



Clinton

The Perfect Place to Call Home.

FY 2023-2024

ADOPTED BUDGET

CLINTON, NORTH CAROLINA



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FY2023-2024 Adopted Budget

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The purpose of the *Budget Guide* is to introduce readers to the budget process and assist readers in understanding the information in the budget document. The budget serves as an operations guide, financial plan, communications device, policy document, and a resource for information about the City of Clinton. The *Budget Guide* will briefly describe the sections contained within the budget document while explaining how to read charts and graphs and interpret numbers.

The Budget Document

The City of Clinton's FY23-24 Budget consists of eight major sections: Budget Message and Ordinance, Community and Organizational Profile, Financial Summaries, General Fund, Water and Sewer Fund, Other Funds, Capital Improvement Plan, and Supplemental Information.

Budget Message & Ordinance

The Budget Message is a letter from the City Manager to City Council that provides an overview of the upcoming fiscal year budget and how it fits with City Council's priorities. The message includes issues facing the development of the budget, significant budgetary items and trends, and the budgetary effect on short and long-term plans. This section also contains the FY23-24 Budget Ordinance, which is the statute legally adopted by the City Council to set the spending limits for the upcoming budget period (July 1 to June 30), and the approved Fee Schedule.

Community & Organizational Profile

This section of the document highlights general information about the Clinton community including historical, geographical, demographic, and economic features. Within the organizational profile, the reader will find information about the city's governmental structure and the financial policies and management systems that guide the budget process.

Financial Summaries

The Financial Summaries provide a summary of revenues, expenditures, fund balance, and debt obligation for the City's funds. Information provided in both numerical and narrative format easily helps the reader determine how much money each fund is spending and generating.

Funds & Line Items

The fund is an independent fiscal and accounting entity. Funds make it easier to keep track of accounts that operate similar types of activity and share the same set of accounting records. The City of Clinton operates two major funds, the General Fund and the Water and Sewer Fund and several non-major governmental funds.

General Fund. The General Fund accounts for most city operations such as general government and public safety. The reader will find information on each department including a description of the department's purpose, prior year accomplishments, coming year initiatives and projects, budget highlights, budget trends, personnel counts, and performance measures.

Water & Sewer Fund. The Water and Sewer Fund is an enterprise fund, which means it operates like a business. Customers pay fees for water consumption and sewer usage to cover the cost of water distribution and wastewater treatment. This fund includes four divisions containing information similar to the department sections in the General Fund.

Other Funds. The City's other funds include a Community Development Fund, a Downtown Tax District Fund, a Cemetery Fund, and a Fire Department Special Fund. Each fund accounts for revenues and expenditures associated with a special function or area.

The budget for each fund consists of individual line items that represent specific expenditures and revenues. Examples of line item expenditures include salaries, insurance, maintenance and repair, supplies, and capital outlay. Examples of line item revenues include property tax revenues, sales tax revenues, grants, and fees. Line items are the most detailed way to list budgeted expenditure and revenue information.

Capital Improvement Plan

The Clinton Capital Improvement Plan (CIP) represents a multiyear forecast of the city's capital needs. The CIP not only identifies capital projects but also the financing required for the projects and their impact on the operating budget. The CIP includes each major fund summary of projects.

Supplemental Information

This section contains other financial information about the City of Clinton, the Pay and Classification Schedule and Personnel Listing, and a glossary of terms used throughout the document.

How to Read the Budget Document

The budget document contains an abundance of diverse and valuable information. With all the information and numbers, wading through the document and deciphering what everything means can be difficult for any reader. This section is meant to assist the reader's understanding of presented data and show how the reader can connect the data with other supporting information.

Sections of the budget are identified in the top right corner of each page. These headings identify the subject, fund, department, or division being discussed and assist the reader in locating the information for which they are looking. Within each section, bold and underlined headings identify major topics related to that section. Under these headings, the reader may find written information as well as information presented in table or chart form. The document highlights other important terms and categories by identifying them in bold or italic.

Under the General Fund and Water and Sewer Fund, the reader will find the individual departments and divisions sections. This document places an emphasis on the City's departments and divisions because these sections represent the operational plans for those responsible for directly providing services to citizens.

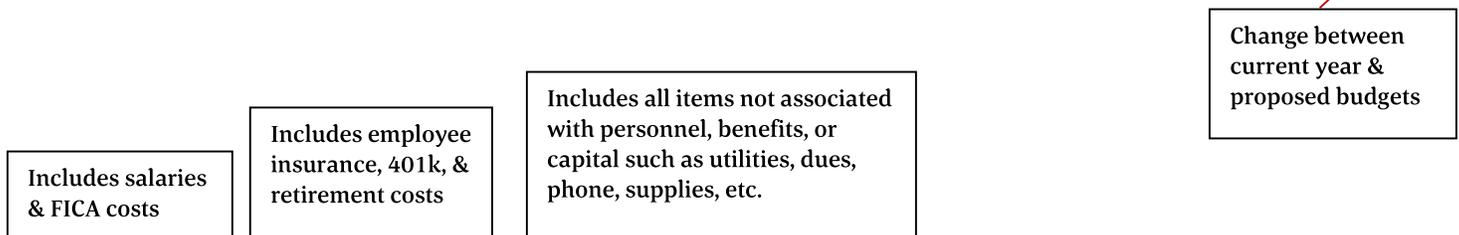
Interpreting Tables & Charts

The budget document uses tables and charts to summarize information through numbers. The tables and charts allow readers to easily compare funds and departments as well as identify trends. Most sections contain tables and charts like the ones below. The diagrams identify the major characteristics of each table and chart and explain what information the reader can find.

Department Revenue & Expenditure Summary Tables

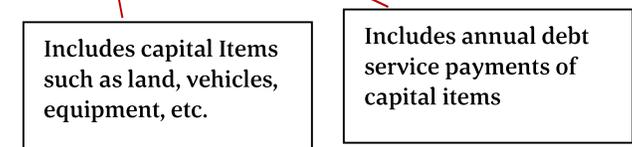


Total City Expenditures by Type					
Type	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Estimate	FY 20-21 Budget	Percent Change
Personnel	\$5,717,963	\$6,130,200	\$5,971,484	\$6,390,900	4.25%
Benefits	\$1,067,018	\$1,222,800	\$1,178,032	\$1,428,800	16.85%
Operating	\$5,932,972	\$5,172,700	\$4,965,690	\$4,966,700	-3.98%
Capital	\$1,685,359	\$1,410,600	\$1,305,500	\$727,100	-48.45%
Debt Service	\$562,993	\$914,700	\$884,602	\$1,119,600	22.40%
Total	\$14,966,305	\$14,851,000	\$14,305,309	\$14,633,100	-1.47%



Total City Expenditures by Type					
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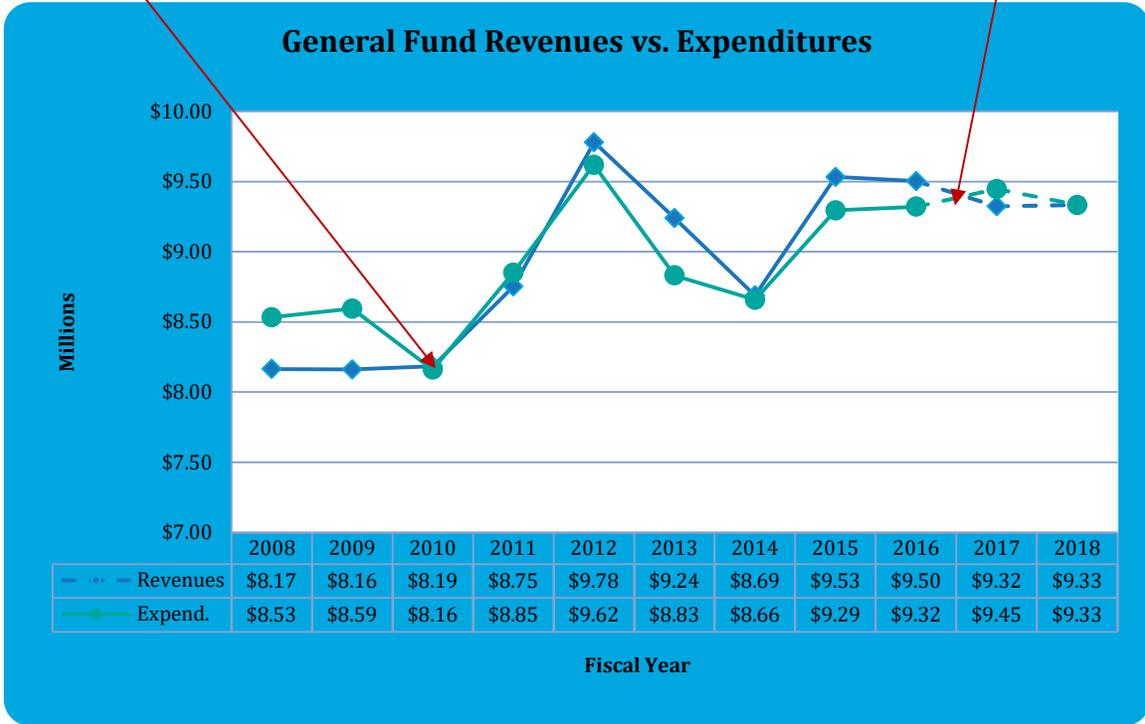
Change between current year & proposed budgets



Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data





May 26, 2023

The Honorable Mayor Luther D. Starling, Jr.
Members of City Council
Clinton, North Carolina

CITY MANAGER'S ANNUAL BUDGET MESSAGE: FY23-24

INTRODUCTION

In accordance with the North Carolina Budget and Fiscal Control Act (N.C.G.S. 159-11), the recommended annual budget for Fiscal Year 2023-2024 (FY23-24) beginning July 1, 2023, and ending June 30, 2024, is submitted for your consideration. The budget is inclusive of all financial obligations and all municipal services remain funded. The budget identifies revenue and expenditure estimates for FY23-24 and attempts to build upon the City of Clinton's tradition of high-quality services and provides a financially sound plan for the upcoming fiscal year.

The recommended budget for FY23-24 totals \$18,222,100. This budget represents an increase of 2% when compared to the current year's amended budget. Development of the annual budget substantively began in January with a Capital Improvement Plan Workshop and then two operating budget workshops. During these sessions, City Council and staff had discussions centered on the Clinton Strategic Work Plan, the Clinton CIP, revenue projections, and the proposed expenditures of each city department.

The annual budget process is influenced by City Council's adopted Focus Areas and Strategic Work Plan. Also, factors including economic trends, service expectations, and emerging community needs identified by City Council, staff, and advisory boards. This year additional emphasis was placed on factors such as growing inflation, flat tax base, sales tax revenue, and a flat city population. The budget represents significant consideration and study of these factors and, accordingly, I am confident the recommended budget will serve the community well.

STRATEGIC PLANNING

A strategic plan provides direction on major initiatives an organization plans to pursue and demonstrates the connection of those initiatives to the organization's mission and purpose. The Clinton City Council's adopted mission statement is as the following:

HIGHLIGHTS:

- Maintains the general fund ad valorem tax rate of .40¢
- Increases residential trash fee to \$19.50
- Includes employee COLA & Merit funding
- Eliminates 2.5 FTE positions
- Restructure fire inspection program fees
- Increase tackle football fee from \$10 to \$15
- Increase corner marker fee from \$45 to \$70
- Increases water and sewer base and consumption rates 7%
- Increases tap and meter set fees average 75%
- Increase in sewer surcharge rates 25%

“To be a City rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”

Along with the mission statement, City Council has adopted six strategic focus areas:

Quality Job Growth

- Maintain business-friendly processes and policies to support existing business and attract a variety of new businesses.

Financial Sustainability

- Support fiscal policies and controls that ensure the long-term financial health of the City and enable it to respond to unforeseen challenges and opportunities.
- Promote responsible management and use of public resources to ensure efficient and effective delivery of quality services.

Welcoming Neighborhoods & Public Spaces

- Ensure public safety and city cleanliness through community-focused public safety, code enforcement, planning policies, and quality maintenance of public spaces and facilities.

Affordable & Varied Housing Opportunities

- Encourage housing of diverse types, densities, sizes, costs, and locations that meet the needs and preferences of an economically and socially diverse community.
- Preserve existing housing supply and assure its continued quality and safety.

Sound and Sustainable Infrastructure

- Construct and maintain efficient and accessible roadway, sidewalk, and greenway systems to extend internal and regional connectivity.
- Provide high quality water and wastewater services while protecting natural resources and ensuring capacity for sustainable growth.

Enhanced Quality of Life

- Advance the beauty, diversity, and well-being of Clinton by supporting the community’s ability to provide an array of educational, recreational, and cultural activities, events, and programs for residents and visitors of all ages, abilities, and interests.

City Council’s initial mission statement and strategic focus areas developed into the Clinton Strategic Workplan. This is a comprehensive Strategic Plan featuring detailed missions and objectives for all the City’s departments as well as objectives and indicators. The Clinton Strategic Workplan has a tangible influence in the City’s budget process.

BUDGET OVERVIEW

The total operating budget for the City’s primary funds are:

General Fund Expenditures	\$11,605,900
Water & Sewer Fund Expenditures	\$6,494,000
Non-major Fund Expenditures	\$122,200
<i>Total Operating Budget</i>	<i>\$18,222,100</i>

Maintains the citywide tax rate of 0.40 cents per \$100 valuation and 0.18 cents in the Downtown Special District.

The budget recommends a 7% increase to the City’s Water & Sewer base and consumption rates.

Water Fees:		Sewer Fees:	
Water Base Current	14.53	Sewer Base Current	15.15
Water Base Proposed	15.55	Sewer Base Proposed	16.21
Water Consumption Current	2.23	Sewer Consumption Current	2.16
Water Consumption Proposed	2.39	Sewer Consumption Proposed	2.31

The budget recommends a \$4 increase to residential trash pickup.

Personnel

The budget includes a 3% cost of living adjustment (COLA) and a merit program which allows employees an average of 1% merit compensation. This budget continues the non-sworn employee 401k plan with a 0.5% contribution. Sworn law enforcement are provided a 5% 401k contribution.

Within the City’s General Fund, 1 FTE position is recommended to be eliminated in the Administration Department. The remaining 1.5 FTEs will be eliminated in the Utility Lines Department as part of the Water and Sewer Fund.

Employee health insurance premiums remain unchanged. There are no plan changes for the new fiscal year. Healthcare costs continue to remain a significant factor in the creation of the budget. Containment or reduction of these costs is imperative for the future.

Fund Balance

The budget includes \$100,000 from fund balance (General Fund) for Airport land and additional road paving above the estimated Powell Bill allocation.

GENERAL FUND

The General Fund is used to account for functions traditionally associated with government which are not required to be accounted for in another fund. Typically, the General Fund includes services that cannot be operated as business enterprise and rely on tax dollars as their primary source of revenue. Expenditures are divided into functional departments.

Revenues

The proposed budget maintains the \$0.40 ad valorem tax rate. The tax rate is applied to a total estimated tax base of \$870,500,000. This is a 0.8% decrease from the previous year. This year, one penny of the tax rate is projected to generate approximately \$87,000.

The local option sales tax revenue is projected to increase approximately 5%.

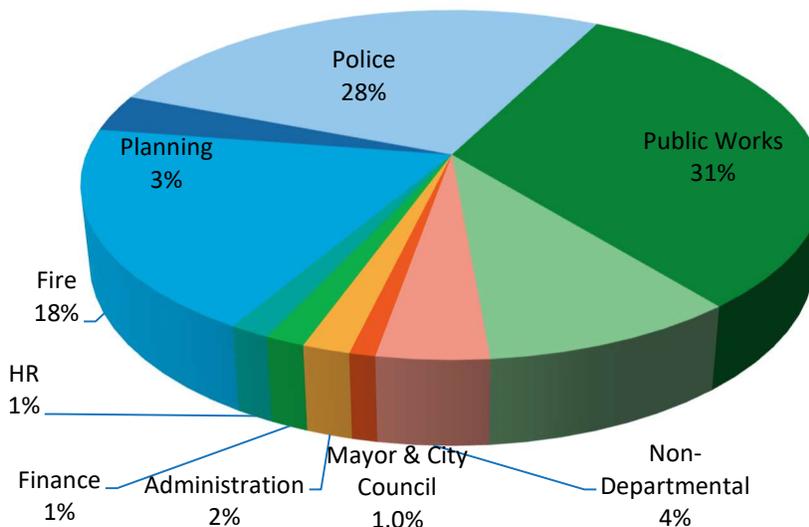
Residential curbside solid waste fees is proposed to increase from \$15.50 per month to \$19.50 per month. The commercial cubic yard rate is proposed to remain unchanged at \$5.25.

Miscellaneous fee increases include tackle football \$10 to \$15, cemetery corner marker \$45 to \$70, and restructuring of the fire inspection program.

Expenditures

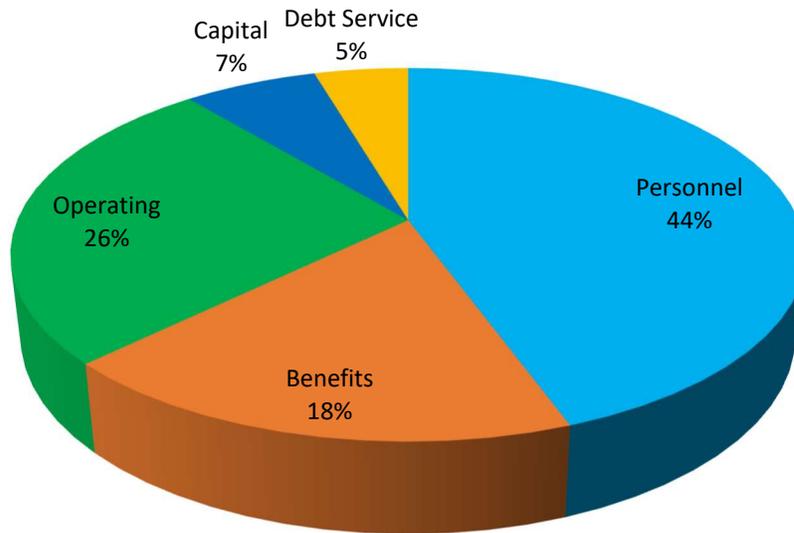
The FY23-24 recommended budget for the General Fund totals \$11,605,900. This represents a 2% increase from the FY22-23 amended budget as of May 2, 2023.

GF Expenditures by Department FY23-24



General Fund expenditures by type are below. Notably, debt service comprises 5% of general fund expenditures for FY23-24.

General Fund Expenditures by Type FY23-24



WATER & SEWER FUND

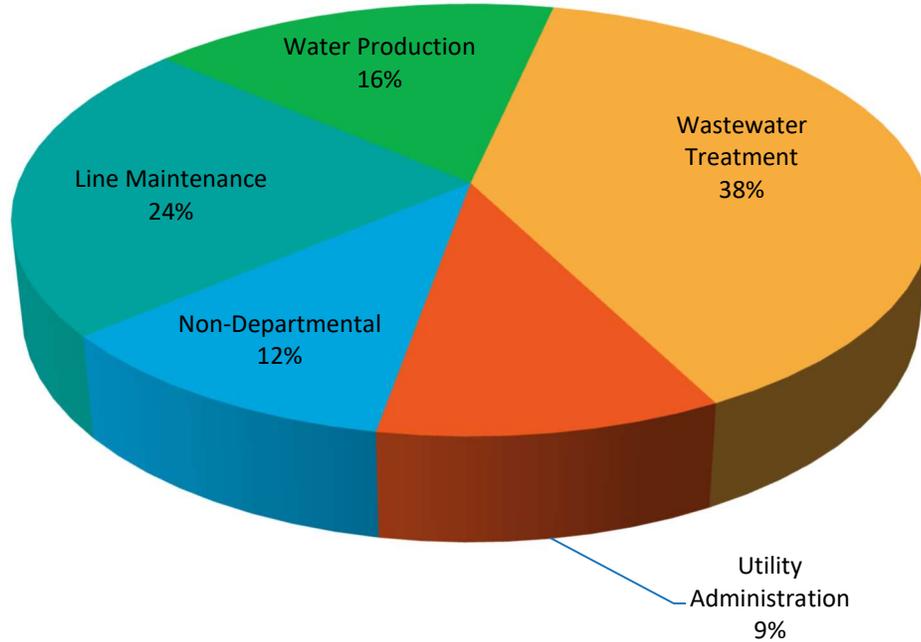
Revenues

The City historically embraced financially responsible incremental increases to utility rates based on the Consumer Price Index. This year's budget includes a 7% increase to the City's base and consumption water and sewer rates. The sewer surcharge rates are proposed to increase 25% due to aging infrastructure at the Wastewater Plant. Tap and meter set fees are included in the budget for an average of 75% increase.

Expenditures

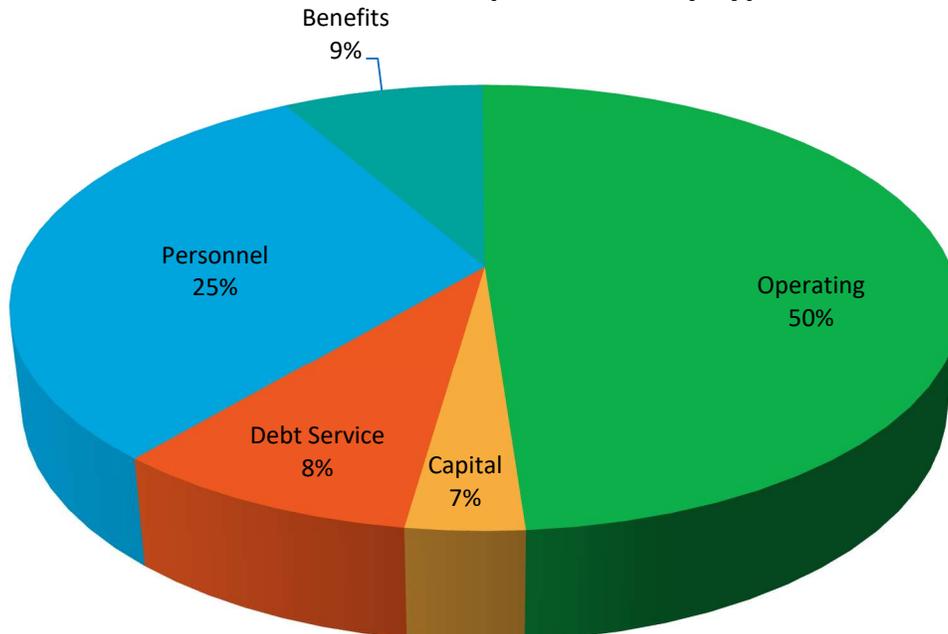
The FY23-24 recommended budget for the Water and Sewer Fund totals \$6,494,000. This is a 3% increase from the FY22-23 amended budget as of May 2, 2023.

W&S Expenditures by Department FY23-24



Water and Sewer Fund expenditures by type is below. Debt service comprises 8% of the Water and Sewer fund expenditures for FY23-24.

Water & Sewer Fund Expenditures by Type FY23-24



CAPITAL IMPROVEMENT PLAN (CIP)

An updated five-year Capital Improvement Plan (CIP) is presented each year as part of the budget process. At the Council’s January 17, 2023, CIP Workshop, the City completed a review of future capital needs. The

recommended CIP totals \$5.6 million in the General Fund and \$1.3 million in the Water and Sewer Fund over the next five years.

Vehicles and Equipment

The recommended budget includes the following vehicles and equipment that are mostly part of a rotation program to replace aging vehicles and equipment. City staff prudently evaluate every vehicle purchase to ensure the City purchases the appropriate vehicles for each department. Where appropriate, the City attempts to downsize or consolidate vehicles to increase cost-effectiveness.

SCBA Equipment (Fire)	Major Filter #5 (Wastewater)
Police Cars (4) (Police)	Primary Clarifier (Wastewater)
Tractor Mower (Recreation)	WTP SCADA (Water)
Garbage Trucks (2) (Sanitation)	AMR meters (Utility Lines)
Cemetery management system (Cemetery)	Truck (Garage)

Street Resurfacing

The FY23-24 budget includes \$325,000 for street resurfacing. Staff will utilize citizen feedback and staff observations to identify streets across the City in need of resurfacing.

SPECIAL FUNDS AND PROJECTS

Downtown Special Tax District Fund

In 1978, the City of Clinton established the special tax district in Downtown Clinton. Revenues generated from the special tax district are used to fund special projects in Downtown. The current special tax rate remains unchanged at \$0.18 per \$100 valuation. The Downtown Fund Budget for FY23-24 is \$71,200.

Community Development Fund

The Community Development Fund accounts for payments received under the former Community Development Revolving Loan Program and other funds allocated by City Council for community development activities. While the loan program no longer exists, the City still uses the remaining funds for various activities such as, downtown projects, neighborhood improvement, and affordable housing efforts.

Cemetery Fund

The Cemetery Fund accounts for payments received for the purchase of cemetery plots in the Sandhill and Springvale Cemeteries. Cemetery fees are to remain unchanged for plot sales at \$655 each plot. Both City cemeteries are nearing capacity and will need additional land purchased in the near future. The Cemetery Advisory Board, through the direction of City Council, has been tasked with exploring cemetery expansion options.

Fire Department Special Fund

The Fire Department Special Fund accounts for funds donated to the Clinton Fire Department. The local Fireman's Relief Fund uses these funds to assist in the purchase of equipment and supplies not funded in the department's operating budget. The FY23-24 Budget allocated \$500 to the Fire Department Special Fund.

CONCLUSION

The City's stewardship of public funds is among the most important responsibilities entrusted to us as public servants. This budget reflects commitment to our strategic goals and strong emphasis on maintaining existing service levels, taking care of our infrastructure, and responding to emerging community needs and desires.

Serving with the professional workforce that makes up the entire City organization, we strive to serve the citizens of Clinton with needed services. I appreciate the commitment of our staff to the citizens and the City's business. I would like to acknowledge the assistance from all the City's Department Directors in preparation of their departmental budgets to identify operational needs. A special thanks to Kristin Stafford, Finance Director, is warranted for her dedication in managing, developing, balancing, and compiling the budget documents and presentations.

Accordingly, the FY23-24 Annual Budget is submitted for your consideration and approval.

Respectfully submitted,

James P. Duncan
City Manager

FISCAL YEAR 2023-2024 BUDGET ORDINANCE**City of Clinton, NC**

Be It Ordained by the City Council of the City of Clinton, NC, that the following anticipated fund revenues and expenditures, fees and charges schedules, with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the city government and its activities for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024:

Section 1. General Fund**Anticipated Revenues:**

Prior Year Taxes	\$50,000
Current Year Taxes	\$3,100,000
Fire Tax Collections	\$587,000
Vehicle Taxes	\$300,000
Rental Vehicle Tax	\$10,000
City School Police Officer	\$231,300
HUD Officers	\$48,500
Insurance Revenue	\$15,000
Payment In Lieu Of Taxes	\$5,000
Collection Fee	(\$78,000)
Lot Cleaning	\$10,000
Lot cleaning interest	\$1,000
Tax Penalties & Interest	\$13,000
Auto License	\$150,000
Privilege License	\$500
Utility Tax Video Program	\$30,000
Interest Earned	\$100,000
Miscellaneous Revenue	\$25,000
Rent- Fontana St.	\$48,000
Rent-Cell tower	\$38,000
Sale of Property	\$10,000
Utility Tax Electric	\$801,000
Utility Tax Piped Gas	\$48,400
Utility Tax Telecomm	\$42,300
Beer & Wine	\$35,400
Powell Bill	\$265,000
Local Gov't 1% Sales Tax(39)	\$1,034,700
Local Gov't 1/2% Sales Tax(40)	\$793,900
Local Gov't 1/2% Sales Tax(42)	\$517,300

Local Gov't 1/2% Sales Tax(44)	\$1,197,500
ABC Revenues	\$250,000
ABC Revenue-Police	\$12,000
Court Fees	\$2,500
Parking Violations	\$500
Sampson Co Contribution	\$6,900
State Bldg. Fire Protection	\$5,000
False Alarm	\$1,000
Rescue Tech. Revenue/County	\$12,000
Fire Inspection Fees	\$15,000
Sign/Zoning Permits	\$5,000
Cemetery Markers	\$5,000
Tipping Fee For Dumpsters	\$814,000
Cardboard Container Fees	\$35,000
Payload Revenue	\$5,000
Garbage Collection	\$772,200
Solid Waste Disposal Tax	\$10,000
Recreation Donations	\$5,000
Rental Fees	\$5,000
Recreation Misc.	\$3,500
Pool Admissions	\$6,500
Sponsorship Fees	\$5,000
Sports Registration Fees	\$10,000
Refund on Sales tax	\$10,000
Sale of Recyclables	\$30,000
Transfer from Cemetery Fund	\$50,000
Fund Balance	\$100,000
Total General Fund Revenues	\$11,605,900

Anticipated Expenditures:

Governing Body	\$112,900
Administration	\$183,600
Finance	\$167,700
HR	\$163,000
Planning & Zoning	\$380,200
Police	\$3,196,100
Fire	\$2,140,000
Street	\$1,459,700
Garage	\$318,000
Sanitation	\$1,446,700
Recreation	\$1,216,000
Grounds	\$355,300
Maintenance	\$466,700
Non-Departmental	\$466,700
Total Expenditures	\$11,605,900

Section 2. Water and Sewer Fund

Anticipated Revenues:

Insurance	\$2,500
Interest Earned	\$10,000
Miscellaneous Revenue	\$20,000
Return Check Charge	\$1,500
Bulk Water/County	\$235,000
Sewer Surcharge	\$700,000
Water & Sewer Charges	\$5,400,000
Water & Sewer Tap Fees	\$30,000
Fireline Fees	\$50,000
Service Fees	\$45,000
Total Water & Sewer Fund Revenues	\$6,494,000

Anticipated Expenditures:

Non-Departmental	\$801,300
Utility Line Maintenance	\$1,577,800
Wastewater Treatment	\$2,467,600
Water Production	\$1,040,000
Utilities Administration	\$607,300
Total Expenditures	\$6,494,000

Section 3. Community Development

Anticipated Revenues:

Miscellaneous	\$500
Total CD Revenues	\$500

Anticipated Expenditures:

Professional Service	\$500
Total Expenditures	\$500

Section 4. Cemetery

Anticipated Revenues:

Sale of Lots	\$49,000
Interest Earned	\$1,000
Total Cemetery Revenues	\$50,000

Anticipated Expenditures:

Transfer to GF for Operations	\$50,000
Total Expenditures	\$50,000

Section 5. Downtown Special Tax District

Anticipated Revenues:

Current Taxes	\$58,400
Prior Year Taxes	\$1,500
Penalty & Interest	\$200
Vehicle Taxes	\$1,600
Collection Fees	(\$1,200)
Square Fair Fees	\$8,500
Leased Parking	\$700
Interest Earned	\$1,000
Fund Balance	\$500
Total Downtown Revenues	\$71,200

Anticipated Expenditures:

Professional Services	\$500
Travel & Education	\$1,500
Utilities	\$10,000
Craft Fair	\$8,500
Advertising	\$10,000
Supplies & Materials	\$500
Dues & Subscriptions	\$1,000
Miscellaneous	\$1,000
Downtown Facade Grant Program	\$12,000
Downtown Incentive Program	\$1,200
Fundraising Expenditures	\$500
Projects	\$13,900
Contingency	\$1,400
Special Events	\$9,200
Total Expenditures	\$71,200

Section 6. Fire Department Special Fund

Anticipated Revenues:

Miscellaneous	\$500
Total Fire Special Revenues	\$500

Anticipated Expenditures:

Miscellaneous	\$500
Total Expenditures	\$500

Section 7. Fee Schedule

There is hereby established for Fiscal Year 2023-2024 various fees, charges, rates, as contained in Clinton Fee Schedule.

Section 8. City Wide Tax Rate Established.

There is hereby levied, for Fiscal Year 2023-2024, an Ad Valorem tax rate of forty cents (\$.40) per one hundred dollars (\$100) assessed valuation of property listed as of January 1, 2023, for the purpose of raising the revenue included in the current Ad Valorem taxes as set forth in Section 1 of this Ordinance, and in order to finance the foregoing applicable appropriations. This property tax is the same rate as compared to the current FY2022-2023. This rate will provide approximately \$3,395,000 in property tax revenues based on an expected collection rate of 98.9%. The Ad Valorem tax base is estimated to be \$880,000,000. The Ad Valorem Tax is the tax paid on real property and personal property, including property of public service companies allocated by the Ad Valorem Tax Division of the State Department of Revenue.

Section 9. Special Downtown Tax District Rate Established.

There is hereby levied, for Fiscal Year 2023-2024, a tax at the rate of eighteen cents (\$.18) per one hundred dollars (\$100.00) assessed valuation of property listed for taxes as of January 1, 2023, located within the Special Downtown Tax District for the raising of revenue for said Special District. This special tax rate is the same rate as the current FY2022-2023.

Section 10. The adoption of this budget ordinance reaffirms all other taxes, penalties, licenses, fines, fees, charges, and rates heretofore adopted and not repealed as of this date.

Section 11. Special Authorization.

1. The budget officer shall be authorized to reallocate department appropriations among the various objects of expenditure as s/he believes necessary without recourse to the Board.
2. The budget officer shall be authorized to reallocate fund specific appropriations among various departments of expenditure as s/he believes necessary without recourse to the Board up to \$5,000.
3. The budget officer shall be authorized to hire personnel in positions authorized by the Board and set the compensation in accordance with the Pay Classification Plan.
4. The budget officer may award merit increases to deserving employees as s/he deems appropriate after consultation with appropriate supervisors subject to the limitations set forth in the personnel policy of the city and appropriations.

Section 12. Utilization of Budget Ordinance.

1. This ordinance shall be the basis of the financial plan for the Clinton municipal government during the FY2023-2024. The budget officer shall administer the budget and s/he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.
2. The finance department shall establish and maintain all records, which are in consonance with this budget ordinance, and the appropriate Statutes of the State of North Carolina.

Section 13. Copies of this budget ordinance shall be furnished to the Clerk to the City Council, and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

ADOPTED THIS THE 20TH DAY OF JUNE 2023.

Lew Starling, Jr., Mayor

ATTEST:

Elaine F. Hunt, City Clerk, MMC, NCCMC

City of Clinton Fee & Rates Schedule
Fiscal Year 2023-2024

All fees are subject to change by City Council
 Changes from prior year indicated in blue

Utilities, Garbage & Recycling

Water & Wastewater Rates*

Water	Inside City Limits	Outside City Limits
Base Rate (0-300 cu. ft.)	\$15.55	\$31.10
Consumption Rate	\$2.39 per 100 cu. ft.	\$4.78 per 100 cu. ft.
Wastewater		
Base Rate	\$16.21	\$32.42
Consumption Rate	\$2.31 per 100 cu. ft.	\$4.62 per 100 cu. ft.
Flat Rate Sewer	\$26.88	\$53.76

**Water and wastewater use is metered in cubic feet: 1 cubic foot = 7.48 gallons.
 A customer utility deposit of \$125 is required on all rental accounts. A 10% late fee will be applied to bills paid after due date (12th) and a \$30 penalty will be applied to all accounts as a result of non-payment (22nd). A \$25 fee will be assessed on all returned checks.*

Fireline Rates (Monthly Fee)

Size	Inside City Limits	Outside City Limits
2" Fireline	\$11.90	\$23.80
4" Fireline	\$35.70	\$71.40
6" Fireline	\$60.00	\$120.00
8" Fireline	\$77.35	\$154.70
10" Fireline	\$109.15	\$218.30
12" Fireline	\$151.75	\$303.50

Tap Fees (per Connection)†

Size	Inside City Limits	Outside City Limits
¾" Tap & Set	\$1,000	\$2,000
¾" Meter Set	\$385	\$770
1" Tap & Set	\$1,765	\$3,530
1" Meter Set	\$550	\$1,100
2" Tap & Set	\$3,315	\$6,630
2" Meter Set	\$1,850	\$3,700
4" Sewer Tap	\$900	\$1,800
6" Sewer Tap	\$1,350	\$2,700

†Larger connections will be billed at actual cost of materials, labor, and equipment. Deposits are required with the balance upon completion. Deposits are 50% of tap cost as proposed by the Public Works & Utilities Department.

Miscellaneous Utility Fees

	Inside City Limits	Outside City Limits
Hydrant Meter Deposit	\$900	\$1,800
Hydrant Meter Deposit (3/4"-1")	\$250	\$500
Hydrant Flow Test	\$150	\$300

Garbage & Recycling Collection Rates & Tipping Fees

Service	Rate	Notes
Residential Garbage	\$19.50 per month	Weekly collection
Commercial Garbage	\$5.25 per cubic yard	Fee based on pickup frequency
Special Payload Collections	\$40 per item minimum	As called
Container	Fee	Notes
Rollout Garbage Containers	\$82 each	Residential purchase
Cardboard Container	\$30 per month	

Wastewater Industrial User Surcharges

Pollutant	Surcharge (per pound)
Ammonia (NH ₃ N)	\$0.876/lb. when concentration > 25 mg/L
Biochemical Oxygen Demand (BOD)	\$0.241/lb. when concentration > 250 mg/L
Total Suspended Solids (TSS)	\$0.248/lb. when concentration > 250 mg/L

Wastewater Industrial User Monitoring Cost Recovery*

Pollutant / Item	Fee
Sampler Setup	\$10.00/day of sampling
BOD Analysis	\$25.00/sample
TSS Analysis	\$15.00/sample
NH ₃ N Analysis	\$15.00/sample
pH Analysis	\$15.00/sample
Temperature	\$15.00/sample
Metals Analysis	\$15.00/parameter tested
Chloride Analysis	\$15.00/sample
COD Analysis	\$25.00/sample
Total Phosphorous	\$20.00/sample
Oil and Grease Analysis	\$50.00/sample

**Current monitoring fees are listed above. Frequency of fee application is dictated by individual permit. Per Article V. Sewers, Chapter 2, Division 3, 22-114, fee schedules for monitoring are established based on the reimbursement of costs incurred in operating and administering the required local pretreatment program in conjunction with 40 CFR 403. Monitoring fees are subject to change based on contract laboratory fee schedules.*

Additional fees for Significant Industrial Users include monetary penalties for specific permit violations. For a schedule of monetary penalties, refer to the City of Clinton Enforcement Response Plan.

Administrative

Service	Fee
Auditorium Rental	Up to 5 hours: \$50 More than 5 hours: \$100 \$100 refundable deposit required
Copies	\$.25 per page
Document Certification	\$3.00
Filing Fees	Mayoral: \$10 Council: \$5
Notary	\$5.00 per signature
Sunshine List	\$10 per year
First Time Taxi/ Taxi Renewal	\$60/\$20

Cemeteries

Springvale & Sandhill Cemeteries Rates & Fees

Service	Rate/Fee
Grave Plot	\$655
Mausoleum	\$805
Columbarium	\$450
Recording of Deed	\$50
Corner Marker	\$70

Finance

Service	Fee
False Alarm Response (per year)	First 3: no charge Second 3: \$50 each \$100 per additional incident
Leased Parking	\$15 per month
Off-street Parking	\$120 per year
Returned Check Fee	\$25

Fire Department

Fire Inspection Fees

Initial Inspection**		Fee
0-5,000 sq. ft.		\$50
5,001-15,000 sq. ft.		\$75
15,001-50,000 sq. ft.		\$125
50,001-100,000 sq. ft.		\$175
>100,000 sq. ft.		\$250
Service		Fee
1 st Re-Inspection		No charge
2 nd Re-Inspection		\$45
3 rd Re-Inspection		\$65
4 th Re-Inspection		\$85
Continual Noncompliance		\$100/day
ABC Inspection		\$150
Foster/Group Home		\$100

***Initial inspection fees are based on the square footage of the building. The type of use determines the frequency of inspections at 1-, 2-, or 3-year intervals. For more information regarding the required fire inspection frequency, please contact the Clinton Fire Department at 910-299-4902.*

Violation/Fine Fees

Operation Type	Fee	Notes
Overcrowding	\$100	
Improper Life Safety Equipment	\$500	Without permit, testing or plan review
Improper In-ground/Above ground storage tank	\$500	Without permit, testing or plan review
Working without a permit	2 x permit cost	
Locked or Blocked Exit(s)	\$500	Per door and per occurrence
Key Holder Failure to respond	\$100	Per incident

Operating Permit Fees

Operation Type	Fee	Notes
Amusement Buildings	\$30	
Carnivals & Fairs	\$50	
Combustible Dust Operations	\$30	
Covered Mall Buildings	\$30	
Exhibits & Trade Shows	\$50	
Explosives	\$250	
Fumigation	\$50	
Liquid/ Gas Fueled Vehicles Assembly	\$50	
Pyrotechnic/Special Effects	\$250	
Spraying or Dipping	\$75	
Temporary Membrane Structures	\$50	
Tents	\$50	
Flammable Combustible Liquids	\$50	
Hazardous Materials	\$75	Fire code 105.6.21
Private Hydrant	\$50	
Additional Optional Permits	\$75	Fire code 105 list

Special Construction Permits

Construction Type	Fee
Automatic Fire Extinguishment System	\$100
Battery System	\$50
Compressed Gas	\$75
Cryogenic Fluids	\$75
Fire Alarm & Detection Systems	\$100
Fire Pumps & Related Equipment	\$200
Flammable & Combustible Liquids	\$50
Hazardous Materials	\$100
Industrial Ovens	\$50
Private Fire Hydrants	\$50
Spraying or Dipping	\$75
Standpipe System	\$50
Temporary Membrane Structure/Tents	\$50
Gates/Barricades for Fire Apparatus	\$50
Solar Powered System	\$50
Smoke Control/Smoke Exhaust Systems	\$50

Plan Reviews

Construction Type	Fee
New Commercial Construction	\$.02/sq. ft. (\$25 min)
Change of Use/Addition/Renovation	\$.01/sq. ft. (\$25 min)
Site Plan/Technical Review	\$75

Motor Vehicle & Haz-Mat Response

Service Response	Fee (per incident)
Motor Vehicle Accident- Level 1	\$475
Motor Vehicle Accident- Level 2	\$605
Motor Vehicle Accident- Level 3	\$1,800
Haz-Mat Response	\$700

Level 1 incidents require assessment of hazardous materials and scene stabilization and may include use of sorbents.

Level 2 incidents involve vehicle fires and require scene safety, fire suppression, breathing apparatuses, multiple tools, and structure protection.

Level 3 incidents include Level 1 & 2 services as well as extrications that involve the use of heavy rescue tools.

Haz-mat services include engine response, first responder assignment, perimeter establishment, evacuations, set-up, and command.

