held by the City Council to receive comments from citizens and taxpayers on the recommended budget. The public hearing is usually held after the City Manager formally presents his recommended budget to the governing body. Throughout the budget review period, copies of the recommended budget are kept on file for public review in the City Clerk's Office; the proposed budget is also available on the City website.

This document contains a wealth of information regarding the City and its fiscal priorities for the year. The Manager's Budget Message outlines in narrative form the City's priorities for the year and how necessary funding levels have changed from the previous year. The remaining sections outline in detail the revenues and expenditures anticipated for the following year.

City staff also maintains a five-year capital investment plan, which outlines a long-term vision of the City's priorities and funding requirements necessitated by those needs as outlined by the City Council.

**We urge you to take the time to review this budget. If you have questions, please call: Catherine Renbarger, City Manager, or Stephanie Corn, Finance Officer, at (828)466-7255.**

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## **BUDGET FORMAT**

The accounts of the City of Claremont are organized on the basis of funds of which each is considered a separate accounting entity. Government resources are allocated in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. This segregation of revenues and costs allows close monitoring of attributable accounts to provide insurability that certain funds are self-supporting and that revenues which are required by law for specific purposes are identifiable. The City of Claremont's Operating Budget consists of three primary funds: General Fund, Utility Enterprise Fund and Powell Bill Fund.

- |                               |  |
|-------------------------------|--|
| <b>General Fund</b>           | City Council, Administration, Library, Planning & Zoning, Police, Fire, Public Works, Recreation Transfers, and Debt Service are all funded through the General Fund.  |
| <b>Water &amp; Sewer Fund</b> | All water and waste water operations, maintenance, and capital improvements are funded through this fund, which is also known as an "Enterprise Fund". This Fund has been managed since 2009 under a contract with the City of Hickory for collections and distribution operations, while the City of Claremont handles all maintenance, billing and system expansion. |
| <b>Powell Bill Fund</b>       | By NC Statute, the City also uses a separate annually budgeted special revenue fund to account for state distributions of the gasoline tax and any expenses deemed eligible by the State to be paid from such revenues.  |

## REVENUES

Revenues are shown by sources and by funds. Revenue projections can be made more accurately when revenues are segregated by source and controlled accordingly.

The major revenues by source are as follows:

- **Ad Valorem Taxes** Also known as property taxes, these include the collection of current year as well as prior year levies and potentially interest and penalties on delinquent taxes. Property subject to ad valorem taxes include real property, vehicles, business personal property (equipment, lease upgrades, and fixtures), and certain personal property such as watercraft (boat and jet skis). Property owners are required to list property annually with the Catawba County Tax Assessor's Office. Some nonprofit organizations, such as religious groups may not be subject to such property taxes; additional information regarding exemptions may be obtained from the Catawba County Tax Assessor's Office.
- **Unrestricted Intergovernmental** NC General Statutes allow the City to receive revenue from additional federal, state, and local agencies which may be used for any general fund expenditure including the Utility Franchise Tax, Beer and Wine Tax, and Local Option Sales Tax. The distribution basis for these revenues can be found in the Revenue Assumptions section of this budget document. The City relies upon the state for these distributions which generally occur quarterly (Beer and Wine Tax distribution occurs in a single annual payment).
- **Restricted Intergovernmental** This revenue type consists of both taxes and fees which are collected by other federal, state, and local governmental units and passed along to Claremont. These revenues are restricted to be spent exclusively for specific purposes. Examples of restricted intergovernmental revenues include specific federal public safety grants, recreation grants, and occupancy tax.
- **Permits and Fees** Permit and fee revenue is derived from charges in return for specific services rendered included in the schedule of fees. Other such permits and fees include planning and zoning fees, park fees and white good pickups. Civil penalties, such as parking, moving violations, and nuisances are also accounted for within permit and fee revenue.

- **Sales** Revenue received from the sale of property or other merchandise comprises this category of revenue. This revenue stream is non-cyclical and infrequent in nature. Examples include sale of surplus equipment.
- **Investment Earnings** Revenue derived from the investment of idle cash results in investment earnings. For clarity purposes, the City segregates interest received on unrestricted revenue from certain restricted revenue sources.
- **Miscellaneous** Miscellaneous revenues include nonrecurring and minor revenue sources such as refunds affecting prior year expenses, gas tax refunds, and nonsufficient funds fees.
- **Debt Issued** While separate capital project ordinances are used to account for debt issued to construct capital assets for construction periods exceeding one year, the annually budgeted general fund is also subject to issuing debt.
- **Appropriated Fund Balance** Fund balance is the amount available to appropriate from the previous year-end revenues exceeding budgeted expenditures or prior year revenues exceeding expenditures. As with investment earnings, certain restricted revenues are indicated separately from the overall general fund appropriated fund balance.

## **EXPENDITURES**

Expenditures are shown in the budget classified by funds from which they are paid, by departments spending the money, by the functions for which the expenditures are made, and by the object of expenditures which provides greater detail for controlling expenditures. Funds are appropriated at adequate levels in order to maintain or improve the quality and the level of service that has been provided historically.

The major expenditures by function are shown as follows:

- City Council
- Administration
- Library

- Planning & Zoning
  - Police
  - Fire
  - Public Works
  - Recreation
  - Debt Service
- The City's Enterprise operation of the Water and Sewer Enterprise Fund is maintained in its own fund and department.
  - The City also uses a separate annually budgeted special revenue fund to account for state distributions of gasoline tax.
  - Expenditures by object are divided into five major categories - personnel services, operating expenditures, transfers to other funds, debt service and capital outlays.

These categories are summarized below:

- **Personnel Services** Expenses which can be directly attributed to the individual employee. These expenses include salaries, insurance benefits, retirement, 401k, and FICA. The costs of such expenditures have been budgeted within each operating department to give a more accurate cost of departmental operations.
- **Operating Expenses** Costs other than personnel and capital outlay that are required for the operations of the City. Operational line item expenditures are directly affected by inflationary trends, increased service demands and enforcement of government regulations. Examples of operating expenses include departmental supplies, motor fuels, utilities, and equipment or vehicle maintenance. Operating expenses also include contracts with outside agencies.
- **Transfers** The general fund budget may require that money be set aside to be used at a future date or used in conjunction with additional capital sources. The City currently operates a capital reserve fund to provide for future capital needs.
- **Debt Service** North Carolina General Statutes also require that provisions be made to meet annual payments on debt issued within prior years and commitments of the current year's budget.
- **Capital Outlay** Capital outlay includes expenditures for the purchase of land, construction of buildings, vehicles, equipment, fixtures and other infrastructure (including roads, sidewalks, greenway and public easements) which are too permanent in nature to be

considered expendable at the time of purchase. The capital items should have a value of \$5,000 or more with an expendable life of more than one year. Budgeting of capital equipment and capital improvements over \$50,000 will be addressed separately in accordance with the City's Capital Improvement Program and contingent on availability of funds. Frequently, grant funded items are also budgeted within capital accounts.

## **THE BUDGET PROCESS**

The annual budget is the single most important document presented to the City Council. The annual budget ordinance sets the tax rate to be levied upon property for the year and describes how such taxes and other revenues will be spent. The budget is primarily intended to establish policy direction but it also serves the citizens by providing an understanding of the City's operating fiscal programs. It reflects the City's commitment to maintain necessary services, improving quality of service and keeping the impact of taxes to the citizens at a reasonable level.

The City operates under an annual budget ordinance adopted in accordance with the provisions of the Local Government Budget and Fiscal Control Act (LGBFCA). The budget ordinance is the legal basis of the budgetary accounting system and the standard by which proposed expenditures are measured. The balanced budget ordinance is adopted annually prior to the beginning of the fiscal year. The ordinance is subjected to public inspection and a public hearing prior to adoption. The budget is considered balanced when estimated net revenues equal appropriations. Changes to the budget ordinance (increases or decreases) occur only by formal Council action and cannot affect the tax rate once adopted.

Government-wide financial statements are produced at year-end using the economic resources measurement focus and reported using the accrual basis of accounting. However, the annual budget is adopted on a departmental basis and is prepared using the modified accrual method of accounting for all funds. This accounting approach recognizes revenues when they become measurable and expenditures at the time the liability is incurred. All monies received and expended must be included in the budget ordinance. Departmental appropriations that have not been expended by the end of the fiscal year lapse.

The City adheres to generally accepted accounting principles (GAAP) including implementation of accounting standard GASB #34. Under GAAP, the City's annual financial statements present three components: government-wide financial statements, fund financial statements and notes to the financial statements. A thorough understanding of the financial condition of the City requires consideration of not only the annual budget, but also the yearly financial statements, which describe the actual results of the year, including budget verses actual data within those financial statements.

The City Manager is authorized to transfer budgeted amounts within the departments. However, General Statutes require Council notification and record in minutes to transfer from one department to another. Also, any revisions that alter total expenditures must be approved by the

City Council through legislative action. All budget amendments must be reported in a public meeting of the City Council and made a matter of record in the minutes as required by North Carolina General Statutes.

The preparation of the budget not only requires structured guidelines but also the participation and cooperation of many participants and a carefully scheduled series of events. The following summarized budget cycle is followed by the City in the formulation of the budget.

- **Formulate Historical Data** During the first phase of the budget process the accumulation of past financial information is prepared by staff. The data concerning expenditures is used by department heads and management for performance evaluation and projection of resources required to meet departmental objectives.
- **Preparation of Departmental Request** Estimating departmental expenditures is the primary responsibility of the department head. When budgeting expenditures, the basic requirements are to request sufficient funding to adequately operate the department and to request funding at the lowest reasonable level in order to achieve the departmental goals and objectives. City staff is also directed to request funding of new goals to be considered by City Management and the City Council for inclusion in the upcoming budget cycle.
- **Consolidate Preliminary Budget** The departmental requests are submitted to the City Manager in order to consolidate the individual departmental requests and the revenue projections into an overall budget. At this point the focus of attention shifts from the departmental basis to the fund basis. Departmental requests are analyzed and the formal budget review begins.
- **Evaluate Service Priorities and Objectives** The evaluation of service priorities and objectives is an important step in developing a fiscal plan which will achieve the City's program of service for the ensuing year. The budget document aligns the service priorities of the Citizens of Claremont through the City Council. The service needs of the community are determined through public hearings and feedback through the City Council and Staff. A comprehensive review of service needs compared to departmental goals and objectives is analyzed by the City Manager and departmental staff.
- **Balanced Proposed Budget** After the City's program of service priorities have been established, a funding plan must be formulated which ultimately must balance revenue sources and expenditure objectives. Through careful assessment of funding requirements and financing elements, a proposed budget document is organized into final format and submitted to the City Council in the form of the Manager's

Recommended Budget for the year. In compliance with North Carolina General Statutes, such presentation occurs prior to June 1.

- **Legislative Review** The City Council reviews the budget thoroughly, department by department, with the City Manager and his staff during budget work sessions. Departmental requests and proposed revenue sources are reviewed by the City Council at this time to ensure their adherence to the Council and citizens' goals and objectives. A copy of the proposed budget with recommended legislative changes is filed with the City Clerk and electronically via internet for public inspection and a public hearing is scheduled prior to the formal adoption of the budget.
- **Budget Adoption** The adoption of the annual operating budget is the culmination of exhaustive reviews of budget proposals by Department Heads, Administration, and the City Council. Adoption of the budget by the City Council establishes the legal authority to incur expenditures in the ensuing fiscal year. The budget adoption process typically spans a seven to eight month process, and must be adopted by June 30 unless interim provisions are made.

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*City of Claremont  
Budget Calendar  
For Fiscal Year 2016*

Date	Description
<b>December 1, 2014</b>	<b>City Council receives Budget calendar</b>
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
<b>April 11, 2015</b>	<b>Council, Manager, and Staff workshop to discuss FY 2016 Budget, Goals and CIP</b>
April 29, 2015	Staff finalizes, prints and prepares budget for distribution
<b>May 6, 2015</b>	<b>Manager submits recommended FY 2016 Budget to Council</b>
<b>May 12-14, 2015</b>	<b>Additional budget workshops, if needed</b>
<b>June 1, 2015</b>	<b>Public Hearing, City Council adopts FY 2016 Budget</b>

**Bold = Council Involvement**

## General Fund Expenditure Summary

City Council						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$12,146	\$10,670	\$10,670	\$10,670	\$0	0.0%
Operating	\$60,000	\$58,300	\$54,450	\$60,950	\$6,500	11.9%
<b>Total</b>	<b>\$72,146</b>	<b>\$68,970</b>	<b>\$65,120</b>	<b>\$71,620</b>	<b>\$6,500</b>	<b>10.0%</b>

Administration						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$232,802	\$245,624	\$250,533	\$254,769	\$4,236	1.7%
Operating	\$164,923	\$181,074	\$170,010	\$182,050	\$12,040	7.1%
Capital	\$0	\$25,500	\$0	\$15,000	\$15,000	-
<b>Total</b>	<b>\$397,725</b>	<b>\$452,198</b>	<b>\$420,543</b>	<b>\$451,819</b>	<b>\$31,276</b>	<b>7.4%</b>

Library						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Operating	\$21,055	\$20,300	\$23,100	\$23,600	\$500	2.2%
<b>Total</b>	<b>\$21,055</b>	<b>\$20,300</b>	<b>\$23,100</b>	<b>\$23,600</b>	<b>\$500</b>	<b>2.2%</b>

Planning						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Operating	\$28,700	\$29,150	\$29,300	\$30,400	\$1,100	3.8%
<b>Total</b>	<b>\$28,700</b>	<b>\$29,150</b>	<b>\$29,300</b>	<b>\$30,400</b>	<b>\$1,100</b>	<b>3.8%</b>

Police						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$554,198	\$562,105	\$573,649	\$598,623	\$24,974	4.4%
Operating	\$149,200	\$164,200	\$156,287	\$160,287	\$4,000	2.6%
Capital	\$68,800	\$98,974	\$133,585	\$0	-\$133,585	-100.0%
<b>Total</b>	<b>\$772,198</b>	<b>\$825,279</b>	<b>\$863,521</b>	<b>\$758,910</b>	<b>-\$104,611</b>	<b>-12.1%</b>

Fire						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$136,930	\$147,874	\$153,370	\$178,707	\$25,337	16.5%
Operating	\$161,196	\$153,520	\$164,450	\$219,450	\$55,000	33.4%
Capital	\$40,000	\$16,875	\$42,000	\$0	-\$42,000	-100.0%
<b>Total</b>	<b>\$338,126</b>	<b>\$318,269</b>	<b>\$359,820</b>	<b>\$398,157</b>	<b>\$38,337</b>	<b>10.7%</b>

## General Fund Expenditure Summary

Public Works						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$279,828	\$296,861	\$333,387	\$345,915	\$12,528	3.8%
Operating	\$239,250	\$239,780	\$255,000	\$264,000	\$9,000	3.5%
Capital	\$5,000	\$5,000	\$0	\$8,500	\$8,500	-
<b>Total</b>	<b>\$524,078</b>	<b>\$541,641</b>	<b>\$588,387</b>	<b>\$618,415</b>	<b>\$30,028</b>	<b>5.1%</b>

Recreation						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$10,450	\$13,000	\$9,920	\$46,135	\$36,215	365.1%
Operating	\$59,500	\$62,250	\$62,770	\$63,270	\$500	0.8%
Capital	\$0	\$18,000	\$0	\$40,000	\$40,000	-
<b>Total</b>	<b>\$69,950</b>	<b>\$93,250</b>	<b>\$72,690</b>	<b>\$149,405</b>	<b>\$76,715</b>	<b>105.5%</b>

Debt Service						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Operating	\$147,521	\$147,520	\$147,520	\$173,693	\$26,173	17.7%
<b>Total</b>	<b>\$147,521</b>	<b>\$147,520</b>	<b>\$147,520</b>	<b>\$173,693</b>	<b>\$26,173</b>	<b>17.7%</b>

General Fund Totals						
	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2016 Budget Difference	Percent Difference
Personnel	\$1,226,354	\$1,276,134	\$1,331,529	\$1,434,819.22	\$103,290	8%
Operating	\$883,824	\$908,574	\$915,367	\$1,004,007	\$88,640	10%
Capital	\$113,800	\$164,349	\$175,585	\$63,500	-\$112,085	-64%
Debt	\$147,521	\$147,520	\$147,520	\$173,693	\$26,173	17.7%
<b>Total</b>	<b>\$2,371,499</b>	<b>\$2,496,577</b>	<b>\$2,570,001</b>	<b>\$2,676,019</b>	<b>\$106,018</b>	<b>4.13%</b>

