NOT APPROVED

Agenda Packet - DRAFT
Village of Clemmons Council
Regular Meeting

June 8, 2020

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AGENDA
REGULAR MEETING OF THE
VILLAGE OF CLEMMONS COUNCIL
JUNE 8, 2020 at 6:00 p.m.

I. Call to Order & Pledge of Allegiance – Mayor Wait

II. Public Comments

III. Minutes - Approval of Minutes – May 26, 2020 Regular Meeting

IV. Changes and/or Approval of the Agenda

V. Announcements

VI. Business – Information/Review Items for Future Action

A. Marketing & Communications Director's Report
   1. Events Update

B. Manager's Report

C. Attorney's Report
   1. Attorney's Contract Renewal

D. Planner's Report
   1. Zoning Docket C-235 Public Hearing Continuance Request

Business – Action Items

E. Zoning Map Amendment for Carlos Pereira from RS-15 & LO-S to RM-12-S (Residential Building, Multifamily) located at 3462 Clemmons Road - PIN number 5893-30-8703 and 5893-30-9990 – approx. +/- 8 acres - Zoning Docket C-234

F. Public Hearing
   1. Zoning Map Amendment of Kazakos Brothers Clemmons LLC from LO-S to GB-S (General Business – Special) located at 2225 Lewisville Clemmons Road – Zoning Docket C-230

G. Public Hearing for the Proposed Budget for Fiscal Year 2020-2021

H. Council Comments

VII. Adjournment

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REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
May 26, 2020

The Village of Clemmons Council met electronically on Tuesday, May 26, 2020, at 6 p.m. The meeting was held via Zoom Meeting due to the ongoing COVID-19 pandemic and guidelines and recommendations provided by the Centers for Disease Control and Prevention (CDC), as well as the State and Forsyth County. The following Board members were present: Mayor Wait, Council Members Barson, Binkley, Cameron, Rogers and Wrights. The following Staff members were present: Manager Buffkin, Attorney Fus, Clerk Shortt, Public Works Director Gunnell, Marketing and Communications Director Ford, Director of Operations Gearren and Planner Rahimzadeh.

Call to Order & Pledge of Allegiance
Mayor Wait called the meeting to order at 6:04 p.m. and led the Pledge of Allegiance.

Public Comments
There were no citizens in attendance. There was one individual comment submitted to be read into the record (attached hereto as Exhibit A and incorporated as part of the minutes).

Approval of the Minutes
Council Member Cameron moved to approve the minutes of the May 11, 2020 regular meeting and May 18, 2020 special meeting (budget workshop) as presented. The motion was seconded by Council Member Rogers and unanimously approved.

Approval of the Agenda
Mayor Wait requested the addition of "Graduate Parade" under Marketing and Communications Director's Report. Manager Buffkin requested the addition of Item 4. "Phase II Reopening Discussion" under Manager's Report.

Council Member Cameron moved to approve the agenda as amended. The motion was seconded by Council Member Wrights and unanimously approved.

Announcements
There were none.

Business – Information/Review Items for Future Action

A. *Marketing and Communications Director's Report* – Marketing and Communications Director Ford provided an update on the following items and events:
-Friday, June 12, 2020 we will be having a drive-in movie at Jerry Long YMCA. Registration will be required. Details to be released later this week.
-Clemmons Farmers Market continues to grow with 17 registered vendors.

-Graduate Parade – Mayor Wait proposed to Council that on Sunday, June 7, 2020 (time and route TBD) there will be a car parade that will be open to all graduates (more details to come).

Council consensus was to direct Mayor Wait and Staff to move forward with a Graduate Parade.

B. *Manager's Report*.

1. *Financial Summary Report for April* 2020 – report was presented.

2. *Sheriff's Office Report for April 2020* – report was presented.

3. *Resolutions for Tax Collection by the Forsyth County Tax Collector* – Manager Buffkin advised these two resolutions are an administrative action to authorize Forsyth County Tax Office to collect taxes for Clemmons for the current year and for the past 10 years.

a. Resolution 2020-R-4 for Collection of 2020 Taxes - (attached hereto as Exhibit B and incorporated as part of the minutes).

Council Member Rogers moved to adopt Resolution 2020-R-4 for Collection of 2020 Taxes in accordance with G.S. 105-321 and G.S. 153A-156. The motion was seconded by Council Member Cameron and unanimously approved.

b. Resolution 2020-R-5 for Collection of 2019 & Prior Years' Taxes - (attached hereto as Exhibit C and incorporated as part of the minutes).

Council Member Rogers moved to adopt Resolution 2020-R-5 for Collection of 2019 & Prior Years' Taxes in accordance with G.S. 105-321 and G.S. 153A-156. The motion was seconded by Council Member Cameron and unanimously approved.

4. *Phase II Reopening Discussion* – Manager Buffkin advised Council that Governor Cooper's Order regarding Phase II Reopening exempts government meetings from the social distancing limitations and requirements. Attorney Fus advised that this would allow for government meeting capacity to be up to the fire limit. Council Member Cameron asked how public hearings would be handled in this situation. Mayor Wait expressed the logistical issue with wearing masks and the inability for the audio to be picked up through the sound system with the current microphones.

Council consensus was to direct Staff to look into the cost of a system upgrade regarding portable microphones.

C. *Attorney's Report* – nothing to report.

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D. *Planner's Report*.

1. *May 19, 2020 Draft Planning Board Meeting Minutes* – minutes were presented.

Business – Action Items

E. *Zoning Map Amendment for Carlos Pereira from RS-15 & LO-S to RM-12-S (Residential Building, Multifamily) located at 3462 Clemmons Road - PIN number 5893-30-8703 and 5893-30-9990 – approx. +/- 8 acres - Zoning Docket C-234* – Mayor Wait advised of the public hearing being held at the last Council meeting on May 11, 2020 and with the new rules for remote public hearings, the comment period must remain open for 24 hours following the closing of the public hearing before action can be taken. All comments were provided to Council for their review and consideration following the 24-hour period. He stated that Council can now deliberate and vote. Council Member Wrights commented that he is a stickler for following the land use plan which was recently updated and approved within the last year. He stated he is having a hard time seeing how this zoning request fits as it does not fall into the categories outlined and the size of the structure does not match the land use plan. Council Member Barson agreed with Council Member Wrights in regards to the 3-story aspect of the building design and the land use. Council Members Binkley, Cameron and Rogers also expressed their concerns about the request being inconsistent with the land use plan. Mayor Wait suggested Council consider tabling the vote based on the comments in order to allow more time for the petitioner to determine how they would like to proceed with the request and speak further with Staff and Council individually to address concerns and answer questions prior to a vote.

Council Member Wrights requested tabling the vote for Zoning Docket C-234 until the next regular Council meeting on June 8, 2020.

Petitioner Ron Davis spoke to Council stating that this is an area of town that needs something to revitalize it and this project is what is needed in this community. He advised of the positive affect it will have on the neighboring business shopping center. He reminded Council of the recommended approval by Staff and Planning Board.

Petitioner John Stiltner advised Council that the topography negates a level of the structure and the project is not sitting along Highway 158. He stated that this is a chance to revitalize this area as this is a pocket of the community that has been overlooked for two decades.

F. *Call for Public Hearings*.

1. *Zoning Map Amendment of Kazakos Brothers Clemmons LLC from LO-S to GB-S (General Business – Special) located at 2225 Lewisville Clemmons Road – Zoning Docket C-230*

Council Member Cameron moved to call for the public hearing for Zoning Map Amendment of Kazakos Brothers Clemmons LLC from LO-S to GB-S (General Business – Special) located at

2225 Lewisville Clemmons Road – Zoning Docket C-230. The motion was seconded by Council Member Barson and unanimously approved.

2. *Zoning Map Amendment of real properties under multiple owners from RS-15 and RS-9 to RM5-S and RS-9 described in the Forsyth County Tax Offices as PIN number 5892-58-2261, 5892-57-8680 and 5892-57-0376 - Zoning Docket C-235*

Council Member Cameron moved to call for the public hearing for Zoning Map Amendment of real properties under multiple owners from RS-15 and RS-9 to RM5-S and RS-9 described in the Forsyth County Tax Offices as PIN number 5892-58-2261, 5892-57-8680 and 5892-57-0376 - Zoning Docket C-235. The motion was seconded by Council Member Barson and unanimously approved.

G. *Fiscal Year 2020-2021 Budget*.

1. *Presentation of the Budget* - In accordance with North Carolina General Statutes, Manager Buffkin presented the Fiscal Year 2019-2020 General Fund Budget for $6,971,525 and Stormwater Enterprise Budget for $1,622,050 (attached hereto as Exhibit D and incorporated as part of the minutes). The property tax remains level at $0.115 per $100 valuation and Stormwater Utility Fee is reflected at $5.00 per month per Equivalent Residential Unit with a tier system applied to this rate. The budget can be viewed at Village Hall or on the Village's website.

   Council Member Rogers requested that a correction be made to reallocate $500,000 from Powell Bill to street repaving as discussed in the budget workshop. Manager Buffkin advised that correction will be made.

2. *Call for a Public Hearing on June 8, 2020 at 6 p.m. to adopt the Budget Ordinance and to set the Stormwater Utility Fee Rate.*

Council Member Rogers moved to call for the public hearing to adopt the Budget Ordinance and to set the Stormwater Utility Fee Rate. The motion was seconded by Council Member Cameron and unanimously approved.

H. *FCSO Agreement Renewal* – Manager Buffkin presented the FCSO Agreement Renewal (attached hereto as Exhibit E and incorporated as part of the minutes). He explained it includes a flat fee and the Forsyth County will provide Worker's Compensation as well as Property & Casualty and Liability insurance. There is also a reconciliation clause that addresses the Village of Clemmons not being billed when deputies are called outside of the Village. The agreement is for a period of three years.

Council Member Rogers moved to approve the FCSO Agreement Renewal as presented. The motion was seconded by Council Member Cameron and unanimously approved.

I. *State of Emergency Declaration Ordinance 2020-01 (Ordinance 2003-07 Amendment)* – Manager Buffkin presented the amended State of Emergency

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Declaration Ordinance 2020-01 which amends Ordinance 2003-07 (attached hereto as Exhibit F and incorporated as part of the minutes)

Council Member Rogers moved to approve the State of Emergency Declaration Ordinance 2020-01 as presented. The motion was seconded by Council Member Cameron and unanimously approved.

J. *Council Comments* – Mayor Wait advised there would be a flyover at approximately 7:21 p.m. this evening.

Adjournment

Council Member Rogers moved to adjourn the meeting at 7:06 p.m. The motion was seconded by Council Member Cameron and unanimously approved.

_____
John Wait
Mayor

ATTEST:

_____
Lisa Shortt, NCCMC
Village Clerk

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INDEPENDENT CONTRACTOR AGREEMENT

This Agreement, effective the 15th day of October, 2019, between the Village of Clemmons and Blanco Tackabery & Matamoros, P.A. (the "Contractor"), is for the purposes of outlining the independent contractor basis through which the Contractor shall provide legal services to the Village of Clemmons.

1. **Engagement.** Subject to the terms and conditions of this Agreement, the Village of Clemmons hereby engages the Contractor to perform legal services on an "as needed" basis, and the Contractor hereby accepts such engagement. Absent agreement otherwise between the parties, Contractor's attorney Elliot A. Fus shall act as Village Attorney and be primarily responsible for the provision of legal services by Contractor.

2. **Duties, Term and Compensation.** The Contractor's duties shall be as the parties deem necessary. The term of this Agreement shall be through June 30, 2020, unless terminated pursuant to Section 7 below. The parties shall use their best efforts to execute any renewal of this Agreement approximately one month in advance of the expiration of its term. Absent further express agreement, Contractor shall be compensated based on the hourly rates identified in its Proposal for Provision of Contract Legal Services as Village Attorney dated March 18, 2019 (the "Proposal"), which are set forth on Exhibit "A" hereto.

3. **Expenses.** In performing legal services for the Village of Clemmons under this Agreement, the Contractor shall bill, and the Village shall reimburse, for all reasonable and approved costs and out-of-pocket expenses which are incurred in connection with the performance of legal duties, in accordance with Contractor's Proposal. See Exhibit "A" hereto. Required out-of-town travel expenses may be reimbursable, provided that receipts are submitted for such expenses. The Village Council and the Village of Clemmons recognize the benefit derived by membership and participation in the North Carolina Association of Municipal Attorneys. Unless otherwise agreed upon in advance, the Contractor shall pay for all related expenses incurred without seeking compensation.

4. **Business Relationship.** All parties acknowledge and agree that neither the Contractor nor any of its attorneys is an employee of the Village of Clemmons, despite any close working relationship with the Village of Clemmons and its employees. The Contractor is in business for itself. Accordingly, the Contractor may, at any time, delegate legal work to Contractor's attorneys other than Mr. Fus in order to assist in performing legal duties associated with the Village of Clemmons.