Planning & Development

Zoning Fees

Permit	Fee
New Residential Permit	\$50
New Commercial Permit	\$75
Addition, Accessory Building, Deck, etc. Permit	\$25
Moving Mobile Home onto Mobile Home Park Lot	\$30
Zoning Map	\$50
Rezoning Application	\$200

Conditional Use & Other Fees

Service	Fee
Board of Adjustment Filing Fee	\$200
Conditional Use Permit Application	\$200
Lot Mowing (each additional hour)	\$150 minimum (\$50)
Ordinance Copies	\$10
Sign Permit	\$1.00 per square foot
Subdivision Application	\$5.00 per lot or \$75 min. (whichever is greater)

City Market Rates

Service	Fee
Non-profit Organizations	\$100 min. (4 hrs.), \$25 each additional hour \$75 security deposit required
Individuals/Private Groups	\$150 min. (4 hrs.), \$25 each additional hour \$100 security deposit required
Facility Guard Fee	\$11 per hour

Police Department

Service	Fee
Reports	\$.25 per page (walk-in) \$2.00 per page (mailed)
Fingerprints	\$10
Filing False Report	\$154

Recreation & Parks

Youth Athletics Fees (Ages 17 & Under)†

Activity	City Resident	Non-Resident
Baseball, Basketball, Soccer, Softball, & Volleyball	\$10 for first child per sport \$5 each additional child/sport	\$20 for first child per sport \$10 each additional child/sport
Football	\$10 per child	\$20 per child
Tackle Football	\$15 per child	\$30 per child

Adult Athletics Fees (Ages 18 & Over)†

Activity	League Fee
Soccer & Softball	\$400
Basketball	\$400
Volleyball	\$125

†Athletics refunds must be requested before the first game has been played and a receipt must be presented for a refund check to be issued. Once play has begun, we will issue credit toward another sport. That credit is good for one year from the date of issuance. Reduced additional child fees apply only for registrations for the same sport, during the same season for children residing in the same household. Further fee reduction or waivers are available to qualified families. Contact the Clinton Recreation Department at 910-299-4906 for more information.



Royal Lane Pool Fees

Activity	Children (17 & Under) & Seniors (55 & Over)	Adults (18 & Over)
Daily Admission	\$1.00	\$2.00
Group Rates (15 or more)	\$0.50 per person	

Non-Swimmers supervising children in the pool may have entry fee waived at staff discretion.

Swimming Instruction and Class Fees

Activity	City Resident	Non-Resident	Notes
Aquatic Programming	Set Administratively		



Facility Rental Fees

Facility	City Resident	Non-Resident	Notes
Activity Room	\$50 per hour	\$75 per hour	Deposit is 1/2 total rental fee
Picnic Shelter	\$15 per hour	\$20 per hour	
Bellamy & Sampson Center Gyms	\$50 per hour	\$75 per hour	Deposit is 1/2 total rental fee. Rental is up to 8 hours.
Royal Lane Pool	\$100	\$150	2 hours 6pm-8pm Includes 2 lifeguards

Field Rental Fees

Field	City Resident	Non-resident
Baseball/Softball Fields	\$15 per hour	\$30 per hour
Multi-purpose Field	\$25 per hour	\$50 per hour
Field Marking	\$25 per field	
Park Open Space	\$10 per hour or \$100 per day	\$20 per hour or \$200 per day

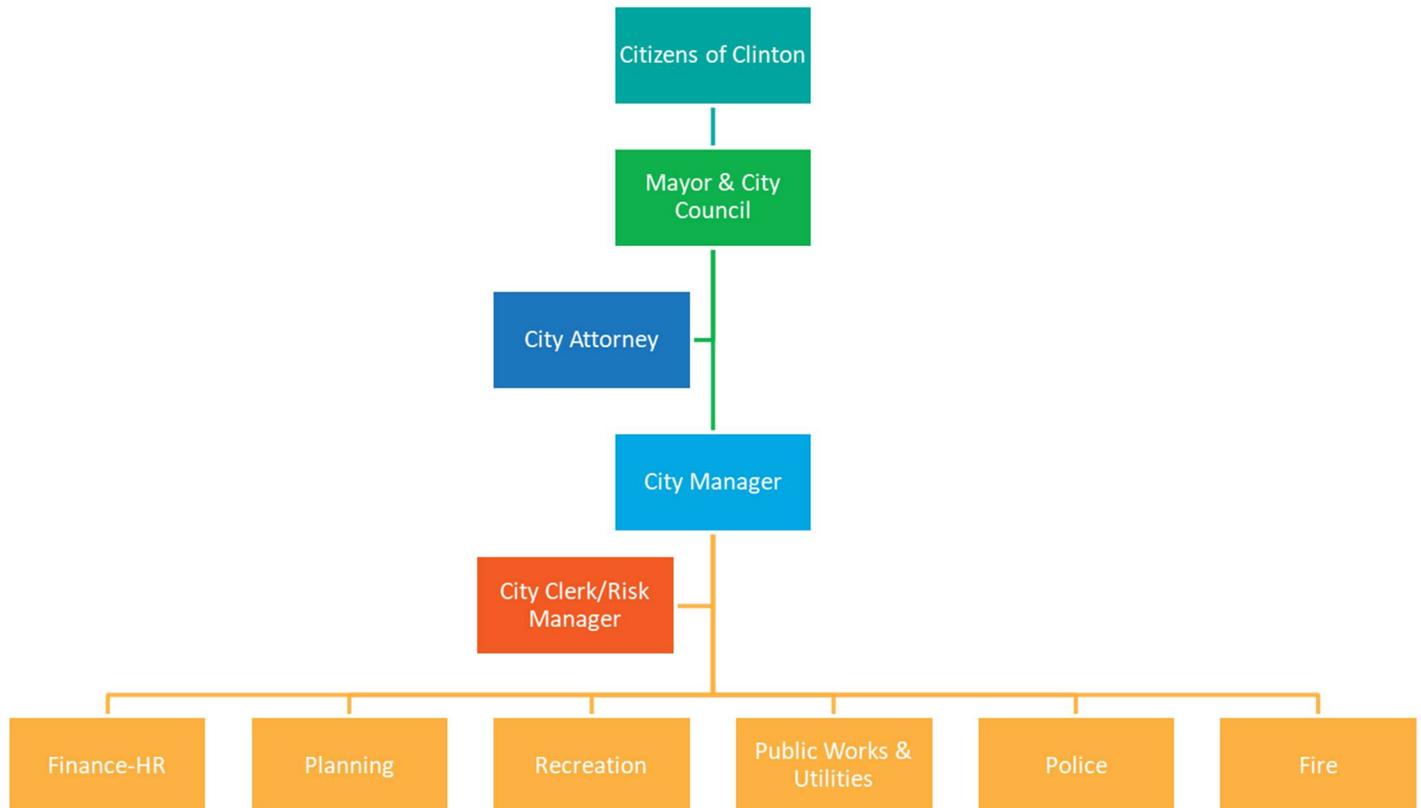
Tournament & Long-term Rental Fees

Facility	Tournament	Long-term Rental
Baseball/Softball Fields	\$150 per field per day	\$50 per field per week
Multipurpose Field	\$200 per field per day	\$75 per field per week
Soccer Fields #1 & #2	\$60 per field per day	\$30 per field per week
Activity Room	N/A	\$35 per week
Gym	\$200 per weekend	\$75 per week
Royal Lane Track	N/A	\$50 per week
Tennis Courts (2 courts)	\$60 per day	\$30 per week

Government

The City operates under a council-manager form of government, whereby the Mayor and City Council address the legislative needs of the city with five city council members representing residents within distinct districts. The Mayor is elected every two years and each Councilmember serves four-year terms. The Mayor is the presiding officer of the Council. A mayor pro tem is selected from the five council members. The mayor pro tem serves as the mayor in the absence or incapacity of the Mayor. Through this arrangement, the City Council sets and directs policy regarding the operations of city government. Clinton's elections are non-partisan and elections are held in odd numbered years. City Council appoints a City Manager to implement its policies and administer the overall city organization. Clinton is a full service city and provides essential public services including fire and police protection, recreation, public works, and water and sewer.

City of Clinton Organization Chart



City Council Priorities

The City Council annually reviews and defines strategic priorities for the City. The Council's decisions ultimately affect the resource allocations for City projects and services approved with the annual budget ordinance. City Council begins reviewing strategic priorities and financial conditions with staff each winter. The purpose of these workshops is to ensure a clear direction for the budget process as the CIP begins development.

In preparation for the FY23-24 budget, City Council reviewed strategic goals to ensure alignment between priorities and the city's financial standing. The strategic goals drive the budget process. Introduced in FY13-14, the core values correspond with the city's adopted performance evaluation plan. With the strategic focus areas and core values, city departments are able to ensure their missions, goals, and objectives serve a common purpose for the City.

Vision Statement

A city of beauty and opportunity whose leadership is dedicated to providing its diverse citizenry a quality of life unsurpassed in the region.

Mission Statement

To be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure and opportunities for future generations.

Strategic Focus Areas & Goals

- **Quality Job Growth**

Maintain business-friendly processes and policies to support existing businesses and attract a variety of new businesses.

- **Welcoming Neighborhoods & Public Spaces**

Ensure public safety and city cleanliness through community-focused public safety, code enforcement, planning policies, and quality maintenance of public spaces and facilities.

- **Affordable & Varied Housing Opportunities**

Encourage housing of different types, densities, sizes, costs, and locations that meet the needs and preferences of an economically and socially diverse community.

Preserve existing housing supply and assure its continued quality and safety.

- **Sound & Sustainable Infrastructure**

Construct and maintain efficient and accessible roadway, sidewalk, and greenway systems to extend internal and regional connectivity.

Provide high quality water and wastewater services while protecting natural resources and ensuring capacity for sustainable growth.

- **Enhanced Quality of Life**

Advance the beauty, diversity, and well-being of Clinton by supporting the community's ability to provide an array of educational, recreational, and cultural activities, events, and programs for residents and visitors of all ages, abilities, and interests.

- **Financial Sustainability**

Support fiscal policies and controls that ensure the long-term financial health of the City and enable it to respond to unforeseen challenges and opportunities.

Promote responsible management and use of public resources to ensure efficient and effective delivery of quality services.



Core Values

- **Honesty/Integrity**

We understand in order to maintain the public's trust we must hold ourselves accountable to the highest standards of ethical conduct, honesty, and fairness.

- **Respect**

We value all citizens and team members, treating everyone with dignity, courtesy, and professionalism.

- **Equality**

We have a responsibility to treat all citizens and team members fairly and with respect.

- **Diversity**

We strive to be representative, open-minded, and flexible as we recognize and respect the diverse ideas, expressions, traditions, and experiences of our community and team members.

- **Balance**

We recognize the various interests in our community and organization and believe we can achieve stability with realistic expectations regarding service levels, resources, costs, and benefits.

- **Competency**

Our commitment to high-level service begins with a knowledgeable, skilled, and dependable team capable of meeting the community's needs.

- **Teamwork**

We are committed to working with our citizens and team members in an environment where we are supportive of each other's efforts, loyal to one another, and communicate openly.

- **Service Excellence**

We take pride in our community and the services we provide, always doing our best to meet the needs of our residents, businesses, and visitors with care and professionalism.

Reporting Entity

The City of Clinton is a municipal corporation that is governed by an elected mayor and a five-member council. As required by generally accepted accounting principles, these financial statements present all funds and account groups that are controlled by or are financially dependent upon the City.

Basis of Presentation

The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Governmental Funds

Governmental funds account for the City's governmental functions. The City of Clinton's governmental funds include:

General Fund. The General Fund is the largest and most important governmental fund. It is the primary operating fund of the city. Any transaction that cannot be accounted for in another fund is recorded in the General Fund. The primary revenue sources are ad valorem taxes, state-collected revenues, and various other taxes and licenses. The primary expenditures are for general government, public safety, and public works services.

Special Revenue Funds. Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. The City's special revenue funds include the Community Development Fund, Cemetery Fund, Downtown Tax District Fund, and the Fire Department Special Fund.

Capital Project Funds. Various Capital Project funds are used to account for financial resources to be used for non-major acquisitions or construction.

Proprietary Funds

Proprietary funds account for the City's business-like activities. There are two types of proprietary funds- enterprise and internal service funds. Enterprise funds account for operations that are financed and operated in a manner similar to a private business. Internal service funds account for services performed by one department for another. The City has one enterprise fund:

Water & Sewer Fund. This fund is used to account for the City's water and sewer operations. The major revenue sources in this fund are water and sewer user charges.

Fiduciary Funds

Fiduciary funds account for resources the City holds in trust for individuals or other governments. The City does not maintain any fiduciary funds.

Basis of Accounting & Budgeting

In accordance with the North Carolina Budget and Fiscal Control Act, the budget is developed and adopted under the modified accrual basis of accounting, whereby revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. During the fiscal year, budgets are maintained using the modified accrual basis. At fiscal year end, the City's Audited Financial Statements are prepared using Generally Accepted Accounting Principles, or GAAP. All governmental funds are reported using the modified accrual basis of accounting. Although the annual financial statements report all proprietary funds using the full accrual basis of accounting, whereby revenues are recognized when earned and expenses recognized in the period incurred, for simplicity, the budget document reports all proprietary funds' prior year actuals using the modified accrual method.

Fund Type	Fund Category	Class	Basis of Accounting	Budgetary Accounting
General Fund	Governmental	Major	Modified Accrual	Modified Accrual
Special Revenue Fund	Governmental	Non-major	Modified Accrual	Modified Accrual
Capital Projects	Governmental	Non-major	Modified Accrual	Modified Accrual
Enterprise Fund	Proprietary	Major	Full Accrual	Modified Accrual

The City considers all revenues available if they are collected within 90 days after year-end. On a budgetary basis, revenues are recorded by source of revenue and expenditures are recorded by department, function, or project. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the fund level for multi-year funds. Revenue sources include ad valorem taxes (property taxes), sales taxes, other taxes, restricted and unrestricted intergovernmental revenues, sales and services, investment earnings, other revenues, utility fees and charges, fund transfers, and fund balance appropriated. Expenditure functions are primarily budgeted at the departmental level but are grouped into five primary categories- general government, public safety, public works, public utilities, and non-departmental.

Department/Division	Fund Type	Function
Mayor & City Council	General Fund	General Government
Administration	General Fund	General Government
Finance-Human Resources	General Fund	General Government
Fire	General Fund	Public Safety
Garage	General Fund	Transportation
Grounds & Cemetery Maint.	General Fund	General Government
Planning & Development	General Fund	Economic & Physical Development
Police	General Fund	Public Safety
Recreation & Parks	General Fund	Cultural & Recreation
Sanitation	General Fund	Environmental Protection
Streets	General Fund	Transportation
Utility Administration	Enterprise Fund	Public Utilities
Utility Line Maintenance	Enterprise Fund	Public Utilities
Wastewater Treatment	Enterprise Fund	Public Utilities
Water Production	Enterprise Fund	Public Utilities
Community Development	Special Revenue Fund	Economic & Physical Development
Cemetery Fund	Special Revenue Fund	General Government
Downtown Special Tax	Special Revenue Fund	Economic & Physical Development
Fire Dept. Special	Special Revenue Fund	Public Safety

Budgetary Data

The City Council adopts the budget as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, Special Revenue Funds, and the Water & Sewer Fund. All annual appropriations lapse at the fiscal year-end. Project ordinances are adopted for the Capital Project Funds and the Enterprise Capital Projects Funds. Expenditures may not legally exceed appropriations at the department levels for all annually budgeted funds. The City Manager is authorized by the Council to transfer appropriations within a fund up to \$5,000 and within a department. Budget amendments are required for any revisions that alter total expenditures of any fund or that change functional appropriations. If necessary, City Council must adopt an interim budget that covers the period from July 1 until the annual budget ordinance can be adopted.

Budget Calendar

North Carolina General Statutes 159-10 through 159-13 set forth requirements for a budget calendar to denote specific days on which certain steps of the budget process are to be performed. The City's complete budget calendar can be viewed under the *Budget Calendar* section of the budget document.

N.C.G.S. prescribed dates:

N.C.G.S. 159-10

Before April 20 of each fiscal year (or an earlier date fixed by the budget officer), each department head shall transmit to the budget officer the budget requests and revenue estimates for his department for the budget year.

N.C.G.S. 159-11 (b)

The budget, together with a budget message, shall be submitted to the governing board no later than June 1.

N.C.G.S. 159-1 (a)

Not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended in the budget.

FY 2023-2024 CIP and Budget Schedule

Budget Preparation Steps	Date
Departments begin meeting internally to develop CIP project requests	November 1, 2022
Strategic planning workshop	November 15, 2022
Departments submit CIP project requests to Finance & Administration	November 30, 2022
Department Directors meet with City Manager & Finance staff to discuss CIP project requests	December 1-15, 2022
City Manager & Finance staff rank CIP project requests & establish a priority list	December 20, 2022
CIP Project impact & financial analysis is completed to prepare for operating budget	December 21, 2022-January 12, 2023
CIP workshop with City Council	January 17, 2023
Budget packages delivered to departments	February 1, 2023
Departments submit budget request	February 28, 2023
City Manager & Finance staff review budget requests & prepare recommendations	March 1 -31, 2023
Budget Workshop with City Council	April 18, 2023
CIP & preliminary FY23-24 budget	May 5, 2023
Budget Workshop with City Council	May 9, 2023
Submit recommended FY23-24 budget to City Council for review	May 26, 2023
City Council holds public hearing regarding proposed FY23-24 budget	June 6, 2023
City Council adopts FY23-24 Budget	June 20, 2023
Fiscal Year 2023-2024 begins	July 1, 2023

The importance of the budget process cannot be overstated. The budget document outlines policy direction, guides management decisions, and provides citizens with an understanding of how the City uses public money, establishing accountability. The City operates under an annual budget ordinance adopted by the City Council in accordance with the provisions of N.C.G.S. 159, also known as the Local Government Budget and Fiscal Control Act (LGBFCA). The City Council must adopt a balanced budget by July 1. Five phases shape the budget process: 1) goal setting and direction, 2) preparation and requests, 3) adoption, 4) implementation, and 5) summary of transactions.

Goal Setting & Direction

Because the budget is such an important tool, it is important that clear goals and direction be established before actual preparation begins. In the winter of each year, City Council and city staff meet to evaluate Council's existing goals and directives and to discuss any needed changes to those goals. By establishing clear goal and directives, City Council provides city staff with direction in setting priorities that help guide budget formulation. Additionally, City Council and staff meet in another workshop setting in the spring after department heads have submitted their requests. The purpose of this meeting is to review the goals and directives and to address other priorities that may have arisen in the months since the initial winter workshop.

Preparation & Requests

Preparation for the City budget begins in November with planning for the Capital Improvement Plan (CIP). Department heads meet with their staff to determine the capital needs within each division. Department heads are responsible for completing the appropriate CIP project forms and submitting their requests by the end of November. Once CIP requests are made, the City Manager and Finance Department work to develop revenue and expenditure projections to estimate the CIP effects on the city's operating budget and financial condition. The Finance Director meets with the City Manager to prioritize the projects and determine when and how to finance them within the CIP. In mid-January, city staff presents the CIP to City Council at a workshop to receive feedback and further direction in developing the final CIP.

On February 1, the Finance Director provides each department head with a budget packet containing their current operating budget and instructions. Department heads are responsible for estimating departmental expenditures and submitting their requests and proposed departmental budgets by February 28. The Finance Department develops revenue estimates and meets with the City Manager to begin determining department allocations. Allocations are based on City Council priorities and maintaining core services. Once the City Manager, in conjunction with the Finance Director, develops a balanced budget, it is presented to City Council at a budget workshop in May to receive feedback and direction. After the workshop, the City Manager makes the necessary revisions and submits the budget to City Council for a public hearing the first week in June to receive citizen input. Final revisions are then made, and the City Council approves the budget at a special meeting in mid-to late-June.

Adoption

In late June, City Council officially adopts the budget by approving a budget ordinance. The budget ordinance establishes the spending limits for each department in the upcoming fiscal year. The

adopted budget document is a guide that provides City Council and management staff with a mechanism for evaluating budgetary and organizational performance.

Implementation

Once the budget is adopted, departments have the ability to submit requisitions and obtain purchase orders from the Finance Department. The purchase orders represent the specific amount of money each department is spending for a specific item or service to perform city services. The implementation phase may also include budget transfers and budget amendments throughout the fiscal year. Changes in revenues and expenditures can occur that require the budget to be amended or funds to be transferred between accounts to adjust to the changes. Transfers and amendments allow City Council and the management staff to be proactive in addressing changes in the economy or taking advantage of unforeseen opportunities. Budget transfers and amendments must adhere to the balanced budget requirements and impose no additional tax levy liability on citizens.

Budget Transfers & Amendments

A budget transfer occurs when allocated resources within the departmental budget are transferred from one line item expenditure to another line item. A department head may request a transfer or the Finance Director may notice the need for a transfer and make a recommendation to the City Manager. If the City Manager approves the transfer, he will notify City Council per the annual budget ordinance.

A budget amendment typically involves larger sums of money being transferred between accounts or departments or is needed to address needs for increases in resources. The Finance Director prepares budget amendments and submits them to City Council for approval.

Summary of Transactions

The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. The Finance Director prepares monthly reports throughout the fiscal year so City Council and management can monitor the City's expenditures and revenues. At the end of the year, the Finance Director is responsible for generating an end-of-year report that details the City's expenditures and revenues for each fund. This is done with the help of an independent auditor who annually reviews the City's finances in order to certify the final reports materially represent the City's financial condition. The Annual Financial Information Report (AFIR) must be submitted to the NC Department of State Treasurer by October 31, of the following fiscal year. Current and past annual reports are available for citizen review at City Hall or online at the City of Clinton website and through the NC Department of State Treasurer website.

The following policies are general in nature and set forth basic guidance for sound fiscal management decisions for the City of Clinton. The City's financial policies are founded on responsible fiscal and budgetary principles and they follow a framework established by the North Carolina Local Government Budget and Fiscal Control Act (LGBFCA).

Accounting Policy

The City maintains an accounting system in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The City's accounting system displays details relating to the City's assets, liabilities, equities, revenues, and expenditures. The system shows appropriations and estimated revenues as established in the budget ordinance and each project ordinance as originally adopted and subsequently amended. An annual audit will be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements, with a management letter explaining recommended improvements, if required. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Budget Amendment Policy

During the fiscal year, the budget must be amended to reflect changes to the original adopted budget ordinance. City Council can amend the budget ordinance at any time after its adoption pursuant to North Carolina General Statute (N.C.G.S.) 159-15 as long as the ordinance, as amended, continues to satisfy the requirements of N.C.G.S. 159-8 and 159-13. N.C.G.S. 159-8 requires budgets to be balanced and N.C.G.S. 159-13 describes the form, adoption, limitations, tax levy, and filing of the budget ordinance. Budget amendments cannot increase or decrease the tax levy or alter a taxpayer's liability unless the City is ordered to do so by the courts or an authorized State agency. The Finance Director prepares budget amendments to present to the City Council for their approval. Budget amendments must be made prior to obligating funds in excess of adopted budget appropriations. Total increases in appropriations should equal total increases in revenues if new revenues are involved. In all situations, a brief description of the circumstances surrounding the amendment will be included on the face of the amendment or in the minutes where the amendment was approved. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Capital Improvement Policy

The City will review and update annually a five-year Capital Improvement Plan (CIP), which details each capital project, estimated costs, project descriptions, and anticipated funding sources. Only the current year schedule when approved by City Council, becomes part of the operating budget. Future forecasts in the CIP serve the city by helping plan for capital repairs, replacements, and acquisitions, which aids in financial planning to ensure the City's fiscal health and credit. City staff will analyze each proposed project carefully before it is incorporated in CIP. *Adopted with initial CIP June 2009*

Cash Management & Investment Policy

This policy serves as a reference for the handling of all financial transactions in accordance with federal, North Carolina, and other legal requirements, including provisions of the North Carolina General Statutes, specifically The Local Government Budget and Fiscal Control Act. The policy provides guidance for cash receipts, mobilization, investments, disbursements, and monitoring.

Investment earnings are the interest collected on the City's idle cash. The criteria for selecting an investment includes the maturity of the investment should coincide with the needs of the City to meet short term and long-term obligations and the rate of interest should be at least equivalent to the average rate of return available with N.C.G.S. 159-30. Typical investments for the City include CDs and interest bearing accounts. *Adopted May 2013*

Debt Policy

In accordance with N.C.G.S. 159-55, the City's bounded indebtedness will not exceed eight (8) percent of the assessed valuation of the taxable property of the City. The term of any City debt issue shall not exceed the useful life of the asset for which the debt is issued. A financial analysis will accompany the CIP to illustrate the City's capacity to repay debt and identify the effects on financial indicators. The City will seek to maintain financial indicators within an acceptable level as compared to peer cities and will strive to maintain a net debt service ratio close to ten (10) percent. To reduce the amount of debt incurred, the City will attempt to use pay-as-go financing when possible, particularly for capital assets with costs less than \$75,000. *Adopted with initial CIP June 2009*

Fund Balance Policy

It is necessary for the City to maintain undesignated available fund balance reserves and retained earnings to provide appropriate cash flow for operation of city services, to address emergencies and unexpected opportunities, to increase the potential for investment income, and to enhance the City's credit rating to provide the City the ability to borrow at the lowest possible interest rate.

General Fund. The NC Local Government Commission (LGC) is charged with overseeing the fiscal health of cities and counties and recommends a minimum undesignated available fund balance reserve of no less than eight percent (8%) of expenditures. All revenue in excess of expenditures realized at the end of any given fiscal year will be credited to unassigned fund balance to achieve an accepted level between 35 and 40 percent. The City will adjust this range as appropriate based upon recommendation from the LGC and the current financial outlook. Once the forty percent (40%) mark is realized, all revenue in excess of expenditures realized at the end of any given fiscal year may be assigned as capital reserves.

Water & Sewer Fund. All revenue in excess of expenditures realized at the end of any given fiscal year will be credited to unassigned retained earnings to achieve an accepted level between 47 and 53 percent. The City will adjust this range as appropriate based upon recommendation from the LGC and the current financial outlook. Once the 53 percent mark is realized, all revenue in excess of expenditures realized at the end of any given fiscal year will be transferred to a capital reserve fund.

The City manager is charged to annually monitor and report to City Council during the preparation of the annual operating budget regarding the status of available fund balance/retained earnings and compliance with the stated acceptable ranges. *Adopted July 2008, Revised June 2013*

Operating Budget Policies

Pursuant to North Carolina General Statutes 159-11, the City will adopt a balanced budget. The North Carolina Local Government Budget and Fiscal Control Act defines a balanced budget as the sum of estimated net revenues and appropriated fund balance in each fund is equal to appropriations in that fund.

The City operates under an annual budget ordinance adopted in accordance with the LGBFCA. The budget ordinance is the legal basis of the budgetary accounting system and the standard by which proposed expenditures are measured. All annual appropriations lapse at the fiscal year-end. City Council must approve and adopt any revisions to the original budget ordinance, which is recorded in the City minutes. Project ordinances are adopted for Governmental Capital Project Funds and the Water & Sewer Capital Project Funds. *Prescribed by NC Local Government Budget and Fiscal Control Act*

Purchasing Policy

Purchases approved by the Department Director for one thousand dollars (\$1,000) or more require a purchase order. Any purchase expected to be five thousand dollars (\$5,000) or more, will not only require a purchase order, but will require the City Manager's approval by signature on the purchase order. *Adopted January 2010, Revised January 2016*

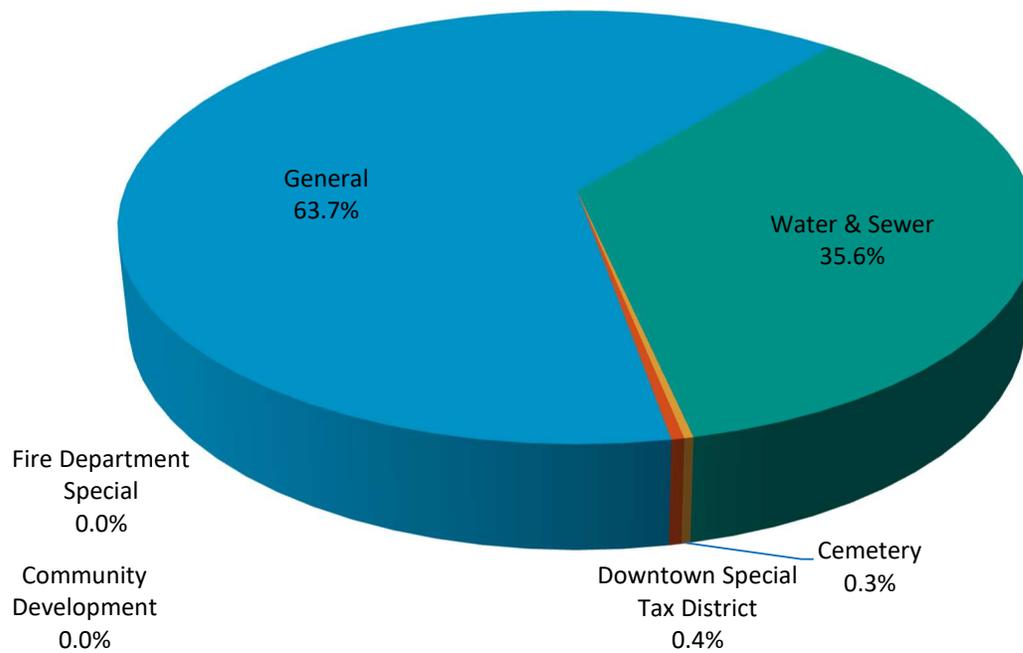
Revenue Policy

The Finance Director prepares conservative revenue estimates based on revenues reasonably expected to be realized in the upcoming budget year, including amounts to be realized from collections of taxes levied in prior fiscal years. Major estimated revenue sources include ad valorem taxes, sales taxes (Article 39, 40, 42, and 44) including the hold harmless provision received from the State as a result of repealed reimbursements, ABC distribution, beer and wine taxes, utility franchise taxes, Powell Bill distribution, and sales and services including tipping fees and garbage fees. With each budget, the City Council adopts a fee schedule that the Finance Department reviews annually to determine appropriate fees related to the cost of providing services. *Adopted N/A*

City Revenues

City Revenues by Fund					
Fund	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$12,787,044	\$11,510,700	\$11,849,577	\$11,605,900	0.83%
Water & Sewer	\$6,751,421	\$8,088,800	\$6,371,312	\$6,494,000	-19.72%
Community Development	\$0	\$16,000	\$0	\$500	-96.88%
Cemetery	\$72,947	\$54,500	\$61,400	\$50,000	-8.26%
Downtown Special Tax District	\$66,192	\$89,300	\$73,544	\$71,200	-20.27%
Fire Department Special	\$1,000	\$3,600	\$0	\$500	-86.11%
Total	\$19,678,604	\$19,762,900	\$18,355,833	\$18,222,100	-7.80%

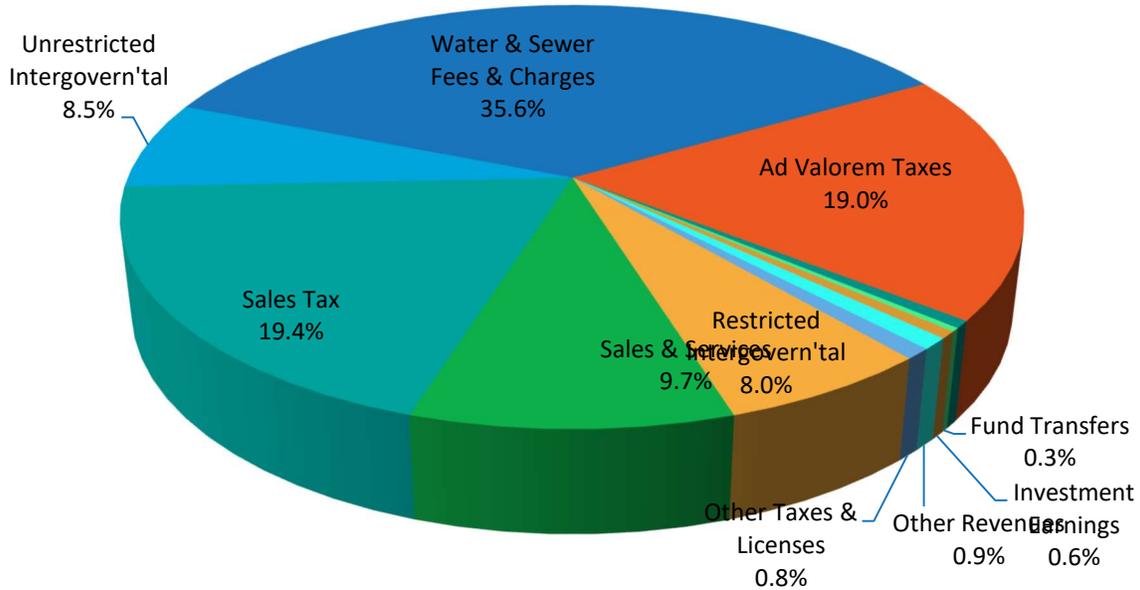
City Revenues by Fund FY23-24



Total City Revenues by Source

Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Ad Valorem Taxes	\$3,446,207	\$3,467,400	\$3,482,839	\$3,455,500	-0.34%
Fund Balance Appropriated	\$0	\$2,220,000	\$0	\$100,000	-95.50%
Fund Transfers	\$1,813,750	\$128,900	\$135,600	\$50,000	-61.21%
Investment Earnings	\$9,194	\$64,100	\$82,700	\$102,000	59.13%
Other Revenues	\$1,508,827	\$841,400	\$836,865	\$159,200	-81.08%
Other Taxes & Licenses	\$160,671	\$160,700	\$151,393	\$150,500	-6.35%
Restricted Intergovernmental	\$1,042,682	\$1,191,000	\$1,192,276	\$1,177,700	-1.12%
Sales & Services	\$1,603,516	\$1,606,300	\$1,631,747	\$1,767,700	10.05%
Sales Tax	\$3,156,727	\$2,868,600	\$3,499,819	\$3,543,400	23.52%
Unrestricted Intergovernmental	\$1,194,117	\$1,304,400	\$1,269,690	\$1,222,100	-6.31%
Water & Sewer Fees & Charges	\$5,742,913	\$5,910,100	\$6,072,904	\$6,494,000	9.88%
Total	\$19,678,604	\$19,762,900	\$18,355,833	\$18,222,100	-7.80%

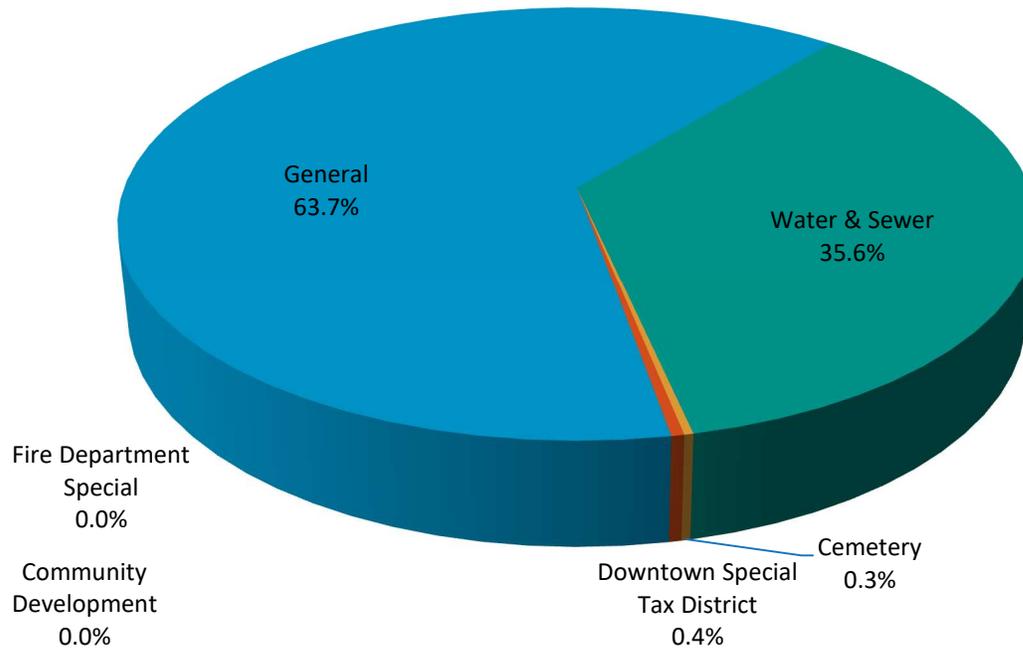
City Revenues by Source FY23-24



City Expenditures

City Expenditures by Fund					
Fund	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$10,387,980	\$11,469,900	\$11,127,267	\$11,605,900	1.19%
Water & Sewer	\$6,218,156	\$7,924,100	\$7,626,029	\$6,494,000	-18.05%
Community Development	\$0	\$16,000	\$15,650	\$500	-96.88%
Cemetery	\$71,950	\$54,500	\$56,700	\$50,000	-8.26%
Downtown Special Tax District	\$53,808	\$89,300	\$84,680	\$71,200	-20.27%
Fire Department Special	\$0	\$3,600	\$3,210	\$500	-86.11%
Total	\$16,731,894	\$19,557,400	\$18,913,536	\$18,222,100	-6.83%

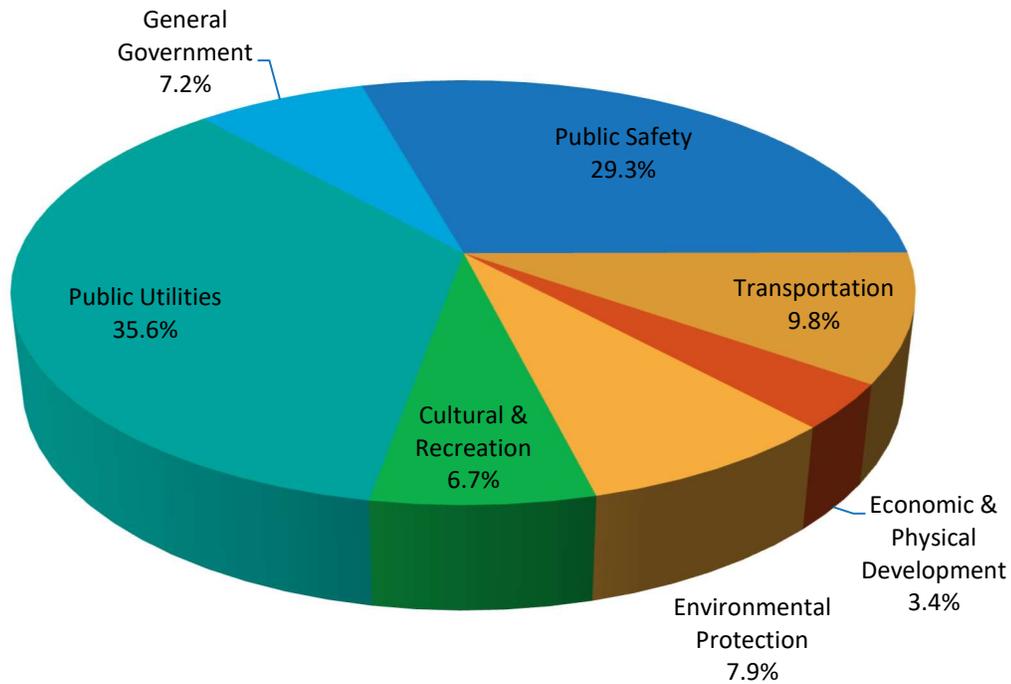
City Revenues by Fund FY23-24



Total City Expenditures by Function

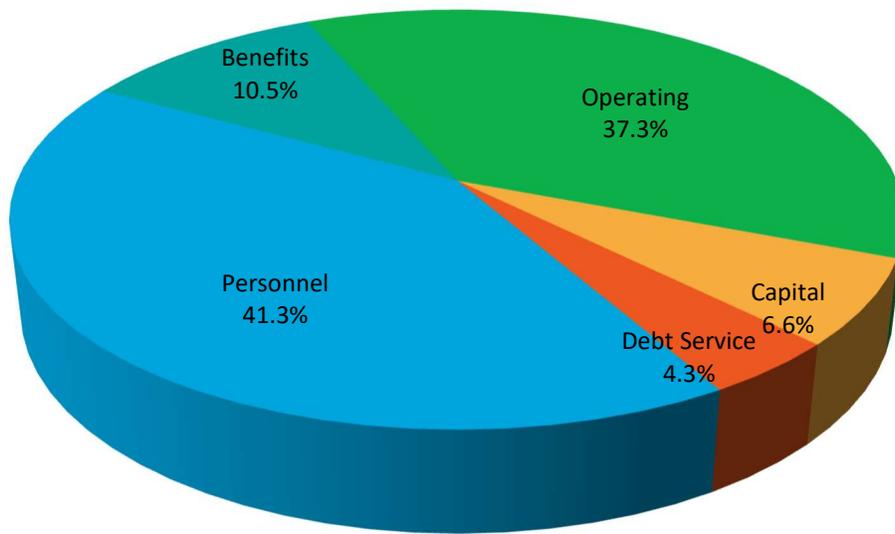
Function	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Public Utilities	\$6,218,156	\$7,924,100	\$7,626,029	\$6,494,000	-18.05%
General Government	\$1,352,544	\$1,393,300	\$1,308,579	\$1,319,000	-5.33%
Public Safety	\$4,428,551	\$5,142,400	\$5,033,968	\$5,336,600	3.78%
Transportation	\$1,683,575	\$1,799,400	\$1,700,739	\$1,777,700	-1.21%
Economic & Physical Development	\$788,528	\$647,400	\$643,853	\$626,100	-3.29%
Environmental Protection	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%
Cultural & Recreation	\$1,035,050	\$1,145,500	\$1,106,773	\$1,222,000	6.68%
Total	\$16,731,894	\$19,557,400	\$18,913,536	\$18,222,100	-6.83%

City Expenditures by Function FY23-24

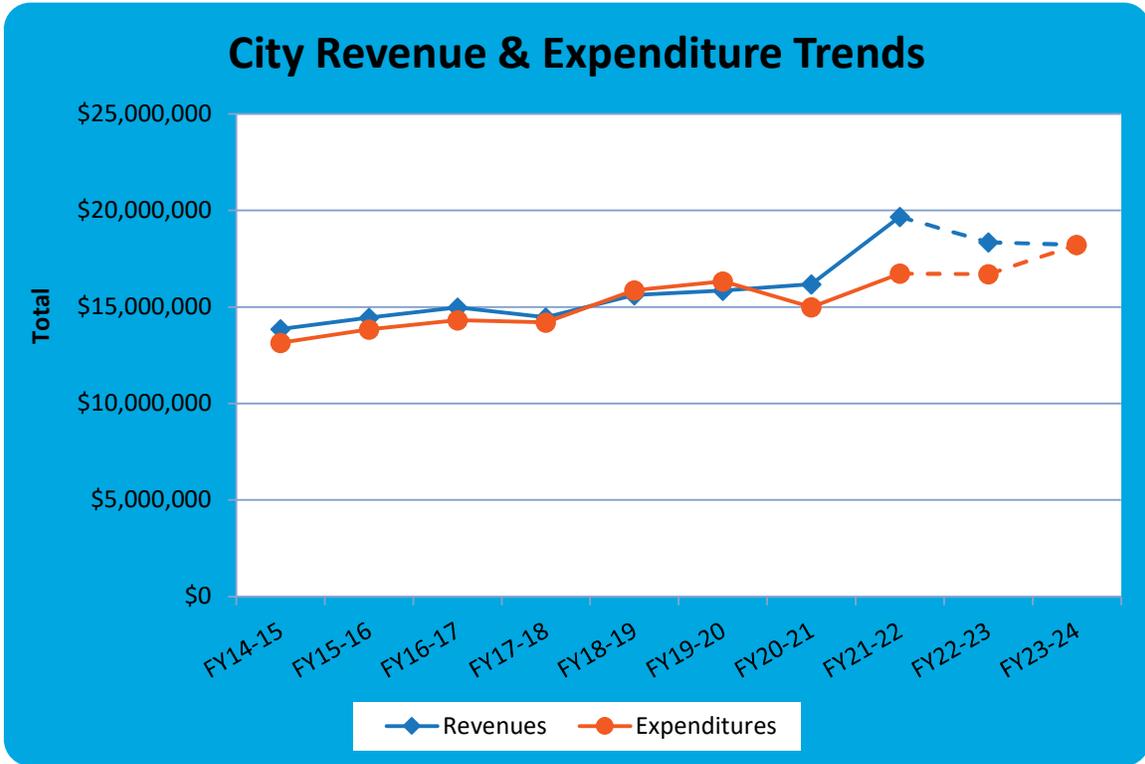


Total City Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$6,699,831	\$7,227,100	\$6,854,774	\$7,531,600	4.21%
Benefits	\$1,551,592	\$1,775,100	\$1,726,332	\$1,909,600	7.58%
Operating	\$5,825,776	\$6,755,800	\$6,614,430	\$6,803,700	0.71%
Capital	\$1,913,058	\$2,965,400	\$2,883,831	\$1,199,200	-59.56%
Debt Service	\$741,637	\$834,000	\$834,169	\$778,000	-6.71%
Total	\$16,731,894	\$19,557,400	\$18,913,536	\$18,222,100	-6.83%

Total City Expenditures by Type FY23-24



Revenues vs. Expenditures



Ad Valorem Taxes

Ad valorem taxes are based on a \$0.40 tax rate per \$100 of assessed valuation (estimated at \$3.3 million with a 98.9 percent collection rate in the General Fund). The State's vehicle tax and tag program has increased collection rates of vehicle taxes from the mid-80s percent range to 99 percent. Sampson County underwent revaluation in January 2019. The City continues to experience flat/minimal growth.

