



Town of Clayton
Town Council Regular Meeting Agenda
Monday, May 19, 2025 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
<https://www.youtube.com/TownofClaytonNC>

1. CALL TO ORDER

- a. Call to Order
- b. Pledge of Allegiance
- c. Invocation

2. ADJUSTMENT OF THE AGENDA

- a. **POTENTIAL ACTION:** Adopt or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - May 5, 2025 - Work Session
 - May 5, 2025 - Closed Session

Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[May 5, 2025 - Work Session](#)
- b. Resolution Authorizing Town Clerk to Investigate the Sufficiency of the Annexation 2025-05-ANX Powhatan Self Storage
Presenter: Haley Downey, Assistant Planning Director
[Resolution #2025-36](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton4U
 - Summer Fun

Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Elected Officials Day Proclamation
Presenter: Sam Johnson-Phillips, Deputy Town Clerk
[Elected Officials Day Proclamation](#)
- b. National Public Works Week Proclamation
Presenter: Mayor McLeod to Present to Public Works Department
[National Public Works Week Proclamation](#)
- c. Historic Preservation Month Proclamation
Presenter: Council Member Casey to Present to Clayton Historical Association
[National Preservation Month Proclamation](#)

6. PUBLIC HEARINGS

- a. FY25-26 Budget - First Public Hearing
Presenters: Rich Cappola, Town Manager and Todd Melton, Budget Manager
[FY 2026 Budget Message](#)
[Budget Worksheet Fund Summary](#)

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

- a. Hocutt-Ellington Memorial Library Renovation - Bid Award
Presenter: Christopher Gallant, Capital Program Manager
[Hocutt-Ellington Memorial Library Renovation - Bid Award](#)

POTENTIAL ACTION: Adoption of Resolution #2025-40

9. NEW BUSINESS

- a. Approval to Participate in NCWaterWARN Mutual Aid Program
Presenter: James Blalock, Assistant Water Resources Director
[Approval to Participate in NCWaterWARN Mutual Aid Program](#)

POTENTIAL ACTION: Adoption of Resolution #2025-31

10. STAFF REPORTS

- a. Town Manager
b. Town Attorney
c. Town Clerk
d. Other Staff

Development Service Update

Presenters: Courtney Tanner, Deputy Town Manager and Alicia Thomas, Development Services Manager

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment
b. Council Comments

12. CLOSED SESSION

- a.
 - To Discuss Economic Development in Accordance with NC GS 143-318.11 (a)(4)
 - To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11 (a)(5)

POTENTIAL ACTION: Motion To Go Into Closed Session

POTENTIAL ACTION: Motion To Return To Open Session

13. ADJOURNMENT

- a. Adjourn

POTENTIAL ACTION: Motion To Adjourn

INFORMATION FOR THE PUBLIC

3. CONSENT AGENDA

Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.

7. QUASI-JUDICIAL HEARING

A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. Town Council acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. The Town Council refrains from "ex parte communication" about these cases, as the Town Council must make a decision based solely on the evidence presented at the hearing itself. Staff is available to assist with inquiries from citizens.

11. OTHER BUSINESS – INFORMAL DISCUSSION & PUBLIC COMMENT

RULES FOR PERSONS ADDRESSING TOWN COUNCIL

- During public hearings and public comment periods, each speaker will identify him/herself by giving his or her name and place of residence.
- Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
- Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of five (5) total minutes. Each group is encouraged to designate a single spokesperson for their group.



**Town of Clayton
Town Council Work Session Minutes
Monday, May 5, 2025 at 12:00 PM
Rotary Room, Town Hall
111 E. Second Street**

Council Present:

Mayor Pro Tem Michael Sims
Council Member Andria Archer
 ***arrived at 1:14 p.m.*
Council Member Porter Casey
Council Member Ruth Anderson
Council Member Gretchen Williams

Council Absent:

Mayor Jody McLeod

Staff Present:

Rich Cappola, Town Manager
Jim Cauley, Town Attorney ***arrived at 1:07 p.m.*
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Courtney Tanner, Deputy Town Manager
Robert McKie, Jr., Finance Director
David Ranes, Fire Chief
Nathanael Shelton, Communication Director
Conrad Olmedo, Planning Director
Tim Robbins, Public Works Director
Brandon Carroll, Public Works Ground Superintendent
Todd Melton, Budget Manager
Sam Johnson-Phillips, Deputy Town Clerk
Joshua Baird, Water Resources Director
Ann Game, Revenue & Utility Customer Service
 Director
Michael Tatum, Fire Marshal

1 CALL TO ORDER

- a) Mayor Pro Tem Sims called the meeting to order at 12:00 p.m.

2 ADJUSTMENT OF THE AGENDA

- a) **Approve or Adjust the Agenda**

RESULT:	CARRIED 4-0
MOVER:	Ruth Anderson
SECONDER:	Porter Casey
YES:	Michael Sims, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None
ABSENT:	Andria Archer

3 STAFF INTRODUCTIONS AND RECOGNITIONS

a) 12:00 - 12:15 p.m.

- Brandon Carroll, Grounds Maintenance Superintendent
- Robert Kleisner, Equipment Service Mechanic
- Brandon Sargent, Equipment Service Mechanic

Presenter: Tim Robbins, Public Works Director

- Haley Downey, Assistant Planning Director
- Robert Tate, Senior Planner
- Jonathan Weckesser, Senior Zoning & Code Enforcement Officer
- Corinne Miller, Planning Technician

Presenter: Conrad Olmedo, Planning Director

- Julia Harward, Customer Service/Cashier

Presenter: Ann Game, Revenue & Utility Customer Service Director

- Seth Mason, Grounds General Maintenance Crew Leader
- Bradley Ladd, Grounds General Maintenance Worker
- Josh Matherly, Grounds General Maintenance Worker

Presenter: Brandon Carroll, Public Works Grounds Superintendent

- Richard Livingston, Utility Analyst

Presenter: Joshua Baird, Water Resources Director

Department heads and superintendents introduced their new employees and recognized recent promotions. Council extended a warm welcome and congratulations to all.

