



APPROVED BUDGET AND BUDGET MESSAGE
FOR THE FISCAL YEAR ENDING
JUNE 30, 2022

Presented by Scott Buffkin, Village Manager
May 24, 2021 Amended June 3, 2021

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Honorable Mayor
Council Members
Village of Clemmons, North Carolina

INTRODUCTION

In accordance with the Local Budget and Fiscal Control Act and N.C. General Statute 159-11, the proposed Annual Budget for Fiscal Year beginning July 1, 2021 and ending June 30, 2022 is balanced and hereby submitted for your consideration.

This budget proposes a tax increase and a new tier system and rate increase of the stormwater fee in order to continue a progressive posture relative to maintaining and creating infrastructure. The Village desires to maintain streets at a recommended level and proceed with capital projects. A lot of discussion and thought was put into this decision. In fact, both of these increases were discussed during last year budget process; however due to COVID, were put on hold.

The annual budget process is influenced by external factors including the condition of the state and local economies and 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 14, 2021, the Village Council will hold a public hearing on the fiscal year ending June 30, 2022 budget. Any person who wishes to be heard on the budget may appear at that time. This budget may be reviewed online at www.clemmons.org.

OVERVIEW

The total operating budget for the two major funds is:

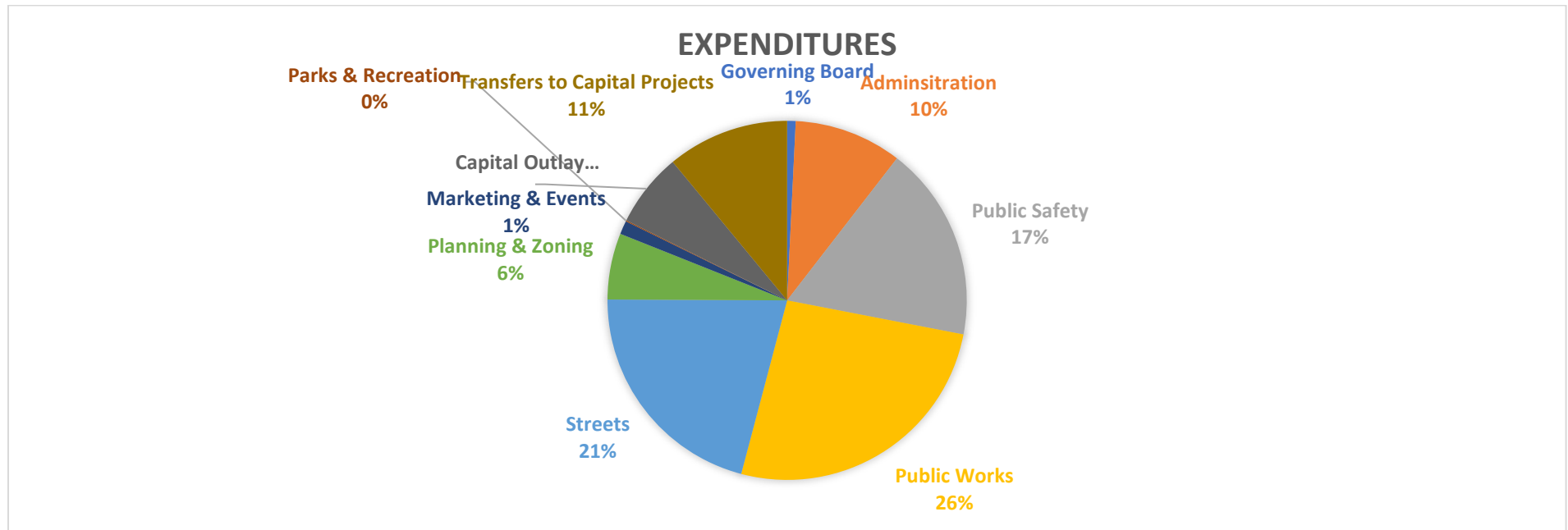
	Presented	Approved
General Fund	\$ 10,010,485	
Stormwater Fund	\$ 1,528,450	
Total	\$ 11,538,935	

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 and zoning, events and marketing, capital outlay and transfers to capital projects.

The Village provides the following services: augmented public safety (Forsyth County Sheriff's Department), residential trash and recycling collection, leaf and limb service, bulk item collections (annually), street lights, greenway, lake and pier, and 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 following graph shows expenditures by function. The current budget reflects an 19% increase when compared to the amended FY 20-21 budget mainly due to projects like Market Center Drive coming to fruition.



OPERATING EXPENDITURES

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

Personnel Related Operating Expenditures

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 and a stormwater tech). The budget presented includes the stormwater tech position which we hope to fill.

The employees are a critical part of the Village Operations. Our employees constantly go above and beyond the call of duty when providing services to the citizens. Their dedication to the Village and their job shows in everything they do. For this reason, it is important that we offer competitive wages and benefits so that we can recruit and retain extraordinary staff members. While we are always in competition with other nearby municipalities and the state for those exceptional employees we seek; the private sector is fostering competition as well. One way is to try to provide more opportunities for employees to advance; this budget proposes that the public works director be promoted to assistant manager, the director of operations be promoted to public works director, mechanic II be promoted to director of operations and the stormwater engineer be promoted to Village engineer. In order to stay competitive with wages this budget is proposing a 3.5% increase for employees.

Benefits are an important part of our overall employee package. We cannot necessarily compete with the private sector with salaries; however, we can offer competitive benefit packages. Health insurance is an important benefit that we try to obtain the best coverage possible for the most reasonable price. Health insurance saw a small decrease in current budget offset somewhat with a small increase in dental and short-term disability insurance. 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 and is one of the best funded systems in the Country. Contributions to the retirement system consists of an employee contribution and employer contribution as a percentage of each employees' annual salary. The employee contribution is set by State Statute at 6% and the employer contribution is set by actuarial studies. The employer contribution increased from 10.15% to 11.35%.

CAPTIAL 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 on page 32; under capital outlay and transfers.

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, eliminates the need for short-term borrowing, and provides a reserve of funds to respond to emergencies or opportunities.

One appropriate use of Fund Balance is to allow the Village to fund one-time purchase 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 receipts of these restricted funds must be accounted for separately and used only for allowable expenditures.

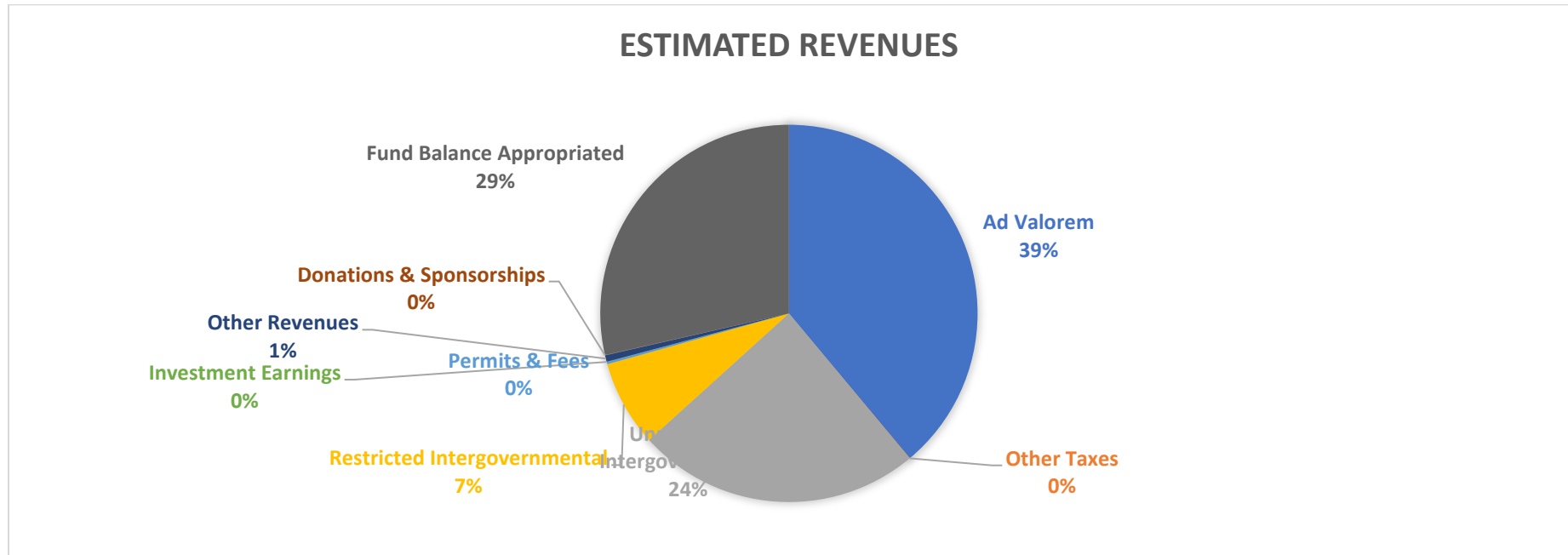
For fiscal year 2021-22 we propose an appropriation of fund balance of \$2,857,200 to be used as follows;

Capital Projects (Market Center Dr & Hwy 158 Sidewalk)	\$1,100,000
Travel & Tourism	24,347
Cultural Economic & Recreational	35,000
Capital Outlay & Major Repairs	666,500
Street Paving	720,000
Operating Expenditures	311,353

REVENUES

For the Fiscal Year 2021-22, the ad valorem tax rate is recommended to be \$0.15 of valuation. The tax rate would be applied to an estimated total tax base of \$2,600,897,249, yielding an estimated \$3,881,840 in revenues.

