



SPECIAL MEETING OF THE VILLAGE OF CLEMMONS COUNCIL May 18, 2020

The Village of Clemmons Council met electronically on Monday, May 18, 2020, at 1:30 p.m. The meeting was held at Village Hall, Clemmons, NC. 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, social distancing measures were adhered to. The following Board members were present: Mayor Wait, Council Members Barson, Binkley, Cameron, Rogers and Wrights. The following Staff members were present: Manager Buffkin, Finance Director Stroud, Clerk Shortt and Director of Operations Gearren. Public Works Director Gunnell, Planner Rahimzadeh and Stormwater Engineer Kimbrell were available for any questions.

Mayor Wait called the meeting to order at 1:50 p.m. on Monday, May 18, 2020.

Manager Buffkin and Finance Officer Stroud provided Council a brief overview of the draft budget for fiscal year 2020-2021 (attached hereto as Exhibit A and incorporated as part of the minutes). Manager Buffkin stated that during this time, Staff is being as fiscally prudent as possible. Manager Buffkin advised that with the uncertainty caused by the pandemic, the proposed draft budget consists of very little capital outlay and projects a 10% decrease in sales tax collections and a ½% decrease in the property tax collection rate (sales tax collection and property tax collection rate decrease would result in at least \$200-250k decrease in revenues). He stated that the two main considerations from Staff are: 1) whether to proceed with the two major capital projects (Highway 158 sidewalk/Greenway project and Market Center Drive) and 2) proposed changes for the stormwater fee/structure.

Council consensus was to direct Staff to make the following changes to the draft budget or provide additional information prior to the budget presentation and public hearing:

General Fund Appropriations

Governing Board

- Remove Non-capital Equipment (\$4,000)
- Leave in Board appreciation

Administration

- Budget for Building & Landscaping Maintenance (Village Hall) but wait until later in the year to possibly proceed (\$45,000)
- Replace humidifier with current year's budgeted funds prior to the end of this fiscal year
- All travel, training and education is currently on-hold but virtual trainings could have

registration fees so will remain budgeted in the event things resume

Public Safety

- Provide information on position that Village is now solely responsible for cost per agreement

Public Works

- Budget substantially cut on capital outlay (a couple of projects have been removed prior to workshop – brine building and paving around compactor area)
- Provide additional information on what recycled items collected are cost effective (currently a 7-year contract with Waste Management – possibly renegotiate)
- Currently one vacant position which will not be filled

Streets

Council Member Rogers inquired as to why we are not using Unassigned General Fund to do roads and Powell Bill money for street repaving. Manager Buffkin advised this could impact the Market Center Drive project. Finance Officer Stroud stated Market Center Drive could possibly be done out of General Fund and the project affected would be Idols & Harper sidewalk projects. Discussion was held regarding Market Center Drive (Phases 1-3 and the critical piece that Phase 3 provides along with the current economic situation and timing to proceed).

- Market Center Drive will not be included in the budget at this time but months from now with a clearer picture from NCDOT it can be added
- Re-appropriate Powell Bill funds from sidewalk projects to street paving
- Communicate with NCDOT on requesting formal extensions for projects as they are strongly encouraging not awarding contracts at this time (Highway 158 and Market Center Drive are the only projects not on hold)

Planning & Zoning

Finance Officer Stroud Buffkin advised that the Transportation Study (Kinnamon Road Bridge Feasibility Study) which was previously budgeted for \$100,000 in 2019-2020 is budgeted for \$200,000 and this is an 80/20 match (offset by grant funds which would be \$160,000 and the Village match would be \$40,000). This has not been formally approved by the MPO and would have to go through the process again. It was determined that the initial estimate of \$100,000 would not be sufficient to complete the study. If the grant funds were not available from NCDOT, Staff would not recommend moving forward with the study.

Events & Marketing

Manager Buffkin stated due to the current situation, the Village is not looking for a lot of sponsorship money in the upcoming budget year. He advised that we are looking to do as many of our events as we possibly can.

Parks and Recreation

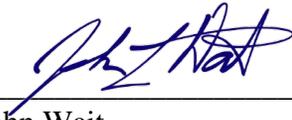
Council Member Cameron requested promoting Greendale Park as not many residents know it is available to them.