5. **Meeting Attendance.** The Contractor shall attend regular and special meetings of the elected council of the Village of Clemmons and boards appointed thereby as needed. In the event that Mr. Fus cannot attend a regularly scheduled meeting due to illness, unavailability or another extenuating circumstance, the Contractor shall delegate another qualified attorney from its firm to attend said meeting. Generally, Contractor's attorneys Bo Hough and Amy Lanning are anticipated to provide back-up support for Mr. Fus.

6. **Performance of Village Services.** The parties acknowledge and agree that neither the Contractor nor any of its attorneys shall receive any benefit of a municipal employee; nor shall

Contractor or any of its attorneys be entitled to such benefit, unless the Village of Clemmons is provided compensation for the expense on an agreed-upon fee.

7. **Termination.** The Village Council of the Village of Clemmons may terminate this Agreement at any time by providing written notice to the Contractor. Subject to any limitations imposed by law or the Rules of Professional Conduct, Contractor may terminate this Agreement at any time by providing written notice to the Village Manager or Village Council.

8. **Reviews.** Reviews will be held on an annual basis during the first quarter of each year. Review completion is the responsibility of both parties to schedule. It is the preference of the Village Council, as Council may change every other year, that it is requested by The Contractor no later than January 15.

9. **Independent Contractor.** This Agreement shall not render the Contractor or any of its attorneys an employee, partner, agent or joint venturer with the Village of Clemmons for any purpose. The Contractor is and will remain an independent contractor in its relationships with the Village of Clemmons. The Village of Clemmons shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Village of Clemmons hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

10. **Insurance.** The Contractor will carry liability insurance (including malpractice insurance, if warranted) relative to any service that it performs for the Village of Clemmons.

11. **Choice of Law.** The laws of the state of North Carolina shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.

12. **Headings.** Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

13. **Waiver.** Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

14. **Assignment.** The Contractor shall not assign any of its rights under this Agreement, but in accordance with paragraphs 4 and 5 herein above, shall be able to delegate the performance of any duties hereunder within its firm, at such times as the Contractor deems it necessary.

15. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

16. **Entire Understanding.** This document and any exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

17. **Unenforceability of Provisions.** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

18. **Additional Terms.** The additional terms on Exhibit "B" attached hereto are incorporated herein.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

The Village of Clemmons

By: _____
John Wait, Mayor

ATTEST:

By: _____
Lisa Shortt, Village Clerk

Blanco Tackabery & Matamoros, P.A.

By: _____
Elliot A. Fus, Vice President

Pre-Audit Certificate: "This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."

_____

Signature of Finance Officer

Exhibit "A"

HOURLY RATES, AS IDENTIFIED IN CONTRACTOR'S PROPOSAL

- Elliot Fus, Shareholder: $225 (discounted from standard rate of $285)
- Bo Houff, Shareholder: $250 (discounted from standard rate of $295 and same rate as Lewisville)
- Amy Lanning, Counsel: $250 (discounted from standard rate of $300)
- Any other "Shareholder" or "Counsel" Level Attorneys (if needed for specialized expertise): standard rates, not to exceed $300
- "Associate" Level Attorneys: standard rates, not to exceed $200
- Paralegals: standard rates, not to exceed $125

COST AND EXPENSE PROVISIONS FROM CONTRACTOR'S PROPOSAL

- We do not pass on charges for our use of Westlaw for legal research (unless you require us to access specialized databases that go beyond our Westlaw subscription, in which case you will be charged for the actual cost to us).
- Photocopies are billed at $.20 per page.[1]
- There is no charge for long-distance phone calls.
- If you require us to engage experts, consultants or other professionals outside our firm to assist in representing you, you will be responsible for the actual cost of any such experts, consultants or other professionals.
- We will not bill for mileage within Forsyth County for attending routine meetings, etc. Any other mileage will be billed at the federal rate.
- Filing fees, sheriff fees, court reporting fees and other costs of litigation will be billed at actual cost.
- Recording fees and other fees paid to governmental offices or agencies will be billed at actual cost.
- Certified mail expenses and overnight mail expenses will be billed at actual cost.
- Routine U.S. Mail postage charges will charged at actual cost, or waived if negligible.

[1] With respect to any need for voluminous photocopies, Contractor shall, time permitting, allow the Village the opportunity to make photocopies in-house at its facility in lieu of being charged for photocopies by Contractor.

Exhibit "B"

E-VERIFY:

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirement of Article 2 of Chapter 64 of the North Carolina General Statutes.

IRAN DIVESTMENT ACT:

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS § 147-86.55-69, nor will Contractor utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site: **https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx**

DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS §147-86.80 et.seq., and that it will not utilize on this agreement any subcontractor on said list.

From: Nasser Rahimzadeh
To: Jeff Vaughn; Mike Gunnell; Scott Buffkin
Cc: Lisa Shortt
Subject: FW: Continuance Request C-235
Date: Monday, June 1, 2020 4:27:19 PM

FYI

-----Original Message-----
From: Nasser Rahimzadeh
Sent: Monday, June 1, 2020 4:27 PM
To: 'Megan Ledbetter' <mledbetter@meridianrealty.com>
Cc: Steve Causey <scausey@allied-engsurv.com>; Todd Isenhour <ToddIsenhour@isenhourhomes.com>; Patty Fife <pfife@clemmons.org>
Subject: RE: Continuance Request C-235

Will do.

-----Original Message-----
From: Megan Ledbetter <mledbetter@meridianrealty.com>
Sent: Monday, June 1, 2020 4:24 PM
To: Nasser Rahimzadeh <nasser@clemmons.org>
Cc: Steve Causey <scausey@allied-engsurv.com>; Todd Isenhour <ToddIsenhour@isenhourhomes.com>; Patty Fife <pfife@clemmons.org>
Subject: Continuance Request C-235

Nasser:

Per the request of Isenhour Homes, please use this email as an official request for continuance to the July 13, 2020 Council meeting to allow for the opportunity to host neighborhood meetings and complete the site plan changes.

Let us know if you anything additional to process this request.

Best,

Megan

Sent from my iPhone
Please be aware that e-mail and attachments sent to and from this address are subject to the North Carolina Public Records Law and may be disclosed to third parties.

Planning & Community Development
3715 Clemmons Road
Clemmons, NC 27012

Telephone 336-766-7511
Fax 336-766-7536
Nasser@clemmons.org

STATEMENT OF ZONING CONSISTENCY WITH ADOPTED PLANS

Per G.S. §160A-383 Purposes in view.
Zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment, the governing board shall adopt one of the following statements which shall not be subject to judicial review:

(1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
(2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest
(3) A statement approving the zoning amendment and containing at least all of the following
    a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan
    b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
    c. Why the action was reasonable and in the public interest.

Following are three statements for Village Council to consider. Any of the statements may be used, partially or in its entirety, by Village Council.

CONSISTENCY STATEMENT

The Clemmons Village Council finds the action to amend the Village's Official Zoning Map regarding portions of tax parcel 5893-30-8703 and 5893-30-9990 from LO-S (Limited Office – Special) and RS-15 (Residential Single Family) to RM-12-S (Residential Multifamily – Special) to be consistent with the Village of Clemmons Community Compass (2040). The Clemmons Community Compass (2040) calls for Village-Scale Office and Retail use on the parcels of interest. The Village's RM-12-S zone will serve to accent the low intensity office and retail uses under Village-Scale Office and Retail.

INCONSISTENCY STATEMENT

The Clemmons Village Council finds the action to amend the Village's Official Zoning Map regarding portions of tax parcels 5893-30-8703 and 5893-30-9990 from LO-S (Limited Office – Special) and RS-15 (Residential Single Family) to RM-12-S (Residential Multifamily – Special) to be inconsistent with the Village of Clemmons Community Compass (2040). The Clemmons Community Compass (2040) calls for Village-Scale Office and Retail use on the parcels of interest. The Village's RM-12-S zone does not meet Village-Scale Office and Retail as the use is not a commercial use and the proposed development is too high of a density for a village scale development. The current zone of RS-15 and LO-S conform closer to Village-Scale Office and Retail and will assist the parcels of interest reach its intended goal of development in step with Village-Scale Office and Retail.

ZONING AMENDMENT STATEMENT

The Clemmons Village Council finds the action to amend the Village's Zoning Map regarding portions of tax parcels 5893-30-8703 and 5893-30-9990 from LO-S (Limited Office – Special) and RS-15 (Residential Single Family) to RM-12-S (Residential Multifamily – Special) to be inconsistent with the Village of Clemmons Community Compass (2040); however, given the changes to conditions such as the development needs of the community for more multi-family inside city limits, the Village's RM-12-S zone will assist the portions of land of interest achieve the public interest and shall be deemed reasonable by moving closer to the Compass's goal of creating a wide range of housing opportunities. The aforementioned map amendment shall amend the Village of Clemmons Community Compass (2040) from Village-Scale Office and Retail to Multi-Family Residential.

ORDINANCE AMENDING THE VILLAGE OF CLEMMONS ZONING ORDINANCE OF THE UNIFIED DEVELOPMENT ORDINANCES (UDO) AND ZONING MAP OF THE VILLAGE OF CLEMMONS, NORTH CAROLINA

Zoning Petition of Carlos Pereira

Ordinance Number 2020-02

BE IT ORDAINED by the Village of Clemmons Council as follows:

Section 1. The Village of Clemmons Ordinance of the Unified Development Ordinance (UDO) and the Official Map of the Village of Clemmons are hereby amended by changing the zoning classification **from RS-15 & LO-S to RM-12-S (Residential Building, Multifamily) (Zoning Docket C-234)**

Legal Description for Carlos Pereira

The property is located at 3462 Clemmons Road and BEING all that certain lot or parcel of land with PIN 5893-30-9990.00 and a portion of that certain lot or parcel of land with PIN 5893-30-8703.00, both lots or parcels lying and being located in the Village of Clemmons, Forsyth County, North Carolina, and being more particularly described as follows: BEGINNING at a point located at the eastern corner of certain property owned by Carlos A. Pereira, Jr., PIN 5893-30-9990.00, said point also being the northern corner of certain property owned now or formerly by Jeffrey C. Cook, PIN 5893-40-3730.00, and also being in a western line of property owned now or formerly by Kinnamon Village LLC, PIN 5893-40-4940.00; thence from said point of BEGINNING and continuing with such western line of Kinnamon Village LLC North 48°35'39" West, a distance of 660.3 feet to a point; thence North 89°38'34" West, a distance of 16.3 feet to a point; thence South 00°23'52' East, a distance of 220.9 feet to a point; thence South 89°00'44' West, a distance of 177.5 feet to a point; thence South 02°16'43" East, a distance of 347.9 feet to a point; thence South 48°19'53" East, a distance of 335.8 feet to a point; thence North 45°25'59" East, a distance of 209.4 feet to a point; thence South 48°35'39" East, a distance of 65.75 feet to a point; thence North 41°24'30" East, a distance of 339.4 feet to a point, said point being the point and place of BEGINNING, and containing 298,793 square feet, more or less. Said property contains a total of 8 acres, more or less.

Section 2. This ordinance shall be effective from and after its adoption.

Adopted this the ____ day of June, 2020.

_____
John L. Wait
Mayor

ATTEST:

_____
Lisa Shortt
Village Clerk

DRAFT

PROPOSED BUDGET AND BUDGET MESSAGE
FOR THE FISCAL YEAR ENDING
JUNE 30, 2021

PRESENTED BY SCOTT BUFFKIN VILLAGE MANAGER

Presented

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Approved Budget and Budget Message
For the Fiscal Year Ending June 30, 2021

Presented: May 26, 2020

Honorable Mayor
Council Members
Village of Clemmons, North Carolina

INTRODUCTION

In accordance with the Local Government Budget and Fiscal Control Act and N.C. General Statute 159-11, the proposed Annual Budget for Fiscal Year beginning July 1, 2020 and ending June 30, 2021 is balanced and hereby submitted for your consideration.

As you read this message, you will note that even while maintaining a progressive posture relative to maintaining and creating infrastructure, providing meaningful services to citizens and providing competitive compensation for our staff, we are able to propose a budget that reflects no increase in the tax rate and a new tier system for the stormwater fee.

The annual budget process is influenced by external factors including the condition of the state, and local economies, goals and needs identified in our community by the elected body, staff and advisory boards. All these factors are considered in this budget, and armed with the knowledge that this document represents a significant amount of careful consideration and study.

On June 8, 2020 the Village Council will hold a public hearing on the fiscal year ending June 30, 2021 budget. Any person who wishes to be heard on the budget may appear at that time. This budget may be reviewed at Village Hall, and online at www.clemmons.org.