4 ITEMS FOR DISCUSSION

a) 12:15 - 12:45 p.m.

Fire Marshal Update

Presenter: Michael Tatum, Fire Marshal

Fire Marshal Tatum provided a discussion about the partnership with LIV (LifeSafety Inspections Vault). The purpose of this partnership would be to streamline and centralize the inspection records. It was stated this service was reported not to be at the cost of the Town. Fire Marshal Tatum reported the benefits of partnering with LIV. It was reported the service contract is currently under review. The benefits mentioned were:

- Real time tracking on inspections and violations.
- Improved communication with property owners.
- Better documentation for code compliance.

The next partnership discussed with FireRecoveryUSA. The purpose of this partnership would be to assist with billing and collections for fire inspections

and permits. The reasonings mentioned for this partnership would be to reduce the administrative burden and to increase compliance and revenue collection. It was reported that FireRecoveryUSA would handle the invoicing for inspections, operational permit billing and the follow-up on delinquent payments. It was stated that this contract is currently under review.

Discussion continued with the Fire Prevention Ordinance Revisions. Three key revisions discussed:

- Clarification of Town Regulations and Codes.
- New Language for Town specific requirements.
- Alignment with Unified Development Ordinance.

It was stated the fee schedule would remain the same. The reason behind the fee adjustment rationale was to encourage compliance and to offset Administrative costs. There were three focus areas discussed regarding the updated fee schedule:

- Fire Inspections (Routine, Re-Inspections)
- Operational Permits
- Response (HazMat, Stand-by)

Chief Raney provided an update on the Hazardous Material Incident Billing. It was mentioned there would be a policy addition which would be to bill the responsible parties for HazMat responses. The rationale provided for this decision includes the necessity to recover expenses related to materials, personnel, and equipment, as well as adherence to standard practices observed in regional jurisdictions.

- b) 12:45 - 1:00 p.m.
Mobile Vendor UDO/Ordinance Alignment and Vendor Use On Town-Owned Facilities
Presenter: Courtney Tanner, Deputy Town Manager

Ms. Tanner stated that the Town needs direction on whether to allow vendors, such as ice cream trucks, on public property outside of sanctioned events, provided they follow the proper permit process. Council Member Casey noted that this contributes to the charm of being a small town. When asked about potential liability, Ms. Tanner responded that liability would only arise if no formal process were in place. She added that a policy would need to be developed. It was the consensus of Council to move forward with establishing a structured process for this.

5 BREAK

- a) 1:00 - 1:15 p.m.

6 ITEMS FOR DISCUSSION

- a) • 1:15 - 2:00 p.m.
 Utility Rate Discussion

Presenter: Rich Cappola, Town Manager and Robert McKie, Jr., Finance Director

Mr. McKie reported Black and Veatch updated the rate model with no impact. There was discussion on Revenue Projections (FY 2025-FY 2030): Key Assumptions. The retail base charge (accounts) was reported that the annual average total water account growth between FY 2026 and FY 2040 would be 1.2%. It was reported that the annual average total sewer account growth would be between FY 2026 and FY 2030 would be 1.2%.

Mr. McKie updated Council on the retail: commodity charge (billed volume). This would be the assumed growth in average volume for GRIFOLS only.

There was discussion on two other revenues: (System Development Feeds) SDF & Non-SDF. It was stated that SDF would be based on projected growth in accounts and adjusted according to the Town's guidance.

The following information was shared for the revenue and revenue requirement projections: key assumptions.

Operations and Maintenance:

- FY 2026 proposed operations and maintenance as baseline
- Escalation factors for FY 2027 - FY 2030
- Assumes 100% actual to budget spend ratio

Capital Improvement Program*:

- Five year Total: \$226M
 - Water: \$42M
 - Sewer: \$224M
- Water Utility: Interconnection: \$15M
- Sam's Branch WRF Phase Two Project: \$146M

Debt Service*:

- Five-year Total: \$89.1M
- Existing DS: \$73.5M
- Proposed DS: \$15.6M
- Includes Revenue Bonds and State Revolving Fund (SRF) DS

Reserves:

- Minimum (Requirement Per Financial Policy)
- Days Cash On Hand:
 - 201 (Minimum)
 - 360 (Desired)

- Debt Service Coverage
 - 1.5 (Minimum)
 - 2.0 (Desired)

It was reported Fiscal Year 2025 beginning balances were as follows:

- Operating Fund Cash: \$28.0 million (unrestricted cash)
- Capital Balance: \$84.0 million (restricted for capital projects)
- System Development Fees: \$19.9 million (restricted for Capital Projects, capacity purchases and debt service)

b) 2:00 - 5:00 p.m.

FY26 Budget Review

Presenter: Rich Cappola, Town Manager; Robert McKie, Jr., Finance Director; and Todd Melton, Budget Manager

Mr. McKie presented updated budget highlights, outlining changes since the April 7, 2025, work session. These updates included recommended staffing positions, manager-reviewed budget reports, the impact of the recent property revaluation, an updated Capital Improvement Plan (CIP) funding analysis (now including land acquisitions), and a revised water and sewer fund financial plan.

The Water and Sewer and Electric funds are currently balanced, while the General Fund remains unbalanced. A budget summary and an account classification report were provided. Visual aids included graphs showing the sources of Town revenue, the allocation of tax dollars, and a five-year trend of General Fund expenditures, highlighting that salaries and benefits continue to be the largest expense. Additional data included expenditures by function, annual percentage changes in revenues and expenditures, and a breakdown of the salaries and benefits budget.

An update received earlier that morning revealed that \$484.1 million in property value is currently under appeal from the recent revaluation. The outcome of these appeals will not be known before the Town's budget is finalized.