Stormwater Utility Fund

- Budget for a tiered fee structure and keep rate the same (Staff and SWAB's recommendation is both the tiered structure change and rate increase from \$5 to \$6 – this would affect both residential and non-residential). This will be further discussed at the budget hearing.
- There are four CIP projects for next year. There are also four that SWAB will be presenting to Council once all cost estimates are received.
- Remove the (Currently unfilled) Stormwater Technician I position from the budget

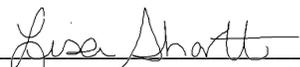
Adjournment

Council Member Rogers moved to adjourn the meeting at 4:19 p.m. The motion was seconded by Council Member Binkley and unanimously approved.



John Wait
Mayor

ATTEST:



Lisa Shortt, NCCMC
Village Clerk



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



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

Table of Contents

Budget Message	3
Budget	9
Estimated Revenues	11
Governing Board	14
Administration	16
Public Safety	20
Public Works	21
Streets	24
Planning & Zoning	26
Clemmons Events and Marketing	28
Parks & Recreation	30
Capital Outlay & Transfers to Capital Projects	31
Stormwater Utility Fund	32
Exhibit A Fee Schedule	35
Exhibit B Trend Analysis	38



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 increases in the tax rate or storm water 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:

	<u>Presented</u>	<u>Approved</u>
General Fund	\$6,971,525	\$ 6,971,525
Storm water Fund	<u>\$1,622,050</u>	<u>\$ 1,622,050</u>
Total Major Funds	<u>\$8,593,575</u>	<u>\$ 8,593,575</u>

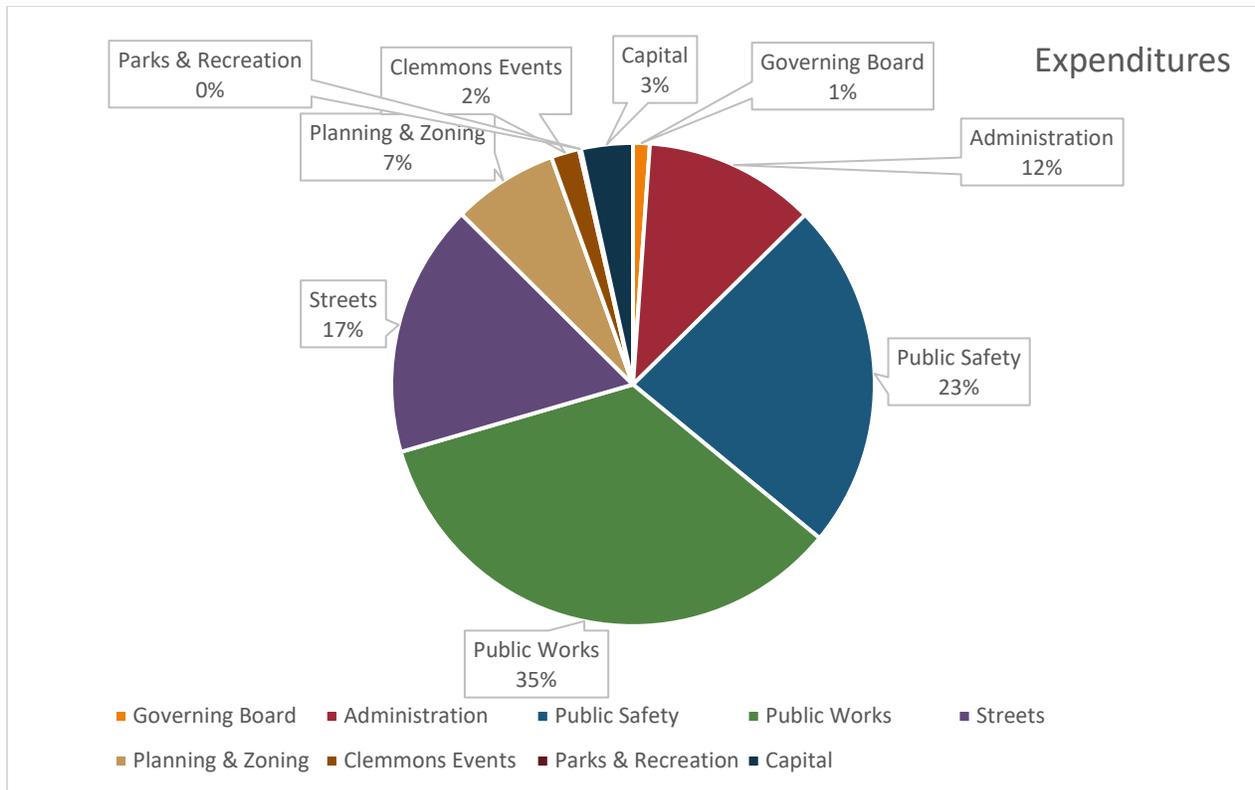


Approved Budget and Budget Message For the Fiscal Year Ending June 30, 2021

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 14% 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 freezing of grant funding by 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.