Local Option Sales Tax

The North Carolina League of Municipalities (NCLM) expects an increase for FY23-24 compared to actuals from FY22-23. The City is estimating an increase of 5% compared to FY23. FY23 actuals are estimated to end up at an average of 10% compared to FY22.

Other Taxes & Licenses

Beginning July 1, 2016, cities without transit systems are allowed to charge up to \$25 for the municipal vehicle tax through North Carolina General Statute 20-97 (b1). Municipalities would be able to use this additional tax for street purposes. The City of Clinton is currently at this max fee amount of \$25. The total tax revenue expected should be approximately \$150,000.

Unrestricted Intergovernmental

Clinton receives utility sales taxes, video programming revenues, and beer and wine taxes from the State. As of FY14-15, the general sales tax rate was applied to the sale of electricity and natural gas, and a percentage of the proceeds were to be returned to the cities and towns. The utility sales taxes include proceeds from state taxes on electric, gas, and telephone companies. Reports from the NCLM indicate that revenues from the telecommunications, video programming, and piped natural gas sales tax will decrease by approximately 6% while electric tax revenues will increase by 1%.

Video Programming revenue is generated from sales tax on video programming, direct-to-home satellite service, and telecommunications. For FY23-24, the City estimates \$30,000 in CATV revenues, corresponding to the expected statewide decrease in video programming revenues.

The Beer and Wine Tax includes an excise tax on beer and wine that is distributed based on a per capita basis. The NCLM projects FY23-24 to slightly increase.

Restricted Governmental

Total Powell Bill allocations for FY23-24 are expected to stay flat. Seventy-five (75) percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY23-24 Powell Bill distribution is \$21.66. The remaining 25 percent of the distribution is allocated based on the number of city-maintained street system miles in each municipality. The projected value of the mileage-based allocation for the FY23-24 Powell Bill distribution is \$1,675.48 per street mile. Using these values, the City estimates its FY23-24 Powell Bill allocation to be \$265,000.

Contributions from other agencies, including Sampson County, Clinton City Schools, and the Eastern Regional Housing Authority are determined by established contracts or agreements. Special rescue services by the Clinton Fire Department outside the city limits will be the only contribution from Sampson County in the general fund. Other county contributions remain consistent. Revenues from the other agencies are for resource officers on respective campuses. These revenues will increase

slightly with employee salary increases, increases in health insurance rates, and an increase in retirement contribution rates.

Fire tax collections represent revenues collected from residents within the Clinton Fire District who do not live within the City's corporate limits. The City expects \$587,000 in this line item for FY23-24. There is about a 2 percent increase compared to FY22-23 budget. The fire tax rate is \$.10 per \$100 assessed valuation within the Clinton fire tax district. One-third of the City's responses are outside the city limits.

The Solid Waste Disposal Tax is levied by the State on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside the state. Cities receive 18.75 percent on a per capita basis for solid waste management programs and services. FY22-23 revenues increased about 5 percent compared to FY21-22.

Sales & Services

Sales and services fees primarily consist of revenues from residential and commercial garbage collection and recreation participation and facility user fees. Collection fees for residential garbage remains unchanged. Residential garbage collection accounts for \$772,200 in the FY23-24 budget. This fee will increase from \$15.50 to \$19.50. Commercial collection rates will remain unchanged at \$5.25 per cubic yard. This accounts for \$814,000.

Other Revenues

Other revenues represent miscellaneous revenues such as court fees, parking fines, false alarm fines that do not easily fit into other categories. These revenue estimates are based on past trends.

Investment Earnings

Interest rates are slowly starting to increase due to action from the Federal Reserve. The estimate for FY23-24 in the General Fund is \$100,000. The estimate in the Water and Sewer Fund is \$10,000.

Water and Sewer Charges

The City estimates revenues of approximately \$6.4 million from water and sewer charges in FY23-24, which is a 3 percent increase over the amended budget for FY22-23. The City is raising the water and sewer base rate and consumption rates by 7%. The sewer surcharge fees are increasing by 25%.

Fund Transfers

Fund transfers consist of revenues from transfers from other funds. Total fund transfers in FY23-24 are \$50,000 to the General Fund from the Cemetery Fund for cemetery maintenance.

Fund Balance

The City does plan to appropriate \$100,000 from the General Fund Balance to fund capital.

Fund balance is the difference between the assets and liabilities in a fund. Fund balance acts as a reserve or “rainy day” fund for unanticipated incidents or opportunities. Revenues and expenditures in the budget are estimates for the current fiscal year. Often, revenues and expenditures do not exactly offset each other at the end of the fiscal year. If revenues exceed expenditures, the result is a surplus of money added to the fund balance. If expenditures exceed revenues, the result is a deficit and money is withdrawn from the fund balance to balance the budget.

The North Carolina Local Government Commission (LGC) recommends units of government retain an amount of unreserved fund balance in the General Fund of at least eight (8) percent of appropriations of the fund. Clinton City Council has adopted a policy recommending the City maintain a fund balance between 35 and 40 percent for the General Fund and 47 and 53 percent for the Water and Sewer Fund.

Purpose of Fund Balance

Fund Balance is available to help balance the City’s budget in the event expenditures exceed revenues. A strong fund balance helps the City achieve a solid bond rating, but also helps the City in other ways, including:

- Paying for unexpected expenses or to make up for revenue shortfalls,
- Balancing the budget without increasing taxes or rates,
- Responding to emergencies,
- Taking advantage of unexpected opportunities, and
- Paying for capital projects or needs without needing to borrow money.

Issues Concerning Fund Balance

An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the City to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these reasons fund balance should be managed effectively to ensure it is not regularly used to offset operating deficits. While a strong fund balance provides the City with flexibility and financial security, excessive fund balance also can be an indicator that taxes or fees are too high or that the City may not be spending money adequately to respond to the needs of citizens or the organization.

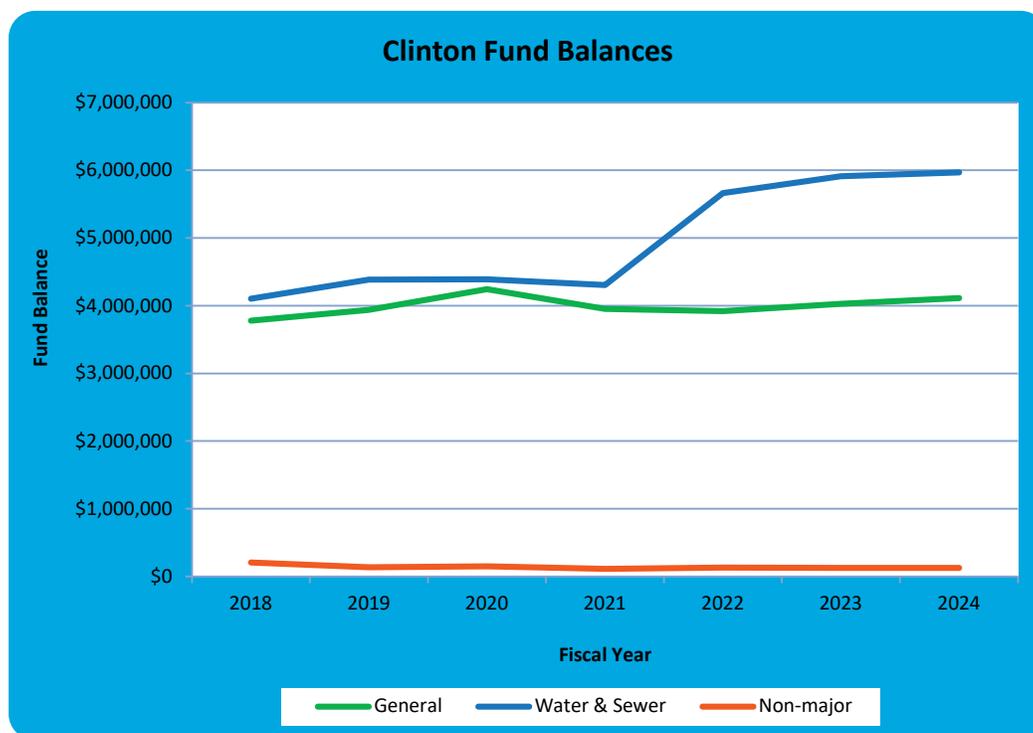
Amount of Fund Balance

The LGC recommends a minimum fund balance of eight (8) percent, but most local governments carry a higher percentage. Good benchmarks for the appropriate amount of fund balance include ensuring enough revenue to avoid cash flow problems, typically about four to six (4-6) months of operating expenses, and the average fund balance percentage within a peer group. The average fund balance for North Carolina municipalities in Clinton’s population range, not operating and electric system, is about 70 percent. This group is designated by the LGC as municipalities with populations between 2,500 and 9,999. The percentage is skewed toward a higher value because smaller municipalities often carry higher fund balance percentages because they have smaller budgets.

Clinton's policy for the General Fund is to maintain a fund balance of 35 to 40 percent, which is equivalent to five (5) months of operating expenses. There are no general guidelines for fund balance levels in enterprise funds, such as the Water and Sewer Fund. The City has adopted a 47 to 53 percent (9-month equivalent) goal for the Water and Sewer Fund. The chart below includes unassigned and assigned fund balance for the General Fund and Non-major Funds and all retained earnings for the Water and Sewer Fund.

The budget discusses the City's use of fund balance for FY23-24 in the revenue sections for each fund.

Clinton Fund Balance							
Fund	2018	2019	2020	2021	2022	2023	2024
General	\$3,782,402	\$3,939,369	\$4,248,199	\$3,950,507	\$3,918,293	\$4,029,517	\$4,110,107
<i>% Change</i>	1.89%	4.15%	7.84%	-7.01%	-0.82%	2.84%	2.00%
<i>Fund Balance %</i>	40.58%	43.21%	43.18%	36.90%	41.32%	38.79%	36.94%
<i>Months Equiv.</i>	4.87	5.18	5.18	4.43	4.96	4.65	4.43
Water & Sewer	\$4,106,909	\$4,384,762	\$4,388,770	\$4,303,104	\$5,663,702	\$5,913,702	\$5,972,839
<i>% Change</i>	2.41%	6.77%	0.09%	-1.95%	31.62%	4.41%	1.00%
<i>Fund Balance %</i>	84.22%	93.91%	74.27%	78.39%	103.52%	95.10%	97.50%
<i>Months Equiv.</i>	10.11	11.27	8.91	9.41	12.42	11.41	11.70
Non-major	\$206,991	\$135,000	\$149,809	\$116,111	\$128,497	\$125,809	\$127,067
<i>% Change</i>	29.31%	-34.78%	10.97%	-22.49%	10.67%	-2.09%	1.00%
<i>Fund Balance %</i>	172.61%	104.29%	123.90%	198.46%	160.62%	102.20%	79.30%
<i>Months Equiv.</i>	20.71	12.52	14.87	23.81	19.27	12.26	9.52



The City may choose to take on debt through financing to pay for major projects or large equipment. Issuing debt to pay for major projects and equipment allows the City to reduce its immediate burden to pay for large capital projects. This allows the cost to be spread out over time and shares the financing burden among the taxpayers who receive the most benefit from the project. North Carolina General Statute 159-55 limits local government debt to a maximum of eight (8) percent of the unit's taxable assessed valuation, which is \$62,438,984 for Clinton as of July 2022.

Types of Debt Financing

The following is a common list of financing options used by local governments in North Carolina to issue debt.

General Obligation Bonds

General Obligation (GO) bonds require voter approval because the debt is secured by the taxing power of the local government. When a local government issues GO bonds they promise to pay back the loan by using all revenue available at its disposal, including its ability to raise taxes. GO bonds in North Carolina require approval of the LGC. GO bonds typically have the lowest interest rates and twenty-year terms. The City will not consider GO bonds for any project unless the cost exceeds \$2 million.

Revenue Bonds

Revenue bonds are secured and repaid from specific revenues and can only be used to finance revenue-producing projects. Revenues earned from these projects repay the bond. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements. The LGC requires and independent, nationally recognized consulting firm to conduct a feasibility study and that revenues from the project be 20 percent greater than total debt service costs and operating expenses of the projects. The City will not consider revenue bonds for utility projects unless the cost exceeds \$3 million.

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. IP agreements allow local governments to borrow money at a lower rate than conventional loans because lenders do not have to pay taxes on the interest portion of the payments it receives. This type of financing is typically used for items such as equipment and vehicles. For large IP agreements, the LGC must approve the debt. Installment purchasing presents the best option for most of the City's current capital needs.

Certificates of Participation

Certificates of Participation (COPs) operate similar to revenue bonds and typically have higher interest rates than GO bonds because the debt is secured by funds resulting from the project being financed and cannot be secured by the “full faith and credit” of the government. The local government uses revenue to pay off debt on a capital project. Unlike revenue bonds, however, local governments can use the revenue from the entire unit to pay off the debt and are not limited to using revenue only produced by the financed project. COPs are typically financed for ten- to twenty-year terms. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing Bonds

Tax Increment Financing (TIF) bonds are high risk for investors because the debt is secured on anticipated increases in property value. A TIF project begins by designating an area as a TIF district and determining a base property value. The base valuation is set for a specific number of years, during which time public and private investments should improve the property. The increase in value over the base valuation is the increment. Local governments continue to accrue taxes levied on the base valuation for normal operations. Additional taxes levied on the increment are for the repayment of debt service or other qualifying needs associated with the TIF. At the end of the specified time, all debt associated with the TIF is amortized and all tax revenues can be used at the discretion of the local government. A successful TIF project is dependent upon an increase in the property value of the designated district. The inherent risk in TIF is the assumption that property values will increase enough to repay the associated debt. TIF bonds can be financed for up to thirty years.

Clinton’s Debt Obligation

As of June 30, 2023, the City’s debt obligation is \$14,046,123. Approximately \$3.4 million is in the General Fund and \$10.5 million in the Water & Sewer Fund. All of the City’s General Fund debt is financed through installment purchase agreements. The City intends to issue debt for a Commercial Sanitation truck and a Residential Sanitation truck in FY23-24. Fifty-seven (57) percent of debt in the Water & Sewer Fund is financed through USDA.

Clinton Debt Obligation

General Fund

Issue Year	Project / Equipment	Finance Type	\$ Issued	Term	Rate	Fiscal Year Retired	FY23-24 Principal	FY23-24 Interest	FY23-24 Debt Service
2020	2 Mack Garbage Trucks	Installment Purchase	\$476,000	4	2.36%	2024	\$123,195	\$2,907	\$126,102
2023	Multi-purpose field lights	Installment Purchase	\$221,097	2	6.50%	2025	\$72,831	\$6,060	\$78,891
2021	Street Sweeper	Installment Purchase	\$233,000	4	1.25%	2026	\$57,884	\$2,198	\$60,082
2022	Leaf Vac	Installment Purchase	\$225,000	4	3.51%	2027	\$70,103	\$1,591	\$71,694
2020	Pierce Fire Truck	Installment Purchase	\$415,000	10	2.10%	2030	\$40,158	\$6,273	\$46,431
2013	Downtown Ph. 1 & 2 Refinance	Installment Purchase	\$893,066	12	2.19%	2025	\$80,435	\$3,562	\$83,997
2013	Downtown Phase 3	Installment Purchase	\$1,000,000	20	3.50%	2033	\$49,821	\$20,549	\$70,370
			\$3,463,163						\$537,567

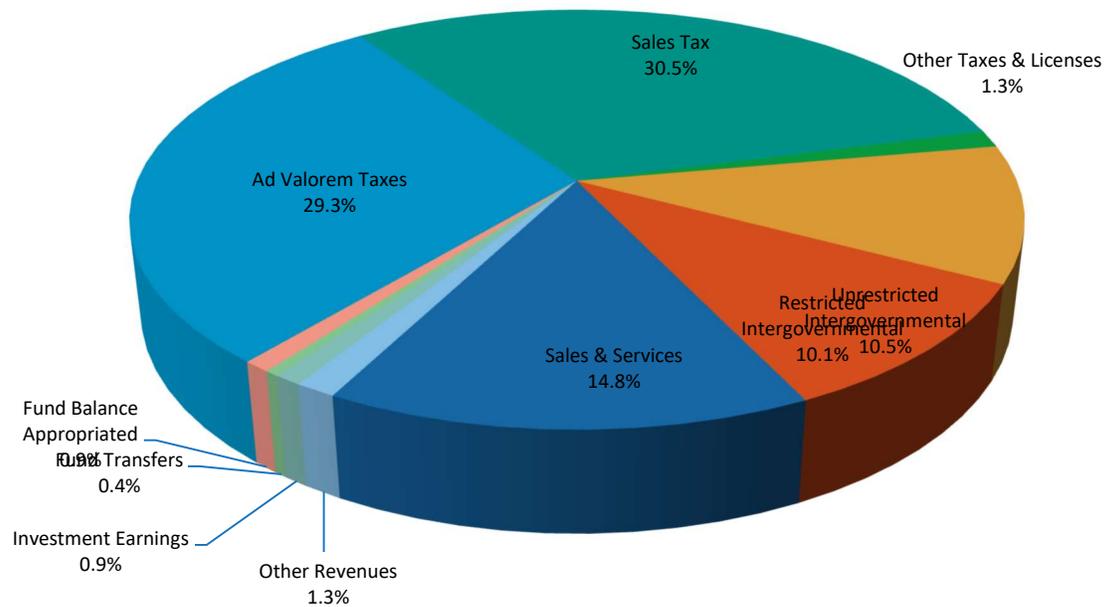
Water & Sewer Fund

Issue Year	Project / Equipment	Finance Type	\$ Issued	Term	Rate	Fiscal Year Retired	FY23-24 Principal	FY23-24 Interest	FY23-24 Debt Service
2007	Industrial Sewer Capacity II	State Revolving Loan	\$2,525,098	15	2.10%	2024	\$168,335	\$3,535	\$171,870
2009	Industrial Sewer Capacity III	State Revolving Loan	\$242,152	20	2.10%	2030	\$11,507	\$1,692	\$13,199
2010	ARRA Clear Well	Installment Purchase	\$152,016	20	0.00%	2030	\$7,143	\$0	\$7,143
2015	Southwood Elevated Tank	State Revolving Loan	\$1,669,694	20	0.00%	2035	\$82,316	\$0	\$82,316
2018	Water Capacity Expansion	Installment Purchase	\$4,836,000	40	2.75%	2057	\$80,000	\$121,000	\$201,000
2018	Water Capacity Expansion	Installment Purchase	\$1,158,000	40	2.25%	2057	\$21,000	\$22,468	\$43,468
			\$10,582,960						\$518,995
Total			\$14,046,123						\$1,056,562

Revenues by Source

General Fund Revenues by Source					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Ad Valorem Taxes	\$3,389,948	\$3,407,200	\$3,423,930	\$3,395,000	-0.36%
Sales Tax	\$3,156,727	\$2,868,600	\$3,499,819	\$3,543,400	23.52%
Other Taxes & Licenses	\$160,671	\$160,700	\$151,393	\$150,500	-6.35%
Unrestricted Intergovernmental	\$1,194,117	\$1,304,400	\$1,269,690	\$1,222,100	-6.31%
Restricted Intergovernmental	\$1,042,682	\$1,191,000	\$1,192,276	\$1,177,700	-1.12%
Sales & Services	\$1,530,761	\$1,552,800	\$1,575,047	\$1,718,700	10.68%
Other Revenues	\$490,339	\$525,100	\$526,822	\$148,500	-71.72%
Investment Earnings	\$8,049	\$62,000	\$75,000	\$100,000	61.29%
Fund Transfers	\$1,813,750	\$128,900	\$135,600	\$50,000	-61.21%
Fund Balance Appropriated	\$0	\$310,000	\$0	\$100,000	-67.74%
Total	\$12,787,044	\$11,510,700	\$11,849,577	\$11,605,900	0.83%

General Fund Revenues by Source FY23-24



Source Descriptions

Ad Valorem Taxes

Ad valorem taxes are taxes paid on real and personal property located within the Clinton City limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations of the property every eight years, with the most recent occurring in 2019. The City contracts with the Sampson County Tax Department to levy and collect ad valorem taxes. For FY23-24, the collection rate used for the budget is 98.9%. Ad valorem taxes typically comprise approximately one-third of all General Fund revenues with an estimated \$3.3 million in FY23-24 at a tax rate of \$.40.

Sales Tax

The State of North Carolina collects local option sales tax on behalf of Sampson County. The local option sales tax rate of \$0.0225 consists of four separate taxes authorized by North Carolina General Statutes: Article 39 at \$0.01, Article 40 at \$0.005, Article 42 at \$0.005 and Article 44 at \$0.005. In October of 2008, the State eliminated the per capita portion of the Article 44 sales tax and replaced it with a “hold harmless” reimbursement. This local government sales and use tax is applied to sales made in the county and is allocated amount the county and municipalities within the county on a per capita basis. In projecting the amount for this revenue source, a conservative approach was taken to continue to be financially prudent. For the end of FY22-23, a 10 percent increase from the previous year is estimated in addition to an overall 5 percent for FY23-24. Sales tax revenue typically represents the General Fund’s second largest revenue source, but in FY23-24 sales tax is estimated to be the number one revenue source for the General Fund at \$3.5 million.

Other Taxes

Automobile and privilege licenses comprise “other taxes and licenses” category. The automobile license revenue is from fees paid by Clinton citizens for their vehicle tags. Beginning July 1, 2016, cities are allowed to charge up to \$25 (without a transit system) for the municipal vehicle tax through North Carolina General Statute 20-97 (b1). Municipalities would be able to use this additional tax for street purposes. The City of Clinton is at the maximum amount. This makes the total vehicle tax \$25 per registered vehicle. Other taxes make up \$150,500 in FY23-24.

Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), ABC revenues, and the Beer and Wine Tax. CATV sales taxes are applied to the gross receipts of cable service and direct-to-home satellite service retailers on the video programming provided to subscribers in the state. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at \$921,700. The tax is based on gross receipts of the sales of utility companies within the City’s corporate limits. ABC revenues come directly from the Clinton ABC Board and represent 80 percent of the ABC profits. Unrestricted ABC revenues represent \$250,000 in the FY23-24 budget. The State levies a beer and wine tax on the sale of malt beverages, fortified wine, and unfortified wine. The State annually distributes a percentage of the tax on the sales of these beverages generated within the City’s corporate limits. Beer and wine tax revenues are \$35,400 in the FY23-24 budget.

Restricted Intergovernmental

Restricted intergovernmental revenues include Powell Bill funds and other federal, state, or local government funds or grants that are restricted for a specific purpose. Powell Bill revenue is the annual appropriation from the State Highway Fund for the proceeds from a one and three-fourth cents tax on each gallon of motor fuel sold within the state. The State calculates the annual Powell Bill distribution based on population and the number of road miles maintained by the City. Fire tax collections represent revenues collected from residents within the Clinton Fire District who do not live within the City's corporate limits. The tax rate is \$.10 as set by the County Commissioners. The City receives annual revenues from the Clinton City School system to cover the costs associated with providing resource officers on school campuses. The City expects to receive \$1,177,700 in restricted intergovernmental revenues in FY23-24.

Sales & Services

Sales and services fees primarily consist of revenues from residential and commercial garbage collection, recreation participation, and facility user fees. Residential garbage collection accounts for \$772,200 in the FY23-24 budget and commercial collection and cardboard container rentals account for \$849,000. The residential garbage collection rate for FY23-24 is \$19.50. This is a \$4 increase from the past several years. Recreation participation and facility user fees represent \$35,000 in the FY23-24 budget.

Investment Earnings

Investment earnings include return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT). Investment earnings have returned to pre-pandemic levels and continue to grow. Currently, the federal reserve is slowly increasing the interest rates and the City is experiencing the benefits of this. Investment earnings account for \$100,000 in the FY23-24 budget.

Fund Transfers

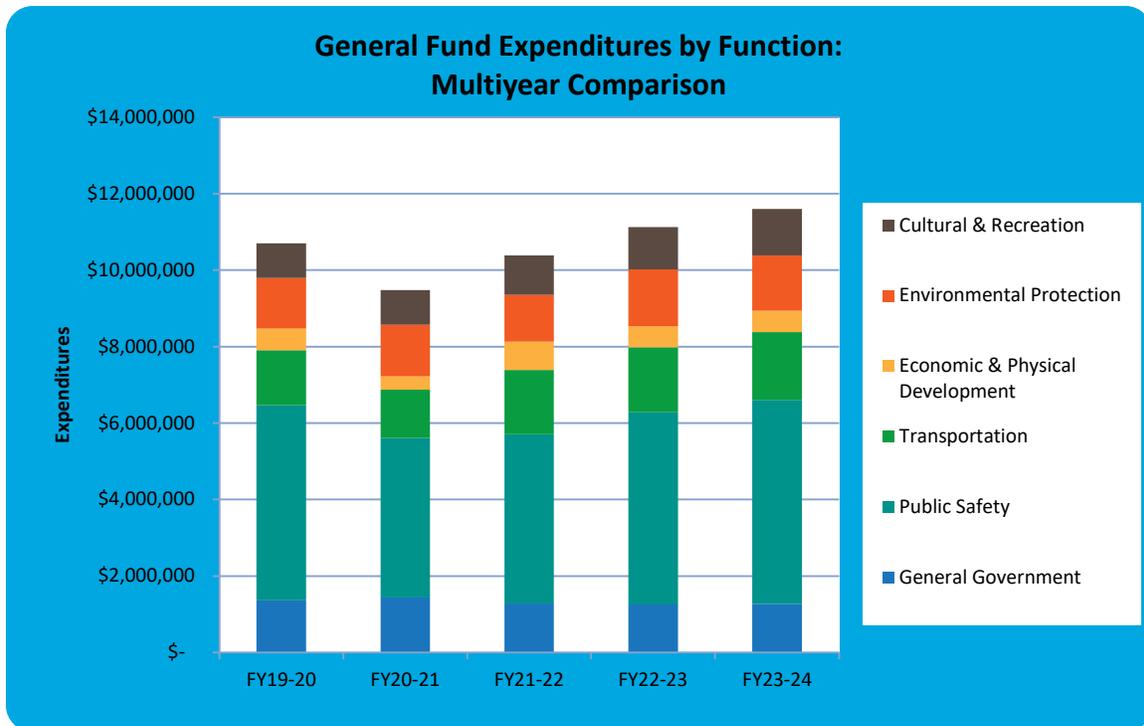
Fund transfers consist of revenues resulting from other funds. A transfer of \$50,000 from the Cemetery Fund is for equipment and maintenance directly related to upkeep of the City's cemeteries.

Other Revenues

Other revenues represent miscellaneous revenues such as court fees, parking fines, or false alarm fines that do not easily fit into other categories. These revenues account for \$148,500 in FY23-24.

Expenditures by Function

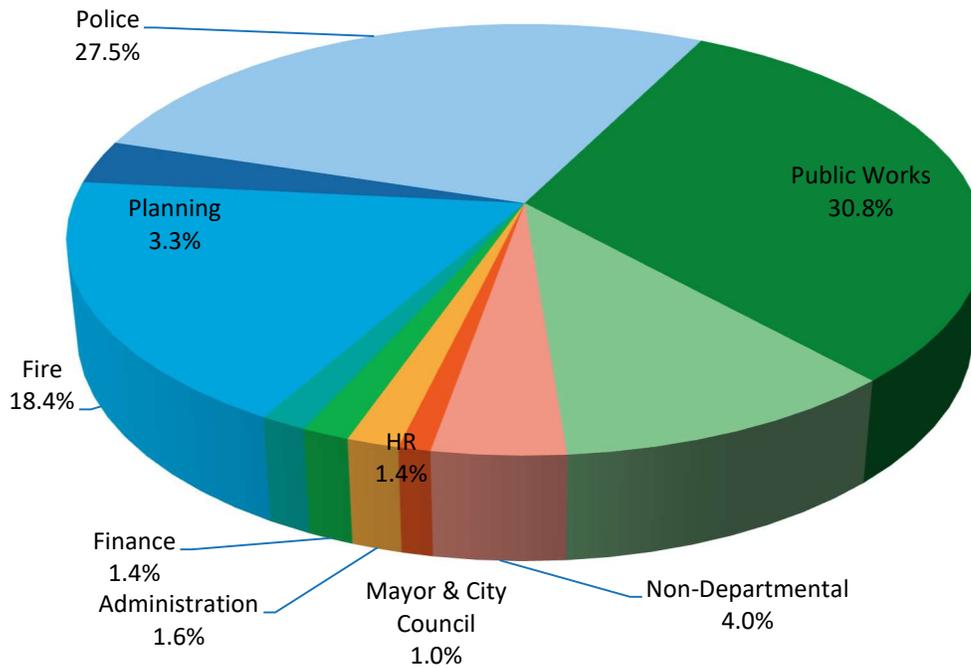
General Fund Expenditures by Function					
Function	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General Government	\$1,280,594	\$1,338,800	\$1,251,879	\$1,269,000	-5.21%
Public Safety	\$4,428,551	\$5,138,800	\$5,030,758	\$5,336,100	3.84%
Transportation	\$1,683,575	\$1,799,400	\$1,700,739	\$1,777,700	-1.21%
Economic & Physical Development	\$734,720	\$542,100	\$543,523	\$554,400	2.27%
Environmental Protection	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%
Cultural & Recreation	\$1,035,050	\$1,145,500	\$1,106,773	\$1,222,000	6.68%
Total	\$10,387,980	\$11,469,900	\$11,127,267	\$11,605,900	1.19%



General Fund Function per Dollar

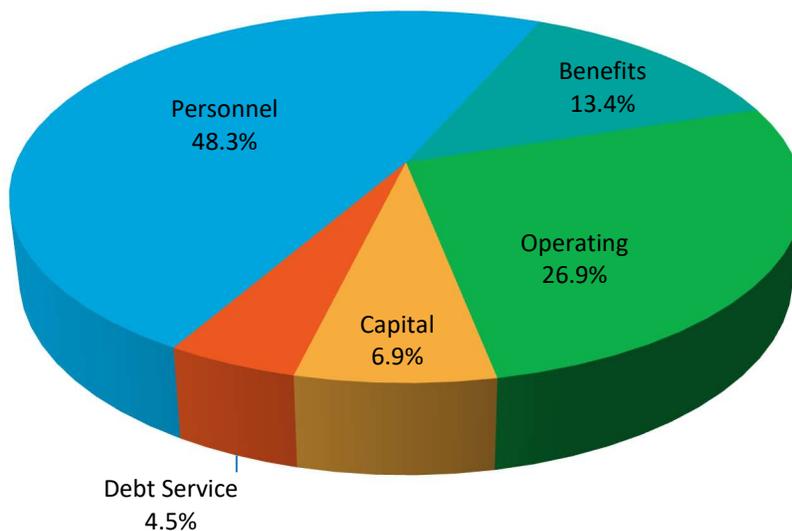


GF Expenditures by Department FY23-24

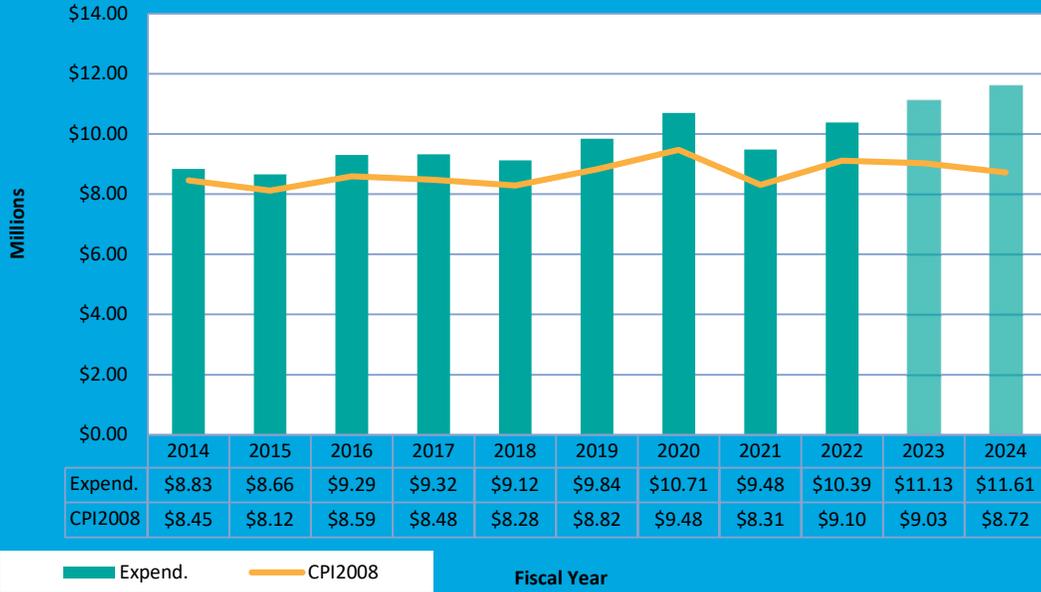


General Fund Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$4,934,927	\$5,321,200	\$5,078,735	\$5,602,100	5.28%
Benefits	\$1,253,052	\$1,430,800	\$1,406,136	\$1,555,400	8.71%
Operating	\$2,901,460	\$3,048,200	\$3,003,712	\$3,125,200	2.53%
Capital	\$815,287	\$1,089,800	\$1,058,581	\$796,000	-26.96%
Debt Service	\$483,254	\$579,900	\$580,103	\$527,200	-9.09%
Total	\$10,387,980	\$11,469,900	\$11,127,267	\$11,605,900	1.19%

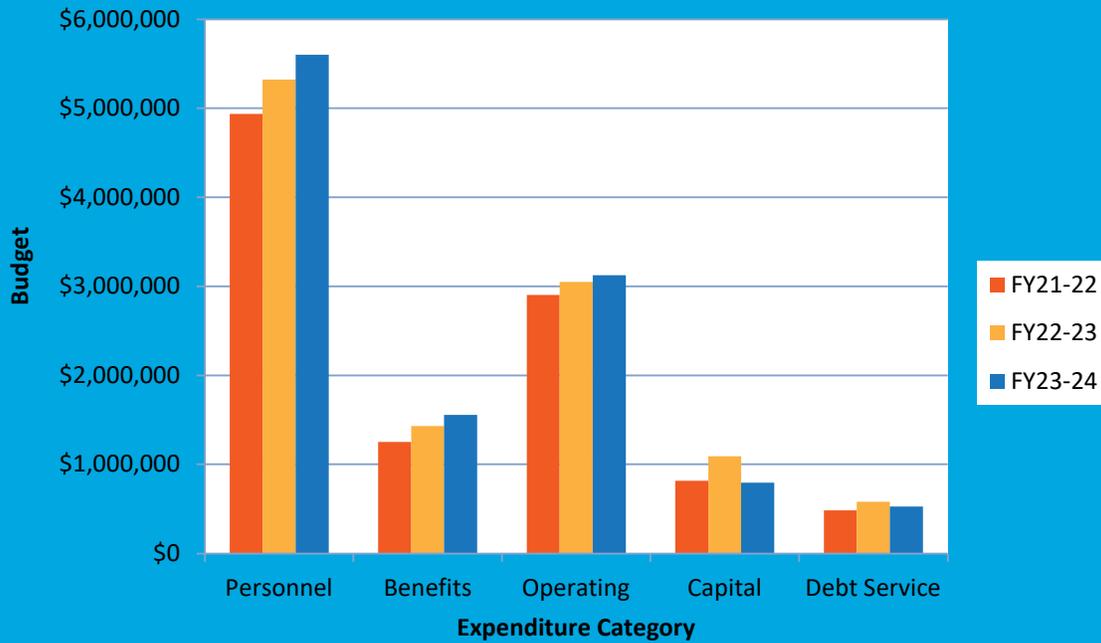
General Fund Expenditures by Type FY23-24



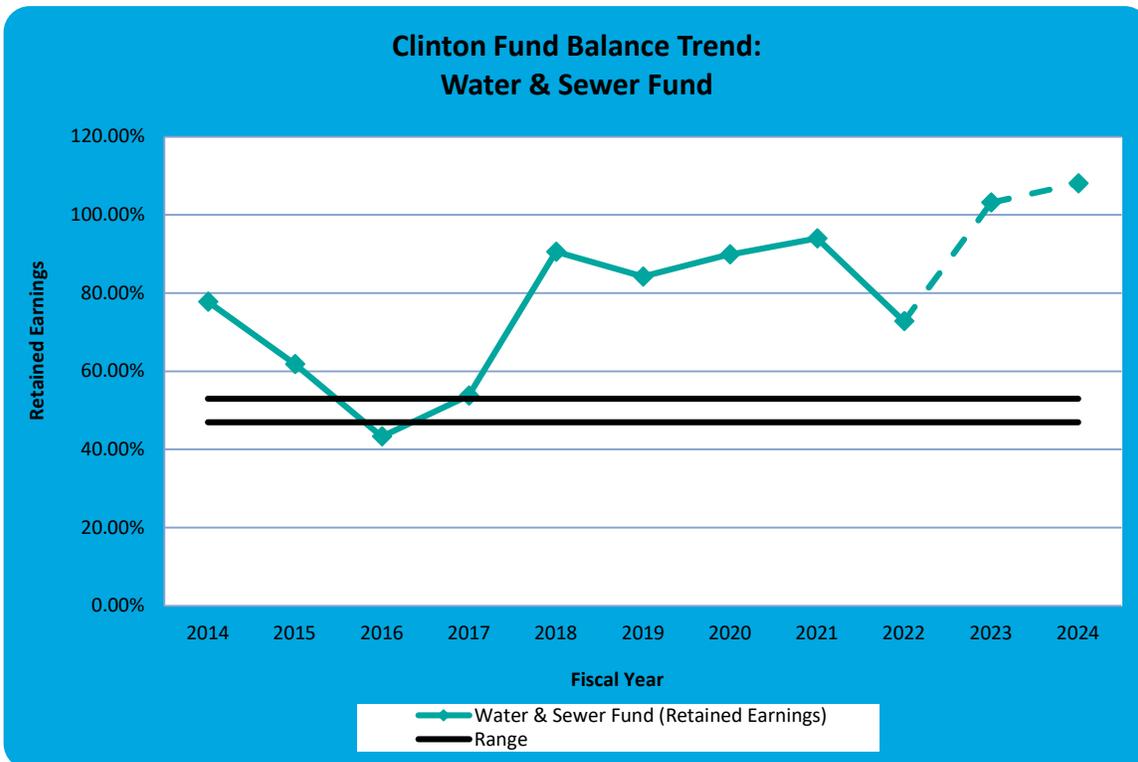
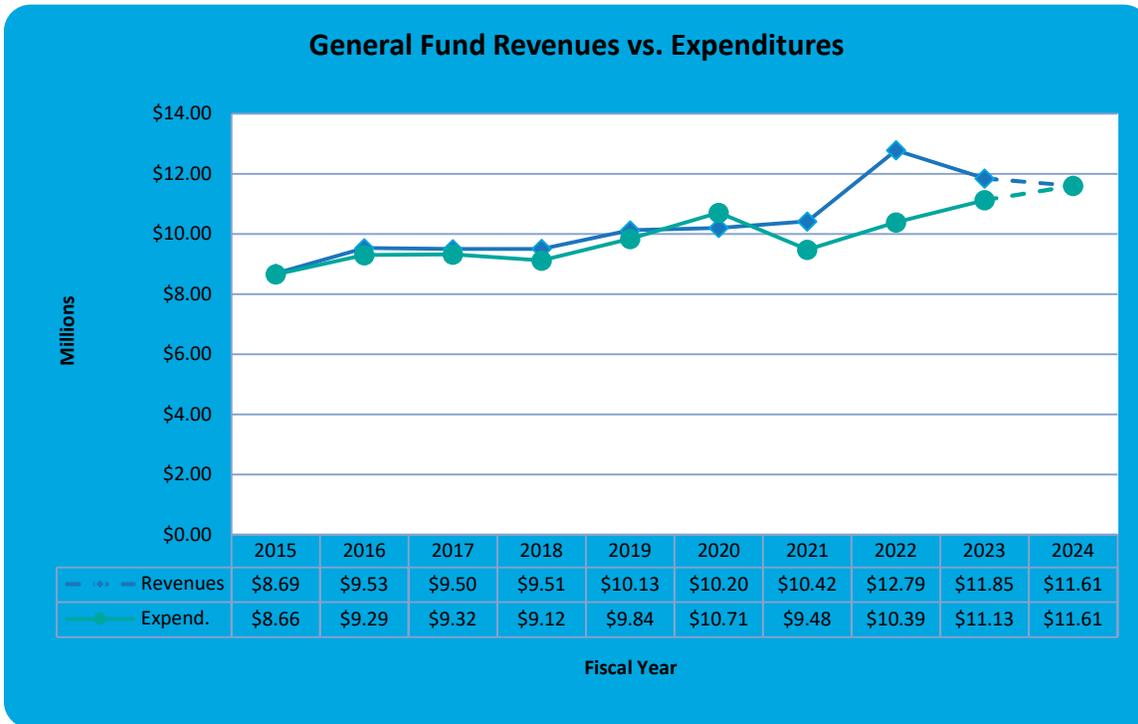
General Fund Expenditure Trends (with Adjustment for Inflation Comparison)



General Fund Expenditures by Type



Revenues vs. Expenditures



Mission

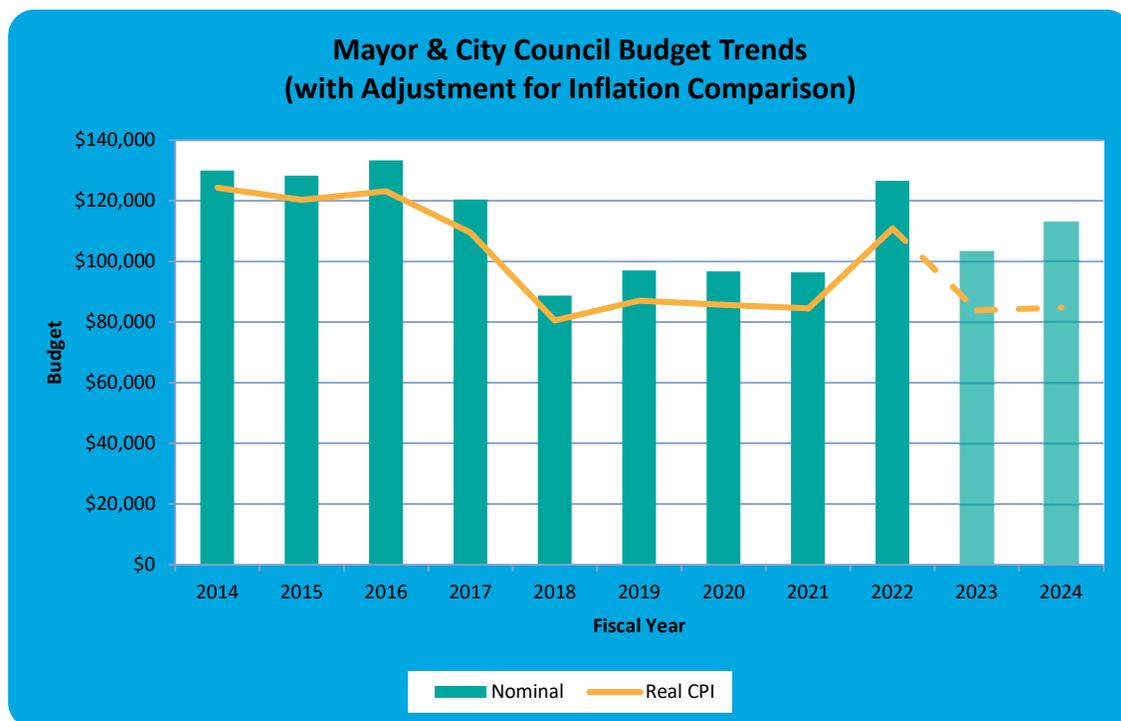
To be a City rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure and opportunities for future generations.