A projected average monthly impact summary for FY2026 was shared:

- Property tax: Based on a proposed \$0.50 rate (compared to a revenue-neutral rate of \$0.45), the average increase would be \$14.82 per month.
- Water: A 6% rate increase would raise the average monthly bill by \$2.73 (based on 4,000 gallons/month usage).
- Sewer: A 12.5% rate increase would add \$11.05 to the average monthly bill.
- Electric: A 2% rate increase would result in a \$2.79 increase.
- Total projected monthly increase: \$31.39

Davenport's updated financial analysis now incorporates recent land acquisitions. Their projection assumes the Town would finance \$5 million and

use \$2.5 million in PAYGO funding, with downstream impacts in future budget years. Council discussed various proposed financial scenarios.

There was a focused discussion on the need to drill down into the budget as thoroughly as possible while recognizing the importance of maintaining current service levels and improving infrastructure. One suggestion was to cut the Fleet Management Program, though it was noted that vehicle replacements have been deferred for several years, creating current operational challenges.

Council also discussed the impact of continued residential growth, noting that "growth does not pay for itself." Emphasis was placed on the need to improve public communication regarding this issue. Insights from the recent CityVision conference were shared with council members noting that other municipalities are in more difficult financial positions.

Additional Council discussion included:

- Anticipation that the upcoming new sewer system may help stabilize long-term sewer rates.
- Support for affordable housing neighborhoods and an upcoming fixed-income senior development.
- No major concerns were raised about projected increases, as the data from nationwide consultants showed no significant red flags.

Mr. Cappola concluded by outlining the next steps, which include finalizing the numbers and preparing comparative year-over-year budget reports and account structure documentation. This information will be provided to Council in advance of the May 19, 2025 Council meeting.

7 CLOSED SESSION

- a)
- To Discuss Legal Matter in Accordance with NC GS 143-318.11 (a)(3)
 - To Discuss Economic Development in Accordance with NC GS 143-318.11 (a)(4)
 - To Discuss Purchasing of Real Property in Accordance with NC GS 143-318.11 (a)(5)
 - To Discuss Personnel Matter in Accordance with NC GS 143-318.11 (a)(6)

Motion To Go Into Closed Session

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Gretchen Williams
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Motion To Return To Open Session

RESULT:	CARRIED 5-0
MOVER:	Andria Archer
SECONDER:	Gretchen Williams
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

8 ADJOURNMENT

- a) With nothing further, the meeting was adjourned at 4:50 p.m.

Motion To Adjourn

RESULT:	CARRIED 5-0
MOVER:	Porter Casey
SECONDER:	Gretchen Williams
YES:	Michael Sims, Andria Archer, Porter Casey, Ruth Anderson, and Gretchen Williams
NO:	None

Duly adopted by the Town Council this 19th day of May 2025 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Sam Johnson-Phillips, CMC
Deputy Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

May 19, 2025

Agenda Location

CONSENT AGENDA

Item Title

2025-05-ANX - Powhatan Self Storage Annexation

Presenter(s)

Haley Downey, Assistant Planning Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐ Vibrant Downtown



☐ Desirable Amenities and Spaces



☐ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☒ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

Applicable General Statute Number: § 160A-58.2

If Approved, Will Document Require Recordation? Yes

Does This Item Require a Communication Plan?

- ☐ Public Hearing (Required by GS)
- ☐ Newspaper Notice (Required by GS)
- ☐ Public Forum/Input Session
- ☐ E-News Distribution
- ☐ Social Media

- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey

☐ Special Mailing

☒ None Required

Summary

Requesting resolution to authorize the Town Clerk to investigate the sufficiency of the annexation petition 2025-05-ANX Powhatan Self Storage.

Background/History

This annexation petition is for 3936 Powhatan Road. The requested annexation is non-contiguous, but the property is currently located in the Town of Clayton's ETJ. This property historically has been utilized for outdoor storage in conjunction with the existing self-storage facility located on the parcel to the West. The applicant is now requesting annexation to receive Town services for future expansion of the facility.

Recommendation

Approval

Funding Source

N/A

Cost

N/A

Corresponding Documentation

[1Resolution Directing the Clerk 2025-05-ANX Powhatan Self Storage Annexation](#)

[2Application Powhatan Self Storage 2025-05-ANX](#)

[3Legal Description Powhatan Self Storage 2025-05-ANX](#)

[4Annexation Plat 2025-05-ANX Powhatan Self Storage](#)

Meeting Timeline

May 19th: Resolution to authorize clerk to investigate sufficiency

June 2nd: Resolution to set a public hearing

June 16th: Public Hearing to consider 2025-05-ANX

Submitted By: Haley Downey, Planning

Reviewed By:

Conrad Olmedo, Planning Director

Approved - May 16 2025

Courtney Tanner, Deputy Town
Manager

Approved - May 16 2025

Heidi Holland, Town Clerk

Approved - May 16 2025

**TOWN OF CLAYTON
RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER NC G.S. § 160A-58.1**

WHEREAS, a petition requesting annexation of an area described in said petition was received on May 19, 2025, by the Clayton Town Council; and

WHEREAS, NC G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Clayton deems it advisable to proceed in response to this request for annexation.