County shared revenues (sales tax and occupancy tax) increased by 19%; mainly due to lowered sales tax budget in 20-21 due to COVID when in actuality sales tax revenue increased. State shared revenues (utilities sales tax, beer & wine, Powell Bill, and solid waste decreased by 5% and ABC distribution increased by 9%. Dependency ratio provides the extent to which the Village is reliant on other governments (such as State & County) for resources. Clemmons dependency ratio is .53 compared to .39 of our peers (other Forsyth County municipalities).



ENTERPRISE FUNDS

In addition to the General Fund covering all typical government operations, the Village operates one enterprise fund; the Stormwater Utility. This enterprise is operated as a business by having all revenues and expenses accounted for separately and by having rates established that cover all expenses of the enterprise. The current rate for stormwater fee is \$7.50 per equivalent residential unit per month, \$90 annually; a residential tier system is applied to this rate. More information can be found under the fee schedule.

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

Budgeted activities supporting Phase II water quality requirements include: staff and public education, public participation, illicit discharge detection and elimination, construction runoff controls, post construction runoff controls, maintenance operations, minor capital improvements and engineering of capital improvement projects. The budget includes a stormwater tech position that has previously been budget but unfilled.

CONCLUSION

We believe that the revenue and expenditures statements contained within this budget are fair and reasonable and represent Council desires. They are conservative without sacrificing the level of service that we are presently providing or hindering improvement 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.

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 to maintaining and improving this community and positioning it to be financially sound in the future. I believe to be worthy of your consideration and approval.

After the presentation of the budget on May 24, 2021, the Council held a special meeting on June 3, 2021 to discuss possible changes to the budget as presented. Please note the changes from that meeting are listed on the following page.

Respectfully submitted,

W. Scott Buffkin

W. Scott Buffkin
Village Manager

Budget as Presented May 24, 2021	\$ 8,914,030
Amendments from 6/3/2021 Special Meeting:	
Total tax increase to be allocated for street paving	425,635
Reappropriate street paving FYE 6/30/2021	720,000
Remove razor wire & add landscaping Public Works facility	35,000
Decal 2 vehicles	4,000
Remove Tahoe	(46,000)
Add IdtPlans & CityWorks for better communication on site plans for departments, developers & City County Inspections	12,500
Remove Urban 3 study	(50,000)
Remove Council Cell Phone Allowance	(4,680)
Total Changes Per Meeting	<u>1,096,455</u>
Budget as Amended	<u>\$ 10,010,485</u>

Please note that the changes from the budget presented are in red.

Description	Actual		Estimated		Recommend	Approved
	FYE 6/30/2020	FYE 6/30/2021	Actual 4/30/2021	Actual 6/30/2021		
Revenues						
Ad Valorem Taxes	\$ 2,664,945	\$ 2,683,555	\$ 2,608,747	\$ 2,634,160	\$ 3,896,635	\$ 3,896,635
Other Taxes	3,211	3,000	3,422	3,822	3,800	3,800
Nonrestricted Intergovernmental Revenues	2,406,133	2,238,418	1,303,983	2,420,027	2,435,075	2,435,075
Restricted Intergovernmental Revenues	828,524	821,690	541,638	550,821	737,850	737,850
Permits and Services	37,855	22,325	38,187	39,247	19,025	19,025
Investment Earnings	122,020	59,500	1,641	1,971	1,900	1,900
Donations & Sponsorships	6,200	3,000	4,220	4,220	3,000	3,000
Other Revenue	187,746	11,240	1,737	20,137	56,000	56,000
Total Revenue Before Fund Balance Appropriated	6,256,635	5,842,728	4,503,574	5,674,405	7,153,285	7,153,285
Transfer from Special Revenue	-	-	169,611	169,611	-	-
Fund Balance Appropriated	-	2,583,939			2,857,200	2,857,200
Total Revenues	6,256,635	8,426,667	4,673,185	5,844,016	10,010,485	10,010,485
Expenditures						
Governing Board	\$ 66,258	\$ 78,010	\$ 57,045	\$ 63,263	\$ 76,875	\$ 76,875
Administration	707,008	779,547	559,931	698,127	971,825	971,825
Public Safety	1,449,473	1,628,620	1,221,529	1,623,452	1,758,360	1,758,360
Public Works	2,144,582	2,608,211	2,030,897	2,433,031	2,610,310	2,610,310
Streets	726,667	2,397,383	1,553,258	2,299,827	2,098,135	2,098,135
Planning & Zoning	172,178	552,611	212,464	261,060	597,615	597,615
Clemmons Marketing & Events	87,982	131,785	80,841	106,309	121,365	121,365
Parks & Recreation	5,658	9,500	3,522	4,226	9,500	9,500
Subtotal	5,359,806	8,185,667	5,719,487	7,489,295	8,243,985	8,243,985
Revenues over (under) operating expenditures	896,829	(2,342,939)	(1,215,913)	(1,814,890)	(1,090,700)	(1,090,700)
Capital Outlay	316,647	14,000	13,152	13,152	651,500	651,500
Major Repairs & Renovation	-	27,000	-	12,000	15,000	15,000
Transfers to Other Funds	235,871	200,000	38,241	118,733	1,100,000	1,100,000
Subtotal Capital & Transfers	\$ 552,518	\$ 241,000	\$ 51,393	\$ 143,885	\$ 1,766,500	\$ 1,766,500
Total General Fund Expenditures	\$ 5,912,323	\$ 8,426,667	\$ 5,770,880	\$ 7,633,180	\$ 10,010,485	\$ 10,010,485
Revenues over (under) expenditures	\$ 344,311		\$ (1,097,695)	\$ (1,789,164)		

