

**NOT APPROVED**



**Agenda Packet - DRAFT  
Village of Clemmons Council  
Regular Meeting**

**September 28, 2020**

**AGENDA  
REGULAR MEETING OF THE  
VILLAGE OF CLEMMONS COUNCIL  
SEPTEMBER 28, 2020 at 6:00 p.m.**

- I. Call to Order & Pledge of Allegiance – Mayor Wait
- II. Public Comments
- III. Minutes - Approval of Minutes – September 14, 2020 Regular Meeting
- IV. Changes and/or Approval of the Agenda
- V. Announcements
- VI. **Business – Information**
  - A. Marketing & Communications Director's Report
    - 1. Events Update
  - Business – Action Items**
  - B. Resolution 2020-R-7 Addressing COVID-19 Preventative Measures at Voting Precincts
  - C. Village Streets Paving Bids
  - D. Stormwater CIP List Presentation
  - E. SWAB Role Discussion
  - Business – Review and Items for Future Action**
  - F. Manager's Report
    - 1. Financial Report for August 2020
    - 2. FCSO Report for August 2020
    - 3. Bulk Pickup Contract
    - 4. Title VI Compliance Plan
  - G. Attorney's Report
  - H. Planner's Report
  - I. Council Comments
- VII. Adjournment



DRAFT

## **SPECIAL & REGULAR MEETING OF THE VILLAGE OF CLEMMONS COUNCIL September 14, 2020**

The Village of Clemmons Council met on Monday, September 14, 2020, at 4 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Wait and Council Members Barson, Binkley, Cameron, Rogers and Wrights. Staff members present were: Manager Buffkin, Finance Officer Stroud, Planner Rahimzadeh, Public Works Director/Village Engineer Gunnell, Stormwater Engineer Kimbrell, Code Administrator Vaughn and Clerk Shortt and Village Attorney Elliot Fus.

### **Call to Order**

[Mayor Wait called the meeting to order at 4:00 p.m.](#)

### **Business – Special Meeting (Stormwater Discussion)**

Stormwater Engineer Kimbrell presented an outline to Council and led the stormwater program discussion which included the following:

- A. Current CIP List (non-ranked) and Funding Analysis (attached hereto as Exhibit A and incorporated as a part of the minutes)
  - 1. How long to complete what we have on the list?
  - 2. Cost to complete all of the projects on the list, in the timeframe decided
  - 3. Stormwater Fee Requirements
  - 4. Outside funding mechanism

The projects in blue are currently completed projects that date back to 2010; projects in green are currently underway and active in construction; projects in pink are not in the construction phase yet; projects in yellow have been recently reviewed by the SWAB and recommendations are being brought to Council for consideration (at this meeting or an upcoming meeting); and projects in red have been sent to a third party consultant for review and analysis. Currently there are 13 active projects on the list with the potential for 5 more to be added. Mr. Kimbrell provided several scenarios for project completion and costs along with discussing the need for a Stormwater Tech I (adding an additional employee which is currently a vacant position) if just handling by stormwater fees. He advised that for calculation purposes the average per project cost is approximately \$325,000. He advised the list ranking is based off impact, public safety and other factors but timing of the projects coming in is not on the list of items considered when ranking. He clarified that there have been projects that had severe dependency of downstream drainage structures and those projects had to be moved on. A discussion took place as to whether it would be less costly and more efficient to find a way to fund these projects quicker rather than later or is there an advantage to spread these out over time. Mr. Kimbrell pointed out that there are projects that have been on the list and when they have been bid out, they have doubled in cost in just a few years because the problem got worse. Finance

Director Stroud advised Council that she had contacted Truist Bank because they deal with government debt to inquire about what the interest rate for a revenue bond would be. She provided a scenario using \$4.5 million - the interest rate right now would be 2.00-2.25% and with a 12-year payback it would be about \$393,000 debt service/year (could go longer to reduce the rate but payback would be much more). She would need to speak further with Truist about the possibility of early payoff. She advised installment-purchase could be done but the interest rate would be higher. Mr. Kimbrell spoke about the project contracted out to a third-party consultant (Jewel Engineering). Most of the projects that are sent to them for review/design are done so due to them being located in a FEMA floodplain and the permitting process is typically not something that is handled at the local municipal level. There is a lot of cost associated with permitting. They take on the high-risk projects (some of which include dam safety permitting) and this also allows for buying into their insurance program. He provided the cost savings that have taken place over the past couple of years from contracting those projects out to Jewel Engineering. He estimated for the 13 projects currently on the list (best-case scenario) for completion (if secured funding) would be 2-3 years (weather-dependent).

- B. Private Property Cost Share Program
1. 50/50 cost share program for all projects outside of the rights-of-way
  2. Must meet a certain criterion to be an acceptable project (criteria to be created/agreed upon by Council)
  3. Whose accountable/liable for future damages/failures?

Mr. Kimbrell advised Council of the high amount of interest from residents in a 50/50 cost-share program for projects on private property and his concerns of accountability and liability for future failures or any kind of damage or harm that may come from it. He stated there would have to be a set of criteria developed and vetted by Staff, Council and legal counsel to determine the feasibility and worth. He clarified that this would be any property inside the Village of Clemmons that receives direct runoff from public drainage infrastructure and would not be able to be done if it is a blue-line stream or designated stream as those are unable to be piped. Attorney Fus advised that this is a program that could be undertaken as long as it meets a public purpose. He stated there would be a need to rank any requests and clarified that there is no blanket prohibition about going onto private property and easements would need to be secured. Staff engineers would determine what type of drainage improvements would be needed. Mr. Kimbrell advised this would be a separate project list from the CIP list and the funds for a cost-share program would be separate. Council did express some reservation about this type of program but are interested in seeing how it has worked in other municipalities and how it might function in the Village of Clemmons.

Council consensus was to direct Staff to draft a 50/50 cost-share program outline which includes Staff being designated to rank these projects for their review.

- C. Residential Permit Review Inspections
1. Required by our permit to keep track of impervious area in all “low-density” neighborhoods within our city
  2. Too many neighborhoods that were previously permitted as “low-density” are now going back and building above their approved limits set forth by NCDEQ - we are required to keep records and enforce
  3. Allowing buildout of “low-density” neighborhoods without stormwater treatment will cause further downstream flooding
  4. This program will cause a greater need for additional stormwater staffing

Mr. Kimbrell advised Council that in our current Phase II Permit, the Village of Clemmons is required to keep up with all “low-density” subdivisions (under the threshold of needing a stormwater BMP set forth by the state). The sites which are developed by developers are subject to a certain impermeable limit maximum. He pointed out there is an opportunity for the Village of Clemmons to be proactive with this and get in on a residential permit review program with the City of Winston-Salem. Currently, the Village of Clemmons does not have any review authority on single-family homes or trade permits that were on previously subdivided parcels prior to 2007. This would provide the opportunity to start inspecting these homes when a permit was applied for and impermeable areas, locations of infrastructure being built and the proximity to creeks, etc. This would help meet the requirements for our Phase II Permit. It would require a fast review and turnaround time of no more than a week and would require a permit fee for residential properties. The additional Stormwater staff person mentioned earlier would also be needed to help with these duties.

Council consensus was to direct Staff to work with the City of Winston-Salem on a residential permit review program for their consideration.

- D. Consideration of Stormwater Inundation Zones
1. Dry detention basins to be installed throughout Clemmons to offset downstream flooding
  2. Requires private property acquisition, future ownership, maintenance, insurance and accountability/liability

Mr. Kimbrell explained to Council that a stormwater inundation zone is a low-lying area that lie next to or close to a roadway that is downstream of a significant amount of impermeable area (i.e. strip of Lewisville-Clemmons Road near Lowes Foods). He advised of an option to potentially acquire property to install dry detention basins or quantity control devices (we would own and have to maintain and there would be insurance liability). It is another option to upsizing pipes (catches on the upstream end and detains or releases slowly). Public Works Director Gunnell advised this does solve a lot of problems but there is a liability in that we would own bodies of water (which would be dry most of the time). He stated this would provide a benefit but a set of criteria would need to be established to try to locate areas that would work. Each case would be brought before Council due to the cost, property acquisition (as it would require 3-4 acres) and long-term maintenance involved.

Council consensus was to direct Staff to look into Stormwater Inundation Zones for consideration.

- E. Stormwater Advisory Board (attached hereto as Exhibit B and incorporated as a part of the minutes)
1. Discussions regarding previous stormwater advisory board meeting and future responsibilities of the Stormwater Advisory Board
  2. SWAB CIP recommendations and preliminary ranking

Mr. Kimbrell advised Council of some of the SWAB members expressions from their recent meeting that “if Council is making the ultimate decision, I will just pass it through”. He stated the SWAB’s current responsibility is to assist with the stormwater program and vet the CIP projects that come in to determine whether they meet the current standards for the CIP list and make a recommendation (positive or negative) for Council’s consideration. He presented the 5 projects and their positive recommendations from the SWAB meeting to Council (the Lasater Road project was the only one that did not have a unanimous positive recommendation). He informed Council of the five criteria (created by Doug Jewel, Jewel Engineering) of a project that are required to be included into the CIP list:

- The project must be located within the corporate limits of the Village of Clemmons.
- The project must receive and/or convey public stormwater runoff.
- The project solution must be in the public rights-of-way or directly connected to the public rights-of-way.
- The project must provide a public benefit or a public responsibility.
- Can the project be performed without NCDOT approval?

He went over the ranking system and how points may be assigned based on impact of homes and roadways, permitting, downstream mitigation, aesthetic benefits, stream restoration, etc. Every year projects are reevaluated and re-ranked.

- F. Ordinance Overhaul
1. Current ordinances and UDO are dated and require an overall update

Mr. Kimbrell advised Council that the current stormwater ordinances are dated need to have an overhaul and be brought to Council for review and consideration.