OVERVIEW

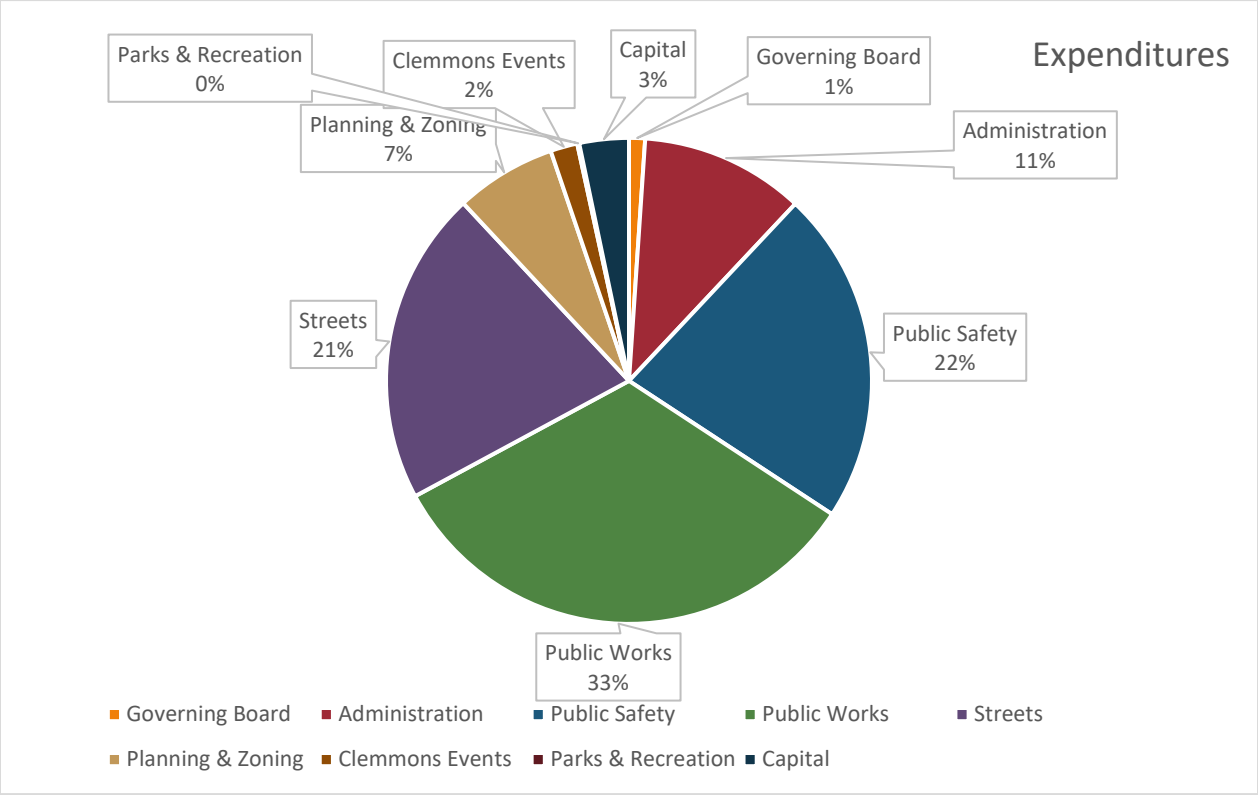
The total operating budget for the two major funds is:

	Presented	Approved
General Fund	$7,321,525	$ 7,321,525
Storm water Fund	$1,622,050	$ 1,622,050
Total Major Funds	$8,943,575	$ 8,943,575

GENERAL FUND

The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government's life. Expenditures are divided into functional departments in order to present a clear understanding of the costs of providing certain services. Personnel assigned to a specific functional area are paid from that department. The Village uses the following functional departments; governing board, administration, public safety, public works, streets, planning, Clemmons' events and marketing, and capital outlay. The Village provides the following services; augmented public safety (Forsyth County Sheriff), residential solid waste and recycling collection, leaf, limb and grass collection, bulk item collection (annually), street lights, greenway, lake and pier, sidewalk and street construction and maintenance.

We attempted to maintain a responsible budget with each expenditure scrutinized to assure public value for the resources expended. The table on the following graph shows expenditures by function. The current budget reflects a 10% decrease when compared to the amended FY 19-20 budget mainly due delay in the Highway 158 Sidewalk to Tanglewood and Market Center Drive due to NC Department of Transportation freezing of grant funding. The NC Department of Transportation is recommending if local governments have not bid out and started grant projects that they delay due to the uncertainty of when the grant funds would be available. This was offset by increase in street paving.



OPERATING EXPENSES

The expenses of the Village basically fall into two categories: Operating Expenses and Capital Expenses. The Operating Expenses are mainly made up of two categories: personnel related and operating/maintenance related. Both of these are necessary to perform the daily operations of the Village.

Personnel Related Operating Expenses

The employees are the Village's greatest asset as they provide the manpower for the services that all citizens enjoy. The Village currently operates with a staff of twenty-two which means all of our staff perform a variety of functions which requires both self-motivation and flexibility. The Village currently has two unfilled positions an equipment operator one position and a storm water tech position; the decision was made to not fill these positions at this time.

The employees are a critical part of the Village Operations. Our employees constantly go above and beyond the call of duty when providing services to the citizens. Their dedication to the Village and their job shows in everything they do. For this reason, it is important that we offer competitive wages and benefits so that we can recruit and retain extraordinary staff members. While we are always in competition with other nearby municipalities for those exceptional employees we seek, the booming private sector economy is fostering competition as well in an already tight job market. We continue to look for ways to hire and retain the best employees available. One way is to try to provide more opportunities for employees to advance. This is a difficult task with such a small staff. This budget is proposing a 3% increase for employees and some grade adjustments for a couple of employees.

Benefits are an important part of our overall employee package, we cannot necessarily compete with the private sector with salaries, however our benefits can. Health insurance is an ever-changing cost to a municipality. The Village always works hard to obtain the best coverage possible for the most reasonable price. The Local Government Employee Retirement System is a major benefit for the Village employees. This system is administered by the North Carolina Department of State Treasurer. Contributions to the retirement consists of an employee contribution and employer contribution as a percentage of each employees' annual salary. The employee contribution is set by State Statute and the employer contribution is set by actuarial studies. The employer contribution increased from 8.95% to 10.15%.

CAPITAL EXPENDITURES

The Village maintains and replaces equipment on an ongoing basis to continue to provide the best service possible for our citizens. The Village reviews equipment, vehicles, and facilities on an annual basis to monitor maintenance costs, downtime and possible serious issues that need to be addressed. A list of current capital expenditures can be found page 31; under capital outlay and transfers. The Village reduced the amount of capital expenditures during the current year due to revenue uncertainty and the freeze of grant funding from the NC Department of Transportation. We put limited funding to purchase or facilitate right of way

dedication for our capital projects which would not be a reimbursable expenditure from grant funding and will help move the projects forward once NC Department of Transportation released the funding.

FUND BALANCE

Fund Balance is, simply explained, the amount of assets in excess of liabilities in a given fund. The North Carolina Local Government Commission (LGC) monitors the level of unreserved Fund Balance each locality maintains as a sign of their relative financial strength. The benchmark the LGC uses as a minimum is 8% of total expenditures, below which they express concern to the locality and direct action to increase the balance. The target set by the Village Council is to maintain an unassigned fund balance of $3,000,000. Having such a balance enables us to meet our financial obligations without interruptions due to cash flow, generates investment income, eliminates the need for short-term borrowing, and provides a reserve of funds to respond to emergencies or opportunities. The Village currently has fund balance in excess of the Council's minimum policy and has expended these funds for capital projects and capital outlay.

One appropriate use of Fund Balance is to allow the Village to fund one-time purchases or to complete capital projects without affecting the resource stream for normal operations. Further, certain revenues are restricted for use for only specific purposes, e.g., Powell Bill, Occupancy Tax, etc. Reserves resulting from receipt of these restricted funds must be accounted for separately and used only for allowable expenditures.

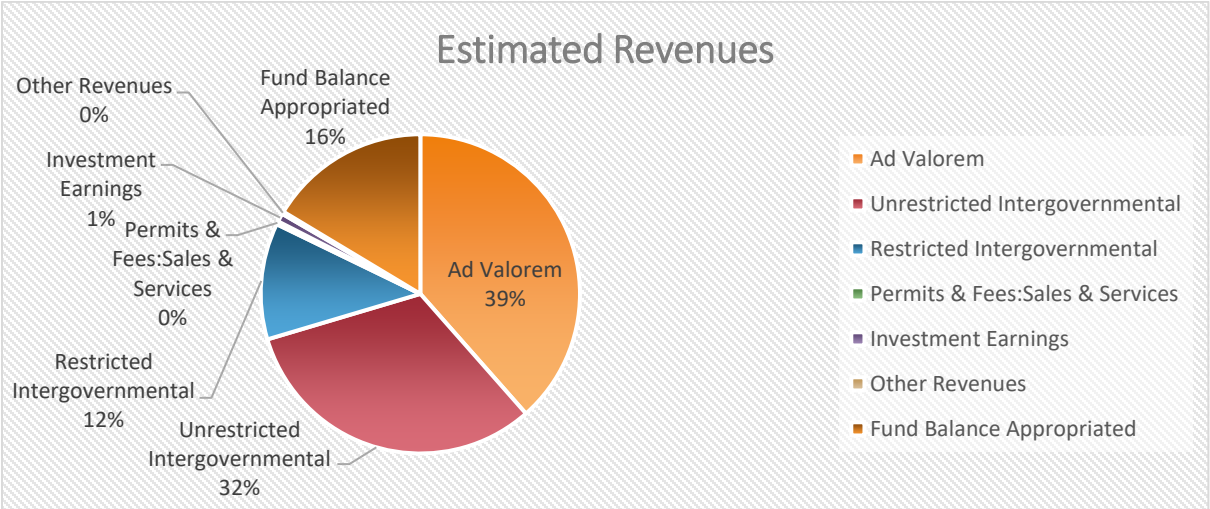
For fiscal year 2020-21 we propose an appropriation of $1,492,915 of fund balance to be used as follows.

Capital Outlay & capital projects	*$ 241,000*
Street Resurfacing	*$1,013,635*
Clemmons Events	*$ 28,757*
Tourism Related Expenditure	*$ 4,529*
Operating Expenditures	*$ 204,994*
Total Fund Balance Appropriated	*$ 1,492,915*

REVENUES

For Fiscal Year 2020-21, the ad valorem tax rate is recommended to remain at $0.115 per $100 of valuation. This tax rate would be applied to an estimated total tax base of $ 2,338,899,156, yielding an estimated $2,669,555 in revenue which is 1.6% increase.

County shared revenues (sales tax and occupancy tax) decreased by 16%; state shared revenues (utilities sales tax, beer & wine, Powell bill, and solid waste tax) decrease by 1% and ABC distribution increased by 4%. Dependency ratio provides the extent to which the Village is reliant on other governments (such as State & County) for resources. Clemmons dependency ratio is .52 compared to .37 of benchmark (other Forsyth County municipalities).



ENTERPRISE FUNDS

In addition to the General Fund covering all typical government operations the Village of Clemmons operates one enterprise fund; the Storm water Utility. This enterprise is operated as a business by having all revenues and expenditures accounted for separately and by having rates established that cover all expenditures of the enterprise. The current rate for stormwater fee is $5.00 per equivalent residential unit per month, $60 annually; a tier system is applied to this rate. More information can be found under the fee schedule.

The Stormwater budget supports the Clemmons Storm water Management Program. The two major program components include: 1) the Environmental Protection Agency's (EPA) Phase II Water Quality Act and, 2) Clemmons' Storm water Quantity Ordinance.

Budgeted activities support the Phase II water quality requirements including staff and public education, public participation, illicit discharge detection and elimination, construction runoff controls, post construction runoff controls, and maintenance operations. Additional activities support Clemmons' Storm water Quantity Ordinance. Staff and operating expenditures remain mainly the same. The major capital improvement projects for FY 2020/21 are Mendelssohn, Greenbrook, Breckingridge, and Glengarriff. Quantity capital improvements are prioritized by the Storm water Advisory Board and approved by the Village Council on an annual basis. Capital outlay includes the completion of the truck wash and roof repairs for stormwater building.

CONCLUSION

We believe that the revenue and expenditure statements contained within this budget are fair and reasonable. They are conservative without sacrificing the level of service that we are presently providing or hindering improvements that are needed. The proposed budget, as presented, is financially sound and demonstrates a genuine effort to be as efficient and cost-conscience as is both prudent and possible.

We are currently in an unprecedented economic time; the effect of the pandemic on our local and state economy is largely unknown. This makes it more important than ever to concentrate our budgeting efforts on provision of current services, maintenance of Village-owned property and infrastructure while attempting to keep rates and fees reasonable. The budget being presented for your consideration allows us to continue to provide exceptional service to our citizens by employing well trained and highly motivated staff while funding necessary improvements and additions to our infrastructure. This budget reflects our commitment to maintaining and improving this community and positioning it to be financially sound in the future. I believe it to be worthy of your consideration and approval.