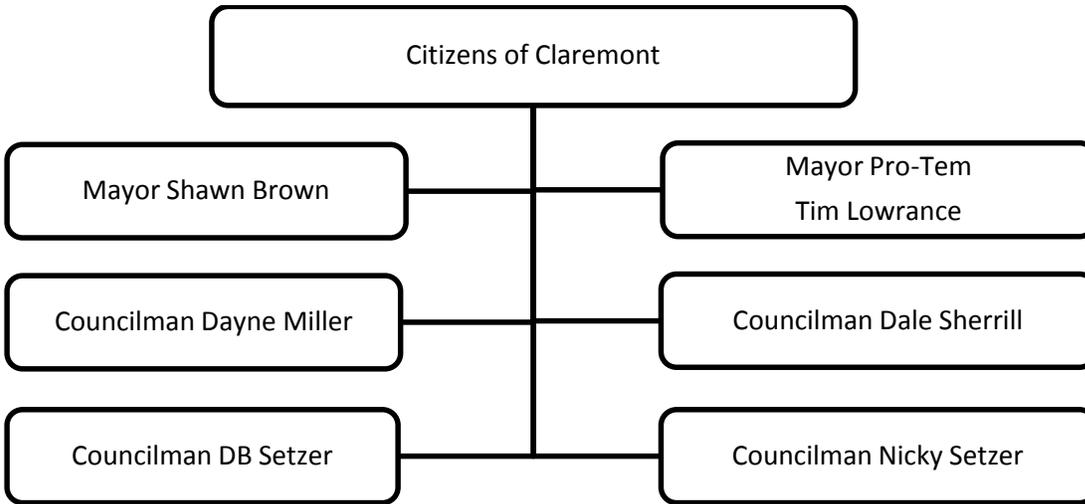
<b>\$2,676,019</b>	Revenue
<b>\$2,676,019</b>	Expense
<b>0</b>	Difference

**Revenue**  
**General Fund**  
**Fund 10**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Proposed	FY 16 vs FY15	Percent Change
3010-2006	2006 Property Taxes	\$100	\$0	\$0	\$0	\$0	0.0%
3010-2007	2007 Property Taxes	\$200	\$100	\$25	\$25	\$0	0.0%
3010-2008	2008 Property Taxes	\$300	\$200	\$25	\$25	\$0	0.0%
3010-2009	2009 Property Taxes	\$500	\$300	\$200	\$200	\$0	0.0%
3010-2010	2010 Property Taxes	\$2,000	\$500	\$500	\$500	\$0	0.0%
3010-2011	2011 Property Taxes	\$5,000	\$3,000	\$1,500	\$1,500	\$0	0.0%
3010-2012	2012 Property Taxes	\$1,654,920	\$8,500	\$4,000	\$4,000	\$0	0.0%
3010-2013	2013 Property Taxes	\$0	\$1,688,542	\$12,500	\$12,500	\$0	0.0%
3010-2014	2014 Property Taxes	\$0	\$0	\$1,688,542	\$15,000	-\$1,673,542	-99.1%
3010-2015	2015 Property Taxes	\$0	\$0	\$0	\$1,730,412	\$1,730,412	100.0%
3170-0000	Tax Penalties	\$1,200	\$3,000	\$4,200	\$4,200	\$0	0.0%
3200-0000	Occupancy Tax	\$8,500	\$8,500	\$4,000	\$4,000	\$0	0.0%
3280-0000	Cable Franchise Fees	\$1,000	\$1,000	\$1,000	\$0	-\$1,000	-100.0%
3290-0000	Investment Earnings	\$3,000	\$2,000	\$500	\$500	\$0	0.0%
3329-0000	State Hold Harmless	\$5,000	\$0	\$0	\$0	\$0	-
3350-0000	Miscellaneous Revenues	\$2,000	\$3,000	\$5,000	\$9,000	\$4,000	80.0%
3350-0100	Youth Council	\$1,000	\$1,000	\$1,000	\$0	-\$1,000	-100.0%
3360-0200	Claremont Day	\$9,500	\$9,500	\$10,000	\$10,000	\$0	0.0%
3360-0202	Christmas Parade	\$1,500	\$1,500	\$2,000	\$2,000	\$0	0.0%
3360-0300	Senior Citizen Programs	\$1,000	\$1,000	\$250	\$0	-\$250	-100.0%
3370-0000	Utility Franchise Tax	\$180,000	\$210,000	\$220,000	\$230,000	\$10,000	4.5%
3380-0000	Natural Gas Tax	\$7,000	\$7,000	\$5,200	\$4,000	-\$1,200	-23.1%
3400-0000	Video Tax	\$24,000	\$25,000	\$26,500	\$26,500	\$0	0.0%
3410-0000	Beer & Wine Tax	\$1,000	\$3,000	\$4,500	\$4,635	\$135	3.0%
3450-0000	Local Option Sales Tax 39	\$112,000	\$120,000	\$128,000	\$135,000	\$7,000	5.5%
3450.0099	City Hold Harmless Sales	\$0	\$30,000	\$38,000	\$40,000	\$2,000	5.3%
3451-0000	Local Option Sales Tax 40	\$38,000	\$40,000	\$45,000	\$50,000	\$5,000	11.1%
3452-0000	Local Option Sales Tax 42	\$42,000	\$45,000	\$48,000	\$58,000	\$10,000	20.8%
3453-0000	Local Option Sales Tax 44	\$0	\$100	\$100	\$100	\$0	0.0%
3456-0000	Solid Waste Disposal Tax	\$650	\$700	\$650	\$675	\$25	3.8%
3483-0000	Economic Development Fees	\$0	\$0	\$100	\$100	\$0	0.0%
3484-0000	Planning & Zoning Fees	\$0	\$0	\$0	\$1,000	\$1,000	0.0%
3510-0000	Arrest Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
3580-0000	Park Rental Fees	\$0	\$0	\$1,000	\$300	-\$700	-70.0%
3590-0100	Refuse Collection	\$500	\$500	\$24,500	\$22,000	-\$2,500	-10.2%
3830-0000	Surplus Property Sales	\$6,000	\$6,000	\$6,000	\$17,000	\$11,000	183.3%
3850-0100	Refund Insurance Proceeds	\$0	\$0	\$25	\$25	\$0	0.0%
3930-0000	Fire District Fees	\$227,230	\$228,236	\$229,547	\$246,354	\$16,807	7.3%
3360-0203	Veterans Memorial	\$400	\$400	\$100	\$100	\$0	0.0%
3990-0000	Appropriated Fund Balance	\$35,000	\$48,000	\$56,536	\$45,368	-\$11,168	-19.8%
	<b>Totals</b>	<b>\$2,371,500</b>	<b>\$2,496,578</b>	<b>\$2,570,000</b>	<b>\$2,676,019</b>	<b>\$106,019</b>	<b>4.1%</b>

# City Council

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## Description

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The City Council serves as the board of directors for the City of Claremont and adopts ordinances, rules, and regulations as may be necessary or appropriate to protect the health, life, or property, or to preserve or promote the comfort, convenience, security, better government, or general welfare of the City and its residents and merchants.

## Mission

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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 2016 Goals and Objectives

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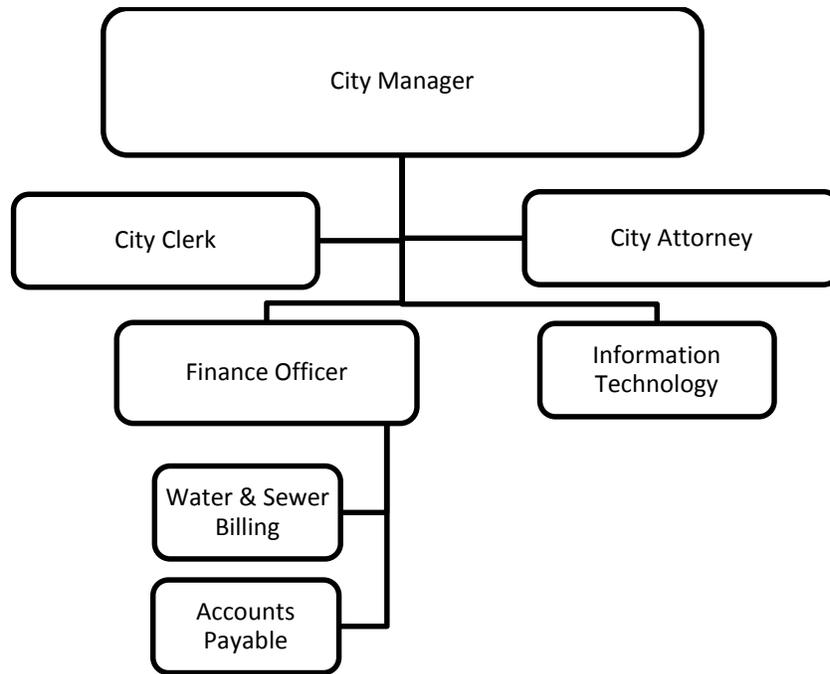
- ✓ Continue Implementation of Action Plan
- ✓ Expand on promotion and support for local businesses and non-profits
- ✓ Foster community input, involvement and transparency

**City Council**  
**104100**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 15 Amended	FY 16 Proposed	FY16 vs FY15	Percent Change
0100	Elected Officials Fee	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$0	0.0%
0110	Appointed Board Fees	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%
0410	Attorney Retainage	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$0	0.0%
0430	Legal Fees	\$15,000	\$13,000	\$12,500	\$12,838	\$16,000	\$3,163	25.3%
0460	Emergency Action Plan	\$1,250	\$750	\$1,000	\$1,000	\$1,000	\$0	0.0%
0500	FICA	\$650	\$650	\$650	\$650	\$650	\$0	0.0%
0600	Group Insurance	\$1,896	\$420	\$420	\$420	\$420	\$0	0.0%
0800	Employee Relations	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%
0820	Municipal Elections	\$0	\$3,000	\$0	\$0	\$3,000	\$3,000	-
9100	Youth Council	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
1200	Printing	\$250	\$250	\$250	\$250	\$250	\$0	0.0%
1400	Travel & Training	\$10,000	\$10,000	\$8,500	\$8,500	\$8,500	\$0	0.0%
2600	Advertising	\$3,000	\$2,800	\$3,500	\$3,500	\$3,500	\$0	0.0%
3300	Departmental Supplies	\$500	\$500	\$500	\$500	\$500	\$0	0.0%
5700	Misc. Expenses	\$4,000	\$4,000	\$4,200	\$4,200	\$4,200	\$0	0.0%
8900	EDC Incentives	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
9100	Contributions	\$10,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0	0.0%
	<b>Totals</b>	<b>\$72,146</b>	<b>\$68,970</b>	<b>\$65,120</b>	<b>\$65,458</b>	<b>\$71,620</b>	<b>\$6,163</b>	<b>9.5%</b>

# Administration

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## Description

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The City Manager serves as the Chief Administrative Officer for the City and handles the administrative operations of the City of Claremont. The City Manager directs the implementation of policy directives by the City Council and oversees all other departments and functions. Administration functions include budgeting and finance, tax collections, water & sewer billing, contract administration, information technology, project management, legal services, custodial services, human resources, and customer service. The City seeks to guarantee long-term financial stability while maintaining an organizational environment that fosters professionalism, efficiency, and a strong commitment to customer service.

## FY 2016 Goals and Objectives

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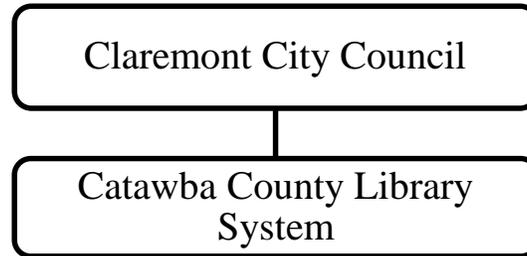
- ✓ Implement new City Personnel Pay and Classification Plan
- ✓ Evaluate options to improve City Hall Parking Lot
- ✓ Seek ways to expand connections with the City, including citizen engagement and information delivery
- ✓ Continue implementation of 2015 Action Plan

**Administration**  
**104200**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY15 Amended	FY 16 Proposed	FY16 vs FY15	Percent Change
0200	Full Time Salaries	\$167,692	\$176,573	\$180,810	\$180,810	\$183,347	\$2,537	1.4%
0300	Part Time Salaries	\$4,184	\$4,184	\$4,184	\$10,684	\$4,184	\$0	0.0%
0400	Audit Fees	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$0	0.0%
0450	Engineering	\$7,500	\$12,500	\$12,500	\$12,500	\$12,500	\$0	0.0%
0470	OSHA Mandates	\$500	\$500	\$500	\$500	\$500	\$0	0.0%
0500	FICA	\$12,850	\$13,216	\$13,767	\$13,767	\$14,227	\$460	3.3%
0600	Group Insurance	\$29,232	\$31,200	\$30,468	\$30,468	\$30,996	\$528	1.7%
0700	Retirement	\$18,844	\$20,451	\$21,304	\$21,304	\$22,015	\$711	3.3%
0800	Employee Relations	\$2,500	\$201,234	\$4,000	\$4,000	\$4,000	\$0	0.0%
1100	Postage	\$1,500	\$1,000	\$1,000	\$1,400	\$1,000	\$0	0.0%
1110	Telephone	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$0	0.0%
1200	Printing	\$1,800	\$1,800	\$2,000	\$2,000	\$2,000	\$0	0.0%
1310	Electricity	\$10,500	\$11,000	\$11,850	\$11,850	\$11,850	\$0	0.0%
1400	Travel & Training	\$3,000	\$3,000	\$3,000	\$4,200	\$5,000	\$2,000	66.7%
1500	Maint. Buildings	\$1,923	\$2,000	\$2,500	\$2,500	\$2,500	\$0	0.0%
1600	Maint. Equipment	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	\$0	0.0%
1700	Maint. Vehicles	\$1,000	\$500	\$500	\$500	\$500	\$0	0.0%
1710	Auto Supplies/Tires	\$400	\$200	\$200	\$200	\$200	\$0	0.0%
2600	Advertising	\$1,000	\$2,000	\$3,500	\$3,163	\$3,000	-\$500	-14.3%
3100	Gas, Oil, Grease	\$2,000	\$2,200	\$2,000	\$2,000	\$2,000	\$0	0.0%
3200	Office Supplies	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.0%
3300	Departmental Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
3310	Small Tools/Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
3400	Expendable Supplies	\$800	\$800	\$800	\$800	\$800	\$0	0.0%
4500	Contracted Services	\$84,000	\$87,000	\$72,060	\$88,060	\$86,000	\$13,940	19.3%
5300	Dues & Subscriptions	\$2,500	\$2,000	\$2,250	\$2,250	\$2,250	\$0	0.0%
5400	Insurance & Bonds	\$4,000	\$4,700	\$5,000	\$3,400	\$5,000	\$0	0.0%
5410	Unemployment Insurance	\$9,000	\$9,424	\$3,700	\$3,700	\$3,700	\$0	0.0%
5420	Insurance Deductions	\$1,000	\$0	\$0	\$0	\$0	\$0	0.0%
5700	Miscellaneous Expenses	\$4,500	\$8,250	\$10,250	\$16,250	\$12,250	\$2,000	19.5%
7400	Capital Outlay	\$0	\$25,500	\$0	\$0	\$15,000	\$15,000	-
9600	Transfer to PJ Fund	\$2,435	\$4,200	\$6,400	\$7,448	\$1,000	-\$5,400	-84.4%
9800	C-5195 Sidewalk Fund	\$0	\$0	\$0	\$75,000	\$0	-\$75,000	-
<b>Totals</b>		<b>\$400,160</b>	<b>\$650,932</b>	<b>\$420,543</b>	<b>\$524,754</b>	<b>\$451,819</b>	<b>\$31,276</b>	<b>7.4%</b>

# Library

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## Description

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The Claremont City Council contracts with the Catawba County Library system for a local library branch to serve the Citizens of Claremont. The branch library is located in the same building as City Hall and is open Tuesday through Friday from noon to 6 p.m. and on Saturday from 9 a.m. to 2p.m.