WHEREAS, the area proposed for annexation is described as follows:

BEGINNING AT A CONCRETE MONUMENT SAID POINT BEING A NORTH CAROLINA GEODETIC SURVEY MONUMENT "MONTAGUE" HAVING COORDINATES OF N: 619046.45' E: 2173025.26' NC GRID NAD83(2011), AND RUNS S 85° 46' 04" E, 672.48' TO A TRUE POINT OF BEGINNING, BEING A EXISTING IRON PIPE AND ALSO BEING SOUTHWESTERN CORNER OF LANDS NOW OR FORMERLY OWNED BY AMERICAN SELF STORAGE, INC AS RECORDED IN DEED BOOK 6223 PAGE 1, JOHNSTON COUNTY REGISTRY; THENCE ALONG NORTHERN RIGHT-OF-WAY OF POWHATAN ROAD N 74° 19' 0" E, A DISTANCE OF 98.84' TO AN EXISTING IRON ROD; THENCE N 73° 45' 26" E, A DISTANCE OF 102.10' TO A POINT; THENCE N 73° 36' 55" E, A DISTANCE OF 50.00' TO A POINT; THENCE N 73° 13' 23" E, A DISTANCE OF 5.83' TO A EXISTING IRON PIPE ALSO BEING SOUTHEASTERN CORNER OF THE SAME LOT, THENCE N 15° 46' 11" W, A DISTANCE OF 148.84' TO A POINT; THENCE ALONG AND WITH A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 200.00', A CHORD BEARING OF N 27° 28' 46" W AND A CHORD DISTANCE OF 80.74' TO A EXISTING IRON PIPE AND ALSO BEING THE NORTHEASTERN CORNER OF THE SAME LOT, THENCE S 74° 09' 46" W, A DISTANCE OF 241.16' TO A POINT ALSO BEING NORTHWESTERN CORNER OF THE SAME LOT, THENCE S 15° 58' 07" E, A DISTANCE OF 228.95' TO A POINT OF BEGINNING CONTAINING 1.34 ACRES.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton that:

The Town Clerk is hereby directed to investigate the sufficiency of the below-described petition and to certify as soon as possible to the Town of Clayton the result of their investigation.

Duly adopted this on the 19th day of May 2025, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Sam Johnson-Phillips, CMC
Deputy Town Clerk

DESCRIPTION/ADDRESS:

Pin #: 167700-39-7194
Tax: 05I05019B
Location: 3936 Powhatan Road
Acreage: 1.34 acres
Owner: American Self Storage, Inc.



Town of Clayton
Planning Department
111 E. Second Street, Clayton, NC 27520
P.O. Box 879, Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

PETITION FOR VOLUNTARY ANNEXATION

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1.

Applications are accepted on a rolling basis and can be submitted to the Town of Clayton Planning Department.

www.ClaytonNC.org/Fees

Applicable Fees: Development Submittal Fees Annexation

PROCESS:

Review by Staff: The Planning, Engineering and Public Works Departments review the annexation submission. Comments will be sent to the applicant. There is an initial 15 business day review cycle with 3 Council hearing meetings. Expect an estimated minimum of 2-3 months for review/approval.

Annexation Plat and Legal Description (Metes & Bounds) Submission: The plat and a legal description (metes and bounds) must be submitted with the application and review fee.

Is the proposed land for annexation located outside the Claytex Fire District? Yes ☐ No ☒

**If the proposed land for annexation is located outside of the Claytex Fire District, the Fire District in which the land is located must be notified by the Town, and a payment from the applicant to the Town covering the proportional share of Fire District Debt of the land (as determined by the Fire District) will be required to be made. This process will increase the timeline for approval of these annexations.*

Legal Advertisement: A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

Town Council Meeting: The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved. These first two actions generally occur during the Consent Agenda item on 2 consecutive Town Council meetings.

Public Hearing/Town Council Meeting: The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Clayton. The Public Hearing is generally held during the 3rd Council meeting, following approval of the Certificated Sufficiency and Resolution setting the Public Hearing date.

Recordation: If the annexation is approved by the Town Council, the applicant is required to submit one (1) Mylar annexation plat to the Planning Department for signature. The Annexation Plat shall be recorded at the appropriate county Register of Deeds.

Name of Project: Powhatan Self Storage Date: 01/30/2025
Applicant Name: Adam Jarrell - American Self Storage, Inc. Phone: 919-673-7452 Email: adam@americanstoragenc.com

Petition for Voluntary Annexation Application

1. Application Type: ☐ Individual ☒ Corporation ☐ LLC ☐ Partnership
2. The proposed annexation will be: ☐ Contiguous Annexation ☒ Non-Contiguous Annexation

Property Information

To the Town Council of the Town of Clayton, North Carolina:

1. I/We the undersigned owner(s)* of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Clayton, North Carolina.

*If the owner of real property is a corporation or religious entity, attach a copy of the articles of incorporation describing who is/are authorized to sign the petition.

2. The area to be annexed is ☐ contiguous, ☒ non-contiguous to the Town of Clayton, North Carolina and the boundaries of such territory are as provided in the boundary plat attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.
4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

Total Acreage to be annexed: 1.33 Existing Housing Units: 0

Population of acreage to be annexed: 0 Fire District: Claytex

Existing Zoning District*: CRM Proposed Town Zoning District*: CRM

County Recorded Plat Book and Page #: PB 82 Pg 233

Reason for petitioner to annex: ☒ Receive Town Services ☐ Other (please specify): Expand adjoining business

5. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in the termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate on the following page, and attach proof.)

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Petition Number: _____

This page must be notarized prior to submitting to the Town for review

Complete ONLY if applying for an individual annexation and if property is owned by individual (s):

Please Print

Signature

Please Print

Signature

Complete ONLY if applying for a Corporation Annexation:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its secretary by order of its Board of Directors, this 10th day of February, 2025.

SEAL

Corporate Name: American Self Storage, Inc.

By: (Signature) Adam Jarrell

Attest: (Signature) Morgan Hash
Secretary (Signature)
Morgan Hash

Complete ONLY if applying for a Limited Liability Company Annexation:

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this _____ day of _____, 20____.

Name of Limited Liability Company: _____

By: Adam Jarrell
Signature of Member/Manager

Complete ONLY if applying for a Partnership Annexation:

In witness whereof, _____ a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this _____ day of _____, 20____.

Name of Partnership: _____

By: _____
Signature of General Partner

By: _____

By: _____
Signature of General Partner

By: _____

**STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON**

Sworn and subscribed before me, Emanti B. Carmon, a Notary Public for the above State and County, this 10th day of February, 2025.