Description

The City Council is the legislative board of city government and includes a mayor and five council members. Citizens elect the Mayor at large to serve a two-year term. Council members each represent electoral districts and serve four-year terms. Clinton’s elections are non-partisan and elections occur in odd numbered years. The Mayor is the presiding officer of the Council. The Council selects a Mayor Pro Tem from the five council members to serve as Mayor in the absence or incapacity of the Mayor. Through this arrangement, the City Council sets and directs policy regarding the operations of city government. The Mayor’s office is located at City Hall, 221 Lisbon St. Clinton, NC. City Council meetings are held the first Tuesday of every month in the City Hall auditorium. For more information about the City Council, please contact the City Manager at 910-592-1961.

FY2023-2024 Budget Highlights

The City Council FY23-24 budget reflects a 9 percent increase from FY22-23. At \$112,900 the City Council budget represents 1% of the general fund budget and is equivalent to \$.01 of the tax rate. The City plans to spend \$13.47 per capita for the governing board in FY23-24.



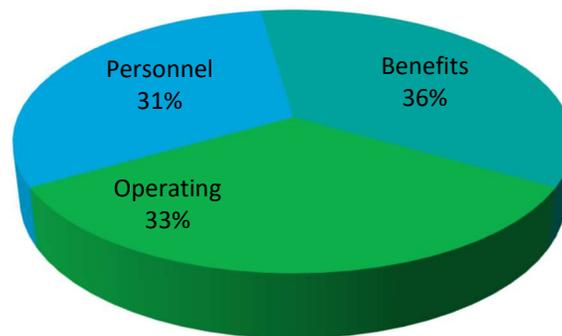
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$33,031	\$34,400	\$34,062	\$35,100	2.03%
Benefits	\$30,029	\$39,200	\$32,244	\$40,200	2.55%
Operating	\$49,595	\$29,800	\$30,810	\$37,600	26.17%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$112,655	\$103,400	\$97,116	\$112,900	9.19%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$112,655	\$103,400	\$97,116	\$112,900	9.19%
Total	\$112,655	\$103,400	\$97,116	\$112,900	9.19%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	-	-	-	-	0.00%
Part-time	6.00	6.00	6.00	6.00	0.00%
Total	6.00	6.00	6.00	6.00	0.00%

**Mayor & Council
Expenditures by Type**



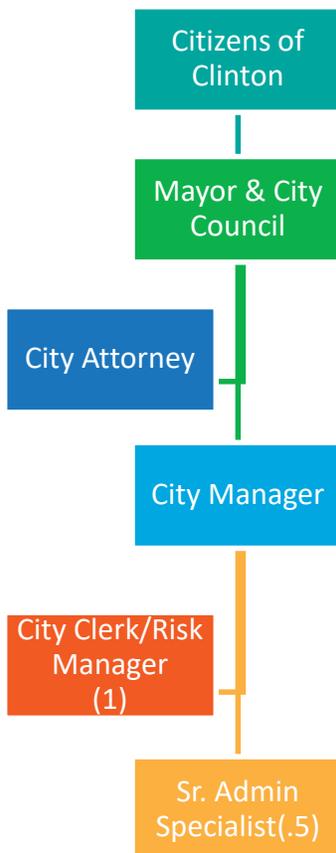
Expenditure by Line Item

Mayor & City Council Expenditures						
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22- 23 Estimate	FY 23-24 Budget	Percent Change	
Salaries	\$30,935	\$31,900	\$31,332	\$32,600	2.19%	
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!	
FICA	\$2,096	\$2,500	\$2,730	\$2,500	0.00%	
Group Insurance	\$28,093	\$37,000	\$30,270	\$38,000	2.70%	
Vision Insurance	\$207	\$200	\$212	\$200	0.00%	
Retirement	\$1,729	\$2,000	\$1,762	\$2,000	0.00%	
Travel & Education	\$837	\$1,000	\$990	\$1,000	0.00%	
Auto Allowance	\$9,380	\$9,500	\$9,380	\$9,500	0.00%	
Advertising	\$2,030	\$2,200	\$449	\$1,000	-54.55%	
Election Expense	\$18,198	\$0	\$0	\$7,000	#DIV/0!	
Dues & Subscription	\$12,683	\$14,000	\$13,252	\$14,000	0.00%	
Workman's Comp	\$48	\$100	\$51	\$100	0.00%	
Citizen Newsletter	\$0	\$0	\$0	\$0	#DIV/0!	
Miscellaneous	\$6,419	\$3,000	\$6,688	\$5,000	66.67%	
Total	\$112,655	\$103,400	\$97,116	\$112,900	9.19%	

Mission

To advocate for the best interest of the community by implementing the policies and objectives of the Mayor and City Council with leadership that encourages the City to achieve the highest standards of fairness, efficiency, effectiveness, and ethics while ensuring public awareness and understanding.

Administration Organization Chart

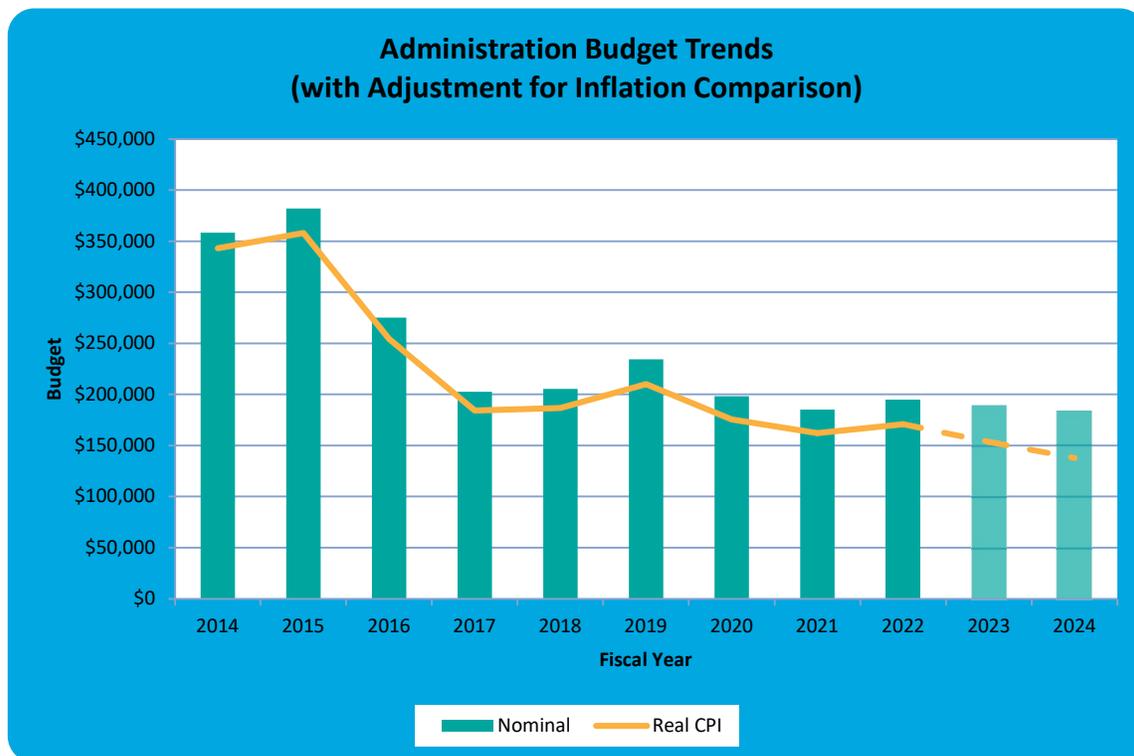


Description

The administrative office of the City of Clinton consists of the City Manager, City Clerk, and administrative support staff. The City Council appoints the City Manager as the chief executive officer of the City to oversee the city organization and operations. The City Manager coordinates the work of department heads and other employees to help ensure efficient delivery of services. The City Clerk also serves as the City's risk manager and coordinates the City's Health and Safety Program. Clinton Administration offices are located at City Hall, 221 Lisbon St., Clinton, NC. For more information about City Administration please contact the City Manager or City Clerk at 910-592-1961.

FY2023-2024 Budget Highlights

The Administration FY23-24 budget reflects a 3 percent decrease from FY22-23. At \$183,600 the Administration budget represents 1.5% of the general fund budget and is equivalent to \$.02 of the tax rate. The City plans to spend \$21.90 per capita for the Administration Department in FY23-24.



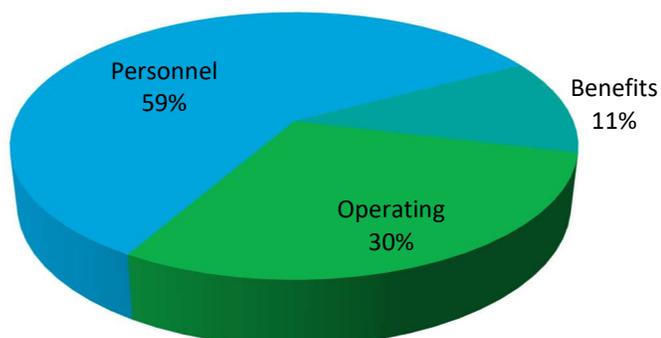
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$131,833	\$117,700	\$105,348	\$108,100	-8.16%
Benefits	\$24,216	\$33,900	\$26,354	\$21,200	-37.46%
Operating	\$49,833	\$37,700	\$42,099	\$54,300	44.03%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$205,882	\$189,300	\$173,801	\$183,600	-3.01%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$205,882	\$189,300	\$173,801	\$183,600	-3.01%
Enterprise					#DIV/0!
Total	\$205,882	\$189,300	\$173,801	\$183,600	-3.01%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	3.00	3.00	2.50	2.50	-16.67%
Part-time	-	-	-	-	0.00%
Total	3.00	3.00	2.50	2.50	-16.67%

**Administration
Expenditures by Type**

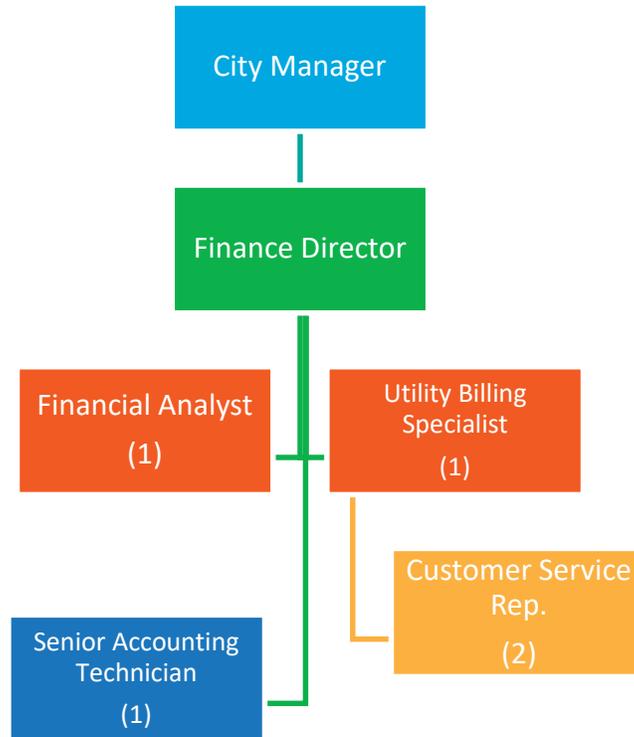


Expenditure by Line Item

Administration Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$98,980	\$109,300	\$95,513	\$100,400	-8.14%
Temporary Salaries	\$23,173	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$9,680	\$8,400	\$9,835	\$7,700	-8.33%
Group Insurance	\$11,526	\$19,100	\$10,904	\$7,600	-60.21%
Vision Insurance	\$118	\$200	\$77	\$100	-50.00%
Dental Insurance	\$481	\$700	\$213	\$0	-100.00%
Retirement	\$11,620	\$13,300	\$14,564	\$13,000	-2.26%
401(K)	\$471	\$600	\$596	\$500	-16.67%
Telephone	\$3,687	\$4,500	\$4,569	\$4,000	-11.11%
Printing & Office Supplies	\$4,395	\$4,000	\$3,811	\$3,500	-12.50%
Travel & Education	\$2,030	\$4,000	\$3,101	\$7,000	75.00%
Auto Allowance	\$3,655	\$3,000	\$3,487	\$3,600	20.00%
Maint. & Repairs/Building	\$1,830	\$2,500	\$2,063	\$2,500	0.00%
Maint. & Repairs/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Advertising	\$0	\$500	\$478	\$500	0.00%
City Code Update	\$550	\$1,500	\$300	\$1,000	-33.33%
Departmental Supplies	\$5,638	\$6,500	\$2,900	\$6,000	-7.69%
Uniforms	\$0	\$300	\$119	\$300	0.00%
Contract Services	\$20,098	\$5,000	\$15,514	\$20,000	300.00%
Dues & Subscription	\$4,456	\$3,000	\$3,228	\$3,000	0.00%
Workman's Comp	\$1,349	\$1,400	\$924	\$1,400	0.00%
Insurance	\$972	\$1,000	\$1,020	\$1,000	0.00%
Miscellaneous	\$1,173	\$500	\$585	\$500	0.00%
Capital Outlay/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$205,882	\$189,300	\$173,801	\$183,600	-3.01%

Mission

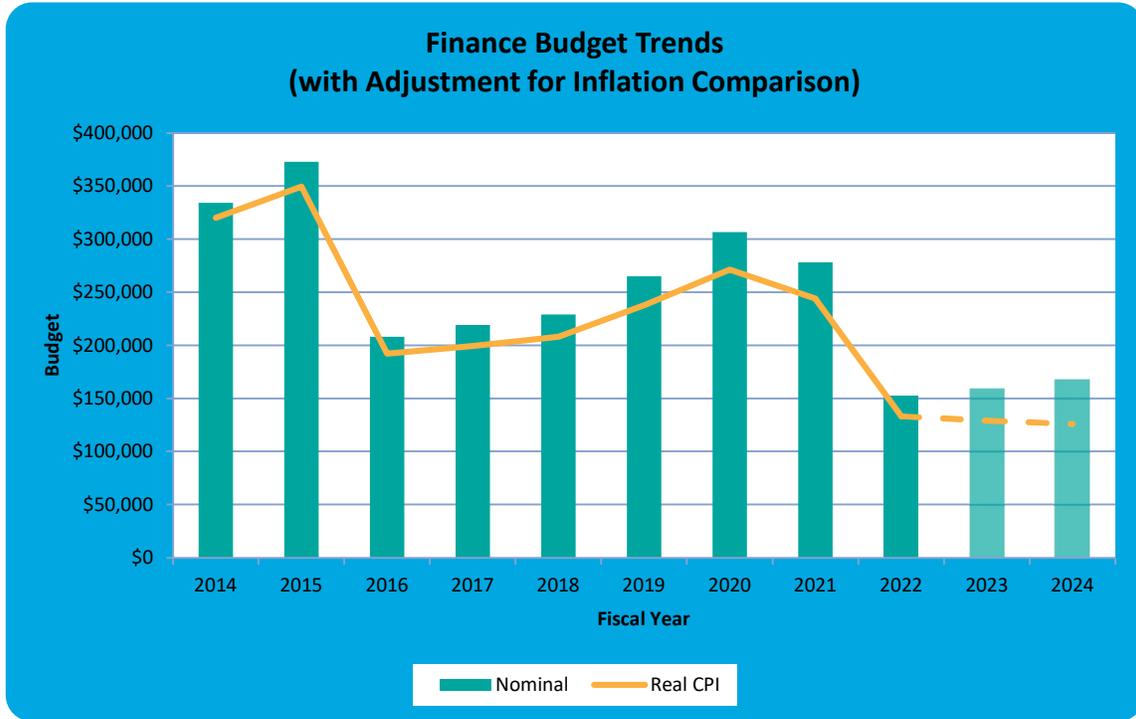
To preserve and maintain the financial stability of the City with integrity, quality service, and leadership while supporting the City with timely and clear information.

Finance Organization Chart**Description**

The Finance Department provides management of city funds, investments, and debt portfolios. This department performs the City's daily accounting operations and reporting, which includes accounts payable, accounts receivable, and collections for fees and services. Finance, also, assists the City Manager in the preparation and monitoring of the City's annual operating and capital budgets. The Finance Officer is responsible for the Finance Department, which includes the accounting, payroll, billing, and collections staff. The Finance Department is located at City Hall, 221 Lisbon St., Clinton, NC. For more information about the Finance Department, please contact the Finance Officer at 910-299-4900 or kstafford@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Finance FY23-24 budget reflects a 2 percent increase from FY22-23. At \$167,700 the Finance Department budget represents 1.4% of the general fund budget and is equivalent to \$.02 of the tax rate. The City plans to spend \$20.01 per capita for the Finance Department in FY23-24.



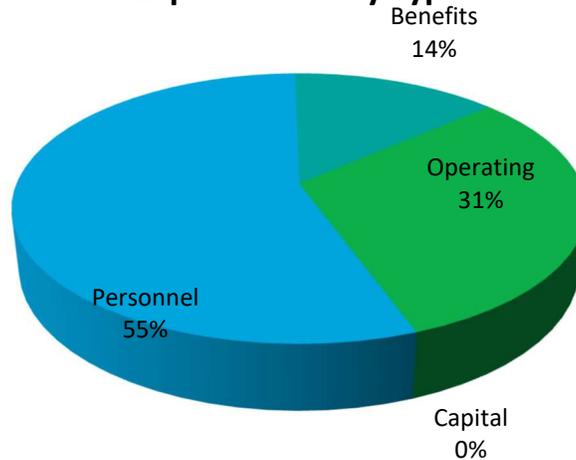
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$77,401	\$90,000	\$81,473	\$92,700	3.00%
Benefits	\$22,128	\$22,000	\$19,687	\$23,200	5.45%
Operating	\$61,460	\$52,100	\$55,335	\$51,800	-0.58%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$160,989	\$164,100	\$156,495	\$167,700	2.19%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$264,992	\$164,100	\$156,495	\$167,700	2.19%
Enterprise				\$0	#DIV/0!
Total	\$264,992	\$164,100	\$156,495	\$167,700	2.19%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	3.00	3.00	3.00	3.00	0.00%
Part-time	-	-	-	-	0.00%
Total	3.00	3.00	3.00	3.00	0.00%

Finance Expenditures by Type



Expenditure by Line Item

Finance Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$71,171	\$83,600	\$75,291	\$86,100	2.99%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$6,230	\$6,400	\$6,182	\$6,600	3.13%
Group Insurance	\$11,668	\$11,100	\$10,043	\$11,400	2.70%
Vision Insurance	\$86	\$200	\$66	\$200	0.00%
Retirement	\$10,005	\$10,200	\$9,201	\$11,100	8.82%
401(K)	\$369	\$500	\$377	\$500	0.00%
Telephone	\$2,997	\$3,000	\$2,721	\$3,000	0.00%
Printing & Office Supplies	\$1,330	\$2,500	\$1,557	\$2,300	-8.00%
Travel & Education	\$2,027	\$2,500	\$3,269	\$2,800	12.00%
Maint. & Repairs/Building	\$270	\$500	\$475	\$500	0.00%
Maint. & Repairs/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Departmental Supplies	\$3,396	\$4,000	\$3,451	\$5,000	25.00%
Contract Services	\$37,435	\$33,000	\$35,241	\$30,000	-9.09%
Dues & Subscription	\$529	\$500	\$429	\$700	40.00%
Bond	\$582	\$600	\$582	\$2,000	233.33%
Workman's Comp	\$422	\$500	\$234	\$500	0.00%
Miscellaneous	\$12,472	\$5,000	\$7,376	\$5,000	0.00%
Total	\$160,989	\$164,100	\$156,495	\$167,700	2.19%

Mission

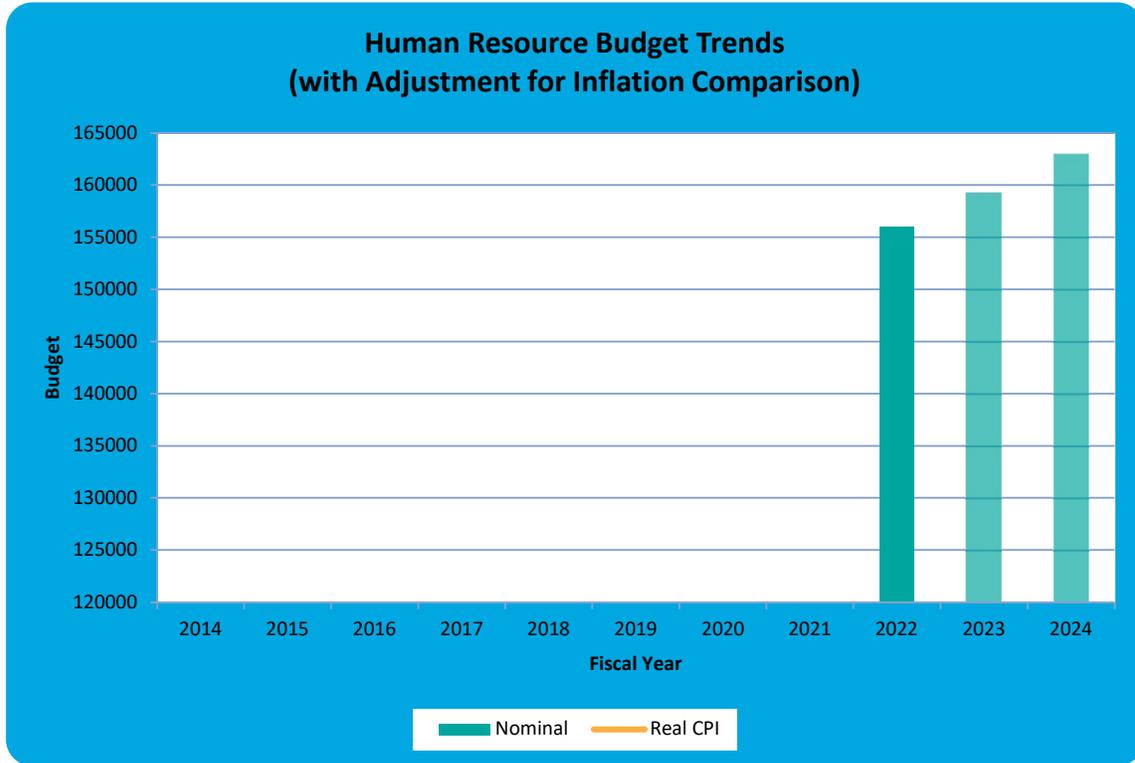
To preserve and maintain a strong workforce of the City with integrity, quality service, and leadership while supporting the City with timely and clear information.

Human Resource Organization Chart**Description**

The Human Resources Department provides comprehensive program support to operating units through a centralized program of personnel administrators, which includes management of the Affirmative Action/EEO program, classification and compensation systems, benefits programs, medical services, recruitment and selection, and employee relations. In conjunction with employee committees, the department provides a range of employee relations activities including employee recognition and awards, outgoing communications programs, and individual assistance for employees experiencing problems on the job. For more information about the Human Resources Department, please contact the Human Resources Director at 910-299-4903 or nblue@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The HR FY23-24 budget reflects a 1 percent increase from FY22-23. At \$163,000 the Human Resource Department budget represents 1.4% of the general fund budget and is equivalent to \$.02 of the tax rate. The City plans to spend \$19.44 per capita for the HR Department in FY23-24.

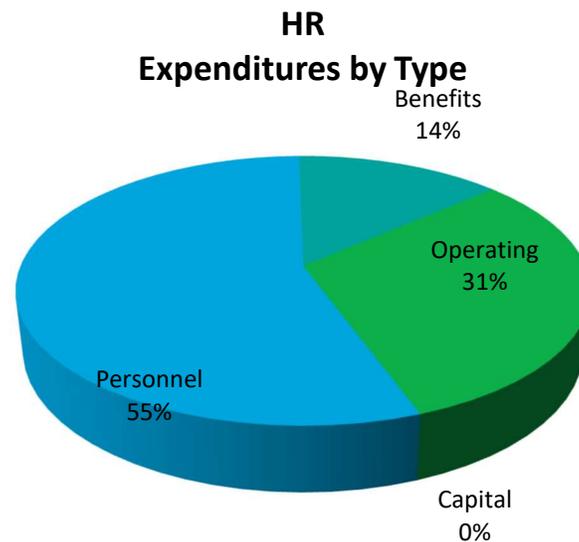


Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$95,176	\$88,500	\$66,980	\$90,600	2.37%
Benefits	\$18,962	\$22,400	\$17,406	\$23,700	5.80%
Operating	\$35,846	\$51,000	\$50,476	\$48,700	-4.51%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$149,984	\$161,900	\$134,862	\$163,000	0.68%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$149,984	\$161,900	\$134,862	\$163,000	0.68%
Enterprise				\$0	#DIV/0!
Total	\$149,984	\$161,900	\$134,862	\$163,000	0.68%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	2.00	2.00	2.00	2.00	0.00%
Part-time	-	-	-	-	0.00%
Total	2.00	2.00	2.00	2.00	0.00%



Expenditure by Line Item

Human Resource Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$89,783	\$82,200	\$62,116	\$84,100	2.31%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$5,393	\$6,300	\$4,864	\$6,500	3.17%
Group Insurance	\$10,063	\$11,900	\$9,345	\$12,200	2.52%
Vision Insurance	\$73	\$100	\$55	\$100	0.00%
Retirement	\$8,455	\$10,000	\$7,669	\$10,900	9.00%
401(K)	\$371	\$400	\$337	\$500	25.00%
Telephone	\$900	\$1,000	\$964	\$1,000	0.00%
Printing & Office Supplies	\$1,068	\$1,500	\$1,715	\$1,500	0.00%
Travel & Education	\$1,872	\$2,000	\$2,301	\$1,900	-5.00%
Maint. & Repairs/Building	\$0	\$0	\$0	\$0	#DIV/0!
Maint. & Repairs/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Departmental Supplies	\$3,191	\$5,000	\$4,687	\$5,000	0.00%
Employee Wellness	\$0	\$1,000	\$0	\$5,000	400.00%
Employee Relations	\$15,934	\$15,700	\$17,393	\$18,000	14.65%
Contract Services	\$11,949	\$22,600	\$22,960	\$14,600	-35.40%
Dues & Subscription	\$331	\$1,000	\$200	\$1,000	0.00%
Workman's Comp	\$141	\$200	\$156	\$200	0.00%
Miscellaneous	\$460	\$1,000	\$100	\$500	-50.00%
Total	\$149,984	\$161,900	\$134,862	\$163,000	0.68%

Mission

To enhance the quality of life for the diverse citizenry of Clinton by promoting quality development and redevelopment with use of sound planning principles, land use regulation, historic preservation, permitting, and code enforcement in a customer focused manner that is consistent and fair to all citizens.

Planning Organization Chart

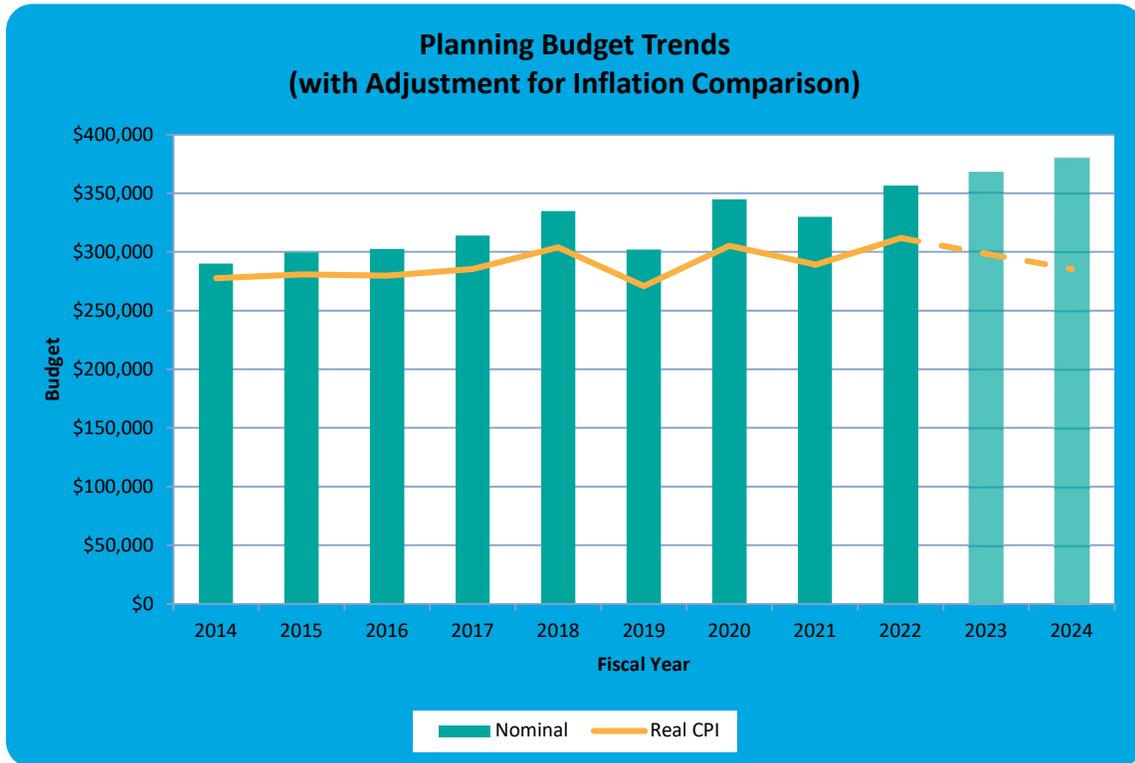


Description

The Clinton Planning Department is dedicated to serving the citizens of Clinton through planning, development, and zoning practices. The Planning Department offers staff support to the Planning and Zoning Board, Clinton Historic Preservation Commission and Clinton Main Street Program. The department includes the Planning Director, Senior Planner, Code Enforcement Officer, and administrative support staff. The Planning Department is located at 227 Lisbon St., Clinton, NC. For more information about the Planning Department, please contact the department at 910-299-4904 or mmr@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Planning Department FY23-24 budget reflects a 3.4 percent increase from FY22-23. At \$380,200 the Planning Department budget represents 3.3% of the general fund budget and is equivalent to \$.04 of the tax rate. The City plans to spend \$45.35 per capita for the Planning Department in FY23-24.



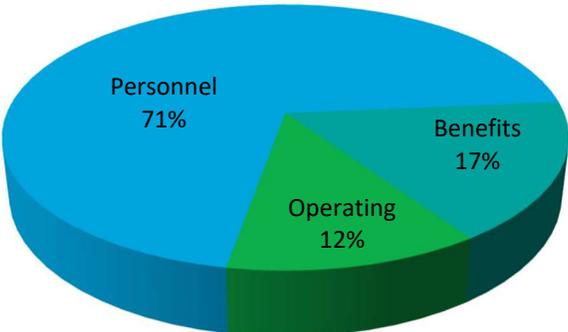
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$251,881	\$262,500	\$257,631	\$269,400	2.63%
Benefits	\$57,706	\$60,800	\$63,965	\$64,000	5.26%
Operating	\$46,804	\$44,500	\$47,560	\$46,800	5.17%
Capital	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$356,391	\$367,800	\$369,156	\$380,200	3.37%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$356,391	\$367,800	\$369,156	\$380,200	3.37%
Total	\$356,391	\$367,800	\$369,156	\$380,200	3.37%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	4.00	4.00	3.50	3.50	-12.50%
Part-time	-	-	-	-	0.00%
Total	4.00	4.00	3.50	3.50	-12.50%

Planning Expenditures by Type



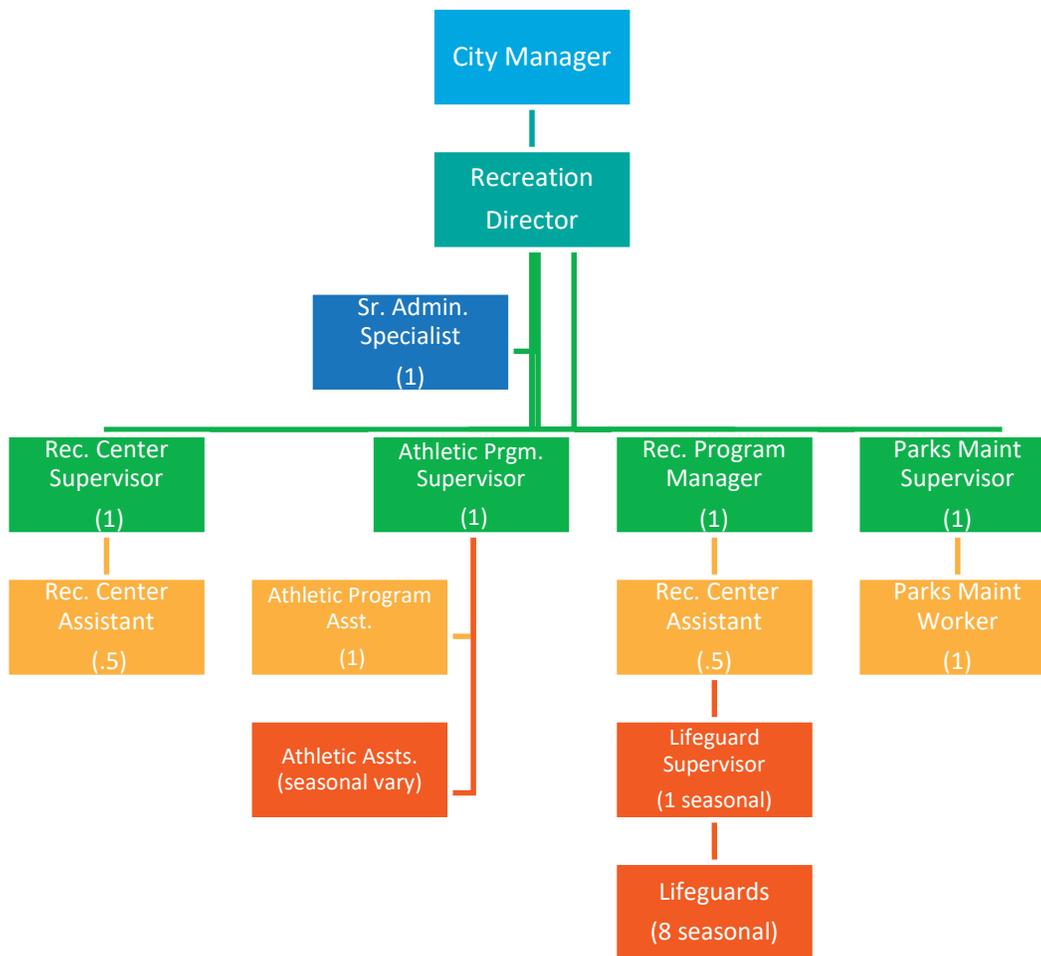
Expenditure by Line Item

Line Item	Planning Expenditures				Percent Change
	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	
Salaries	\$235,654	\$243,800	\$240,081	\$248,500	1.93%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$500	#DIV/0!
FICA	\$16,227	\$18,700	\$17,550	\$20,900	11.76%
Group Insurance	\$29,050	\$29,600	\$31,591	\$30,400	2.70%
Vision Insurance	\$214	\$200	\$223	\$200	0.00%
Retirement	\$27,343	\$29,700	\$30,872	\$32,100	8.08%
401(K)	\$1,099	\$1,300	\$1,279	\$1,300	0.00%
Telephone	\$3,044	\$2,800	\$3,000	\$3,000	7.14%
Printing & Office Supplies	\$1,263	\$2,000	\$1,834	\$2,000	0.00%
Utilities	\$9,029	\$8,500	\$8,424	\$8,500	0.00%
Travel & Education	\$538	\$900	\$1,291	\$1,000	11.11%
Board Expense	\$1,105	\$1,200	\$693	\$1,200	0.00%
Maint. & Repairs/Building	\$3,323	\$1,000	\$1,282	\$1,000	0.00%
Maint. & Repairs/Auto	\$922	\$500	\$131	\$500	0.00%
Advertising	\$1,474	\$1,500	\$1,371	\$1,500	0.00%
Fuel	\$686	\$900	\$164	\$900	0.00%
Departmental Supplies	\$3,834	\$2,200	\$3,648	\$2,700	22.73%
Economic Development Projects	\$0	\$2,500	\$2,600	\$2,500	0.00%
Contract Services	\$6,953	\$6,000	\$7,298	\$6,000	0.00%
Lot Maintenance	\$10,025	\$10,000	\$10,030	\$9,800	-2.00%
Housing Demolitions	\$0	\$0	\$0	\$0	#DIV/0!
Dues & Subscription	\$891	\$800	\$1,191	\$800	0.00%
Workman's Comp	\$2,991	\$3,000	\$3,652	\$3,600	20.00%
Insurance/Auto	\$695	\$700	\$754	\$800	14.29%
Miscellaneous	\$31	\$0	\$197	\$500	#DIV/0!
Total	\$356,391	\$367,800	\$369,156	\$380,200	3.37%

Mission

Clinton Recreation and Parks is dedicated to providing facilities and programs that respond to the changing needs of our community through preservation of open spaces and quality of life for future generations in a clean, safe, and inclusive environment.