## FY 2016 Goals and Objectives

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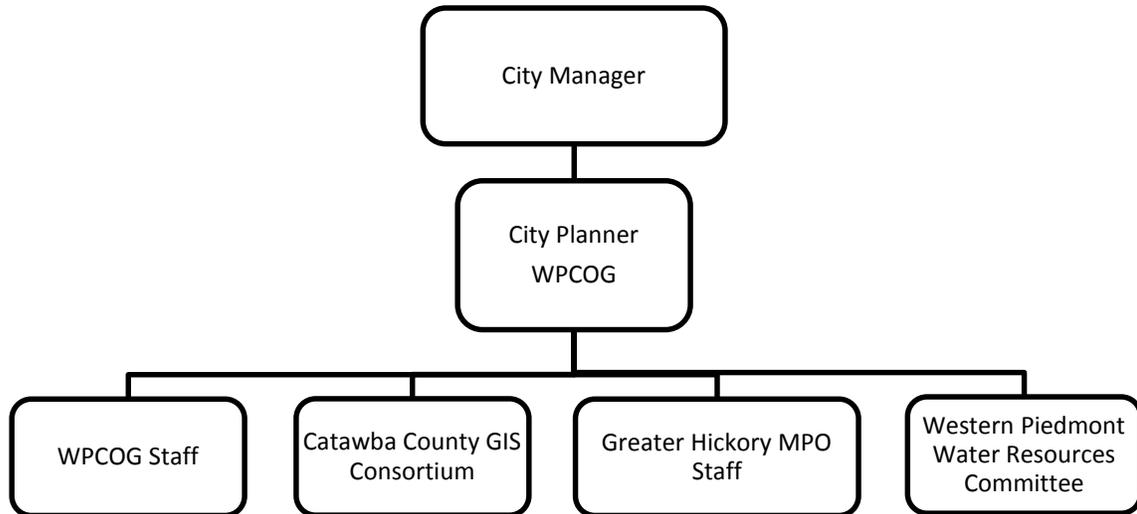
- ✓ Work with Catawba County to expand offerings that reach Claremont residents

**Library**  
**104300**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY15 Amended</b>	<b>FY 16 Proposed</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
0290	Yount Fund	\$3,755	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%
1110	Telephone	\$300	\$300	\$300	\$300	\$300	\$0	0.0%
4501	County Contract	\$17,000	\$17,000	\$19,800	\$19,800	\$19,800	\$2,800	16.5%
5700	Miscellaneous	\$0	\$0	\$0	\$0	\$500	\$0	-
	<b>Totals</b>	<b>\$21,055</b>	<b>\$20,300</b>	<b>\$23,100</b>	<b>\$23,100</b>	<b>\$23,600</b>	<b>\$500</b>	<b>2.5%</b>

# Planning Department

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## Mission Statement

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Utilize state of the art planning techniques for effectively communicating with citizens, developers, and the general public thereby making Claremont a great place to live, work, and play.

## Planning and Land Development Services

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Development Plan Review and Processing  
Geographic Information Systems  
Land Development Code Maintenance  
Planning Board Support Staff

## FY 2016 Goals and Objectives

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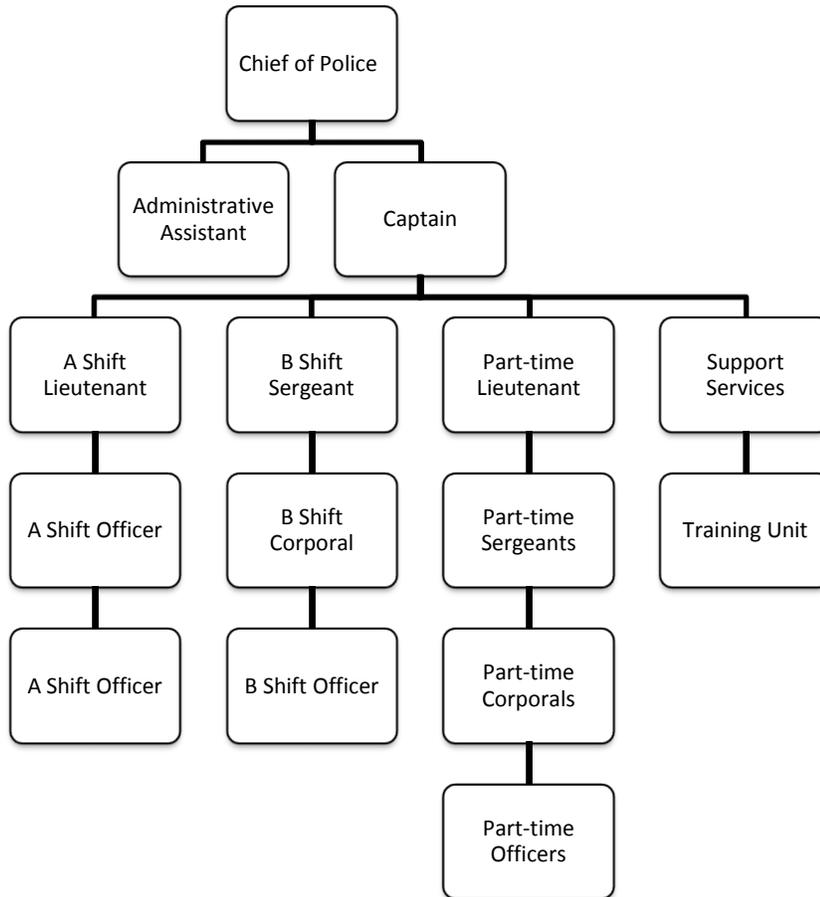
- ✓ Adopt a revised Land Development Plan
- ✓ Review and revise zoning and development ordinances
- ✓ Increase availability of planning services and information to City residents

**Planning**  
**104400**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY15 Amended</b>	<b>FY 16 Proposed</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
0401	Professional Services	\$27,000	\$27,800	\$27,800	\$27,800	\$28,900	\$1,100	4.0%
0402	Stormwater Phase II	\$1,000	\$500	\$500	\$500	\$500	\$0	0.0%
1400	Training	\$250	\$250	\$250	\$250	\$250	\$0	0.0%
2600	Advertising	\$250	\$400	\$250	\$250	\$250	\$0	0.0%
3300	Departmental Supplies	\$200	\$200	\$500	\$500	\$500	\$0	0.0%
	<b>Totals</b>	<b>\$28,700</b>	<b>\$29,150</b>	<b>\$29,300</b>	<b>\$29,300</b>	<b>\$30,400</b>	<b>\$1,100</b>	<b>3.8%</b>

# Police Department

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## Mission Statement

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The mission of the Claremont Police department is to be a community oriented Law Enforcement Agency that enables and empowers its Police Officers to function as community workers. Organizing and working alongside residents to help them Prevent, Resist and Eliminate criminal and other disorder in their neighborhoods. Furthermore to be a Law Enforcement Agency with Officers adhering always to our Constitution and the Rules of Law.

## FY 2016 Goals and Objectives

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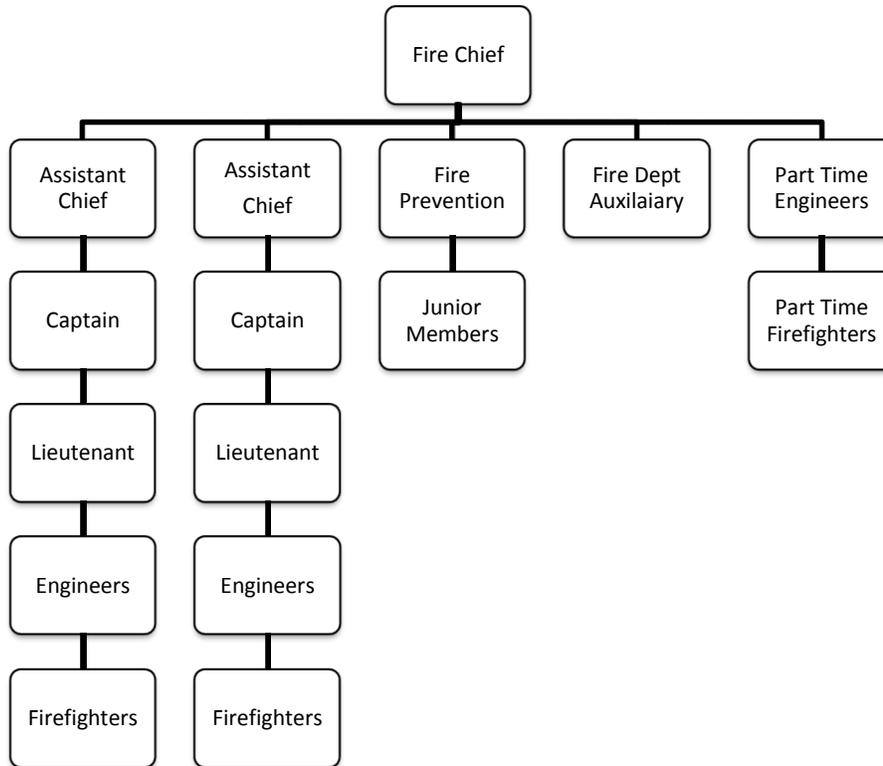
- ✓ Complete tactical defense and rapid school development training
- ✓ Continue work on evidence management system
- ✓ Review gunshot trauma and training
- ✓ Install a new digital camera video computer system at the Police Station

**Police  
105100**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 15 Amended Budget	FY 16 Proposed	FY16 vs FY15	Percent Change
0132	Separation Allowance	\$11,750	\$11,750	\$11,750	\$11,750	\$11,750	\$0	0.0%
0200	Full Time Salaries	\$350,181	\$345,538	\$382,147	\$382,147	\$400,087	\$17,940	5.2%
0300	Part Time Salaries	\$55,365	\$55,365	\$29,899	\$29,899	\$29,899	\$0	0.0%
0470	OSHA Mandates	\$500	\$500	\$500	\$500	\$500	\$0	0.0%
0500	FICA	\$30,824	\$30,105	\$27,913	\$27,913	\$30,160	\$2,247	7.5%
0600	Group Insurance	\$65,772	\$78,200	\$76,170	\$76,170	\$77,490	\$1,320	1.7%
0700	Retirement	\$40,306	\$41,147	\$45,770	\$45,770	\$49,237	\$3,467	8.4%
0900	Medical Physical's	\$2,500	\$2,500	\$3,750	\$3,750	\$3,750	\$0	0.0%
1100	Postage	\$300	\$300	\$200	\$200	\$200	\$0	0.0%
1110	Telephone	\$7,500	\$7,500	\$9,000	\$9,000	\$9,000	\$0	0.0%
1200	Printing	\$300	\$300	\$200	\$200	\$200	\$0	0.0%
1300	Natural Gas	\$1,750	\$1,000	\$1,000	\$1,000	\$1,500	\$500	50.0%
1310	Electricity	\$5,000	\$5,750	\$6,212	\$6,212	\$6,212	\$0	0.0%
1400	Travel & Training	\$7,500	\$10,500	\$10,500	\$10,500	\$9,500	-\$1,000	-9.5%
1500	Maint. Building	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.0%
1600	Maint. Equipment	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
1700	Maint. Vehicles	\$7,850	\$7,850	\$6,000	\$6,000	\$6,000	\$0	0.0%
1710	Auto Supplies/ Tires	\$3,000	\$3,000	\$4,500	\$4,500	\$4,500	\$0	0.0%
2600	Advertising	\$250	\$250	\$150	\$150	\$150	\$0	0.0%
3100	Gas, Oil & Grease	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$0	0.0%
3200	Office Supplies	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.0%
3300	Department Supplies	\$5,000	\$17,500	\$4,000	\$4,000	\$4,000	\$0	0.0%
3310	Small Tools & Equip.	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$0	0.0%
3600	Uniforms	\$8,000	\$8,000	\$9,000	\$9,000	\$9,000	\$0	0.0%
4500	Contracted Services	\$21,500	\$22,000	\$20,000	\$20,000	\$22,000	\$2,000	9.1%
5300	Dues & Subscriptions	\$2,000	\$1,750	\$1,750	\$1,750	\$1,750	\$0	0.0%
5400	Insurance	\$24,750	\$25,000	\$26,525	\$26,525	\$25,025	-\$1,500	-6.0%
5420	Insurance Deductions	\$1,000	\$0	\$0	\$0	\$0	\$0	0.0%
5700	Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
7300	Small Capital	\$0	\$0	\$0	\$0	\$4,000	\$4,000	-
7400	Capital Outlay	\$68,800	\$98,974	\$133,585	\$296,145	\$0	-\$133,585	-135.0%
9100	Good Samaritan	\$0	\$0	\$2,500	\$2,877	\$2,500	\$0	2500.0%
	<b>Totals</b>	<b>\$772,198</b>	<b>\$825,279</b>	<b>\$863,521</b>	<b>\$1,026,458</b>	<b>\$758,910</b>	<b>-\$104,611</b>	<b>-12.7%</b>

# Fire Department

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## Mission Statement

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The mission of the Claremont Fire Department is to protect life and property from fire and other emergencies through incident response, public education, and code enforcement. It's the departments endeavor to deliver the highest level of care, to our residents. As a customer driven organization, it is our mission and number one priority to deliver the best possible service to our customers.

## FY 2016 Goals and Objectives

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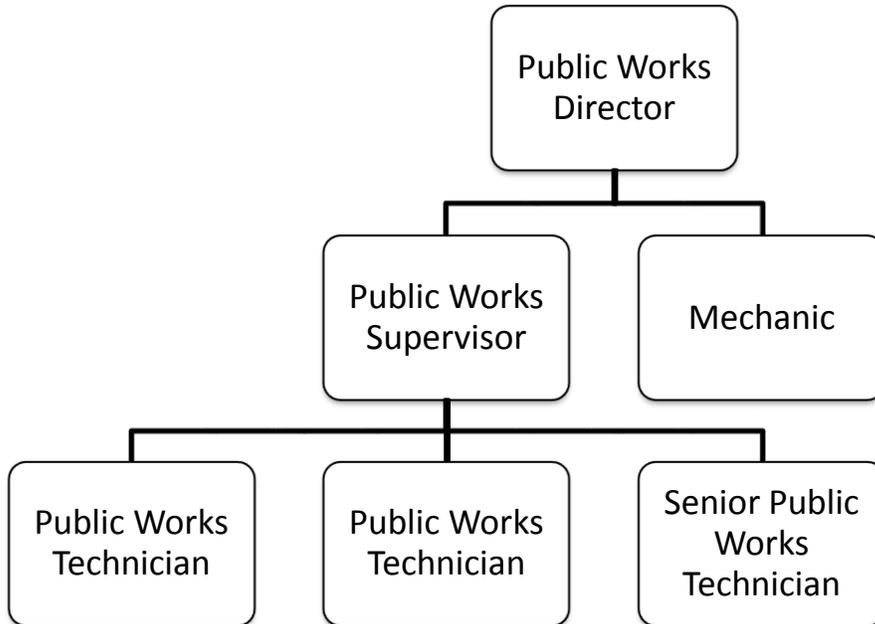
- ✓ Expand Fire Prevention & Education programs
- ✓ Strive to bring all members up to NFPA 1403 standards
- ✓ Continue replacement of turn out gear
- ✓ Continue transition to 800 MHz radios
- ✓ Expand part-time hours
- ✓ Continue to create positive, unified culture

**Fire**  
**105300**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY15 Amended	FY 16 Budget	FY16 vs FY15	Percent Change
0200	Full Time Salaries	\$56,838	\$56,838	\$58,580	\$58,580	\$60,561	\$1,981	3.5%
0300	Part Time Salaries	\$52,416	\$54,664	\$64,648	\$64,648	\$84,648	\$20,000	36.6%
0400	Pay Per Call Incentives	\$22,750	\$22,750	\$22,750	\$22,750	\$22,750	\$0	0.0%
0500	FICA	\$7,646	\$8,846	\$11,524	\$11,524	\$11,198	-\$326	-3.7%
0600	Group Insurance	\$8,808	\$16,800	\$7,617	\$7,617	\$8,000	\$383	2.3%
0700	Retirement	\$11,222	\$10,726	\$11,001	\$11,001	\$14,301	\$3,300	30.8%
0900	Medical Physicals	\$10,520	\$10,520	\$12,000	\$12,000	\$10,000	-\$2,000	-19.0%
1100	Postage	\$250	\$250	\$200	\$200	\$200	\$0	0.0%
1110	Telephone	\$3,200	\$3,200	\$3,500	\$3,500	\$3,500	\$0	0.0%
1300	Natural Gas	\$3,100	\$3,100	\$3,500	\$3,500	\$3,500	\$0	0.0%
1310	Electricity	\$8,000	\$8,400	\$9,200	\$9,200	\$9,200	\$0	0.0%
1400	Travel & Training	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$0	0.0%
1500	Maint. Buildings	\$6,100	\$6,000	\$6,000	\$6,000	\$8,000	\$2,000	33.3%
1600	Maint. Equipment	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0	0.0%
1700	Maint. Vehicles	\$8,500	\$1,000	\$8,500	\$28,000	\$12,000	\$3,500	350.0%
1710	Auto Supplies/Tires	\$3,000	\$3,000	\$3,000	\$3,000	\$1,500	-\$1,500	-50.0%
3100	Gas, Oil, Grease	\$10,000	\$10,000	\$11,500	\$11,500	\$11,500	\$0	0.0%
3200	Office Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
3300	Departmental Supplies	\$3,000	\$6,000	\$3,000	\$3,000	\$3,000	\$0	0.0%
3310	Small Tools/Equipment	\$12,000	\$9,000	\$9,000	\$9,587	\$11,000	\$2,000	22.2%
3600	Uniforms	\$13,310	\$12,000	\$12,000	\$12,000	\$7,000	-\$5,000	-41.7%
4400	Fire Prevention	\$1,200	\$1,200	\$2,200	\$2,200	\$3,200	\$1,000	83.3%
4500	Contracted Services	\$11,500	\$12,000	\$16,500	\$16,500	\$16,500	\$0	0.0%
5300	Dues & Subscriptions	\$2,766	\$2,600	\$2,600	\$2,600	\$2,600	\$0	0.0%
5400	Insurance & Bonds	\$15,000	\$16,500	\$13,000	\$13,000	\$13,000	\$0	0.0%
5420	Insurance Deductions	\$1,000	\$0	\$0	\$0	\$0	\$0	0.0%
5700	Miscellaneous Expenses	\$500	\$500	\$500	\$500	\$1,000	\$500	100.0%
7300	Small Capital		\$0	\$0	\$0	\$57,000	\$57,000	-
7400	Capital Outlay	\$40,000	\$16,875	\$42,000	\$260,565	\$0	-\$42,000	-248.9%
9100	Contributions	\$5,000	\$5,000	\$5,000	\$7,913	\$2,500	-\$2,500	-50.0%
	<b>Totals</b>	<b>\$338,126</b>	<b>\$318,269</b>	<b>\$359,820</b>	<b>\$601,385</b>	<b>\$398,157</b>	<b>\$38,337</b>	<b>12.0%</b>

# Public Works Department

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## Mission Statement

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The mission of the Public Works Department of the City of Claremont is to maintain the public property of the City, including street rights-of-way, public easements, and other public property in a manner that is aesthetically pleasing and functional for all of our citizens. Maintain all vehicles and equipment of the City and functions as the maintenance arm of the water and sewer department.

