



PROPOSED BUDGET AND BUDGET
MESSAGE FOR THE FISCAL YEAR
ENDING
JUNE 30, 2023

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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, 2022 and ending June 30, 2023 is balanced and hereby submitted for your consideration.

The Village Council desires to maintain streets at a high level and to that end this budget proposes that 3 ½ cents of the tax rate is designated for street maintenance.

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. Some of the external factors that have influenced this budget is inflation, labor shortage and supply change issues. 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 13, 2022, the Village Council will hold a public hearing on the fiscal year ending June 30, 2023 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 or at Village Hall, 3715 Clemmons Rd, Clemmons, NC 27012.

OVERVIEW

The total operating budget for the two major funds is:

	Presented	Approved
General Fund	\$ 10,614,065	
Stormwater Fund	\$ 1,718,260	
Total	\$ 12,332,325	

GENERAL FUND

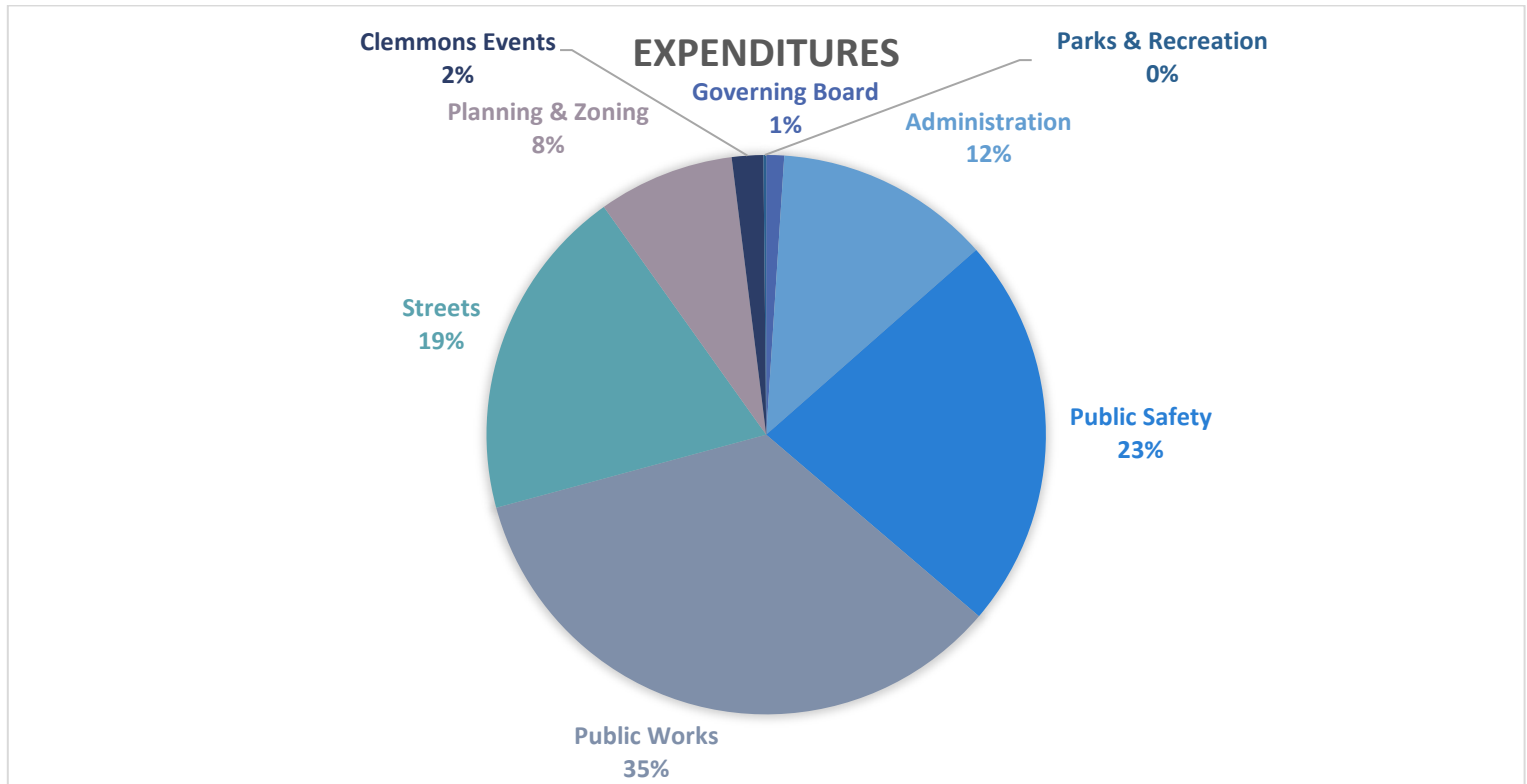
The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund. The fund is established at the inception of a government and exists throughout the government’s life. Expenditures 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.



BUDGET MESSAGE

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 2% increase when compared to the amended FY 21-22 budget.



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-three which means all of our staff perform a variety of functions which requires both self-motivation and flexibility. The Village currently has five unfilled positions (Village Engineer, Stormwater Technician, 2 Landscape Technicians, and 1 equipment operator). The budget presented includes all unfilled positions. As you can see the labor shortage has greatly affected the Village.

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. In order to try to stay competitive with wages this



budget proposes a 5% increase. There are some market adjustments for certain positions in order to stay competitive with neighboring municipality.

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. As a small group we are limited to options we can provide in particular with the cost of dependent coverage. This is an area that we cannot compete with the State and larger municipalities. We are in line with municipalities our size. Health and dental insurance saw a small decrease in current budget offset with a slight increase in 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 11.35% to 12.10%.

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 Village Council set a target 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 2022-23 we propose an appropriation off fund balance of \$1,164,250 to be used as follows:

Capital Outlay & Major Repairs	\$ 345,800
Clemmons Events	\$ 20,630
Tourism Related Activities	\$ 3,966
Operating Expenditures	\$ 835,114