- G. Future Development Stormwater Management Plan
1. Consider decreasing quantity regulations to all sites that disturb 10,000 square feet or more (currently triggered at 20,000 square feet)
  2. Consider requiring the 100-year event to be mitigated (current mitigation requirements stop at the 25-year event)
  3. Consider disregarding all “grandfathered” or “prior-right” impervious area credits in development, and require all development/redevelopment to treat all quantity runoff for all impervious area on site, regardless of how long that impervious area has been there

Mr. Kimbrell presented some ideas to Council for their consideration regarding the Stormwater Management Program. He stated that we currently have a quantity ordinance which is a flood mitigation regulation on development and redevelopment that is triggered at 20,000 square feet of land disturbance (which is approximately ½ acre). He would like to see that decreased to 10,000 square feet which would mean if a grading permit is triggered through Winston-Salem, it would trigger stormwater quantity requirements. This would capture infill (smaller-type) projects that may require stormwater mitigation. Another consideration is requiring the 100-year storm event for being the mitigation design storm versus the 25-year storm event (depending on the kind of stormwater BMP, it may change the cost and size of the device that is required). He stated he needs to speak with Attorney Fus regarding item 3 as he has not had an opportunity to prior to the meeting. This would be disregarding any “grandfather” or “prior-right” impervious areas in development in regards to quantity treatment meaning any future development or redevelopment would have to go back and treat all impervious area in regard to quantity runoff (not quality as there is a general statute that does eliminate the allowance of any local municipality of requiring treatment of prior impermeable area). He needs to discuss with Attorney Fus to confirm this is for quality only and not quantity and will advise Council accordingly.

Council consensus was to direct Staff to look further into quantity control ideas presented within the Stormwater Management Plan for their review and consideration.

A brief discussion was held about the storm that caused flooding in the Village of Clemmons on August 6, 2020 which 5-6 inches of rain fell in a period of 2-3 hours. It was mentioned that with that type of intensity, debris is a leading cause of stormwater drainage issues (overtopping on the road - Bridgewater in Old Meadowbrook which was due to a picnic table, kayak, dog house and a portion of a pier washed against the infrastructure).

Mayor Wait commended Staff and Council for their hard work in the recent past on the improvements to the Stormwater Program and expressed his compassion for those property owners who were impacted from the recent storm.

Council Member Barson inquired as to the thoughts from other members on her proposal for potentially revamping the SWAB. She expressed her concerns regarding the scope, specifically as it relates to CIP projects (if they are just going to pass along to Council, perhaps it should just start with Council) as these are infrastructure, big-dollar items. SWAB meets typically quarterly and Council is twice a month so delays would not take place. The Phase II Permit requires any variance to our ordinances to be looked at by a board (there has been one request in the last 10 years). Her suggestion was to possibly pass that on to the Zoning Board of Adjustment as they are a quasi-judicial board. She stated that fees and fee structure are essentially taxation and perhaps should remain with Council as Council has a better overall view of the Village. She developed a rough draft charter with two options either dissolving the committee entirely or evolving it

and the evolution would take away the three components of CIP projects, variances and fees/fee structure (this would turn the SWAB into a quality rather than quantity piece dealing with stormwater education initiatives and environmental issues).

Council consensus was to direct Staff to start the discussion and draft a written ordinance for review as a public hearing would need to be held as this would be an amendment to the UDO for the Stormwater Management Program.

### **Recess/Reconvene**

Mayor Wait recessed the meeting at 5:30 p.m.

[Mayor Wait reconvened the meeting at 6:00 p.m.](#)

### **Pledge of Allegiance (Regular Meeting)**

Mayor Wait led the Pledge of Allegiance.

### **Public Comments**

There were three citizens in attendance. There were three individuals that spoke during public comments:

- Larry Wise, 8009 Kilcash Court, Clemmons, NC – requested Council adopt a resolution addressing COVID-19 preventative measures at voting precincts. He advised early voting begins October 15, 2020.
- Kenny French, 7510 Lasater Road, Clemmons, NC – presented Council photos of the damage to his property during the August 6, 2020 storm (attached hereto as Exhibit C and incorporated as a part of the minutes).
- Allen Daniel, 100 Fernworth Court, Clemmons, NC – expressed his concerns regarding stormwater and the effects development has in regards to Clemmons West.

### **Approval of the Minutes**

Council Member Cameron moved to approve the minutes of the August 24, 2020 regular meeting as presented. The motion was seconded by Council Member Barson and unanimously approved.

### **Approval of the Agenda**

Mayor Wait requested the addition of Item 3. under Manager's Report "Resolution Request".

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

### **Announcements**

There were none.

### **Business – Information**

- A. Marketing and Communications Director's Report.
  - 1. Events Update – Clerk Shortt advised of the following updates:
    - The last Saturday of the Farmers Market will be October 10.Everyone is encouraged to read the great articles in the Clemmons

Courier from last week. The market has become such a meaningful community between vendors and customers averaging around 300 customers each week.

- Fall Medicine Drop – November 7, 2020 (9am-noon at Public Works Facility) – this will be a drive-thru pill collection.
- Anyone interested in participating in the Fall Clemmons Cleanup can select a date between now and November 30 to coordinate a drop off of materials and road assignment to help Keep Clemmons Clean. All information, guidelines, and registration can be found on the Clemmons website at [www.clemmons.org/cleanup](http://www.clemmons.org/cleanup)

### **Business – Action Items**

- B. *Stormwater Project Culvert Replacement Bid Proposals.*
1. Greenbrook - Manager Buffkin advised Council of the bid proposals for the stormwater project culvert replacement for Greenbrook (attached hereto as Exhibit D and incorporated as a part of the minutes).
    - a. Budget Amendment 21-S-2 for contingency (attached hereto as Exhibit E and incorporated as a part of the minutes).

Council Member Barson moved to approve the bid from North State Water and Sewer, Inc. in the amount of \$252,524.00 and Budget Amendment 21-S-2 for contingency as presented. The motion was seconded by Council Member Cameron and unanimously approved.

2. Mendelssohn - Manager Buffkin advised Council of the bid proposals for the stormwater project culvert replacement for Mendelssohn (attached hereto as Exhibit F and incorporated as a part of the minutes).
  - b. Budget Amendment 21-S-3 for contingency (attached hereto as Exhibit G and incorporated as a part of the minutes).

Council Member Barson moved to approve the bid from North State Water and Sewer, Inc. in the amount of \$243,075.00 and Budget Amendment 21-S-3 for contingency as presented. The motion was seconded by Council Member Cameron and unanimously approved.

### **Business – Review and Items for Future Action**

- C. *Manager's Report.*
1. *Ordinance 2020-08 Enacting and Adopting Supplement 23 to the Code of Ordinances* – Manager Buffkin presented to Council Ordinance 2020-08 Enacting and Adopting Supplement 23 to the Code of Ordinances (attached hereto as Exhibit H and incorporated as a part of the minutes).

Council Member Rogers moved to adopt Ordinance 2020-08 Enacting and Adopting Supplement 23 to the Code of Ordinances. The motion was seconded by Council Member Barson and unanimously approved.

2. *Budget Amendment 21-S-4* – Manager Buffkin presented to Council Budget Amendment 21-S-4 (attached hereto as Exhibit I and incorporated as a part of the minutes).
  - a. Tanglebrook CIP (SOW #3)
  - b. Doublegate CIP (SOW #4)

Council Member Barson moved to approve Budget Amendment 21-S-4 for Tanglebrook CIP (SOW #3) and Doublegate CIP (SOW #4) as presented. The motion was seconded by Council Member Cameron and unanimously approved.

3. *Resolution Request* – Council Member Cameron addressed the request for a resolution during the public comments portion of the meeting made by Larry Wise.

Council consensus was to direct Staff to draft a resolution addressing COVID-19 preventative measures by voters at voting precincts for consideration at the next regular meeting.

- D. *Attorney's Report* – Attorney Fus advised Council of a meeting regarding the Market Center Drive project that he was involved in along with Manager Buffkin, Public Works Director Gunnell and Dr. Shipley (property owner on Cook Avenue near Wells Fargo property) who is resistant to donating right-of-way. He stated there may need to be future closed session discussion. He also advised Council that regarding the Visible Properties billboard litigation, the deadline to file an answer is this Friday, September 18, 2020 which Attorney Flannigan is handling.
- E. *Planner's Report* – Planner Rahimzadeh advised Council there will not be a Planning Board meeting this month but there will be a training session held on Thursday, September 17, 2020.
- F. *Council Comments* – Mayor Wait stated his appreciation for the progress that is being made with the revamping of the Stormwater Department and commended Council and Staff for their work on this.

### Adjournment

Council Member Rogers moved to adjourn the meeting at 6:37 p.m. The motion was seconded by Council Member Barson and unanimously approved.

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John Wait  
Mayor

ATTEST:

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Lisa Shortt, NCCMC  
Village Clerk

Resolution Number **2020-R-7**

**RESOLUTION ADDRESSING COVID-19 PREVENTATIVE MEASURES  
BY VOTERS AT VOTING PRECINCTS**

**WHEREAS**, the 2020 General Election is set to take place on Tuesday, November 3, 2020 with Early Voting beginning on Thursday, October 15, 2020 in Forsyth County, NC; and

**WHEREAS**, there are approximately 14,654 registered voters within the Village of Clemmons; and

**WHEREAS**, the novel coronavirus disease-2019 (COVID-19) is a disease spreading across the globe causing flu-like symptoms, but with a significantly higher rate of death, particularly among those who are elderly or medically vulnerable; and

**WHEREAS**, the Forsyth County Board of Elections is committed to helping to serve all eligible voters during these difficult times and ensure that voters will be able to cast their ballot.

**NOW, THEREFORE BE IT RESOLVED** that the Village of Clemmons Council encourages the voting residents of the Village of Clemmons in Forsyth County, NC to abide by the following recommendations from the Centers for Disease Control (CDC) when visiting the voting precincts:

- Practice healthy behaviors to protect yourself and slow the spread of COVID-19
  - Wash your hands before entering and after leaving the polling location.
  - While in the polling location, use alcohol-based hand sanitizer containing at least 60% alcohol frequently, especially after touching surfaces frequently touched by multiple people, such as door handles or voting machines.
  - Cover coughs and sneezes with a tissue or the inside of your elbow. Throw used tissues in lined trash cans. Wash your hands or use an alcohol-based hand sanitizer containing at least 60% alcohol.
  - Wear a mask. Children under 2 and anyone who has trouble breathing, is incapacitated or otherwise unable to remove the mask without assistance should not wear a mask.
  - Maintain at least 6 feet (about 2 arms' length) of distance from others. It is important to continue social distancing even when you and others are wearing masks.
- Consider voting alternatives available in your jurisdiction that minimize contact. Voting alternatives that limit the number of people you come in contact with or the amount of time you are in contact with others can help reduce the spread of COVID-19. Check your local election office for more information on voting alternatives available in your jurisdiction.
- Do not disinfect or wipe down the voting equipment yourself. Electronic voting equipment can be damaged by cleaners and disinfectants. If you use hand sanitizer before touching the voting equipment, ensure your hands are completely dry to avoid damaging the equipment. Wash your hands or use alcohol-based hand sanitizer after using the voting equipment.