## FY 2016 Goals and Objectives

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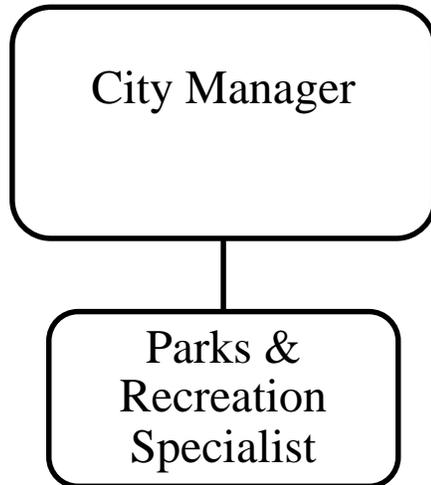
- ✓ Have employees complete OHSA and NCDOT trainings
- ✓ Explore opportunities to expand employee knowledge and training
- ✓ Continue street edge clean off program
- ✓ Assist with implementation of federal Congestion Mitigation and Air Quality (CMAQ) grant for sidewalks

**Public Works**  
**105450**

Acct	Description	FY13 Budget	FY 14 Budget	FY 15 Budget	FY 15 Amended	FY 16 Budget	FY16 vs FY15	Percent Change
0200	Full Time Salaries	\$191,775	\$203,011	\$231,555	\$231,555	\$241,146	\$9,591	4.1%
0300	Part Time Salaries	\$8,000	\$8,250	\$1,200	\$1,200	\$8,000	\$6,800	566.7%
0470	OSHA Mandates	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
0500	FICA	\$15,053	\$16,142	\$20,699	\$20,699	\$17,957	-\$2,742	-13.2%
0600	Group Insurance	\$43,848	\$46,800	\$53,319	\$53,319	\$51,025	-\$2,294	-4.3%
0700	Retirement	\$21,152	\$22,658	\$26,614	\$26,614	\$27,787	\$1,173	4.4%
0900	Medical Physicals	\$1,750	\$1,750	\$1,800	\$1,800	\$1,800	\$0	0.0%
1110	Telephone	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$0	0.0%
1300	Natural Gas	\$3,200	\$2,800	\$3,000	\$3,000	\$3,000	\$0	0.0%
1310	Electricity	\$56,000	\$59,980	\$65,750	\$65,750	\$65,750	\$0	0.0%
1400	Travel & Training	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%
1500	Maint. Buildings	\$7,500	\$7,000	\$7,000	\$7,000	\$7,000	\$0	0.0%
1600	Maint. Equipment	\$10,000	\$8,500	\$8,500	\$8,500	\$8,500	\$0	0.0%
1610	Maint. Streets	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	\$5,000	33.3%
1700	Maint. Vehicles	\$6,500	\$5,500	\$2,500	\$2,500	\$5,000	\$2,500	100.0%
1710	Auto Supplies/Tires	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$0	0.0%
2600	Advertising	\$300	\$300	\$300	\$300	\$300	\$0	0.0%
3100	Gas, Oil, Grease	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.0%
3200	Office Supplies	\$500	\$500	\$500	\$500	\$500	\$0	0.0%
3300	Departmental Supplies	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$0	0.0%
3310	Small Tools/Equipment	\$1,500	\$1,500	\$1,000	\$1,000	\$1,000	\$0	0.0%
3400	Expendable Supplies	\$500	\$500	\$500	\$500	\$500	\$0	0.0%
3600	Uniforms	\$5,000	\$5,000	\$6,500	\$6,500	\$6,500	\$0	0.0%
4500	Contracted Services	\$85,000	\$86,000	\$4,500	\$4,500	\$6,000	\$1,500	33.3%
4800	Leaf Bags	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
4900	Soild Waste Services	\$1,000	\$1,000	\$93,700	\$93,700	\$93,700	\$0	0.0%
5300	Dues & Subscriptions	\$500	\$450	\$450	\$450	\$450	\$0	0.0%
5400	Insurance	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$0	0.0%
5420	Insurance Deductions	\$1,000	\$0	\$0	\$0	\$0	\$0	-
5700	Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
7400	Capital Outlay	\$5,000	\$5,000	\$0	\$0	\$8,500	\$8,500	-
	<b>Totals</b>	<b>\$524,078</b>	<b>\$541,641</b>	<b>\$588,387</b>	<b>\$588,387</b>	<b>\$618,415</b>	<b>\$46,746</b>	<b>7.9%</b>

# Recreation Department

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## Mission

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The Recreation department's mission is to provide great parks, natural areas, and recreational experiences.

## FY 2016 Goals and Objectives

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- ✓ Continue to evaluate existing programs
- ✓ Improve City and Park grounds, landscaping
- ✓ Invest in City Park and continue implementation of Parks Master Plan
- ✓ Work closely with all of the City Advisory Committees

# Recreation

106200

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY15 Amended	FY 16 Budget	FY16 vs FY15	Percent Change
200	Full Time Salaries	\$0	\$0	\$0	\$0	\$31,635	\$31,635	-
0300	Part Time Salaries	\$9,500	\$12,000	\$9,200	\$9,200	\$1,000	-\$8,200	-68.3%
0500	FICA	\$950	\$1,000	\$720	\$720	\$2,401	\$1,681	168.1%
0600	Group Insurance	\$0	\$0	\$0	\$0	\$7,383	\$7,383	-
0700	Retirement	\$0	\$0	\$0	\$0	\$3,716	\$3,716	-
1310	Electricity	\$2,500	\$2,950	\$3,750	\$3,750	\$3,750	\$0	0.0%
1500	Maint. Buildings	\$7,500	\$6,000	\$5,000	\$10,276	\$5,000	\$0	0.0%
2600	Advertising	\$500	\$500	\$1,500	\$1,500	\$2,000	\$500	100.0%
3300	Departmental Supplies	\$3,500	\$3,500	\$3,000	\$3,000	\$3,000	\$0	0.0%
3400	Appearance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%
4500	Contracted Services	\$2,500	\$2,500	\$2,720	\$2,720	\$2,720	\$0	0.0%
4700	Senior Citizens	\$3,700	\$3,600	\$3,600	\$3,600	\$3,600	\$0	0.0%
5150	Recreation Programs	\$4,800	\$5,200	\$5,200	\$5,200	\$5,200	\$0	0.0%
7300	Claremont Day	\$26,500	\$30,000	\$30,000	\$35,000	\$30,000	\$0	0.0%
7400	Capital Outlay	\$0	\$18,000	\$0	\$0	\$40,000	\$40,000	222.2%
8200	Christmas Parade	\$5,000	\$5,000	\$5,000	\$7,000	\$5,000	\$0	0.0%
	<b>Totals</b>	<b>\$69,950</b>	<b>\$93,250</b>	<b>\$72,690</b>	<b>\$84,966</b>	<b>\$149,405</b>	<b>\$76,715</b>	<b>82.3%</b>

# Debt Service

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## Description

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Debt Service expenditures serve to make payments on the principal and interest on various financing instruments the City utilizes to purchase capital assets including land and equipment, and construct capital improvements such as new buildings or facilities.

## Long-Term Debt Payment Summary

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- ✓ Principal Payment 6 of 15 for a railroad spur to service Poppelman Plastics, \$1,500,000, 3.96% fixed , 15 year, annual principal payments of \$100,000 plus accrued interest.
- ✓ Principal Payment 1 of 10 for a Smeal Fire Apparatus Pumper Truck for the Fire Department, \$264,000, 2.48% fixed, 10 year, annual principal payments of \$30.133.15 plus accrued interest.

**Debt Service**  
**107200**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY15 Amended</b>	<b>FY 16 Proposed Budget</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
4100	Rail Spur Principle	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	0.0%
4150	Rail Spur Interest	\$47,521	\$43,560	\$39,600	\$39,600	\$35,640	-\$3,960	-9.1%
4175	Poppleman Payment	\$0	\$3,960	\$7,920	\$7,920	\$7,920	\$0	0.0%
	Fire Engine Principle	\$0	\$0	\$0	\$0	\$23,586	\$23,586	-
	Fire Engine Interest	\$0	\$0	\$0	\$0	\$6,547	\$6,547	-
	<b>Totals</b>	<b>\$147,521</b>	<b>\$147,520</b>	<b>\$147,520</b>	<b>\$147,520</b>	<b>\$173,693</b>	<b>\$26,173</b>	<b>17.7%</b>

# **Powell Bill Fund**

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## **Description**

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Street improvements for the City of Claremont are funded primarily through a state-shared gasoline tax known as “Powell Bill” funds. The City utilizes these funds to maintain our street resurfacing program, construct new streets, repair existing sidewalks, and improve existing streets and sidewalks.

## **FY 2016 Work Program**

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- ✓ Replace aged and broken sidewalks throughout the city
- ✓ Proactively monitor the City street system for issues

**Revenue**  
**Powell Bill Fund**  
**Fund 11**

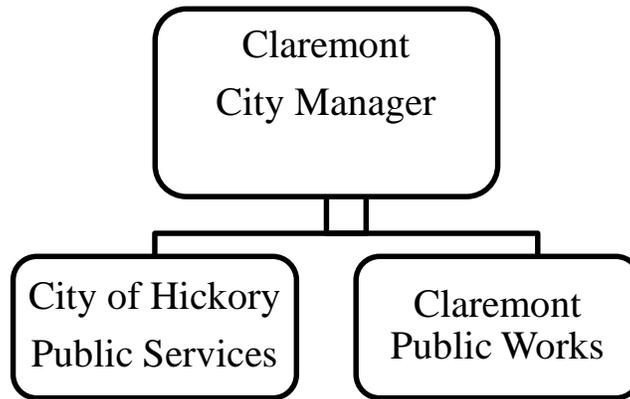
<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY15 Budget</b>	<b>FY15 Amended</b>	<b>FY 16 Proposed</b>	<b>FY16 vs FY 15</b>
2990.0000	Powell Bill Fund	\$125,000	\$0	\$0	\$0	\$4,000	\$4,000
3430.0000	Powell Bill Dist	\$41,000	\$43,000	\$40,000	\$40,000	\$41,500	\$1,500
	<b>Totals</b>	<b>\$166,000</b>	<b>\$43,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$45,500</b>	<b>\$5,500</b>

**Powell Bill  
115700**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 16 Proposed</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
0450	Engineering Services	\$2,500	\$2,500	\$2,500	\$2,500	\$0	0.0%
1600	Maint. Equipment	\$500	\$500	\$500	\$500	\$0	0.0%
1700	Maint. Vehicles	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
1710	Auto Supplies/Tires	\$0	\$0	\$0	\$0	\$0	0.0%
2600	Advertising	\$0	\$0	\$0	\$0	\$0	0.0%
3300	Departmental Supplies	\$7,500	\$7,500	\$7,500	\$1,000	-\$6,500	-86.7%
3310	Small Tools/Equipment	\$500	\$500	\$500	\$500	\$0	0.0%
4500	Contracted Services	\$154,000	\$31,000	\$28,000	\$40,000	\$12,000	7.8%
	<b>Totals</b>	<b>\$166,000</b>	<b>\$43,000</b>	<b>\$40,000</b>	<b>\$45,500</b>	<b>\$5,500</b>	<b>3.3%</b>

# Water & Sewer Enterprise Fund

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## Description

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The City of Claremont Operates a Water and Sewer Enterprise Fund 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 wastewater per day with 300,000 allocated to the McLin Creek plant and 100,000 to the North plant. On average, the system serves 789 residential users and 135 commercial and industrial users. The City of Claremont purchases all of its water from the City of Conover and contracts the operation of the wastewater treatment plants with the City of Hickory. The City of Claremont provides all of the billing, collection & distribution system maintenance and expansion, as well as system-wide reporting.

## FY 2016 Goals and Objectives

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- ✓ Continue in-house certifications for distribution and collection systems
- ✓ Begin planning for the expansion of the maintenance facility
- ✓ Invest in wastewater infrastructure, including a new pump station
- ✓ Prepare for the decommissioning of the North Waste Water Treatment Plant and determine City's long-term plan for wastewater treatment
- ✓ Install new commercial AMR water meters
- ✓ Replace the Bar Screen at the McLin WWTP

## Water Sewer Fund Expenditure Summary

Water & Sewer Fund Totals						
	2013 Budget	2014 Budget	2015 Budget	2016 Proposed Budget	FY 16 vs FY 15	Percent Difference
Operating	\$816,450	\$1,125,929	\$1,046,757	\$1,040,440	-\$6,317	-0.6%
Capital	\$105,070	\$66,500	\$93,750	\$410,000	\$316,250	337.3%
Debt	\$162,212	\$152,458	\$0	\$0	\$0	-
<b>Total</b>	<b>\$1,083,732</b>	<b>\$1,344,887</b>	<b>\$1,140,507</b>	<b>\$1,450,440</b>	<b>\$309,933</b>	<b>27.2%</b>

<b>\$1,450,440.00</b>	<b>Revenue</b>
<b>\$1,450,440.00</b>	<b>Expense</b>
<b>\$0.00</b>	<b>Difference</b>

**Revenues**  
**Fund 30**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 15 Amended Budget</b>	<b>FY 16 Proposed Budget</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
3290	Investment Earnings	\$200	\$200	\$200	\$200	\$100	-\$100	-50.0%
3350	Miscellaneous Revenues	\$450	\$200	\$1,000	\$2,450	\$1,400	\$400	40.0%
3351	Lease Revenues	\$0	\$25,200	\$25,800	\$25,800	\$25,800	\$0	0.0%
3710	Utility Fees	\$1,003,432	\$1,057,987	\$1,071,257	\$1,071,257	\$1,098,040	\$26,783	2.5%
3730	Tap & Capacity Fees	\$5,500	\$5,500	\$8,500	\$21,000	\$160,350	\$151,850	1786.5%
3750	Utility Penalties	\$8,800	\$8,800	\$7,500	\$7,500	\$8,000	\$500	6.7%
3760	Hydrant Fees	\$23,350	\$25,000	\$24,250	\$24,250	\$24,250	\$0	0.0%
3790	Reconnect Fees	\$2,000	\$2,000	\$2,000	\$2,000	\$2,500	\$500	25.0%
3990	Appropriated Fund Balance	\$40,000	\$45,000	\$0	\$103,350	\$0	\$0	-
3980	Transfer from Other Funds		\$175,000	\$0	\$0	\$130,000	\$130,000	-
	<b>Totals</b>	<b>\$1,083,732</b>	<b>\$1,344,887</b>	<b>\$1,140,507</b>	<b>\$1,257,807</b>	<b>\$1,450,440</b>	<b>\$309,933</b>	<b>23.0%</b>