Recreation Organization Chart

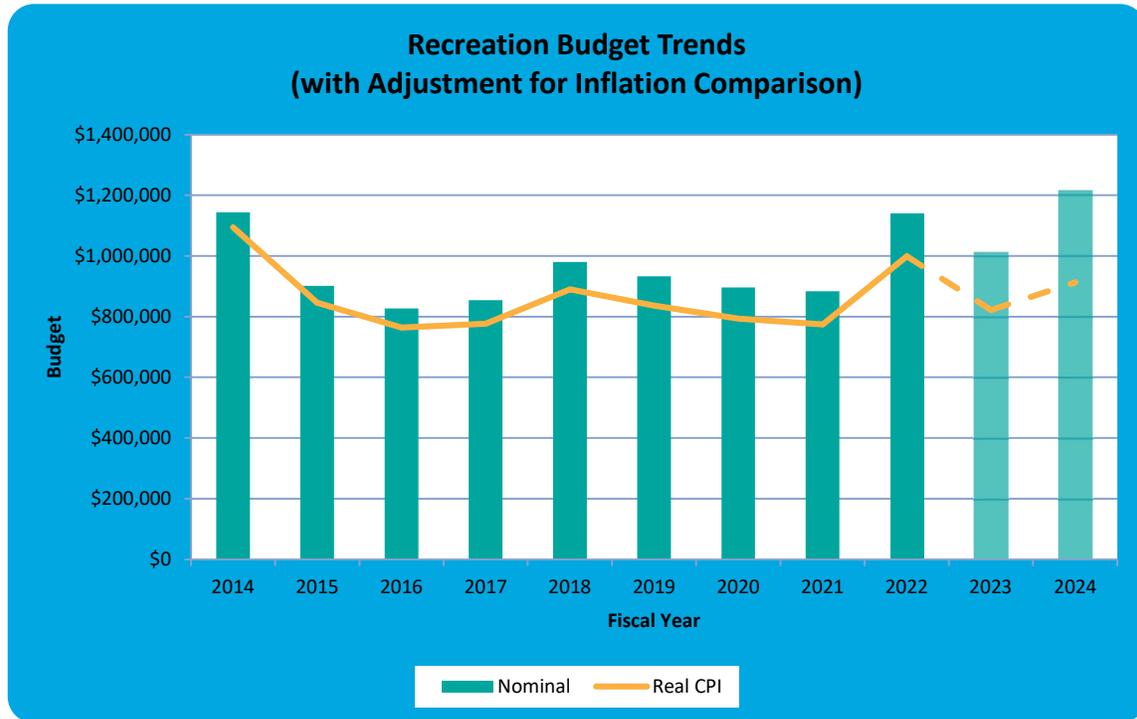


Description

The Clinton Recreation and Parks Department provides a variety of services to the citizens of Clinton and Sampson County. Recreation and Parks provides youth sports programs such as baseball, football, soccer, volleyball, softball, and basketball as well as adult sports including softball and basketball. A variety of programs and activities are available to help keep senior citizens active and healthy. Special events such as the July 4th celebration help bring the community together. The department maintains two (2) parks, including the 79-acre Royal Lane Park, two activity centers with gymnasiums, and a municipal pool. The Recreation and Parks Director manages the department, which includes center and program supervisors and staff, two full-time maintenance employees, administrative support staff, athletic staff, and various seasonal positions. The Recreation and Parks Department is located at 119 Leisure Ln., Clinton, NC. For more information about recreational programs or park facilities, please contact the department at 910-299-4906 or jallen@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Recreation Department FY23-24 budget reflects a 7 percent increase from FY22-23. At \$1,216,000 the Recreation Department budget represents 10.5% of the general fund budget and is equivalent to \$.14 of the tax rate. The City plans to spend \$145.06 per capita for the Recreation Department in FY23-24. Capital includes one tractor mower at \$50,000.



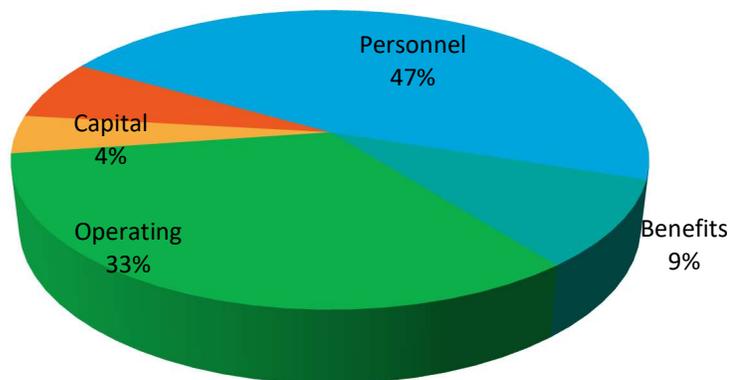
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$477,872	\$531,800	\$488,291	\$567,400	6.69%
Benefits	\$102,177	\$115,200	\$118,300	\$114,400	-0.69%
Operating	\$368,859	\$365,700	\$367,431	\$405,200	10.80%
Capital	\$55,142	\$42,900	\$42,860	\$50,000	16.55%
Debt Service	\$0	\$78,900	\$78,891	\$79,000	0.00%
Total	\$1,004,050	\$1,134,500	\$1,095,773	\$1,216,000	7.18%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$1,004,050	\$1,134,500	\$1,095,773	\$1,216,000	7.18%
Total	\$1,004,050	\$1,134,500	\$1,095,773	\$1,216,000	7.18%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	9.00	9.00	8.00	8.00	-11.11%
Part-time	5.00	5.00	5.00	5.00	0.00%
Total	14.00	14.00	13.00	13.00	-7.14%

**Recreation and Parks
Expenditures by Type**



Expenditure by Line Item

Recreation & Parks Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$351,275	\$374,800	\$369,459	\$396,100	5.68%
Salaries/Part-Time	\$92,888	\$118,800	\$82,007	\$131,100	10.35%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$33,709	\$38,200	\$36,825	\$40,200	5.24%
Group Insurance	\$54,187	\$60,600	\$61,283	\$60,800	0.33%
Vision Insurance	\$400	\$500	\$640	\$500	0.00%
Retirement	\$45,827	\$52,200	\$54,475	\$51,100	-2.11%
401(K)	\$1,763	\$1,900	\$1,902	\$2,000	5.26%
Telephone	\$5,537	\$6,500	\$6,100	\$5,900	-9.23%
Printing & Office Supplies	\$14,563	\$13,000	\$16,000	\$15,700	20.77%
Utilities	\$65,650	\$55,000	\$61,000	\$65,800	19.64%
Utilities- Fields	\$21,533	\$18,000	\$22,034	\$21,400	18.89%
Travel & Education	\$3,963	\$4,000	\$2,468	\$6,400	60.00%
Maint. & Repairs/Building	\$25,799	\$21,100	\$24,000	\$30,000	42.18%
Maint. & Repairs/Equipment	\$16,055	\$13,000	\$10,000	\$20,000	53.85%
Pool Supplies & Maint.	\$15,978	\$20,000	\$21,000	\$25,000	25.00%
Maint. & Repairs/Fields	\$30,756	\$33,000	\$31,355	\$40,000	21.21%
Maint. & Repairs/Auto	\$2,222	\$1,000	\$1,900	\$1,200	20.00%
Advertising	\$2,894	\$500	\$1,000	\$3,200	540.00%
Fuel	\$17,432	\$14,000	\$9,516	\$14,600	4.29%
Program & Service Supplies	\$21,222	\$20,000	\$19,500	\$31,300	56.50%
Athletic Supplies	\$13,491	\$22,500	\$22,450	\$20,000	-11.11%
Bellamy Center Supplies	\$0	\$0	\$0	\$0	#DIV/0!
Sampson Center Programs	\$0	\$0	\$0	\$0	#DIV/0!
Playground equipment	\$0	\$3,000	\$3,043	\$0	-100.00%
Uniforms	\$5,570	\$4,500	\$1,500	\$5,000	11.11%
Team Uniforms	\$24,898	\$26,600	\$27,361	\$20,000	-24.81%
Contract Services	\$51,856	\$55,500	\$53,309	\$50,000	-9.91%
Officials	\$0	\$0	\$0	\$0	#DIV/0!
Dues & Subscription	\$688	\$2,100	\$1,014	\$2,800	33.33%
Workman's Comp	\$13,132	\$15,300	\$15,268	\$14,200	-7.19%
Insurance/Auto	\$1,257	\$1,300	\$1,738	\$1,300	0.00%
Insurance/Building	\$10,866	\$12,900	\$12,883	\$11,400	-11.63%
Miscellaneous	\$3,497	\$2,900	\$2,992	\$0	-100.00%
Capital Outlay/Equipment	\$55,142	\$42,900	\$42,860	\$50,000	16.55%
Debt Service Principal	\$0	\$70,300	\$70,271	\$72,900	3.70%
Debt Service Interest	\$0	\$8,600	\$8,620	\$6,100	-29.07%
Total	\$1,004,050	\$1,134,500	\$1,095,773	\$1,216,000	7.18%

Mission

To protect life and property through effective fire suppression, fire prevention, and public education.

Fire Organization Chart

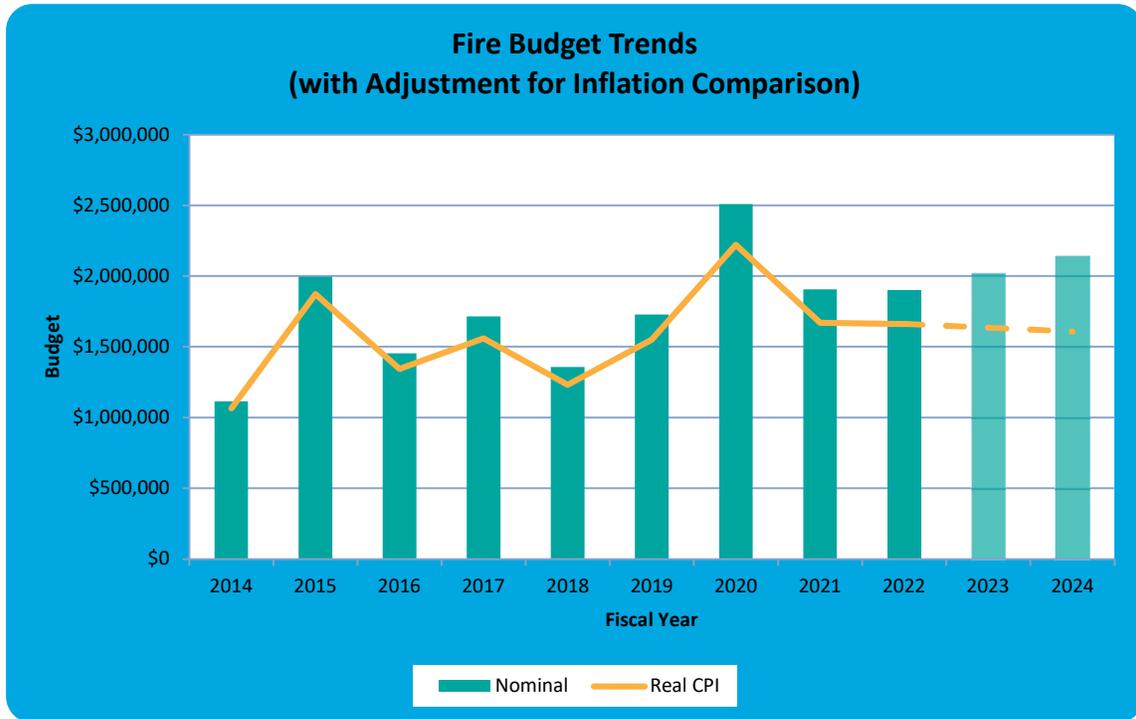


Description

The Clinton Fire Department provides fire and rescue services for the City of Clinton and Sampson County. The ISO rating in the city is a 3 and the rural response area is a 5. Clinton Fire Department is a certified heavy rescue provider with the North Carolina Association of Rescue and Emergency Medical Services (EMS), as well as trench rescue, confined space rescue, rope rescue, and structural collapse rescue provider. The Fire Chief directs the Fire Department with the assistance of three full-time and two part-time captains. The department includes an additional 18 full-time firefighters and four part-time firefighters and one full-time fire inspector. The Fire Department main office is located at 222 Wall St., Clinton, NC. For more information about the Fire Department, please contact the department at 910-299-4902 or jhill@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Fire Department FY23-24 budget reflects a 2.3 percent increase from FY22-23. At \$2,140,000 the Fire Department budget represents 18.4% of the general fund budget and is equivalent to \$.24 of the tax rate. The City plans to spend \$255.28 per capita for the Fire Department in FY23-24. Capital includes phase 2 of replacement of self-contained breathing apparatuses costing approximately \$50,000.



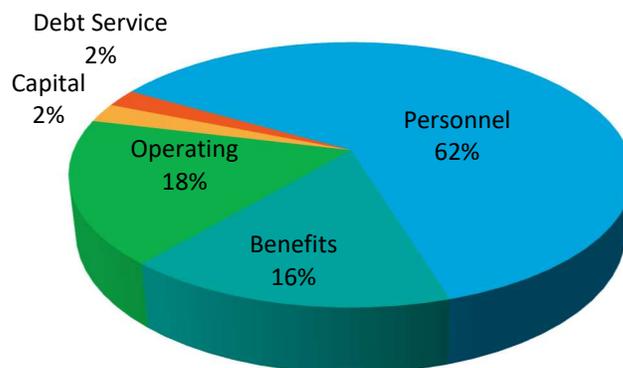
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$1,214,119	\$1,274,300	\$1,240,580	\$1,325,300	4.00%
Benefits	\$288,527	\$297,600	\$307,841	\$340,700	14.48%
Operating	\$290,426	\$359,000	\$348,941	\$377,500	5.15%
Capital	\$9,259	\$43,300	\$43,325	\$50,000	15.47%
Debt Service	\$118,125	\$118,100	\$118,125	\$46,500	0.00%
Total	\$1,920,456	\$2,092,300	\$2,058,812	\$2,140,000	2.28%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$1,920,456	\$2,092,300	\$2,058,812	\$2,140,000	2.28%
Special Fund	\$0	\$0	\$0	\$0	0.00%
Total	\$1,920,456	\$2,092,300	\$2,058,812	\$2,140,000	2.28%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	19.00	23.00	22.00	23.00	0.00%
Part-time	7.00	7.00	7.00	7.00	0.00%
Total	26.00	30.00	29.00	30.00	0.00%

Fire Expenditures by Type



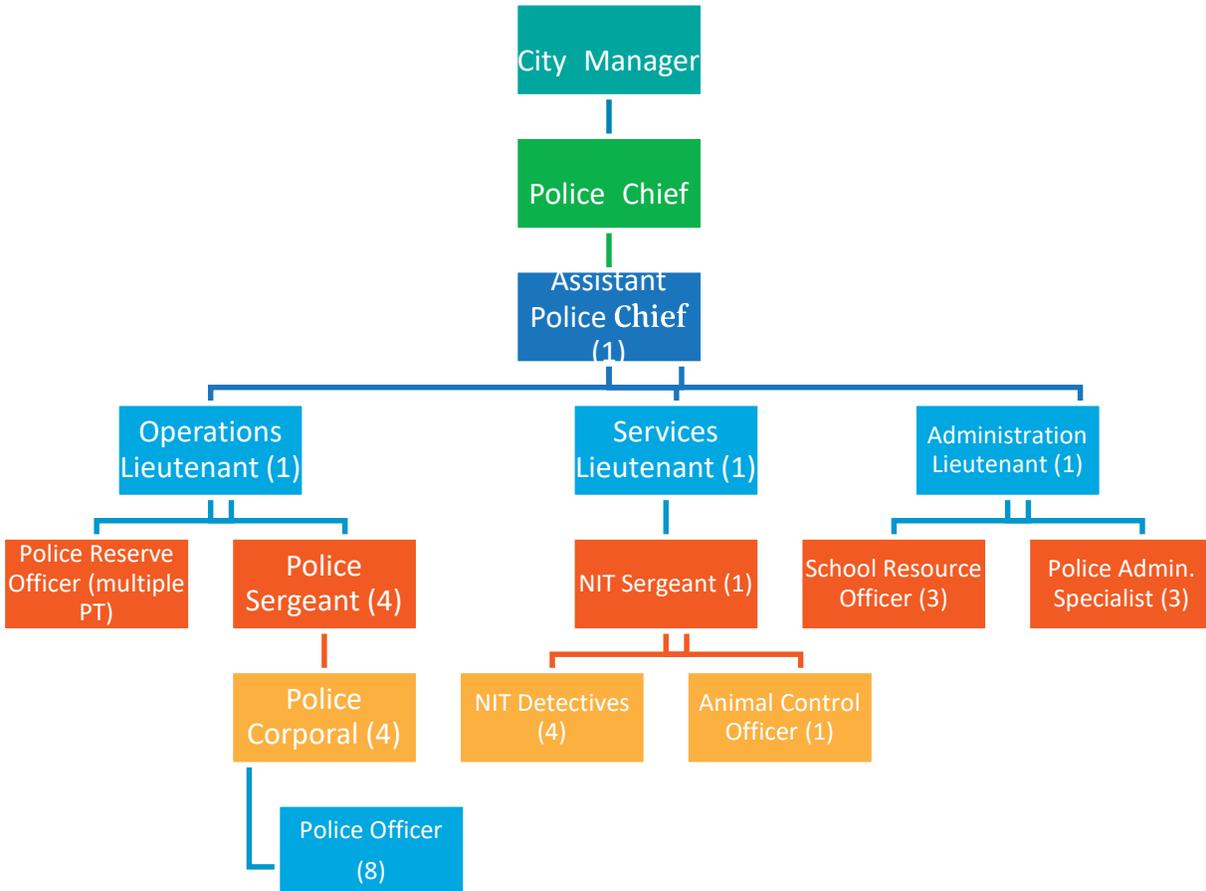
Expenditure by Line Item

Fire Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$1,021,912	\$1,067,300	\$1,040,952	\$1,125,600	5.46%
Part-Time Workers	\$108,771	\$116,100	\$110,625	\$105,500	-9.13%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$83,436	\$90,900	\$89,003	\$94,200	3.63%
Group Insurance	\$154,740	\$155,200	\$158,271	\$174,800	12.63%
Vision Insurance	\$1,141	\$1,200	\$1,093	\$1,300	8.33%
Retirement	\$127,622	\$135,700	\$142,578	\$158,900	17.10%
401(K)	\$5,024	\$5,500	\$5,899	\$5,700	3.64%
Telephone	\$10,213	\$10,000	\$9,000	\$8,500	-15.00%
Printing & Office Supplies	\$1,862	\$2,500	\$2,000	\$3,500	40.00%
Utilities	\$20,252	\$20,000	\$21,500	\$20,500	2.50%
Travel & Education	\$2,125	\$1,500	\$1,949	\$10,500	600.00%
Fire & Life Safety	\$318	\$1,000	\$1,151	\$1,500	50.00%
Maint. & Repairs/Building	\$4,163	\$14,300	\$12,759	\$23,500	64.34%
Maint. & Repairs/Equipment	\$11,166	\$12,800	\$11,298	\$16,500	28.91%
Maint. & Repairs/Auto	\$60,054	\$47,500	\$48,283	\$46,600	-1.89%
Advertising	\$625	\$0	\$600	\$0	#DIV/0!
Fuel	\$17,866	\$20,500	\$20,192	\$25,000	21.95%
Departmental Supplies	\$16,135	\$15,000	\$13,500	\$24,000	60.00%
Tools & Equipment	\$1,447	\$44,000	\$42,133	\$32,000	-27.27%
Haz-Mat Supplies	\$595	\$1,500	\$1,300	\$2,000	33.33%
Uniforms	\$15,675	\$19,000	\$15,000	\$21,000	10.53%
Turn-Out Equipment	\$24,742	\$29,500	\$28,000	\$30,500	3.39%
Contract Services	\$45,158	\$51,500	\$51,500	\$38,100	-26.02%
Dues & Subscription	\$3,265	\$3,400	\$3,040	\$5,000	47.06%
Workman's Comp	\$30,061	\$36,100	\$36,532	\$37,800	4.71%
Insurance/Auto	\$12,729	\$15,500	\$15,479	\$16,300	5.16%
Insurance/Building	\$11,308	\$11,700	\$12,017	\$12,700	8.55%
Miscellaneous	\$667	\$1,700	\$1,708	\$2,000	17.65%
Capital Outlay/Improvements	\$0	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$9,259	\$43,300	\$43,325	\$50,000	15.47%
Debt Service Principal	\$106,359	\$109,400	\$110,261	\$40,200	-63.25%
Debt Service Interest	\$11,766	\$8,700	\$7,864	\$6,300	-27.59%
Total	\$1,920,456	\$2,092,300	\$2,058,812	\$2,140,000	2.28%

Mission

To enhance the quality of life the community by building partnerships that will help provide a safe, secure community through proactive and impartial enforcement of the laws of North Carolina and the United States Constitution.

Police Organization Chart

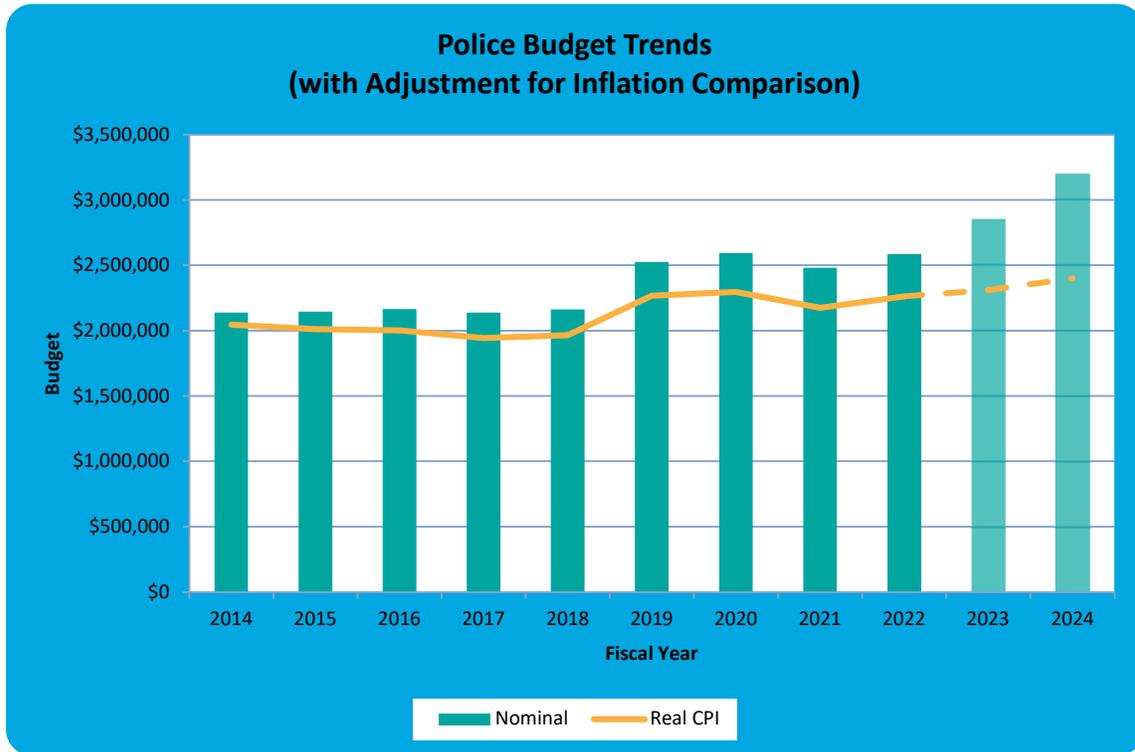


Description

The Clinton Police Department is a full-service law enforcement agency and is recognized by CALEA. The department is responsible for the enforcement of all local and state laws and the investigation of any crimes within the city limits of Clinton, NC. The Police Chief directs the department with one Assistant Chief and three lieutenants who oversee administrative, operational, and services divisions. The department consists of 29 full-time sworn police officers, three civilian support staff, one animal control officer (non-sworn), and reserve officers. The Police Department is located at 222 Lisbon St., Clinton, NC. For more information about the Police Department, please contact the department at 910-592-3105 or adavis@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Police Department FY23-24 budget reflects a 5 percent increase from FY22-23. At \$3,196,100 the Police Department budget represents 27.5% of the general fund budget and is equivalent to \$.37 of the tax rate. The City plans to spend \$381.26 per capita for the Police Department in FY23-24. Capital includes four police cars as part of the standard vehicle rotation.



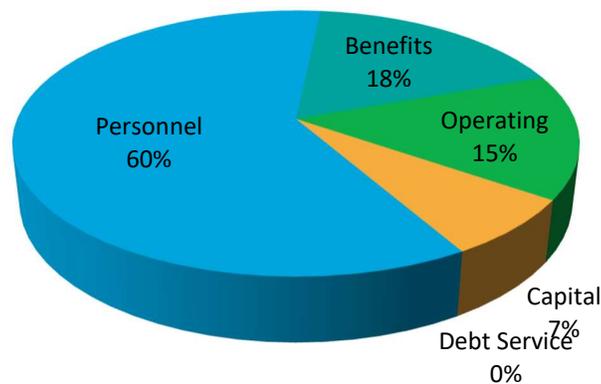
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$1,590,909	\$1,828,300	\$1,804,465	\$1,917,800	4.90%
Benefits	\$416,416	\$498,900	\$495,677	\$568,400	13.93%
Operating	\$456,133	\$481,500	\$433,993	\$483,900	0.50%
Capital	\$44,637	\$237,800	\$237,811	\$226,000	-4.96%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$2,508,095	\$3,046,500	\$2,971,946	\$3,196,100	4.91%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$2,508,095	\$3,046,500	\$2,971,946	\$3,196,100	4.91%
Total	\$2,508,095	\$3,046,500	\$2,971,946	\$3,196,100	4.91%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	30.00	32.00	33.00	33.00	3.13%
Part-time	-	-	-	-	0.00%
Total	30.00	32.00	33.00	33.00	3.13%

Police Expenditures by Type



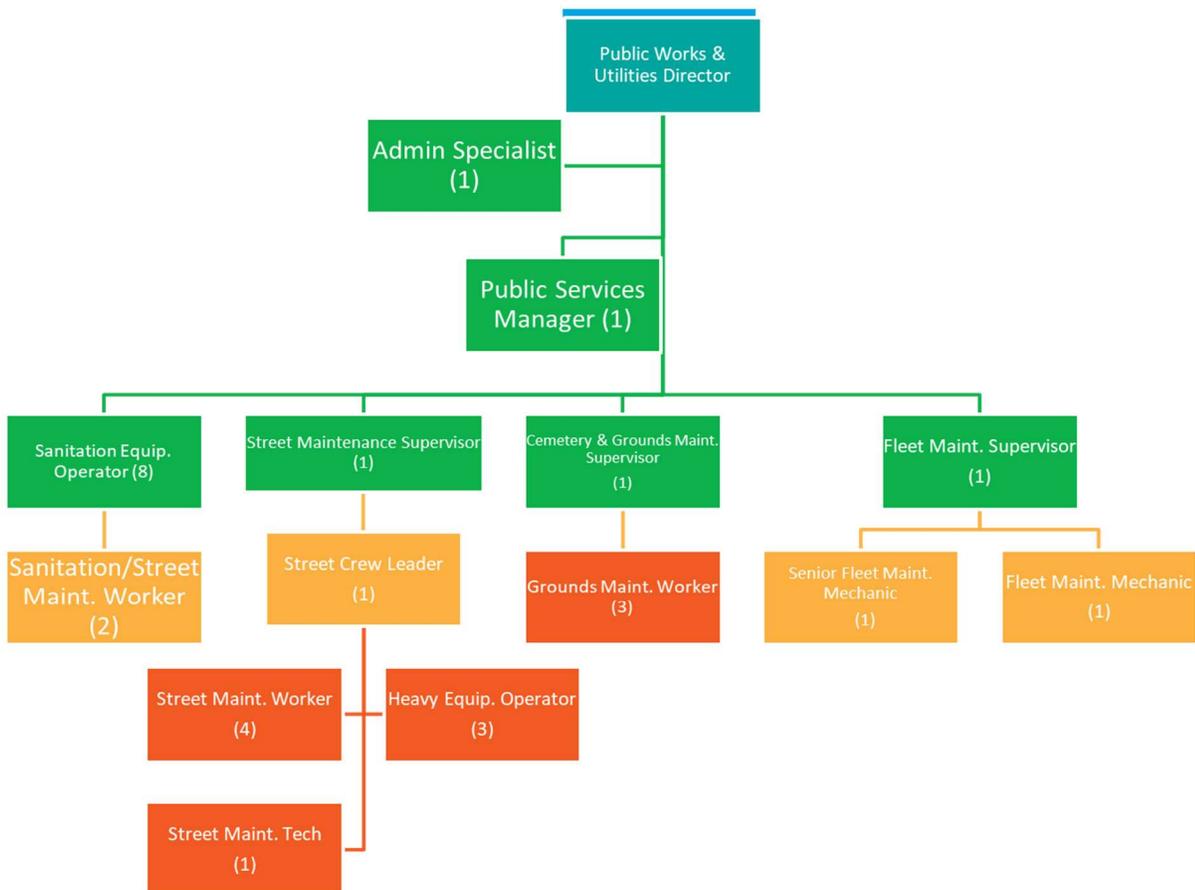
Expenditure by Line Item

Police Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$1,307,606	\$1,430,100	\$1,433,915	\$1,505,800	5.29%
Part-time salaries	\$6,255	\$4,900	\$4,593	\$0	-100.00%
Salaries/Hud Officers	\$36,867	\$42,800	\$37,066	\$45,600	6.54%
School Officers	\$49,470	\$148,600	\$122,910	\$155,900	4.91%
Separation Allowance Salaries	\$79,808	\$74,200	\$74,127	\$74,200	0.00%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$110,903	\$127,700	\$131,854	\$136,300	6.73%
Group Insurance	\$188,542	\$221,500	\$210,128	\$250,800	13.23%
Vision Insurance	\$1,380	\$1,700	\$1,484	\$1,800	5.88%
Retirement	\$168,637	\$204,000	\$214,605	\$237,800	16.57%
401(K)	\$57,857	\$71,700	\$69,460	\$78,000	8.79%
Telephone	\$29,710	\$35,600	\$34,075	\$37,500	5.34%
Printing & Office Supplies	\$6,564	\$14,500	\$14,200	\$17,000	17.24%
Utilities	\$12,515	\$13,500	\$14,500	\$14,000	3.70%
Travel & Education	\$5,978	\$8,000	\$8,074	\$23,100	188.75%
Maint. & Repairs/Building	\$22,774	\$7,100	\$7,332	\$6,400	-9.86%
Maint. & Repairs/Equipment	\$2,495	\$9,400	\$8,193	\$7,500	-20.21%
Maint. & Repairs/Auto	\$32,657	\$43,000	\$49,000	\$30,000	-30.23%
Equipment Rental	\$0	\$0	\$0	\$0	#DIV/0!
Advertising	\$338	\$0	\$0	\$0	#DIV/0!
Fuel	\$92,556	\$99,500	\$61,218	\$80,000	-19.60%
Departmental Supplies	\$70,736	\$62,000	\$53,942	\$74,800	20.65%
Uniforms	\$23,618	\$33,500	\$35,000	\$28,500	-14.93%
Contract Services	\$75,605	\$66,500	\$60,000	\$73,600	10.68%
Dues & Subscription	\$1,617	\$2,800	\$3,256	\$2,300	-17.86%
CALEA Accreditation Fees	\$4,595	\$4,600	\$4,595	\$4,700	2.17%
Workman's Comp	\$28,130	\$31,300	\$32,200	\$33,000	5.43%
Insurance/Auto	\$24,452	\$26,000	\$25,551	\$26,000	0.00%
Insurance/Building	\$2,833	\$3,000	\$3,201	\$3,000	0.00%
Insurance/Public Liability	\$16,846	\$17,700	\$17,156	\$18,000	1.69%
Miscellaneous	\$184	\$0	\$0	\$0	#DIV/0!
K-9	\$1,930	\$3,500	\$2,500	\$4,500	28.57%
Capital Outlay/Equipment	\$44,637	\$237,800	\$237,811	\$226,000	-4.96%
Debt Service Principal	\$0	\$0	\$0	\$0	#DIV/0!
Debt Service Interest	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$2,508,095	\$3,046,500	\$2,971,946	\$3,196,100	4.91%

The Public Works and Utilities Department provides many essential services for citizens, including refuse collection (both residential and commercial), buildings and grounds maintenance, street and sidewalk construction and maintenance, environmental services, fleet maintenance, cemetery management and maintenance, and pest control. Other important services the department provides are ensuring safe drinking water to the public and the treatment of wastewater. Public Works and Utilities consist of seven divisions: City Garage, Grounds & Cemetery Maintenance, Sanitation, Streets, Utility Line Maintenance, Wastewater Treatment, and Water Production. The four Public Works divisions (City Garage, Grounds & Cemetery Maintenance, Sanitation, and Streets) are funded through the General Fund and the three Public Utilities divisions are funded through the Water and Sewer Fund. Each Public Works and Utilities division has a mission statement but also collectively share a mission statement:

To provide the highest quality of customer service to residents, businesses, and visitors through professional, friendly, efficient, effective, and sustainable delivery of design, construction, maintenance, and operation of City infrastructure and facilities in order to protect the health, safety, and welfare of our community and to be good stewards of our environment and natural and fiscal resources.

Public Works Organization Chart



Mission

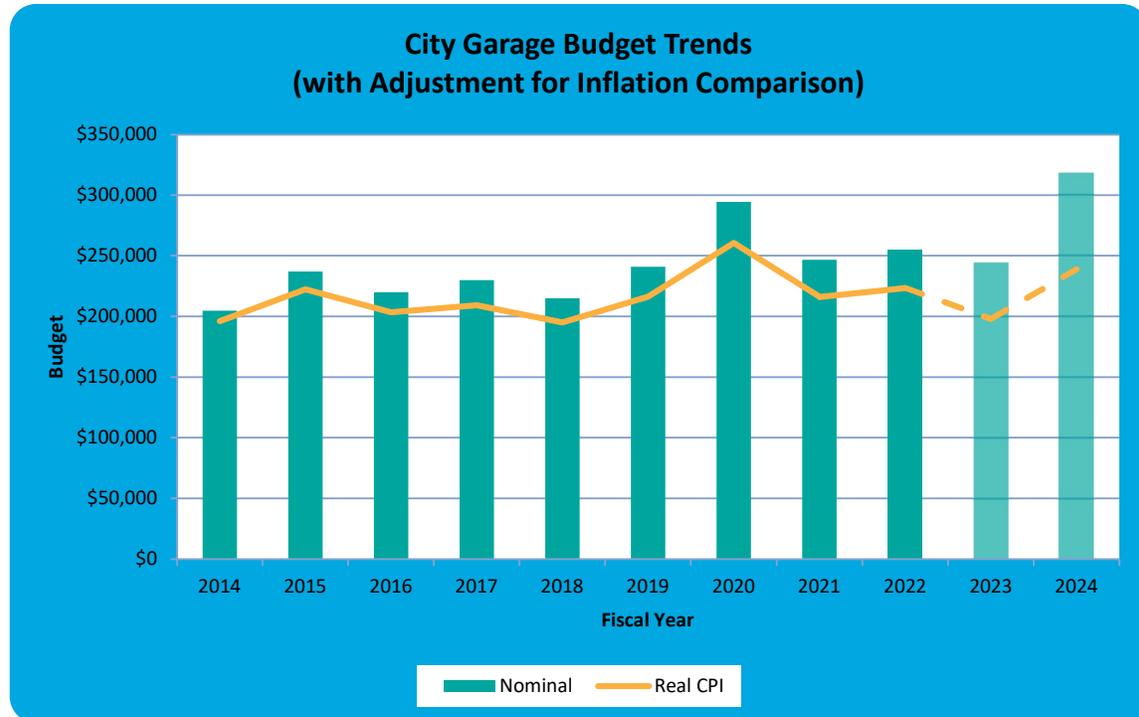
To provide safe, reliable, quality vehicle and equipment fleet maintenance and service, while allowing all City departments to operate without undo interruption.

Description

The City Garage ensures the maintenance and repair of over 200 units of equipment and vehicles owned and operated by the City of Clinton. This includes maintenance, repair, and vehicle inspection certification. In addition, the staff assists with the repair of operational equipment located at our water pollution control facility, sanitary sewer lift stations, and well sites. The Garage Supervisor and two mechanics operate the garage. The City Garage is located at 200 John St., Clinton, NC. For more information about the City Garage, please contact the Garage Supervisor at 910-299-4905 or ccarter@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The City Garage budget for FY23-24 reflects a 30 percent decrease. At \$318,000, the garage budget accounts for 2.7 percent of the general fund and is equivalent to \$.04 on the tax rate. The City plans to spend \$37.93 per capita for this department operation in FY23-24. The capital for this department is a pickup truck.



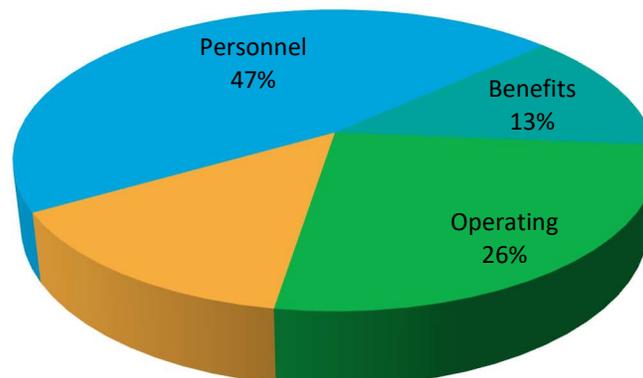
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$139,637	\$111,800	\$80,331	\$148,200	32.56%
Benefits	\$36,413	\$39,200	\$27,599	\$41,500	5.87%
Operating	\$61,733	\$88,100	\$85,469	\$83,300	-5.45%
Capital	\$0	\$0	\$0	\$45,000	#DIV/0!
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$237,783	\$239,100	\$193,399	\$318,000	33.00%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$237,783	\$239,100	\$193,399	\$318,000	33.00%
Total	\$237,783	\$239,100	\$193,399	\$318,000	33.00%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	3.00	3.00	3.00	3.00	0.00%
Part-time	-	-	-	-	0.00%
Total	3.00	3.00	3.00	3.00	0.00%

**Public Works: City Garage
Expenditures by Type**



Expenditure by Line Item

City Garage Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$129,575	\$101,700	\$72,794	\$137,600	35.30%
FICA	\$10,062	\$10,100	\$7,537	\$10,600	4.95%
Group Insurance	\$20,390	\$22,200	\$15,162	\$22,800	2.70%
Vision Insurance	\$150	\$200	\$107	\$200	0.00%
Retirement	\$15,285	\$16,100	\$11,852	\$17,800	10.56%
401(K)	\$588	\$700	\$478	\$700	0.00%
Telephone	\$1,229	\$1,200	\$1,250	\$1,300	8.33%
Printing & Office Supplies	\$1,460	\$1,200	\$1,700	\$1,200	0.00%
Utilities	\$19,075	\$19,500	\$19,000	\$19,000	-2.56%
Travel & Education	\$358	\$800	\$282	\$500	-37.50%
PW Complex Maint.	\$17,399	\$15,000	\$15,500	\$35,000	133.33%
Maint. & Repairs/Equipment	\$1,001	\$1,000	\$1,500	\$1,000	0.00%
Maint. & Repairs/Auto	\$442	\$1,000	\$1,800	\$1,200	20.00%
Advertising	\$0	\$100	\$0	\$0	-100.00%
Fuel	\$2,936	\$2,900	\$1,937	\$2,500	-13.79%
Departmental Supplies	\$2,234	\$2,000	\$2,900	\$2,300	15.00%
Small Tools	\$2,068	\$2,500	\$2,431	\$2,500	0.00%
Uniforms	\$1,819	\$2,100	\$1,500	\$1,800	-14.29%
Safety Supplies	\$0	\$500	\$508	\$500	0.00%
Contract Services	\$3,056	\$28,500	\$25,000	\$3,500	-87.72%
Workman's Comp	\$2,851	\$3,400	\$3,200	\$3,500	2.94%
Insurance/Auto	\$257	\$300	\$281	\$300	0.00%
Insurance/Building	\$5,548	\$5,900	\$6,597	\$7,000	18.64%
Miscellaneous	\$0	\$200	\$83	\$200	0.00%
Capital Outlay/Equipment	\$0	\$0	\$0	\$45,000	#DIV/0!
Total	\$237,783	\$239,100	\$193,399	\$318,000	33.00%

Mission

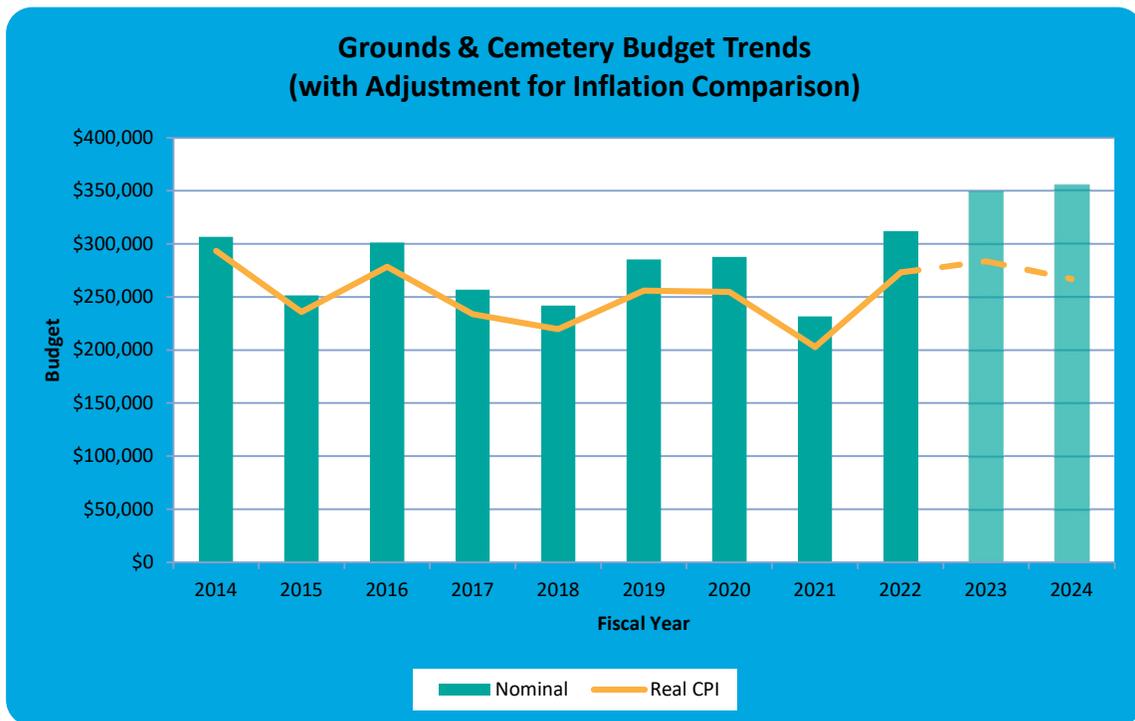
To provide quality services, consistent with responsible fiscal and environmental stewardship, to support the landscape maintenance and landscape construction needs of the City and its citizens. To provide professional care and maintenance of cemetery grounds and open spaces to preserve a peaceful and dignified memorial.

Description

The Cemetery and Grounds Maintenance division is responsible for operations and maintenance of the City’s cemeteries (Springvale and Sandhill), the grounds upkeep of city buildings, and pest control throughout the City. The division consists of the Grounds Supervisor and three grounds workers. Seasonal workers help staff during heavy grass growing months. Grounds and Cemetery Maintenance is located at 200 John St., Clinton, NC. For more information about cemeteries, grounds maintenance, or mosquito control, please contact the Grounds Supervisor at 910-299-4905 or drich@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Grounds and Cemetery budget for FY23-24 reflects a 3 percent decrease. At \$355,300, the garage budget accounts for 3 percent of the general fund and is equivalent to \$.04 on the tax rate. The City plans to spend \$42.38 per capita for this department operation in FY23-24. This budget includes \$25,000 to get a cemetery management system.