- Avoid crowds
  - Use early voting, if available in your jurisdiction.
  - Vote at off-peak times, such as mid-morning.
  - If driving to the polls and your schedule allows, monitor the voter line from your car and join it when it's shorter.
- Be prepared
  - Check your voting location and requirements in advance because they may have changed due to COVID-19.
  - Verify your voter registration information is correct in advance of reporting to the polling location.
  - Contact your local or state election office for additional information for voters with disabilities.
  - Make sure you have all necessary documents to avoid delays at the polling location.
  - If possible, complete any registration forms prior to arriving at the polling location.
  - Where possible, review or complete a sample ballot at home to speed the process of casting your ballot at the polling location.
  - Bring your own black ink pen.
  - Bring a stylus or similar object for use with touchscreen voting machines. Check with poll workers before using.

Adopted this the 28th day of September 2020.

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John L. Wait, Mayor

ATTEST:

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Lisa Shortt, Village Clerk





**Fiscal Year 2020-2021  
Village of Clemmons Stormwater Management Program  
Stormwater Capital Improvement Program - Project Rankings**

9/14/2020 (PRELIMINARY-Pending Council Approval)

Ranking	Project #:	Project Name	Dependency <sup>1</sup>	CIP Rating	Cost Estimate
1	09-011	Springside North	Greendale	65.11	\$1,400,000
2	09-015	Tanglebrook		53.93	\$437,699
3	09-003	Doublegate	Tanglebrook	43.57	\$231,752
4	11-036	Parkdale	Greendale,Springside,Brookland	42.90	\$256,268
5	09-016	Greendale		42.44	\$496,268
6	09-011	Springside	Greendale	38.87	\$367,948
7	09-010	Brookland	Greendale, Springside	35.93	\$303,117
8	09-001	Boyer	Knob Hill	34.47	\$327,375
9	19-041	Springfield Farm		33.26	\$96,400
10	09-002	Knob Hill		30.08	\$271,285
11	19-042	Lasater		29.32	\$395,535
12	20-043	Glen Oaks		28.57	\$156,436
13	09-006	Haywood		28.51	\$124,620
14	19-040	Rolling Oak Court		28.26	\$101,600
15	10-024	Springvalley		25.81	\$150,107
16	19-039	Moravian Heights		25.76	\$74,900
17	10-023	Tanglebrook #3		23.07	\$196,893
18	09-018	Tanglebrook #2		18.56	\$254,027
R-1	-	Bridlepath		TBD	TBD
R-2	-	Innisfail Ct	Innisfail Ln	TBD	TBD
R-3	-	Innisfail Ln		TBD	TBD

<sup>1</sup> Dependency - This indicates that a downstream project must be performed prior to the rated project. In some cases, verification that the downstream project will not be negatively impacted by the upstream project may remove this dependency.

\* Under review by third party consultant.

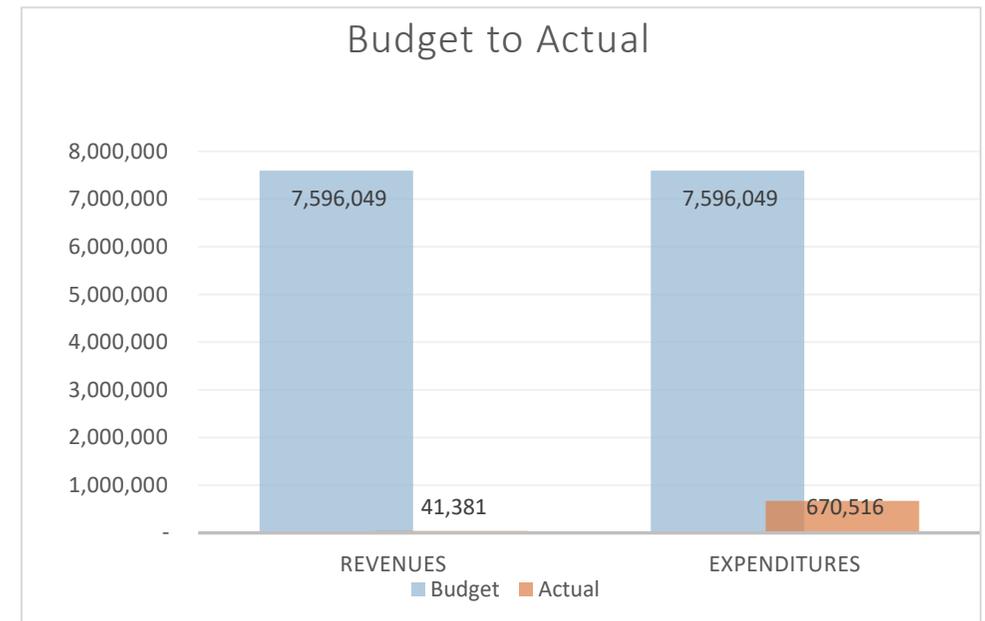


VILLAGE OF CLEMMONS  
FINANCIAL SUMMARY  
FOR AUGUST 31, 2020

GENERAL FUND						
	Original Budget	Revised Budget	Actual as of	Encumbrances	%	Prior Year Actual
	6/30/2021	6/30/2021	8/31/2020			8/31/2019
<b>REVENUES</b>						
Ad Valorem Taxes	2,683,555	2,683,555	32,210	-	1%	27,626
Other taxes and licenses	3,000	3,000	-	-	0%	355
Unrestricted intergovernmental	2,224,300	2,224,300	-	-	0%	-
Restricted intergovernmental	821,690	821,690	-	-	0%	13,188
Permits and fees	22,325	22,325	4,125	-	18%	10,795
Investment earnings	59,500	59,500	994	-	2%	32,276
Sponsorships & donations	3,000	3,000	3,050	-	102%	-
Other revenues	-	-	3	-	0%	100
<b>Subtotal</b>	<b>5,817,370</b>	<b>5,817,370</b>	<b>40,382</b>		<b>1%</b>	<b>84,340</b>
Developer Contribution	-	-	-	-	-	-
Service-Other Governments	11,240	11,240	-	-	-	-
Insurance Reimbursement	-	-	999	-	-	-
Undesignated Fund Balance Appr	614,979	655,060	-	-	-	-
Restricted fund balance appr.	1,041,531	1,112,379	-	-	-	-
<b>Total general fund revenues</b>	<b>7,485,120</b>	<b>7,596,049</b>	<b>41,381</b>		<b>1%</b>	<b>84,340</b>
<b>EXPENDITURES</b>						
Governing Body	78,010	78,010	9,853	-	12.6%	15,176
Administration	800,435	800,435	143,103	48,724	24.0%	147,390
Public Safety	1,628,620	1,628,620	5,695	1,617,085	99.6%	5,635
Public Works	2,576,830	2,591,711	441,741	1,037,434	57.1%	395,950
Powell Bill-Streets	1,526,535	1,597,383	20,413	60,201	5.0%	11,203
Planning & Zoning	492,405	517,605	28,454	25,741	10.5%	18,342
Clemmons Events & Marketing	131,785	131,785	7,371	129	5.7%	6,788
Park & Recreation	9,500	9,500	734	334	11.2%	1,849
Major repairs & renovations	27,000	27,000	-	-	0.0%	-
Capital Outlay	14,000	14,000	13,152	-	93.9%	119,467
Transfer to Capital Projects	200,000	200,000	-	-	0.0%	8,151
	<b>7,485,120</b>	<b>7,596,049</b>	<b>670,516</b>	<b>2,789,648</b>	<b>45.6%</b>	<b>729,951</b>
<b>Revenue Over (Under) Expenditures</b>			<b>(629,135)</b>			<b>(645,611)</b>

Encumbrances are contracts or purchases approved, but not paid.

STORMWATER FUND				
	Budget	Actual As of	Enc.	Prior Year Actual
	6/30/2021	8/31/2020		8/31/2019
<b>REVENUES</b>				
Storm Water Fee	798,975	1,391	-	871
Storm Water Permits	5,000	650	-	1,866
Interest	17,000	169	-	6,413
Sponsorships	1,000	500	-	-
Other revenue	-	-	-	-
<b>Subtotal</b>	<b>821,975</b>	<b>2,710</b>		<b>9,150</b>
<b>Sale of Capital Assets</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Services Other Governements</b>	<b>3,900</b>	<b>-</b>		<b>-</b>
Appropriated fund balance	829,080	-	-	-
<b>Total</b>	<b>1,654,955</b>	<b>2,710</b>		<b>9,150</b>
<b>EXPENSES</b>				
Stormwater Operating Expense	511,085	67,039	15,934	76,455
Capital Improvement & Capital	1,143,870	118,278	443,807	171,765
Transfers to Capital Project	-	-	-	-
	<b>1,654,955</b>	<b>185,317</b>	<b>459,741</b>	<b>248,220</b>
<b>Revenue Over(Under)Expenditures</b>		<b>(182,607)</b>		<b>(239,070)</b>





VILLAGE OF CLEMMONS  
FINANCIAL SUMMARY  
FOR AUGUST 31, 2020

**FUND BALANCE**

Fund Balance as of June 30, 2020	9,858,917
Revenue over(under)expenditures	(629,135)
Fund Balance as of August 31, 2020	<u>9,229,782</u>

**BUDGET INFORMATION**

Beginning Budget	7,485,120
Amendments:	
20-G-1 re appropriate encumbrances	110,929
Revised Budget	<u>7,596,049</u>

**CASH BALANCES AS OF AUGUST 31, 2020**

General Fund	9,337,042
Hwy 158 Sidewalk	-
Stormwater Fund	1,747,972
Market Center Dr	143,314
	<u>11,228,328</u>