**Water Treatment  
308100**

<b>Acct</b>	<b>Description</b>	<b>FY13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 15 Amended Budget</b>	<b>FY 16 Proposed Budget</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
0450	Engineering Services	\$1,000	\$3,250	\$5,000	\$5,000	\$5,000	\$0	0.0%
1200	Printing	\$1,250	\$1,000	\$3,400	\$3,400	\$3,400	\$0	0.0%
1310	Electricity	\$1,200	\$2,000	\$2,250	\$2,250	\$2,250	\$0	0.0%
1600	Maint. Equipment	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000	\$0	0.0%
2950	Contribution to Capital Reserve	\$5,000	\$0	\$70,521	\$26,221	\$0	-\$70,521	-100.0%
3200	Office Supplies	\$2,500	\$2,750	\$4,900	\$4,900	\$4,900	\$0	0.0%
3300	Dept Supplies	\$2,000	\$2,000	\$1,500	\$1,500	\$1,500	\$0	0.0%
3310	Small Tools & Equipment	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500	\$0	0.0%
4500	Contracted Services	\$32,000	\$34,000	\$32,000	\$32,000	\$35,000	\$3,000	9.4%
4800	Purchase for Resale	\$150,000	\$161,000	\$158,000	\$158,000	\$160,000	\$2,000	1.3%
5400	Insurance	\$1,750	\$1,975	\$2,000	\$2,000	\$2,000	\$0	0.0%
	<b>Totals</b>	<b>\$199,200</b>	<b>\$210,475</b>	<b>\$283,071</b>	<b>\$238,771</b>	<b>\$217,550</b>	<b>-\$65,521</b>	<b>-31.1%</b>

**Water Maintenance  
308150**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 15 Amended Budget</b>	<b>FY 16 Proposed Budget</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
1400	Travel & Training	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0%
1600	Maint. Equipment	\$8,000	\$241,940	\$20,500	\$20,500	\$25,000	\$4,500	22%
3100	Gas, Oil, Grease	\$4,000	\$4,000	\$6,000	\$6,000	\$6,000	\$0	0%
3300	Department Supplies	\$18,750	\$25,750	\$22,500	\$22,500	\$22,500	\$0	0%
3310	Small Tools & Equipment	\$2,500	\$2,250	\$1,500	\$46,150	\$2,500	\$1,000	67%
4500	Contracted Services	\$28,500	\$36,450	\$31,000	\$31,000	\$31,000	\$0	0%
4600	Treatment Services	\$0	\$0	\$21,000	\$21,000	\$6,500	-\$14,500	-69%
7300	Small Capital	\$0	\$0	\$0	\$0	\$73,000	\$73,000	-
7400	Capital Outlay	\$16,325	\$9,800	\$40,500	\$40,500	\$0	-\$40,500	-100%
	<b>Totals</b>	<b>\$79,575</b>	<b>\$321,690</b>	<b>\$144,500</b>	<b>\$189,150</b>	<b>\$168,000</b>	<b>\$23,500</b>	<b>\$0</b>

**Waste Water Treatment  
308220**

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 15 Amended Budget	FY 16 Proposed Budget	FY16 vs FY15	Percent Change
0450	Engineering Services	\$55,000	\$85,000	\$119,000	\$144,500	\$119,000	\$0	0.0%
0480	Monitoring Fees	\$1,000	\$1,000	\$2,500	\$2,500	\$2,500	\$0	0.0%
0490	NCDENR Fees	\$5,000	\$5,000	\$6,386	\$6,386	\$6,390	\$4	0.1%
1200	Printing	\$1,500	\$1,000	\$3,400	\$3,400	\$3,500	\$100	2.9%
1500	Maint. Buildings	\$1,000	\$4,000	\$5,000	\$5,000	\$5,000	\$0	0.0%
1600	Maint. Equipment	\$19,000	\$19,000	\$20,000	\$20,000	\$20,000	\$0	0.0%
3200	Office Supplies	\$2,200	\$2,500	\$3,400	\$3,400	\$3,400	\$0	0.0%
3300	Department Supplies	\$3,500	\$3,514	\$3,000	\$3,000	\$3,000	\$0	0.0%
3310	Small Tools & Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
4500	Contracted Services	\$400,000	\$412,000	\$408,400	\$408,400	\$409,000	\$600	0.1%
4600	Treatment Services	\$0	\$0	\$10,500	\$10,500	\$5,000	-\$5,500	-52.4%
5400	Insurance	\$3,500	\$3,750	\$6,000	\$6,000	\$6,000	\$0	0.0%
	<b>Totals</b>	<b>\$492,700</b>	<b>\$537,764</b>	<b>\$588,586</b>	<b>\$614,086</b>	<b>\$583,790</b>	<b>-\$4,796</b>	<b>-0.8%</b>

**Waste Water Maintenance  
308250**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 15 Amended Budget</b>	<b>FY 16 Proposed Budget</b>	<b>FY16 vs. FY15</b>	<b>Percent Change</b>
0470	OSHA Mandates	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%
1400	Travel & Training	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000	\$0	0.0%
1600	Maint. Equipment	\$12,500	\$15,000	\$18,000	\$18,000	\$18,000	\$0	0.0%
3100	Gas, Oil, Grease	\$8,500	\$8,500	\$10,500	\$10,500	\$10,500	\$0	0.0%
3300	Department Supplies	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0	0.0%
3310	Small Tools & Equipment	\$1,200	\$1,200	\$1,000	\$1,000	\$1,000	\$0	0.0%
4500	Contracted Services	\$28,600	\$30,600	\$30,600	\$30,600	\$30,600	\$0	0.0%
7300	Small Capital	\$0	\$0	\$0	\$0	\$0	\$0	-
7400	Capital Outlay	\$88,745	\$56,700	\$53,250	\$143,250	\$410,000	\$356,750	670.0%
	<b>Totals</b>	<b>\$150,045</b>	<b>\$122,500</b>	<b>\$124,350</b>	<b>\$214,350</b>	<b>\$481,100</b>	<b>\$356,750</b>	<b>286.9%</b>

**Debt Service  
Fund 30**

<b>Acct</b>	<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 16 Budget</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
8100-8100	Water Bond Principle	\$0	\$0	\$0	\$0	\$0	0.0%
8100-8200	Water Bond Interest	\$0	\$0	\$0	\$0	\$0	0.0%
8220-8100-	Mclin Principle	\$147,258	\$147,258	\$0	\$0	\$0	0.0%
8220-8200	Mclin Interest	\$14,954	\$5,200	\$0	\$0	\$0	0.0%
	<b>Totals</b>	<b>\$162,212</b>	<b>\$152,458</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

# **Water & Sewer Capital Reserve Fund**

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## **Description**

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The Water & Sewer Capital Reserve Fund was created to help the City save funds for water and sewer capital projects.

**Revenue**  
**Water & Sewer Capital Reserve Fund**  
**Fund 71**

	Acct	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY16 vs FY15	Percent Change
2990	Transfer from W/S Fund	\$0	\$70,521	\$0	-\$70,521	0.0%
3990	Appropriated Fund Balance	\$0	\$0	\$130,000	\$130,000	0.0%
	<b>Totals</b>	<b>\$0</b>	<b>\$70,521</b>	<b>\$130,000</b>	<b>\$59,479</b>	<b>84.3%</b>

**Water & Sewer Capital Reserve Fund  
Fund 71**

	Acct	FY 14 Budget	FY 15 Budget	FY 16 Budget	FY16 vs FY15	Percent Change
3990.9200	Transfer to W/S Fund	\$0	\$0	\$130,000	\$130,000	0.0%
	<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>-</b>

# **PJ Stanley Scholarship Fund**

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## **Description**

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The PJ Stanley Memorial Scholarship Fund provides tuition assistance to graduating high school students and community college students pursuing careers in the Police, EMS, Rescue and Fire fields at either Catawba Valley Community College or Mitchell Community College. PJ Stanley was a leader in the Claremont community and worked throughout his life to make a positive difference through his service to these fields and teaching those who wished to join the ranks with him.

## **FY 2016 Work Program**

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- ✓ Continue to build on the scholarship fund through outreach, fundraising, and scholarship support.

## Revenue

### PJ Stanley Scholarship Fund

#### Fund 15

Acct	Description	FY 13 Budget	FY 14 Budget	FY 15 Budget	FY 16 Proposed	FY 16 vs FY 15	Percent Change
3360.0000	Contributions	\$2,565	\$2,500	\$2,500	\$2,500	\$0	0.0%
3970.0700	Transfer from G/F	\$2,435	\$4,200	\$6,400	\$1,000	-\$5,400	-221.8%
	<b>Totals</b>	<b>\$5,000</b>	<b>\$6,700</b>	<b>\$8,900</b>	<b>\$3,500</b>	<b>-\$5,400</b>	<b>-108.0%</b>

**Expenses**  
**PJ Stanley Scholarship Fund**  
**Fund 15**

<b>Description</b>	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>FY 15 Budget</b>	<b>FY 16 Proposed</b>	<b>FY16 vs FY15</b>	<b>Percent Change</b>
Scholarships	\$2,000	\$2,500	\$2,500	\$2,500	\$0	0.0%
Departmental Supplies	\$3,000	\$4,200	\$6,400	\$1,000	-\$5,400	-180.0%
<b>Totals</b>	<b>\$5,000</b>	<b>\$6,700</b>	<b>\$8,900</b>	<b>\$3,500</b>	<b>-\$5,400</b>	<b>-108.0%</b>

# City of Claremont Schedule of Fees

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The schedule of fees, lists fees charged for conducting business with the City of Claremont- including planning and zoning development fees, building & sign permit fees, fire service and inspection charges, water and sewer deposits, and tap fees, along other various public works offerings and city services.

<b>City Fees</b>	
<b>Return Check</b>	\$25.00
Bank Fee	\$7.00
<b>Solid Waste Collection Fee</b>	
Fee charged to all residences and users of the City provided trash & recycling service, in accordance with NCGS 160A-314.1	\$3.00 per month
<b>Copies of Ordinance/Policies/etc.</b>	\$.15/page
Park Shelter # 1 Rental Fee – Inside City Free	
Outside City Rental 1-4 Hours	\$25.00
Outside City Rental 4-8 hours	\$50.00
<b>Research, Retrieval, &amp; Assembling of Documents</b>	\$15.00/hour employee
<b>Accident Reports Police/Fire</b>	
A minimum of \$10.00 per personnel hour (or the actual cost if greater), in excess of one hour, for staff time and overhead for the research, retrieval, assembling, and organizing of documents in response to a valid request for copies of public records. This charge is in addition to the basic charge for copying of documents set forth in this schedule of fees and charges.	\$3.00
<b>Storage Fees for Impounded Vehicles/Equipment</b>	\$5 per day
<b>Hazardous Materials Emergency Response Fee:</b>	
Fire Engine, Police Car, or Support Apparatus	\$250.00 hour
Personnel on Scene (per person)	\$20.00 hour
Supplies and Materials	Cost +15%
<b>Fire Inspection Fee</b>	\$25.00
<b>Safety Inspection Fee</b>	\$25.00
<b>Use of Fire Department Facilities</b>	\$25.00
<b>( per hour, two hour minimum)</b>	per hour

<b>Planning &amp; Zoning</b>	
<b>Rezoning Application</b>	
Residential	\$500.00
Mixed use	\$800.00
Commercial & Industrial	\$800.00
<i>(variance, inspection, special use permit)</i>	
<b>Subdivision Approval Application</b>	
Major Subdivision	\$100 + \$5/Lot Prelim
All Over 5 Lots	\$100 + \$3/Lot Final
Minor Subdivision (5 Lots Max)	\$75.00
<b>Landlocked Subdivision Plat</b>	
	\$100 + \$10/Lot
<b>Administrative Review</b>	
	\$50.00
<b>Copy of Subdivision Regulations</b>	
	\$15.00
<b>Zoning Compliance Letter</b>	
	\$25.00
<b>Zoning Permits</b>	
	\$25.00
<b>Certificate of Occupancy</b>	
	\$25.00
<b>Zoning Map</b>	
	\$5.00
<b>Copy of Zoning Ordinance</b>	
	\$20.00
<b>Street Closing Petition</b>	
	\$100.00
<b>Petition for Text Amendment</b>	
	\$200.00
<b>Voluntary Annexation Petition</b>	
	\$100.00
<b>New Development Street Signs</b>	
	\$100.00
<b>Road Name Change</b>	
	\$350 + \$50 for each sign
<b>Ordinance Violations</b>	
<b>1st Offense</b>	\$50 a day
<b>2nd Offense</b>	\$100 a day
<b>3rd and subsequent Offenses</b>	\$200 a day
<i>(each day violation exists)</i>	

<b>Public Works</b>	
<b>Lot Cleaning</b>	
Charge per Working Hour per man	\$25.00
Charge per Dump Truck Hour	\$50.00
<i>(minimum of 3 hours)</i>	
Charge per backhoe/bobcat hour	\$50.00
<i>(minimum of 3 hours)</i>	
<b>Lot Mowing</b>	
Charge for tractor/bushhog per hour	\$50.00
<i>(minimum of 3 hours)</i>	
Charge per Employee Hour	\$35.00
<i>(minimum of 3 hours)</i>	
<b>Sale of Leaf Bags</b>	10/\$ 2.00
The charge of leaf bags is subject to change due to circumstances at the landfill.	
<b>Collection of White goods</b>	\$10/each
<b>Collection of Bulky Items</b>	\$25-\$75
<b>Signs For Insurance Reimbursement/Replacement</b>	
STOP sign	\$85.00
<i>(with 2 hours cost for replacement)</i>	
Speed Limit Sign (24x30)	\$60.00
(18x24)	\$45.00
Dead End/No Outlet Sign	\$60.00
Street Name Sign	\$60.00
Misc. Warning Signs	\$60.00
Pole for Signs	\$45.00
Bracket for Poles	
	\$10.00

<b>Water &amp; Sewer</b>	
<b>Utility Fees</b>	
Late Penalty	\$20.00
Relocation Fee	\$100.00
Reconnect Fee	\$50.00
Reconnect Fee w/ Meter Removed	\$125.00
<b>Meter Tampering Fee</b>	
	\$200.00

<b>Water &amp; Sewer</b>	
<b>Deposits</b>	
<b>Water/ Sewer</b>	
Residential	\$150.00
Commercial	\$175.00
Industrial	\$250.00
<b>Sprinkler Fees - Section- Annual Fees</b>	
Each Hydrant	\$150.00
<b>Each Sprinkler Connection</b>	
12 Inch	\$500.00
10 Inch	\$400.00
8 Inch	\$300.00
6 Inch	\$300.00
<b>Meter Testing Fees</b>	
3/4"-2" inch Meters	\$100.00
3" - 6" Meters	\$330.00
<b>Water Tap Fees</b>	
3/4" Meter and tap	\$950.00
1" Meter and tap	\$1,500.00
1 1/2 " Meter and tap	\$3,000.00
2" Meter and tap	\$4,000.00
3" Meter and tap	\$10,500.00
4" Meter and tap	\$12,500.00
6" Meter and tap	\$14,500.00
Outside rates will be double the inside rates for all meter sizes	
Proper Backflow Prevention Devices are required on all connections prior to use	
Maintenance and testing of the devices are the responsibility of the customer	

<b>Water Capacity Fees</b>	
3/4" Meter	\$250.00
1" Meter	\$700.00
1 1/2 " Meter	\$1,200.00
2" Meter	\$1,700.00
3" Meter	\$5,000.00
4" Meter	\$8,500.00
6" Meter	\$15,000.00
Outside rates will be double the inside rates for all meter sizes	

<b>Sewer Tap Fees</b>	
4" Tap	\$750.00
6" Tap	\$900.00
8" Tap	\$1,200.00
10" Tap	\$1,400.00
12" Tap	\$1,800.00
Multiple Dwelling add per unit	\$150.00
Outside rates will be double the inside rates for all tap sizes	

<b>Sewer Capacity Fees</b>	
3/4" Meter	\$500.00
1" Meter	\$950.00
1 1/2 " Meter	\$1,800.00
2" Meter	\$3,000.00
3" Meter	\$6,000.00
4" Meter	\$9,500.00
6" Meter	\$18,000.00
Outside rates will be double the inside rates for all meter sizes	

<b>Wastewater Treatment Plant</b>	
Pretreatment Permits	\$1,500.00
Compliance Permitting	\$150.00
Compliance Monitoring	\$500.00
<i>(2 times per year)</i>	
Inspection Monitoring	\$250.00
Flow	\$0.00
Ammonia Monitoring	\$250.00
BOD Excess Surcharge	Cost +25%
TSS Excess Surcharge	Cost +25%