SEAL



(Signature)
Notary Public

My Commission Expires: April 23, 2029

Voluntary Annexation Plat Checklist

#	Required Plat Items
1.	Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
2.	Any utility easements with metes and bounds.
3.	Accurate locations and descriptions of all monuments, markers and control points.
4.	Ultimate right-of-way widths on all streets.
5.	Entitle "ANNEXATION MAP FOR THE TOWN OF CLAYTON" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF CLAYTON," as appropriate.
6.	Name of property owner(s).
7.	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
8.	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 of NAD 27) or deed; graphic scale; and declination.
9.	Names of the township, county, and state.
10.	A detailed vicinity map.
11.	Include address of property if assigned.
12.	Show all contiguous or non-contiguous town limits.
13.	Leave a 2-inch by 2-inch space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.

Legal Description for
3936 Powhatan Road

BEGINNING AT A CONCRETE MONUMENT SAID POINT BEING A NORTH CAROLINA GEODETIC SURVEY MONUMENT "MONTAGUE" HAVING COORDINATES OF N: 619046.45' E: 2173025.26' NC GRID NAD83(2011), AND RUNS S 85° 46' 04" E, 672.48' TO A TRUE POINT OF BEGINNING, BEING A EXISTING IRON PIPE AND ALSO BEING SOUTHWESTERN CORNER OF LANDS NOW OR FORMERLY OWNED BY AMERICAN SELF STORAGE, INC AS RECORDED IN DEED BOOK 6223 PAGE 1, JOHNSTON COUNTY REGISTRY; THENCE ALONG NORTHERN RIGHT-OF-WAY OF POWHATAN ROAD N 74° 19' 0" E, A DISTANCE OF 98.84' TO AN EXISTING IRON ROD; THENCE N 73° 45' 26" E, A DISTANCE OF 102.10' TO A POINT; THENCE N 73° 36' 55" E, A DISTANCE OF 50.00' TO A POINT; THENCE N 73° 13' 23" E, A DISTANCE OF 5.83' TO A EXISTING IRON PIPE ALSO BEING SOUTHEASTERN CORNER OF THE SAME LOT, THENCE N 15° 46' 11" W, A DISTANCE OF 148.84' TO A POINT; THENCE ALONG AND WITH A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 200.00', A CHORD BEARING OF N 27° 28' 46" W AND A CHORD DISTANCE OF 80.74' TO A EXISTING IRON PIPE AND ALSO BEING THE NORTHEASTERN CORNER OF THE SAME LOT, THENCE S 74° 09' 46" W, A DISTANCE OF 241.16' TO A POINT ALSO BEING NORTHWESTERN CORNER OF THE SAME LOT, THENCE S 15° 58' 07" E, A DISTANCE OF 228.95' TO A POINT OF BEGINNING CONTAINING 1.34 ACRES.

"I, B. CHAN CHOI, PLS., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 6223, PAGE 0001, THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK OF MAPS 78, PAGE 257; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 20 DAY OF APRIL, A.D., 2025.

SEAL OR STAMP



SURVEYOR

- ☐ THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS;
- ☐ THIS SURVEY IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☒ THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND
- ☐ THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;