Estimated Revenues

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
	Ad Valorem Taxes						
10-3100-1100	Taxes-Ad Valorem Prior Years	\$ 9,068	\$ 6,500	\$ 4,419	\$ 6,209	\$ 7,000	\$ 7,000
10-3100-1110	Taxes -Ad Valorem Current	2,386,766	2,410,370	2,413,196	2,413,196	3,509,405	3,509,405
10-3100-1210	Taxes-Motor Vehicles-Current	257,711	259,185	185,557	207,220	372,435	372,435
10-3100-1600	Tax Refund/Releases	935	-	21	19	-	-
10-3100-1700	Interest Prior	2,023	2,000	443	616	495	495
10-3100-1710	Interest-Current Year	8,442	5,500	5,111	6,900	7,300	7,300
10-3100-1800	Penalties Paid School	-	-	-	-	-	-
	Total Ad Valorem Taxes	2,664,945	2,683,555	2,608,747	2,634,160	3,896,635	3,896,635
	Other Taxes						
10-3235-0000	Gross Receipts Tax Leases	3,211	3,000	3,422	3,822	3,800	3,800
	Total Other Taxes	3,211	3,000	3,422	3,822	3,800	3,800
	Nonrestricted Intergovernmental Revenues						
10-3324-0010	Sales Tax Natural Gas	36,748	39,800	10,904	37,600	36,900	36,900
10-3324-0020	Electricity Sales Tax	714,608	727,000	349,848	699,696	700,000	700,000
10-3324-0030	Sales Tax Telecommunication	57,607	60,500	28,447	56,894	51,500	51,500
10-3324-0040	Sales Tax Video Programming	171,266	175,800	86,781	173,562	171,400	171,400
10-3324-1000	Sales Tax Distribution	892,972	733,818	560,346	910,000	933,000	933,000
10-3324-3357	Beer & Wine Tax	86,275	86,500	-	86,275	86,275	86,275
10-3324-3381	ABC Distribution	446,657	415,000	267,657	456,000	456,000	456,000
	Total Nonrestricted Intergovernmental Revenues	2,406,133	2,238,418	1,303,983	2,420,027	2,435,075	2,435,075
	Restricted Intergovernmental Revenues						
10-3432-3433	Powell Bill	516,297	511,790	495,286	495,286	472,275	472,275
10-3432-3436	MPO Grant Bike & Pedestrian	-	40,000	-	-	40,000	40,000
10-3432-3437	Winston-Salem MPO	-	160,000	-	-	160,000	160,000
10-3432-3438	Grants	5,060	-	-	-	-	-
10-3432-3440	Sewer Reserve Reimbursement	194,489	-	-	-	-	-
10-3432-3472	Solid Waste Disposal Tax	15,180	14,900	7,561	14,675	14,675	14,675
10-3432-7030	County Shared -Local Occupancy Tax	36,074	35,000	17,858	17,860	25,000	25,000
10-3432-7031	County Occupancy Tax-tourism	61,424	60,000	20,933	23,000	25,900	25,900
	Total Restricted Intergovernmental Revenues	828,524	821,690	541,638	550,821	737,850	737,850

Estimated Revenues

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
	Permits & Services						
10-3534-3100	Parking Tickets	400	500	70	70	-	-
10-3534-3102	False Alarms	6,225	6,000	-	-	-	-
10-3534-5100	Public works fees & ordinances	2,845	2,800	3,030	3,550	3,500	3,500
10-3534-9100	Planning fees	26,835	12,000	11,590	12,000	12,000	12,000
10-3534-9101	Community Garden fee	525	525	475	475	525	525
10-3534-9102	Payment in Lieu-Restricted	-	-	20,152	20,152	-	-
10-3534-9103	Farmers Market	1,025	500	2,870	3,000	3,000	3,000
	Total Permits and Services	37,855	22,325	38,187	39,247	19,025	19,025
	Investment Earnings						
10-3831-0000	Investment earnings	90,751	53,000	1,350	1,620	1,800	1,800
10-3831-1000	Investment Earnings-Reserve	429	-	5	8	-	-
10-3831-2000	Investment Earnings-Powell Bill	30,840	6,500	286	343	100	100
	Total Investment Earnings	122,020	59,500	1,641	1,971	1,900	1,900
	Donations & Sponsorships						
10-3833-0000	Donations	200	-	1,220	1,220	-	-
10-3833-1000	Clemmons Events Sponsorships	6,000	3,000	3,000	3,000	3,000	3,000
	Total Donations & Sponsorships	6,200	3,000	4,220	4,220	3,000	3,000
	Other Revenues						
10-3835-0000	Sale of Capital Assets	4,800	-	-	12,500	50,000	50,000
10-3835-0051	Mowing DOT	-	11,240	-	6,000	6,000	6,000
10-3839-0000	Miscellaneous	162,013	-	738	638	-	-
10-3986-0040	Insurance Reimbursement	20,933	-	999	999	-	-
	Total Other Revenues	187,746	11,240	1,737	20,137	56,000	56,000
	Transfers from Other Funds						
10-3986-1000	Transfer from Special Revenue Fund	-	-	169,611	169,611	-	-
	Total Transfers from Other Funds	-	-	169,611	169,611	-	-
	Revenues Before Fund Balance App.	6,256,635	5,842,728	4,673,185	5,844,016	7,153,285	7,153,285

Estimated Revenues

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
	Fund Balance Appropriated						
10-3991-0000	Fund Balance Appropriated	-	671,560	-	-	977,853	977,853
10-3991-0010	Fund Balance Appr. Restricted CRED	-	28,757	-	-	35,000	35,000
10-3991-0020	Fund Balance Reserve-Tourism	-	4,529	-	-	24,347	24,347
10-3991-0040	Fund Balance Appropriated Assigned	-	-	-	-	1,100,000	1,100,000
10-3991-9010	Fund Balance Appr. Restricted Streets	-	1,879,093	-	-	720,000	720,000
	Total Fund Balance Appropriated	-	2,583,939	-	-	2,857,200	2,857,200
	Total Revenues	\$ 6,256,635	\$ 8,426,667	\$ 4,673,185	\$ 5,844,016	\$ 10,010,485	\$ 10,010,485

AD VALORM TAXES:

Forsyth County reassessed property values as of January 1, 2021; the total estimated tax base is \$2,600,897,249 (10.7% increase). The proposed tax rate is \$0.15.

	Tax Base FY 20-21	Tax Base FY 21-22	Collection Rate	Levy
Real & Personal Property	\$2,117,120,857	\$2,351,359,934	99.5%	\$3,509,405
NCDMV Registered Motor Vehicles	232,354,179	\$249,537,315	99.5%	372,435
Total	\$2,349,475,036	\$2,600,897,249	99.5%	\$3,881,840

One cent is approximately \$258,790

Revenue Neutral Tax Rate Calculation

Step 1. Annual Tax Base Growth Calculation

Year	Valuation	Valuation Increase(Decrease)	
2017-18	\$ 2,197,067,689		
2018-19	\$ 2,259,669,501	\$ 62,601,812	2.85%
2018-19	\$ 2,259,669,501		
2019-20	\$ 2,312,587,824	\$ 52,918,323	2.34%
2019-20	\$ 2,312,587,824		
2020-21	\$ 2,349,565,536	\$ 36,977,712	1.60%
2021-22	Tax Base \$ 2,600,897,249		2.26% Average Growth Rate

Step 2.
$$\frac{\text{Tax Base (FY 21-22)}}{100} = \frac{\$ 2,600,897,249}{100} = \$ 26,008,972$$

Step 3. Calculation of tax rate needed to produce equal tax levy

Tax Base (FY 21-22) x Rate Needed = Ad Valorem Tax Levy for FY 20-21

$$\text{Rate Needed} = \frac{\text{AVT levy (FY 20-21)}}{\text{Tax Base (FY 21-22)}}$$

$$\text{Rate Needed} = \frac{2,702,000}{26,008,972}$$

$$\text{Rate Needed} = \$ 0.1039$$

Step 4. Calculation of Revenue Neutral

Revenue Neutral Tax Rate = Tax Rate equivalent Levy x Growth Factor

$$\$ 0.1062 \quad \$ 0.1039 \quad \$ 1.0226$$

This was a reassessment year for Forsyth County and the Village is required by NC State Statute to provide the revenue neutral tax rate, which is \$.1062.

ESTIMATED REVENUES

INTERGOVERNMENTAL REVENUES:

Intergovernmental revenues are revenues from levies of state or county taxes that are proportionally shared with Clemmons.

- Utility Sales Tax is sales tax levied by the state on Natural Gas, Electricity, Telecommunications and Video Programing.
- Sales Tax is Forsyth County local sales tax that is distributed on ad valorem basis to Clemmons.

RESTRICTED INTERGOVERNMENTAL REVENUES:

Intergovernmental revenues that are restricted to be used for a specific purpose.

Powell Bill Funds is a state appropriation to be used for street construction or maintenance. The distribution is based on population and miles of street within the Village.

Population	20,230	\$17.48	\$353,620
Miles	81.38	\$1,458.01	\$118,655

Solid Waste Disposal Fee is the State Landfill tipping fee remitted back to municipalities that is restricted for recycling.

Occupancy Tax is Forsyth County levied tax on hotel occupancy that is shared with the Winston-Salem Tourism Authority and all the municipalities within the County. Hotels have been slow to rebound from COVID, and that is reflected in the budget, however Clemmons has a third hotel opening in 21-22.

Restricted for Cultural, Economic and Recreational Purposes	\$25,000
Restricted for Travel & Tourism Related Activities	\$25,900

INVESTMENT EARNINGS:

Interest rates are close to 0% and are expected to remain low for the next year.

SPONSORSHIPS:

Waste Management contribution towards community events per contract.