Market Center Drive	Budget	Project to Date	
Grant NC Dept. of Commerce	194,340	269,340	
Developer Payment	-	9,200	
Sewer Reserve	25,000	-	
Sales Tax Refund		531	
Transfers from General Fund	\$ 824,740	\$ 354,167	43%
Transfers from Stormwater	\$ 109,200	\$ 104,916	96%
<b>Total Revenue</b>	<b>\$ 1,153,280</b>	<b>\$ 738,154</b>	<b>64%</b>
<b>Phase I</b>			
Design	\$ 49,300	\$ 49,300	\$ - 100%
Stormdrainage	\$ 105,200	\$ 14,664	\$ - 14%
Road & Sidewalk Construction	\$ 764,994	\$ 305,306	\$ - 40%
Stamped Crosswalks	\$ 13,106	\$ 13,105	\$ - 100%
Backflow Preventor Upfit	\$ 48,000	\$ 47,850	\$ - 100%
Enhancements	\$ 43,000	\$ 37,581	\$ - 87%
<b>Phase II</b>			
Design	\$ 76,000	\$ 75,998	\$ - 100%
Storm drainage	\$ 26,000	\$ -	\$ - 0%
Sidewalk Phase II	\$ 454,000	\$ 16,342	\$ - 4%
Road Construction	\$ 453,800	\$ 7,958	\$ - 2%
Stamped Crosswalks	\$ -	\$ -	\$ -
Enhancements	\$ 45,000	\$ 26,206	\$ - 58%
<b>Total Expenditures</b>	<b>\$ 2,078,400</b>	<b>\$ 594,310</b>	<b>\$ - 29%</b>

**SIDEWALK TO TANGLEWOOD ALONG 158**

Revenues	Budget	Project to Date	
STDP Grant	2,110,400	172,858	<u>8%</u>
Transfers from General Fund	1,569,100	68,657	<u>4%</u>
Total	<b>3,679,500</b>	<b>241,515</b>	<b>7%</b>
<b>Expenditures</b>			
Construction and Engineering	<b>3,679,500</b>	<b>254,514</b>	<b>- 7%</b>

**Village of Clemmons****PAID CHECKS REPORT****8/1/2020 to 8/31/2020**

<b>Check#</b>	<b>Paid To</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
21397	4S SIGN & SUPPLY, INC	Street Signs	8/6/2020	\$400.63
21398	BB&T Financial, FSB	Purchase Card Transactions	8/6/2020	\$11,528.36
21399	C&K PROPERTIES, LLC	Rent Neudorf Aug	8/6/2020	\$1,200.00
21400	Carolina Guardrail, LLC	Carriagebrook Ct Guardrail	8/6/2020	\$8,720.00
21401	CINTAS	Mat & Uniform Rental	8/6/2020	\$98.20
21402	DIESEL EQUIPMENT COMPANY	LV Maintenance & Repair	8/6/2020	\$288.15
21403	DUNCAN-PARNELL INC	GPS Trimble Warranty	8/6/2020	\$1,326.80
21404	HARDIN'S PUMP & COMPRESSOR INC	Lift Inspection	8/6/2020	\$333.20
21405	K9 Doggie Bakery and Boutique	Refund Farmers Market	8/6/2020	\$30.00
21406	NC Association of Municipal Clerks	Dues 20-21	8/6/2020	\$80.00
21407	NC Child Support	Child Support 8.6.20 Payroll	8/6/2020	\$206.77
21408	Piedmont Natural Gas	Utilities Natural Gas	8/6/2020	\$25.08
21409	Piedmont Triad Computer Consulting, Inc.	Smart Solutions	8/6/2020	\$963.00
21410	Pro-Cut International LLC	Brake Lathe	8/6/2020	\$14,072.64
21411	Staples Credit Plan	Toner	8/6/2020	\$446.14
21412	Stay Alert Safety Services Inc.	Barricade Rental Glengarriff CIP	8/6/2020	\$628.63
21413	Triad Cleaning Crew	Janitorial Service July	8/6/2020	\$480.00
21414	Vulcan Materials Company	Stone Glengarriff CIP Project	8/6/2020	\$630.82
21415	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Supplemental Insurance	8/13/2020	\$372.51
21416	Atlantic Coast Toyotalift & ACT Construction Co.	Propane tanks	8/13/2020	\$1,070.00
21417	Blanco Tackabery & Matamoros, PA	Attorney Fee July	8/13/2020	\$7,800.50
21418	CINTAS	Uniform Rental	8/13/2020	\$116.63
21419	CITY OF WINSTON SALEM	Water & Sewer	8/13/2020	\$20.83
21420	DREAMBUILT CONSTRUCTION, INC.	Wash Bay	8/13/2020	\$46,797.28
21421	DUKE ENERGY	Utilities	8/13/2020	\$638.63
21422	Forsyth County	Tax & Stormwater Collection Fee 19-20	8/13/2020	\$31,934.23
21423	Forsyth County	20-21 HOMES Program	8/13/2020	\$2,000.00
21424	Forsyth County Public Library	Library	8/13/2020	\$7,000.00
21425	Piedmont Triad Computer Consulting, Inc.	IT Services Public Works	8/13/2020	\$288.90
21426	Sharpe Brothers	Paving	8/13/2020	\$10,114.65

**Village of Clemmons****PAID CHECKS REPORT****8/1/2020 to 8/31/2020**

<b>Check#</b>	<b>Paid To</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
21427	Time Warner Cable	Telephone & Internet	8/13/2020	\$979.85
21428	Verizon	Cell phone	8/13/2020	\$565.87
21429	WM Corporate Services Inc.	Dumpsters & Compactors	8/13/2020	\$5,913.40
21430	WM Corporate Services, Inc	Residential Trash & Recycling	8/13/2020	\$84,475.78
21431	4S SIGN & SUPPLY, INC	Street Sign	8/20/2020	\$109.43
21432	ARCPOINT LABS OF WINSTON-SALEM	Drug Testing	8/20/2020	\$177.00
21433	Blue Cross and Blue Shield of North Carolina	Sept. Health Insurance	8/20/2020	\$26,377.20
21434	CINTAS	Mat & Uniform Rental	8/20/2020	\$98.20
21435	CITY OF WINSTON-SALEM	Orange Marking	8/20/2020	\$155.49
21436	LJB Inc.	Greenbrook 4801.27 Mendelssohn 4843.78	8/20/2020	\$9,645.05
21437	MLA Design Group, Inc.	Mendelssohn CIP Easement Maps	8/20/2020	\$1,000.00
21438	Servpro of West Forsyth County	Proactive Cleaning Village Meeting Room	8/20/2020	\$450.00
21439	Stone Auto Parts/ Traction	Filters	8/20/2020	\$147.05
21440	WEX Bank	Gas July	8/20/2020	\$2,901.27
21441	AT&T	Telephone Deputy Office	8/20/2020	\$476.40
21442	DUKE ENERGY	Street Lights	8/20/2020	\$8,179.12
21444	RCJ Contracting, LLC	Roadway patch Glengarriff CIP	8/20/2020	\$21,430.00
21445	AMERICAN HERITAGE LIFE INSURANCE COMPANY	Supplemental Insurance	8/27/2020	\$372.51
21446	CINTAS	Mat & Uniform Rental	8/27/2020	\$36.86
21447	DUKE ENERGY	Utilities	8/27/2020	\$1,753.70
21448	Fishel steel Company, Inc.	2 road plates	8/27/2020	\$1,433.80
21449	GRADEWORKS LLC	3721-3731 Stancliff drainage & RoW repairs	8/27/2020	\$12,850.00
21450	KIMLEY-HORN AND ASSOCIATES INC	Old Mill Residential & Idols Rd Extension	8/27/2020	\$560.00
21451	M&M Engraving	Engraving Flag Donation	8/27/2020	\$10.71
21452	Mark Mize	15 Grass Loads	8/27/2020	\$675.00
21453	Morris Business Solutions	Per Copy Village Hall & Stormwater	8/27/2020	\$204.16
21454	Municipal Insurance Trust	Dental Vision Life STD Sept	8/27/2020	\$2,358.96
21455	Old Dominion Brush	Parts LV32	8/27/2020	\$1,743.48
21456	Piedmont Triad Regional Council	Stormwater SMART Dues	8/27/2020	\$1,500.00
21457	Robert J Young Company	Per Copy Charges	8/27/2020	\$34.48

**Village of Clemmons  
PAID CHECKS REPORT  
8/1/2020 to 8/31/2020**

<b>Check#</b>	<b>Paid To</b>	<b>Description</b>	<b>Check Date</b>	<b>Amount</b>
21458	Triad Cleaning Crew	Janitorial Service VH	8/27/2020	\$480.00
		Total Checks:		\$336,707.35
		Total For GENERAL FUND		\$226,828.24
		Total For STORM WATER UTILITY		\$109,181.61
		Total For MARKET CENTER DRIVE		\$697.50
		GRAND TOTAL		\$336,707.35