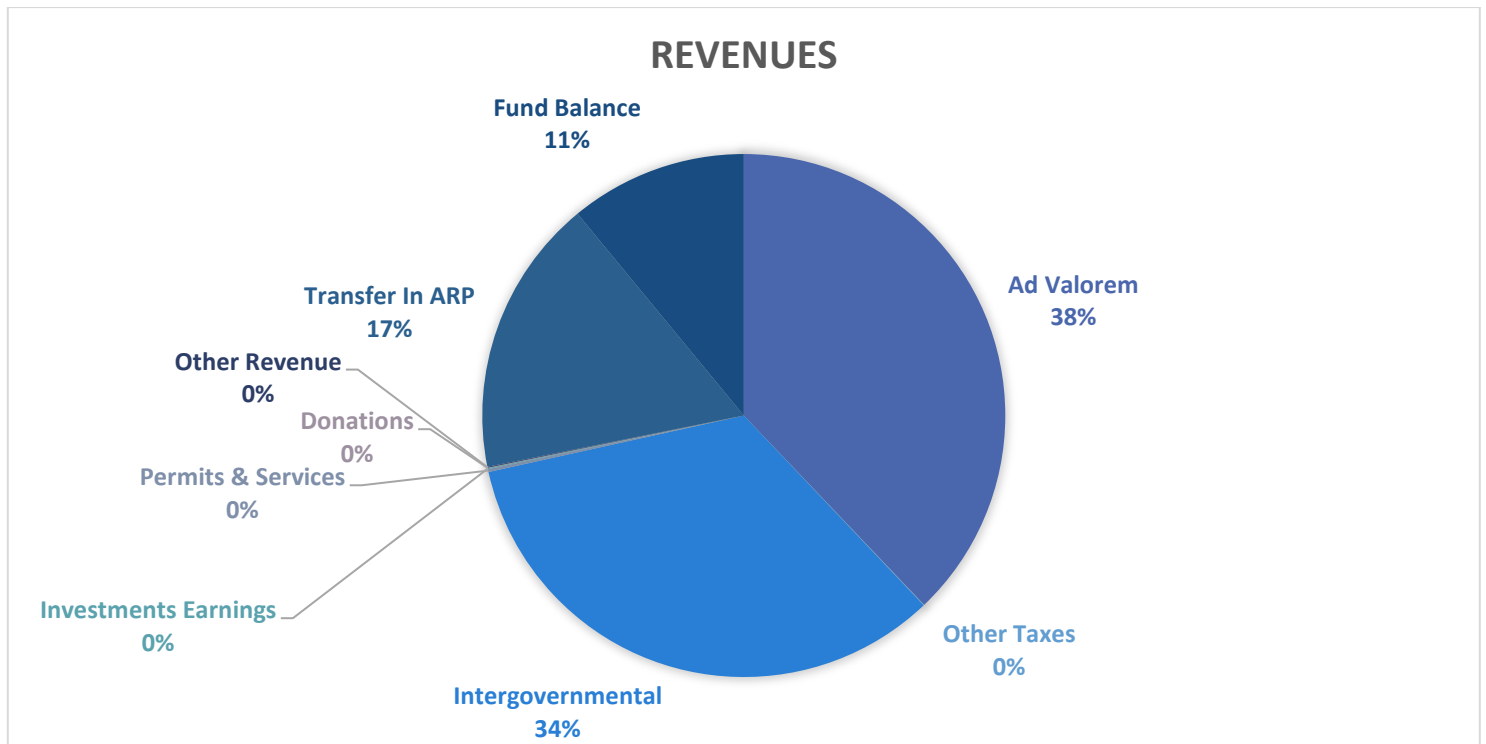
REVENUES

For the Fiscal Year 2022-23, 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 \$2,683,961,927, yielding an estimated \$4,005,810 in revenues. The Council has directed that 3 ½ cents or \$935,290 be expended on street paving.



County shared revenues (sales tax and occupancy tax) increased by 11%; mainly due to robust sales tax collection and increase in travel. State shared revenues (utilities sales tax, beer & wine, Powell Bill, and solid waste increased by 13% and ABC distribution increased by 12%. Dependency ration 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).

Transfer in ARP Special Revenue, this is reimbursement for salaries and benefits allowable under revenue replacement under the American Rescue Plan Act. This reimbursement is for \$1,822,600; \$547,730 is allocated for match on sidewalk projects in progress and \$1,274,870 is allocated reserve for capital.



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 Village Engineer and stormwater tech position that is currently 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.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael Gunnell". The signature is written in a cursive, flowing style.

Michael Gunnell
Village Manager



Proposed Budget
For the Fiscal Year Ending June 30, 2023

GENERAL FUND

BUDGET FOR FISCAL YEAR JUNE 30, 2023

Description	Actual FYE 6/30/2021	Budget FYE 6/30/2022	Estimated Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
Revenues					
Ad Valorem Taxes	\$ 2,726,595	\$ 3,896,635	\$ 3,945,425	\$ 4,021,310	\$ -
Other Taxes	5,152	3,800	4,573	4,500	-
Nonrestricted Intergovernmental Revenues	2,565,694	2,474,650	2,524,854	2,558,115	-
Restricted Intergovernmental Revenues	575,218	777,850	714,154	1,008,665	-
Permits and Services	48,239	19,025	39,227	19,025	-
Investment Earnings	1,760	1,900	1,971	6,600	-
Donations & Sponsorships	4,220	3,000	4,220	3,000	-
Other Revenue	7,787	56,000	71,808	6,000	-
Total Revenue Before Fund Balance Appropriated	5,934,665	7,232,860	7,306,232	7,627,215	-
Transfer In ARP Special Revenue	-	-	742,485	1,822,600	-
Fund Balance Appropriated	-	3,187,442		1,164,250	-
Total Revenues	5,934,665	10,420,302	8,048,717	10,614,065	-
Expenditures					
Governing Board	\$ 63,348	\$ 76,875	\$ 63,879	\$ 87,030	\$ -
Administration	686,240	987,715	901,527	1,054,290	-
Public Safety	1,556,576	1,788,310	1,785,780	1,919,680	-
Public Works	2,421,746	2,620,700	2,450,793	2,917,780	-
Streets	1,555,637	2,107,615	1,987,851	1,634,455	-
Planning & Zoning	172,178	600,596	311,398	665,645	-
Clemmons Marketing & Events	90,789	122,609	102,491	153,285	-
Parks & Recreation	4,291	9,500	5,038	13,500	-
Subtotal	6,550,805	8,313,920	7,608,757	8,445,665	-
Revenues over (under) operating expenditures	(616,140)	(1,081,060)	(302,525)	(818,450)	-
Capital Outlay	13,152	699,600	692,393	307,800	-
Reserve for Capital	-	-	-	1,274,870	-
Major Repairs & Renovation	11,820	17,785	17,785	38,000	-
Transfers to Other Funds	64,005	1,377,277	1,335,167	547,730	-
Subtotal Capital & Transfers	\$ 88,977	\$ 2,094,662	\$ 2,045,345	\$ 2,168,400	\$ -
Total General Fund Expenditures	\$ 6,639,782	\$ 10,408,582	\$ 9,654,102	\$ 10,614,065	\$ -