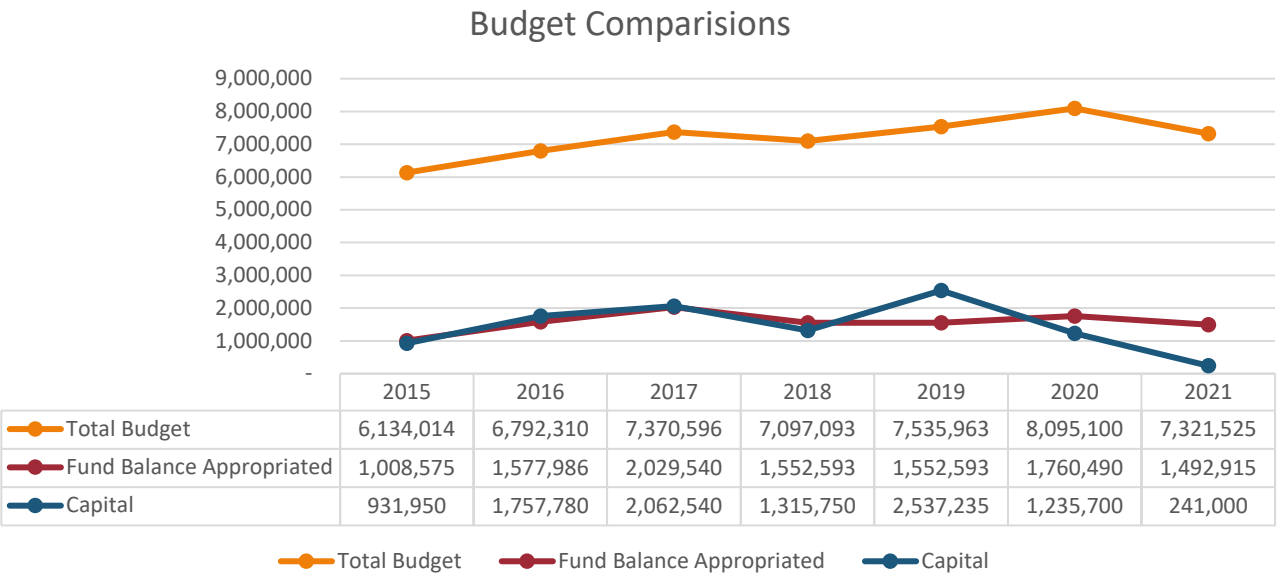
Respectfully submitted,

W. Scott Buffkin

W. Scott Buffkin
Village Manager

BUDGET FOR FISCAL YEAR JUNE 30, 2021

Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21	%
Revenues						
Ad Valorem Taxes	2,608,088	2,642,700	2,638,117	**2,683,555**	**2,683,555**	37%
Other Taxes	3,582	3,000	3,040	**3,000**	**3,000**	0%
Unrestricted Intergovernmental	2,391,772	2,370,200	2,338,055	**2,224,300**	**2,224,300**	30%
Restricted Governmental	651,275	953,315	823,348	**821,690**	**821,690**	11%
Permits & fees	45,751	17,675	33,645	**22,325**	**22,325**	0%
Investment earnings	26,647	155,000	124,829	**59,500**	**59,500**	1%
Donations & Sponsorship	9,000	8,000	4,500	**3,000**	**3,000**	0%
Other Revenue	18,286	184,720	178,493	**11,240**	**11,240**	0%
Total Revenue before Fund Balance App	**5,754,401**	**6,334,610**	**6,144,027**	**5,828,610**	**5,828,610**	80%
Fund Balance Appropriated	**-**	**1,760,490**	**-**	**1,492,915**	**1,492,915**	20%
Total Revenue	**5,754,401**	**8,095,100**	**6,144,027**	**7,321,525**	**7,321,525**	100%
Expenditures						
Governing Board	65,310	79,250	66,256	**78,010**	**78,010**	1%
Administration	620,344	773,100	708,371	**800,735**	**800,735**	11%
Public Safety	1,358,991	1,470,315	1,450,130	**1,628,620**	**1,628,620**	22%
Public Works	2,010,563	2,336,275	2,183,237	**2,407,545**	**2,407,545**	33%
Streets	95,427	1,203,005	844,684	**1,531,925**	**1,531,925**	21%
Planning	181,645	428,745	196,366	**492,405**	**492,405**	7%
Clemmons Events& Marketing	125,805	125,860	110,676	**131,785**	**131,785**	2%
Parks & Recreation	5,107	9,500	7,314	**9,500**	**9,500**	0%
Subtotal	**4,463,192**	**6,426,050**	**5,567,034**	**7,080,525**	**7,080,525**	97%
Capital Outlay	1,014,847	433,350	334,683	**14,000**	**14,000**	0%
Major Repairs	-	-	-	**27,000**	**27,000**	0%
Transfer to Capital Projects	11,123	1,235,700	368,194	**200,000**	**200,000**	3%
Subtotal Capital and Transfers	**1,025,970**	**1,669,050**	**702,877**	**241,000**	**241,000**	3%
Total Expenditures	**$ 5,489,162**	**$ 8,095,100**	**$ 6,269,911**	**7,321,525**	**7,321,525**	100%
Revenues over(under) Expenditures	265,239		(125,884)			
Fund Balance Appropriated	-					
Restricted Fund Balance	-			**1,046,920**	**1,046,920**	
Fund Balance Appropriated	-			**445,995**	**445,995**	
Total Fund Balance Appropriated				**1,492,915**	**1,492,915**	



	2015	2016	2017	2018	2019	2020	2021
Total Budget	6,134,014	6,792,310	7,370,596	7,097,093	7,535,963	8,095,100	7,321,525
Fund Balance Appropriated	1,008,575	1,577,986	2,029,540	1,552,593	1,552,593	1,760,490	1,492,915
Capital	931,950	1,757,780	2,062,540	1,315,750	2,537,235	1,235,700	241,000

ESTIMATED REVENUES

Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
AD VALOREM TAXES						
10-3100-1100	Taxes-Ad Valorem Prior Years	6,554	6,000	8,490	**6,500**	**6,500**
10-3100-1110	Taxes -Ad Valorem Current	2,337,829	2,362,200	2,359,154	**2,410,370**	**2,410,370**
10-3100-1210	Taxes-Motor Vehicles-Current	257,806	267,000	262,263	**259,185**	**259,185**
10-3100-1600	Tax Refund/Releases	(991)	-	(691)	**-**	**-**
10-3100-1700	Interest Prior	1,543	2,500	1,935	**2,000**	**2,000**
10-3100-1710	Interest-Current Year	5,347	5,000	6,966	**5,500**	**5,500**
	TOTAL AD VALOREM TAXES	**2,608,088**	2,642,700	2,638,117	**2,683,555**	**2,683,555**
OTHER TAXES						
10-3235-0000	Gross Receipts Tax Leases	3,182	3,000	3,040	**3,000**	**3,000**
	TOTAL OTHER TAXES	3,182	3,000	3,040	**3,000**	**3,000**
UNRESTRICTED INTERGOVERNMENTAL						
10-3324-0010	Sales Tax Natural Gas	45,014	39,800	26,979	**39,800**	**39,800**
10-3324-0020	Electricity Sales Tax	721,483	741,000	719,849	**727,000**	**727,000**
10-3324-0030	Sales Tax Telecommunication	72,302	60,500	66,879	**60,500**	**60,500**
10-3324-0040	Sales Tax Video Programming	177,022	179,000	178,792	**175,800**	**175,800**
10-3324-1000	Sales Tax Distribution	874,930	865,000	846,700	**719,700**	**719,700**
10-3324-3357	Beer & Wine Tax	85,997	84,900	86,856	**86,500**	**86,500**
10-3324-3381	ABC Distribution	415,024	400,000	412,000	**415,000**	**415,000**
	TOTAL UNRESTRICTED INTERGOVERNMENTAL	2,391,772	2,370,200	2,338,055	**2,224,300**	**2,224,300**
RESTRICTED INTERGOVERNMENTAL						
10-3432-3433	Powell Bill	517,863	513,225	516,297	**511,790**	**511,790**
10-3432-3436	MPO Grant Bike & Pedistrian		40,000	-	**40,000**	**40,000**
10-3432-3437	Winston-Salem MPO Kinnamon Study		80,000	-	**160,000**	**160,000**
10-3432-3440	Sewer Reserve Reimbursement	-	194,490	194,489	**-**	**-**
10-3432-3438	CWRAR Grant	-	6,000	5,060	**-**	**-**
10-3432-3472	Solid Waste Disposal Tax	14,787	14,600	14,846	**14,900**	**14,900**
10-3432-7030	County Shared -Local Occupancy Tax	45,468	43,500	33,281	**35,000**	**35,000**
10-3432-7031	County Occupancy Tax-tourism	73,157	61,500	59,375	**60,000**	**60,000**
	TOTAL RESTRICTED INTERGOVERNMENTAL	651,275	953,315	823,348	**821,690**	**821,690**
PERMITS AND FEES						
10-3534-3100	Parking Tickets	925	500	275	**500**	**500**
10-3534-3102	False Alarms	5,350	5,700	5,925	**6,000**	**6,000**
10-3534-5100	Public works fees & ordinances	3,050	2,800	2,800	**2,800**	**2,800**
10-3534-9100	Planning fees	14,455	7,000	23,735	**12,000**	**12,000**
10-3534-9101	Community Garden fee	500	525	525	**525**	**525**
10-3534-9102	Payment in Lieu-Restricted	21,176	-	-	**-**	**-**
10-3534-9103	Farmers Market	295	1,150	385	**500**	**500**
	TOTAL PERMITS AND FEES	45,751	17,675	33,645	**22,325**	**22,325**
INVESTMENT EARNINGS						
10-3831-0000	Investment earnings	144,179	125,000	94,179	**53,000**	**53,000**
10-3831-1000	Investment Earnings-Reserve	683	-	454	**-**	**-**
10-3831-2000	Investment Earnings-Powell Bill	41,953	30,000	30,196	**6,500**	**6,500**
	TOTAL INVESTMENT EARNINGS	186,815	155,000	124,829	**59,500**	**59,500**

ESTIMATED REVENUES

Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
DONATIONS AND SPONSORSHIPS						
10-3833-1000	Clemmons Events Sponsorships	9,000	8,000	4,500	**3,000**	**3,000**
10-3833-0000	Donations	-	-	-	**-**	**-**
	TOTAL DONATIONS AND SPONSORSHIPS	9,000	8,000	4,500	**3,000**	**3,000**
SALES & SERVICES						
10-3835-0051	Services other Governmental Entities	11,890	11,240	11,890	**11,240**	**11,240**
10-3835-0000	Sale of Capital Assets	50,000	26,000	4,800	**-**	**-**
10-3839-0000	Miscellaneous	100	-	-	**-**	**-**
10-3839-1000	Hubbard Realty Portion James St Ex	-	147,480	161,803	**-**	**-**
	TOTAL OTHER REVENUE	61,990	184,720	178,493	**11,240**	**11,240**
	Subtotal	**5,957,873**	**6,334,610**	**6,144,027**	**5,828,610**	**5,828,610**
FUND BALANCE APPROPRIATED						
10-3991-0000	Fund Balance Appropriated	-	378,850	-	**445,995**	**445,995**
10-3991-0010	Fund Balance Apr.. Restricted CRED	-	12,210	-	**28,757**	**28,757**
10-3991-0020	Fund Balance Reserve-Tourism	-	650	-	**4,529**	**4,529**
10-3991-9010	Fund Balance Appr.Restricted Streets	-	1,368,780	-	**1,013,635**	**1,013,635**
	TOTAL FUND BALANCE APPROPRIATED	-	1,760,490	-	**1,492,915**	**1,492,915**
TOTAL GENERAL FUND REVENUES		**$ 5,957,873**	**$ 8,095,100**	**$ 6,144,027**	**$ 7,321,525**	**$ 7,321,525**

Please note that the effects of the pandemic on the Village's current year's revenues and budget for 20-21 are mostly unknown. We are chartering unknown territory. Therefore, there is a possibility that the budget will need to be amended during the year after the effects are clearer.

AD VALOREM TAXES:

Forsyth County assessed property values as of January 1, 2020; the total estimated tax base is $2,338,899,156 (5% increase). The proposed tax rate is $.115 per $100 valuation.

	Tax Base FY 19-20	Tax Base FY 20-21	Collection Rate	*Levy*
Forsyth County	**$2,064,437,008**	**$2,111,815,105**	**99.25%**	**$2,410,370**
NCDMV Registered Motor Vehicles	**234,595,017**	**227,084,051**	**99.25%**	**$259,185**
Total	**$2,222,905,379**	**$2,348,398,531**		**$2,669,555**

INTERGOVERNMENTAL REVENUES:
State or County Levied Taxes shared with Clemmons

- Utilities Sales Tax based on NCLM projections and Clemmons % change from same period FY 19-20 to FY 20-21
  - Natural Gas based on 18-19 actual; we have experienced a mild winter which has greatly affected this revenue source.
  - Electricity 1.00% Increase
  - Telecommunications 9.2% decrease
  - Video Programing 1.7% decrease
- Sales Tax Distribution Forsyth County levied 2% local sales tax distributed on ad valorem basis.
  - Unknown is the effect of pandemic on this revenue source so we are in uncharted territory.
  - 15% decrease of estimated actual for 19-20
- Beer and Wine – State shared based on beer & wine sales
- ABC distribution-distribution from ABC Store

RESTRICTED INTERGOVERNMENTAL REVENUES:
State or county shared revenues required to be expended for specific purpose.

- Powell Bill Funds (Restricted for Street construction or maintenance): Based on per mile and per population numbers provided by the North Carolina League of Municipalities.