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

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 completion 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



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

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 \$1,142,915 of fund balance to be used as follows.

<i>Capital Outlay & capital projects</i>	\$ 241,000
<i>Street Resurfacing</i>	\$ 663,635
<i>Clemmons Events</i>	\$ 28,757
<i>Tourism Related Expenditure</i>	\$ 4,529
<i>Operating Expenditures</i>	\$ 204,994
<i>Total Fund Balance Appropriated</i>	<u>\$ 1,142,915</u>

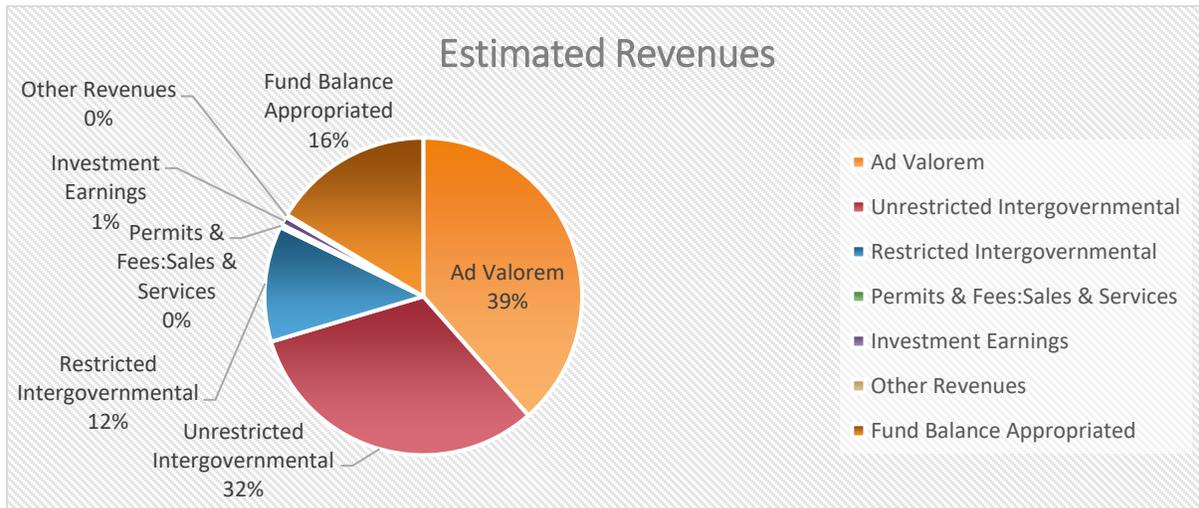
REVENUES

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).



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



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 storm water is \$5.00 per equivalent residential unit per month, \$60 annually. 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, Breckinridge, and Glengariff. 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.



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

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-conscious as is both prudent and possible.

We are currently in an unprecedented economic times; 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