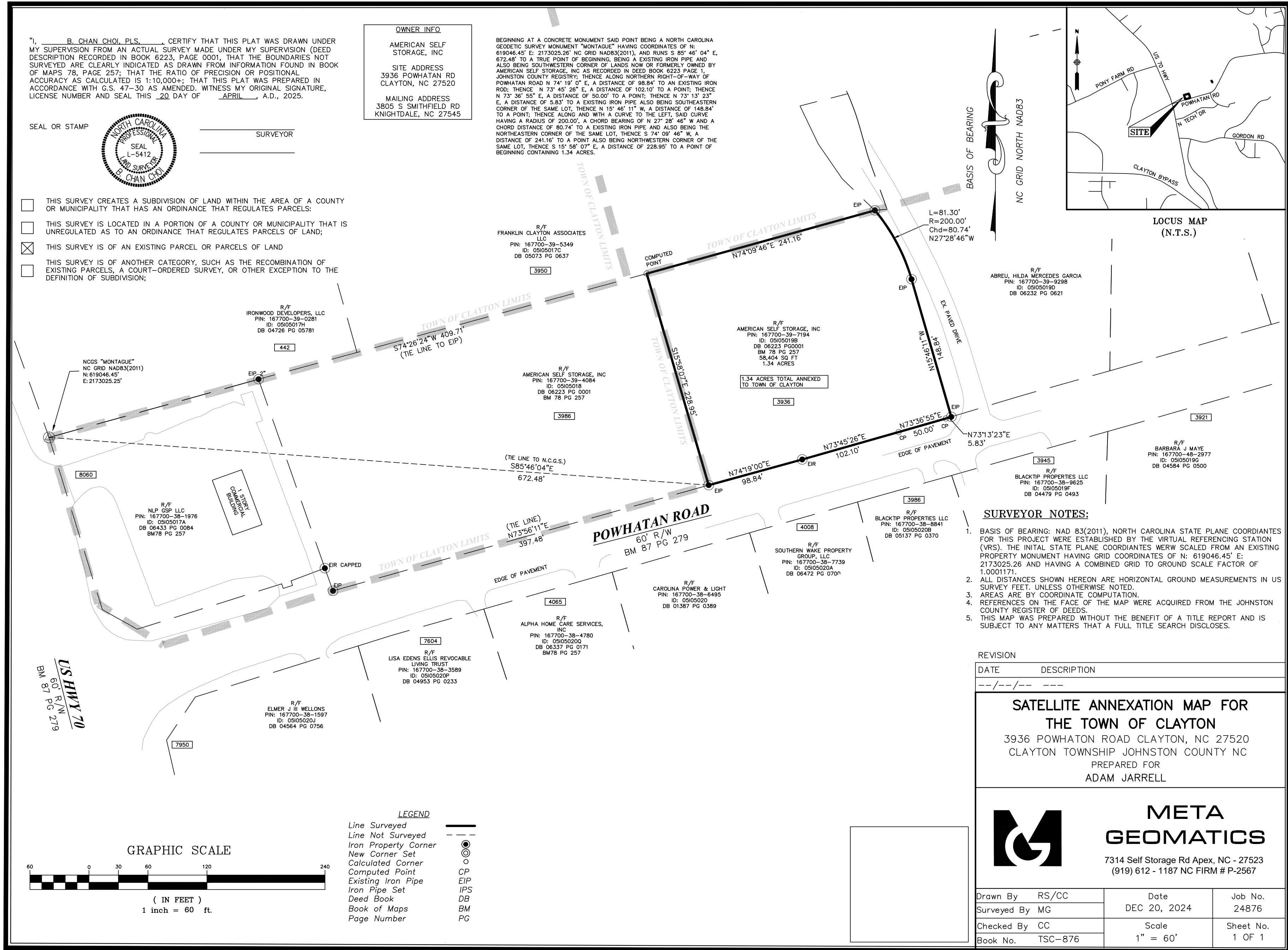
OWNER INFO

AMERICAN SELF STORAGE, INC

SITE ADDRESS
3936 POWHATAN RD
CLAYTON, NC 27520

MAILING ADDRESS
3805 S SMITHFIELD RD
KNIGHTDALE, NC 27545

BEGINNING AT A CONCRETE MONUMENT SAID POINT BEING A NORTH CAROLINA GEODETIC SURVEY MONUMENT "MONTAGUE" HAVING COORDINATES OF N: 619046.45' E: 2173025.26' NC GRID NAD83(2011), AND RUNS S 85° 46' 04" E, 672.48' TO A TRUE POINT OF BEGINNING, BEING AN EXISTING IRON PIPE AND ALSO BEING SOUTHWESTERN CORNER OF LANDS NOW OR FORMERLY OWNED BY AMERICAN SELF STORAGE, INC AS RECORDED IN DEED BOOK 6223 PAGE 1, JOHNSTON COUNTY REGISTRY; THENCE ALONG NORTHERN RIGHT-OF-WAY OF POWHATAN ROAD N 74° 19' 00" E, A DISTANCE OF 98.84' TO AN EXISTING IRON ROD; THENCE N 73° 45' 26" E, A DISTANCE OF 102.10' TO A POINT; THENCE N 73° 36' 55" E, A DISTANCE OF 50.00' TO A POINT; THENCE N 73° 13' 23" E, A DISTANCE OF 5.83' TO A EXISTING IRON PIPE ALSO BEING SOUTHEASTERN CORNER OF THE SAME LOT, THENCE N 15° 46' 11" W, A DISTANCE OF 148.84' TO A POINT; THENCE ALONG AND WITH A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 200.00', A CHORD BEARING OF N 27° 28' 46" W AND A CHORD DISTANCE OF 80.74' TO A EXISTING IRON PIPE AND ALSO BEING THE NORTHEASTERN CORNER OF THE SAME LOT, THENCE S 74° 09' 46" W, A DISTANCE OF 241.16' TO A POINT ALSO BEING NORTHWESTERN CORNER OF THE SAME LOT, THENCE S 15° 58' 07" E, A DISTANCE OF 228.95' TO A POINT OF BEGINNING CONTAINING 1.34 ACRES.



SURVEYOR NOTES:

1. BASIS OF BEARING: NAD 83(2011), NORTH CAROLINA STATE PLANE COORDINATES FOR THIS PROJECT WERE ESTABLISHED BY THE VIRTUAL REFERENCING STATION (VRS). THE INITIAL STATE PLANE COORDINATES WERE SCALED FROM AN EXISTING PROPERTY MONUMENT HAVING GRID COORDINATES OF N: 619046.45' E: 2173025.26 AND HAVING A COMBINED GRID TO GROUND SCALE FACTOR OF 1.0001171.
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND MEASUREMENTS IN US SURVEY FEET, UNLESS OTHERWISE NOTED.
3. AREAS ARE BY COORDINATE COMPUTATION.
4. REFERENCES ON THE FACE OF THE MAP WERE ACQUIRED FROM THE JOHNSTON COUNTY REGISTER OF DEEDS.
5. THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY MATTERS THAT A FULL TITLE SEARCH DISCLOSES.

REVISION

DATE	DESCRIPTION
---/---/---	---

SATELLITE ANNEXATION MAP FOR
THE TOWN OF CLAYTON

3936 POWHATAN ROAD CLAYTON, NC 27520
CLAYTON TOWNSHIP JOHNSTON COUNTY NC
PREPARED FOR
ADAM JARRELL



META
GEOMATICS

7314 Self Storage Rd Apex, NC - 27523
(919) 612 - 1187 NC FIRM # P-2567

Drawn By	RS/CC	Date	DEC 20, 2024	Job No.	24876
Surveyed By	MG	Scale	1" = 60'	Sheet No.	1 OF 1
Checked By	CC				
Book No.	TSC-876				

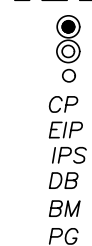
GRAPHIC SCALE



(IN FEET)
1 inch = 60 ft.

LEGEND

Line Surveyed
Line Not Surveyed
Iron Property Corner
New Corner Set
Calculated Corner
Computed Point
Existing Iron Pipe
Iron Pipe Set
Deed Book
Book of Maps
Page Number



***Town of Clayton
Elected Officials Day
Proclamation***

WHEREAS, local elected officials serve as the closest link between government and the people, making decisions that directly impact the quality of life in our communities; and

WHEREAS, these public servants accept the responsibility of leadership with integrity, transparency, and a commitment to public service, often making difficult choices in the best interest of their constituents; and

WHEREAS, recognizing our elected leaders encourages civic engagement and fosters a deeper understanding of and respect for the democratic process; and

WHEREAS, our elected officials work to enhance the quality of life in the Town of Clayton by listening to and valuing the needs of all citizens; and

WHEREAS, it is on this day we recognize our elected officials of the Town of Clayton: Mayor Jody McLeod, Mayor Pro Tem Michael Sims, Council Member Ruth Anderson, Council Member Andria Archer, Council Member Porter Casey, and Council Member Gretchen Williams.