Population	20059	19.11	383,325
Miles	81.30	1580.13	128,465

- Solid Waste Disposal Fee .4% Increase
  - Portion of State landfill tipping fee restricted for recycling.

RESTRICTED INTERGOVERNMENTAL REVENUES:

- Occupancy Tax
  - County levied tax that the County shares with the Winston-Salem Tourism Authority and all the municipalities with in the County

Restricted for Cultural, Economic and Recreational Purposes	$35,000
Restricted for Travel & Tourism Related Activities	$60,000

Projecting a 10% decrease due to pandemic effect on hotels.

DONATIONS & SPONSORSHIPS:

This is the amount per contract that Waste Management contributes towards community events. The Village will not solicit any monetary sponsorship this fiscal year in order to help our small business recover from the corvid 19.

SALES & SERVICES:

- NCDOT reimbursement for mowing and street sweeping DOT Roads

FUND BALANCE:

One appropriate use of Fund Balance is to allow the Village to fund one-time purchases or to complete capital projects without affecting the resource stream for normal operations.

FEE SCHEDULE IS EXHIBIT A OF THIS DOCUMENT:

GOVERNING BOARD APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 20-21	Proposed FY 20-21	Approved FY 20-21
10-4110-1200	Salaries	$ 32,850	$ 33,300	$ 31,636	**$ 33,300**	**$ 33,300**
10-4110-1810	FICA	2,310	2,550	2,420	**2,550**	**2,550**
10-4110-1910	Audit	14,000	14,100	13,150	**15,700**	**15,700**
10-4110-3100	Travel/Meetings	1,510	8,700	2,000	**5,800**	**5,800**
10-4110-3900	Contract services	7,640	10,000	6,450	**10,000**	**10,000**
10-4110-4990	Board Appreciation	-	3,600	3,600	**3,660**	**3,660**
10-4110-6990	Forsyth County-Clemmons Library	7,000	7,000	7,000	**7,000**	**7,000**
	TOTAL GOVERNING BOARD	$ 65,310	$ 79,250	$ 66,256	**$ 78,010**	**$ 78,010**

All legislative functions of the village government rest with the Village Council. These powers include policy formulation, ordinance writing, appropriations, and oversite of all municipal operations.

SALARIES:
Mayor and Council Salaries plus $50 meeting allowance; budgeted for 25 regular meetings and 6 special meetings.

AUDIT:
The Village is required by State Statute to have an annual audit, which may include a Federal and State single audit on grants. Contract has been approved.

TRAVEL/MEETINGS:

$650 per Councilmember & Mayor	$3,900
Lunches & Snacks –Village Retreat	$ 750
Mayors Round Table	$ 400
Meal Meeting	$ 750
Total	**$5,800**

CONTRACT SERVICES:
The governing board has appropriated these funds for any unexpected contract or service they may require during the year, such as consultant services, appraisals, and etc.

BOARD APPRECIATION:
Small token of appreciation for volunteer board members of the planning, zoning, transportation and stormwater boards.

FORSYTH COUNTY-CLEMMONS LIBRARY:
This is a special appropriation, based on request by Clemmons Friends of the Library. The amount will be determined annually by the Council. The Clemmons Library uses these funds to purchase books, children's programs and DVDs' that are specific to the needs of the Clemmons Library.

ADMINISTRATION APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-4120-1210	Salaries	$ 312,027	$ 338,000	$ 332,263	**$ 346,700**	**$ 346,700**
10-4120-1211	Salary Auto Allowance	4,800	4,800	4,800	**4,800**	**4,800**
10-4120-1810	FICA	23,648	26,200	25,785	**26,900**	**26,900**
10-4120-1820	Retirement	24,168	30,200	29,616	**35,500**	**35,500**
10-4120-1821	401K Match	13,876	16,850	14,689	**17,200**	**17,200**
10-4120-1830	Group insurance	44,027	54,700	57,958	**63,635**	**63,635**
10-4120-1835	Wellness	-	1,500	150	**600**	**600**
10-4120-1850	Unemployment	-	250	-	**250**	**250**
	Personnel	**422,546**	**472,500**	**465,261**	**495,585**	**495,585**
10-4120-1920	Attorney	22,615	55,000	36,592	**50,000**	**50,000**
10-4120-2000	Supplies	3,806	7,000	5,920	**7,000**	**7,000**
10-4120-3100	Travel/meetings/education	8,309	14,100	7,113	**12,000**	**12,000**
10-4120-3210	Telephone	7,500	8,500	7,700	**8,500**	**8,500**
10-4120-3250	Postage	1,618	3,000	1,405	**2,500**	**2,500**
10-4120-3290	Citizen communication	10,169	16,000	13,360	**14,500**	**14,500**
10-4120-3300	Utilities-Village Hall	9,922	12,400	10,018	**12,400**	**12,400**
10-4120-3340	Water & sewer	643	1,000	2,702	**2,500**	**2,500**
10-4120-3400	Print/copier	4,384	5,100	3,294	**4,250**	**4,250**
10-4120-3510	Bldg. & Landscaping maintenance	5,053	15,000	3,007	**45,000**	**45,000**
10-4120-3700	Advertising	4,100	5,000	4,980	**5,000**	**5,000**
10-4120-3900	Contract Services	19,083	35,000	22,941	**35,000**	**35,000**
10-4120-3910	Contract Services Tax Collection	30,513	37,000	32,480	**36,000**	**36,000**
10-4120-3920	Contract Services Board of Elections	-	20,000	25,710	**-**	**-**
10-4120-4400	Licenses & Support Agreements	6,484	6,100	6,391	**7,000**	**7,000**
10-4120-4500	Insurance & bonds	29,413	26,500	29,453	**32,000**	**32,000**
10-4120-4910	Dues and subscriptions	26,496	29,500	26,120	**29,500**	**29,500**
10-4120-4990	Non capital equipment	7,690	4,400	3,924	**2,000**	**2,000**
	Subtotal	**197,798**	**300,600**	**243,110**	**305,150**	**305,150**
	TOTAL ADMINISTRATION	**620,344**	**$ 773,100**	**$ 708,371**	**$ 800,735**	**$ 800,735**

The Administration Department fully implements the goals, policies, and directives of the Governing Board in an effective and efficient manner and provides legal counsel. Finance, citizen communication and risk management are also included in the Administration Department.

GOALS AND OBJECTIVES:

- Provide accurate and timely information to Council.
- Provide legal counsel and advice to the Governing Board and staff by an attorney on retainer to the Village.
- Continue to provide an open and transparent government and to engage citizens at all levels.
- Maintain high levels of professional accounting and financial reporting standards.
- Advance employee skills and knowledge-base through education and training.

SALARIES: 5 FULL TIME POSITIONS

- Manager
- Senior Administrator Assistant
- Clerk/Human Resources
- Finance Officer
- Marketing and Communication Director (50%)

BENEFITS:

- Group Insurance: Health, Dental and Vision (8% rate↑)
- Life Insurance- 1 x Salary
- Local Government Employees Retirement System 10.15% (14 % ↑)
- 401K- the Village matches employees' contribution up to 5%

ATTORNEY:

The Village is required by general statute to appoint a Village attorney; the Village contracts with a firm to provide Legal counsel to the Board and staff.

TRAVEL/MEETINGS/EDUCATION:

The Village appropriates funds for employees to continue to advance their skills and knowledge base thru conferences and or classes. The Village also appropriates funds for the cost of meetings that necessary in the performance of their job. The following are a list of potential or past travel, which is subject to change.

Manager	Clerk:
ASU Local Government Alumni	Clerk Academy 2
NCLM Conference	Regional Meetings
Manager Conferences (2)	NCLM Meetings
Town Hall	Marketing & Communication Director
Host Manager Roundtable	NC3C Conference
Host Sheriff's Meeting	NCAGIO Conference
ICMA Conference	Social Media Class School of Government
Chamber Lunch	Finance Officer:
Meeting with NCDOT, Other Towns and other Village related meetings.	Summer, Fall & Spring FO Conference
	NC State Treasurers Meeting
	Update CAFR or GAAP
Subject to Change	

CITIZEN COMMUNICATION:

Provide open and transparent government and to engage the Village Citizens.

- 3RD year of Web page update $8,500
- Constant Contact (email text blasts)
- Coffee with a Cop
- Calendars
- Brochures and other information items as needed

BUILDING AND LANDSCAPING MAINTENANCE:

- Generator Maintenance
- Landscaping
- HVAC Repairs and Service & Plumbing Repairs
- Replace carpet
- Paint Offices
- Vinyl wrap utility building
- Move Hot Water Heater

CONTRACT SERVICES:

This category contains various service contracts for the Village

- Janitorial Service at Village Hall- once a week
- Alarm monitoring and maintenance
- Pest control- once a month
- IT Services per hour as requested
- Code codification and internet subscription for Village Code of Ordinances
- Bank services such as positive pay, ACH control, remote deposit and online banking
- Driving records & background checks new employees
- Cloud hosting account and payroll software (new item)

CONTRACT SERVICES TAX COLLECTION:

- Forsyth County -1% of collections to bill and collect Village taxes.
- NCDMV- 5% for collection by tax and tag. The State passes thru any fee for credit card payments, therefore the 5% can vary from month to month depending on the charges for the credit card payments.

LICENSES AND SUPPORT AGREEMENTS:

- Smart Solutions- one hour of time and monitoring software and report for services and PC
- LOGIS –Accounting and Payroll Software quarterly
- LOGIS support while FO out
- Network Solutions-domain name
- Trend Software
- Email software
- Security Software
- SSL Certificate
- Warranty Server
- ASCAP (Music License)
- BMI (Music License)

INSURANCE AND BONDS:

In order to protect the Village of risks and meet statutory requirements, the Village carries the following insurance and bonds.

- General liability/Cyber liability and data compromise
- Property liability insurance
- Public officials' liability- covers elected officials
- Employment practice liability-Personnel issues
- Public official bond-Finance Office is required by State Statute to be bonded
- Workers compensation for administrative staff

DUES AND SUBSCRIPTIONS:

Funding to those agencies that support the Village of Clemmons with lobbying state legislation development, council and staff development and training, economic development and annual membership dues for the municipality.

North Carolina League of Municipalities	$17,600	International Institute of Municipal Clerk	$170
Piedmont Triad Regional Council	$ 4,180	NC Association Municipal Clerk	$70
School of Government	$ 2,515	NC3C	$ 50
ICMA Manager Association	$ 925	NCAGIO	$ 25
NC City County Association	$ 280	Sam's	$100
Government Finance Officer Association	$ 190	Courier	$20
NC Government Finance Officers Association	$ 60	W-S Journal	$234
NC Budget Association	$ 50		

NON –CAPITAL EQUIPMENT < $5,000

Miscellaneous

PUBLIC SAFETY APPRORIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-4300-2000	Supplies	$ 524	$ 2,100	$ 574	**$ 2,100**	**$ 2,100**
10-4300-2510	Gas/Fuel	-	95	-	**100**	**100**
10-4300-2900	Non-capital equipment	-	1,500	-	**1,500**	**1,500**
10-4300-3210	Telephone	7,679	7,000	7,601	**8,125**	**8,125**
10-4300-3300	Utilities	2,046	2,700	2,638	**2,800**	**2,800**
10-4300-3510	Repairs & maintenance	2	750	34	**750**	**750**
10-4300-3900	Contract Services -Hustle	-	500	-	**500**	**500**
10-4300-3940	Cleaning Service	2,280	2,400	2,400	**2,400**	**2,400**
10-4300-4130	Rent/lease	14,400	14,400	14,400	**14,400**	**14,400**
10-4300-4500	Insurance	1,000	1,005	963	**1,025**	**1,025**
10-4300-6930	Contract Services Forsyth County	1,331,060	1,437,865	1,421,520	**1,594,920**	**1,594,920**
	TOTAL PUBLIC SAFETY	**$ 1,358,991**	**$ 1,470,315**	**$ 1,450,130**	**$ 1,628,620**	**$ 1,628,620**

This department accounts for the community policing program that is provided by a contract with the Forsyth County Sheriff's Department

FORSYTH COUNTY SHERIFF'S DEPARTMENT GOALS AND OBJECTIVES:

- Create a community that is safe.
  - This will be accomplished by meeting the law enforcement needs of Clemmons by contracting with the Forsyth County Sheriff's Department**;** the contract provides one Sergeant, two Corporals, one investigator and eleven deputies. The current year's budget reflects increases associated with the County's "mini-COPS" funding that ends 9/31/2020 for the new corporal position added int FY 2017-2015, adjusted full-time salaries and benefits, and increased costs for body worn cameras, Tasers, data storage and liability and workers comp insurance.