**Organization: Village of Clemmons Title: BB&T Purchase Card Transactions**

<b>Vendor Name</b>	<b>Invoice Number</b>	<b>Amount</b>	<b>Invoice Description</b>	<b>Check #</b>	<b>Check Date</b>
BB&T Financial, FSB	4foster 7.4.20	\$21.40	slushie for farmers market vendors	21398	8/6/2020
BB&T Financial, FSB	Ace 07.22.20	\$17.06	Gas Mix	21398	8/6/2020
BB&T Financial, FSB	Airgas 7.10.20	\$98.55	Compressed Gas	21398	8/6/2020
BB&T Financial, FSB	Amazon 7.20.20	\$62.87	Cable & funnel	21398	8/6/2020
BB&T Financial, FSB	Apples 7.5.20	\$0.99	Apple Storage	21398	8/6/2020
BB&T Financial, FSB	APWA 07.24.20	\$40.00	APWA &IDDE Workshop	21398	8/6/2020
BB&T Financial, FSB	Batteries 07.20.20	\$34.15	Batteries for Alarm system	21398	8/6/2020
BB&T Financial, FSB	Canva 7.20	\$25.90	Canva Subscription monthly	21398	8/6/2020
BB&T Financial, FSB	Complete Auto 07.23.20	\$250.00	Repair Seats L7	21398	8/6/2020
BB&T Financial, FSB	Constantcon 7.20	\$66.50	Constant Contact Subscription Monthly	21398	8/6/2020
BB&T Financial, FSB	Cross 7.9.20	\$57.76	L-5	21398	8/6/2020
BB&T Financial, FSB	DavidsonRof Deed 72120	\$11.00	Recording Fee	21398	8/6/2020
BB&T Financial, FSB	DudeSolutions2020	\$7,261.86	Dude Solutions	21398	8/6/2020
BB&T Financial, FSB	EnviroSafe	\$290.00	Mold Inspection SW Bldg	21398	8/6/2020
BB&T Financial, FSB	ForsythMower 7.6.20	\$25.35	Parts	21398	8/6/2020
BB&T Financial, FSB	godaddy 07.20	\$39.34	discoverclemmons domain	21398	8/6/2020
BB&T Financial, FSB	HomeTeam 7.1.20	\$54.40	Pest Control Village Hall	21398	8/6/2020
BB&T Financial, FSB	Lowes 07.22.20	\$104.77	Shelving for new DVR system	21398	8/6/2020
BB&T Financial, FSB	Lowes 07.23.20	\$70.79	Supplies Village Point Lake	21398	8/6/2020
BB&T Financial, FSB	Lowes 7.15.20	\$184.04	SW building repair	21398	8/6/2020
BB&T Financial, FSB	Lowes 7.8.20	\$29.45	Toilet Repair	21398	8/6/2020
BB&T Financial, FSB	Mock Tire	\$641.30	Tires PT3	21398	8/6/2020
BB&T Financial, FSB	Mousavi 7.4.20	\$46.50	Mint tea for vendors	21398	8/6/2020
BB&T Financial, FSB	Napa 07.27.20	\$7.91	Silicone	21398	8/6/2020
BB&T Financial, FSB	NAPA 7.10.20	\$107.32	Refrigerant	21398	8/6/2020
BB&T Financial, FSB	NCState7.15.20	\$100.00	Site Development & Hwy Access	21398	8/6/2020
BB&T Financial, FSB	Norfolk 7.23.20	\$203.31	Cameras	21398	8/6/2020
BB&T Financial, FSB	Poindexter 07.22.20	\$12.08	Install trash can at lake	21398	8/6/2020
BB&T Financial, FSB	Sams 07.17.20	\$277.31	Supplies	21398	8/6/2020
BB&T Financial, FSB	Sams 7.6.20	\$206.50	Water Gatorade Propel coffee	21398	8/6/2020
BB&T Financial, FSB	SouthernFasteners 7.13	\$32.32	bolts signs	21398	8/6/2020
BB&T Financial, FSB	Stamps.com 07.20	\$19.20	Stamps.com	21398	8/6/2020

**Organization: Village of Clemmons Title: BB&T Purchase Card Transactions**

<b>Vendor Name</b>	<b>Invoice Number</b>	<b>Amount</b>	<b>Invoice Description</b>	<b>Check #</b>	<b>Check Date</b>
BB&T Financial, FSB	Staples 07.24.20	\$141.63	SW Office Supplies	21398	8/6/2020
BB&T Financial, FSB	Staples 7.24.20	\$19.25	Mouse	21398	8/6/2020
BB&T Financial, FSB	Steelman 7.14.20	\$17.06	Gas Mix	21398	8/6/2020
BB&T Financial, FSB	Steelman 7.9.20	\$14.92	Spark Plugs	21398	8/6/2020
BB&T Financial, FSB	TSC 7.9.20	\$23.94	Fish Feeder parts	21398	8/6/2020
BB&T Financial, FSB	UNCSOG 7.2.20	\$285.00	Employment Practices	21398	8/6/2020
BB&T Financial, FSB	USPS 07.22.20	\$7.10	Certified Mail	21398	8/6/2020
BB&T Financial, FSB	verizon 7.9.20	\$266.86	Network extender	21398	8/6/2020
BB&T Financial, FSB	Walmart 07.17.20	\$30.00	I-Tunes cards for storage & phone back up	21398	8/6/2020
BB&T Financial, FSB	Walmart 7.6.20	\$3.67	Water	21398	8/6/2020
BB&T Financial, FSB	Zoom7520	\$14.99	Zoom Meeting	21398	8/6/2020
BB&T Financial, FSB	NCCCMA20	\$272.50	NC City County Management Association	21398	8/6/2020
BB&T Financial, FSB	Napa 62920	\$31.51	Hand tool	21398	8/6/2020
		<u>\$11,528.36</u>			

**FORSYTH COUNTY SHERIFF'S OFFICE  
000 EVENTS FOR SERVICE**

08/01/2020 - 08/31/2020

**CLEMMONS**

Total of Priority 2: 17

Total of Priority 3: 6

Total of Priority 5: 3

**TOTAL 000 EVENT COUNT: 26**

**CLEMMONS**

**FORSYTH COUNTY SHERIFF'S OFFICE  
ACTIVITY REPORT  
9/1/2019 - 8/31/2020**

COUNT OF  
CRIMES / OFFENSES

	JAN		FEB		MARCH		APRIL		MAY		JUNE		JULY		AUG		SEPT		OCT		NOV		DEC		Total
	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	
<b>CRIMES AGAINST PERSONS</b>	24	10	18	8	18	7	15	5	19	6	22	9	13	9	15	8	16	11	21	2	15	2	12	3	<b>288</b>
<b>CRIMES AGAINST PROPERTY</b>	20	9	11	7	38	8	24	9	16	5	27	8	22	8	26	11	25	6	28	5	34	3	47	12	<b>409</b>
<b>CRIMES AGAINST SOCIETY</b>	5	10	5	14	15	13	8	16	14	6	18	12	12	6	11	13	1	7	8	8	7	11	11	6	<b>237</b>
<b>GROUP B</b>	61	33	66	43	66	32	49	32	71	19	82	26	63	23	66	39	100	31	96	16	115	12	79	23	<b>1,243</b>
<b>Total</b>	110	62	100	72	137	60	96	62	120	36	149	55	110	46	118	71	142	55	153	31	171	28	149	44	<b>2,177</b>

	CPC	OTHER	Total
<b>Total</b>	1,555	622	2,177

	CPC	OTHER	Total
<b>Total</b>	71.43	28.57	100.00%

Murder, Rape, and Agg. Assault are a count of victims; MV Theft is a count of vehicles. All other crimes are a count of incident charges.

**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

9/1/2019 - 8/31/2020

**CLEMMONS**

**COUNT OF CHARGES**

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		GRAND TOTAL
	CPC UNITS	OTHER UNITS																							
<b>FELONY</b>	2	11	2	8	5	13	10	2	0	6	2	21	1	10	1	2	6	3	2	16	9	2	33	2	169
<b>MISDEMEANOR</b>	107	51	120	37	185	94	103	82	170	55	138	96	112	30	127	40	134	70	143	45	155	57	145	62	2,358
<b>INFRACTION</b>	117	11	149	4	123	19	86	14	164	11	133	15	88	2	99	6	64	13	108	21	128	24	143	11	1,553
Total	226	73	271	49	313	126	199	98	334	72	273	132	201	42	227	48	204	86	253	82	292	83	321	75	<b>4,080</b>

	CPC UNITS	OTHER UNITS	Total
<b>Total</b>	3,114	966	4,080

	CPC UNITS	OTHER UNITS	Total
<b>Total</b>	76.32%	23.68%	100.00%

**FORSYTH COUNTY SHERIFF'S OFFICE  
CLEMMONS ACTIVITY REPORT**

**9/1/2019 - 8/31/2020**

CID ASSIGNED CASES	SEP		OC	NO	DEC		JAN		FEB		MA	APR		MAY		JUN		JUL		AUG		Total
	CPC	OTHER	OTHER	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	CPC	OTHER	
	0	0	5	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	3	0	0	11
<b>CBA</b>	1	1	1	0	0	0	2	1	0	1	0	0	1	1	0	0	0	0	1	0	0	10
<b>CLOSED/ NON-REPORTABLE</b>	1	0	1	1	0	4	1	1	0	2	0	1	0	1	1	1	0	0	0	0	0	15
<b>EXCEPT. CLEAR</b>	0	1	1	1	2	0	0	1	0	0	1	0	0	0	0	1	1	0	0	0	0	9
<b>INACTIVE</b>	1	1	1	4	0	0	2	2	0	1	0	0	1	2	0	0	0	0	0	1	0	16
<b>OPEN</b>	0	0	0	0	0	0	2	2	1	2	0	0	0	2	1	7	2	2	7	2	2	32
<b>Total</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>93</b>

**FORSYTH COUNTY SHERIFF'S OFFICE  
CLEMMONS ACTIVITY REPORT**

**9/1/2019 - 8/31/2020**

CPC	OTHER	Total
1	10	11
4	6	10
5	10	15
3	6	9
6	10	16
16	16	32
35	58	93

CPC	OTHER
9%	91%
40%	60%
33%	67%
33%	67%
38%	63%
50%	50%
<b>38%</b>	<b>62%</b>

**FORSYTH COUNTY SHERIFF'S OFFICE  
CLEMMONS ACTIVITY REPORT**

**9/1/2019 - 8/31/2020**

**CALLS FOR SERVICE**

SEP		OCT		NOV		DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG	
CPC	OTHER																						
1,034	434	1,132	324	1,246	341	1,153	396	1,187	432	1,141	420	1,376	535	1,104	526	1,253	447	1,163	489	1,048	390	1,199	481

CPC	OTHER
14,036	5,215

CPC	OTHER
73 %	27 %

# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

08/01/2020 - 08/31/2020

### CLEMMONS

	CPC UNITS	OTHER	Total	CPC UNITS	OTHER
1050 PROPERTY DAMAGE	13		13	100 %	
1050 WITH INJURIES	2		2	100 %	
10-54 HIT AND RUN	3		3	100 %	
50B PROCESS SERVICE		6	6		100 %
50B WEAPON SEIZURE		1	1		100 %
911 HANG UP	18	1	19	95 %	5 %
ABANDONED VEHICLE	1	1	2	50 %	50 %
ALARM BUSINESS	36	8	44	82 %	18 %
ALARM PANIC	2	3	5	40 %	60 %
ALARM RESIDENCE	22	2	24	92 %	8 %
ANIMAL BITE		2	2		100 %
ARMED ROBBERY OF BUSINESS	1		1	100 %	
AS - COMPLAINT		1	1		100 %
AS - FOLLOW-UP		4	4		100 %
AS - WELFARE CHECK		2	2		100 %
AS -CRUELTY TO ANIMALS		1	1		100 %
ASSAULT ALREADY OCCURED	11	1	12	92 %	8 %
ASSIST AGENCY	30	11	41	73 %	27 %
ASSIST MOTORIST	12	5	17	71 %	29 %
AUTO BREAKING ALREADY OCCURED	1		1	100 %	
BLOCKED ROADWAY	10	1	11	91 %	9 %
CHILD ABUSE	1		1	100 %	
CODE WHITE	3		3	100 %	
COMMITMENT PROCESS	1	3	4	25 %	75 %
COMMUNICATING THREATS	1	4	5	20 %	80 %
COUNTERFEITING		1	1		100 %
CRISIS NEGOTIATIONS		1	1		100 %
DISCHARGING FIREARMS	1	2	3	33 %	67 %

# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

08/01/2020 - 08/31/2020

### CLEMMONS

	CPC UNITS	OTHER	Total	CPC UNITS	OTHER
DISTURBANCE	6	2	8	75 %	25 %
DISTURBANCE WITH WEAPONS	1		1	100 %	
DOMESTIC DISTURBANCE	8	5	13	62 %	38 %
DOMESTIC ORDER VIOLATION	1		1	100 %	
DOMESTIC STANDBY		3	3		100 %
DOMESTIC WITH WEAPONS	1		1	100 %	
DRIVING WHILE IMPAIRED	2	1	3	67 %	33 %
ESCORT	1	1	2	50 %	50 %
FOOT PATROL	15		15	100 %	
FOUND DOG		1	1		100 %
FOUND OTHER		1	1		100 %
FOUND PROPERTY	2		2	100 %	
FRAUD	6	5	11	55 %	45 %
HARASSMENT	2		2	100 %	
HBL ALREADY OCCURED	2	1	3	67 %	33 %
ILLEGAL PARKING	1		1	100 %	
INJURED/SICK ANIMAL		2	2		100 %
INVESTIGATIVE FOLLOWUP	21	4	25	84 %	16 %
INVOLUNTARY COMMITMENT	2	4	6	33 %	67 %
K9 ACTIVITY		9	9		100 %
LARCENY	11	3	14	79 %	21 %
LARCENY OF VEHICLE	2		2	100 %	
LITTERING		1	1		100 %
LOST OR STOLEN LICENSE PLATE	1		1	100 %	
LOST OR STOLEN PROPERTY	1		1	100 %	
MENTAL PATIENT PRIVATE FAC		1	1		100 %
MENTAL PATIENT VIOLENT	3		3	100 %	
MISSING PERSON	1		1	100 %	

# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

08/01/2020 - 08/31/2020

### CLEMMONS

	CPC UNITS	OTHER	Total	CPC UNITS	OTHER
NOISE DISTURBANCE	6	4	10	60 %	40 %
POLICE SERVICE	50	13	63	79 %	21 %
PROCESS SERVICE	12	64	76	16 %	84 %
PUBLIC RELATIONS	7		7	100 %	
RABIES INVESTIGATION		3	3		100 %
RAPE	2		2	100 %	
RECOVER STOLEN VEHICLE	1		1	100 %	
RECOVERY STOLEN PROPERTY	1		1	100 %	
RUNAWAY	3		3	100 %	
SCHOOL LOCK DOWN		1	1		100 %
SECURITY CHECK	418	148	566	74 %	26 %
SEXUAL ASSAULT ALREADY OCC	2	1	3	67 %	33 %
STORE BREAKING ALREADY OCC	3		3	100 %	
SUICIDE ATTEMPT	1		1	100 %	
SUICIDE THREAT	2	2	4	50 %	50 %
SUSPICIOUS PERSON OR PROWLER	13	5	18	72 %	28 %
SUSPICIOUS VEHICLE	22	5	27	81 %	19 %
TRESPASSING	6	1	7	86 %	14 %
TROUBLE WITH JUVENILE	1	1	2	50 %	50 %
TROUBLE WITH NEIGHBOR	2		2	100 %	
VANDALISM	4	2	6	67 %	33 %
VIOLATION OF AUTO LAW	343	108	451	76 %	24 %
VIOLATION OF CONTROL SUBSTANCE	7	5	12	58 %	42 %
WARRANT FOR ARREST	11	7	18	61 %	39 %
WELFARE CHECK	23	5	28	82 %	18 %
WILDLIFE IN RESIDENCE		1	1		100 %
<b>Total</b>	<b>1,199</b>	<b>481</b>	<b>1,680</b>	<b>71 %</b>	<b>29 %</b>

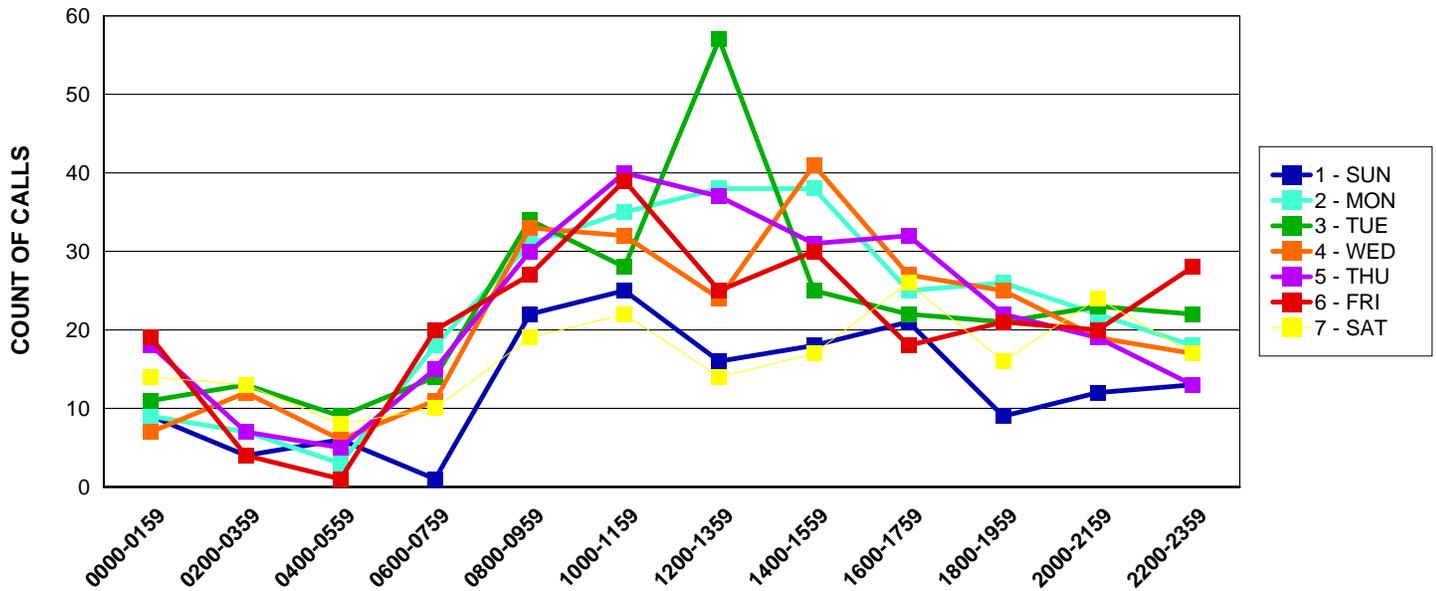
# FORSYTH COUNTY SHERIFF'S OFFICE

## CALLS FOR SERVICE

08/01/2020 - 08/31/2020

### CLEMMONS

### CALLS FOR SERVICE BY HOUR AND DOW

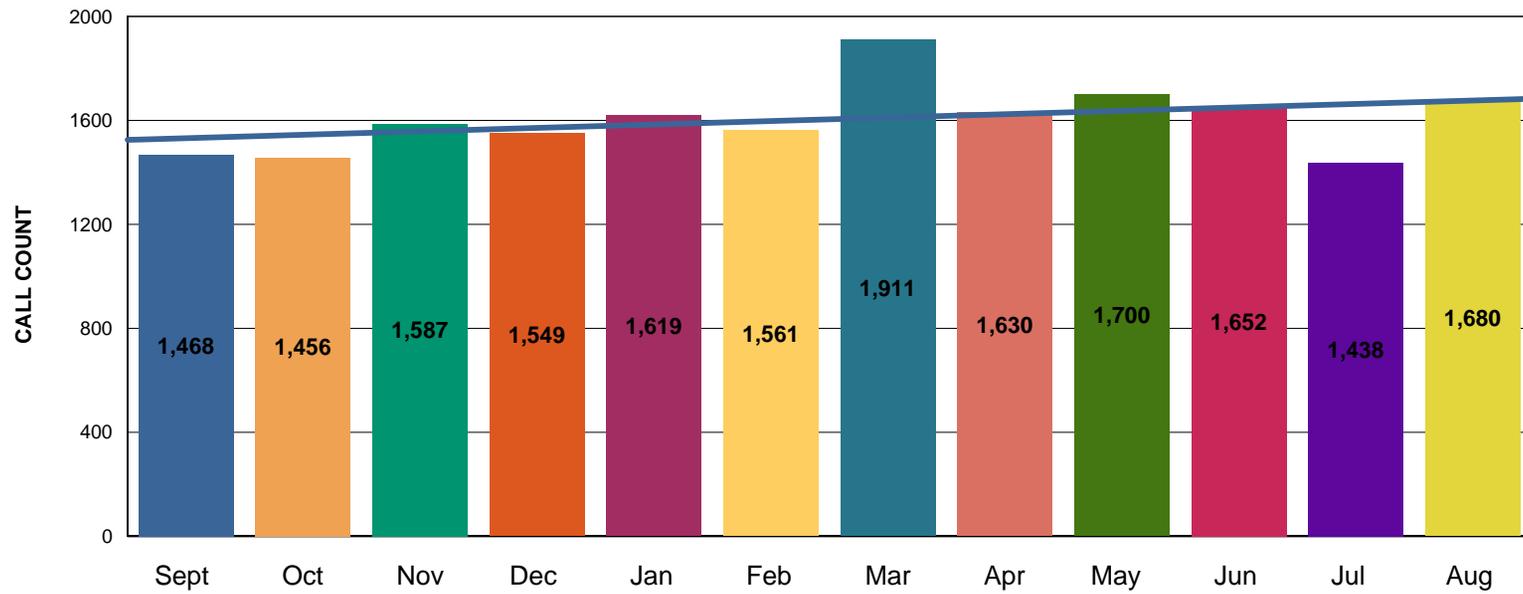


	1 - SUN	2 - MON	3 - TUE	4 - WED	5 - THU	6 - FRI	7 - SAT	Total
<b>0000-0159</b>	9	9	11	7	18	19	14	87
<b>0200-0359</b>	4	7	13	12	7	4	13	60
<b>0400-0559</b>	6	3	9	6	5	1	8	38
<b>0600-0759</b>	1	18	14	11	15	20	10	89
<b>0800-0959</b>	22	31	34	33	30	27	19	196
<b>1000-1159</b>	25	35	28	32	40	39	22	221
<b>1200-1359</b>	16	38	57	24	37	25	14	211
<b>1400-1559</b>	18	38	25	41	31	30	17	200
<b>1600-1759</b>	21	25	22	27	32	18	26	171
<b>1800-1959</b>	9	26	21	25	22	21	16	140
<b>2000-2159</b>	12	22	23	19	19	20	24	139
<b>2200-2359</b>	13	18	22	17	13	28	17	128
<b>Total</b>	156	270	279	254	269	252	200	1,680