NOW THEREFORE, the Town of Clayton hereby proclaim May 19, 2025 as **ELECTED OFFICIALS DAY** in the Town of Clayton and encourages all residents to join in expressing gratitude to those who serve in elected office for their commitment to public service, community improvement, and leadership.

Proclaimed this 19th day of May 2025.

Jody L. McLeod
Mayor

Town of Clayton
National Public Works Week
May 18-24, 2025
Proclamation

WHEREAS, public works professionals are part of a multi-faceted department and play an essential role in our everyday lives - though we may not know it; and

WHEREAS, in Clayton, dedicated public works teams tirelessly maintain and improve our streets, manage fleet services, oversee facility maintenance, and care for public grounds, all of which are crucial to our town's daily operations and future growth; and

WHEREAS, the hard work of these professionals is vitally important in preserving Town-owned assets and grounds, which house structures and services that enhance the health, well-being, and enjoyment of the public; and

WHEREAS, it is crucial for the Town's residents, visitors, employees, and leaders to understand and appreciate the vital roles of public works - whether they be front-line workers, specialists, or clerical staff; and

WHEREAS, their dedication and continued efforts foster community pride, support our everyday routines and activities, and strengthen the overall performance and vitality of the Town through integral programs; and

WHEREAS, this year, 2025, we celebrate the 65th annual National Public Works Week, an opportunity endorsed by the American Public Works Association to acknowledge and honor the work and dedication of public works professionals across the nation and right here at home.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim May 18 through May 24, 2025 as **NATIONAL PUBLIC WORKS WEEK** and urge all citizens to join in recognizing and celebrating the contributions of our public works professionals. Let us participate in community activities, events, and ceremonies that highlight their commitment to enhancing our health, safety, and quality of life.

Proclaimed by the Clayton Town Council this the 19th day of May 2025.

Jody L. McLeod
Mayor

**PROCLAMATION OBSERVING NATIONAL
PRESERVATION MONTH:
HARNESSING THE POWER OF PLACE
MAY 2025**

WHEREAS, National Preservation Month was established in 1973 by the National Trust for Historic Preservation; and

WHEREAS, the Town of Clayton has had a National Register Historic District since June 2010; and

WHEREAS, the Town of Clayton has approximately 273 Contributing properties in its Historic District; and

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

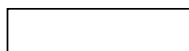
WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped use as a people; and

WHEREAS, Preservation Month, May 2025, we are celebrating the Power of Place – and the countless ways, big and small, that preservation creates.

NOW, THEREFORE, on behalf of the Clayton Town Council, we hereby proclaim and observe May 2025 as **NATIONAL PRESERVATION MONTH** and encourage the local citizenry to participate in activities that foster awareness and appreciation of historic structures and historic contributions to shaping the history of Clayton, Johnston County, North Carolina and America.

Proclaimed by the Clayton Town Council this the 19th day of May 2025.

Jody L. McLeod
Mayor





Town of Clayton Budget Message Fiscal Year 2026



Executive Overview

Fiscal year 2025 continued the paradigm shift in the Town's approach to planning with the adoption of a formal [Strategic Plan](#) ("Plan"), which will shape the vision of the future and chart a game plan for success. The Plan's framework encompasses the following seven key Focus Areas: Vibrant Downtown; Desirable Amenities and Spaces; Sustainable Infrastructure Investment; Mobility, Transportation, and Transit; Diversified Economic Development; Community Outreach and Engagement; and Public Safety. A Focus Group is assigned to each Focus Area and is responsible for developing strategies to accomplish the goals. The Master Plan initiative in conjunction with Council's goals and departmental goals are all aligned with the Plan.

The Sam's Branch Water Reclamation Facility ("SBWRF") is nearing completion and commissioning is expected to occur in December 2025. Construction is underway on a new sewer force main that will carry flows from the East Clayton Industrial Area to the SBWRF. A \$2.5 million major library renovation project is underway that requires temporary relocation to another location, and design is underway for the new maintenance building at Clayton Community Park, which will liquidate the remaining funds from the \$4.5 million issuance of general obligation bonds in February 2024. Also, the Town committed \$3.9 million for strategic land banking opportunities in fiscal year 2025.

The prioritization and risk-based assessment models for the capital improvement program continue to be instrumental for long-term planning purposes in conjunction with integration into both utility rate models. The departmental goals and standard operating procedures initiative remains a key element in conjunction with an ongoing focus on the completion of projects (finish what we've started) and continued improvements to uniformity and efficiency in functions and processes. It's imperative for the Town to maintain the flexibility to adjust as market conditions change and/or opportunities arise. All employees are recognized for their commitment and service and Town Council and Department Heads are recognized for providing steady leadership.

The Town is well positioned to enter fiscal year 2026 with a \$16.7 million Unassigned Fund Balance of which \$3.4 million is available for discretionary spending, which will provide flexibility to adjust as market conditions change and/or opportunities arise. Inflation declined to 2.3% in April 2025 on an annual basis compared to 2.4% in March 2025 and 3.4% in April 2024. The Federal Reserve continues its vigilant effort to achieve a 2% inflation target and is prepared to leave rates steady as long as needed to control inflation. On May 7, 2025, the Federal Reserve kept its key interest rate steady and noted the rising economic uncertainty and stagflation risk. The ongoing economic uncertainty and declining consumer sentiment, which is exacerbated by the unknown long-term impact of tariffs, requires a conservative approach to spending in fiscal year 2026. Long-term planning will continue to serve as a roadmap for success to preserve the Town's financial health.