<b>Punch Under Driveways/Mole</b>	
Inside	\$30/ft
Outside	\$60/ft

<b>Water/Sewer Extension</b>	
Water Pipe below 1 inch pipe	\$40/ft
Water Pipe above 1 inch pipe	Cost + 25 %
Hydrants	Cost
Valve and Box	\$1,000.00

<b>Water &amp; Sewer Availability Survey</b>	\$0.00
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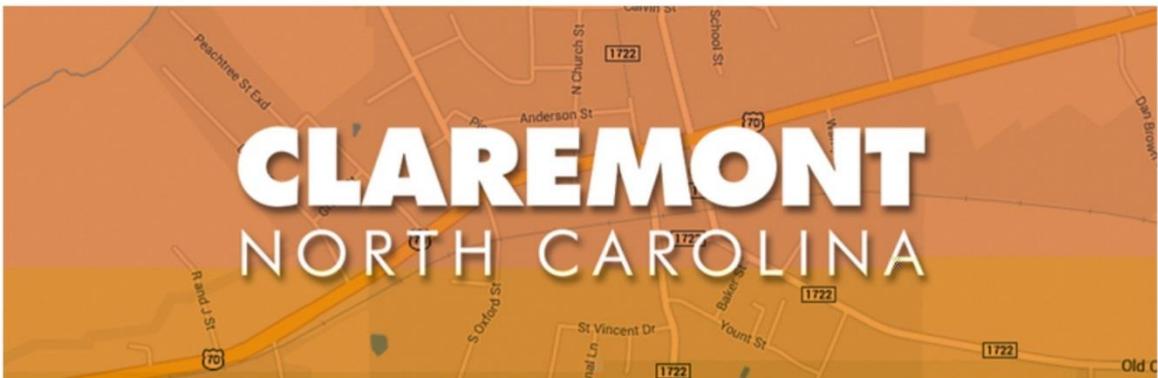


# City of Claremont

## Water & Sewer Usage Rates

	FY 15 Base	FY15 Per 1000	FY 16 Proposed Base	FY16 Per 1000
<b>Residential Water Rates</b>				
3/4" Meter	\$12.18	\$2.90	\$12.48	\$2.97
3/4" Meter Outside	\$24.36	\$5.80	\$24.97	\$5.95
<b>Residential Sewer Rates</b>				
3/4" Meter	\$18.27	\$4.40	\$18.73	\$4.51
3/4" Meter Outside	\$36.54	\$8.80	\$37.45	\$9.02
<b>Inside Commercial &amp; Industrial Water Rates</b>				
3/4 " Meter	\$13.20	\$3.90	\$13.53	\$4.00
1" Meter	\$19.29	\$3.90	\$19.77	\$4.00
1 1/2" Meter	\$38.57	\$3.90	\$39.53	\$4.00
2" Meter	\$62.93	\$3.90	\$64.50	\$4.00
3" Meter	\$111.65	\$3.90	\$114.44	\$4.00
4" Meter	\$209.09	\$3.90	\$214.32	\$4.00
6" Meter	\$263.90	\$3.90	\$270.50	\$4.00
<b>Outside Commercial &amp; Industrial Water Rates</b>				
3/4 " Meter	\$26.39	\$7.80	\$27.05	\$8.00
1" Meter	\$38.57	\$7.80	\$39.53	\$8.00
1 1/2" Meter	\$77.14	\$7.80	\$79.07	\$8.00
2" Meter	\$125.86	\$7.80	\$129.01	\$8.00
3" Meter	\$222.30	\$7.80	\$227.86	\$8.00
4" Meter	\$418.18	\$7.80	\$428.63	\$8.00
6" Meter	\$527.80	\$7.80	\$541.00	\$8.00
<b>Inside Commercial &amp; Industrial Sewer Rates</b>				
3/4 " Meter	\$20.30	\$6.34	\$20.81	\$6.50
1" Meter	\$30.45	\$6.34	\$31.21	\$6.50
1 1/2" Meter	\$58.87	\$6.34	\$60.34	\$6.50
2" Meter	\$79.17	\$6.34	\$81.15	\$6.50
3" Meter	\$99.47	\$6.34	\$101.96	\$6.50
4" Meter	\$121.80	\$6.34	\$124.85	\$6.50
6" Meter	\$527.80	\$7.80	\$541.00	\$8.00
<b>Outside Commercial &amp; Industrial Sewer Rates</b>				
1" Meter	\$60.90	\$12.68	\$62.42	\$13.00
2" Meter	\$158.34	\$12.68	\$162.30	\$13.00
4" Meter	\$243.60	\$12.68	\$249.69	\$13.00

# CAPITAL IMPROVEMENT PLANS



## General & Utility Funds 2016-2020

City of Claremont  
General Fund  
2016-2020 Capital Improvement Plan Summary

= Committed

DEPT	DESCRIPTION	2016	One Time Capital	Fund Balance	Debt	2017	2018	2019	2020	Future	Total
Fire	Turn Out Gear Replacement (small capital)	36,000	36,000			36,000					72,000
Fire	800 MHz Radio Upgrades (small capital)	15,000	15,000			21,000					36,000
Admin	Parking Lot Upgrades	15,000	15,000								15,000
Public Works	Bucket Truck	8,500	8,500								8,500
Parks	City Park Improvements	40,000	40,000			74,500		71,200			185,700
Police	800 MHz Radio Upgrades					14,400	11,200	11,200			36,800
Police	Radar Replacement					10,000					10,000
Police	Vehicle Replacement					45,500	83,000	41,500	83,000		253,000
Police	Ballistic Helmet Replacement					8,500	8,500				17,000
Police	FLIR H- Series Bi-Ocular							6,200			6,200
Police	Riot Helmet and Shield Purpose							6,040			6,040
Pub Works	Vehicle Replacement					25,000		25,000			50,000
Parks & Rec	Tailgate Market Shelter					25,000					25,000
Fire	SCBA Bottle Replacement					150,000					150,000
Pub Works	Mowers					9,800		9,800			19,600
Fire	Upgrade Rescue Equipment								60,000		60,000
Fire	Vehicle Replacement						35,000				35,000
Fire	Fire Station Upgrades							22,900			22,900
Pub Works	New Public Works Facility					800,000	800,000				1,600,000
Pub Works	Limb Truck Replacement						110,500				110,500
Admin	Fleet Vehicle Replacement									20,000	0
Fire	Resurface Bay Floors									42,000	0
Parks	Greenway Trail									87,500	0
Parks	Neighborhood Park									35,000	0
Fire	District Station #2									350,000	0
Parks	Rec Center									450,000	0
		114,500	114,500	0	0	1,219,700	1,048,200	193,840	143,000	984,500	2,719,240

City of Claremont  
Water & Sewer Fund  
2016-2020 Capital Improvement Plan Summary

= Committed

DEPT	DESCRIPTION	2016	One Time Capital	Capital Reserve Fund	Debt	2017	2018	2019	2020	Future	Total
Water/Sewer	Catawba Pump Station Impellers	25,000	25,000								25,000
Water/Sewer	Commercial AMR Meters	33,000	33,000			33,000					66,000
Water/Sewer	North WWTP Transfer to Pump Station	300,000	170,000	130,000		900,000					1,200,000
Water/Sewer	South WWTP Removal	75,000	75,000								75,000
Water/Sewer	McLin Bar screen Replacement	10,000	10,000								10,000
Water/Sewer	Decommissioning of North WWTP					30,000					30,000
Water/Sewer	Dump Truck Replacement					122,500					122,500
Water/Sewer	Catawba Pump Station Upgrades					50,000					50,000
Water/Sewer	Vehicle Replacement						25,000				25,000
Water/Sewer	Water SCADA Upgrades						22,500				22,500
Water/Sewer	Lift Station Portable Generator						52,000				52,000
Water/Sewer	Sewer Vac Truck							300,000			300,000
Water/Sewer	Spare Pumps for Lift Stations								18,500		18,500
Water/Sewer	McLin Upgrades						6,011,772				6,011,772
Water/Sewer	Sewer Expansion- Dogwood Area									312,829	0
Water/Sewer	Sewer Expansion- Old Catawba Area									524,243	0
Water/Sewer	Sewer Expansion- Rock Barn Area									825,456	0
Water/Sewer	Backup Water Vault & Water Supply									1,250,000	0
		443,000	313,000	130,000	0	1,135,500	6,111,272	300,000	18,500	2,912,528	8,008,272



Item # 8

## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

**Action Requested: Old Business**

*A. None at this time*

**Recommendations:**



## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Ordinance 25-14 Fiscal Year 2016 Budget Ordinance

This budget ordinance will approve the fiscal year 2015-2016 budget, for all City funds with a General Fund budget of \$2,676,019.

**Recommendations: Approve Ordinance 25-14**



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 25-14

AN ORDINANCE OF THE CITY OF CLAREMONT ADOPTING THE CLAREMONT MUNICIPAL BUDGET  
FOR FISCAL YEAR 2016

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

**Section 1:** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Ad Valorem Taxes	\$2,008,716
Occupancy Tax	\$4,000
Investments	\$600
Utility Franchise Fees	\$234,000
Sales Tax	\$283,100
Fund Balance	\$51,368
State Shared Revenues	\$31,810
Fees	\$36,400
Miscellaneous	\$26,025
<b>Total</b>	<b>\$2,676,019</b>

**Section 2:** The following amounts are hereby appropriated in the General Fund for the operation of the City government and its activities for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016, in accordance with the chart of accounts heretofore established for the City.

City Council	\$71,620
Administration	\$451,819
Police	\$758,910
Fire	\$398,157
Public Works	\$618,415
Recreation	\$149,405
Planning	\$30,400
Library	\$23,600
Debt Service	\$173,693
<b>Total</b>	<b>\$2,676,019</b>



**Section 3:** It is estimated that the following revenues will be available in the Water and Sewer Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Charges for Utilities	\$1,098,040
Other Charges	\$222,400
Transfer from W/S Capital Reserve Fund	\$130,000
<b>Total</b>	<b>\$1,450,440</b>

**Section 4:** The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Water Treatment	\$217,550
Water Maintenance	\$168,000
Waste Water Treatment	\$583,790
Waste Water Maintenance	\$481,100
Debt Service	\$0
<b>Total</b>	<b>\$1,450,440</b>

**Section 5:** It is estimated that the following revenues will be available in the Water and Sewer Capital Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Appropriated Fund Balance	\$130,000
<b>Total</b>	<b>\$130,000</b>

**Section 6:** It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

Powell Bill Distribution	\$41,500
Appropriated Fund Balance	\$4,000
<b>Total</b>	<b>\$45,500</b>

**Section 7:** The following amounts are hereby appropriated in the Powell Bill Fund for the maintenance of city streets for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Powell Bill Operations	\$45,500
<b>Total</b>	<b>\$45,500</b>



**Section 8:** It is estimated that the following revenues will be available in the PJ Stanley Fund for the Fiscal Year Beginning July 1, 2015 and ending June 30, 2016:

Contributions	\$2,500
Transfer from General Fund	\$1,000
<b>Total</b>	<b>\$3,500</b>

**Section 9:** The following amounts are hereby appropriated in the PJ Stanley Fund for the memorial scholarships and fundraising for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, in accordance with the chart of accounts heretofore established for this city.

Scholarships	\$2,500
Department Supplies	\$1,000
<b>Total</b>	<b>\$3,500</b>

**Section 10:** The operating funds encumbered on the financial records of June 30, 2015 are hereby re-appropriated into this budget.

**Section 11:** There is hereby levied a tax at the rate of forty-nine cents (\$.49) per one hundred (\$100) valuation of property as listed for taxes as of January 1, 2015, for the purpose of raising the revenue listed as “Ad Valorem Taxes” in the General Fund in Section 1 of this ordinance.

**Section 12:** The corresponding FY 2016 Schedule of Fees is approved with the adoption of this Annual Budget Ordinance. The FY 2016 Schedule of Fees is attached as Attachment A to this Ordinance.

**Section 13:** The City Manager is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He or she may transfer amounts between line-item expenditures and between departments without limitation as believed to be necessary and prudent. He or she must make an official report on such transfers at the next regular meeting of the governing board.
- B. He or she may transfer amounts up to \$5,000 between functional areas including contingency appropriations, within the same fund. He or she must make an official report on such transfers at the next regular meeting of the governing board.
- C. He or she may not transfer any amounts between funds, except as approved by the Governing Board in the Annual Budget Ordinance as amended.

**Section 14:** Copies of the Annual Budget ordinance shall be furnished to the City Clerk, to the Governing Board and to the City Manager and Finance Director to be kept on file by them for direction in the disbursement of funds.



INTRODUCED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

\_\_\_\_\_  
MAYOR Shawn Brown

ATTEST:

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

APPROVED AS TO FORM:

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



## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Ordinance 26-14 Amending the FY 2015 Budget

This budget amendment will move proceeds from a cell tower permit to the appropriate line items. \$2,000 will be moved into lease revenues and \$1,000 into miscellaneous to pay the consulting firm that assists the City in the permit process.

**Recommendations: Approve Ordinance 26-14**



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 26-14

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

	<u>Increase</u>	<u>Decrease</u>
Misc. Revenue 10.3350.0000		\$2,000
Transfer To Other Funds 10.4200.9600	\$2,000	
<hr/>		
Fund Balance Appropriated 30.3990.0000	\$2,000	
Lease Revenue 30.3351.0000	\$2,000	
<hr/>		
Misc. Revenue 10.3550.0000		\$1,000
Misc. Expense 10.4100.5700		\$1,000
<hr/>		

INTRODUCED at the regular meeting of the City Council of the City of Claremont on  
June 1, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on  
June 1, 2015.

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

ATTEST:

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



## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

Action Requested: Approve Ordinance 27-14 Amending the FY 2015 Budget

These budget amendments will ensure we have the appropriate funds in each line item before year end.

**Recommendations: Approve Ordinance 27-14**



City Council of the City of Claremont

Catawba County, North Carolina

Ordinance No. 27-14

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**

	<u>Increase</u>	<u>Decrease</u>
Legal Fees 10.4100.0430	\$8444.50	
Youth Council 10.4100.0900		\$1,000
Emergency Action Plan 10.4100.0460		\$800
Employee Relations 10.4100.0800		\$778
Contributions 10.4100.9100		\$691.50
Advertising 10.4100.2600		\$464
Group Insurance 10.4100.0600		\$420
Departmental Supplies 10.4100.3300		\$167
Planning Board 10.4100.0110		\$850
Travel & Training 10.4100.1400		\$900
EDC Incentive 10.4100.8900		\$2374



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Misc Expense 10.4100.5700	\$959.52	
EDC Incentive 10.4100.8900		\$959.42
<hr/>		
Contracted Services 10.5100.4500	\$1350	
Insurance & Bonds 10.5100.5400		\$2320
Small Tools & Equipment 10-5100-3310	\$970	
<hr/>		
Uniforms 10.5300.3600	\$741.38	
Dues and Subscriptions 10-5300-5300	\$ 13.99	
Maint. Buildings and Grounds 10-5300-1500	\$ 43.03	
Medical Physicals 10-5300-0900	\$280.00	
Group Insurance 10-5300-0600	\$232.26	
Insurance and Bonds 10-5300-5400		\$1310.66

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INTRODUCED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

ADOPTED at the regular meeting of the City Council of the City of Claremont on June 1, 2015.

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

ATTEST:

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



Item # 9D

## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve Fiscal Year 2016 WPCOG Planning Contract**

*This contract will provide technical assistance for Planning and Zoning, not to exceed \$ 28,900. This contract represents a 4% increase from the fiscal year 2015.*

**Recommendations: Approve as presented.**

AGREEMENT BETWEEN THE  
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND  
THE CITY OF CLAREMONT  
FOR THE PROVISION OF  
TECHNICAL PLANNING ASSISTANCE:  
JULY 1, 2015 – JUNE 30, 2016

This **AGREEMENT**, entered into on the first day of July, 2015, 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 **\$28,900.00** (twenty-eight thousand, nine hundred dollars) during the period beginning July 1, 2015 and ending June 30, 2016. These fees will be billed in equal monthly payments of **\$ 2,408.33** (two thousand, four hundred, eight dollars and thirty-three 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, 2015 and ending June 30, 2016.
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 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, 2015 – JUNE 30, 2016  
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 **\$28,900.00** to be billed in twelve equal payments of **\$2,408.33** starting July 1, 2015.



**Item # 9E**

## **Request for Council Action**

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve Fiscal Year 2016 Fire Inspection Agreement**

*This item is the approval of the annual contract for fire inspections. Catawba County will provide building code inspections for the City for an annual sum of \$4,582, compared to \$4573 in fiscal year 2015.*

**Recommendations: Approve as presented.**

## **AGREEMENT**

**AGREEMENT** made this 1st day of July, 2015, by and between Catawba County Emergency Services (hereinafter "County") and the City of Claremont (hereinafter "City").