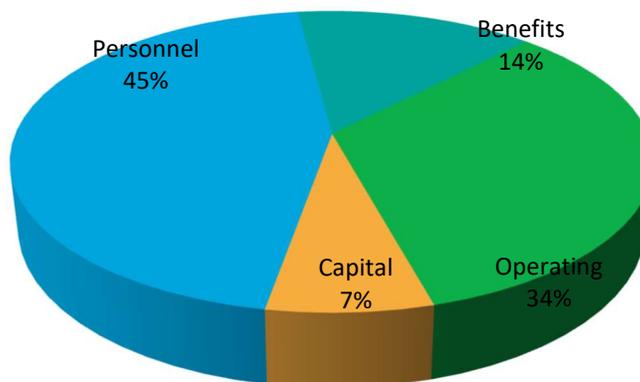
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$142,586	\$161,400	\$150,138	\$160,500	-0.56%
Benefits	\$42,717	\$49,700	\$50,545	\$50,700	2.01%
Operating	\$103,762	\$141,400	\$136,577	\$119,100	-15.77%
Capital	\$46,996	\$16,900	\$16,659	\$25,000	47.93%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$336,061	\$369,400	\$353,919	\$355,300	-3.82%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$264,111	\$314,900	\$297,219	\$305,300	-3.05%
Cemetery	\$71,950	\$54,500	\$56,700	\$50,000	-8.26%
Total	\$336,061	\$369,400	\$353,919	\$355,300	-3.82%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	4.00	4.00	4.00	4.00	0.00%
Part-time	-	-	-	-	0.00%
Total	4.00	4.00	4.00	4.00	0.00%

**Public Works: Grounds Maintenance
Expenditures by Type**



Expenditure by Line Item

Grounds Maintenance Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$132,187	\$149,900	\$138,714	\$149,100	-0.53%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$7,973	\$7,000	\$6,757	\$5,000	-28.57%
FICA	\$10,399	\$11,500	\$11,424	\$11,400	-0.87%
Group Insurance	\$26,819	\$30,400	\$31,591	\$30,400	0.00%
Vision Insurance	\$198	\$200	\$223	\$200	0.00%
Retirement	\$15,115	\$18,300	\$17,983	\$19,300	5.46%
401(K)	\$585	\$800	\$748	\$800	0.00%
Telephone	\$1,014	\$1,200	\$1,200	\$1,100	-8.33%
Printing & Office Supplies	\$130	\$500	\$500	\$500	0.00%
Utilities	\$416	\$600	\$500	\$500	-16.67%
Travel & Education	\$125	\$300	\$387	\$500	66.67%
Maint. & Repairs/Equipment	\$3,874	\$5,000	\$3,500	\$4,500	-10.00%
Maint. & Repairs/Auto	\$4,173	\$4,100	\$5,000	\$3,200	-21.95%
Advertising	\$66	\$0	\$0	\$0	#DIV/0!
Fuel	\$16,542	\$15,200	\$12,200	\$18,000	18.42%
Departmental Supplies	\$27,183	\$21,800	\$21,500	\$20,500	-5.96%
Special Tools	\$1,016	\$2,000	\$1,500	\$2,000	0.00%
Uniforms	\$2,861	\$3,000	\$2,500	\$3,100	3.33%
Safety Supplies	\$1,192	\$1,200	\$1,276	\$1,200	0.00%
Contract Services	\$14,041	\$40,000	\$39,000	\$20,000	-50.00%
Contract Temp Labor	\$19,375	\$26,800	\$30,000	\$26,800	0.00%
Workman's Comp	\$101	\$2,700	\$1,000	\$2,700	0.00%
Insurance/Auto	\$1,593	\$1,700	\$1,549	\$1,700	0.00%
Miscellaneous	\$287	\$300	\$308	\$300	0.00%
Capital Outlay Improvement	\$0	\$16,900	\$16,659	\$0	-100.00%
Capital Outlay/Equipment	\$46,996	\$0	\$0	\$25,000	#DIV/0!
Cemetery Markers	\$1,800	\$8,000	\$7,900	\$7,500	-6.25%
Total	\$336,061	\$369,400	\$353,919	\$355,300	-3.82%

Mission

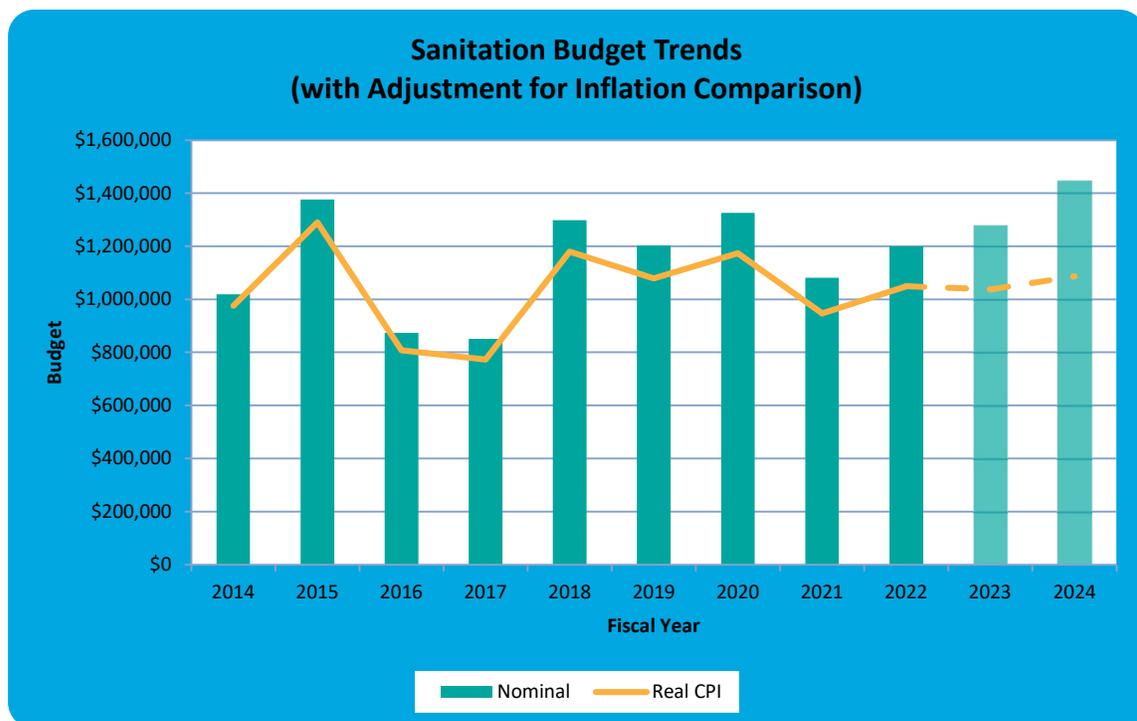
To provide efficient, reliable, and safe refuse and recycle collection systems/operations to all residents, businesses, and industries within our area of operation in a timely manner while being sound stewards of our environment, following all federal, state, and local laws and guidelines.

Description

The Sanitation division is responsible for residential and commercial refuse and recycling collection throughout the City. Sanitation crews also pick-up yard waste and maintain the City's recycling drop-off sites. The Sanitation Supervisor oversees a crew of seven equipment operators and two workers. The Sanitation division is located at 200 John St., Clinton, NC. For more information, please contact the Public Works Department at 910-299-4905 or sray@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Sanitation budget for FY23-24 reflects a 13 percent increase from the FY22-23 adopted budget. At \$1,446,700, the Sanitation budget accounts for 12 percent of the general fund and is equivalent to \$.16 on the tax rate. The City plans to spend \$172.58 per capita for this department operation in FY23-24. The City will continue its' sanitation truck rotation and purchase one commercial garbage truck and one residential garbage truck at an estimated cost of \$570,000 with plans to finance this purchase.



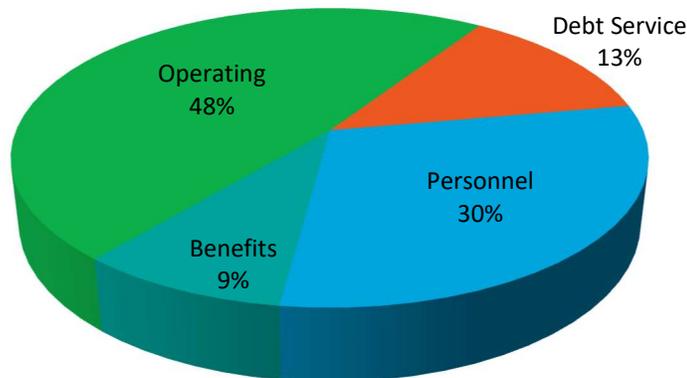
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$375,640	\$387,400	\$349,213	\$432,300	11.59%
Benefits	\$97,442	\$122,600	\$114,143	\$130,400	6.36%
Operating	\$626,305	\$642,300	\$677,136	\$696,600	8.45%
Capital	\$0	\$227,000	\$227,000	\$0	-100.00%
Debt Service	\$126,103	\$126,000	\$126,103	\$187,400	0.00%
Total	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%
Total	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	10.00	10.00	10.00	10.00	0.00%
Part-time	-	-	-	-	0.00%
Total	10.00	10.00	10.00	10.00	0.00%

**Public Works: Sanitation
Expenditures by Type**



Expenditure by Line Item

Sanitation Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$350,546	\$358,400	\$323,985	\$401,600	12.05%
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$25,094	\$29,000	\$25,228	\$30,700	5.86%
Group Insurance	\$56,429	\$74,000	\$70,460	\$76,000	2.70%
Vision Insurance	\$433	\$600	\$107	\$600	0.00%
Retirement	\$39,157	\$46,100	\$41,800	\$51,800	12.36%
401(K)	\$1,423	\$1,900	\$1,776	\$2,000	5.26%
Telephone	\$975	\$1,300	\$1,000	\$900	-30.77%
Printing & Office Supplies	\$6,439	\$500	\$500	\$1,000	100.00%
Travel & Education	\$901	\$500	\$607	\$500	0.00%
Maint. & Repairs/Equipment	\$2,975	\$2,000	\$1,500	\$4,000	100.00%
Residential Containers	\$4,133	\$9,000	\$5,555	\$9,000	0.00%
Maint. & Repairs/Comm. Containers	\$22,114	\$28,000	\$27,948	\$26,000	-7.14%
Maint. & Repairs/Auto	\$122,856	\$100,000	\$140,000	\$100,000	0.00%
Advertising	\$1,228	\$1,000	\$1,186	\$0	-100.00%
Fuel	\$86,013	\$104,300	\$102,954	\$129,000	23.68%
Departmental Supplies	\$4,284	\$3,500	\$3,500	\$4,000	14.29%
Uniforms	\$6,206	\$6,200	\$5,500	\$6,300	1.61%
Safety Supplies	\$1,796	\$1,500	\$1,536	\$1,500	0.00%
Contract Services	\$40,851	\$54,000	\$40,000	\$80,000	48.15%
Landfill Tipping Fees	\$294,885	\$297,000	\$311,618	\$300,000	1.01%
Workman's Comp	\$16,020	\$18,000	\$18,290	\$17,900	-0.56%
Insurance/Auto	\$13,320	\$15,300	\$15,305	\$16,000	4.58%
Miscellaneous	\$1,309	\$200	\$137	\$500	150.00%
Capital Outlay/Equipment	\$0	\$227,000	\$227,000	\$0	-100.00%
Debt Service Principal	\$117,580	\$120,300	\$120,355	\$176,600	46.80%
Debt Service Interest	\$8,523	\$5,700	\$5,748	\$10,800	89.47%
Total	\$1,225,490	\$1,505,300	\$1,493,595	\$1,446,700	-3.89%

Mission

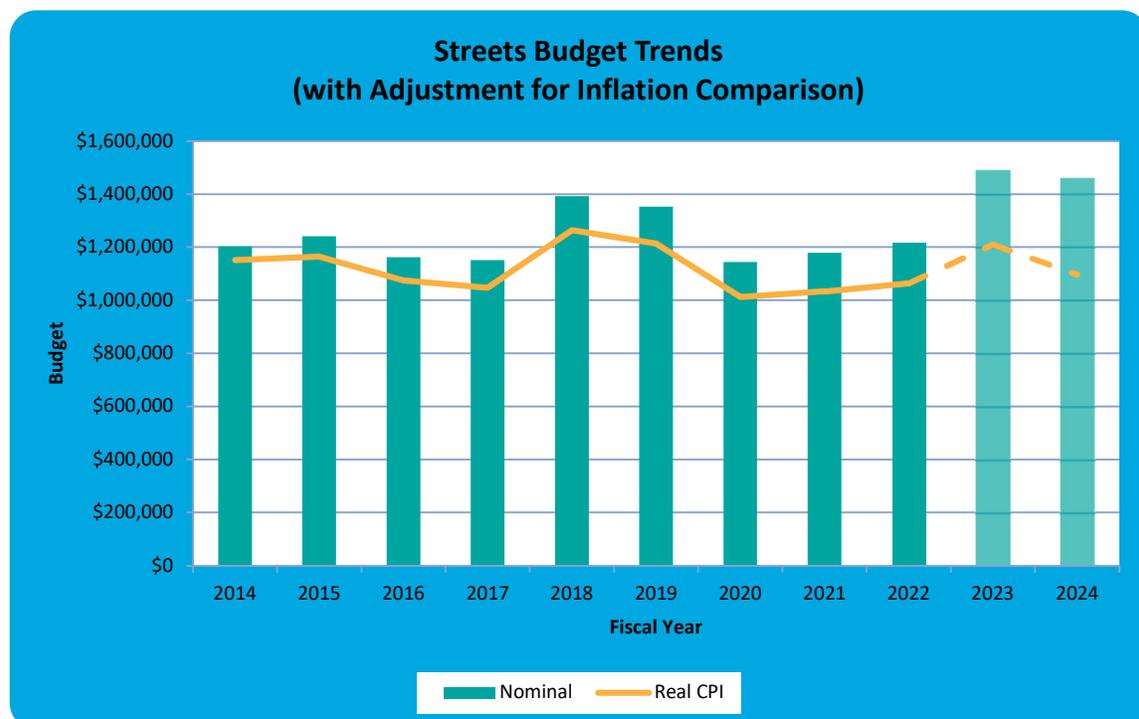
Maintain and develop streets, rights-of-ways (public and sewer), sidewalks, paths, and trails for traveling public both vehicular and pedestrian with an emphasis on aesthetics, quality, and safety, while upholding all federal, state, and local laws/standards.

Description

The Public Works Streets division is responsible for maintaining the City's 49 miles of roads and assists in maintaining several miles of NCDOT roads. Street maintenance includes all sign maintenance and repair, repair work from utility cuts, annual resurfacing, drainage clearance, storm debris removal, removal of overhanging tree limbs that could pose a hazard to large vehicles or obstruct vision, sweeping, and concrete repair of sidewalks and driveways on City right-of-way. The Street Supervisor supervises the Streets division, which includes two crew leaders, five workers, and three equipment operators. The Streets division is located at 200 John St., Clinton, NC. For more information about streets, please contact the Public Works Department at 910-299-4905 or sray@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Streets division budget for FY23-24 reflects a 6 percent decrease compared to the FY22-23 amended budget. At \$1,459,700 the Streets budget accounts for 12.5 percent of the general fund and is equivalent to \$.17 on the tax rate. The City plans to spend \$174.13 per capita for this department operation in FY23-24. The City plans to spend \$65,000 above the Powell Bill allocation on resurfacing as this continue to be a high priority.



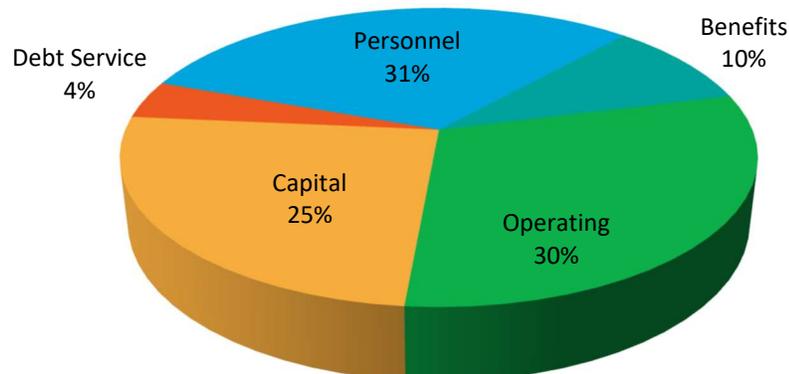
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$404,842	\$433,100	\$420,223	\$454,700	4.99%
Benefits	\$116,319	\$129,300	\$132,375	\$137,000	5.96%
Operating	\$376,419	\$436,100	\$420,443	\$442,900	1.56%
Capital	\$463,553	\$459,200	\$431,682	\$365,000	-20.51%
Debt Service	\$84,659	\$102,600	\$102,617	\$60,100	0.00%
Total	\$1,445,792	\$1,560,300	\$1,507,340	\$1,459,700	-6.45%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
General	\$1,178,768	\$1,295,300	\$1,242,846	\$1,194,700	-7.77%
Powell Bill	\$267,024	\$265,000	\$264,494	\$265,000	0.00%
Total	\$1,445,792	\$1,560,300	\$1,507,340	\$1,459,700	-6.45%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	11.00	11.00	11.00	11.00	0.00%
Part-time	-	-	-	-	0.00%
Total	11.00	11.00	11.00	11.00	0.00%

**Public Works: Streets
Expenditures by Type**



Expenditure by Line Item

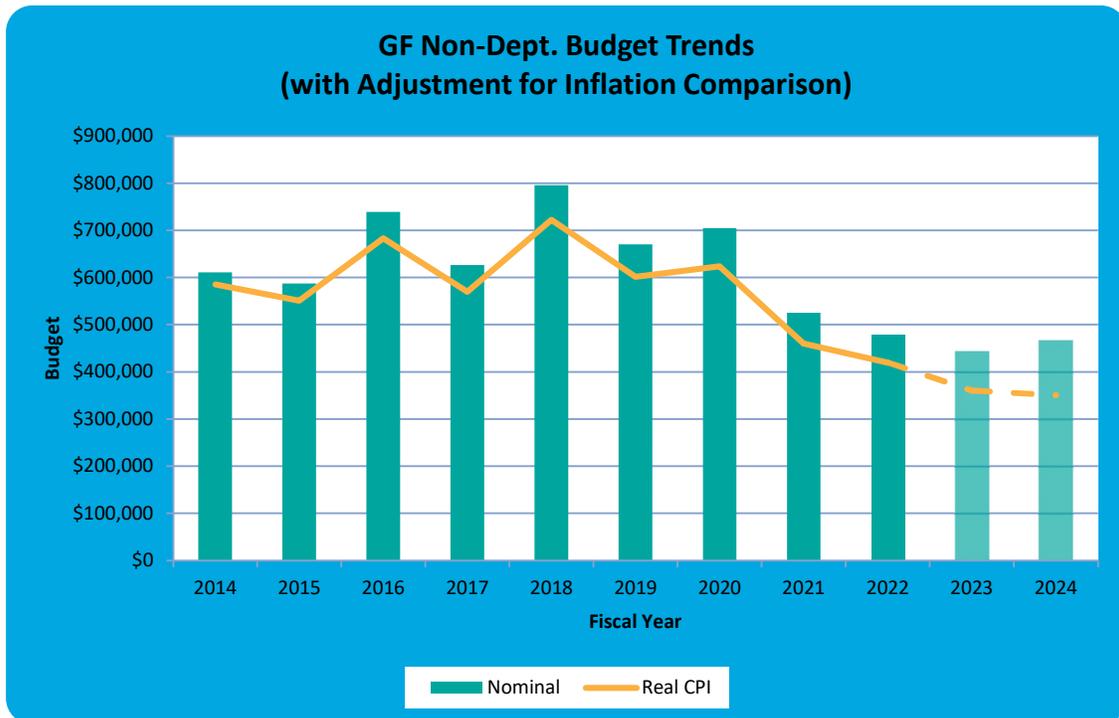
Streets Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$376,219	\$402,300	\$388,460	\$422,400	5.00%
FICA	\$28,623	\$30,800	\$31,763	\$32,300	4.87%
Group Insurance	\$70,957	\$77,700	\$79,128	\$79,800	2.70%
Vision Insurance	\$521	\$600	\$559	\$600	0.00%
Retirement	\$43,118	\$49,000	\$50,659	\$54,500	11.22%
401(K)	\$1,723	\$2,000	\$2,029	\$2,100	5.00%
Telephone	\$1,708	\$2,200	\$2,598	\$2,500	13.64%
Travel & Education	\$344	\$0	\$0	\$500	#DIV/0!
Maint. & Repairs/Equipment	\$24,156	\$20,000	\$17,500	\$20,000	0.00%
Maint. & Repairs/Auto	\$16,831	\$18,500	\$20,500	\$15,000	-18.92%
Advertising	\$0	\$0	\$0	\$0	#DIV/0!
Fuel	\$33,313	\$37,500	\$32,530	\$46,400	23.73%
Sandclay & Base Material	\$0	\$0	\$0	\$0	#DIV/0!
Asphalt & Concrete	\$0	\$0	\$0	\$0	#DIV/0!
Street Maint	\$24,649	\$36,600	\$37,000	\$35,000	-4.37%
Signs/Signals/Paint	\$2,429	\$3,000	\$3,000	\$3,000	0.00%
Special Tools	\$5,723	\$5,700	\$5,688	\$5,000	-12.28%
Uniforms	\$5,169	\$6,500	\$5,500	\$6,200	-4.62%
Safety Supplies	\$2,306	\$2,400	\$2,333	\$2,000	-16.67%
Contract Services	\$14,535	\$29,400	\$25,399	\$40,100	36.39%
Street Lighting Contract	\$221,061	\$245,000	\$240,000	\$238,000	-2.86%
Workman's Comp	\$12,672	\$17,600	\$17,500	\$18,000	2.27%
Insurance/Auto	\$10,794	\$11,300	\$10,444	\$10,800	-4.42%
Miscellaneous	\$729	\$400	\$451	\$400	0.00%
Capital Outlay/Paving	\$3,693	\$305,300	\$274,735	\$325,000	6.45%
Storm Drainage	\$215,459	\$47,400	\$47,350	\$25,000	-47.26%
Sidewalks	\$9,401	\$25,000	\$29,699	\$15,000	-40.00%
Capital Outlay/Improvements	\$0	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$235,000	\$81,500	\$79,898	\$0	-100.00%
Debt Service Principal	\$81,327	\$98,400	\$98,419	\$57,900	-41.16%
Debt Service Interest	\$3,332	\$4,200	\$4,198	\$2,200	-47.62%
Total	\$1,445,792	\$1,560,300	\$1,507,340	\$1,459,700	-6.45%

Description

The General Fund Non-departmental portion of the budget captures expenditures in the General Fund not easily assigned to a specific department or division. Expenditures include other post-employment benefit costs that cover all departments, economic development, contributions to other agencies, and debt service attributed to the entire General Fund.

FY2023-2024 Budget Highlights

The largest expenditure in the FY23-24 non-departmental budget is the \$154,200 combined debt service of the USDA loan and debt service line items. The debt service principal and interest line items account for the refinancing of the first two downtown revitalization projects. Originally financed through three USDA loans, the refinancing consolidated the loans, reduced the terms by six years, reduced annual payments by \$5,000, and saved the city \$200,000 in interest. Retiree medical insurance accounts for \$90,000, a decrease of about 25% from last fiscal years as retirees start to come off the plan due to age. The City pays medical and vision insurance premiums for all retirees with 20 or more years of service with the City until age 65. As of July 1, 2010 the City no longer continues this practice in an attempt to reduce the City’s long-term liabilities. The General Fund non-departmental budget is down 13 percent compared to FY22-23 amended budget due to no capital project transfers. At \$466,700, the Non-departmental budget accounts for 4 percent of the General Fund budget and is equivalent to \$.05 on the tax rate. The City plans to spend \$53.52 per capita on the non-departmental portion of the FY23-24 budget.



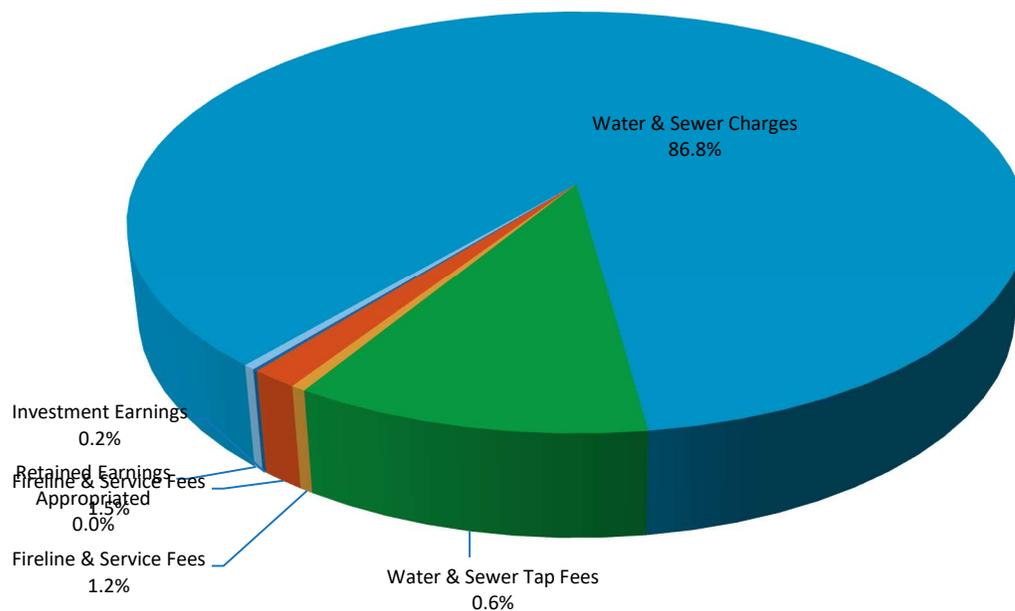
Expenditure by Line Item

General Fund Non-Departmental Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Tax Refunds	\$1,912	\$2,000	\$1,207	\$1,500	-25.00%
Payment in lieu of tax	\$0	\$0	\$0	\$0	#DIV/0!
Professional Service	\$12,285	\$17,500	\$15,500	\$18,000	2.86%
Employee Medical Insurance Reimb.	\$0	\$0	\$0	\$0	#DIV/0!
Retiree Medical Insurance	\$121,197	\$121,400	\$121,511	\$90,000	-25.86%
Retiree Vision Insurance	\$1,283	\$800	\$1,400	\$600	-25.00%
Contributions/Other Agency	\$31,000	\$11,000	\$11,000	\$6,000	-45.45%
Postage	\$2,614	\$3,500	\$2,500	\$3,000	-14.29%
Utilities	\$8,648	\$10,000	\$6,916	\$10,000	0.00%
Reverse 911/Connect CTY	\$5,983	\$6,000	\$5,983	\$6,000	0.00%
Advertising	\$1,395	\$7,300	\$6,000	\$5,000	-31.51%
Out Of State Sales Tax	\$21,741	\$7,000	\$6,900	\$5,000	-28.57%
Contract Service	\$63,627	\$30,000	\$25,000	\$30,000	0.00%
Blanket Bonds	\$683	\$700	\$740	\$4,500	542.86%
Insurance/Building	\$20,011	\$23,400	\$23,409	\$24,500	4.70%
General Liability	\$39,583	\$42,800	\$42,844	\$41,400	-3.27%
Unemployment Insurance	\$0	\$3,100	\$3,178	\$0	-100.00%
Safety Committee/OSHA	\$2,898	\$1,000	\$483	\$5,000	400.00%
Misc./Non-Departmental	\$11,163	\$11,500	\$12,871	\$7,000	-39.13%
Economic Development	\$20,020	\$20,000	\$20,000	\$20,000	0.00%
Incentive Program	\$8,242	\$0	\$0	\$0	#DIV/0!
Capital Outlay Improvements	\$0	\$27,700	\$24,244	\$0	-100.00%
Capital Outlay/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Property Acquisition	\$0	\$35,000	\$35,000	\$35,000	0.00%
Xfer to Capital Project	\$195,700	\$0	\$0	\$0	#DIV/0!
Contingency	\$0	\$0	\$0	\$0	#DIV/0!
Debt Service Principal	\$77,025	\$78,700	\$78,712	\$80,400	2.16%
Debt Service Interest	\$6,972	\$5,300	\$5,285	\$3,500	-33.96%
USDA Debt Service Principal	\$46,341	\$48,000	\$49,821	\$49,800	3.75%
USDA Debt Service Interest	\$24,029	\$22,300	\$20,549	\$20,500	-8.07%
Total	\$724,352	\$536,000	\$521,053	\$466,700	-12.93%

Revenues by Source

Water & Sewer Fund Revenues by Source					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Water & Sewer Charges	\$4,964,507	\$5,038,800	\$5,182,152	\$5,635,000	11.83%
Sewer Surcharge	\$649,515	\$756,300	\$762,000	\$700,000	-7.44%
Water & Sewer Tap Fees	\$32,953	\$30,000	\$29,435	\$30,000	0.00%
Fireline & Service Fees	\$95,938	\$85,000	\$99,317	\$95,000	11.76%
Investment Earnings	\$890	\$1,000	\$3,000	\$10,000	900.00%
Miscellaneous	\$1,007,618	\$297,600	\$295,408	\$24,000	-91.94%
Retained Earnings Appropriated	\$0	\$1,880,100	\$0	\$0	-100.00%
Total	\$6,751,421	\$8,088,800	\$6,371,312	\$6,494,000	-19.72%

Water & Sewer Fund Revenues by Source FY23-24



Source Descriptions

Water and Sewer Charges

Water and sewer charges account for 85 percent of the Water and Sewer Fund revenues. Water consumption and sewer usage by citizens and other customers generate these revenues. The City has a base rate for the first 300 cubic feet (1 cubic foot = 7.48 gallons) of water. An additional consumption rate is charged for every 100 cubic feet over 300. Sewer charges include a base rate and a usage for every 100 cubic feet. The FY23-24 budget includes a fee increase recommendation of 7% to the base and consumption rate. Water and sewer charges, including bulk rate fees, account for \$5.6 million in the FY23-24 Water and Sewer Fund budget.

Sewer Surcharge

The City collects a sewer surcharge from several large industries that, because of their large sewer discharge, require additional treatment at the wastewater facility. The industries pay the charges based on the pounds of pollutants in excess of the normal amount found in wastewater. The three primary pollutants that are charged in Clinton are oxygen demanding compounds (BOD), solids (TSS), and nitrogen compounds in the form of ammonia. Clinton surcharges for only those pollutants which can be removed by treatment process. Sewer surcharge rates are set to increase by 25%. Sewer surcharges account for \$700,000 in the FY23-24 Water and Sewer Fund budget.

Water and Sewer Tap Fees

New customers establishing connection to the City's system generate water and sewer tap fee revenues. These revenues cover the cost of new meters and the labor required to set the meters and make the connection. Water and sewer tap fees account for \$30,000 in the FY23-24 Water and Sewer Fund budget.

Fireline and Service Fees

Fireline fees cover the costs associated with fire suppression systems such as sprinkler systems. The City does not connect sprinkler systems to meters and fireline fees are assessed to cover water lost during the use of testing of the sprinkler systems. Fireline and service fees account for \$95,000.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and a Trust interest bearing account. Currently, investment earnings are steadily increasing. There is projected to be a slight increase in interest rates during FY23-24, but not knowing how the economy will recover from the current inflation rate of 7 percent is the reason for the conservative budgeting for this revenue source. Investment earnings account for \$10,000.

Miscellaneous

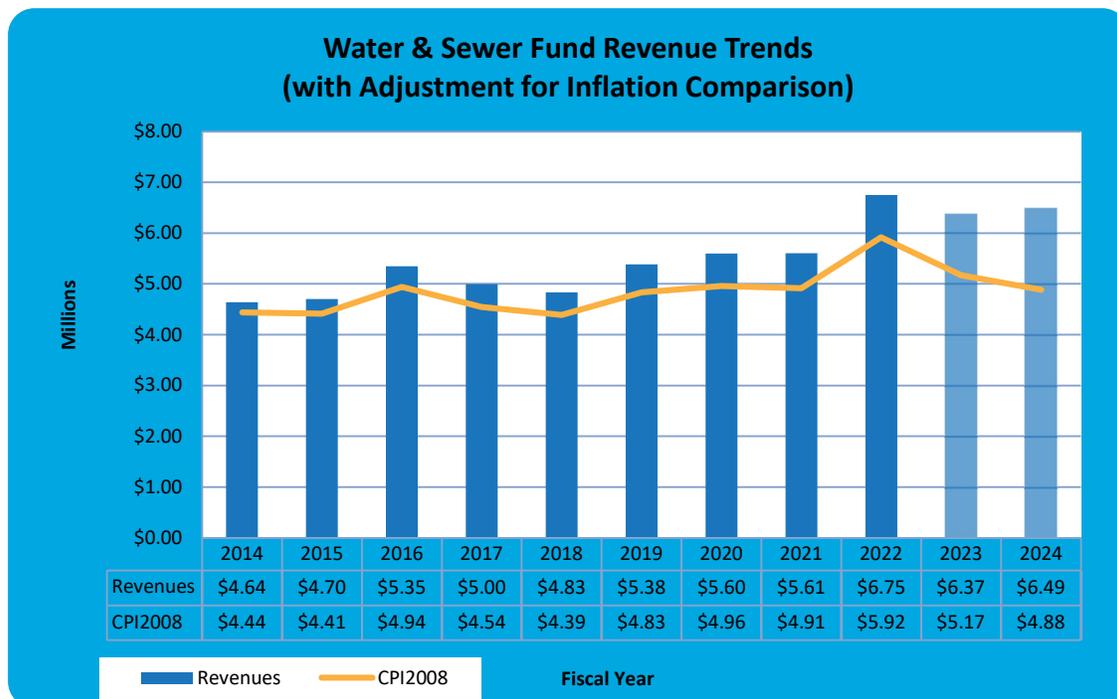
Miscellaneous revenues in the Water and Sewer Fund include revenues from surplus sales of equipment, grants, and other sources. Miscellaneous revenues account for \$24,000 in FY23-24.

Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The City typically uses reserves for specific capital projects, one-time opportunities, or emergency operations. There is no retained earnings budgeted in FY23-24.

Revenues by Line Item

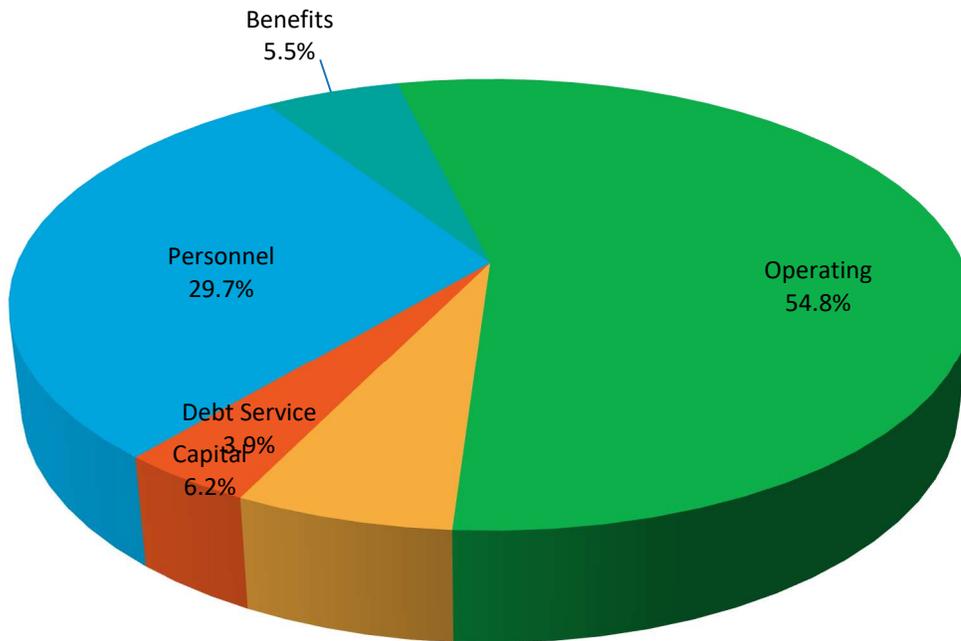
Water & Sewer Fund Revenues					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Insurance	\$8,819	\$5,000	\$2,693	\$2,500	-50.00%
FEMA Revenue	\$4,057	\$0	\$0	\$0	#DIV/0!
Interest Earned	\$890	\$1,000	\$3,000	\$10,000	900.00%
Miscellaneous Revenue	\$29,283	\$20,000	\$20,550	\$20,000	0.00%
Return Check Charge	\$1,470	\$1,500	\$2,250	\$1,500	0.00%
From Sales Tax	\$0	\$0	\$0	\$0	#DIV/0!
Lift Station Revenue	\$5,755	\$7,100	\$7,114	\$0	-100.00%
Bulk Water/County	\$228,789	\$225,000	\$282,152	\$235,000	4.44%
Pre-Treatment	\$0	\$0	\$0	\$0	#DIV/0!
Sewer Surcharge	\$649,515	\$756,300	\$762,000	\$700,000	-7.44%
Water & Sewer Charges	\$4,735,718	\$4,813,800	\$4,900,000	\$5,400,000	12.18%
Cash Adjustment	\$0	\$0	\$0	\$0	#DIV/0!
Water & Sewer Tap Fees	\$32,953	\$30,000	\$29,435	\$30,000	0.00%
Fireline Fees	\$49,168	\$50,000	\$47,317	\$50,000	0.00%
Service Fees	\$46,770	\$35,000	\$52,000	\$45,000	28.57%
Sale of Surplus Property	\$4,550	\$3,000	\$1,801	\$0	-100.00%
Transfers	\$952,332	\$261,000	\$261,000	\$0	-100.00%
Fund Balance Appropriated	\$0	\$1,880,100	\$0	\$0	-100.00%
Total	\$6,750,069	\$8,088,800	\$6,371,312	\$6,494,000	-19.72%

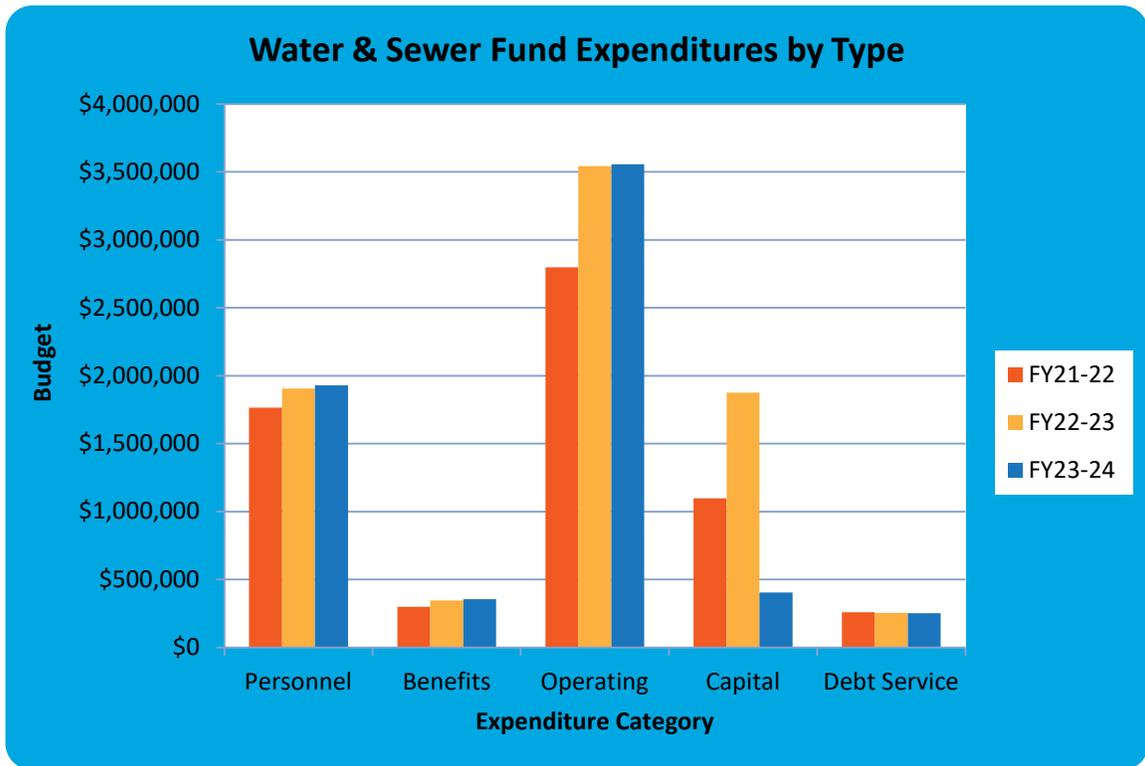


Expenditures by Type

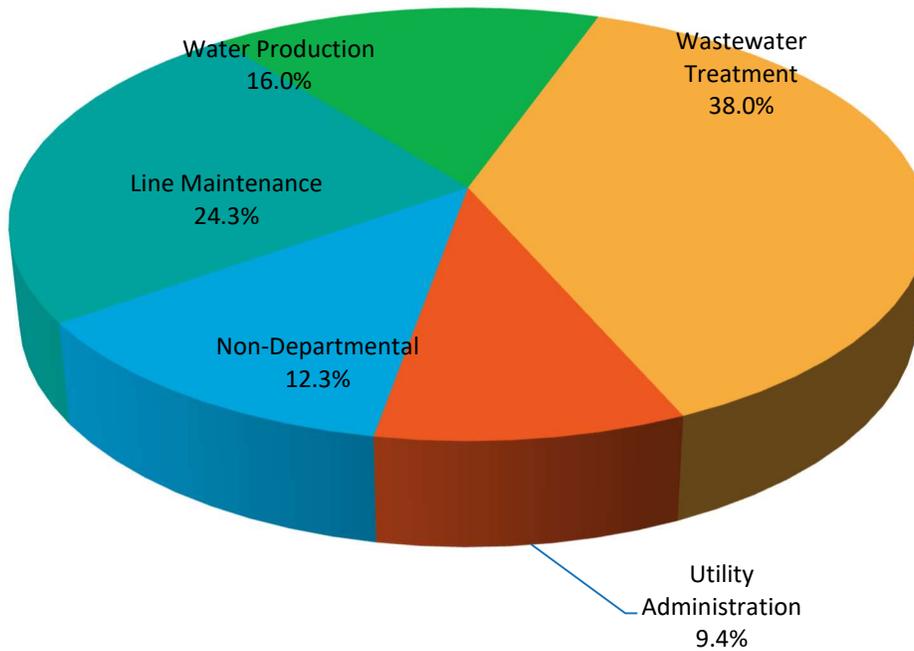
Water & Sewer Fund Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$1,764,904	\$1,905,900	\$1,776,039	\$1,929,500	1.24%
Benefits	\$298,540	\$344,300	\$320,196	\$354,200	2.88%
Operating	\$2,798,558	\$3,544,200	\$3,450,478	\$3,556,300	0.34%
Capital	\$1,097,771	\$1,875,600	\$1,825,250	\$403,200	-78.50%
Debt Service	\$258,383	\$254,100	\$254,066	\$250,800	-1.30%
Total	\$6,218,156	\$7,924,100	\$7,626,029	\$6,494,000	-18.05%