THE VILLAGE PROVIDES THE FOLLOWING FOR FORSYTH COUNTY DEPUTIES LOCATED IN CLEMMONS:

- Supplies-water, and office type supplies
- Non capital office equipment-bookshelves, shredder and printers etc.
  - Printer
  - Monitor
- Cell phones and 3 phone lines
- Electricity on the office space
- Janitorial services-once a week
- Rent of Office Space Neudorf
- Liability Insurance

PUBLIC WORKS APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-4500-1210	Salaries	$ 390,052	$ 488,060	$ 473,502	**$ 495,470**	**$ 495,470**
10-4500-1215	Salaries Bulk Item	9,202	10,000	10,218	**10,630**	**10,630**
10-4500-1215	Salaries Leaf/Limb	37,204	44,040	35,627	**44,600**	**44,600**
10-4500-1810	FICA	32,206	41,465	39,680	**42,130**	**42,130**
10-4500-1820	Retirement expense	33,804	48,380	46,520	**50,095**	**50,095**
10-4500-1821	401K Match	15,232	23,880	18,079	**20,630**	**20,630**
10-4500-1830	Group insurance	106,743	132,900	131,140	**153,840**	**153,840**
10-4500-1835	Wellness	-	3,300	1,200	**3,300**	**3,300**
10-4500-1850	Unemployment	-	700	-	**700**	**700**
	Personnel	**624,443**	**792,725**	**755,966**	**821,395**	**821,395**
10-4500-2000	Supplies	7,578	15,000	12,310	**15,000**	**15,000**
10-4500-2010	Street signs/posts	2,966	8,000	7,292	**9,000**	**9,000**
10-4500-2120	Safety clothing & uniforms	15,122	19,600	16,116	**19,000**	**19,000**
10-4500-2510	Gas & fuel	17,920	21,000	17,232	**21,000**	**21,000**
10-4500-2511	Gas & fuel: Leaf & Limb	10,749	16,800	12,644	**16,800**	**16,800**
10-4500-2900	Non capital equipment	16,278	19,400	12,395	**15,000**	**15,000**
10-4500-3100	Travel/education/meetings	6,122	8,500	5,069	**9,000**	**9,000**
10-4500-3210	Telephone/internet	11,018	13,450	13,194	**13,925**	**13,925**
10-4500-3300	Utilities-street lights	95,393	99,000	97,405	**100,500**	**100,500**
10-4500-3310	Utilities-Village Yard	25,167	34,000	22,222	**31,000**	**31,000**
10-4500-3400	Print/Copier	-	550	879	**900**	**900**
10-4500-3510	Bldg. & Landscaping Maintenance	11,289	25,000	12,175	**32,000**	**32,000**
10-4500-3511	Landscaping NCDOT RofW & Ramps	-	2,000	1,250	**2,000**	**2,000**
10-4500-3520	Repairs & Maintenance	48,354	60,000	43,599	**65,000**	**65,000**
10-4500-3590	Street Repairs due to Utilities	7,060	5,000	2,700	**5,000**	**5,000**
10-4500-3900	Solid Waste & Recycling	1,019,967	1,104,950	1,066,238	**1,134,500**	**1,134,500**
10-4500-3970	Leaf/Limb Grass Disposal	5,580	9,000	7,382	**9,500**	**9,500**
10-4500-3990	Contract Services-General	41,010	18,000	18,000	**20,000**	**20,000**
10-4500-4400	Licenses & support agreement	8,910	7,450	7,262	**7,750**	**7,750**
10-4500-4500	Insurance	34,782	54,700	51,202	**57,125**	**57,125**
10-4500-4910	Dues and subscriptions	705	2,000	555	**2,000**	**2,000**
10-4500-4920	Professional Licenses	150	150	150	**150**	**150**
	Subtotal	**1,386,120**	**1,543,550**	**1,427,271**	**1,586,150**	**1,586,150**
	TOTAL PUBLIC WORKS	**$ 2,010,563**	**$ 2,336,275**	**$ 2,183,237**	**$ 2,407,545**	**$ 2,407,545**

The Public Works department is responsible for maintenance of public buildings and grounds, solid waste and recycling oversite, compliance with Federal and State mandates, streets lights, street signs, leaf, limb and grass program, state right of way maintenance.

GOALS AND OBJECTIVES

- Continue to seek ways to improve efficiencies in operations
- Advance employee skills and knowledge-base through training and education
- Enhance and maintain Village Facilities
- Respond to any request the Council might have.
- Oversite of Village Projects

SALARIES AND BENEFITS:

15 Full Time Positions 1 unfilled and unbudgeted	**Public Works**	**Street**	**Stormwater**
Public Works Director and Village Engineer (1)	55%		45%
Senior Administrative Support Specialist (1)	100%		
Public Works Director of Operations (1)	100%		
Automotive Supervisor (1)	93%		7%
Automotive Mechanic (1)	93%		7%
Equipment Operator III (5)	83%	4%	13%
Equipment Operator I (2) 1 unfilled and unbudgeted	83%	4%	13%
Landscape Supervisor (1)	88%	4%	13%
Landscape Technician (2)	88%	4%	13%
Total Salaries $ 659,495	$550,700	$13,710	$95,085

Benefits:

- Employer Taxes
- Group Insurance- Health, Dental and Vision (Health Insurance 8% ↑)
- Life Insurance 1 x Salary
- Local Government Employees Retirement System 10.15% (14.5% ↑)
- 401K- The Village matches employee contribution up to 5%.

SAFETY CLOTHING & UNIFORMS:

- Clothing rental, cold weather outerwear, and rain gear
- Safety Shoes replace about 5 employees a year
- Safety vests, safety glasses, and gloves
- Random drug testing

NON-CAPITAL EQUIPMENT < $5,000

- Upgrade automotive computer software ($1.500)
- Replace weed eaters ($2,000)
- New landscaping trailer ($4,000)
- Miscellaneous ($7,000)

TRAVEL/ EDUCATION/ MEETINGS:

- Employee Travel for training and or meetings: Public Works Director or Village manage approves all employee travel. Training may vary from year to year depending of offerings from NC Association of Public Works and NCDOT.
    - APWA conferences and or meeting
    - Engineer or surveying CPE

TELEPHONE & INTERNET:

- Telephone and internet service for public works
- Employees required to be on call 24/7; therefore, either a cell phone or cell phone reimbursement is provided to all Public Works Employees.

UTILITIES STREET LIGHTS

- Currently 984 Street lights
- Additional lights Market Center Drive 22

SOLID WASTE AND RECYCLING:

Promote a clean environment through garbage collection and recycling services. Once per year, the Village also sponsors a spring bulk-item event, allowing citizens the opportunity to dispose of bulky items normally not accepted in household trash collection.

Increase in rate is based on Water, Sewer, and Trash CPI, Not Seasonally Adjusted, All Areas Mar 3.2%

	Count FY 2019	Count FY 2020	Current Rate	Rate 7/1/20	Amount
Single Family Residential	6102	6252	$10.46	$10.79	$809,510
Single Family Recycling	6130	6280	$2.95	$3.04	$229,100
Condos & Townhomes Dumpster			$3,858	$4,085	$49,020
Cardboard Recycling less rebate					$4,500
Compactor extra household trash (this keeps increasing)					$16,000
Bulk Item Pick up 1					$21,000
Used Oil					$250
City of Winston-Salem					$250
Recycling, Plastic, Aluminum, Paper					$5,000
Total					$1,134,123

REPAIRS AND MAINTENANCE:

Repairs and Maintenance for 45 vehicles and equipment

LEAF/LIMB DISPOSAL:

Grass and leaf disposal

CONTRACT SERVICES-GENERAL:

On Call Technical Support Services for pavement management:
3-year total $36,810; current year $12,270.
Miscellaneous contracts

STREETS APPROPRIATION (POWELL BILL)						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-4510-1210	Salaries	$ 8,278	$ 10,505	$ 6,571	**$ 6,860**	**$ 6,860**
10-4510-1220	Salaries-Snow Removal	9,271	12,000	-	**3,425**	**3,425**
10-4510-1230	Salaries-Street Sweeping	2,270	2,875	3,345	**3,425**	**3,425**
10-4510-1810	FICA	1,433	1,820	759	**1,050**	**1,050**
10-4510-1820	Retirement	1,493	2,120	885	**1,395**	**1,395**
10-4510-1821	401K Match	742	1,185	496	**690**	**690**
10-4510-1830	Group insurance	7,820	6,000	5,763	**4,580**	**4,580**
	Personnel	**31,307**	**36,505**	**17,819**	**21,425**	**21,425**
10-4510-1990	Surveying/Engineering	-	15,000	1,365	**10,000**	**10,000**
10-4510-2400	Drainage repairs-Streets	383	5,000	3,200	**10,000**	**10,000**
10-4510-2510	Gas and fuel	481	1,000	475	**1,000**	**1,000**
10-4510-2900	Traffic Control	6,950	15,000	12,143	**15,000**	**15,000**
10-4510-3510	Right of Way Maint. Village Streets	338	2,000	500	**2,000**	**2,000**
10-4510-3520	Repairs & Maintenance Equipment	337	2,000	500	**2,000**	**2,000**
10-4510-3570	Sidewalk Maintenance	-	50,000	50,000	**50,000**	**50,000**
10-4510-3590	Other Miscellaneous	-	500	-	**500**	**500**
10-4510-3600	Snow Removal	17,020	20,000	4,095	**20,000**	**20,000**
10-4510-5910	Street Patching & Repairs	38,611	56,000	8,534	**50,000**	**50,000**
10-4510-5920	Street Resurfacing & Paving	-	1,000,000	746,053	**1,350,000**	**1,350,000**
	Subtotal	**64,120**	**1,166,500**	**826,865**	**1,510,500**	**1,510,500**
	TOTAL STREETS	**$ 95,427**	**$ 1,203,005**	**$ 844,684**	**$ 1,531,925**	**$ 1,531,925**

The street department provides four primary services for the Village: roadway construction, street maintenance, right of way maintenance, and emergency response. These services include roadway and drainage repairs, construction project management and inspections, asphalt resurfacing, mowing and landscaping along public roadways, and emergency services such as snow removal, storm debris cleanup, and assistance to Sheriff and Fire departments in emergency street closures. The Village has 81.30 miles of streets.

GOALS AND OBJECTIVES

- Maintain roads and sidewalks in good condition.
- Snow and ice control planning and servicing with the intent of providing the majority of Village residents with reasonable access to route within 24 hours of event

RESTRICTED REVENUES ASSOCIATED WITH THIS DEPARTMENT:

Powell Bill	$ 511,790
Interest Powell Bill	$ 6,500

	Actual 6/30/2019	Estimated 6/30/2020	Budget 6/30/2021
Budgeted 6/30/2021			$ 1,492,915
Restricted Fund Balance	$ 2,136,537	$ 1,838,346	$ 345,431

SALARIES & BENEFITS:

SEE CHART UNDER PUBLIC WORKS

TRAFFIC CONTROL:

- Stop Signs
- Speed Limit Signs
- Post for signs
- Cones
- Traffic Calming Measures $10,000

STREET PATCHING & REPAIRS:

Appropriates funds for pot hole patching and crack sealing. Measures that might prolong the life pavement on road before you have to resurface completely.

RESURFACING AND PAVING:

The Village, based on street survey and assessment of paving methods, will continue with resurfacing and paving Village streets; currently budgeted $1,000,000.

PLANNING AND ZONING APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget 19-20	Est. Actual FY 19-20	Proposed FY 19-20	Approved FY 19-20
10-4910-1210	Salaries	99,472	101,100	89,870	**103,650**	**103,650**
10-4910-1810	FICA	7,355	8,050	6,823	**7,930**	**7,930**
10-4910-1820	Retirement expense	6,734	7,250	5,575	**7,300**	**7,300**
10-4910-1821	401K Match	4,344	4,050	2,908	**3,570**	**3,570**
10-4910-1830	Group Insurance	10,516	12,900	10,220	**12,175**	**12,175**
10-4910-1830	Wellness	-	300	300	**300**	**300**
10-4910-1850	Unemployment Expense	-	195	-	**-**	**-**
	Personnel	**128,421**	**133,845**	**115,696**	**134,925**	**134,925**
10-4910-1920	Contract Service Attorney	3,195	15,000	17,000	**20,000**	**20,000**
10-4910-2000	Supplies	321	1,500	500	**1,500**	**1,500**
10-4910-3100	Travel/education/meetings	1,181	3,500	3,000	**3,500**	**3,500**
10-4910-3210	Telephone	492	900	875	**900**	**900**
10-4910-3400	Printing	-	6,000	1,433	**11,000**	**11,000**
10-4910-3700	Advertising	1,897	5,000	500	**5,000**	**5,000**
10-4910-3930	Contract Services General	5,950	10,000	2,000	**10,000**	**10,000**
10-4910-3935	Contract Project Management	-	26,300	-	**-**	**-**
10-4910-3960	Contract Services Transportation	4,164	30,200	27,949	**15,000**	**15,000**
10-4910-3961	Transportation Committee	4,918	8,000	-	**5,000**	**5,000**
10-4910-3962	Transportation Study	-	100,000	-	**200,000**	**200,000**
10-4910-3963	Bike & Pedestrian Plan	-	50,000	-	**50,000**	**50,000**
10-4910-3970	Contract Services-Comp Plan	-	1,000	1,000	**1,000**	**1,000**
10-4910-3980	Contract Services-Site Plan Review	-	2,000	-	**2,000**	**2,000**
10-4910-4000	Farmers Market	4,629	6,000	6,000	**-**	**-**
10-4910-4010	Community Garden	1,241	1,500	1,058	**1,500**	**1,500**
10-4910-4400	Software License	3,414	2,100	2,100	**850**	**850**
10-4910-4500	Insurance Workers Comp	-	-	-	**3,730**	**3,730**
10-4910-4910	Dues and subscriptions	354	400	354	**500**	**500**
10-4910-4980	Non capital equipment	4,656	2,500	2,518	**2,500**	**2,500**
10-4910-6931	Contract Service-Enforcement	14,062	20,000	11,383	**20,000**	**20,000**
10-4910-6933	Matching Funds Home Program	2,000	2,000	2,000	**2,000**	**2,000**
10-4910-6940	Architectural Survey	750	1,000	1,000	**1,500**	**1,500**
	Subtotal	**53,224**	**294,900**	**80,670**	**357,480**	**357,480**
	TOTAL PLANNING & ZONING	**181,645**	**428,745**	**196,366**	**492,405**	**492,405**

The planning department assists elected and appointed officials in efforts to achieve the highest quality of life for current and future residents by promoting orderly growth and development; encouraging long range planning; promoting land use regulations the "best use" of our land resources; enforcement of our development and land use regulations and providing technical support to Planning Board and Zoning Board of Adjustment.