Estimated Revenues

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
	Ad Valorem Taxes					
10-3100-1100	Taxes-Ad Valorem Prior Years	\$ 6,311	\$ 7,000	\$ 7,000	\$ 7,000	
10-3100-1110	Taxes -Ad Valorem Current	2,418,205	3,509,405	3,596,964	3,615,985	
10-3100-1210	Taxes-Motor Vehicles-Current	284,622	372,435	332,584	389,825	
10-3100-1600	Tax Refund/Releases	7,321	-	186	-	
10-3100-1700	Interest Prior	3,407	495	1,691	1,500	
10-3100-1710	Interest-Current Year	6,729	7,300	7,000	7,000	
10-3100-1800	Penalties Paid School	-	-	-	-	
	Total Ad Valorem Taxes	2,726,595	3,896,635	3,945,425	4,021,310	-
	Other Taxes					
10-3235-0000	Gross Receipts Tax Leases	5,152	3,800	4,573	4,500	
	Total Other Taxes	5,152	3,800	4,573	4,500	-
	Nonrestricted Intergovernmental Revenues					
10-3324-0010	Sales Tax Natural Gas	47,025	36,900	23,348	25,000	
10-3324-0020	Electricity Sales Tax	708,509	700,000	701,013	701,000	
10-3324-0030	Sales Tax Telecommunication	57,088	51,500	39,459	36,500	
10-3324-0040	Sales Tax Video Programming	169,025	171,400	163,955	161,100	
10-3324-1000	Sales Tax Distribution	989,172	972,575	1,000,000	1,037,500	
10-3324-3357	Beer & Wine Tax	84,492	86,275	80,606	82,015	
10-3324-3381	ABC Distribution	510,383	456,000	516,473	515,000	
	Total Nonrestricted Intergovernmental Revenues	2,565,694	2,474,650	2,524,854	2,558,115	-
	Restricted Intergovernmental Revenues					
10-3432-3433	Powell Bill	495,286	472,275	604,015	699,165	
10-3432-3436	MPO Grant Pedestrian Plan	-	40,000	-	40,000	
10-3432-3437	Winston-Salem MPO	-	160,000	-	160,000	
10-3432-3440	Sewer Reserve Reimbursement	-	40,000	-	-	
10-3432-3472	Solid Waste Disposal Tax	15,141	14,675	16,566	16,000	
10-3432-7030	County Shared -Local Occupancy Tax	29,412	25,000	40,073	40,000	
10-3432-7031	County Occupancy Tax-tourism	35,379	25,900	53,500	53,500	
	Total Restricted Intergovernmental Revenues	575,218	777,850	714,154	1,008,665	-
	Permits & Services					
10-3534-3100	Parking Tickets	70	-	50	-	
10-3534-3102	False Alarms	-	-	-	-	
10-3534-5100	Public works fees & ordinances	3,790	3,500	3,550	3,500	
10-3534-9100	Planning fees	16,970	12,000	12,000	12,000	
10-3534-9101	Community Garden fee	475	525	475	525	
10-3534-9102	Payment in Lieu-Restricted	23,294	-	20,152	-	
10-3534-9103	Farmers Market	3,640	3,000	3,000	3,000	
	Total Permits and Services	48,239	19,025	39,227	19,025	-
	Investment Earnings					
10-3831-0000	Investment earnings	1,444	1,800	1,620	6,000	
10-3831-1000	Investment Earnings-Reserve	6	-	8	-	
10-3831-2000	Investment Earnings-Powell Bill	310	100	343	600	
	Total Investment Earnings	1,760	1,900	1,971	6,600	-
	Donations & Sponsorships					
10-3833-0000	Donations	1,220	-	1,220	-	
10-3833-1000	Clemmons Events Sponsorships	3,000	3,000	3,000	3,000	



For the Fiscal Year Ending June 30, 2023

Estimated Revenues

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
	Other Revenues					
10-3835-0000	Sale of Capital Assets	-	50,000	64,800	-	
10-3835-0051	Mowing DOT	6,000	6,000	6,000	6,000	
10-3839-0000	Miscellaneous	788	-	1,008	-	
10-3986-0040	Insurance Reimbursement	999	-	-	-	
	Total Other Revenues	7,787	56,000	71,808	6,000	
	Transfers from Other Funds					
10-3986-1000	Transfers from Other Funds	169,611	-	742,485	1,822,600	
	Total Transfers from Other Funds	169,611	-	742,485	1,822,600	
	Revenues Before Fund Balance App.	6,104,276	7,232,860	8,048,717	9,449,815	
	Fund Balance Appropriated					
10-3991-0000	Fund Balance Appropriated	-	1,308,095	-	1,139,654	
10-3991-0010	Fund Balance Appr. Restricted CRED	-	35,000	-	20,630	
10-3991-0020	Fund Balance Reserve-Tourism	-	24,347	-	3,966	
10-3991-0040	Fund Balance Appropriated Assigned	-	1,100,000	-	-	
10-3991-9010	Fund Balance Appr. Restricted Streets	-	720,000	-	-	
	Total Fund Balance Appropriated	-	3,187,442	-	1,164,250	-
	Total Revenues	\$ 6,104,276	\$ 10,420,302	\$ 8,048,717	\$ 10,614,065	\$ -



AD VALOREM TAXES:

Forsyth County assessed property values as of January 1, 2022; the total estimated tax base is \$2,673,450,939 (3% increase). The proposed tax rate is \$.15 per \$100 valuation.

	Tax Base FY 21-22	Tax Base FY 22-23	Collection Rate	Levy
Forsyth County	\$2,351,359,934	\$2,422,770,406	99.5%	\$3,615,985
NCDMV Registered Motor Vehicles	249,537,315	261,191,520	99.5%	\$ 389,825
Total	\$2,600,897,249	\$2,683,961,927		\$4,005,810

INTERGOVERNMENTAL REVENUES:

State or County Levied Taxes shared with Clemmons

- Utilities Sales Tax based on NCLM projections and Clemmons % change from same period FY 21-22 to FY 22-23
 - Natural Gas 3.25% increase
 - Electricity 1.00% Increase
 - Telecommunications 7.5% decrease
 - Video Programing 1.75% decrease
- Sales Tax Distribution Forsyth County levied 2% local sales tax distributed on ad valorem basis. 3.75%^
- Beer and Wine – State shared based on beer & wine sales 1.75% increase
- 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.
 - Based on second payment of current year.
- 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	\$40,000
Restricted for Travel & Tourism Related Activities	\$53,500

DONATIONS & SPONSORSHIPS:

This is the amount per contract that Waste Management contributes towards community events.

SALES & SERVICES:

- NCDOT reimbursement for mowing DOT Roads

TRANSFER IN ARP SPECIAL REVENUD FUND

- This is the reimbursement for salaries and benefits allowed under the American Rescue Plan. In turn these funds can be used for anything that the Council would decide to use them on. The expenditure for this revenue is reserve for capital and transfers to capital projects.



FUND BALANCE

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.

Total Fund Balance FYE 6/30/2021	9,237,587
Non Spendable Fund Balance FYE 6/30/2021	(93,082)
Estimated Expenditures over Revenues FYE 6/30/2022	(1,605,385)
Fund Balance Appropriated FYE 6/30/2023	(1,203,825)
Estimated Fund Balance	<u>6,335,295</u>
Restricted Fund Balance Tourism	3,966
Restricted Fund Balance Occupancy	20,630
Unassigned Fund Balance Appropriated	1,179,229
Total Fund Balance Appropriated	<u>\$ 1,203,825</u>
Estimated Fund Balance FYE 6/30/2022	
Restricted	
Stabilization by State Statute	693,149
Travel & Tourism	212,197
Cultural, recreation, and economic development	20,630
Committed	
Future Facilities	33,146
Payment in lieu recreation	108,429
Assigned	
Subsequent year's expenditures	1,139,654
Capital Projects	362,920
Unassigned	3,765,170
Estimated Fund Balance FYE 6/30/2022	<u>6,335,295</u>

FEE SCHEDULE IS EXHIBIT A OF THIS DOCUMENT:



GOVERNING BOARD APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-4110-1200	Salaries	32,000	33,000	30,752	33,000	
10-4110-1810	FICA	2,516	2,910	2,354	2,910	
10-4110-1835	Wellness	-	250	250	650	
10-4110-1910	Audit	15,700	17,595	17,595	27,000	
10-4110-3100	Travel/Meetings	919	6,050	4,500	6,100	
10-4110-3900	Contract services	2,285	8,000	-	8,000	
10-4110-4990	Board Recognition Program	2,928	2,070	1,428	2,370	
10-4110-6990	Friends of Library	7,000	7,000	7,000	7,000	
	Total Governing Board	\$ 63,348	\$ 76,875	\$ 63,879	\$ 87,030	-

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. Increase due to single audit for American Rescue Plan Funds.