Water & Sewer Fund Expenditures by Type FY23-24

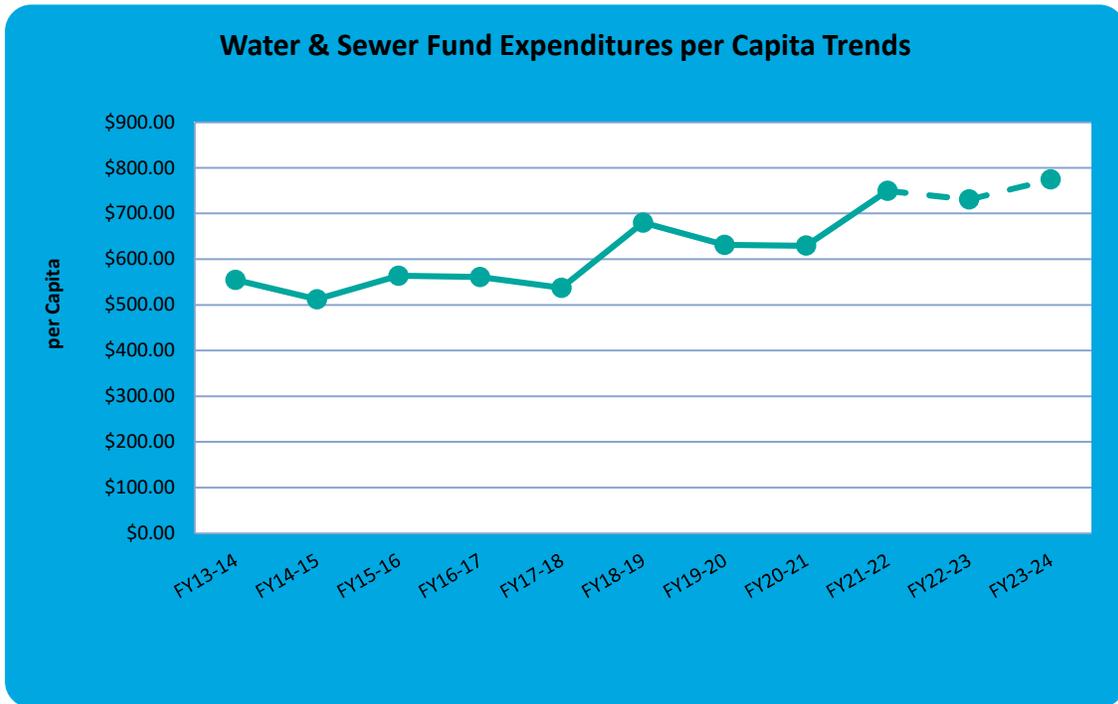
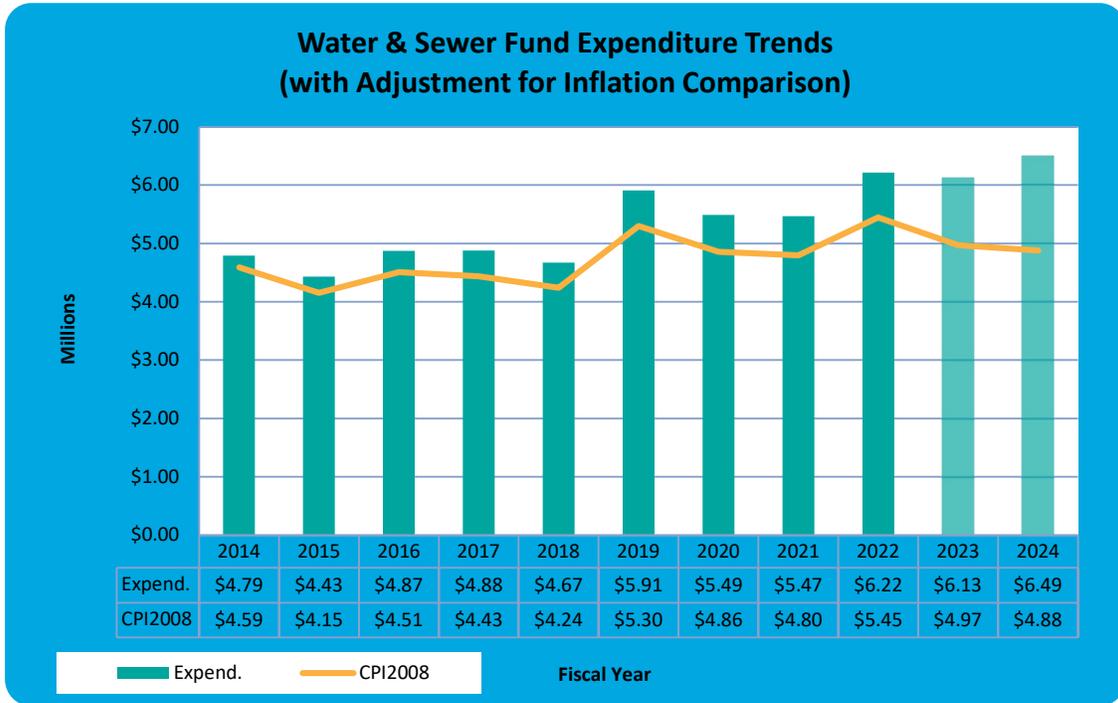




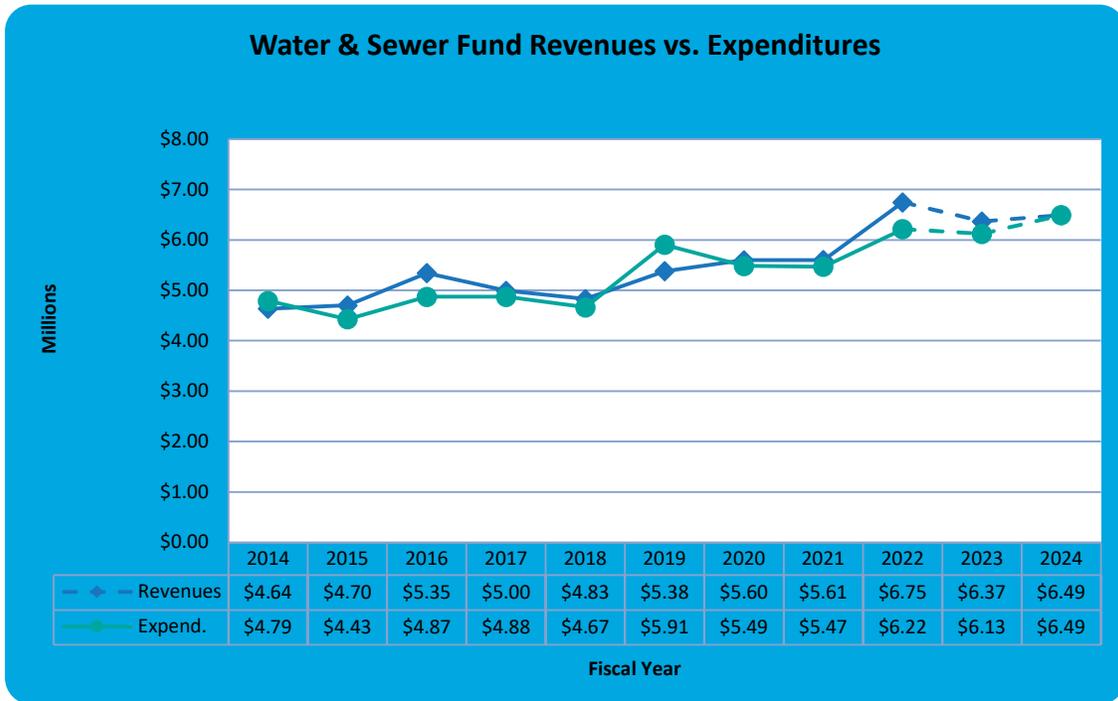
W&S Expenditures by Department FY23-24



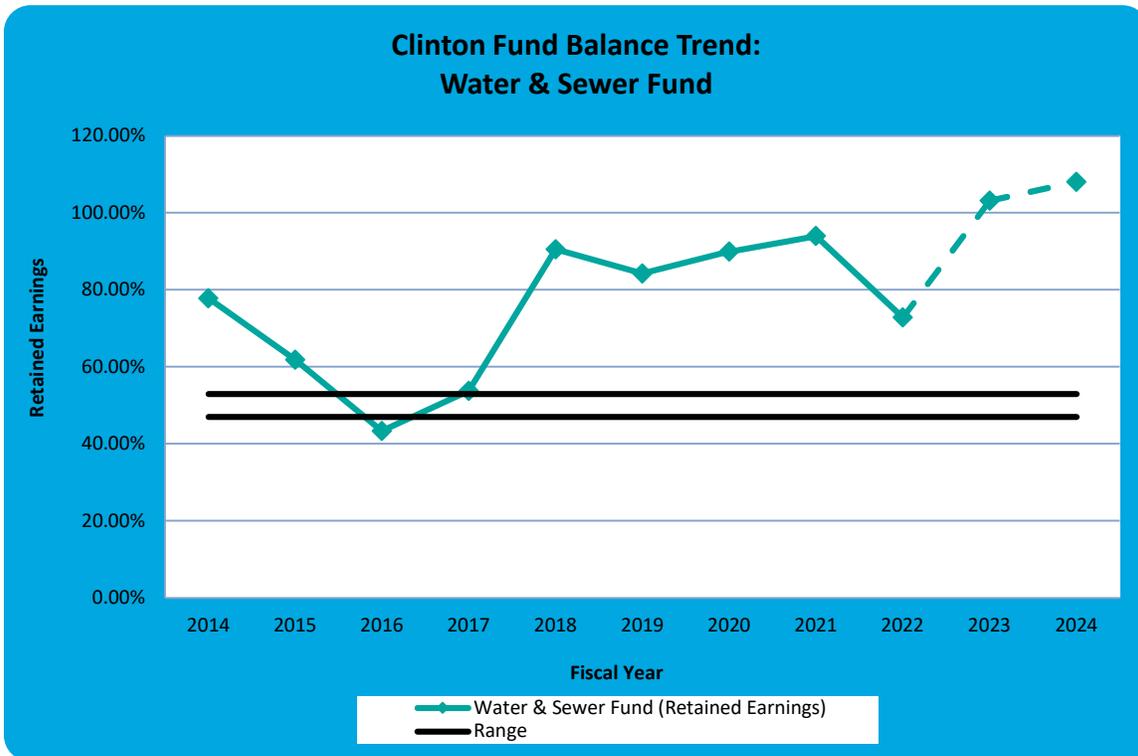
Expenditure Trends



Revenues vs. Expenditures



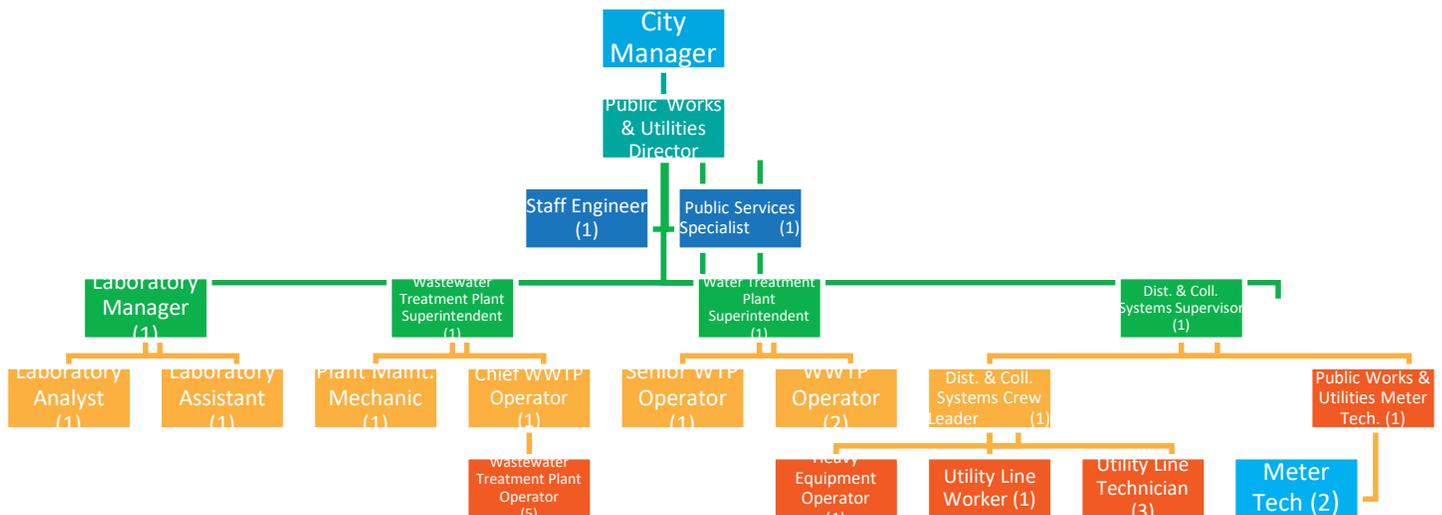
Fund Balance



The Water and Sewer Fund funds three utilities divisions- Utility Line Maintenance, Wastewater Treatment, and Water Production. Additionally, the Finance Billing & Collections division and a Non-departmental budget are funded from the Water and Sewer Fund. Each Public Works and Utilities division has a mission statement but also collectively share a mission statement:

To provide the highest quality of customer service to residents, businesses, and visitors through professional, friendly, efficient, effective, and sustainable delivery of design, construction, maintenance, and operation of City infrastructure and facilities in order to protect the health, safety, and welfare of our community and to be good stewards of our environment and natural and fiscal resources.

Public Utilities Organization Chart



Mission

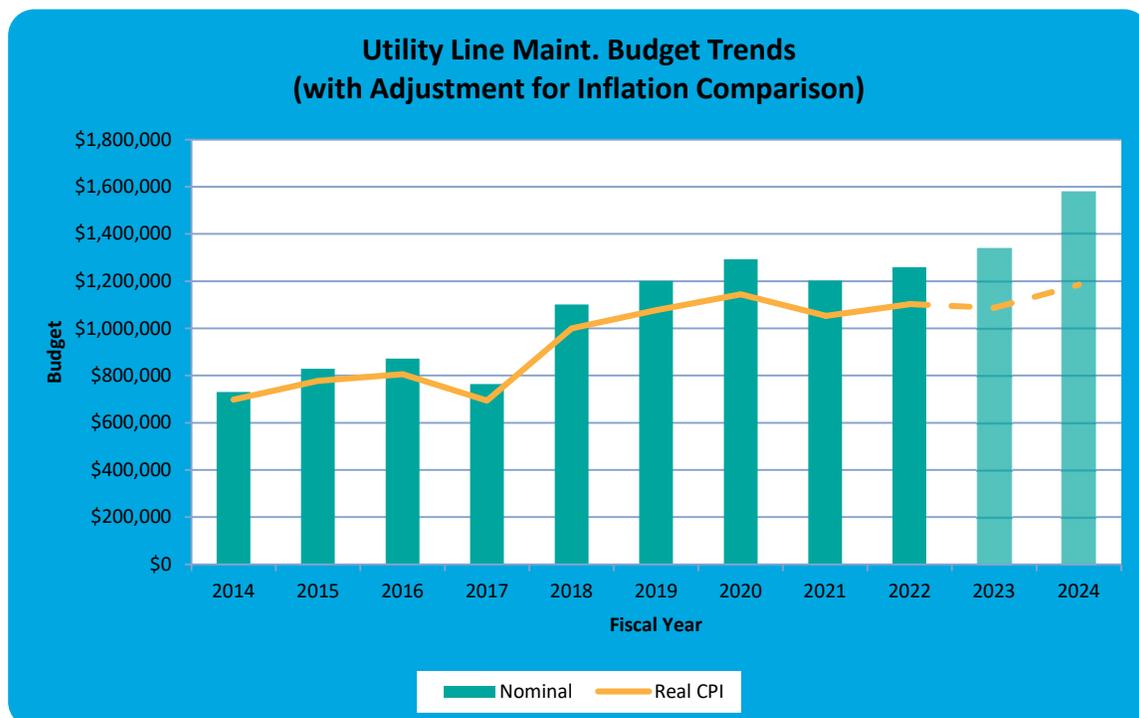
To safely provide quality potable water and sanitary sewer services and maintenance, meeting or exceeding all federal, state, and local laws and regulations while providing outstanding customer service. To maintain and improve on existing infrastructure, and to strategically promote sustainable growth.

Description

The Utility Line Maintenance division is responsible for the supervision, maintenance, integrity, and repair of approximately 87 miles of sanitary sewer mains, 82 miles of water transmission mains, and about 4,000 water connections, and 3,500 sewer connections. The division's daily routine involves fixing water leaks, clearing blocked sewer lines, making new connections to the system, hydrant flushing and pressure testing, and the supervision of roadway utility cuts. Division operations are 24 hours a day and 7 days a week. The Distribution & Collections Systems Manager supervises the division, which includes a line maintenance crew of seven and a meter crew of three. Utility Line Maintenance is located at 200 John St., Clinton, NC. For more information about the division and its functions please contact the Distributions and Collections Manager at 910-299-4905 or utilitylines@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Utility Line Maintenance budget is down 7 percent from FY22-23 due to capital. At \$1,577,800, the Utility Lines budget accounts for 24 percent of the Water and Sewer Fund budget. The City plans to spend \$188.21 per capita for Utility Line Maintenance in FY23-24. There is \$250,000 dedicated to Automated Meters.



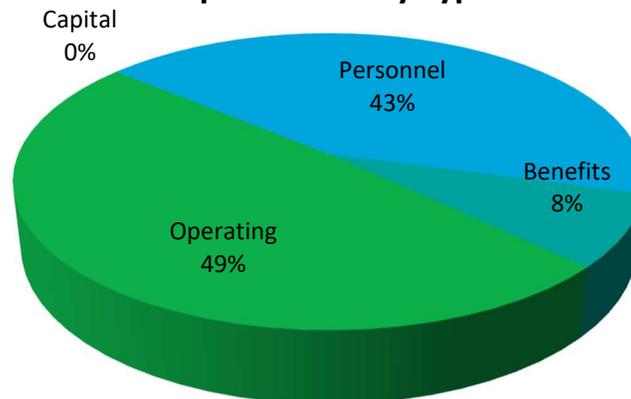
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$621,110	\$695,100	\$652,836	\$680,400	-2.11%
Benefits	\$105,383	\$128,100	\$119,237	\$124,100	-3.12%
Operating	\$334,812	\$839,800	\$775,454	\$773,300	-7.92%
Capital	\$0	\$34,500	\$40,168	\$0	-100.00%
Debt Service	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$1,061,305	\$1,697,500	\$1,587,695	\$1,577,800	-7.05%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Enterprise	\$1,061,305	\$1,697,500	\$1,587,695	\$1,577,800	-7.05%
Total	\$1,061,305	\$1,697,500	\$1,587,695	\$1,577,800	-7.05%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	13.00	14.00	12.00	12.50	-10.71%
Part-time	-	-	-	-	0.00%
Total	13.00	14.00	12.00	12.50	-10.71%

**Public Works: Utility Line Maintenance
Expenditures by Type**



Expenditure by Line Item

Utility Line Maintenance Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$537,039	\$591,500	\$560,596	\$585,400	-1.03%
Temporary Salaries	\$0	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$40,417	\$47,900	\$44,312	\$44,800	-6.47%
Group Insurance	\$84,071	\$103,600	\$92,240	\$95,000	-8.30%
Vision Insurance	\$649	\$800	\$652	\$700	-12.50%
Retirement	\$61,857	\$76,200	\$71,391	\$75,600	-0.79%
401(K)	\$2,460	\$3,200	\$2,882	\$3,000	-6.25%
Telephone	\$5,704	\$5,800	\$7,000	\$6,100	5.17%
Printing & Office Supplies	\$2,917	\$4,000	\$2,788	\$4,000	0.00%
Travel & Education	\$3,636	\$5,000	\$3,527	\$5,000	0.00%
Maint. & Repairs/Equipment	\$8,473	\$11,000	\$14,000	\$10,000	-9.09%
Maint. & Repairs/Auto	\$20,833	\$16,500	\$21,528	\$16,500	0.00%
Maint & Repair Hydrant	\$862	\$10,000	\$5,000	\$10,000	0.00%
Maint & Repair Lift Station	\$8,699	\$30,000	\$30,363	\$20,000	-33.33%
Lift Station Installation	\$5,755	\$7,100	\$7,114	\$0	-100.00%
Advertising	\$0	\$500	\$0	\$0	-100.00%
Fuel	\$30,031	\$31,900	\$23,568	\$35,800	12.23%
Departmental Supplies	\$6,397	\$6,500	\$5,800	\$6,500	0.00%
Equipment & Tools	\$7,439	\$25,000	\$12,721	\$25,000	0.00%
Cement & Concrete	\$7,688	\$7,000	\$4,300	\$20,000	185.71%
Service Supplies	\$30,401	\$32,000	\$5,633	\$32,000	0.00%
Meter Supplies	\$10,130	\$15,000	\$12,000	\$15,000	0.00%
Special Tools	\$0	\$0	\$0	\$0	#DIV/0!
Uniforms	\$5,878	\$8,000	\$5,000	\$8,300	3.75%
Safety Supplies	\$1,643	\$6,000	\$2,500	\$6,000	0.00%
Contract Services	\$27,838	\$27,000	\$54,002	\$75,000	177.78%
Maint./Repair Lines	\$125,025	\$211,200	\$200,721	\$200,000	-5.30%
Dues & Subscription	\$2,020	\$4,000	\$3,000	\$4,000	0.00%
Workman's Comp	\$12,813	\$13,600	\$9,500	\$10,000	-26.47%
Insurance/Auto	\$7,067	\$7,400	\$8,172	\$8,600	16.22%
Insurance/Building	\$3,184	\$3,300	\$3,806	\$4,000	21.21%
Miscellaneous	\$379	\$2,000	\$739	\$1,500	-25.00%
Capital Outlay/Improvements	\$0	\$26,700	\$26,710	\$0	-100.00%
Capital Outlay/Equipment	\$0	\$7,800	\$13,458	\$0	-100.00%
AMR Program	\$0	\$350,000	\$332,672	\$250,000	-28.57%
Debt Service Principal	\$0	\$0	\$0	\$0	#DIV/0!
Debt Service Interest	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$1,061,305	\$1,697,500	\$1,587,695	\$1,577,800	-7.05%

Mission

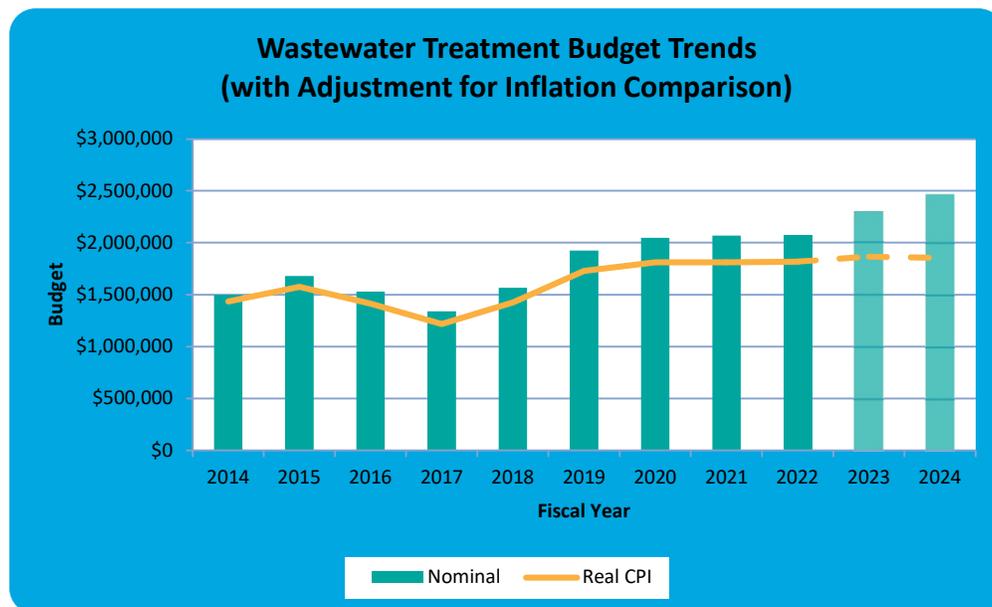
To provide safe, sanitary and compliant treatment of wastewater for our citizens, businesses, and industries in order to protect public and environmental health. To ensure environmental resources are preserved for our citizens and in order to foster the economic viability of our community.

Description

The City of Clinton owns and operates the Larkins Water Pollution Control Facility, which is permitted for an average daily flow of five (5) million gallons. A state certified operator staffs the facility 24 hours a day and 7 days a week. Certified lab staff routinely conducts approximately 92 analytical tests to monitor the ongoing biological process and the NPDES influent and effluent limit parameters. Overall, operations include operation of a state certified lab, land application of biosolids, and industrial pretreatment program, domestic sampling and analysis, and long-term monitoring. The Wastewater Manager oversees a crew consisting of a Chief Operator, five Plant Operators, and one Utility Maintenance Worker. The Environmental Programs Manager (EPM) and a lab technician operate the state certified lab, and the EPM and one Environmental Programs Assistant are responsible for additional reporting and compliance. The Larkins Water Pollution Control Facility is located at 123 Mill Branch Rd., Clinton, NC. For more information about the wastewater treatment process or the plant, please contact the Wastewater Manager at 910-299-4908, braynor@cityofclintonnc.com or lisao@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Wastewater budget is up 7 percent from FY22-23. At \$2,467,600, the Wastewater budget accounts for 38 percent of the Water and Sewer Fund budget. The City plans to spend \$294.36 per capita for Wastewater Treatment in FY23-24. The capital improvements planned for FY23-24 include work on a filter and a valve at an estimated cost of \$160,000.



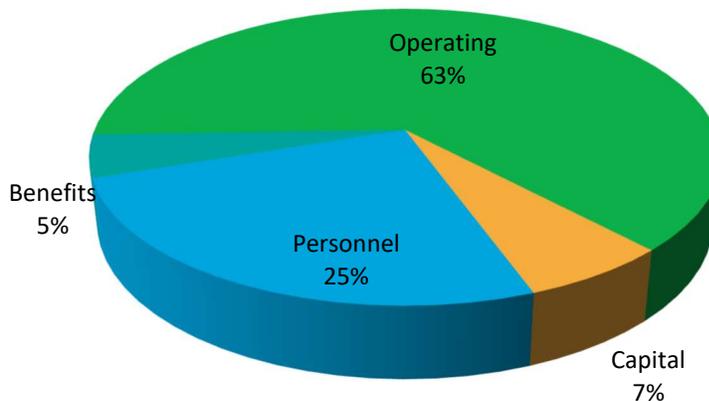
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$598,181	\$592,100	\$602,238	\$626,900	5.88%
Benefits	\$102,036	\$104,400	\$107,734	\$115,000	10.15%
Operating	\$1,292,464	\$1,454,800	\$1,391,222	\$1,565,700	7.62%
Capital	\$0	\$150,000	\$94,020	\$160,000	6.67%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$1,992,681	\$2,301,300	\$2,195,214	\$2,467,600	7.23%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Enterprise	\$1,992,681	\$2,301,300	\$2,195,214	\$2,467,600	7.23%
Total	\$1,992,681	\$2,301,300	\$2,195,214	\$2,467,600	7.23%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	11.00	11.00	11.00	11.00	0.00%
Part-time	-	-	-	-	0.00%
Total	11.00	11.00	11.00	11.00	0.00%

**Public Works: Wastewater Treatment
Expenditures by Type**



Expenditures by Line Item

Wastewater Treatment Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$519,131	\$510,700	\$519,464	\$543,300	6.38%
Professional Services	\$0	\$10,000	\$0	\$10,000	0.00%
FICA	\$38,599	\$39,100	\$40,139	\$41,600	6.39%
Group Insurance	\$79,050	\$81,400	\$82,774	\$83,600	2.70%
Vision Insurance	\$583	\$600	\$560	\$600	0.00%
Retirement	\$60,422	\$62,100	\$64,476	\$70,100	12.88%
401(K)	\$2,432	\$2,600	\$2,559	\$2,700	3.85%
Telephone	\$7,841	\$7,500	\$7,079	\$7,100	-5.33%
Printing & supplies	\$970	\$1,000	\$1,195	\$1,000	0.00%
Utilities	\$374,399	\$365,000	\$378,837	\$369,000	1.10%
Travel & Education	\$2,799	\$3,200	\$1,651	\$3,400	6.25%
Maint. & Repairs/Building	\$20,945	\$25,000	\$2,000	\$25,000	0.00%
Maint. & Repairs/Equipment	\$170,262	\$220,000	\$179,933	\$230,000	4.55%
Maint & Repair/Lift Stations	\$36,362	\$55,000	\$34,507	\$55,000	0.00%
Maint. & Repairs/Drying Beds	\$0	\$30,000	\$20,257	\$30,000	0.00%
Maint. & Repairs/Auto	\$673	\$2,000	\$1,883	\$3,000	50.00%
Advertising	\$403	\$1,000	\$750	\$1,000	0.00%
Fuel	\$8,015	\$13,500	\$8,213	\$9,700	-28.15%
Special Sludge Disposal	\$387,985	\$380,000	\$439,000	\$450,000	18.42%
Departmental Supplies	\$7,637	\$10,000	\$11,359	\$10,500	5.00%
Lab Chem. & Equipment	\$33,802	\$42,000	\$36,842	\$47,000	11.90%
Waste Treatment Chemicals	\$57,614	\$90,000	\$86,836	\$99,000	10.00%
Sludge Site Compliance	\$12,025	\$15,000	\$9,688	\$16,500	10.00%
Equipment & Tools	\$5,348	\$5,000	\$4,741	\$5,500	10.00%
Uniforms	\$6,177	\$6,500	\$5,882	\$6,900	6.15%
Safety Supplies	\$3,302	\$5,000	\$5,754	\$5,500	10.00%
Contract Services	\$60,051	\$68,000	\$55,746	\$72,000	5.88%
Dues & Subscription	\$6,678	\$4,800	\$1,700	\$4,800	0.00%
Plant Certifications	\$22,234	\$25,000	\$22,735	\$26,000	4.00%
Workman's Comp	\$10,763	\$11,900	\$11,500	\$11,000	-7.56%
Insurance/Auto	\$1,036	\$1,100	\$1,213	\$1,300	18.18%
Insurance/Building	\$54,584	\$57,300	\$61,921	\$65,000	13.44%
Miscellaneous	\$559	\$0	\$0	\$500	#DIV/0!
Capital Outlay/Improvements	\$0	\$150,000	\$94,020	\$0	-100.00%
Capital Outlay/Equipment	\$0	\$0	\$0	\$160,000	#DIV/0!
Total	\$1,992,681	\$2,301,300	\$2,195,214	\$2,467,600	7.23%

Mission

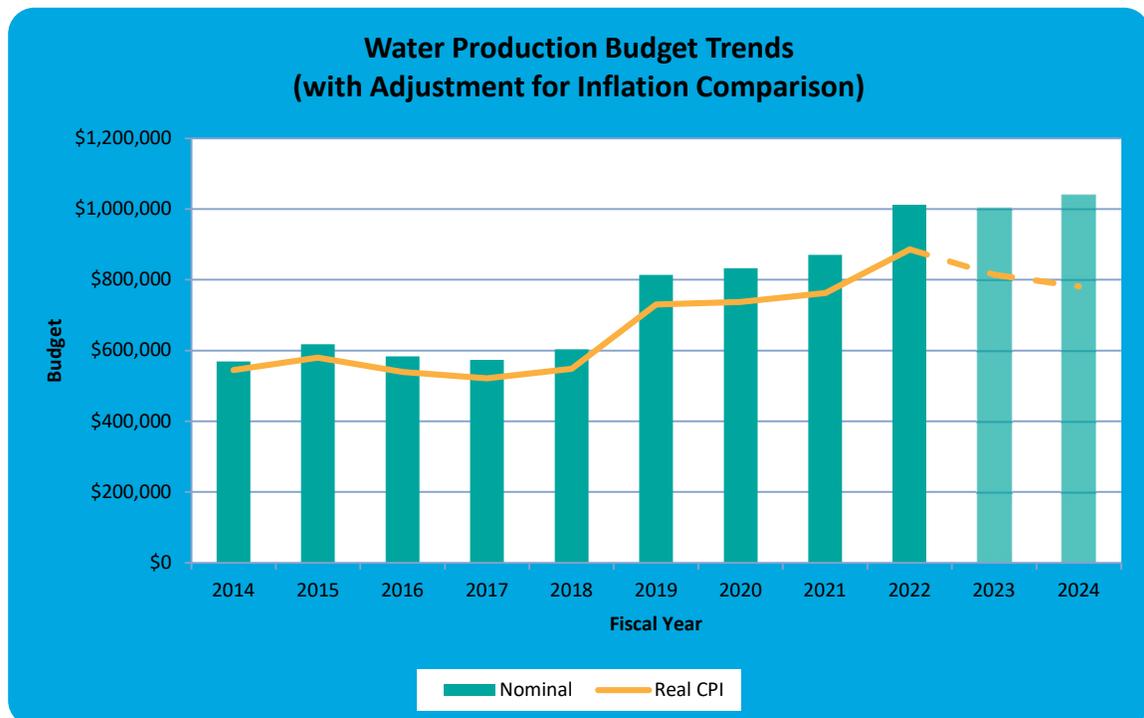
To produce safe, quality, compliant potable water for our citizens and customers, reliably and in a cost effective manner while adhering to all state and federal regulations. To identify supply needs in order to support economic sustainability and future growth, while striving to conserve one of our vital natural resources for future generations.

Description

Two wells located primarily to the south and east of the City and six elevated storage tanks supply the City's water needs. The Parson-Anders Water Treatment Facility located on Clive Jacobs Road, produces a supply of approximately 1.5 million gallons per day to the system and is supplemented by 4 direct injection well sites that have chemical treatment on site. The water production, water storage and water system is the responsibility of the Water Production Superintendent and plant operators. For more information about the plant or the water production and treatment process, please contact the Water Production Superintendent Travis Anderson at 910-299-9151 or anderson@cityofclintonnc.com.

FY2023-2024 Budget Highlights

The Water Production FY23-24 budget is down 2 percent from FY22-23. At \$1,040,000, the Water Production budget accounts for 16 percent of the Water and Sewer Fund budget. The City plans to spend \$124.06 per capita for Water Production in FY23-24. This budget includes \$75,000 SCADA upgrade.



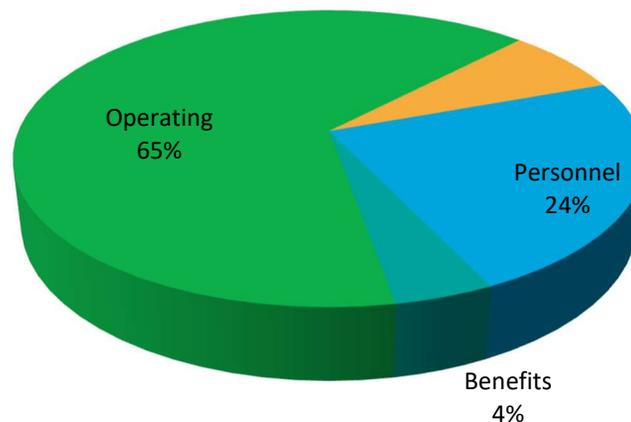
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$180,353	\$232,900	\$189,391	\$243,500	4.55%
Benefits	\$31,286	\$42,700	\$35,357	\$45,100	5.62%
Operating	\$551,264	\$678,000	\$682,245	\$676,400	-0.24%
Capital	\$0	\$107,400	\$107,321	\$75,000	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Total	\$762,903	\$1,061,000	\$1,014,314	\$1,040,000	-1.98%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Enterprise	\$762,903	\$1,061,000	\$1,014,314	\$1,040,000	-1.98%
Total	\$762,903	\$1,061,000	\$1,014,314	\$1,040,000	-1.98%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	3.00	4.00	3.00	4.00	0.00%
Part-time	-	-	-	-	0.00%
Total	3.00	4.00	3.00	4.00	0.00%

**Public Works: Water Production
Expenditures by Type**



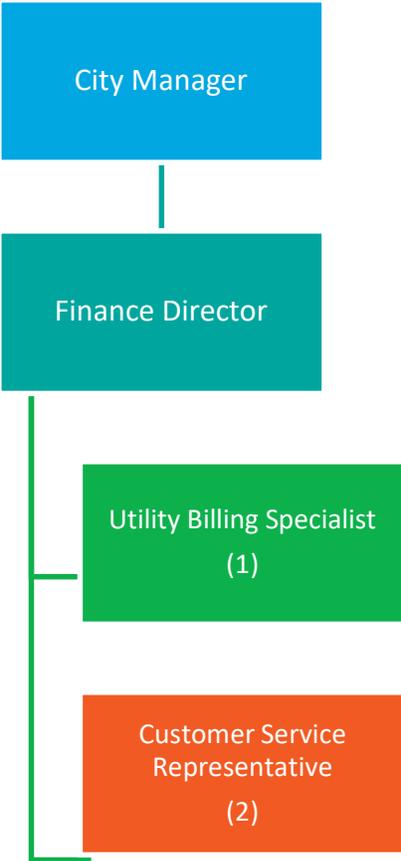
Expenditures by Line Item

Water Production Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$159,683	\$203,300	\$165,697	\$213,100	4.82%
Professional Services	\$540	\$0	\$0	\$2,000	#DIV/0!
FICA	\$12,144	\$16,000	\$13,342	\$16,300	1.88%
Group Insurance	\$20,670	\$29,600	\$23,694	\$30,400	2.70%
Vision Insurance	\$152	\$200	\$168	\$200	0.00%
Retirement	\$18,297	\$25,400	\$20,978	\$27,500	8.27%
401(K)	\$693	\$1,100	\$869	\$1,100	0.00%
Telephone	\$2,880	\$3,200	\$2,986	\$2,900	-9.38%
Printing & supplies	\$717	\$1,000	\$1,012	\$1,500	50.00%
Utilities	\$162,403	\$180,000	\$175,517	\$170,000	-5.56%
Travel & Education	\$1,519	\$3,000	\$2,521	\$3,000	0.00%
Maint. & Repairs/Building	\$41,276	\$30,000	\$31,335	\$30,000	0.00%
Maint. & Repairs/Wells & Pumps	\$89,423	\$133,600	\$134,707	\$120,000	-10.18%
Maintenance/Water Tanks	\$82,184	\$81,700	\$83,765	\$82,000	0.37%
Maint. & Repairs/Meters	\$8,600	\$5,000	\$4,500	\$10,000	100.00%
Maint. & Repairs/Auto	\$1,105	\$2,500	\$1,070	\$2,500	0.00%
Advertising	\$0	\$300	\$0	\$300	0.00%
Fuel	\$5,415	\$6,700	\$4,356	\$6,700	0.00%
Departmental Supplies	\$2,551	\$4,400	\$1,800	\$4,500	2.27%
Lab Chem. & Equipment	\$12,087	\$12,500	\$16,511	\$13,000	4.00%
Water Chemicals	\$80,331	\$120,000	\$136,131	\$120,000	0.00%
Water Analysis	\$1,897	\$8,000	\$3,986	\$28,000	250.00%
Special Tools	\$2,321	\$4,200	\$3,555	\$4,500	7.14%
Uniforms	\$2,400	\$3,500	\$2,516	\$3,500	0.00%
Safety Supplies	\$1,702	\$1,500	\$1,766	\$1,500	0.00%
Contract Services	\$16,493	\$33,400	\$32,199	\$25,000	-25.15%
Water Certifications	\$3,311	\$4,000	\$3,258	\$4,000	0.00%
Dues & Subscription	\$0	\$1,000	\$200	\$1,000	0.00%
Workman's Comp	\$3,291	\$4,200	\$4,224	\$4,500	7.14%
Insurance/Building	\$28,818	\$34,300	\$34,330	\$36,000	4.96%
Capital Outlay/Improvements	\$0	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$0	\$107,400	\$107,321	\$75,000	-30.17%
Total	\$762,903	\$1,061,000	\$1,014,314	\$1,040,000	-1.98%

Mission

To preserve and maintain the financial stability of the city with integrity, quality service, and leadership while supporting the city with timely and clear information.

Finance-Utility Administration Organization Chart

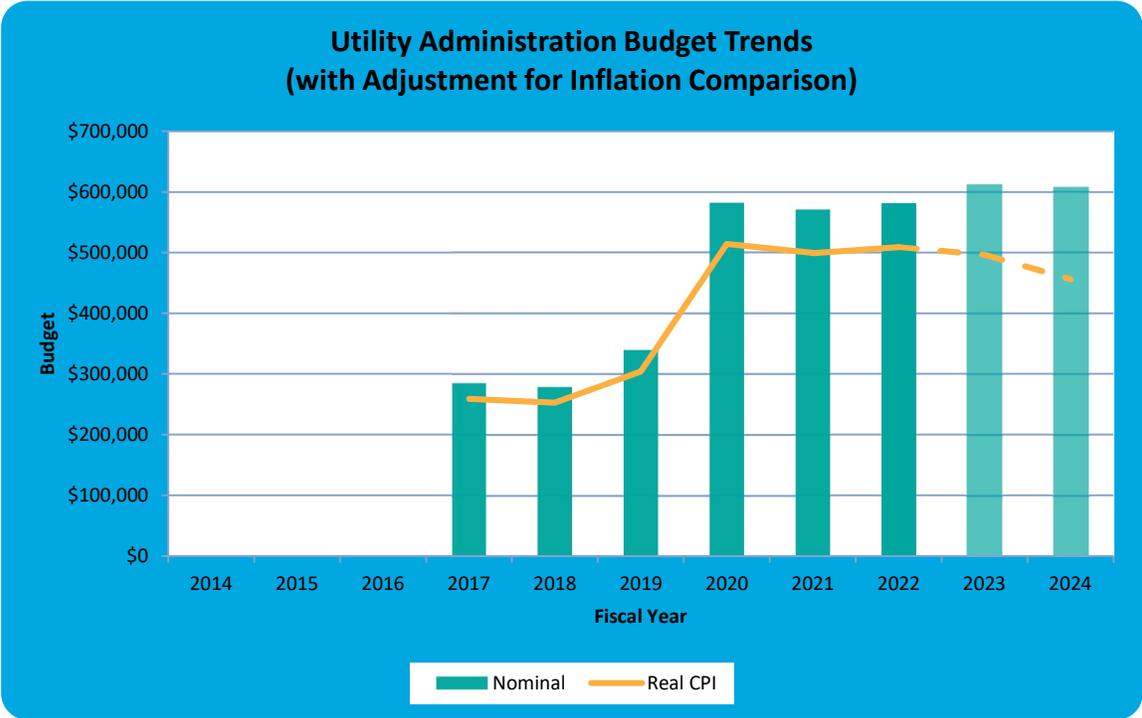


Description

The Utility Administration division is a division within the Finance Department that handles the billing and collection of revenues for the City. The Finance Director is responsible for this division, which includes the Billing & Collections Supervisor and two Customer Service Representatives. This division is also a cost share department. The Utility Billing and Collections Department is located at City Hall, 221 Lisbon St., Clinton, NC. For more information about the Utility Collections Department, please contact the Finance Department at 910-299-4909 or kstafford@cityofclintonnc.com.