GOALS AND OBJECTIVES

- Provide accurate and timely information to Council
- Complete Update of Clemmons Transportation Plan
- Update Unified Development Ordinances
- Advance employee skills

PERSONNEL:
- Planner
- Part time plan reviewer and code enforcement total hours 999 annually
- Intern

PRINTING:
- UDO updates
- Transportation plan

CONTRACT SERVICE-GENERAL
- Municipal Code Online
- Update UDO for New State Statute

CONTRACT SERVICE-TRANSPORTATION:
- Transportation Plan Update
- TIA Reviews
- Street Modification Review

TRANSPORTATION COMMITTEE:
Council appointed committee to update the Village Transportation Plan

TRANSPORTATION STUDY AND BIKE AND PEDESTRIAN PLAN

The Village applied and was approved for grant funding for transportation study of Kinnamon Road and a bike and pedestrian plan. These expenditures are offset by grant funding included in estimated revenues of $200,000. These studies have a net cost of $50,000.

CONTRACT SERVICES-ENFORCEMENT:
Inter local Contract with City-County Inspections for enforcement of Unified Development Ordinance.

COMMUNITY GARDEN:
Replace some of boards of boxes

SOFTWARE LICENSE:
- ARC GIS 2 Licenses

CLEMMONS EVENTS & MARKETING APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-6000-1210	Salaries	24,855	31,300	30,913	**32,365**	**32,365**
10-6000-1810	FICA	1,897	2,395	2,364	**2,480**	**2,480**
10-6000-1820	Retirement expense	1,922	2,800	2,720	**3,175**	**3,175**
10-6000-1821	401K Match	1,240	1,565	1,520	**1,565**	**1,565**
10-6000-1830	Group Insurance		6,900	5,200	**5,700**	**5,700**
	Personnel	**29,914**	**44,960**	**42,717**	**45,285**	**45,285**
10-6000-6130	Clemmons Events	3,171	2,500	1,013	**2,500**	**2,500**
10-6000-6131	Movie Nights	5,985	6,800	5,542	**4,500**	**4,500**
10-6000-6132	Monster Dash & Goblin Hop	3,872	5,100	2,918	**5,000**	**5,000**
10-6000-6133	Dirty Dozen Post Race Bash	3,148	8,000	1,000	**6,000**	**6,000**
10-6000-6134	Other Events	1,359	2,500	1,541	**2,500**	**2,500**
10-6000-6135	Farmers Market	-	-	-	**6,000**	**6,000**
10-6000-6140	Tourism related	52,958	30,000	30,000	**30,000**	**30,000**
10-6000-6141	Tourism-Festival of Lights	25,398	26,000	25,945	**30,000**	**30,000**
	Subtotal	**95,891**	**80,900**	**67,959**	**86,500**	**86,500**
	TOTAL CLEMMONS EVENTS & MARKETING	**125,805**	**125,860**	**110,676**	**131,785**	**131,785**

This department promotes and manages Villages events and markets the Village.

GOALS AND OBJECTIVES

- Promote community spirit and participation.
- Market and brand the Village as a place to visit and live.

This department is funded by County Levied Occupancy Tax, Sponsorships and Fund Balance.

- *Occupancy Tax Cultural Recreation* *$35,000*
- *Occupancy Tax Tourism* *$60,000*
- *Sponsorships Waste Management per Contract* *$ 3,000*
- *Fund Balance Appropriated Restricted* *$33,286*

PERSONNEL

- ½ of the Clemmons Marketing and Communications Director salaries.
- Temporary employee for farmers market

CLEMMONS EVENTS:

- Canva Subscription (used to create brochures, email blasts etc.)
- Magnets with events
- Video software

MOVIE NIGHTS:

- 2 Movie nights at YMCA, Screen rental & movies and advertising

MONSTER DASH & GOBLIN HOP:

- Totes and or t-shirts
- Advertising
- School Rental (Bathrooms)
- Golf Carts
- Deputies (2)

DIRTY DOZEN POST RACE BASH:

Our marketing director has decided best use of funds is to partner YMCA for events, this draws more people.
A partnership helps divide cost up. These funds will be used for kids' games etc. in conjunction with the Dirty Dozen Race.

OTHER EVENTS:

- Lip sync
- Neighbors Helping Neighbors

TOURISM RELATED:

- Advertise and promote the Village as well as community events
- Discover Clemmons web hosting, promoting Village hotels and business
- Blog for discover Clemmons
- Forsyth Community-distributed to business in Clemmons, as well as rest areas in the State
    - Increased advertising here to incorporate advertising for hotels and event sponsorship.
- Replacement of Village of Clemmons banners, current ones showing wear.

TOURISM- RELATED FESTIVAL OF LIGHTS:

- Set up, decorate and take down Christmas Tree Village Hall
    - This year includes purchase of tree, them the following years will just have set up, take down and Storage.
- Tree lighting event
- Electricity Snowflakes on Light Poles
- Maintenance of Christmas decorations
- Purchase 5 Led Snowflakes
- Expansion of Clemmons Wonderland

PARK AND RECREATION APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-6120-1010	Greendale Park Maintenance	1,194	1,500	954	**1,500**	**1,500**
10-6120-1020	Lake & Greenway Maintenance	3,913	8,000	6,360	**8,000**	**8,000**
	TOTAL PARKS & RECREATION	5,107	9,500	7,314	**9,500**	**9,500**

This department accounts for the maintenance of Village Point Lake & Greenway as well as small pocket park on Greendale.

Greendale Park

- Water & Electricity
- Stormwater Fee
- Weed Control

Village Point Lake & Greenway

- Fish Food
- Maintenance
- Entrance Maintenance
- Weed Control
- Stormwater Fee

CAPITAL OUTLAY APPROPRIATIONS

Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-8110-4120	Capital Outlay Administration	701,280	50,550	53,983	-	-
10-8110-4500	Capital Outlay Public Works	313,567	382,800	280,700	**14,000**	**14,000**
	TOTAL CAPITAL OUTLAY	**1,014,847**	**433,350**	**334,683**	**14,000**	**14,000**

MAJOR REPAIRS & RENOVATIONS APPORPRIATIONS

Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-8140-1000	Major Repairs and Renovations Admin	$ -	$ -	$ -	**$ 15,000**	**$ 15,000**
10-8140-2000	Major Repairs and Renovations PW	-	-	-	**12,000**	**12,000**
	TOTAL MAJOR REPAIRS AND RENOVATIONS	**$ -**	$ -	**$ -**	**$ 27,000**	**$ 27,000**

TRANSFERS TO CAPITAL PROJECTS

Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
10-9840-9845	Clemmons Match 158 Sidewalk & Tanglewood Greenway	5,207	476,700	150,000	**150,000**	**150,000**
10-9840-9849	Transfer to Market Center Dr	5,916	709,000	218,194	**50,000**	**50,000**
10-9840-9852	Transfer to Harper Rd Sidewalk	-	50,000	-	**-**	**-**
	TOTAL TRANSFERS TO CAPITAL PROJECTS	**$ 11,123**	**$ 1,235,700**	**$ 368,194**	**$ 200,000**	**$ 200,000**

CAPITAL OUTLAY:

PUBLIC WORKS:

Brake lathe	$ 14,000
Total Public Works Capital Outlay	$ 14,000

MAJOR RENOVATIONS & REPAIRS:

ADMINISTRATION

Replace HVAC	$15,000
PUBLIC WORKS:	
Replace HVAC	12,000
Total Major Renovations & Repairs:	**$27,000**

STORMWATER UTILITY FUND

The Stormwater Utility Fund supports the Clemmons Stormwater protection program as required by the Environmental Protection Agency's Phase II Water Quality Act and Clemmons' Stormwater Quantity Ordinance.

STORMWATER UTILITY ESTIMATED REVENUES						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
ERU			**13202**			
Per ERU			**$5.00**		**$5.00**	
67-3473-5100	Storm water Fee	$ 776,585	$ 785,125	$ 776,718	$ 971,250	$ 971,240
67-3491-4100	Storm water Permits	5,558	6,000	2,110	5,000	5,000
67-3491-5100	Violation	500	-	-	-	-
67-3831-0000	Investment Earnings	41,725	45,500	31,173	17,000	17,000
67-3833-1000	Sponsorships	1,125	1,000	1,225	1,000	1,000
67-3835-0051	Charges for services	3,250	3,900	3,900	3,900	3,900
67-3835-0000	Sale of capital assets	50,000	25,000	-	-	-
	Subtotal	878,743	866,525	815,126	998,150	998,140
67-3991-0000	Fund Balance Appropriated	-	1,456,180	-	623,900	623,910
	TOTAL STORM WATER REVENUES	$ 878,743	**$ 2,322,705**	**$ 815,126**	**$ 1,622,050**	$ 1,622,050

STORMWATER FEE:

- $5.00 per equivalent residential unit per month; $60 annually. The Village is suggesting a residential tier system, please see the fee schedule. The residential tier system reflects a more accurate reflection of impervious coverage in Clemmons residential community. Our residential equivalent unit is 3952, 50% of our households have 4000 or higher of impervious coverage. The nonresidential fee is $60 per residential equivalent unit. impervious coverage that it has.

STORMWATER PERMIT:

- Fee for Stormwater facilities required by ordinance for new development or re development. This fee is adopted under a separate ordinance.

STORMWATER UTILITY APPROPRIATIONS						
Account #	Account Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21
67-4730-1210	Salaries	150,221	222,600	167,821	178,810	178,810
67-4730-1220	Salaries: Leaf & Limb	37,204	44,000	35,400	44,600	44,600
67-4730-1230	Salaries:Street Sweeping	2,754	4,300	4,975	3,425	3,425
67-4730-1810	FICA	13,628	20,725	19,798	17,355	17,355
67-4730-1820	Retirement	13,842	23,450	17,865	17,760	17,760
67-4730-1821	401K Match	8,228	13,100	9,592	8,750	8,750
67-4730-1830	Insurance	42,822	59,500	52,334	63,655	63,655
67-4730-1830	Wellness	-	900	600	900	900
67-4730-1850	Unemployment	-	475	-	435	435
	Personnel	**268,699**	**389,050**	**308,385**	**335,690**	**335,690**
67-4730-1990	Professional Services	10,128	50,000	47,154	50,000	50,000
67-4730-2000	Supplies	1,011	5,000	1,039	4,000	4,000
67-4730-2120	Safety & Uniforms	277	1,500	250	750	750
67-4730-2310	Public Education	7,099	8,000	7,500	12,405	12,405
67-4730-2320	Public Participation	2,177	2,500	2,228	2,500	2,500
67-4730-2510	Gas/fuel	2,949	3,200	2,459	3,200	3,200
67-4730-2511	Gas/fuel Leaf/Limb	10,750	15,000	12,644	14,000	14,000
67-4730-3100	Travel/Training	911	4,500	2,891	3,550	3,550
67-4730-3130	Illicit Discharge	1,844	1,500	1,500	1,500	1,500
67-4730-3210	Telephone	1,968	2,500	1,542	3,075	3,075
67-4730-3250	Postage	199	1,500	50	500	500
67-4730-3310	Utilities	637	1,000	690	1,000	1,000
67-4730-3400	Print/Copier	72	3,550	1,035	3,550	3,550
67-4730-3510	Building Maintenance	1,706	1,000	500	1,000	1,000
67-4730-3520	Equipment Maintenance	24,103	27,000	24,079	27,000	27,000
67-4730-3530	Drainage Maint/Good housekeeping	10,953	10,000	2,128	10,000	10,000
67-4730-3590	Community Clean-up	2,784	3,500	3,500	3,500	3,500
67-4730-3700	Advertising	304	-	204	500	500
67-4730-3900	Contract Services	860	3,000	632	3,000	3,000
67-4730-3910	Contract Services Billing	7,768	7,855	7,657	11,280	11,280
67-4730-3930	Leaf/limb Disposal	5,580	8,000	7,382	9,500	9,500
67-4730-3970	Waste Disposal & Landfill Fees	-	500	-	500	500
67-4730-4400	Licenses & Support	6,551	7,000	7,245	10,000	10,000
67-4730-4500	Insurance	9,466	15,100	9,466	18,600	18,600
67-4730-4900	Permits	860	1,200	860	1,000	1,000
67-4730-4910	Dues & Subscriptions	870	2,000	938	1,100	1,100
67-4730-4920	Professional License	75	350	225	350	350
67-4730-4970	Minor Capital Improvement	98,495	150,000	150,000	150,000	150,000
67-4730-4980	Non Capital Equipment	519	10,000	2,467	12,000	12,000
67-4730-4990	Miscellaneous	-	1,000	126	1,000	1,000
	Subtotal	210,916	347,255	298,391	360,360	360,360
	Total Operating Expenditures	**479,615**	**736,305**	**606,776**	**696,050**	**696,050**
	Capital Outlay					
67-8110-5000	Capital Outlay	244,183	510,000	332,485	241,000	241,000
67-8110-5010	Capital Improvement Plan	221,046	1,076,400	341,696	685,000	685,000
	Capital Outlay	**465,229**	**1,586,400**	**674,181**	**926,000**	**926,000**
67-9840-9800	Transfer to Market Center Dr	-	-	-	-	-
	Subtotal Transfers to other funds	-	-	-	-	-
	TOTAL STORMWATER EXPENDITURES	**944,844**	**2,322,705**	**1,280,957**	**1,622,050**	**1,622,050**