TRAVEL/MEETINGS:

\$700 per Councilmember & Mayor	\$4,200
Lunches & Snacks –Village Retreat	\$ 750
Mayors Round Table	\$ 400
Meal Meeting	\$ 750
Total	\$6,100

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, and Sustainable Development & Smart Growth Committee.

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 APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-4120-1210	Salaries	324,263	427,902	423,204	480,600	
10-4120-1211	Salary Auto Allowance	4,800	4,800	4,800	4,800	
10-4120-1810	FICA	23,481	33,127	32,742	37,135	
10-4120-1820	Retirement expenses	32,643	48,582	47,913	57,050	
10-4120-1821	401K Match	13,675	19,859	20,531	23,600	
10-4120-1830	Group insurance	52,517	57,300	56,581	57,300	
10-4120-1835	Wellness	200	600	575	900	
10-4120-1850	Unemployment expense	278	250	-	500	
	Personnel	451,857	592,420	586,346	661,885	-
10-4120-1920	Attorney	33,728	47,800	33,234	50,000	
10-4120-2000	Supplies	2,889	6,000	4,291	6,000	
10-4120-3100	Travel/meetings/education	3,785	8,800	6,670	10,000	
10-4120-3110	Mileage reimbursement	-	1,200	1,200	500	
10-4120-3210	Telephone/Internet	8,999	9,720	12,341	20,000	
10-4120-3250	Postage	766	2,250	688	2,000	
10-4120-3290	Citizen communication	9,963	20,000	12,982	31,000	
10-4120-3300	Utilities-Village Hall	10,218	11,500	11,430	12,650	
10-4120-3340	Water & sewer	2,676	2,900	807	2,000	
10-4120-3400	Print/Copier	2,711	3,500	3,185	3,500	
10-4120-3510	Bldg. and Landscaping maintenance	24,495	12,000	12,000	25,000	
10-4120-3700	Advertising	2,075	4,000	2,750	4,000	
10-4120-3900	Contract Services	22,274	22,000	10,054	28,000	
10-4120-3910	Contract Services Tax Collection	32,469	44,000	49,006	55,655	
10-4120-3920	Contract Services Board of Elections	-	28,300	18,160	-	
10-4120-3930	Contract Services IT	11,074	53,780	35,585	52,200	
10-4120-4400	Licenses & Support Agreements	8,555	7,000	6,372	7,000	
10-4120-4410	Accounting Software Services	-	-	-	26,250	
10-4120-4500	Risk Management	25,917	72,050	58,831		
10-4120-4510	Worker Comp	-	5,145	5,143	4,500	
10-4120-4910	Dues and subscriptions	26,700	29,000	27,237	29,000	
10-4120-4920	Professional Licenses	-	150	150	150	
10-4120-4990	Non capital equipment	5,089	4,200	3,065	23,000	
	Debt Service Principal	-	-	-	-	
	Debt Service Interest	-	-	-	-	
	Subtotal	234,383	395,295	315,181	392,405	-
	Total Administration	\$ 686,240	\$ 987,715	\$ 901,527	\$ 1,054,290	\$ -

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

BENEFITS:

- Group Insurance: Health, Dental and Vision
- Life Insurance- 1 x Salary
- Short Term Disability
- Local Government Employees Retirement System 12.10% (11.35% ↑)
- 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"> Manager Conferences (2) Town Hall Host Manager Roundtable Host Sheriff's Meeting Meeting with NCDOT, Other Towns and other Village related meetings. <p>Clerk:</p> <ul style="list-style-type: none"> Clerk Academy (2) Regional Meetings Subject to Change 	<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.

- See Click Fix \$ 14,025
- Web page \$6,100
- Videos \$ 2,400
- Kiosk with brochure holders \$2,000
- Quarterly Newsletter \$ 1,750
- Constant Contact (email text blasts) \$550
- Coffee with a Cop \$250
- Dropbox \$50
- Go Daddy \$25
- 6 Brochure Holders \$50
- Miscellaneous \$1,800

TELEPHONE & INTERNET

- Voice Advantage \$11,760
- Time Warner \$5,300
- Verizon \$600 (1)
- Cell Phone Reimbursement \$1,950 (3)
- Internet Backup (Hotspot) \$5,300 (Estimate)

BUILDING AND LANDSCAPING MAINTENANCE:

- Replace Doors
- Generator Maintenance
- Landscaping
- HVAC Repairs and Service & Plumbing Repairs
- Paint Offices

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
- Code codification and internet subscription for Village Code of Ordinances
- Driving records & background checks new employees
- Cloud Hosting for data

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.

CONTRACT SERVICES-IT

- VC3 Service Advantage Contract \$37,200
- IT items outside the contract \$15,000



LICENSES AND SUPPORT AGREEMENTS:

- LOGIS –Accounting and Payroll Software quarterly
- Network Solutions-domain name
- Trend Software
- Email software
- Security Software
- SSL Certificate
- Warranty Server
- ASCAP (Music License)
- BMI (Music License)

ACCOUNTING SERVICES SOFTWARE:

Upgrade accounting and payroll software.

- Software Services-Subscription \$10,750 (3 Year Subscription)
 - Employee Self Service
 - Finance Super Suite
 - Municipal Dashboard
 - Payroll
 - Time & Attendance
- Hosting Services \$4,800
- Implementation \$5,700 (one-time fee)
- Conversion Services \$5,000 (one-time fee)

RISK MANAGEMENT:

In order to protect the Village of risks and meet statutory requirements, the Village carries the following insurance and bonds. Budget is not final number obtaining quote from current carrier and NCLM

- 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
- Volunteer

WORKERS COMPENSATION

- Workers’ compensation for administrative staff and council

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	\$18,100	International Institute of Municipal Clerk	\$180
Piedmont Triad Regional Council	\$ 4,444	NC Association Municipal Clerk	\$80
School of Government	\$ 2,956	NC3C	\$ 50
NC City County Association	\$ 280	NCAGIO	\$ 25
NC Surveyors Association	\$ 260	Sam’s	\$100
Government Finance Officer Association	\$ 190	Courier	\$20
NC Government Finance Officers Association	\$ 50	W-S Journal	\$550
NC Budget Association	\$ 50	Digital Courier	\$40



For the Fiscal Year Ending June 30, 2023

Administration Appropriations

NON –CAPITAL EQUIPMENT < \$5,000

Update Furniture:

- Conference Room
- Chairs for council room
- Updated Furniture for Front Area



PUBLIC SAFETY APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-4300-2000	Supplies	327	1,500	400	1,500	
10-4300-2510	Gas/fuel	-	100	-	100	
10-4300-2900	Non-capital equipment	625	1,000	-	1,000	
10-4300-3210	Telephone and internet	8,355	8,100	9,032	2,300	
10-4300-3300	Utilities	2,010	2,500	2,206	2,500	
10-4300-3510	Repairs & maintenance	32	500	32	500	
10-4300-3900	Contract Services Hustle	-	500	-	500	
10-4300-3940	Cleaning Service	2,400	2,400	2,400	2,400	
10-4300-4130	Rent/lease	14,400	14,400	14,400	14,400	
10-4300-4500	Insurance	1,021	-	-	-	
10-4300-6930	Contract Services Forsyth County	1,527,406	1,757,310	1,757,310	1,894,480	
	Total Public Safety	\$ 1,556,576	\$ 1,788,310	\$ 1,785,780	\$ 1,919,680	-

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, two investigator and eleven deputies.