Approved Budget
For the Fiscal Year Ending June 30, 2021

GENERAL FUND

BUDGET FOR FISCAL YEAR JUNE 30, 2021

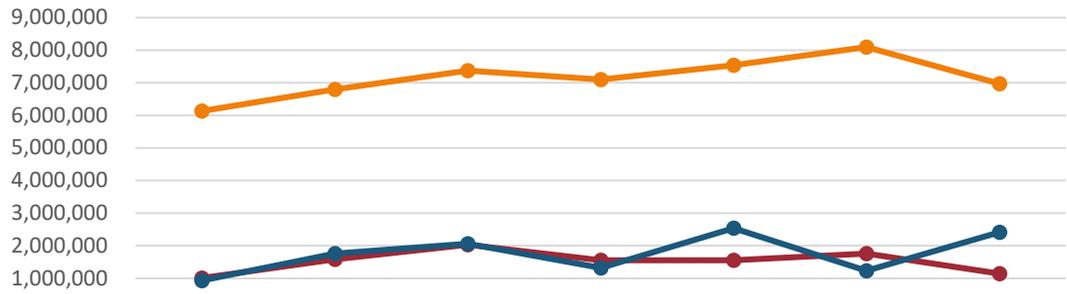
Description	Actual FY 18-19	Budget FY 19-20	Est. Actual FY 19-20	Proposed FY 20-21	Approved FY 20-21	%
Revenues						
Ad Valorem Taxes	2,608,088	2,642,700	2,638,117	2,683,555	2,683,555	38%
Other Taxes	3,582	3,000	3,040	3,000	3,000	0%
Unrestricted Intergovernmental	2,391,772	2,370,200	2,338,055	2,224,300	2,224,300	32%
Restricted Governmental	651,275	953,315	823,348	821,690	821,690	12%
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	84%
Fund Balance Appropriated	-	1,760,490	-	1,142,915	1,142,915	16%
Total Revenue	5,754,401	8,095,100	6,144,027	6,971,525	6,971,525	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	23%
Public Works	2,010,563	2,336,275	2,183,237	2,407,545	2,407,545	35%
Streets	95,427	1,203,005	844,684	1,181,925	1,181,925	17%
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	6,730,525	6,730,525	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	6,971,525	6,971,525	100%
Revenues over(under) Expenditures	265,239		(125,884)			
Fund Balance Appropriated	-					
Restricted Fund Balance	-			696,920	696,920	
Fund Balance Appropriated	-			445,995	445,995	
Total Fund Balance Appropriated				1,142,915	1,142,915	



Approved Budget
For the Fiscal Year Ending June 30, 2021

GENERAL FUND

Budget Comparisons



	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	6,971,525
Fund Balance Appropriated	1,008,575	1,577,986	2,029,540	1,552,593	1,552,593	1,760,490	1,142,915
Capital	931,950	1,757,780	2,062,540	1,315,750	2,537,235	1,235,700	2,410,001

Total Budget Fund Balance Appropriated Capital



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	-	663,635	663,635
TOTAL FUND BALANCE APPROPRIATED		-	1,760,490	-	1,142,915	1,142,915
TOTAL GENERAL FUND REVENUES		\$ 5,957,873	\$ 8,095,100	\$ 6,144,027	\$ 6,971,525	\$ 6,971,525

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 covid 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		Budget		Est. Actual		Proposed		Approved	
			FY 18-19		FY 19-20		FY 20-21		FY 20-21		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 oversight 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.

<p>Manager</p> <ul style="list-style-type: none"> ASU Local Government Alumni NCLM Conference Manager Conferences (2) Town Hall Host Manager Roundtable Host Sheriff's Meeting ICMA Conference Chamber Lunch Meeting with NCDOT, Other Towns and other Village related meetings. <p>Subject to Change</p>	<p>Clerk:</p> <ul style="list-style-type: none"> Clerk Academy 2 Regional Meetings NCLM Meetings <p>Marketing & Communication Director</p> <ul style="list-style-type: none"> NC3C Conference NCAGIO Conference Social Media Class School of Government <p>Finance Officer:</p> <ul style="list-style-type: none"> Summer, Fall & Spring FO Conference NC State Treasurers Meeting Update CAFR or GAAP
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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 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
10-4300-2000	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 oversight, 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.
- Oversight 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 manager 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	1,000,000	1,000,000
	Subtotal	64,120	1,166,500	826,865	1,160,500	1,160,500
	TOTAL STREETS	\$ 95,427	\$ 1,203,005	\$ 844,684	\$ 1,181,925	\$ 1,181,925

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	Estimated	Budget
	6/30/2019	6/30/2020	6/30/2021
<hr/>			
Budgeted 6/30/2021			\$ 663,635
Restricted Fund Balance	\$ 2,136,537	\$ 1,838,346	\$ 1,174,711

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.



For the Fiscal Year Ending June 30, 2021 **Planning & Zoning Appropriations**

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 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
10-8140-1000	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
	Clemmons Match 158 Sidewalk & Tanglewood Greenway	5,207	476,700	150,000	150,000	150,000
10-9840-9845						
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.

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	Budget	Est. Actual	Proposed	Approved
		FY 18-19	FY 19-20	FY 19-20	FY 20-21	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
1	0	2000	0.95	\$ 57.00	733
2	2001	4000	1	\$ 60.00	2625
3	4001	6000	1.5	\$ 90.00	2469
4	6001	infinite	2	\$ 120.00	957
Non Residential			1	\$ 60.00	7371
Total					

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	MAJOR SUBDIVISION \$1,750 per lot + 30 per lot			
TIA REVIEW			MINOR SUBDIVISION \$125 per lot			
Site that require TIA review		\$150 per hour	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