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 resources stream for normal operations. Capital outlay, transfers to capital projects account and **street paving** account for **\$2,486,500** of appropriated fund balance. **Fund balance is appropriated for marketing and events with restricted fund balance and \$311,353 is appropriated for operating expenditures.**

Fund Balance	Amount	Equivalent Tax Rate
Total Fund Balance FYE 6/30/2020	\$ 9,858,917	
Estimated Expenditures Over Revenues FYE 6/30/2021	<u>(1,042,833)</u>	
Estimated Total Fund Balance FYE 6/30/2021	8,816,084	
Fund Balance Appropriated FYE 6/30/2022	<u>(2,857,200)</u>	\$0.110
Estimated Fund Balance FYE 6/30/2022	<u><u>\$ 5,958,884</u></u>	
Assigned Fund Balance Appropriated	\$ 1,100,000	
Restricted Fund Balance Appropriated Tourism	24,347	
Restricted Fund Balance Appropriated CRED	35,000	
Restricted Fund Balance Streets	720,000	
Unassigned Fund Balance Appropriated	<u>977,853</u>	
Total Fund Balance Appropriated	<u><u>\$ 2,857,200</u></u>	

FEE SCHEDULE IS EXHIBIT A OF THIS DOCUMENT

GOVERNING BOARD APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4110-1200	Salaries	31,818	33,300	26,400	32,000	33,000	33,000
10-4110-1810	FICA	2,637	2,550	2,020	2,448	2,910	2,910
10-4110-1910	Audit	13,150	15,700	15,700	15,700	17,595	17,595
10-4110-3100	Travel/Meetings	1,603	5,800	712	902	6,050	6,050
10-4110-3900	Contract services	6,450	10,000	2,285	2,285	8,000	8,000
10-4110-4990	Board Recognition Program	3,600	3,660	2,928	2,928	2,320	2,320
10-4110-6990	Forsyth County-Clemmons Library	7,000	7,000	7,000	7,000	7,000	7,000
	Total Governing Board	\$ 66,258	\$ 78,010	\$ 57,045	\$ 63,263	\$ 76,875	76,875

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 4 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.

TRAVEL & MEETINGS:

\$650 per Councilmember & Mayor	\$3,900
Lunches & Snacks Village Retreats (Fall & Spring)	\$1,000
Mayor Round Table	\$ 400
Meal for special meeting	\$ 750
TOTAL	\$6,050

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 and zoning boards.

CLEMMONS LIBRARY:

The Clemmons Library uses these funds to purchase books, children's programs and other needs specific to the Clemmons Library and the amount is determined annually.

ADMINISTRATION APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4120-1210	Salaries	336,013	324,200	269,347	319,717	408,100	408,100
10-4120-1211	Salary Auto Allowance	4,800	4,800	4,000	4,800	4,800	4,800
10-4120-1810	FICA	24,430	25,169	20,004	24,825	31,590	31,590
10-4120-1820	Retirement expenses	29,587	33,195	27,998	34,076	46,325	46,325
10-4120-1821	401K Match	14,666	16,075	11,649	14,022	18,865	18,865
10-4120-1830	Group insurance	56,903	55,990	48,527	55,834	57,300	57,300
10-4120-1835	Wellness	50	572	150	200	600	600
10-4120-1850	Unemployment expense	-	278	278	278	250	250
	Personnel	466,450	460,279	381,953	453,752	567,830	567,830
10-4120-1920	Attorney	39,346	50,000	27,358	39,330	50,000	50,000
10-4120-2000	Supplies	4,496	7,000	2,433	2,920	6,000	6,000
10-4120-3100	Travel/meetings/education	6,519	12,000	2,273	2,700	15,000	15,000
10-4120-3210	Telephone/Internet	8,189	9,500	7,690	9,228	8,500	8,500
10-4120-3250	Postage	1,326	2,500	971	1,419	2,250	2,250
10-4120-3290	Citizen communication	14,284	14,500	9,691	14,500	20,000	20,000
10-4120-3300	Utilities-Village Hall	10,269	12,400	9,126	10,005	11,500	11,500
10-4120-3340	Water & sewer	2,745	2,650	2,427	2,577	2,900	2,900
10-4120-3400	Print/Copier	2,850	4,250	2,125	2,664	3,500	3,500
10-4120-3510	Bldg. and Landscaping maintenance	4,607	39,230	24,119	31,102	15,000	15,000
10-4120-3700	Advertising	3,643	5,000	1,815	2,654	4,000	4,000
10-4120-3900	Contract Services	24,521	35,000	18,162	21,120	28,000	28,000
10-4120-3910	Contract Services Tax Collection	31,576	36,000	5,258	31,995	36,000	36,000
10-4120-3920	Contract Services Board of Elections	25,710	-	-	-	28,300	28,300
10-4120-3930	Contract Services IT	-	14,118	5,600	12,932	55,000	55,000
10-4120-4400	Licenses & Support Agreements	5,270	8,520	6,125	6,125	7,000	7,000
10-4120-4500	Risk Management	24,454	32,000	25,917	25,917	76,800	76,800
10-4120-4510	Worker Comp	-	-	-	-	3,095	3,095
10-4120-4910	Dues and subscriptions	27,020	29,500	26,173	25,922	29,000	29,000
10-4120-4920	Professional Licenses	-	-	-	-	150	150
10-4120-4990	Non capital equipment	3,734	5,100	715	1,265	2,000	2,000
	Subtotal	240,558	319,268	177,978	244,375	403,995	403,995
	Total Administration	\$ 707,008	\$ 779,547	\$ 559,931	\$ 698,127	\$ 971,825	\$ 971,825

ADMINISTRATION APPROPRIATIONS

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
- Continue to provide an open and transparent government and to engage citizens at all levels.
- Maintain high levels of professional account and financial reporting standards.
- Advance employee skills and knowledge base through education and training.

SALARIES: 5 FULL TIME POSITIONS

- Manager
- Assistant Manager (New position & promotion for Public Works Director)
- Clerk/Human Resource Officer
- Finance Officer
- Marketing and Communication Director.

BENEFITS:

- Group Insurance Health, Dental & Vision
- Life Insurance = 1 x Salary
- Local Government Employees Retirement System 11.35% up from 10.15%
- 401K 5% match of employee contribution

ATTORNEY:

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

ADMINISTRATION APPROPRIATIONS

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 for the cost of meetings that are necessary in the performance of their Jobs. 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 Conferences Manager Conferences (2) Host Manager Roundtable Host Sheriff's Meeting ICMA Conference Chamber Lunch Meetings with NCDOT and or Other Towns <p>Assistant Manager</p> <ul style="list-style-type: none"> Classes for CE for engineering and surveying license Cyber security training 	<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"> NC3 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 Class on CAFR or GAAP updates Budget Conference
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CITIZEN COMMUNICATION:

- Web page
- Update of Public Works Page on Web site
- Constant contact
- Calendars
- Brochures and other information items as needed

BUILDING AND LANDSCAPING MAINTENANCE:

- General maintenance
- Landscaping maintenance
- HVAC repairs & plumbing repairs
- Replace doors
- Alarm maintenance

CONTRACT SERVICES:

- Janitorial Service
- Alarm monitoring
- Pest Control (monthly)
- Code codification and internet subscription
- Bank Services
- Driving records & background checks as needed
- Cloud hosting accounting and payroll.