**WHEREAS**, City requires the services of a person or persons authorized to make, and capable of making, periodic fire inspections of all buildings within City's jurisdiction; and

**WHEREAS**, County has the requisite knowledge, experience and resources to conduct routine fire inspections of all buildings within City's jurisdiction, and

**WHEREAS**, the parties acknowledge that such fire inspections will be conducted in accordance with applicable state and local statutes and codes.

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

1. That the North Carolina Fire Prevention Code (hereinafter "Code") is set out in the North Carolina Building Code. The provisions of the Code dealing with fire inspections of buildings are incorporated herein by reference.
2. Pursuant to NCGS 153A-351 County has created an inspection department which includes fire prevention inspectors.
3. City has approximately Eighty Nine (89) buildings within its jurisdiction with regard to which it desires to have County's fire inspector conduct inspections (hereinafter "Inspections") to ensure continuing compliance with the Code.
4. City will pay County an annual sum of Four Thousand Five Hundred Eighty Two Dollars (\$4,582.00), payable in four equal quarterly payments of One Thousand One Hundred Forty Five Dollars and Fifty Cents (\$1,145.50). The payments will be made in advance, on the first day of each calendar quarter during the term hereof. The price will include any re-inspections made necessary as a result of code violations found during the initial inspection. County will continue to re-inspect until any code violations have been corrected.
5. This Agreement will become effective on the date hereof, and shall continue in force and effect until midnight, June 30, 2016.
6. This Agreement may be cancelled by either party, with or without cause, upon one hundred eighty (180) days written notice.

7. This Agreement may be executed in multiple counterparts, with each part executed being deemed an original, however, collectively constituting but a single document.
8. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof. It shall not be modified in any respect except in a written instrument signed by both parties.

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

CATAWBA COUNTY EMERGENCY SERVICES

By: \_\_\_\_\_  
Bryan Blanton, Director

ATTESTED BY:

\_\_\_\_\_

CITY OF CLAREMONT

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

ATTESTED BY:

\_\_\_\_\_

THIS INSTRUMENT has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: May 5, 2015

Jeanne C. Jarrett  
~~Rodney Miller, Finance Director~~  
Jeanne C. Jarrett, Assistant Finance Director

APPROVED AS TO FORM:

Date: April 27, 2015

Debra Bechtel  
Debra Bechtel, Attorney



**Item # 9F**

## **Request for Council Action**

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve Fiscal Year 2016 Animal Control Agreement**

*This item is the annual contract for Animal control services, provided by Catawba County. Total cost of providing services in fiscal year 2016 total \$1,200. The contract price is the same as fiscal year 2015.*

**Recommendations: Approve as presented.**

STATE OF NORTH CAROLINA

COUNTY OF CATAWBA

**ANIMAL CONTROL AGREEMENT**

This Animal Control Agreement is entered into between Catawba County, North Carolina, (hereinafter "County") and the City of Claremont, North Carolina (hereinafter "City") as of the 1<sup>st</sup> day of July 2015.

**WHEREAS**, City desires that County provide animal control and emergency after hour calls services within the City during the 2015-16 fiscal year; and

**WHEREAS**, County desires to provide animal control and emergency animal calls services within the City during the 2015-16 fiscal year; and

**WHEREAS**, City desires that County continue to enforce County's Ordinance within the jurisdictional limits of the City; and

**WHEREAS**, City has, and hereby does, designate the Catawba County Assistant Director of Emergency Services to be responsible for determining when a dog located within the City is a "Dangerous or Potentially Dangerous Dog" pursuant to Catawba County Ordinance Chapter 6, Sec. 6-3 Definitions and Article VI Sec 6-131 thru 6-135 Dangerous and Potentially Dangerous dogs and

**WHEREAS**, County has, and hereby does, designate the Dangerous Dog Appellate Board of the Catawba County, to hear any appeals for a "Dangerous or Potentially Dangerous Dog" determination pursuant to Catawba County Ordinance Sec. 6-132.

**NOW THEREFORE**, for good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. Designation of Division of Animal Services

- (i) City shall and hereby does designate Catawba County's Animal Services Department as its "Office of Animal Control".
- (ii) An Animal Control Officer employed by County (hereinafter "ACO") will respond to emergency and routine animal service calls within the City.
- (iii) Animal Services shall provide animal control services to City during the hours of 8:00 am through 5:00 pm, Monday through Friday.
- (iv) The scheduled on-call ACO will respond to emergency after hour calls as described below:

- Animal Bites
- Injured Animals
- Possible Rabies Exposures
- Animal Attacks
- Aggressive Animals
- Dangerous and/or Potentially dangerous Dogs

2. Catawba County Animal Services

- (i) During the hours of 8:00 am through 5:00 pm, Monday through Friday the ACO will respond to all routine and emergency animal services calls related to animals located within the City.
- (ii) All service calls received and/or responded to on behalf of City under this Agreement will be handled in accordance with County's Animal Services' Ordinance and policies developed by Catawba County Animal Services.
- (iii) County Animal Shelter will receive animal service calls during the hours of 8:00 am through 6:00 pm, Monday through Friday. All emergency calls after hours will be received by the Communications Center.
- (iv) County agrees to provide adequate personnel and equipment to respond to calls as required by this Agreement.

3. Emergency after Hour Call Services

- (i) Emergency after hour call service hours are from 5:00 pm to 8:00 am Monday through Friday, weekends and all holidays.
- (ii) County shall provide an ACO to respond to calls for after hour emergencies within the City when necessary to protect and preserve the health and safety of the public and animals.
- (iii) The ACO shall take animals requiring care to a veterinary facility in accordance to Shelter's policy. When immediate veterinary care is not needed in the judgment of County personnel, an animal may be taken to the County Animal Shelter. Sick and injured animals will be handled according to the Shelter operating policy.
- (iv) County may, at its discretion, bear the cost of emergency care and shelter costs for animals that do not appear to have an owner or keeper, or where the owner or keeper can be identified, charge the owner or keeper with the cost of emergency care and shelter costs of the animals consistent with the County operating policy.
- (v) When City Public Safety and/or City officers are also on the scene of an animal-related emergency, the Animal Control Officer shall cooperate with City personnel in matters involving safety of persons and/or enforcement of the County's animal control ordinance, and/or North Carolina General Statutes pertaining to animals.

4. Upon receipt of an invoice for the services of Animal Control and Emergency After Hour Calls, City shall make payment within 30 days to County in the amount of \$300 per quarter, \$1,200 for this fiscal year.

5. This Agreement shall be in effect for the period beginning July 1, 2015 and ending June 30, 2016, subject to annual renewal as negotiated and agreed upon by both parties in writing.

6. Either party may terminate this Agreement for any reason by providing the other party 30 days written notice of intention to terminate the Agreement. In the case of early termination, City is responsible for payment of any services provided through the date of termination. Any notice to be given hereunder shall be given in writing and delivered personally, by registered or certified mail, postage prepaid as follows:

To County: Bryan Blanton, Emergency Services Director  
Catawba County  
100-A Southwest Boulevard  
PO Box 389  
Newton, NC 28658

To City of Conover: Catherine Renbarger, Manager  
City of Claremont  
PO Box 446  
Claremont, NC 28610

7. City will indemnify and hold County harmless for any and all claims, demands or actions whatsoever arising from County's provision of services under this Agreement unless the same results from the intentional or negligent conduct of County. It is the intent that City indemnify County to the fullest extent permitted by law.
8. This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina. Venue for any adversarial proceeding shall be set in Catawba County.

**IN WITNESS WHEREOF**, the parties hereunto cause this Agreement to be executed in their respective names to become effective on the date hereinabove written.

\_\_\_\_\_  
Bryan Blanton, Emergency Services Director

\_\_\_\_\_  
Catherine Renbarger, Manager, City of Claremont

**THIS INSTRUMENT** has been pre-audited in the manner required by the Local Government Fiscal and Control Act.

Date: 5-13-2015

Jeanne C. Jarrett  
Rodney Miller, Finance Director  
Jeanne C. Jarrett Assistant Finance  
Director

**APPROVED AS TO FORM**

Date: 5-11-15

Jodi Stewart  
County Attorney



Item # 9G

## Request for Council Action

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve Fiscal Year 2016 Fire Department Officer Confirmation**

*Chief Travis will present Council with names of officers for Fiscal Year 2016. For officer confirmation refer to Command Staff Officer Position attachment for a list of names and position.*

### **Recommendations:**



## **Claremont Fire Department**

2850 Firehouse Lane

Claremont, NC 28610

Phone (828) 459-9296 Fax (828) 459-9732

04-14-2015

**To:** Claremont City Council  
Catherine Renbarger, City Manager  
Wendy Helms, City Clerk

**Re:** Command Staff, Officer Positions for CFD 2015-2016

**Fr:** Bart Travis, Fire Chief

**Assistant Chief-** Jason Lowrance

**Assistant Chief-** Bruce Hartsoe

**Captain-** Kevin Little

**Captain-** Brian Helms

**Lieutenant-** Eddie Chapman

**Lieutenant-** Ray Ball

**Lieutenant-** Mike Hathaway

It is my pleasure to announce the officer positions for fiscal year **2015-2016**. The persons listed above have demonstrated leadership and commitment to the forward progression of our fire department. These officers will serve under the fire chief for the continued safe delivery of Fire, EMS and Rescue services to our community and to whomever needs assistance. As the fire chief I have full confidence in their ability and commitment to our organization.





**Item # 9H**

## **Request for Council Action**

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve 2015/2018 WAN Agreement (Wide Area Network)**

*This agreement will provide the City with increased bandwidth, firewall and filter access to the internet. WPCOG and Catawba County partner for these services, providing parties with lower cost. The City will pay the WPCOG \$103.39 per month for these services.*

**Recommendations: Approve as presented.**

## ATTACHMENT A

### CATAWBA COUNTY ELECTRONIC COMMUNICATION POLICY

Created August 4, 1997

Modified April 21, 2004

Modified November, 2007

Modified February 1, 2010

This is Catawba County's policy with regard to all electronic communication (telephone, e-mail, Internet, fax, pager, radio, etc.) by County employees. This policy is developed for the security and integrity of the employees and the County.

#### **Responsibility:**

**User/Employee:** Employees are provided with a variety of electronic communication methods to increase productivity in job performance. Employees are reminded that all electronic communications equipment is the property of Catawba County. It is the responsibility of every employee to insure that all communication over County property assigned to them is legal, ethical, responsible and appropriate regardless of its origin. Communications containing anything racially or sexually discriminating or of a political or religious nature, unless job related, are prohibited. The County uses an Internet filter designed to block access to inappropriate websites. This technology does not alleviate the employee of their responsibility as stated above. Further, the available filter technology cannot detect an inappropriate attachment to an email. Examples of inappropriate Internet use include, but are not limited to, pornography, gambling, chat rooms, racial, ethnic or religious hate sites that would violate any employee's rights under Title VII or any other Catawba County policy that may relate to appropriate workplace conduct or behavior. While many sites are not electronically blocked, access to personal interest web sites should be limited as defined below.

Employees should not violate the County Code with regard to conflict of interest, solicitation, violation of co-workers' religious freedom, or harassment of co-workers through electronic media. Electronic messages should not be intercepted or otherwise tampered with by individual users, nor should messages be encrypted or encoded without prior approval of the supervisor except through County approved encryption equipment and processes.

E-mail is a critical tool for business communications in Catawba County. All emails should reflect the professionalism of our organization. They convey the position and the image of Catawba County Government. Email must be used with respect and in accordance with the goals of Catawba County as well as the law. Never include anything racially or sexually discriminating or of a political or religious nature as this is inappropriate. Email signatures must be included on all emails and give the recipient pertinent information. Email signatures must be limited to: your name with your designation, organization name, department name, address, contact details including phone information, FAX number, email address, county sponsored Internet sites and any applicable confidentiality statement.

Personal communications should not be excessive or interfere with job performance. Examples of excessive use include, but are not limited to, personal phone calls, e-mailing, or personal web traffic which lasts a significant amount of time during work hours; accessing personal interest web sites or bidding on E-Bay items, etc, at short but frequent intervals which disrupts the workday, consistently forwarding jokes, pictures, religious messages, etc. Any and all fees/charges incurred from personal use of equipment must be reimbursed by the employee.

**Department Head/Supervisor/Information Technology Center:** It is the responsibility of Department Directors and supervisors to support and administer this policy and to ensure employee knowledge of, and compliance with, the principles outlined in this policy. In addition, it is the responsibility of Department Directors to develop, inform and administer any additional policies/protocols regarding the

transmittal of confidential or otherwise sensitive information specific to their department's operations. It is the Information Technology Center's responsibility to maintain passwords and codes.

**Access/Ownership of Information:**

Catawba County provides communication services to employees for governmental purposes. All electronic communications are the property of the County. The use of passwords does not imply privacy or confidentiality, and all passwords must be turned over to the County immediately upon request. The County has the authority to access all electronic information, including personal communications, at anytime, however will usually only do so given one or more of the following:

- The user leaves employment and the County needs messages pertaining to County business.
- The County is required to do so by law.
- In the course of an investigation of impropriety, suspicion of crime for which the County may be held liable, violation of County policy or breach of security of an electronic communication system.
- Suspicion that electronic media use is significantly disrupting work.
- As a result of a request for public information
- As a result of eDiscovery

The Department Head, in consultation with the County Manager and the Chief Information Officer, will monitor, intercept, review, retrieve and disclose any electronic communication if they feel a need to do so.

**E-Mail and Electronic Document Retention and Public Information**

NCGS 121-2 (8) and 132-1 make the content of electronic mail and electronic documents public record and subject to open records and retention laws. The law breaks e-mail and electronic documents into three general categories:

1. Temporary or transient
2. Containing information of value concerning administration, management, operations, activities, and business.
3. Personal

Temporary or transient e-mail or electronic documents remain public records but may be treated as having a reference or administrative value which ends when the user no longer needs the information the record contains. These messages may be erased or destroyed when the user has determined that its reference value has ended.

E-mail or electronic documents containing information of value concerning administration, management, operations, activities, and business, are public records. If there is another formal letter, memo, document, paper copy, etc that contains the same information as an e-mail or electronic documents, the e-mail or electronic documents may be deleted. If the e-mail or electronic documents is the only record containing information of value concerning administration, management, operations, activities and business, the e-mail or electronic documents should be-retained by the originator/owner for as long as required by the appropriate retention schedule.

Personal e-mail is not a public record and should be deleted frequently. Personal electronic documents should not be stored on County equipment.

**Public Requests for E-mail or Electronic Documents.**

Public or media requests for e-mail or electronic documents should be made in writing to the County Manager or pertinent Department Head and should contain information sufficient to identify the specific e-mail or electronic documents sought. This will expedite the provision of the information to the requesting person. All applicable copying fees apply to requests for paper e-mail or electronic document copies.

**Policy Implementation:**

In the current e-mail system, e-mails can be stored in 5 basic locations: In-box, sent items folder, deleted

messages folder, drafts, and user defined folders. The e-mail system has definable rules that govern how long an item is stored in each of these folders. To follow the retention policy, IT staff will set all users "deleted messages" and "sent items" folders to "empty" all items older than 14 days. "Inbox", "drafts", and user-defined folders will not automatically be emptied. All employees should review the e-mails stored in these folders periodically and delete e-mails that are personal, temporary or transient. E-mails that contain information of value concerning administration, management, operations, activities, and business should be retained by the originator/owner for as long as required by the appropriate retention schedule.-

Electronic documents that need to be retained should be stored on network drives in approved folders.

The Information Technology Department will back up the e-mail system and network drives nightly, but will typically keep back-ups no longer than two weeks. This means that deleted e-mails and electronic documents will be completely gone and no longer restorable after two weeks.

**Consequences:**

Violation of this policy may result in termination of system access, possible disciplinary action up to and including dismissal, and criminal charges where appropriate.

**ATTACHMENT B**

**Wide Area Network  
Shared Internet Access Costs  
Shared 500MB Service, Redundancy, Content Filtering  
Monthly Cost \$ 7,953.37**

	<b>Monthly Cost Share</b>	
Catawba County		\$ 5,193.56
Claremont	\$ 103.39	
Conover	\$ 715.80	
Long View	\$ 254.51	
Maiden	\$ 254.51	
Newton	\$ 715.80	
WPCOG	\$ 715.80	
		<u>\$ 2,759.82</u>
		<u>\$ 7,953.37</u>

## **ATTACHMENT C**

**THIS AGREEMENT**, effective the 1st day of July, 2015 by and between Catawba County, a political subdivision of the State of North Carolina ("County"), and Western Piedmont Council of Governments, a regional planning organization serving 28 local governments in a four-county area of western North Carolina ("WPCOG").