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
- Electricity on the office space
- Janitorial services-once a week
- Rent of Office Space Neudorf



PUBLIC WORKS APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-4500-1210	Salaries	547,242	516,045	510,054	587,975	
10-4500-1215	Salaries Bulk Item	1,445	2,100	985	-	
10-4500-1220	Salaries Leaf/limb	79,606	91,400	85,854	102,900	
10-4500-1230	Salaries Snow Removal	-	9,200	9,160	-	
10-4500-1810	FICA	45,951	47,340	46,370	52,855	
10-4500-1820	Retirement expense	63,533	70,080	67,228	83,485	
10-4500-1821	401K Match	23,006	23,660	20,479	31,900	
10-4500-1830	Group insurance	160,334	149,800	147,224	149,800	
10-4500-1835	Wellness	775	2,000	1,175	2,000	
10-4500-1850	Unemployment	385	400	-	1,000	
	Personnel	922,277	912,025	888,529	1,011,915	-
10-4500-2000	Supplies	11,596	15,000	10,583	18,000	
10-9930-9500	Change In Inventory	-	-	-	-	
10-4500-2010	Signs/posts	3,181	9,000	7,338	10,000	
10-4500-2120	Safety clothing & uniforms	10,642	15,000	9,040	18,000	
10-4500-2510	Gas & fuel	17,106	19,000	20,290	24,000	
10-4500-2511	Gas Leaf & Limb	17,942	25,000	29,969	32,000	
10-4500-2900	Non capital equipment	14,419	27,518	11,012	30,000	
10-4500-3100	Travel/education/meetings	2,375	12,500	12,500	20,000	
10-4500-3210	Telephone/internet	14,134	16,030	15,069	20,000	
10-4500-3300	Utilities-street lights	96,875	108,120	100,327	108,500	
10-4500-3310	Utilities-Village Yard	25,603	31,000	29,747	31,200	
10-4500-3400	Print/Copier	687	900	850	1,000	
10-4500-3510	Bldg. & Landscaping Maintenance	7,525	54,517	13,836	55,000	
10-4500-3511	Landscaping NCDOT RofW & Ramps	552	5,000	2,401	10,000	
10-4500-3520	Repairs & Maintenance	66,274	87,215	52,224	100,000	
10-4500-3590	Street Repairs due to Utilities	-	5,000	-	7,000	
10-4500-3900	Solid Waste & Recycling	1,117,764	1,196,000	1,195,324	1,360,165	
10-4500-3970	Leaf/Limb Disposal	14,950	25,000	9,900	12,000	
10-4500-3990	Contract Services-General	4,029	10,000	-	10,000	
10-4500-3991	Contract Services-Transportation	-	22,700	11,350	-	
10-4500-4400	Licenses & support agreement	13,730	13,000	8,814	12,000	
10-4500-4500	Worker Comp	59,005	32,375	31,930	25,000	
10-4500-4910	Dues and subscriptions	930	1,500	1,110	2,000	
10-4500-4920	Professional Licenses	150	-	-	-	
	Subtotal	1,499,469	1,708,675	1,562,264	1,905,865	-
	Total Public Works	\$ 2,421,746	\$ 2,620,700	\$ 2,450,793	\$ 2,917,780	\$ -



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.

SALARIES AND BENEFITS:

14 Full Time Positions 3 unfilled	Public Works	Stormwater Street Sweeping
Public Works Director (1)	100%	
Senior Administrative Support Specialist (1)	100%	
Public Works Director of Operations (1)	100%	
Automotive Mechanic (1)	100%	
Equipment Operator III (7)	98%	
Landscape Supervisor (1)	98%	
Landscape Technician (2)	98%	
Village Engineer	25%	
Total Salaries \$ 690,585	690,875	\$8,710

Benefits:

- Employer Taxes
- Group Insurance- Health, Dental and Vision
- Life Insurance 1 x Salary
- Local Government Employees Retirement System 12.10% (6% ↑)
- 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

- Hand Tools \$ 8,000
- Snap On Computer Upgrades \$ 2,500
- Replace Weed eaters/Blowers \$ 3,000
- Furniture \$ 2,500
- Miscellaneous Electronic \$ 3,000
- Unexpected Items \$11,000



TRAVEL/ EDUCATION/ MEETINGS:

- Employee Travel for training and or meetings: Public Works Director or Village manage approves all employee travel. Training may vary from year to year depending of offerings from NC Association of Public Works and NCDOT. Planning to do more traveling for training since COVID restrictions have lessened.
 - APWA conferences and or meeting
 - Public Works Expo Training, being held in Charlotte so we can send more employees

TELEPHONE & INTERNET:

- Telephone and internet service for public works and backup internet
- 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 1004 Street lights

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.

Per our contract, the garbage and recycling services increased by 4%. Waste Management is requesting and additional Increase of \$108,625 due to increase in cost associated with recycling.

	Count FY 2021	Current Rate	Rate 7/1/22	Amount
Single Family Residential	6359	\$11.17	\$11.62	\$886,700
Single Family Recycling	6187	\$3.15	\$3.28	\$243,520
Condos & Townhomes Dumpster		\$4756	\$4946	\$59,355
Cardboard Recycling		\$4,550		\$4,755
Compactor extra household trash (this keeps increasing)		\$10,116	\$10,470	\$12,000
Bulk Item Pick up 2		\$17,789.06	\$18,550	\$37,050
Used Oil				\$125
City of Winston-Salem				\$2,000
Recycling, Plastic, Aluminum, Paper		\$1,074	\$1,112	\$1,300
Additional Increase Requested	6359		\$1.42	108,360
Nuisance Loads				\$5000
Total				\$1,360,165

REPAIRS AND MAINTENANCE:

Repairs and Maintenance for 45 vehicles and equipment

LEAF/LIMB DISPOSAL:

Leaf disposal

CONTRACT SERVICES-GENERAL:

Miscellaneous Contract

LICENSES & SUPPORT:

- Facility Dude \$8,400
- SonicWALL \$900



STREETS APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Recommend 6/30/2023	Approved 6/30/2023
10-4510-1210	Salaries	7,361	-	-	-	-
10-4510-1220	Salaries Snow Removal	-	-	-	-	-
10-4510-1230	Salaries-Street Sweeping	-	-	-	-	-
10-4510-1810	FICA	54	-	-	-	-
10-4510-1820	Retirement	76	-	-	-	-
10-4510-1821	401K Match	23	-	-	-	-
10-4510-1830	Group insurance	3,129	-	-	-	-
	Personnel	10,643	-	-	-	-
10-4510-1990	Surveying/Engineering	-	5,000	1,962	5,000	
10-4510-2400	Drainage Repairs Street	9,800	10,000	1,265	10,000	
10-4510-2900	Traffic Control	15,081	24,480	24,480	15,000	
10-4510-3510	Right of Way Maintenance Village Streets	970	2,000	1,447	2,500	
10-4510-3570	Sidewalk Maintenance	8,323	80,000	-	230,000	
10-4510-3590	Other Miscellaneous	115	500	-	500	
10-4510-3600	Snow Removal	-	15,000	7,562	15,000	
10-4510-5910	Street Patching & Repairs	11,905	25,000	5,500	15,000	
10-4510-5920	Street Resurfacing & Paving	1,498,800	1,945,635	1,945,635	1,341,455	
	Subtotal	1,544,994	2,107,615	1,987,851	1,634,455	-
	Total Streets	\$ 1,555,637	\$ 2,107,615	\$ 1,987,851	\$ 1,634,455	\$ -