CONTRACT SERVICES IT;

Contract with VC3 to provide IT services to the Village

ADMINISTRATION APPORPRIATIONS

RISK MANAGEMENT

- General liability
- Property liability
- Public Officials liability
- Employment practice liability
- Finance Officer Bond
- Cyber Security

LICENSES AND SUPPORT AGREEMENTS:

- LOGIC Support
- ASCAP (Music License)
- BMI (Music License)
- Go Daddy Renewal Standard SSL
- DLT Civil 3D
- Site Plan Review Software License

DUES & SUBSCRIPTION

North Carolina League of Municipalities	\$ 17,800	International Institute of Municipal Clerk	\$ 175
Piedmont Triad Regional Council	\$ 4,248	NC Association of Municipal Clerk	\$ 70
School of Government	\$ 2,800	NC3C	\$ 50
ICMA Manager Association	\$ 950	NCAGIO	\$ 25
NC City County Manager Association	\$ 280	Sam's	\$100
Government Finance Officer Association	\$ 190	Courier	\$25
NC GFOA	\$ 60	WS Journal	\$250
NC Budget Association	\$ 50	NCSS Assistant Manager	\$260

NON-CAPITAL EQUIPMENT < \$5000

Miscellaneous furniture or equipment to move Assistant Manager to Village Hall

PUBLIC SAFETY APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4300-2000	Supplies	546	2,100	327	452	1,500	1,500
10-4300-2510	Gas/fuel	-	100	-	-	100	100
10-4300-2900	Non-capital equipment	179	1,500	315	315	1,000	1,000
10-4300-3210	Telephone and internet	8,006	8,125	6,812	7,960	8,100	8,100
10-4300-3300	Utilities	2,238	2,800	1,632	1,952	2,500	2,500
10-4300-3510	Repairs & maintenance	34	750	32	32	500	500
10-4300-3900	Contract Services Hustle	-	500	-	-	500	500
10-4300-3940	Cleaning Service	2,375	2,400	2,000	2,400	2,400	2,400
10-4300-4130	Rent/lease	14,400	14,400	13,200	14,400	14,400	14,400
10-4300-4500	Insurance	963	1,025	1,021	1,021	-	-
10-4300-6930	Contract Services Forsyth County	1,420,732	1,594,920	1,196,190	1,594,920	1,727,360	1,727,360
	Total Public Safety	\$ 1,449,473	\$ 1,628,620	\$ 1,221,529	\$ 1,623,452	\$ 1,758,360	1,758,360

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

GOALS AND OBJECTIVES

Create a community that is safe.

CONTRACT SERVICES FORSYTH COUNTY

The Village contracts for 1 Sergeant, 1 corporal, 1 Investigator and 11 Deputies who are station in Clemmons. There office is off Neudorf Dr.

The Village provides an office for these 15 officers and the related appropriates related to the office are as follows

- Supplies- Water & office supplies
- Non capital equipment – printer, monitor
- Cell phones and 3 phone lines to office
- Electricity
- Rent of Office Space Neudorf

PUBLIC WORKS APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4500-1210	Salaries	464,844	551,565	454,228	554,264	510,625	510,625
10-4500-1215	Salaries Bulk Item	10,218	1,630	1,445	1,445	2,100	2,100
10-4500-1220	Salaries Leaf/limb	36,588	89,200	67,504	81,218	91,400	91,400
10-4500-1230	Salaries-Street Sweeping	184	-	-	-	-	-
10-4500-1810	FICA	36,265	49,145	39,651	48,725	46,215	46,215
10-4500-1820	Retirement expense	45,354	65,350	54,842	64,814	68,420	68,420
10-4500-1821	401K Match	17,716	25,040	19,995	23,630	22,925	22,925
10-4500-1830	Group insurance	130,111	164,000	146,973	160,088	149,800	149,800
10-4500-1835	Wellness	975	3,300	550	625	2,000	2,000
10-4500-1850	Unemployment	-	400	385	385	400	400
	Personnel	742,255	949,630	785,573	935,194	893,885	893,885
10-4500-2000	Supplies	12,711	15,000	9,959	11,951	15,000	15,000
10-9930-9500	Change In Inventory	(9,223)	-	-	-	-	-
10-4500-2010	Signs/posts	7,930	9,000	2,830	3,672	9,000	9,000
10-4500-2120	Safety clothing & uniforms	12,053	19,000	8,756	10,604	15,000	15,000
10-4500-2510	Gas & fuel	18,346	21,000	13,021	13,850	19,000	19,000
10-4500-2511	Gas Leaf & Limb	9,190	33,600	14,941	17,833	25,000	25,000
10-4500-2900	Non capital equipment	17,108	15,000	14,314	14,314	30,000	30,000
10-4500-3100	Travel/education/meetings	2,940	9,000	817	941	9,000	9,000
10-4500-3210	Telephone/internet	12,810	14,425	11,808	14,197	16,030	16,030
10-4500-3300	Utilities-street lights	97,350	100,500	62,464	97,332	108,120	108,120
10-4500-3310	Utilities-Village Yard	23,229	31,000	22,872	25,054	31,000	31,000
10-4500-3400	Print/Copier	733	900	575	800	900	900
10-4500-3510	Bldg. & Landscaping Maintenance	11,029	40,081	6,648	8,064	60,000	60,000
10-4500-3511	Landscaping NCDOT RofW & Ramps	357	2,000	528	750	2,000	2,000
10-4500-3520	Repairs & Maintenance	43,872	82,500	58,203	69,520	90,000	90,000
10-4500-3590	Street Repairs due to Utilities	2,700	5,000	-	-	5,000	5,000
10-4500-3900	Solid Waste & Recycling	1,061,915	1,147,150	931,498	1,119,699	1,196,000	1,196,000
10-4500-3970	Leaf/Limb Disposal	7,383	19,000	13,015	15,618	25,000	25,000
10-4500-3990	Contract Services-General	9,996	19,665	790	1,354	10,000	10,000

PUBLIC WORKS APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4500-4400	Licenses & support agreement	7,262	13,735	13,731	13,731	13,000	13,000
10-4500-4500	Worker Comp	51,933	58,875	57,473	57,473	35,875	35,875
10-4500-4910	Dues and subscriptions	555	2,000	930	930	1,500	1,500
10-4500-4920	Professional Licenses	150	150	150	150	-	-
	Subtotal	1,402,327	1,658,581	1,245,324	1,497,837	1,716,425	1,716,425
	Total Public Works	\$ 2,144,582	\$ 2,608,211	\$ 2,030,897	\$ 2,433,031	\$ 2,610,310	\$ 2,610,310

The Public Works department is responsible for maintenance of public buildings and grounds, solid waste, recycling, bulk item oversite, compliance with Federal and State mandates, street lights, street signs, leaf & Limb program and oversite of streets and sidewalks which is appropriated under Street Appropriation

GOALS AND OBJECTIVES

Continue to seek ways to improve efficiencies in operations and respond to Citizen's and Council requests

Advance employee skills and knowledge base through training and education

Enhance and maintain Village Facilities

PERSONNEL: SALARIES

Promotion for Director of Operations to Public Works Director

Mechanic II to Director of Operations

Stormwater Engineer to Village Engineer

13 Full Time Positions	Public Works	Stormwater
Village Engineer 25% (1)	\$19,585	
Public Works Director (1)		
Public Works Director of Operations (1)		
Mechanic II vacant		
Mechanic I (1)		
Equipment Operator III (1)		
Equipment Operator I ((5)		
Landscape Supervisor (1)		
Landscape Technician (2)		
Total	\$604,100	\$7,740

BENEFITS:

- Employer Taxes
- Group Health, Dental and Vision Insurance
- Life Insurance 1 x Salary
- Local Government Employees Retirement System 11.35% from 10.15%
- 401K 5% match

PUBLIC WORKS APPROPRIATION

SAFETY CLOTHING & UNIFORMS

- Clothing rental, cold weather outer wear, and rain gear
- Safety shoes replace about 5 employee a year
- Safety vests, safety glasses, and gloves
- Random drug testing

NON-CAPITAL EQUIPMENT < \$5000

- Update Snap-On Software \$ 1,500
- Weed eaters \$ 1,000
- Blowers \$ 1,000
- Landscaping Trailer \$ 4,500
- Computer Replacement \$ 4,000
- Small Tools \$ 5,000
- Furniture \$ 3,000
- Miscellaneous \$10,000

Travel/Education/Meeting

Training may vary from year to year depending on the offerings from NC Association of Public Works and NCDOT.

- APWA Conferences and or meetings
- Safety Classes

Telephone & Internet

Internet Spectrum

Telephone VC3

Cell Phones or Cell Phone Allowance all public work employees

Utilities Street Lights

- Currently 1004 which is 20 increase from last year
- Market Center Dr 22
- CPI Increase 2.5%

Solid Waste & Recycling (3.5% Increase)

Increase based on CPI for Water, Sewer and Trash per contract

Service	Count 2021	Current Rate	Rate 7/1/2021	Amount
Trash	6359	\$10.79	\$11.17	\$852,365
Recycling	6187	\$3.04	\$3.15	\$233,870
Bulk Item	2	\$17,187.50	17,789.06	\$35,630
Disposal Bulk Item		\$1,084.32	\$1,200	\$ 1,200
Townhomes &Condos		\$4,582.47	\$4,742.86	\$56,940
Recycling Compactor		\$4,396.34	4,550.21	\$4,550
Trash Compactor		\$9,425.55	\$9,755.44	\$9,755
Recycling		\$790.11	\$817.76	\$1,500
Disposal Oil Filters		\$90.00	\$90.00	\$190
Total				\$1,196,000

Bldg. & Landscaping Maintenance

Council added \$20,000 for additional landscaping at public works facility.