### **WITNESSETH:**

**WHEREAS**, WPCOG relies extensively upon the use of Internet services in its day-to-day operations and requires increased bandwidth to realize the full benefit from its use of this technology; and

**WHEREAS**, County also relies extensively upon the use of Internet services in its day-to-day operations and requires substantial bandwidth for these operations; and

**WHEREAS**, County can extend its bandwidth at a lower cost by partnering with WPCOG to secure Internet services; and

**WHEREAS**, WPCOG desires to partner with County to secure Internet services, and County desires to partner with WPCOG.

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

1. Services to be provided by County include:
  - (a) County will contract with a service provider for an internet connection of at least 500 Mb, along with a separate provider for redundancy. This bandwidth will be shared between County and WPCOG.
  - (b) County will provide firewall protection to the Internet.
  - (c) County will filter access to the internet. All Internet traffic is subject to Catawba County's Electronic Communication Policy, specifically the section of the policy in Exhibit A, attached hereto and incorporated herein by reference. This will also allow Catawba County IT Personnel to monitor and track internet usage when asked to do so by authorized managers or staff.
  - (d) WPCOG shall require each entity using this Internet connection to have up-to-date virus protection that automatically updates.
2. The term of this Agreement shall be for 36 months, commencing July 1, 2015 and ending July 30, 2018. Either party may terminate this Agreement upon 90 days written

notice. Early termination may result in fees or penalties from the service provider. The terminating party agrees to be responsible for any fees.

3. County does not guarantee the results of any services it provides to WPCOG, pursuant to this Agreement, nor does County represent or warrant that County will be able to successfully resolve all problems presented to it by WPCOG however County will make reasonable efforts to resolve problems within the scope of this Agreement.
4. Notices shall be sent via email, first class mail or fax to the following:

If to County:                   Catawba County IT Department  
  Post Office Box 389  
  Newton, NC 28658  
  Attention: Rick Pilato  
  [rpilato@catawbacountync.gov](mailto:rpilato@catawbacountync.gov)

If to WPCOG                    Post Office Box 9026  
  Hickory, NC 28603  
  Attention: Scott Miller, IT/GIS Director  
  [scott.miller@wpcog.org](mailto:scott.miller@wpcog.org)

5. WPCOG agrees to remit payment to County in the amount of \$2,759.82 per month for the provision of Internet services.
6. This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina, venue Catawba County.
7. This Agreement constitutes the entire agreement between the parties and shall not be modified in any respect except in writing, executed by each party.
8. This Agreement, or any right hereunder, shall not be assigned by either party, nor shall any duty hereunder be delegated by either party, without the express written consent of the other party with the exception of the eight municipalities within Catawba County. Any attempt at assignment or delegation without such consent shall be void.
9. This Agreement may be executed in multiple counterparts, with each part so executed being deemed an original, however, collectively constituting but a single document.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the date first written above.

**Catawba County**

**WPCOG**

By: \_\_\_\_\_  
Michael R. Pilato  
Chief Information Officer

By: \_\_\_\_\_  
Anthony Starr  
Executive Director

**THIS INSTRUMENT** has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: \_\_\_\_\_

\_\_\_\_\_  
Rodney N. Miller, Finance Director

**APPROVED AS TO FORM**

Date: \_\_\_\_\_

\_\_\_\_\_  
Debra Bechtel, County Attorney

**STATE OF NORTH CAROLINA  
COUNTY OF CATAWBA**

**AGREEMENT**

**THIS AGREEMENT**, effective the 1<sup>st</sup> day of July, 2015 by and between Western Piedmont Council of Governments, a regional planning organization serving 28 local governments in a four-county area of western North Carolina (hereinafter "WPCOG") and City of Claremont, a political Subdivision of the State of North Carolina (hereinafter "City").

**WITNESSETH:**

**WHEREAS**, the City, which relies extensively upon the use of Internet services in its day-to-day operations, requires increased bandwidth to realize the full benefit from its use of this technology; and

**WHEREAS**, WPCOG also relies extensively upon the use of Internet services in its day-to-day operation and requires substantial bandwidth for these operations; and

**WHEREAS**, WPCOG and Catawba County have entered into an Internet services agreement to partner in the extension of Internet access, with a copy of said agreement incorporated into this agreement by reference and provided as Attachment C; and

**WHEREAS**, WPCOG desires to partner with the City to extend such Internet services, and City desires to partner with WPCOG.

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

1. Services to be provided by under this agreement include:
  - (a) WPCOG will contract with Catawba County for a shared 500MB connection to the Internet. The County will also include service with a separate provider for redundancy. This bandwidth will be shared between County, WPCOG and the several cities that enter into agreements with WPCOG.
  - (b) County will provide firewall protection to the Internet for the shared Internet connection.
  - (c) County will filter access to the Internet. All Internet traffic is subject to Catawba County's Electronic Communication Policy, specifically the section of the policy in Exhibit A, attached hereto and incorporated herein by reference. This will also allow Catawba County IT Personnel to

monitor and track internet usage when asked to do so by authorized managers or staff. Special requests must be submitted in writing and approved by the County and WPCOG.

2. All entities using this Internet connection to have up-to-date virus protection that is automatically updated.
3. The term of this Agreement shall be for 36 months, commencing on July 1, 2015 and ending June 30, 2018. Either party may terminate this agreement upon 90 days written notice. Early termination may result in fees or penalties from the service provider. The terminating party would be responsible for these fees.
4. For Services provided hereunder, the City shall pay WPCOG the sum of \$103.39 per month, as detailed on Attachment B. Said sum shall be payable monthly following the execution of the Agreement. It is expressly understood that the monthly payment due is a calculated pro-rated share of the total cost charged WPCOG by Catawba County, which is dependent on participation by the local governments listed in Attachment B. The pro-rated calculation is subject to change if any of the listed local governments fail to participate.
5. WPCOG does not guarantee the results of any Services provides hereunder; nor does WPCOG represent or warrant that it will be able to successfully resolve all problems presented to it by participating local governments but the WPCOG and Catawba County will make reasonable effort to resolve problems within the scope of this contract.
6. This Agreement may not be extended or renewed without the express written agreement of the parties.
7. Any notice to be given hereunder shall be given in writing and delivered personally or by registered or certified mail, postage prepaid as follows:

To WPCOG:           WPCOG  
                          Scott Miller  
                          1880 2<sup>nd</sup> AVE NW  
                          Hickory, NC 28601  
                          Telephone Number: 828-485-4235

To CITY:             City of Claremont  
                          Catherine Renbarger  
                          PO Box 446  
                          Claremont, NC 28610  
                          Telephone Number: 828-466-7255

8. Should an adversarial proceeding arise between the parties pursuant to this

Agreement, the losing party in any such proceeding shall pay reasonable expenses, including attorney's fees, of the prevailing party.

9. This Agreement shall be governed and construed in accordance with the laws of the State of North Carolina. Venue for any adversarial proceeding shall be set in Catawba County.
10. This Agreement constitutes the entire agreement and understanding between the parties respecting the subjects covered herein, and shall not be modified in any respect except in writing and signed by both parties.
11. This Agreement, or any right hereunder, shall not be assigned by either party, nor shall any duty hereunder be delegated by either party, without the express written consent of the other party. Any attempt as assignment or delegation without such consent shall be void.
12. This Agreement may be executed in multiple counterparts, with each part so executed being deemed an original, however, collectively constituting but a single document.

Western Piedmont Council of Government

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

City of Claremont

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



**Item # 9I**

## **Request for Council Action**

To: Mayor and City Council

From: Catherine Renbarger, City Manager

### **Action Requested: Approve FY 2016 Audit Contract**

*Melanie Starr, CPA PLLC submitted a contract for FY 2016 Auditing Services. The 2016 audit will be submitted by October 31, 2015. Staff approves of the contract.*

**Recommendations: Approve as presented**

**CONTRACT TO AUDIT ACCOUNTS**

Of City of Claremont  
Primary Governmental Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

On this 1st day of June, 2015,

Auditor: Melanie M. Starr, CPA, PLLC Auditor Mailing Address: 2041 PL Propst Road  
Maiden, NC 28650 Hereinafter referred to as The Auditor

and City Council (Governing Board(s)) of City of Claremont  
 (Primary Government)  
 and N/A: hereinafter referred to as the Governmental Unit(s), agree as follows:  
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

N/A

Discretely Presented Component Unit's (DPCU) if applicable

*Auditing Standards.* The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: [lgc.invoice@nctreasurer.com](mailto:lgc.invoice@nctreasurer.com). Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. **Fees listed on signature pages.**
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Governmental Unit

N/A

Discretely Presented Component Unit's (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Governmental Unit

N/A

Discretely Presented Component Unit's (DPCU) if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of February, 2015. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW***

Contract to Audit Accounts (cont.) City of Claremont  
Governmental Unit N/A  
Discretely Presented Component Unit's (DPCU) if applicable

City of Claremont - FEES  
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_  
Audit \$15,500

Preparation of the annual financial Statements \$2,500  
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.  
The 75% cap for interim invoice approval for this audit contract is \$ 13,500  
\*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.  
Audit Firm Signature:  
Melanie M. Starr, CPA, PLLC  
Name of Audit Firm  
By Melanie M. Starr, CPA  
Authorized Audit firm representative name: Type or print  
Melanie M. Starr, CPA  
Signature of authorized audit firm representative  
Date June 1, 2015  
mstarrcpa@charter.net  
Email Address of Audit Firm

City of Claremont  
**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**  
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.  
By Stephanie Corn  
**Primary Governmental Unit Finance Officer:**  
Type or print name

Governmental Unit Signatures:  
City of Claremont  
Name of Primary Government  
By Shawn Brown, Mayor  
Mayor / Chairperson: Type or print name and title  
Signature of Mayor/Chairperson of governing board  
Date June 1, 2015

**Government Finance Officer Signature**  
June 1, 2015  
(Certificate must be dated.)  
scorn@cityofclaremont.org  
Email Address of Finance Officer

By N/A  
Chair of Audit Committee - Type or print name  
Signature of Audit Committee Chairperson

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a )  
June 1, 2015

Date  
\*\* If Governmental Unit has no audit committee, mark this section "N/A"

Contract to Audit Accounts (cont.) City of Claremont  
Governmental Unit N/A  
Discretely Presented Component Unit's (DPCU) if applicable

**\*\* This page to only be completed by Discretely Presented Component Units \*\***

N/A FEES  
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

**Audit** \_\_\_\_\_

**Preparation of the annual financial Statements** \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_

**\*\* NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

**DPCU Governmental Unit Signatures:**

N/A

Name of Discretely Presented Government

By \_\_\_\_\_

**DPCU Board Chairperson:** Type or print name and title

Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By \_\_\_\_\_

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date \_\_\_\_\_

**\*\* If Governmental Unit has no audit committee, mark this section "N/A"**

N/A  
**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

**DPCU Finance Officer:**

Type or print name

Primary Government Finance Officer Signature

Date \_\_\_\_\_

*(Pre-audit Certificate must be dated.)*

*Email Address of Finance Officer*

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a )

Governmental Unit

N/A

Discretely Presented Component Unit's (DPCU) if applicable

**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – if the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/sl原因/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/sl原因/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.  
Please call or email Steven Holmberg of our office at 919-807-2394 [steven.holmberg@nctreasurer.com](mailto:steven.holmberg@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Governmental Unit

N/A

Discretely Presented Component Unit's (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
  - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
  - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract and is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.



Item # 10A

## Request for Council Action

To: Mayor and City Council

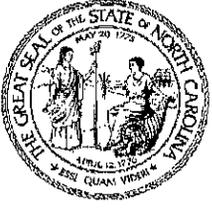
From: Catherine Renbarger, City Manager

**Action Requested: Dashboard Report**

**Recommendations:**

# Claremont May 2015 Dashboard Report

Police Dept.			Fire Dept.			Financials		
	Month	YTD		Month	YTD		% In	% Out
Calls Answered	695	3080	Calls for Service	36	140	General Fund	92%	81%
Citations Served	127	544	Working Fires	5	24	Water/Sewer Fund	83%	77%
Warnings	76	293	Training Hours	200	1298			
Number of Arrests	8	31	Prevention Programs	27	86	<b>Rescue Squad</b>		
Accidents	5	28	False Alarms	3	8		Month	YTD
Warrants	20	52	EMS Calls	7	32	Calls for Service	66	432
Open Cases	3	28				Training Hours	33	313
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
						20 Guns for 20 Dollars raffle is still going on.		
Public Works			Utility Dept.			Planning & Zoning Dept.		
	Month	YTD		Month	YTD		Month	YTD
Vehicles Serviced	10	46	Water Turned Off	17	53	Zoning Permits	4	28
Recycling % Apr		98%	Water Taps	3	9	Residential Permits	0	6
Solid Waste Tonnage		110.87	Water Purchased		20,684	Commercial Permits	4	22
Street Lights Replaced	15	43	Water Sold		18,766,295	Enforcement Cases	23	42
Work Orders	51	192	McLin WWTP Avg.	156,000	144,200	Planning Board Work	2	11
Sewer Line Jetted	1105+7	6,568	North WWTP Avg.	91,000	73,400	Safety Permits	0	6
Other Activities & Announcements			Other Activities & Announcements			Other Activities & Announcements		
						PB mtg to discuss text amendments & LDP updates; received No Rise & issued final floodplain permit to Apple; initial pharmacy plan review & comments		



JANET COWELL  
TREASURER

NORTH CAROLINA  
DEPARTMENT OF STATE TREASURER  
STATE AND LOCAL GOVERNMENT FINANCE DIVISION  
AND THE LOCAL GOVERNMENT COMMISSION

GREGORY C. GASKINS  
DEPUTY TREASURER

May 20, 2015

The Honorable David Morrow, Mayor  
City of Claremont  
Post Office Box 446  
Claremont, North Carolina 28610

Dear Mayor Morrow:

The State and Local Government Finance Division in its role as staff to the Local Government Commission has analyzed the audited financial statements of the City of Claremont for the fiscal year ended June 30, 2014. The results of the analysis revealed some areas of concern regarding the City's financial position and operations. The purpose of this letter is to convey those concerns to you and the Board. We request that you respond to this letter, addressing each concern we have raised.

The City's audited financial statements were not received by our office until March 19, 2015, over five months after the due date of October 31, 2014. As stewards of the public's resources, the governing body is responsible for ensuring that the audited financial statements are available to the public in a timely manner. Information in the report is needed by you and your Board in order for you to take prompt and effective corrective action on any deficiencies noted. Various external groups such as the North Carolina General Assembly, federal and State agencies that provide funding, and other public associations need current financial information about your City as well.

We have received documentation from the auditor dated April 2, 2015, which explained that the delay was caused by additional work required for restatements related to 2013 financial statements. We urge the Board to analyze these issues or concerns and take the appropriate action to ensure that the audited financial statements for the current fiscal year are completed and submitted by October 31, 2015.

While the overall position of the Water and Sewer Fund is currently positive, we see signs of potential weakness in coming years if circumstances do not change. The fund reported a net loss on both the full accrual and budgetary basis of reporting (pages 30 and 71-72 in your audited financial statements, respectively). These losses indicate that the amounts

The Honorable David Morrow, Mayor  
City of Claremont  
May 20, 2015  
Page 2

being charged to customers are not sufficient to cover the costs of providing water and sewer services. Finally, cash flow from operations (see page 31 of your audited financials), while positive, is not sufficient to provide the cash necessary to cover the City's debt service payments. The Board must evaluate the performance of this fund and make the changes necessary to improve financial operations and sustainability. Rates, rate structures and collection procedures should be evaluated and adjusted to provide coverage for at least system operating costs and debt service payments. In fact, if the City is to be eligible for State grant or loan funding for water system expansion or growth, the rate structure must meet certain criteria, one of which is that it provides sufficient revenues to meet or exceed operating expenditures plus debt service costs.

Please respond in writing within the next 45 days to each concern that we have raised in this letter. Responses should be in letter form, signed, and may be submitted in hard copy by mail or via email. Emailed responses should be sent to [unitletter@nctreasurer.com](mailto:unitletter@nctreasurer.com). If you are planning to issue debt that requires the approval of the Local Government Commission, we must have a complete and thorough response to this letter on file prior to the Commission's consideration of your debt application. If we can be of any assistance to you please contact me at 919-807-2380.

Sincerely,



Sharon G. Edmundson, CPA  
Director, Fiscal Management Section

cc: Catherine Renbarger, City Manager  
Stephanie Corn, Finance Officer  
Melanie M. Starr, CPA, PLLC