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

The council designated 3 ½ cents to paving & resurfacing, which amounted to \$935,290

Restricted Revenue Associated with this Department:

Powell Bill

\$ 699,165



TRAFFIC CONTROL:

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

SIDEWALK MAINTENANCE:

- Sidewalk Maintenance (Older sidewalks are in need of repair)
 - Portions of old brick sidewalk along Hwy 158, replace concrete

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:

As the Village has done two years of major resurfacing and paving projects, we have only budgeted a nominal amount during the current year.



PLANNING & ZONING APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-4910-1210	Salaries	94,861	150,773	148,134	134,000	
10-4910-1810	FICA	7,061	11,542	11,332	10,255	
10-4910-1820	Retirement expense	5,829	13,466	13,423	16,220	
10-4910-1821	401K Match	3,130	5,935	5,915	6,700	
10-4910-1830	Group Insurance	10,312	22,600	22,108	22,600	
10-4910-1835	Wellness	200	600	-	600	
10-4910-1850	Unemployment Expense	-	350	-	350	
	Personnel	121,394	205,266	200,912	190,725	-
10-4910-1920	Contract Service Attorney	16,409	40,000	38,337	45,000	
10-4910-2000	Supplies	1,559	1,600	1,700	2,500	
10-4910-2510	Gas & Fuel	-	100	-	-	
10-4910-3100	Travel/education/meetings	2,427	4,000	3,679	8,000	
10-4910-3210	Telephone	873	2,185	2,160	1,900	
10-4910-3400	Printing	1,433	975	259	1,000	
10-4910-3410	UDO Updates	-	7,000	6,542	8,000	
10-4910-3700	Advertising	757	3,000	1,125	3,000	
10-4910-3930	Contract Services General	1,294	16,200	10,250	2,000	
10-4910-3935	Contract Services-City of Winston-Salem	-	-	-	15,000	
10-4910-3950	Contract Services-Inspections	-	-	-	35,320	
10-4910-3960	Contract Services Transportation	6,444	22,300	22,300	50,000	
10-4910-3962	Transportation Study- NCDOT	-	200,000	-	200,000	
10-4910-3963	Pedestrian Plan	-	50,000	-	50,000	
10-4910-3970	Contract Services-Comp Plan	-	1,000	-	5,000	
10-4910-3980	Contract Services-Site Plan Review	-	2,000	-	10,000	
10-4910-4000	Farmers Market	1,554	-	-	-	
10-4910-4010	Community Garden	503	1,500	750	1,500	
10-4910-4400	Software License	1,637	11,950	766	1,000	
10-4910-4500	Workers Comp	-	4,295	3,998	2,500	
10-4910-4910	Dues and subscriptions	-	800	160	1,200	
10-4910-4980	Non Capital Equipment	2,518	1,925	1,923	1,000	
10-4910-6931	Contract Service-Enforcement	10,376	20,000	12,037	25,000	
10-4910-6933	Matching Funds Home Program	2,000	2,000	2,000	2,000	
10-4910-6940	Architectural Survey	1,000	2,500	2,500	4,000	
	Subtotal	50,784	395,330	110,486	474,920	-
	Total Planning & Zoning	\$ 172,178	\$ 600,596	\$ 311,398	\$ 665,645	\$ -



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
- Update Unified Development Ordinances
- Advance employee skills

PERSONNEL- SALARIES:

- Planner
- Planner Technician

BENEFITS:

- Employer taxes
- Group Insurance Health, Dental and Vision and Life
- Local Government Employee Retirement System (12.1%)
- 401K 5% Employee Match

TRAVEL/EDUCATION/MEETINGS

- NCAZO Certification
- NCAZO 2023 Winter Conference
- Community Development Academy
- SOG Classes

PRINTING:

- Transportation plan

CONTRACT SERVICE-GENERAL

- Municipal Code Online
- Updates for UDO

CONTRACT SERVICE-CITY OF WINSTON-SALEM

- Estimated cost to access id plans and permitting software that the City of Winston-Salem uses. This is being split 50/50 between planning and storm water.

CONTRACT SERVICES-INSPECTIONS

- Contract for inspections services 15 hours a week

CONTRACT SERVICE-TRANSPORTATION:

- TIA Reviews Still Cost Effective to Contract Out
- Street Modification Review



TRANSPORTATION STUDY:

The Village applied and was approved for grant funding for transportation study of Kinnamon Road, the desire of Council is to transfer these funds to another study. Potential study is area around schools. These expenditures are offset by grant funding included in estimated revenues of \$160,000. New cost of \$40,000.

TRANSPORTATION PEDESTRIAN PLAN:

The Village applied and was approved for grant funding for a pedestrian plan.

CONTRACT SERVICES-ENFORCEMENT:

Inter local Contract with City-County Inspections for enforcement of Unified Development Ordinance.

COMMUNITY GARDEN:

Replace some of boards of boxes
Environmentally friendly weed killer

SOFTWARE LICENSE:

- ARC GIS 2 Licenses



CLEMMONS EVENTS AND MARKETING APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-6000-1210	Salaries	36,786	39,324	47,981	56,400	
10-6000-1810	FICA	2,822	3,012	3,671	4,315	
10-6000-1820	Retirement expense	3,592	4,016	4,038	5,315	
10-6000-1821	401K Match	1,770	1,767	1,780	2,195	
10-6000-1830	Group Insurance	5,628	5,600	5,535	5,600	
10-6000-1835	Wellness	-	-		300	
	Personnel	50,598	53,719	63,005	74,125	-
10-6000-3210	Telephone	95	390	390	1,560	
10-6000-6120	Community Programing	-	-	-	7,500	
10-6000-6130	Supplies	251	1,500	1,200	2,400	
10-6000-6131	Movie Nights	550	4,500	2,458	2,000	
10-6000-6132	Monster Dash & Goblin Hop	1,850	7,000	316	3,200	
10-6000-6133	Parking Lot Part	-	3,000	1,190	2,500	
10-6000-6134	Other Events	50	2,500	2,500	5,000	
10-6000-6135	Farmers Market	2,163	5,000	3,000	5,000	
10-6000-6140	Tourism related	21,247	20,000	13,040	20,000	
10-6000-6141	Tourism	13,985	25,000	15,392	30,000	
	Subtotal	40,191	68,890	39,486	79,160	-
	Total Clemmons Marketing & Events	\$ 90,789	\$ 122,609	\$ 102,491	\$ 153,285	\$ -

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* \$40,000
- *Occupancy Tax Tourism* \$53,500
- *Sponsorships Waste Management per Contract* \$ 3,000
- *Fund Balance Appropriated Restricted* \$52,285
- *Fund Balance Appropriated Unassigned* \$ 5,000

PERSONNEL-SALARIES

- ½ of the Clemmons Marketing and Communications Director salaries.
- Limited- service employee for event planning & farmers market

BENEFITS:

- Employer Taxes
- ½ of Medical, Dental & Vision for Clemmons Marketing and Communication Director
- ½ Local Government Employees Retirement
- ½ 401K 5% match



COMMUNITY PROGRAMMING:

Programs to advertise and use meeting space at Clemmons Library. Specific programs are undecided put possible examples

- Lecture series with maybe tie in of list of books on lecture subject
- Senior card playing
- Financial Planning
- Retirement Planning
- Reptile Zoo and then library provides a list of books on reptiles.