Repairs and Maintenance

Repairs & Maintenance for 45 vehicles and equipment

Leaf/Limb Disposal

Disposal cost for grass & leaves.

Contract Services

- Ketcher Pavement Management
- Miscellaneous Contracts

STREETS APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4510-1210	Salaries	5,545	6,860	7,361	7,361	-	-
10-4510-1220	Salaries Snow Removal	-	3,425	-	-	-	-
10-4510-1230	Salaries-Street Sweeping	3,387	-	-	-	-	-
10-4510-1810	FICA	672	790	54	54	-	-
10-4510-1820	Retirement	760	1,045	76	76	-	-
10-4510-1821	401K Match	350	515	23	23	-	-
10-4510-1830	Group insurance	5,684	3,400	2,891	3,159	-	-
	Personnel	16,398	16,035	10,404	10,673	-	-
10-4510-1990	Surveying/Engineering	1,365	10,000	-	-	5,000	5,000
10-4510-2400	Drainage Repairs Street	4,400	10,000	9,800	9,800	10,000	10,000
10-4510-2510	Gas and fuel	342	1,000	-	-		
10-4510-2900	Traffic Control	11,734	15,500	15,081	15,081	15,000	15,000
10-4510-3510	Right of Way Maintenance Village Street	1,396	2,000	970	1,664	2,000	2,000
10-4510-3520	Repairs & Maintenance Equipment	400	2,000	-	-	-	-
10-4510-3570	Sidewalk Maintenance	3,800	50,000	8,323	16,646	80,000	80,000
10-4510-3590	Other Miscellaneous	-	500	115	115	500	500
10-4510-3600	Snow Removal	6,401	20,000	-	-	15,000	15,000
10-4510-5910	Street Patching & Repairs	6,425	49,500	9,764	25,000	25,000	25,000
10-4510-5920	Street Resurfacing & Paving	674,005	2,220,848	1,498,800	2,220,848	1,945,635	1,945,635
	Subtotal	710,269	2,381,348	1,542,853	2,289,154	2,098,135	2,098,135
	Total Streets	\$ 726,667	\$ 2,397,383	\$ 1,553,258	\$ 2,299,827	\$ 2,098,135	\$ 2,098,135

The street department provides four primary services for the Village: roadway construction, street maintenance, right of way maintenance, and emergency response. These services include, 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 81.38 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 road within 24 hours.

STREETS APPROPRIATION

Restricted Revenues associated with this Department

Powell Bill	472,275	
Interest Powell Bill	100	
Restricted Fund Balance	720,000	
Total Revenue	<u>1,192,375</u>	
Total Expenditures	<u>2,098,135</u>	
Revenues Under Expenditures	<u>(905,760)</u>	0.035 Tax Rate Equivalent
Restricted Fund Balance Streets 6/30/2020	1,957,007	
Powell Bill 6/30/2021	495,286	
Interest 6/30/2021	343	
Estimated Expenditures 6/30/2021	<u>(1,553,496)</u>	
Estimated Restricted Fund Balance Streets 6/30/2021	<u>899,140</u>	

TTRAFFIC CONTROL

- Stop Signs
- Speed Limit Signs
- Post for Signs
- Cones
- Traffic Calming Measures

STREET PATCHING & REPAIR

Pot hole patching and crack sealing. Measures that prolong the life of pavement before you have to resurface completely.

RESURFACING AND PAVING

Resurfacing and paving Village street based on street survey and assessment. **The Village Council raised the tax rate to fifteen cents and the three and a half cents is allocated to street resurfacing and paving. The increase in street paving is \$905,760**

PLANNING & ZONING APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-4910-1210	Salaries	94,861	127,650	101,898	126,000	149,175	149,175
10-4910-1810	FICA	7,061	9,766	8,143	9,639	11,420	11,420
10-4910-1820	Retirement expense	5,829	9,760	7,316	8,627	13,285	13,285
10-4910-1821	401K Match	3,130	4,770	3,456	3,288	5,855	5,855
10-4910-1830	Group Insurance	10,312	17,685	14,038	15,599	22,600	22,600
10-4910-1835	Wellness	200	156	-	-	600	600
10-4910-1850	Unemployment Expense	-	144	72	72	350	350
	Personnel	121,394	169,931	134,923	163,225	203,285	203,285
10-4910-1920	Contract Service Attorney	16,409	23,800	21,088	31,912	40,000	40,000
10-4910-2000	Supplies	1,559	1,500	1,297	1,556	1,600	1,600
10-4910-2510	Gas & Fuel	-	100	104	57	100	100
10-4910-3100	Travel/education/meetings	2,427	3,400	1,467	3,400	4,000	4,000
10-4910-3210	Telephone	873	1,780	1,419	1,645	2,185	2,185
10-4910-3400	Printing	1,433	10,310	2,632	2,632	5,000	5,000
10-4910-3410	UDO Updates	-	-	-	-	5,000	5,000
10-4910-3700	Advertising	757	4,760	472	608	3,000	3,000
10-4910-3930	Contract Services General	1,294	6,200	2,950	2,950	18,500	18,500
10-4910-3960	Contract Services Transportation	6,444	40,200	29,578	30,068	20,000	20,000
10-4910-3961	Transportation Committee	-	5,000	-	-	-	-
10-4910-3962	Transportation Study Kinnamon	-	200,000	-	-	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
10-4910-3980	Contract Services-Site Plan Review	-	2,000	-	-	2,000	2,000
10-4910-4000	Farmers Market	1,554	-	-	-	-	-
10-4910-4010	Community Garden	503	1,500	81	1,500	1,500	1,500
10-4910-4400	Software License	1,637	850	400	400	11,950	11,950
10-4910-4500	Workers Comp	-	3,730	3,730	3,730	4,295	4,295
10-4910-4910	Dues and subscriptions	-	550	542	542	700	700
10-4910-4980	Non Capital Equipment	2,518	2,500	695	695	-	-
10-4910-6931	Contract Service-Enforcement	10,376	20,000	7,586	12,640	20,000	20,000
10-4910-6933	Matching Funds Home Program	2,000	2,000	2,000	2,000	2,000	2,000
10-4910-6940	Architectural Survey	1,000	1,500	1,500	1,500	1,500	1,500
	Subtotal	50,784	382,680	77,541	97,835	394,330	394,330
	Total Planning & Zoning	\$ 172,178	\$ 552,611	\$ 212,464	\$ 261,060	\$ 597,615	\$ 597,615

PLANNING AND ZONING APPROPRIATION

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; promote 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

Revise and refine interdepartmental approval process
Initiate and complete Village Bike and Ped Plan
Provide accurate and timely information to Council
Advance employee skills

PERSONNEL: Salaries

- Planner
- Planner Technician
- Part time code enforcer

PRINTING

- Unified Development Ordinance Updates
- Village Transportation Plan

CONTRACT SERVICE GENERAL

- Municipal Code Online
- Web Page Updated for workflow
- **Interlocal agreement with City of Winston-Salem for idtPlans and CityWorks \$12,500**

CONTRACT SERVICE TRANSPORTATION

- TIA Reviews & street modification reviews

COMMUNITY GARDEN

Replace boards, environmentally friendly spray and other supplies

BENEFITS

- Employer taxes
- Group Insurance Health, Dental and Vision and Life
- Local Government Employees Retirement System 11.35%
- 401K 5% employee match

TRANSPORTATION STUDY AND BIKE AND PEDESTRIAN PLAN

- Transportation Study Kinnamon Rd
 - \$200,000 Grant of \$160,000
- Bike and Pedestrian Plan
 - \$50,000 Grant of \$40,000
- Net Cost of \$50,000

CONTRACT SERVICES ENFORCEMENT

Interlocal agreement with City-County Inspections for enforcement of Unified Development Ordinance