**FORSYTH COUNTY SHERIFF'S OFFICE**  
**COUNT OF CALLS FOR SERVICE WITH TRENDLINE**

09/01/2019 - 08/31/2020

**CLEMMONS**



**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

8/1/2020 - 8/31/2020

**CLEMMONS**

**COUNT OF CHARGES**

		FELONY			MISDEMEANOR			INFRACTION			GRAND TOTAL
		CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total	
<b>CRIMES AGAINST PERSONS</b>	SIMPLE ASSAULT			0	6	3	9			0	9
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>CRIMES AGAINST PROPERTY</b>	FRAUD			0	1		1			0	1
	LARCENY			0	1		1			0	1
	STOLEN PROPERTY			0	1		1			0	1
	VANDALISM			0	2		2			0	2
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>CRIMES AGAINST SOCIETY</b>	DRUG OFFENSES	1	2	3	9	8	17			0	20
	WEAPONS VIOLATIONS			0		1	1			0	1
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>9</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
<b>GROUP B</b>	ALL OTHER OFFENSES			0		6	6			0	6
	DWI			0	2	2	4			0	4
	TRAFFIC VIOLATIONS			0	103	20	123	99	6	105	228
	TRESPASSING			0	2		2			0	2

**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

8/1/2020 - 8/31/2020

**CLEMMONS**

		FELONY			MISDEMEANOR			INFRACTION			GRAND TOTAL
		CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total	
<b>GROUP B</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>107</b>	<b>28</b>	<b>135</b>	<b>99</b>	<b>6</b>	<b>105</b>	<b>240</b>
Total		1	2	3	127	40	167	99	6	105	275

**FORSYTH COUNTY SHERIFF'S OFFICE**

**COUNT OF CHARGES AND PERSONS ARRESTED/CITED**

**8/1/2020 - 8/31/2020**

**CLEMMONS**

**COUNT OF PERSONS  
ARRESTED / CITED**

	FELONY			MISDEMEANOR			INFRACTION		
	CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total	CPC UNITS	OTHER UNITS	Total
CRIMES AGAINST PERSONS			0	5	2	7			0
CRIMES AGAINST PROPERTY			0	5		5			0
CRIMES AGAINST SOCIETY	1	1	2	6	5	11			0
GROUP B			0	91	22	113	97	6	103

# FORSYTH COUNTY SHERIFF'S OFFICE CLEMMONS DEPUTY WORKLOAD REPORT

3/1/2020 - 8/31/2020

COUNT OF CRIMES / OFFENSES	MAR		APR		MAY		JUN		JUL		AUG	
	BOYSEL	LUFFMAN										
CRIMES AGAINST PERSONS	1	0	0	0	0	0	0	0	0	0	0	0
CRIMES AGAINST PROPERTY	0	0	0	0	0	0	0	0	1	0	0	0
CRIMES AGAINST SOCIETY	0	0	0	0	0	0	0	3	0	0	0	0
GROUP B	5	11	5	2	9	11	10	11	6	9	4	7
Total	6	11	5	2	9	11	10	14	7	9	4	7

TOTAL	
BOYSEL	LUFFMAN
1	0
1	0
0	3
39	51
41	54

**AVG TOTAL CRIMES / OFFENSES**

BOYSEL	LUFFMAN
7	9

COUNT OF ARREST CHARGES	MAR		APR		MAY		JUN		JUL		AUG	
	BOYSEL	LUFFMAN										
FELONY	0	0	0	0	0	0	0	0	0	1	0	0
MISDEMEANOR	39	56	21	9	21	56	20	48	24	48	20	38
INFRACTION	48	34	39	15	60	69	37	58	44	25	42	27
Total	87	90	60	24	81	125	57	106	68	74	62	65

TOTAL	
BOYSEL	LUFFMAN
0	1
145	255
270	228
415	484

**AVG TOTAL ARREST CHARGES**

BOYSEL	LUFFMAN
69	81

**Homicides, rape, aggravated assaults use victim count and all others crimes and arrests count charges.**

# FORSYTH COUNTY SHERIFF'S OFFICE CLEMMONS DEPUTY WORKLOAD REPORT

3/1/2020 - 8/31/2020

COUNT OF  
WARNING TICKETS

MAR		APR		MAY		JUN		JUL		AUG	
BOYSEL	LUFFMAN										
36	43	35	8	44	38	40	45	42	62	26	25

TOTAL

BOYSEL	LUFFMAN
223	221

AVG TOTAL WARNING  
TICKETS

BOYSEL	LUFFMAN
37	37

COUNT OF CALLS FOR  
SERVICE

MAR		APR		MAY		JUN		JUL		AUG	
BOYSEL	LUFFMAN										
155	155	121	31	162	165	164	153	170	154	135	96

TOTAL

BOYSEL	LUFFMAN
907	754

AVG TOTAL CFS

BOYSEL	LUFFMAN
151	126

Homicides, rape, aggravated assaults use victim count and all others crimes and arrests count charges.

**CLEMMONS****FORSYTH COUNTY SHERIFF'S OFFICE  
COUNTYWIDE OFFENSES  
8/1/2020 - 8/31/2020**

	<b>Total</b>	
<b>CRIMES AGAINST PERSONS</b>	RAPE	1
	SEXUAL OFFENSES	1
	AGG. ASSAULT	1
	COMMUNICATING THREATS	4
	SIMPLE ASSAULT	16
	<b>Total</b>	<b>23</b>
<b>CRIMES AGAINST PROPERTY</b>	ROBBERY	1
	BURGLARY	6
	LARCENY	12
	MOTOR VEHICLE THEFT	2
	FORGERY	1
	FRAUD	6
	STOLEN PROPERTY	1
	VANDALISM	8
	<b>Total</b>	<b>37</b>
<b>CRIMES AGAINST SOCIETY</b>	DRUG OFFENSES	22
	WEAPONS VIOLATION	2
	<b>Total</b>	<b>24</b>

Murder, Rape, and Agg. Assault are a count of victims; MV Theft is a count of vehicles. All other crimes are a count of incident charges.

**CLEMMONS**

**FORSYTH COUNTY SHERIFF'S OFFICE  
COUNTYWIDE OFFENSES  
8/1/2020 - 8/31/2020**

		<b>Total</b>
<b>GROUP B</b>	ALL OTHER OFFENSES	95
	DWI	4
	LIQUOR LAWS	1
	TRESPASSING	5
	<b>Total</b>	<b>105</b>
<b>Total</b>		<b>189</b>

Murder, Rape, and Agg. Assault are a count of victims; MV Theft is a count of vehicles. All other crimes are a count of incident charges.

# FORSYTH COUNTY SHERIFF'S OFFICE

## ALL UNITS AVERAGE CALL RESPONSE BY PRIORITY WITHOUT SELF INITIATED

8/1/2020 - 8/31/2020

<b>CLEMMONS</b>	<b>ASSIGNED UNITS AVG RESPONSE IN MINS</b>	<b>ASSIGNED UNITS CALL COUNT</b>
<b>PRIORITY 2</b>		
CLEMMONS ASSIGNED UNITS	8.8	244
OTHER UNITS	61.5	73
<b>PRIORITY 2 OVERALL AVG RESPONSE IN MINS</b>	20.9	
<b>PRIORITY 3</b>		
CLEMMONS ASSIGNED UNITS	9.9	57
OTHER UNITS	53.2	23
<b>PRIORITY 3 OVERALL AVG RESPONSE IN MINS</b>	22.3	
<b>PRIORITY 5</b>		
CLEMMONS ASSIGNED UNITS	7.6	29
OTHER UNITS	9.7	12
<b>PRIORITY 5 OVERALL AVG RESPONSE IN MINS</b>	8.2	
<b>PRIORITY P</b>		
CLEMMONS ASSIGNED UNITS	5.3	17
OTHER UNITS	4.8	2
<b>PRIORITY P OVERALL AVG RESPONSE IN MINS</b>	5.2	
<b>TOTAL COUNT OF CALLS</b>		<b>457</b>
<b>OVERALL AVG RESPONSE IN MINS</b>		<b>19.4</b>

CALL RESPONSE TIME DEFINED AS : TIME CALLED ROUTED TO FIRST UNIT ARRIVE ON SCENE

THIRD AMENDMENT TO  
CONTRACT BETWEEN  
THE VILLAGE OF CLEMMONS, NORTH CAROLINA  
AND  
WASTE MANAGEMENT OF CAROLINAS, INC.

THIS Fourth AMENDMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ 2020, to the Agreement dated April 23, 2007, as amended on March 17, 2008 and April 24, 2012, (the "Agreement") by and between the Village of Clemmons, North Carolina (the "Village"), and Waste Management of Carolinas, Inc., a North Carolina corporation (the "Contractor").

WHEREAS, the Village and Contractor desire to implement an annual Bulk Collection Event.

NOW, THEREFORE, the Village and Contractor agree as follows:

Section 1. Scope. The scope of services will include one Bulk Collection Event annually. Contractor will collect bulk items curbside at an agreed upon date with the Village.

a. Bulk Definition:

i. ACCEPTABLE ITEMS FOR BULK COLLECTION:

Household furniture, lawn furniture, carpet, extra-large rugs, bicycles, toilets, grills (no propane) mattresses and box springs (limit of 2 sets per household) White Goods - Stoves, refrigerators, freezers (doors must be removed), water heaters, dishwashers All items must be in plain view and may not be bagged or boxed. Items must be placed within three feet of the curb. Per NC law all refrigerators and freezers must have a certification tag stating the freon has been removed.

ii. ITEMS NOT ACCEPTED: Televisions, computers, mirrors or glass of any kind, household waste, yard waste, dead animals, tires, hazardous waste of any type, chemicals, paint, microwaves, electronic waste, car motors, clothing, shoes, books, general recycle items, liquid waste, batteries, motor oil and any equipment containing oil or gas. Lumber scraps, construction debris (C&D Material), bagged trash, cardboard and cardboard boxes.