CLEMMONS EVENTS:

- Canva Subscription (used to create brochures, email blasts etc.)
- Other small miscellaneous items that not necessarily tied to a particular event
- Laminator \$1,200

MOVIE NIGHTS:

- Movie Screen and DJ Services- \$1,000
- Décor/Photo Booth Supplies- \$100
- Movie-\$500

MONSTER DASH & GOBLIN HOP:

- School Rental (Bathrooms) \$300
- Golf Carts \$2,000
- Deputies (2) \$400
- Village Booth -\$500

PARKING LOT PARTY:

Our marketing director has decided best use of funds is to partner YMCA for events, this draws more people and split costs. These funds will be used for DJ services, inflatables, and sheriff's Officers in conjunction with the YMCA Dirty Dozen Race.

OTHER EVENTS:

- Random Acts of Kindness Month July-\$250
- National Coffee with a Cop October- \$100
- Selfie with Elfie, Business Decorating Contest and Clemmons Wonderland Activities December-\$350
- Christmas Lego Contest December-\$150
- Leprechaun hunt-supplies and candy prizes March \$100
- Southwest Elementary Concert March \$500
- Spring/Easter-Easter Egg Hunt/Greenway walk-\$500
- Pedal and Metal Fest/Bike Safety Event-\$2,000 (Possible Grant, not budgeted currently)
- Neighbors Helping Neighbors Décor & train-\$750
- Miscellaneous-\$300

TOURISM RELATED:

- Advertise and promote the Village as well as community events
- Forsyth Community-distributed to business in Clemmons, as well as rest areas in the State \$13,000
- Bash in coordination with YMCA Volleyball Bash-\$3000
 - DJ
 - Entertainment
 - Décor
 - Stage



TOURISM- RELATED FESTIVAL OF LIGHTS:

- Set up, decorate and take down Christmas Tree Village Hall
 - This year includes purchase of tree, then the following years will just have set up, take down and storage. Currently this budget includes purchasing an artificial tree. We are working on getting a live tree which would decrease the cost of this event.
- Tree lighting event including snow machine & train ride
- Electricity for Snowflakes on Light Poles
- Maintenance of Christmas decorations



PARKS & RECREATION APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-6120-1010	Greendale Park Maintenance	540	1,500	706	1,500	
10-6120-1020	Lake & Greenway Maintenance	3,751	8,000	4,332	12,000	
	Total Parks & Recreation	\$ 4,291	\$ 9,500	\$ 5,038	\$ 13,500	-

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

- Maintenance
- Entrance Maintenance
- Weed Control
- Stormwater Fee
- Pier Maintenance



CAPITAL OUTLAY APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-8110-4120	Capital Outlay Administration	-	96,600	90,000	-	-
10-8110-4910	Capital Outlay Planning	-	-	-	7,800	-
10-8110-4500	Capital Outlay Public Works	13,152	603,000	602,393	300,000	-
Total Capital Outlay		\$ 13,152	\$ 699,600	\$ 692,393	\$ 307,800	\$ -

RESERVE FOR CAPITAL

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
	Reserve for Capital	\$ -	\$ -	\$ -	\$ 1,274,870	-
Total Reserve for Capital		\$ -	\$ -	\$ -	\$ 1,274,870	-

MAJOR REPAIRS & RENOVATION APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-8140-1000	Major Repairs & Renovation VH	-	-	-	20,000	-
10-8140-2000	Major Repairs and Renovations PW	11,820	17,785	17,785	18,000	-
Total Major Repairs & Renovation		\$ 11,820	\$ 17,785	\$ 17,785	\$ 38,000	-

TRANSFERS TO OTHER FUNDS APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
10-9840-9845	Transfer to 158 Sidewalk & Tanglewood Greenway	20,156	245,122	222,858	-	-
10-9840-9849	Transfer to Market Center Drive	43,849	1,036,000	1,042,184	300,000	-
10-9840-9852	Transfers to Harper Rd Sidewalk to Fair Oaks	-	53,280	40,125	158,730	-
10-9840-9853	Transfers to Harper Rd Sidewalk	-	42,875	30,000	89,000	-
Total Transfers to Other Funds		\$ 64,005	\$ 1,377,277	\$ 1,335,167	\$ 547,730	-



CAPITAL OUTLAY

Planning:

1/2 Plotter \$ 7,800

Public Works:

F-250 Ext Cab with Work Bed (Replace PT3) \$ 55,000

Tahoe (Replace Expedition) \$ 65,000

Tractor (Replace TN70) \$ 45,000

Trailer (Replace Landscape Trailer) \$ 7,000

Retro-fit Limb Truck L-6 \$ 100,000

Snow Plow & Spreader for 2 Trucks \$ 18,000

Tailgate Spreader \$ 10,000

Total \$ 300,000

RESERVE FOR CAPITAL

ARP Funds reserved for capital \$ 1,274,870

This is \$1,822,600 Less Transfers to capital Projects

MAJOR RENOVATIONS & REPAIRS

Administration

HVAC \$ 20,000

Public Works

Roof Repair \$ 18,000

TOTAL \$ 38,000



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 ESTIMATED REVENUES

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
67-3473-5100	Stormwater Fee	\$ 790,383	\$ 1,401,592	\$ 1,401,592	\$ 1,407,725	
67-3491-4100	Stormwater Permits	12,504	9,450	16,708	8,000	
67-3491-4200	Driveway Permits	-	-	1,600	2,000	
67-3491-5100	Violations	-	-	-	-	
67-3831-0000	Investment Earnings	22,237	350	82	1,000	
67-3833-1000	Sponsorships	1,300	1,000	550	550	
67-3833-2000	Cost Share Program	-	100,000	7,950	50,000	
67-3834-0000	Insurance Proceeds	-	-	-	-	
67-3835-0000	Sale of Capital Assets	-	-	11,400	-	
67-3835-0051	Street Sweeping	-	6,500	6,500	6,500	
	ARP Reimbursement			123,774	242,485	
67-3991-0000	Fund Balance Appropriated	-	301,093	-	-	
	Total	826,423	1,819,985	1,570,156	1,718,260	-

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. This fee is adopted under a separate ordinance.