FY2023-2024 Budget Highlights

At \$607,300 the Utility Administration budget accounts for 9 percent of the water and sewer fund budget and has decreased 1 percent from FY22-23. The City plans to spend \$72.44 per capita for Utility Administration in FY23-24. The division budget also accounts for costs incurred under the General Fund, but are associated with Water & Sewer Fund operations. The FY23-24 Utility Administration budget does not include any capital items.



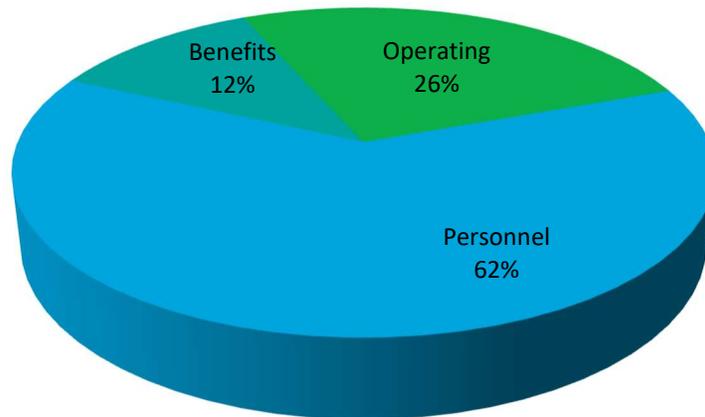
Budget Summary

Expenditures by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Personnel	\$365,260	\$385,800	\$331,574	\$378,700	-1.84%
Benefits	\$59,835	\$69,100	\$57,868	\$70,000	1.30%
Operating	\$179,889	\$157,000	\$190,298	\$158,600	1.02%
Capital	\$0	\$0	\$0	\$0	#DIV/0!
Debt Service	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$604,984	\$611,900	\$579,740	\$607,300	-0.75%

Revenues by Type					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Enterprise	\$604,984	\$611,900	\$579,740	\$607,300	-0.75%
Total	\$604,984	\$611,900	\$579,740	\$607,300	-0.75%

Personnel					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Full-time	3.00	3.00	3.00	3.00	0.00%
Part-time	-				0.00%
Total	3.00	3.00	3.00	3.00	0.00%

**Finance: Utility Administration
Expenditures by Type**



Expenditures by Line Item

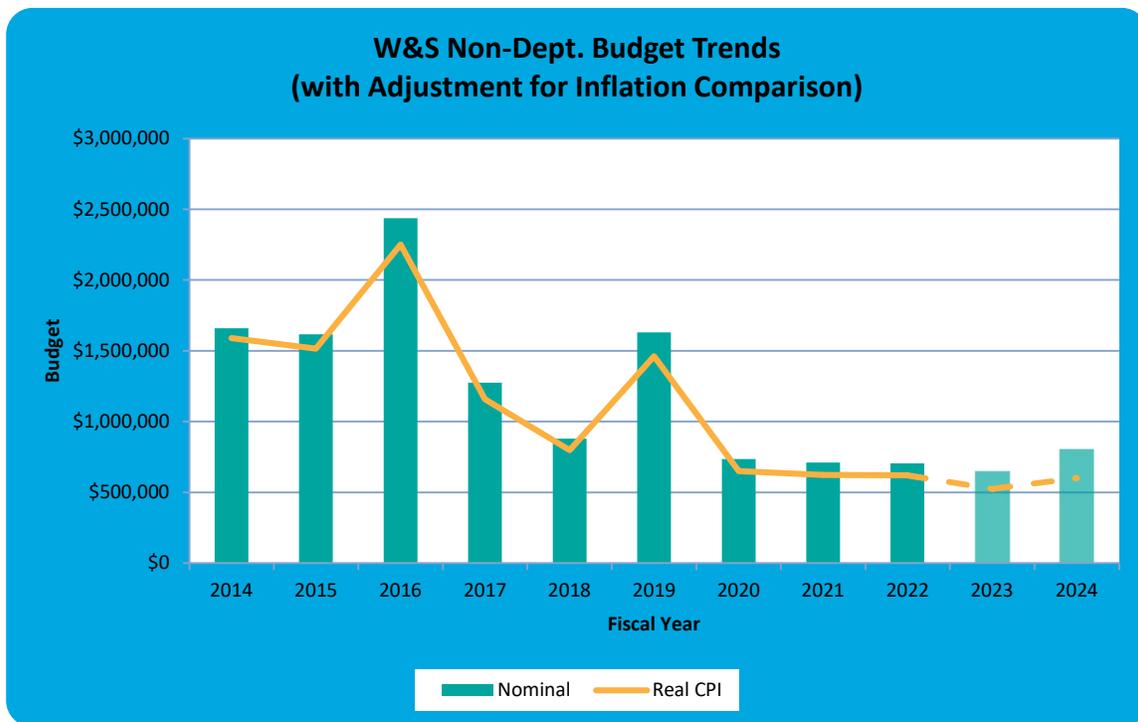
Utility Administration Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Salaries	\$290,983	\$334,700	\$289,699	\$330,000	-1.40%
Temporary Salaries	\$28,509	\$0	\$0	\$0	#DIV/0!
Professional Services	\$0	\$0	\$0	\$0	#DIV/0!
FICA	\$23,889	\$25,600	\$22,159	\$25,300	-1.17%
Group Insurance	\$45,768	\$51,100	\$41,875	\$48,700	-4.70%
Vision Insurance	\$366	\$400	\$289	\$400	0.00%
Retirement	\$33,705	\$40,700	\$33,986	\$42,600	4.67%
401(K)	\$1,394	\$1,700	\$1,363	\$1,700	0.00%
Dental Insurance	\$481	\$700	\$71	\$0	-100.00%
Telephone	\$1,458	\$2,000	\$1,502	\$2,000	0.00%
Printing & Office Supplies	\$1,503	\$2,500	\$1,905	\$2,500	0.00%
Utilities	\$6,563	\$10,000	\$7,600	\$10,000	0.00%
Travel & Education	\$5,358	\$6,000	\$2,737	\$6,000	0.00%
Auto Allowance	\$1,655	\$3,000	\$3,487	\$3,600	20.00%
Utility Billing Maintenance	\$37,782	\$40,000	\$30,523	\$40,000	0.00%
Departmental Supplies	\$6,946	\$6,000	\$6,762	\$6,000	0.00%
Employee Wellness	\$0	\$5,000	\$0	\$5,000	0.00%
Employee Relations	\$8,998	\$10,000	\$10,253	\$10,000	0.00%
Contract Services	\$76,897	\$50,000	\$88,384	\$50,000	0.00%
Dues & Subscription	\$209	\$500	\$409	\$1,000	100.00%
Workman's Comp	\$0	\$500	\$234	\$500	0.00%
Miscellaneous	\$32,520	\$21,500	\$36,502	\$22,000	2.33%
Total	\$604,984	\$611,900	\$579,740	\$607,300	-0.75%

Description

The water and sewer non-departmental portion of the budget captures expenditures in the water and sewer fund not easily assigned to a specific division. Expenditures mainly include debt service for the water and sewer fund.

FY2023-2024 Budget Highlights

At \$803,100 the Non-departmental budget accounts for 12 percent of the water and sewer fund budget. Overall, there is a 64 percent decrease due to the previous year capital reserve transfer. The largest portion of non-departmental expenditures in FY23-24 is debt service payments, which account for \$520,100 (65 percent) of the total allocation.



Expenditures by Line Item

Water & Sewer Fund Non-Departmental Expenditures					
Line Item	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Professional Services	\$10,827	\$25,000	\$30,000	\$10,000	-60.00%
Retiree's Medical Insurance	\$57,243	\$60,800	\$60,695	\$46,300	-23.85%
Retiree Vision Insurance	\$388	\$500	\$490	\$300	-40.00%
Reverse 911/Connect CTY	\$5,983	\$6,000	\$5,983	\$6,000	0.00%
Advertising	\$0	\$500	\$829	\$500	0.00%
Postage	\$3,014	\$3,500	\$3,077	\$3,500	0.00%
Contract Services	\$26,070	\$30,000	\$20,000	\$30,000	0.00%
Public Liability	\$4,616	\$4,800	\$5,227	\$5,400	12.50%
Unemployment Insurance	\$0	\$3,200	\$3,178	\$0	-100.00%
Safety Committee/OSHA	\$2,558	\$5,000	\$480	\$5,000	0.00%
Misc. Expense	\$42,830	\$6,000	\$12,000	\$6,000	0.00%
Non-departmental improvements	\$0	\$0	\$0	\$0	#DIV/0!
Capital Outlay/Equipment	\$0	\$0	\$0	\$0	#DIV/0!
Contingency	\$0	\$0	\$0	\$168,200	#DIV/0!
Principal Revolving Loan	\$269,300	\$269,300	\$269,300	\$269,300	0.00%
Interest Revolving Loan	\$12,780	\$9,000	\$9,003	\$5,300	-41.11%
USDA Principal	\$96,000	\$98,000	\$98,000	\$101,000	3.06%
USDA Interest	\$149,603	\$147,100	\$147,063	\$144,500	-1.77%
Xfer to Capital Project	\$17,300	\$0	\$0	\$0	#DIV/0!
Xfer to Capital Reserve Fund	\$1,097,771	\$1,583,700	\$1,583,741	\$0	-100.00%
Total	\$1,796,283	\$2,252,400	\$2,249,066	\$801,300	-64.42%

Description

The purpose of the Cemetery Fund is to account for funds related to the sale and maintenance of City owned cemeteries. The sale of cemetery lots and earned interest on investments account for the revenues received in the fund. A cemetery savings account receives any excess revenues over expenditures for future purchase of land for cemetery development. The City has less than 5 years of capacity remaining for both City operated cemeteries. The Cemetery Advisory Board is currently evaluating options for the cemetery operation.

Revenues

Cemetery Fund Revenues					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Sale of Lots	\$72,755	\$53,500	\$56,700	\$49,000	-8.41%
Interest Earned	\$192	\$1,000	\$4,700	\$1,000	0.00%
From Savings	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$72,947	\$54,500	\$61,400	\$50,000	-8.26%

Expenditures

Cemetery Fund Expenditures					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Transfer to GF for Operations	\$0	\$54,500	\$56,700	\$50,000	-8.26%
Total	\$0	\$54,500	\$56,700	\$50,000	-8.26%

Description

The Community Development Fund was established in June 2005. Loan repayments from the Housing Revolving Loan Program did generate revenues for the fund. This program has had limited activity for several years but continues to have a fund balance of about \$30,000.

Revenues

Community Development Fund Revenues					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Miscellaneous Revenue	\$0	\$0	\$0	\$500	#DIV/0!
Fund Balance Approp.	\$0	\$16,000	\$0	\$0	-100.00%
Total	\$0	\$16,000	\$0	\$500	-96.88%

Expenditures

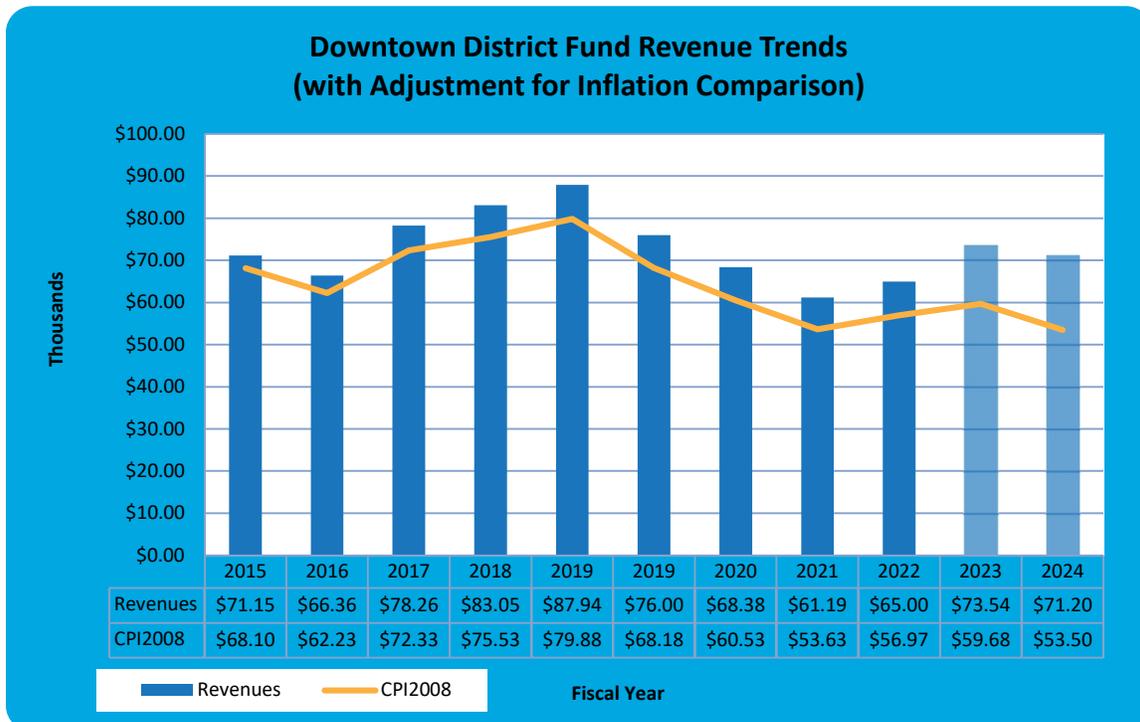
Community Development Fund Expenditures					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Professional Service	\$0	\$16,000	\$15,650	\$500	-96.88%
Total	\$0	\$16,000	\$15,650	\$500	-96.88%

Description

The Downtown Special Tax District was established in 1977 to promote growth and activity in the downtown district. Revenue received in the fund is from ad valorem taxes on real and personal property in the district. The City uses the revenues to host downtown events and support downtown revitalization projects.

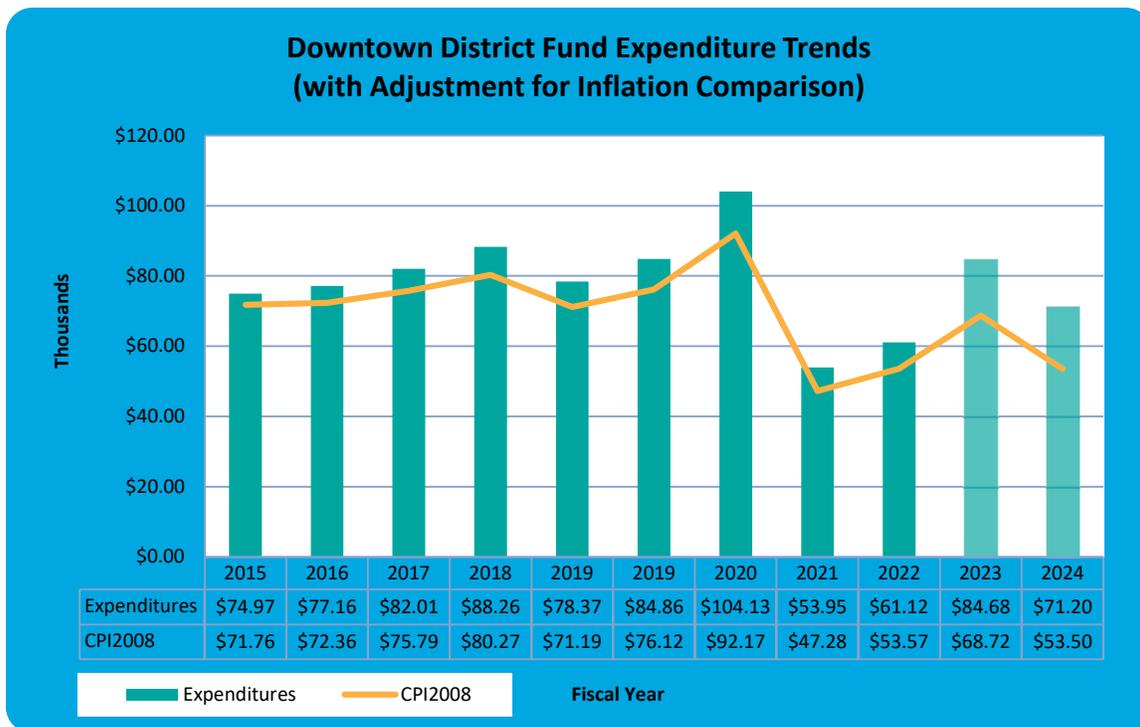
Revenues

Downtown Special Tax District Fund Revenues					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Current Taxes	\$55,276	\$58,200	\$56,195	\$58,400	0.34%
Prior Year Taxes	\$1,190	\$2,000	\$1,864	\$1,500	-25.00%
Penalty & Interest	\$298	\$200	\$275	\$200	0.00%
Vehicle Taxes	\$706	\$900	\$1,821	\$1,600	77.78%
Collection Fees	(\$1,211)	(\$1,100)	(\$1,246)	(\$1,200)	9.09%
Craft Fair Fees	\$8,600	\$10,100	\$10,125	\$8,500	-15.84%
Holiday Events	\$0	\$0	\$0	\$0	#DIV/0!
Off Street Parking	\$1,170	\$700	\$855	\$700	0.00%
City Market Fees	\$100	\$500	\$350	\$0	-100.00%
Interest Earned	\$63	\$100	\$0	\$1,000	900.00%
Miscellaneous	\$0	\$3,800	\$3,305	\$500	-86.84%
Fundraising Revenue	\$0	\$0	\$0	\$0	#DIV/0!
Fund Balance	\$0	\$13,900	\$0	\$0	-100.00%
Total	\$66,192	\$89,300	\$73,544	\$71,200	-20.27%



Expenditures

Downtown Special Tax District Fund Expenditures					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Professional Services	\$0	\$500	\$0	\$500	0.00%
Travel & Education	\$332	\$1,500	\$1,863	\$1,500	0.00%
Utilities	\$8,800	\$10,000	\$9,742	\$10,000	0.00%
Craft Fair	\$4,552	\$11,100	\$11,132	\$8,500	-23.42%
Advertising	\$8,907	\$3,500	\$3,261	\$10,000	185.71%
Supplies & Materials	\$851	\$1,000	\$1,189	\$500	-50.00%
Contract Services	\$0	\$0	\$0	\$0	#DIV/0!
Dues & Subscriptions	\$1,051	\$600	\$620	\$1,000	66.67%
Miscellaneous	\$360	\$1,000	\$950	\$1,000	0.00%
Facade Grant Program	\$7,982	\$10,200	\$10,118	\$12,000	17.65%
Downtown Incentive Program	\$1,200	\$0	\$0	\$1,200	#DIV/0!
Downtown Mural Grant Program	\$0	\$0	\$0	\$0	#DIV/0!
Fundraising Expenditures	\$0	\$500	\$263	\$500	0.00%
Projects	\$6,649	\$27,700	\$26,857	\$13,900	-49.82%
Contingency	\$0	\$0	\$0	\$1,400	#DIV/0!
Special Events	\$13,124	\$21,700	\$18,685	\$9,200	-57.60%
Xfer to Capital Project	\$0	\$0	\$0	\$0	#DIV/0!
Total	\$53,808	\$89,300	\$84,680	\$71,200	-20.27%



Description

The Fire Department Special Fund accounts for the revenues and expenses the Fire Department receives from donations.

Revenues

Fire Department Special Fund Revenues					
Source	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Miscellaneous	\$0	\$500	\$0	\$500	0.00%
Fund Balance Appropriated	1,000	\$3,100	-	\$0	-100.00%
Total	\$1,000	\$3,600	\$0	\$500	-86.11%

Expenditures

Fire Department Special Fund Expenditures					
Type	FY21-22 Actual	FY22-23 Budget	FY 22-23 Estimate	FY 23-24 Budget	Percent Change
Department Supplies	-	3,100	3,088	-	-100.00%
Miscellaneous	\$0	\$500	\$122	\$500	0.00%
Total	\$0	\$3,600	\$3,210	\$500	-86.11%

Introduction

The Clinton Capital Improvement Plan (CIP) represents a multiyear forecast of the City's capital needs. The CIP not only identifies capital projects but also the financing required for the projects and their impact on the operating budget. Capital projects differ from annual operating expenses in that they involve large dollar amounts, often require special financing, occur at irregular intervals, and involve development of assets expected to last several years.

The City of Clinton prepares a five-year CIP to function as a planning tool for capital improvements. Only the current year schedule, when adopted by City Council, becomes part of the operating budget. The CIP schedule beyond the current fiscal year is subject to adjustments upon annual review by City staff and Council. Future forecasts in the CIP serve the City by helping plan for capital repairs, replacements, and acquisitions, which aids in financial planning to ensure the City's fiscal health and credit.

Policies and Finance Strategies

The CIP helps the City manage capital expenditures to meet the following goals:

1. Eliminate hazards and risks to public health and safety
2. Promote economic development
3. Improve service effectiveness and efficiency
4. Maintain financial stability

To achieve these goals, the following policies and finance strategies guide City staff in CIP development:

- A capital project is a physical asset with an initial cost greater than \$20,000 and a projected useful life greater than 5 years or a non-recurring operating expenditure greater than \$20,000 directly related to service delivery. Capital assets may include infrastructure, buildings, vehicles, or information technology equipment and software. Planning and design costs associated with the request should be included in the projected costs when applicable.
- Similar projects costing less than \$20,000 should not be lumped together to form a single project greater than \$20,000. Such smaller projects should be included within the upcoming operating budget.
- The term of any City debt issue shall not exceed the useful life of the asset for which the debt is issued.
- The capital program will recognize the borrowing limitation of the City to maintain fiscal stability.
- The City will search for all possible outside funding sources for CIP projects to help offset City debt, including grants, private-partnerships, and intergovernmental agreements.
- A financial analysis will accompany the CIP to illustrate the City's capacity to repay debt and identify the effects on financial indicators.
- The City will seek to maintain financial indicators within an acceptable level as compared to peer cities.

- The City will attempt to use pay-as-go financing when possible, particularly for capital assets with costs less than \$75,000.

The following is a list of financing options for the City to consider when debt financing is required.

General Obligation Bonds. GO bonds require voter approval because the debt is secured by the taxing power of the local government. GO bonds typically have the lowest interest rates and twenty-year terms. The City typically will not consider GO bonds for any project unless the cost exceeds \$2 million.

Revenue Bonds. Revenue bonds are secured and repaid from specific revenues. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements. The City typically will not consider revenue bonds for utility projects unless the cost exceeds \$3 million.

Installment Purchase Agreements. IP financing can be either short-term or long-term. This type of financing is typically used for items such as equipment and vehicles. Installment purchasing presents the best option for most of the City's current capital needs.

Certificate of Participation. COPs typically have higher interest rates than GO bonds because the debt is secured by funds resulting from project being financed and not the "full faith and credit" of the government. COPs are typically financed for ten- to twenty-year terms. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing Bonds. TIF bonds are high risk for investors because the debt is secured on anticipated increases in property value. TIF bonds can be financed for up to thirty years. They do not require voter approval despite their reliance on property or sales tax increases. TIF is complicated in North Carolina and requires approval from the Local Government Commission and consent from Sampson County.

Special Assessments. Special assessments are an option if citizens petition for a specific capital project. The government can issue debt to finance the project and the citizens agree to pay part of the project costs through taxes for a set number of years.

Assigned Capital Funds. Assigned capital funds represent money set aside each fiscal year for capital projects. The City's fund balance policy provides for capital funds by committing money for

capital projects from the City's fund balance in excess of the City's specified range. Committed capital funds are used typically for project contingency and smaller projects.

General Fund/Capital Outlay. This funding is similar to the capital reserve fund except it is money allocated out of the General Fund from the operating budget. There is no debt associated with this funding. This represents a majority of the City's pay-as-go financing.

Water and Sewer Fund. The water and sewer fund operates as an enterprise fund. Revenues generated by water and sewer operations are designated in the water and sewer fund for water and sewer operating budget as well as water and sewer associated capital outlay. The City maintains a capital reserve fund for specified water and sewer projects. The City designates retained earnings above the City's specified range for the water and sewer capital reserve fund.

Miscellaneous. Other funding sources include grants or donations from private donors or state and federal government. These funding sources often have to be used for a specific project.

Planning Process and Calendar

City staff reviews the CIP annually as part of the regular budget process. Preparation for the CIP begins in November of the current fiscal year, at which time department heads meet with staff to review capital needs. At the same time, the City Manager and Finance staff meet to review Council goals, CIP policies, finance strategies, and ranking criteria. In December, departments submit their CIP requests and meet with the City Manager and Finance staff to discuss the projects and estimated costs.

City staff performs a financial analysis to estimate the impact of capital projects on the operating budget and the City's borrowing capacity and debt tolerance. The financial analysis helps determine which projects to fund in each year. Expected budget surpluses and deficits are considered when calculating the financial impact of the CIP. City staff develops a preliminary CIP by mid-January to present to City Council at a CIP workshop to discuss changes and priorities. The final CIP is adjusted based on Council recommendations and presented to the Council for public approval as part of the annual budget document at the June Council Meeting.

FY 2023-2024 CIP and Budget Schedule

Budget Preparation Steps	Date
Departments begin meeting internally to develop CIP project requests	November 1, 2022
Strategic planning workshop	November 15, 2022
Departments submit CIP project requests to Finance & Administration	November 30, 2022
Department Directors meet with City Manager & Finance staff to discuss CIP project requests	December 1-15, 2022
City Manager & Finance staff rank CIP project requests & establish a priority list	December 20, 2022
CIP Project impact & financial analysis is completed to prepare for operating budget	December 21, 2022-January 12, 2023
CIP workshop with City Council	January 17, 2023
Budget packages delivered to departments	February 1, 2023
Departments submit budget request	February 28, 2023
City Manager & Finance staff review budget requests & prepare recommendations	March 1 -31, 2023
Budget Workshop with City Council	April 18, 2023
CIP & preliminary FY23-24 budget	May 5, 2023
Budget Workshop with City Council	May 9, 2023
Submit recommended FY23-24 budget to City Council for review	May 26, 2023
City Council holds public hearing regarding proposed FY23-24 budget	June 6, 2023
City Council adopts FY23-24 Budget	June 20, 2023
Fiscal Year 2023-2024 begins	July 1, 2023

CIP Summary

City of Clinton Capital Improvement Plan Summary

		General Fund					Future Years	Total Capital Cost
Department	Project	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28		
Admin, Finance, & Planning	Downtown Revitalization Phase IV						\$ 1,200,000	\$ 1,200,000
	Elizabeth St. Multi-use Path						\$ 650,000	\$ 650,000
Department Total		\$ -	\$ 1,850,000	\$ 1,850,000				
Fire	Fire Apparatus Replacement			\$ 800,000				\$ 800,000
	Fire Vehicle Replacement		\$ 40,000					\$ 40,000
	Wall Street Station Renovations						\$ 1,300,000	\$ 1,300,000
	SCBA Replacement	\$ 50,000						
	Equipment Storage							\$ -
Department Total		\$ 50,000	\$ 40,000	\$ 800,000	\$ -	\$ -	\$ 1,300,000	\$ 2,190,000
Police	Police Station Addition/Remodel						\$ 1,500,000	\$ 1,500,000
	Evidence Impound Lot						\$ 130,000	
	Police Vehicle Replacement	\$ 226,000	\$ 150,000	\$ 200,000	\$ 115,000	\$ 200,000		\$ 891,000
Department Total		\$ 226,000	\$ 150,000	\$ 200,000	\$ 115,000	\$ 200,000	\$ 1,630,000	\$ 2,521,000
Public Works	Fleet Vehicle Replacement	\$ 45,000						\$ 45,000
	Garage equipment replacement		\$ 50,000					\$ 50,000
	Grounds Equipment Replacement		\$ 12,000		\$ 12,000			\$ 24,000
	Grounds Vehicle Replacement			\$ 30,000			\$ 25,000	\$ 55,000
	Cemetery resurfacing		\$ 25,000		\$ 25,000			\$ 50,000
	Cemetery Management system	\$ 25,000						\$ 25,000
	Sanitation Vehicle Replacement	\$ 570,000						\$ 570,000
	Storm Drainage Rehab program	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 275,000
	Street Equipment Replacement							\$ -
	Street Resurfacing	\$ 325,000	\$ 265,000	\$ 265,000	\$ 275,000	\$ 275,000	\$ 295,000	\$ 1,700,000
	Street Vehicle Replacement		\$ 45,000	\$ 265,000	\$ 85,000	\$ 35,000	\$ 85,000	\$ 515,000
Department Total		\$ 990,000	\$ 447,000	\$ 610,000	\$ 447,000	\$ 360,000	\$ 455,000	\$ 3,309,000
Recreation	Multi-purpose Field Fence		\$ 35,000				\$ 60,000	\$ 95,000
	Recreation Equipment Replacement	\$ 50,000						\$ 50,000
	Recreation Vehicle Replacement					\$ 50,000		\$ 50,000
	Field 5 Repairs				\$ 50,000		\$ 200,000	\$ 250,000
	Bellamy Center A/C						\$ 250,000	\$ 250,000
	Royal Lane Park Renovations Ph 2						\$ 1,500,000	\$ 1,500,000
	Maintenance Building			\$ 300,000			\$ 750,000	\$ 1,050,000
	Sampson Center Renovations						\$ 750,000	\$ 750,000
	Sampson Center A/C						\$ 250,000	\$ 250,000
Department Total		\$ 50,000	\$ 35,000	\$ 300,000	\$ 50,000	\$ -	\$ 3,810,000	\$ 4,245,000

Accrual Basis of Accounting (or Full Accrual): Accounting method for proprietary funds that recognizes revenues in the accounting period in which they are earned and become measurable. Expenses are recognized in the period incurred, if measurable.

Ad Valorem Tax: A tax levied in proportion to the value of property.

Amortization: Paying the principal amount of a debt issue through periodic payments. Amortization payments include interest and any payment on principal.

Appropriation: Authorization granted by City Council to obligate and expend resources for purposes specified in the budget document.

Assessed Valuation: The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assigned Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed.

Authorized Bond: Bonds that have been legally approved but may or may not have been sold.

Balanced Budget: Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Base Budget: Those resources necessary to meet an established and existing service level.

Basis of Accounting: Accounting method that determines when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in accounts and reported in financial statements. The two bases of governmental accounting include accrual (or full accrual) and modified accrual.

Benchmarking: The process of identifying best practices of “best in class” performers that can be adopted or adapted to improve performance.

Bond: A written promise to pay a specific amount of money with interest within a specific time, usually long-term.

Bond Rating: A grade indicating a governmental unit’s investment qualities. Generally, the higher the bond rating, the less risk investors assume resulting in a more favorable interest rate and lower cost of financing capital projects for the governmental unit.

Budget: A plan for the coordination of resources and expenditures. The budget document outlines the City’s financial plan for a fiscal year indicating how the City intends to allocate resources to support goals, objectives, and desired service levels.

Budget Amendment: A legal procedure used by City staff and City Council to revise a budget appropriation.

Budget Calendar: The schedule of key dates that City departments follow in the preparation, adoption, and administration of the budget.

Budget Message: A written overview of the proposed budget from the City Manager to the Mayor and City Council and the public that discusses the major budget items, changes from the current and previous fiscal years, and the City's financial condition.

Budget Ordinance: The official enactment by City Council to establish legal authority for City officials to obligate and expend resources.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets: Tangible property that is not easily converted into cash and is usually held for a long period, such as property, machinery, vehicles, equipment, etc.

Capital Improvement Plan (CIP): A multi-year plan for the construction or acquisition of major capital items. The plan usually outlines spending needs, the financing source or sources expected, and the impact of the CIP on future annual operating budgets.

Capital Outlay: Expenditure expected to have a useful life greater than one year or a total value of \$10,000 or more resulting in the acquisition of or addition to a fixed asset.

Capital Project: A capital improvement that usually requires a major initial investment, and a significant and continuing financial commitment in the form of operating costs.

Capital Project Fund: A fund used to account for the acquisition and construction of major capital facilities.

Capital Reserve: An account used to indicate that a portion of a fund's balance is restricted for a specific capital purpose and is not available for general appropriation.

Cash Accounting: An accounting method where receipts are recorded during the period they are received, and the expenses in the period in which they are actually paid

Cash Management: The management of cash necessary to pay for governmental services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, and establishing and maintaining banking relationships.

Certificates of Participation (COPS): A security created as a part of a lease-purchase agreement. The lender, the holder of the certificate, owns a right to participate in periodic lease payments (interest and return of principal) as they are paid.

Committed Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be used only for the specific purposes determined by a formal action of the Mayor and City Council.

Community Development Block Grant (CDBG): An entitlement grant from the U.S. Department of Housing and Urban Development (HUD) to assist low and moderate-income persons of the City in targeted neighborhoods.

Comprehensive Annual Financial Report (CAFR): A complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service: The portion of the budget pertaining to payment of principal and interest requirements on outstanding debts.

Deficit: The amount by which expenditures exceed revenues during an accounting period.

Department: An organizational unit of the City responsible for overall management of a major governmental function.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to the reserve to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Effectiveness Measure: A performance measure identifying outcome quality.

Efficiency Measure: A performance measure identifying inputs used per unit of output, or unit costs.

Encumbrance: A financial commitment of appropriated funds for services, contracts, or goods that have not yet been delivered by a specified time, usually the end of the fiscal year.

Enterprise Fund: A fund that accounts for a governmental activity supported primarily with user fees or charges and operated using business principles.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditures: The measurement focus of governmental fund accounting identifying financial resources expended.

Expenses: The measurement focus of proprietary fund accounting identifying costs expired. Expenses reflect the cost of goods or services used.

FICA: Social Security Tax paid by the City for each permanent and temporary employee.

Fiduciary Funds: Funds used to separate, control, and track financial resources in which the government oversees as a third party, or on behalf of, another public entity. The four fiduciary fund types include: 1) Agency Fund, 2) Pension Trust, 3) Expendable Trust, and 4) Non-Expendable Trust.

Fiscal Policy: The financial plan embracing the general goals and acceptable procedures for managing the City's financial resources.

Fiscal Year (FY): The time designating the beginning and the ending period for recording financial transactions. In North Carolina, a municipal government fiscal year begins July 1 and ends June 30.

Fixed Asset: A long-term tangible piece of property that is not expected to be consumed or converted into cash any sooner than at least one-year's time.

Fringe Benefits: A collection of various benefits provided by an employer, which are exempt from taxation as long as certain conditions are met.

Full Cost Accounting: Type of accounting concerned with accumulating both direct and indirect costs for financial reporting and decision-making purposes.

Full-time Equivalent (FTE): An FTE converts the hours worked by a position into a percentage of a full year's number of hours. Generally, one FTE equals 2080 hours per year per permanent position.

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a similar broad goal or major service such as public safety, environmental protection, cultural activities, etc.

Fund: A fiscal and accounting entity that has a self-balancing set of accounts recording cash and other financial resources, as well as related liabilities and residual equity. These are segregated to carry on specific activities or objectives in accordance with special regulations, restrictions, or limitations as established by State and Federal governments.

Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. North Carolina General Statutes require general fund balance reserves of at least 8% of General Fund expenditures at the end of the fiscal year.

GASB 34: The acronym used for Governmental Accounting Standards Board Statement #34: "Basic Financial Statements- Management's Discussion and Analysis – For State and Local Governments."

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices.

General Fund: A governmental fund used to account for financial resources of the City, except those required to be accounted for in another fund. Revenues to support the General Fund are derived

from sources such as property tax, sales tax, franchise fees, and service fees. This fund usually includes most of the basic operation services, such as fire and police protection, finance, public works, general administration, planning, and recreation.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

General Obligation Bonds (GO Bonds): Bonds issued by a government that are backed by the full faith and credit of its taxing authority.

GFOA: The acronym used for Government Finance Officers Association of the United States and Canada.

Goal: A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds: Funds used to separate, control, and track financial resources of general government operations. The four governmental fund types include 1) General Fund, 2) Special Revenue Funds, 3) Capital Projects Funds, and 4) Debt Service Funds.

Grant: A contribution by a government or other organization to support a particular function.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenues from other governments (State, Federal or local) that can be in the form of grants, shared revenues, or entitlements.

Internal Service Fund: This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, on a cost reimbursement, or cost allocation, basis.

Inventory: A detailed listing of property currently held by the government.

Investment Earnings: Revenue earned on investments with a third party.

Lease/Installment-Purchase Financing: A method of purchasing equipment in which payments are spread over time. The purchased equipment serves as collateral.

Line Item: A budgetary account representing a specific object of expenditure.

Local Government Budget and Fiscal Control Act (LGBFCA): This act governs all financial activities of local governments within the State of North Carolina.

Local Government Commission (LGC): A division of the North Carolina Department of State Treasurer, the LGC is responsible for the approval, sale, and delivery of substantially all North Carolina local government bonds and notes as well as monitoring certain fiscal and accounting

standards prescribed for units of local government by the Local Government Budget and Fiscal Control Act.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturities: The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

Mission: A broad statement outlining a department's purpose for existing.

Modified Accrual Basis of Accounting: Accounting method for governmental funds that recognizes revenues in the accounting period in which they become available and measurable. Expenditures are recognized in the period the fund liability is incurred, if measurable, except for unmatured interest on (and principal of) general long-term debt, which should be recognized when due.

North Carolina General Assembly (NCGA): The legislative body of the State's government

North Carolina General Statutes (N.C.G.S.): Laws governing the State of North Carolina

Objective: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. An objective should imply a specific standard of performance for a given program.

Occupational Safety and Health Act (OSHA): Regulations passed by the US Department of Occupational Safety and Health Administration to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the Act.

Operating Budget: A financial plan for the provision of direct services and support functions.

Operating Expenses: The portion of the budget pertaining to the daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as supplies, utilities, and materials.

Pay-As-You-Go (or Pay-Go): Financial policy of a government unit that finances capital outlays from current revenues rather than from borrowing.

Peer Group: Other municipalities with similar characteristics, such as population, services provided, and tax base used for comparison of financial condition and performance.

Performance-based Budget: A budget wherein expenditures, planning, and management decisions are based primarily upon measurable performance of activities.

Performance Indicator: A performance indicator is a measurement designed to determine whether a service objective has been met. It measures the effectiveness of achieving an objective.

Performance Measurement: The regular collection of quantifiable information regarding the results of service delivery.

Personal Property: Movable property classified within two categories; tangible and intangible. “Tangible” or touchable property includes items of visible and movable property not permanently affixed to real property. “Intangible” or non-touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

Personnel Services: Salaries and wages paid to employees for fulltime, part-time, and temporary work including overtime and similar compensation.

Policy: A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds: Funding from state-shared gasoline taxes that are restricted for use on maintenance of local streets and roads.

Productivity Measure: A performance measure combining efficiency and effectiveness measures into a single factor.

Program: An organized set of related work activities that are directed toward accomplishing a common goal.

Property Taxes: Taxes levied on both real and personal property according to the property’s valuation and tax rate.

Proprietary Funds: Funds used to separate, control, and track financial resources of business-type activities carried out by a government. The two proprietary fund types include: 1) Enterprise Funds and 2) Internal Service Fund.

Real Property: Land, buildings, and items permanently affixed to land or buildings.

Reclassification: Change in a position title and/or the associated pay range based on changes in the job skills required for a given position.

Reserve: An account designated for a portion of the fund balance that is to be used for a specific purpose.

Resources: Assets that can be used to fund expenditures such as property taxes, user fees, beginning fund balance, or working capital.

Restricted Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be spent only for the specific purposes stipulated by statutes, external resource providers, or through enabling legislation.

Restricted Intergovernmental Revenues: Grants, entitlements, and shared revenues that are recorded in the appropriate fund and classified by both source and function for which the revenues are to be spent.

Retained Earnings: Amounts shown as retained earnings represent accumulated earnings of proprietary funds after all budgeted business expenses have been made.

Revaluation: The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value. By North Carolina law, a revaluation must be conducted at a minimum of every eight years.

Revenue: Funds the City receives as income including tax payments, fees from specific services, receipts from other governments, fines, grants, shared revenues, and interest income.

Revenue Bonds: Bonds issued by a government that are backed by a specific revenue source such as water and sewer fees.

Revenue-Neutral Rate: The tax rate that would generate the same amount of ad valorem revenues as before a revaluation while considering growth.

Special Assessment: A compulsory levy made against certain properties to defray part of the cost of a specific improvement or service, which are deemed primarily to benefit those properties.

Special Revenue Fund: A fund used to account for the revenues from specific sources that are to be used for legally specified expenditures.

Surplus: The amount by which revenues exceed expenditures.

Target-based Budget (TBB): A budget wherein departments receive a maximum dollar figure, or target, to provide services.

Tax Base: The assessed valuation of all taxable real and personal property within the City's corporate limits.

Tax Levy: The resultant product when the tax rate per one-hundred dollars valuation is multiplied by the total taxable valuation, or tax base.

Taxes: Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or to user charges for enterprise type services.

Unassigned Fund Balance/Retained Earnings: The portion of a fund's unspent monies, or reserves that are not restricted for a specific purpose and are available for general appropriation.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

User Fee/Charge: The payment for direct receipt of a service by the party benefiting from the service.

Workload Measure: A performance measure identifying how much or how many products or services were produced.

Zero-based Budget (ZBB): A budget wherein all expenses must be justified for each new period. Budgeting starts from a "zero base" and every function within an organization is analyzed for its needs and costs.

Common Budget Acronyms

CDBG	Community Development Block Grant
CIP	Capital Improvement Plan
COPS	Certificates of Participation
FTE	Fulltime Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
LGBFCA	Local Government Budget and Fiscal Control Act
LGC	Local Government Commission
NCGA	North Carolina General Assembly
NCGS	North Carolina General Statute
OSHA	Occupational Safety and Health Act
PM	Performance Measurement