SOFTWARE LICENSE

- ARC GIS 2 Licenses
- *Site Plan Review Software Set & 3 Licenses*

CLEMMONS EVENTS AND MARKETING APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-6000-1210	Salaries	32,395	37,000	30,173	36,760	38,250	38,250
10-6000-1810	FICA	2,449	2,835	2,358	2,812	2,930	2,930
10-6000-1820	Retirement expense	2,829	3,645	3,015	3,562	3,955	3,955
10-6000-1821	401K Match	1,580	1,800	1,485	1,507	1,740	1,740
10-6000-1830	Group Insurance	5,156	5,700	4,728	5,628	5,600	5,600
	Personnel	44,410	50,980	41,759	50,269	52,475	52,475
10-6000-3210	Telephone	-	-	35	95	390	390
10-6000-6130	Clemmons Events	1,349	2,500	251	430	1,500	1,500
10-6000-6131	Movie Nights	4,220	4,500	550	550	4,500	4,500
10-6000-6132	Monster Dash & Goblin Hop	2,918	5,000	1,850	1,850	7,000	7,000
10-6000-6133	Dirty dozen Post Race Bash	-	305	-	-	3,000	3,000
10-6000-6134	Other Events	1,027	2,500	50	50	2,500	2,500
10-6000-6135	Farmers Market	-	6,000	1,614	2,500	5,000	5,000
10-6000-6140	Tourism related	16,442	30,000	20,747	20,751	20,000	20,000
10-6000-6141	Tourism-Festival of Lights	17,616	30,000	13,985	29,814	25,000	25,000
	Subtotal	43,572	80,805	39,082	56,040	68,890	68,890
	Total Clemmons Marketing & Events	\$ 87,982	\$ 131,785	\$ 80,841	\$ 106,309	\$ 121,365	\$ 121,365

This department promotes and manages Village events and market the Village.

Goals and Objectives

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

CLEMMONS EVENTS AND MARKETING APPROPRIATION

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

Estimated Restricted Travel & Tourism FYE 6/30/2021	\$ 167,011
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Estimated Restricted Cultural, recreation & economic development FYE 6/30/2021	\$ 36,229
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	Budget	
Sponsorship Waste Management	6/30/2022	3,000
Farmers Market	6/30/2022	3,000
Occupancy tax Tourism	6/30/2022	25,900
Occupancy tax cultural, recreation & economic development	6/30/2022	25,000
Fund Balance Appropriated Travel & Tourism	6/30/2022	24,347
Fund Balance Appropriated CRED	6/30/2022	35,000
Fund Balance Unassigned	6/30/2022	5,118
		121,365

PERSONNEL: SALARIES

- ½ Clemmons Marketing and Communication Director Salary
- Temporary employee for farmers' market
- Temporary employee for event planning

BENEFITS

- Employer taxes
- Group insurance: health, dental vision and life
- Local Government Employees retirement system 11.35%
- 401K 5% match

CLEMMONS EVENTS

- Canva subscription
- Video software

MOVIE NIGHTS

- 2 movie nights,
 - Screen rental
 - YMCA
 - Advertising

MONSTER DASH & GOBLIN HOP

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

CLEMMONS EVENTS AND MARKETING

DIRTY DOZEN POST RACE BASH

- Partner with YMCA
 - Kids games
- Advertising

OTHER EVENTS

- Lip sync battle
- Advertising

TOURISM RELATED

- Advertise and promote the Village
- Forsyth Community

TOURISM-FESTIVAL OF LIGHTS

- Tree for tree lighting
- Electricity
- DJ and snow
- Maintenance on Snowflakes
- Clemmons Wonderland

PARKS & RECREATION APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-6120-1010	Greendale Park Maintenance	1,042	1,500	471	565	1,500	1,500
10-6120-1020	Lake & Greenway Maintenance	4,616	8,000	3,051	3,661	8,000	8,000
	Total Parks & Recreation	\$ 5,658	\$ 9,500	\$ 3,522	\$ 4,226	\$ 9,500	9,500

This department appropriated funding 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

- Maintenance
- Weed Control
- Stormwater Fee

CAPITAL OUTLAY APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-8110-4120	Capital Outlay Administration	35,952	-	-	-	90,000	90,000
10-8110-4500	Capital Outlay Public Works	280,695	14,000	13,152	13,152	561,500	561,500
	Total Capital Outlay	\$ 316,647	\$ 14,000	\$ 13,152	\$ 13,152	\$ 651,500	\$ 651,500

MAJOR REPAIRS & RENOVATION APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-8140-1000	Major Repairs & Renovation VH	-	15,000	-	-	-	-
10-8140-2000	Major Repairs and Renovations PW	-	12,000	-	12,000	15,000	15,000
	Total Major Repairs & Renovation	\$ -	\$ 27,000	\$ -	\$ 12,000	\$ 15,000	15,000

TRANSFERS TO OTHER FUNDS APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
10-9840-9845	Transfer to 158 Sidewalk & Tanglewood Greenway	17,677	150,000	11,379	50,000	64,000	64,000
10-9840-9849	Transfer to Market Center Drive	218,194	50,000	26,862	68,733	1,036,000	1,036,000
	Total Transfers to Other Funds	\$ 235,871	\$ 200,000	\$ 38,241	\$ 118,733	\$ 1,100,000	1,100,000

CAPITAL OUTLAY AND TRANSFERS TO CAPITAL PROJECTS

CAPITAL OUTLAY:

Administration

1. HVAC Unit	\$ 20,000
2. Paving Parking Lot	<u>\$ 70,000</u>
Total Administration	<u>\$ 90,000</u>

Public Works

1. 524 P Front Loader	\$ 150,000
Trade in of \$50,000 included in Revenue	
2. Salt Brine System	\$ 80,000
3. Leaf Truck	\$ 230,000
4. Paving Parking Lot	\$ 90,000
5. Brine Building Repair	\$ 7,500
6. Brand two older vehicles	<u>\$ 4,000</u>
Total Public Works	<u>\$ 561,500</u>

MAJOR REPAIRS & RENOVATIONS:

Public Works

Remove Razor Wire on Public Works Fence	<u>\$ 15,000</u>
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TRANSFERS TO CAPITAL PROJECTS:

- **Hwy 158 Sidewalk & Tanglewood Greenway**
 - \$50,000
- **Market Center Drive**
 - Complete 2A&2B \$640,000
 - Complete 1B \$396,000

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.

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
67-3473-5100	Stormwater Fee	790,383	798,975	792,765	797,765	1,412,600	1,412,600
67-3491-4100	Stormwater Permits	12,504	5,000	10,162	15,000	8,000	8,000
67-3491-5100	Violations	-	-	-	-	-	-
67-3831-0000	Investment Earnings	22,237	17,000	276	331	350	350
67-3833-1000	Sponsorships	1,300	1,000	600	600	1,000	1,000
67-3833-2000	Cost Share Program	-	-	-	-	100,000	100,000
67-3834-0000	Insurance Proceeds	-	-	-	-	-	-
67-3835-0000	Sale of Capital Assets	-	-	300	12,800	-	-
67-3835-0051	Street Sweeping	-	3,900	-	6,500	6,500	6,500
67-3991-0000	Fund Balance Appropriated	-	1,265,700	-	-	-	-
Total		826,423	2,091,575	804,103	832,996	1,528,450	1,528,450

Stormwater Fee:

Annual Stormwater Rate per ERU \$90.00
 ERU 3952

Residential Tiers	Lower Range	Upper Range	Scaling Factor	ERU Fee
1	0	2000	0.95	\$ 85.50
2	2001	4000	1	\$ 90.00
3	4001	6000	1.5	\$ 135.00
4	6001	infinite	2	\$ 180.00

Stormwater Permit

Fee for stormwater facilities required by ordinance for new development or re-development. Adopted under a separate ordinance.

STORMWATER ESTIMATED REVENUES

Cost Share

The Village is beginning a public private 50/50 cost share program to protect surface water quality by controlling the level of pollutants in, and the quantity and flow of stormwater. The Village wishes to create options for sharing costs for drainage projects across private property. The total match amount contributed by the Village shall be 50% of the total project, not to exceed \$5,000 per property. The \$50,000 is the property owner portion and the Village has appropriated \$100,000.

Investment Earnings

Interest rates are close to 0%.