DRIVEWAY PERMITS:

Fee for driveway permit to ensure proper procedures are followed in connection to street



STORMWATER APPROPRIATION

Account #	Description	Actual 6/30/2021	Budget 6/30/2022	Est. Actual 6/30/2022	Proposed 6/30/2023	Approved 6/30/2023
67-4730-1210	Salaries	\$ 111,902	\$ 158,315	\$ 146,000	\$ 198,585	
67-4730-1230	Salaries-Street Sweeping	9,099	7,740	9,864	8,710	
67-4730-1810	FICA	8,490	12,705	11,924	15,195	
67-4730-1820	Retirement	11,879	17,960	17,906	22,975	
67-4730-1821	401K Match	5,852	7,855	7,812	9,495	
67-4730-1830	Insurance	26,670	38,065	34,641	41,880	
67-4730-1835	Wellness	225	825	350	900	
67-4730-1850	Unemployment	161	400	161	500	
	Personnel	174,278	243,865	228,658	298,240	-
67-4730-1990	Professional Services	40,555	68,800	48,934	75,000	
67-4730-2000	Supplies	1,088	3,000	1,338	3,000	
67-4730-2120	Safety & Uniforms	194	1,500	307	600	
67-4730-2310	Public Education	11,527	10,000	10,000	16,500	
67-4730-2320	Public Participation	447	2,500	2,000	3,750	
67-4730-2510	Gas/fuel	1,239	2,000	1,276	4,000	
67-4730-2511	Gas Street Sweeping	536	2,000	659	4,000	
67-4730-3100	Travel/Training	1,063	4,000	1,325	5,000	
67-4730-3130	Illicit Discharge	1,156	3,000	971	3,000	
67-4730-3210	Telephone	1,473	2,775	1,473	2,500	
67-4730-3250	Postage	176	7,000	50	7,000	
67-4730-3290	Other Communication	-	-	-	-	
67-4730-3310	Utilities	627	1,000	856	1,100	
67-4730-3400	Print/Copier	513	2,000	1,069	2,000	
67-4730-3510	Building Maintenance	937	2,000	1,125	10,000	
67-4730-3520	Equipment Maintenance	3,532	7,000	140	5,000	
67-4730-3530	Goodhousekeeping-Village Properties	12,710	20,000	18,795	20,000	
67-4730-3590	Community Clean-up	2,436	3,500	1,634	3,500	
67-4730-3700	Advertising	-	500	-	750	
67-4730-3900	Contract Services	388	15,500	388	15,500	
67-4730-3910	Contract Services Billing	8,028	14,130	14,100	14,100	
67-4730-3920	Contract Services City of Winston Salem	-	-	-	15,000	
67-4730-3970	Waste Disposal & Landfill fees	-	500	-	500	
67-4730-4400	Licenses & Support	4,826	17,200	4,826	7,500	
67-4730-4500	Workers Comp	15,281	10,220	13,481	8,600	
67-4730-4900	Permits	860	1,000	860	860	
67-4730-4910	Dues & subscriptions	684	1,500	804	1,500	
67-4730-4920	Professional License	-	75	75	75	
67-4730-4970	Drainage Repairs & Maintenance	144,450	275,000	275,000	250,000	
67-4730-4971	Cost Share Program	-	125,000	15,790	50,000	
67-4730-4980	Non Capital Equipment	6,409	20,200	14,026	10,000	
67-4730-4990	Miscellaneous	-	500	464	500	
67-4730-4995	Contingency	-	-	-	-	
	Subtotal	261,135	623,400	431,766	540,835	-
	Total Operating Expenditures	435,413	867,265	660,424	839,075	-
67-8110-5000	Capital Outlay	323,247	130,008	65,644	25,000	
67-8110-5010	Capital Improvement Plan	126,919	822,712	277,966	854,185	
	Total Capital Outlay	450,166	952,720	343,610	879,185	-
	Total Expenditures	\$ 885,579	\$ 1,819,985	\$ 1,004,034	\$ 1,718,260	\$ -



Personnel:

- Full time positions: 3 **2 Unfilled**
 - Stormwater Engineer
 - Stormwater Technician II
 - Stormwater Technician I
- Allocated Salaries:
 - Street Sweeping

Benefits:

- Employer taxes
- Group insurance: Health, Dental & Vision
- Life insurance 1x salary
- Local Government Employee Retirement System 12.1% from 11.35%
- 401 K match 5%

Professional Services:

- CCTV Services
- Attorney Fees

Public Education:

- Courier Advertising
- Talk of Town
- Programs in Clemmons Schools
 - Coloring books, pencils, and games
- Banner at Southwest Athletics Field
- Giveaways
- Stormwater PTRC

Public Participation:

- Live Stakes
- Storm Drain Marking
- Rain Garden
- Other Miscellaneous

Contract Services-City of Winston Salem:

- City of Winston-Salem IT Plans ½ split with Planning

Licenses:

- Trimble Desktop
- Arc Pad Positions mobile update (2)
- ESRI ArcGIS and Arc Pad (2)
- Auto CAD Civil

Non-capital < \$5000

Furniture



For the Fiscal Year Ending June 30, 2023

Stormwater Utility Fund

Capital Outlay:

- Plotter

Capital Improvement Plan:

- Design for various CIP projects



FEE SCHEDULE JULY 1, 2022 Exhibit A

The following fee schedule is adopted for the fiscal year beginning July 1, 2022 and ending June 30, 2023. 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	\$13.50 per hour
Backhoe	\$61.00 per hour
Loader	\$110.00 per hour
Tandem Dump Truck	\$66.00 per hour
Single Axle Dump Truck	\$50.00 per hour
Flatbed Truck	\$50.00 per hour
Pickup Truck	\$50.00 per hour
Tub Grinder	\$105.00 per hour
Limb Truck	\$66.00 per hour
Tractor with side mower	\$105.00 per hour
Tractor with flail mower	\$72.00 per hour
Zero turn mower	\$40.00 per hour
Weed eater	\$11.00 per hour
Chain saw	\$11.00 per hour
Street Cleaning	Cost
Street Sweeper	\$100.00 per hour + fuel
Administration	\$50.00 per hour
Labor including benefits	\$40.00 per hour



CLEMMONS PLANNING FEE SCHEDULE

CATEGORY	ACREAGE			
	0-10		10.1 – 25	25.1+
	2 or less	2.1 – 10		
ZONING MAP AMENDMENT	\$1,000	\$1,500	\$2,000	\$2,500
SPECIAL USE PERMIT	\$1,000	\$1,250	\$1,500	\$2,000
PLANNING BOARD REVIEW	\$500	\$750	\$1,000	\$1,250

MINOR MODIFICATIONS			
Single Family Residential lots			\$50
Single Family Residential Minor Subdivision			\$150
Single Family Residential Preliminary Major Subdivision			\$500
Non-residential			\$500
ZONING TEXT AMENDMENT			
All		\$2,000	
TRAFFIC IMPACT STUDY			
Consultant	Actual cost of study		
ANNEXATION			
All		\$500	
			MAJOR SUBDIVISION \$2,000 + 25 per lot
			MINOR SUBDIVISION \$150 per lot
			EXEMPT SUBDIVISION \$100
			NON-RESIDENTIAL PLAT APPROVAL \$200 per lot
			FINAL PLAT APPROVAL
			1-5 lots \$150
			6-20 lots \$300
			21+ lots \$500



TREND ANALYSIS