Section 2. Rates for Services. The rate of services will be as follows, \$17,187.50 per one Bulk Collection Event per year consisting of a two-week service period. These rates shall be subject to annual CPI adjustments according to the terms of the current Agreement.

Section 3. Termination Clause. Either party may terminate this fourth amendment to the agreement by giving 90 days' notice in writing.

IN WITNESS WHEREOF, the parties hereto have set their hands as of \_\_\_\_\_ day of \_\_\_\_\_, 2020.

VILLAGE OF CLEMMONS, NC

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

WASTE MANAGEMENT OF  
CAROLINAS, INC

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## VILLAGE OF CLEMMONS EXTERNAL DISCRIMINATION COMPLAINT INSTRUCTIONS

### INTRODUCTION

The Village of Clemmons is responsible for processing discrimination complaints filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws. Participants and beneficiaries of programs and activities administered or funded by the Village of Clemmons who feel they have been discriminated against based on race, color, national origin, income level, Limited English Proficiency (LEP), sex, age, or disability have a right to file a complaint. Complaints of alleged discrimination will be investigated by the appropriate authority, such as ECR, a Federal agency. Note: Religion is only covered under NCDOT's Right of Way program, (Fair Housing) and programs funded by the Federal Aviation Administration (FAA) or Federal Transit Administration (FTA).

### FILING OF COMPLAINTS

1. **Applicability** – These complaint procedures apply to Village of Clemmons programs, activities, and services. Note: Title VI does not include internal complaints related to Equal Employment Opportunity (EEO).
2. **Eligibility** – Any person or class of persons who believes he/she has been subjected to discrimination based on race, color, national origin, income level, LEP, sex, age, or disability (and religion, where applicable) may file a written complaint with the Village of Clemmons's Title VI Coordinator. The law also prohibits intimidation or retaliation against anyone who files a complaint.
3. **Filing Options and Time Limits** – Complaints may be filed by the affected individual(s) or a representative and must be filed no later than 180 calendar days after the following:
  - The date of the alleged act of discrimination; or
  - The date when the person(s) became aware of the alleged discrimination; or
  - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Title VI and related discrimination complaints may be submitted to the following entities:

- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1808 or toll-free 800-522-0453
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590, 202-366-4070
  - **Federal Highway Administration**, Office of Civil Rights, 1200 New Jersey Avenue, SE, 8<sup>th</sup> Floor, E81-314, Washington, DC 20590, 202-366-0693/202-366-0752
  - **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
  - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
  - **Federal Motor Carrier Safety Administration**, Office of Civil Rights, 1200 New Jersey Avenue, SE, Room #W65-312, Washington, DC 20591, 202-366-8810
  - **Federal Aviation Administration**, Office of Civil Rights, 800 Independence Avenue, SW, Washington, SC 2591, 202-267-3258
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll-free 877-218-5228



4. **Format for Complaints** – Complaints must be in writing and signed by the complainant(s) or a representative, and include the complainant’s name, address, and telephone number. Complaints received by fax or email will be acknowledged and processed. Complaints will be accepted in other languages, including Braille. (See Discrimination Complaint Form included below.)
5. **Complaint Basis** - Allegations must be based on issues involving race, color, national origin, income level, LEP, sex, age, or disability, and religion, where applicable. The term “basis” refers to the complainant’s membership in a protected group category. Note: Religion (or creed) is only protected under Right of Way, Public Transportation, and Aviation programs.

Protected Categories	Definition	Examples	Pertinent Statutes and Regulations	
			FHWA	FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200; (Executive Order 13166)	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; Circular 4702.1B; (Executive Order 13166)
Color	Color of skin, including shade of skin within a racial group	Black, White, Brown, Yellow, etc.		
National Origin (LEP)	Place of birth. Citizenship is not a factor (Discrimination based on language or a person’s accent is also covered.)	Mexican, Cuban, Japanese, Vietnamese, Chinese, Russian, French.		
Income level	An individual or household determined to be low-income	Poverty status	Executive Order 12898	
Sex	The sex of an individual. Note: Sex under this program does not include sexual orientation	Women and Men	1973 Federal-Aid Highway Act	Title IX of the Education Amendments of 1972
Age	Person of any age	21-year-old person	Age Discrimination Act of 1975	
Disability	Physical or mental impairment, permanent or temporary, or perceived	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990	
Religion	Creed. An individual belonging to a religious group; or the perception, based usually on distinguishable characteristics that a person is a member of a religious group	Muslim, Christian, Sikh, Hindu, etc.	Title VIII of the Civil Rights Act of 1968 (Fair Housing Act); 49 USC 47123 (FAA); 49 USC 5332 (FTA)	



## **COMPLAINT RECEIPT AND RESPONSE**

1. The Village of Clemmons's Title VI Coordinator will provide written acknowledgement via registered mail of your complaint within fifteen (15) calendar days.
2. The Village of Clemmons will review your complaint upon receipt to ensure the required information was provided, the complaint was timely filed, and jurisdictional requirements were met.
  - a. If the complaint is complete and no additional information is needed, the Village of Clemmons Title VI Coordinator will send you a letter of acceptance as well as a Complainant Consent/Release Form.
  - b. If the complaint is incomplete, you will be contacted in writing to obtain the needed information. Note: Failure to respond and/or provide the requested information within fifteen (15) calendar days may be considered good cause for a determination of no investigative merit.
3. Within fifteen (15) calendar days of receiving your complaint, the Village of Clemmons will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Village of Clemmons will notify you and Respondent (the person(s) against whom you have filed the complaint) via registered mail, stating the decision.
  - a. If the decision is not to investigate the complaint, the notification shall specifically state the reasons for the decision.
  - b. If the decision is to investigate the complaint, the notification shall state the grounds of the Village's jurisdiction and require your and the Respondent's full cooperation in assisting the investigator.
  - c. Interviews may be recorded during the investigation. Consent to record may be required if the interviewee is located outside of North Carolina.
4. The Village of Clemmons will attempt to resolve all discrimination complaints within 60 days of accepting the complaint for investigation. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation between the affected parties and Village of Clemmons staff may be utilized for resolution. The Village will make known all filing options and avenues of appeal.



## DISCRIMINATION COMPLAINT FORM

<b>Any person who believes that he/she has been subjected to discrimination based upon race, color, sex, age, national origin, disability, income-level, or Limited English Proficiency may file a written complaint with the Village of Clemmons Title VI Coordinator within 180 days after the discrimination occurred.</b>			
Last Name:	First Name:	<input type="checkbox"/> Male	
		<input type="checkbox"/> Female	
Mailing Address:	City:	State:	Zip:
Home Telephone:	Work/Cell Phone:	Email Address:	
Identify the Category of Discrimination: <input type="checkbox"/> RACE <input type="checkbox"/> COLOR <input type="checkbox"/> NATIONAL ORIGIN <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY <input type="checkbox"/> RELIGION <input type="checkbox"/> DISABILITY <input type="checkbox"/> SEX <input type="checkbox"/> INCOME LEVEL <input type="checkbox"/> AGE			
NOTE: Religion is covered as a basis only under NCDOT's Right of Way Unit, (Fair Housing) and Public Transportation and Aviation Division.			
Identify the Race of the Complainant: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____			
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination:			
Names of individuals responsible for the alleged discriminatory action(s):			
How were you allegedly discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. Attach additional page(s) if necessary.			



The law prohibits intimidation or retaliation against anyone because he/she either has taken action, or participated in action, to secure rights protected by these laws. If you feel you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation. Attach additional page(s) if necessary.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support and/or to clarify your complaint. Attach additional page(s) if necessary.

Name

Address

Telephone

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Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

Federal Highway Administration \_\_\_\_\_

Federal Transit Administration \_\_\_\_\_

Federal Motor Carrier Safety Administration \_\_\_\_\_

US Department of Transportation \_\_\_\_\_

Federal or State Court \_\_\_\_\_

NC Department of Transportation \_\_\_\_\_

Other \_\_\_\_\_

Have you discussed the complaint with any Village of Clemmons representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.



Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

**AN UNSIGNED COMPLAINT WILL NOT BE ACCEPTED. PLEASE SIGN AND DATE THE FORM BELOW.**

**COMPLAINANT'S SIGNATURE**

**DATE**

**MAIL COMPLAINT FORM TO:**

Village of Clemmons  
Title VI Coordinator  
3715 Clemmons Road  
Clemmons, NC 27012  
336-766-7511

**FOR OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Referred to: \_\_\_\_\_

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

Resolution Number 2020-R-8

**RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE VILLAGE OF CLEMMONS  
TO PROHIBIT DISCRIMINATION IN PROGRAMS, SERVICES AND ACTIVITIES  
RECEIVING FEDERAL FINANCIAL ASSISTANCE**

**WHEREAS**, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

**WHEREAS**, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of "federal financial assistance" and what entities are affected and controlled by Title VI; and

**WHEREAS**, the Village of Clemmons has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

**WHEREAS**, the interpretation and application are not intuitive or readily understood, requiring an understanding of what "federal financial assistance" might be in any particular situation and what persons or entities must comply with Title VI; and

**WHEREAS**, a policy and procedure for reporting violations will provide guidelines for the Village, Village Departments and private persons and companies doing business with the Village and receiving federal financial assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Clemmons that the attached "Title VI Policy" is hereby adopted as the official policy of the Village of Clemmons for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

**IT IS FURTHER RESOLVED** that the Village Manager is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this the \_\_\_\_ day of \_\_\_\_\_ 2020.

ATTEST:

\_\_\_\_\_  
John Wait, Mayor

\_\_\_\_\_  
Lisa Shortt, Village Clerk





## Title VI Nondiscrimination Policy Statement

It is the policy of the Village of Clemmons to ensure that no person, shall, on the ground of race, color, national origin, Limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Village of Clemmons program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964, United States Department of Transportation (DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) Part 21, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Village of Clemmons to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

To assure that appropriate program measures are implemented and monitored, I have designated Lisa Shortt, Village Clerk, the Village of Clemmons's Title VI Coordinator; LShortt@Clemmons.org, (336)766-7511. As an expression of my commitment to and support of the Village's Title VI Nondiscrimination Program, below is my signature as the Village of Clemmons Manager.

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Scott Buffkin, Village Manager

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Date