STORMWATER APPROPRIATION

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
67-4730-1210	Salaries	\$ 172,029	\$ 132,000	\$ 79,009	\$ 95,419	\$ 157,100	\$ 157,100
67-4730-1220	SALARIES LEAF/LIMB	35,057	-	-	-	-	-
67-4730-1230	SALARIES-STREET SWEEPING	4,725	6,850	6,254	7,270	7,740	7,740
67-4730-1810	FICA	15,085	10,625	6,170	9,311	12,610	12,610
67-4730-1820	Retirement	17,708	12,985	8,692	12,546	17,820	17,820
67-4730-1821	401K Match	9,446	6,395	4,283	6,182	7,855	7,855
67-4730-1830	Insurance	52,198	27,000	24,428	26,552	38,065	38,065
67-4730-1835	Wellness	509	600	175	225	825	825
67-4730-1850	Unemployment	-	300	161	161	400	400
	Personnel	306,757	196,755	129,172	157,667	242,415	242,415
67-4730-1990	Professional Services	47,983	50,000	38,759	48,934	60,000	60,000
67-4730-2000	Supplies	76	4,000	1,115	1,338	3,000	3,000
67-4730-2120	Safety & Uniforms	93	750	194	307	1,500	1,500
67-4730-2310	Public Education	1,248	12,405	6,456	10,000	10,000	10,000
67-4730-2320	Public Participation	410	2,500	596	2,000	2,500	2,500
67-4730-2510	Gas/fuel	1,896	3,200	957	1,276	2,000	2,000
67-4730-2511	Gas Street Sweeping	9,190	-	220	659	2,000	2,000
67-4730-3100	Travel/Training	3,582	3,550	1,003	1,325	4,000	4,000
67-4730-3130	Illicit Discharge	1,328	1,500	915	971	3,000	3,000
67-4730-3210	Telephone	1,594	3,075	1,254	1,473	2,775	2,775
67-4730-3250	Postage	79	500	36	50	7,000	7,000
67-4730-3290	Other Communication	-	-	-	-	-	-
67-4730-3310	Utilities	704	1,000	485	696	1,000	1,000
67-4730-3400	Print/Copier	1,022	3,550	471	501	2,000	2,000
67-4730-3510	Building Maintenance	666	1,000	937	1,125	2,000	2,000
67-4730-3520	Equipment Maintenance	17,948	9,500	2,158	2,590	7,000	7,000
67-4730-3530	Drainage Maint/Good housekeep	1,128	10,000	231	4,000	20,000	20,000
67-4730-3590	Community Clean-up	908	3,500	1,634	1,634	3,500	3,500
67-4730-3700	Advertising	204	500	-	-	500	500
67-4730-3900	Contract Services	624	3,000	388	388	15,500	15,500
67-4730-3910	Contract Services Billing	7,887	8,000	-	7,767	14,130	14,130
67-4730-3930	Leaf/limb Disposal	7,383	-	-	-	-	-
67-4730-3970	Waste Disposal & Landfill fees	-	500	-	-	500	500

Account #	Description	Actual 6/30/2020	Budget 6/30/2021	Actual 4/30/2021	Est. Actual 6/30/2021	Recommend 6/30/2022	Approved 6/30/2022
67-4730-4400	Licenses & Support	4,992	10,000	4,826	4,826	17,200	17,200
67-4730-4500	Workers Comp	13,079	16,850	15,281	15,281	10,220	10,220
67-4730-4900	Permits	860	1,000	-	-	1,000	1,000
67-4730-4910	Dues & subscriptions	658	1,100	609	804	1,500	1,500
67-4730-4920	Professional License	75	350	75	75	75	75
67-4730-4970	Minor Capital Improvement	124,518	150,000	114,200	145,175	200,000	200,000
67-4730-4971	Cost Share Program	-	-	-	-	100,000	100,000
67-4730-4980	Non Capital Equipment	6,409	12,000	710	3,988	20,200	20,200
67-4730-4990	Miscellaneous	-	1,000	-	-	500	500
67-4730-4995	Contingency	-	-	-	-	42,850	42,850
	Subtotal	256,543	314,330	193,509	257,183	557,450	557,450
	Total Operating Expenditures	563,299	511,085	322,682	414,850	799,865	799,865
67-8110-5000	Capital Outlay	323,247	245,000	166,639	215,646	115,000	115,000
67-8110-5010	Capital Improvement Plan	126,919	1,335,490	854,500	1,335,490	613,585	613,585
	Total Capital Outlay	450,166	1,580,490	1,021,139	1,551,136	728,585	728,585
	Total Expenditures	\$ 1,013,465	\$ 2,091,575	\$ 1,343,821	\$ 1,965,986	\$ 1,528,450	\$ 1,528,450

STORMWATER APPROPRIATIONS

PERSONNEL

Budgeted 3 Full Time Positions

- Village Engineer 75%
- Stormwater Technician II
- Stormwater Technician I (Unfilled)

BENEFITS

- Employer taxes
- Group Insurance: Health, dental, vision & Life
- Local Government Employee Retirement System 11.35% from 10.15%
- 401K Match 5%

PUBLIC EDUCATION

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

MINOR CAPITAL IMPROVEMENTS

- Minor projects like ditch line repair, pipe replacement, etc.
 - Can do more projects and in multiple areas

COST SHARE PROJECT

- Private Public partnership for drainage projects across private property, appropriated \$200,000 with 50% included in revenues to be paid by property owner.

CONTRACT SERVICES

- Interlocal agreement with City of Winston-Salem for idtPlans and CityWorks \$12,500
- Other Miscellaneous contracts \$3,000

NON-CAPITAL EQUIPMENT < \$5000

- 2 computers \$6,500
- iPad \$1,500
- Conference table \$1,000
- Office Furniture \$2,100
- Turf Tec Infiltrometer \$ 600
- Probing Rods \$ 200
- Jersey Barriers \$2,000
- Trimble Sub foot Kit \$5,795
- Trimble Pole & Mount \$ 453

CAPITAL OUTLAY

1. F150 \$45,000
2. Smart Board \$10,000
3. HVAC \$10,000

CAPITAL IMPROVEMENT PLANS

Engineering of CIP Projects

FEE SCHEDULE JULY 1, 2021

The following fee schedule is adopted for the fiscal year beginning July 1, 2021 and ending June 30, 2022. 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 Departments

Sunshine List	\$10.00	Copy of Blue Print or Site Plan	Cost
Copies in excess of 5 pages	\$00.10 a page	Color copies in excess of 5 pages	\$00.20 a page
Returned Check Fee	\$36.00	Street & Alley Closing Application	\$50.00

Clemmons code of ordinance can be viewed or purchased at www.amlegal.com/clemmons

Clemmons Unified Development Ordinances can be view or purchased at https://library.municode.com/nc/clemmons/unified_development_code

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	Zero Turn Mower	\$35.00 per hour
Backhoe	\$55.00 per hour	Weed eater	\$10.00 per hour
Loader	\$100.00 per hour	Chain saw	\$10.00 per hour
Tandem Dump Truck	\$60.00 per hour	Street Cleaning	Cost
Single Axle Dump Truck	\$45.00 per hour	Street Sweeper	\$100.00 per hour + fuel
Tub Grinder	\$95.00 per hour	Administration	\$50.00 per hour
Tractor with side mower	\$95.00 per hour	Labor including benefits	\$30.00 per hour
Tractor with flail mower	\$65.00 per hour		

STORMWATER FEE

Annual Stormwater Rate per ERU

\$90.00

ERU

3952

Residential Tiers	Lower Range	Upper Range	Scaling Factor	ERU Fee
1	0	2000	0.95	\$ 85.50
2	2001	4000	1	\$ 90.00
3	4001	6000	1.5	\$ 135.00
4	6001	infinite	2	\$ 180.00

CLEMMONS PLANNING FEE SCHEDULE*

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
MULTIFAMILY (includes Special Use Zoning)	\$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 MODIFICATIONS

Single Family Residential lots	\$25
Single Family Residential Minor Subdivision	\$100
Single Family Residential Preliminary Major Subdivision	\$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			MAJOR SUBDIVISION	\$1,750 per lot + 30 per lot
All		\$1,500		
TIA REVIEW¹			MINOR SUBDIVISION	\$125 per lot
Consultant	Actual cost not to exceed \$2,000			
ANNEXATION			NON-RESIDENTIAL PLAT APPROVAL	\$125 per lot
All		\$400		
			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. If applicable, fees may be reduced up to half in instances that satisfy such criteria stated in the type of development application. In no instances shall fees be reduced below the cost of proper notification procedures per applicable laws.

1. Fee for review of the traffic impact analysis by the Village's Consultant

TREND ANALYSIS