Personnel:

- Full time positions: 2 $131,725
    - Stormwater Engineer
    - Stormwater Technician 2
    - Intern
- Allocated Salaries: $99,745
    - 50% of leaf/limb grass service
    - 50% of street sweeping
    - 45% Public Works Director
    - 7% Mechanic

Benefits:

- Employer taxes
- Group insurance: Health, Dental & Vision
- Life insurance 1x salary
- Local Government Employee Retirement System 10.15% from 8.95%
- 401 K match

Public Education:

- Programs in Clemmons Schools
    - Coloring books, pencils, and games
- Banner at Southwest Athletics Field
- Booth at Community Day
- Village Events

Licenses:

- Trimble Desktop
- Arc Pad Positions mobile update (2)
- ESRI ArcGIS and Arc Pad (2)
- Additional ESRI license for watershed analysis
- AutoCAD multi- year Increase for this year but total per year less than annual subscription

Non-capital < $5000

- Survey Equipment

Capital Outlay:

- Re allocate wash bay $163,000
- Replace roof and do overhang $78,000

Capital Improvement Plan:

- Mendelssohn CIP $275,000
- Greenbrook $240,000
- Breckingridge $85,000
- Glengarriff $ 85,000

FEE SCHEDULE JULY 1, 2021 Exhibit A

The following fee schedule is adopted for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
The Village Manager shall have the authority to set a fee not otherwise listed and shall have authority to make interpretations of any fee listed on this schedule.

Administration, Finance, and All Department

Sunshine List	$10.00
Clemmons Code of Ordinances view or purchase	www.amlegal.com/clemmonsnc
Clemmons Unified Development Ordinances view or purchase	https://library.municode.com/nc/clemmons/codes/unified_development_code
Copies in excess of 5 pages	$00.10 a page
Color copies in excess of 5 pages	$00.20 a page
Copy of Blue Print or Site Plan	Cost
Returned Check Fee	$36.00
Street & Alley Closing Application	$50.00

Public Safety and Public Works

Residential Driveway Permit (New/Reconstruction (inspection required)	$40.00/$20.00
Commercial Driveway Permit (inspection required)	$100.00
False Alarms	Per separate ordinance
Parking Ticket	Per separate ordinance

Code Enforcement Rates: Minimum charge one hour

Message Board	$12.00 per hour
Backhoe	$55.00 per hour
Loader	$100.00 per hour
Tandem Dump Truck	$60.00 per hour
Single Axle Dump Truck	$45.00 per hour
Tub Grinder	$95.00 per hour
Tractor with side mower	$95.00 per hour
Tractor with flail mower	$65.00 per hour
Zero turn mower	$35.00 per hour
Weed eater	$10.00 per hour
Chain saw	$10.00 per hour
Street Cleaning	Cost
Street Sweeper	$100.00 per hour + fuel
Administration	$50.00 per hour
Labor including benefits	$25.00 per hour

STORM WATER FUND

	SW Utility Rate
Rate	$5.00 /$60.00
ERU	3952

Residential Tiers	Lower Range	Upper Range	Scaling Factor	ERU Fee	Units	Revenue
1	0	2000	0.95	$ 57.00	733	$ 41,781.00
2	2001	4000	1	$ 60.00	2625	$157,500.00
3	4001	6000	1.5	$ 90.00	2469	$222,210.00
4	6001	infinite	2	$120.00	957	$114,840.00
Non Residential				Per ERU	# ERU	
Non Residential				$ 60.00	7371	

Stormwater Permit fees adopted under separate ordinance.

CLEMMONS PLANNING FEE SCHEDULE*

www.clemmons.org/167/Planning-Department

CATEGORY	ACREAGE					
	0-10		10.1 -25	25.1 -50	50.1 -100	100.1+
	2 or less	2.1 - 10				
REZONINGS & SUBDIVISIONS						
SPECIAL USE ZONING (except MX-S or MRB-S) or SPECIAL USE PERMIT	$1,000	$2,000	$2,500	$3,000	$3,500	$3,500 + $25 per additional acre
GENERAL USE ZONING (except C)	$1,000	$1,200	$1,300	$1,400	$1,500	$1,500 + $25 per additional acre
SITE PLAN AMENDMENT	$1,000	$1,500	$2,000	$2,500	$3,000	$3,000 + $25 per additional acre
MULTIFAMILY	$1,000	$1,500	$1,750	$2,000	$2,250	$2,250 + $100 per additional acre
	0-10					
MX-S or C (Campus)	$2,500		$3,500	$4,500	$6,000	$6,000 + $100 per additional acre
MRB-S	$7,500		$20,000	$20,000	$25,000	$25,000 + $250 per additional acre
FINAL DEVELOPMENT PLAN	$1,000		$1,500	$2,000	$2,500	$2,500 + $50 per additional acre
PLANNING BOARD REVIEW	$500		$750	$1,000	$1,250	$1,250 + $25 per additional acre

MINOR CHANGES

Single Family Residential under 25 acres	$25
Single Family Residential 25 acres or greater	$200
Multifamily/Commercial/Industrial/Institutional under 3 acres	$200
Multifamily/Commercial/Industrial/Institutional 3 acres or greater	$400

OVERLAY APPROVAL FEES $50

ZONING TEXT AMENDMENT

All $1,500

TIA REVIEW

Site that require TIA review $150 per hour

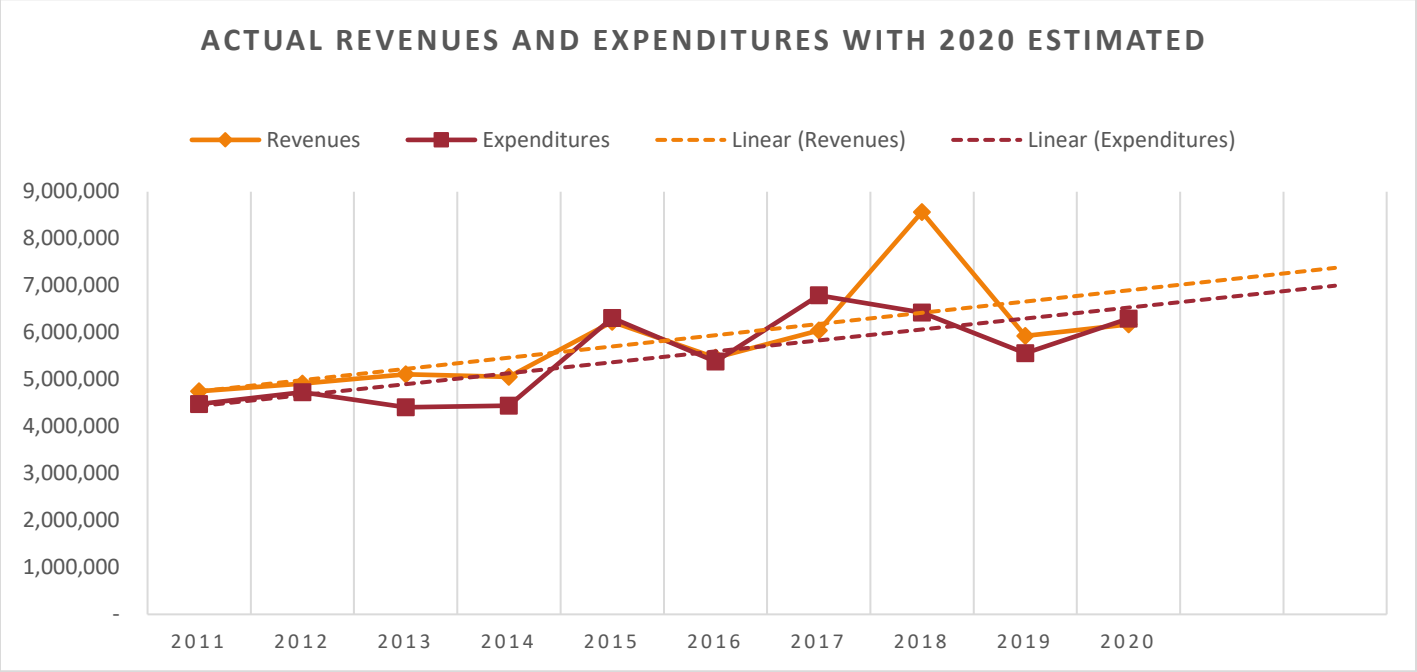
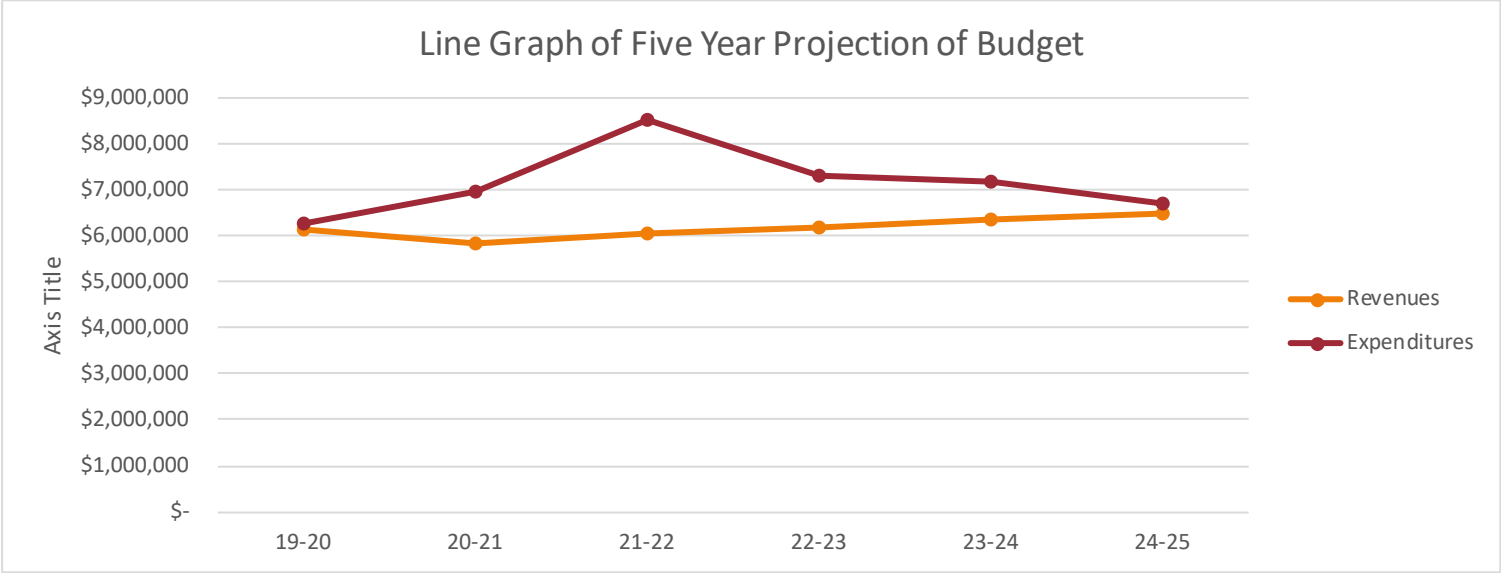
MAJOR SUBDIVISION $1,750 per lot + 30 per lot

MINOR SUBDIVISION $125 per lot

NON-RESIDENTIAL PLAT APPROVAL $125 per lot

FINAL PLAT APPROVAL

1-5 lots	$125
6-20 lots	$250
21-50 lots	$500
51+ lots	$750

* Fees may cover the costs of proper notification procedures per applicable laws

TREND ANALYSIS