Sales tax revenues have exceeded expectations throughout fiscal year 2025 and are tracking approximately 7.1% higher than fiscal year 2024 and are 4.6% higher than budget through the March 2025 distribution. The projection for fiscal year 2025 is \$9.4 million compared to the \$9.0 million budget and \$0.4 million, or 4.9%, higher than fiscal year 2024.

Ad valorem tax revenues for fiscal year 2025 are tracking with budget. The year-to-date collection rate is 99.43% compared to 99.92% for the prior year. The budget for fiscal year 2025 assumed a 99.75% collection rate and the projection for fiscal year 2026 is 95.9% due to the unknown impact of the \$484.1 million of real property under appeal.

Building permit revenues have remained consistent since fiscal year 2020 due to ongoing new development activity and are projected to be 30%, or \$0.3 million, higher than budget. However, they are projected to decline in fiscal year 2026 due to economic uncertainty and declining consumer sentiment.

[Johnston County](#) conducted a property revaluation that resulted in an aggregate increase of 55.4% in the total assessed value for the Town. Real property accounted for 54.8% of the increase and personal property accounted for 0.6% of the increase. The average assessed value for a single-family residential home is \$355,629, which is an increase of 60.9%. By statute, the revenue-neutral tax rate is required to be calculated and published but it does not have to be adopted. The revenue-neutral tax rate ("RNTR") is \$0.45 per \$100 in valuation. The statutory RNTR calculation increases the revenue by the average annual growth rate since the last revaluation, which is 6.13%.

The revenue-neutral component of the RNTR refers to the aggregate tax burden for the Town rather than the tax burden for individual taxpayers. If a taxpayer's real property increased in value more than the Town's real property in aggregate, then the taxpayer's bill will increase if the RNTR is adopted. A taxpayer's bill will also increase if the taxpayer's proportion of real property to personal property is greater than that for the Town as a whole. A revaluation will shift more of the Town's tax burden from personal property to real property if real property market values increase annually. As a result, adoption of the RNTR will increase aggregate taxes on real property and decrease aggregate taxes on personal property. Bottom line, a taxpayer who owns only real property or real property and low value personal property will experience a tax increase even if the RNTR is adopted.

The recommended budget for the Town's three primary funds is as follows: General Fund - \$67,172,900; Water and Sewer Fund - \$48,272,100; Electric Fund - \$25,724,600.

TOWN OF CLAYTON FY 2026 Expenditure Budget Summary			
Expenditure Budget	General Fund	W&S Fund	Electric Fund
Salaries and Benefits	\$ 30,788,700	3,996,900	1,898,000
Contract Services	5,651,000	5,047,800	452,000
Operating Expenses	11,640,783	2,579,700	811,300
Programs	1,176,900	9,139,215	13,180,617
Special Appropriations	1,933,087	400,000	100,000
Debt Service	2,697,200	15,625,100	1,309,700
Capital Outlay	17,964,298	2,240,000	6,195,000
Miscellaneous	(4,679,068)	9,243,385	1,777,983
Total	\$ 67,172,900	\$ 48,272,100	\$ 25,724,600

A tax rate of \$0.49 per \$100 valuation is recommended with five cents committed to fund the \$115.6 million capital improvement program. One penny (\$0.01) of tax levy for real and personal property will generate \$511,640 of tax revenue per year, excluding registered motor vehicles, which will add an additional \$34,328 per penny of tax revenue per year.

Sales tax revenues are conservatively budgeted at a 2.5% increase compared to the \$9.4 million projection for fiscal year 2025, which is slightly lower than the 2.8% revenue projection published by the North Carolina League of Municipalities (NCLM) for fiscal year 2026. Ongoing economic uncertainty is driving a more conservative estimate in conjunction with a single digit growth rate. Ad valorem tax revenues are budgeted to increase 14.6% compared to the budget for fiscal year 2025.

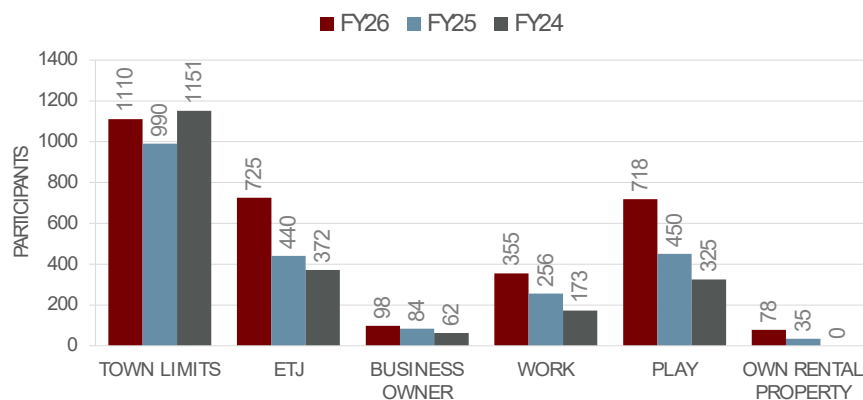
The budget includes a 5% pool for salary adjustments in addition to a 2% COLA, plus the related benefit cost; the monthly employer contribution to participate in the State's health plan is projected to increase 10%, or from \$674.62 to \$742.00; and the retirement contribution will increase approximately 0.9%. Water and sewer rates are budgeted to increase 6% and 12.5%, respectively, which results in a 10.3% average increase for 4,000 gallons of usage for an intown customer. The combined total monthly rate is \$148.17 compared to the current rate of \$134.39 for 4,000 gallons of usage. Electric rates are budgeted to increase 2% or \$2.79 per month for 900 kWh, which is attributable to higher wholesale power costs in conjunction with financial benchmark compliance.

The budget recommendation includes the addition of 7 new positions at a total cost of \$0.7 million as follows: General Fund – 4 positions at a total cost of \$0.4 million; Water and Sewer Fund – 2 positions at a total cost of \$0.2 million; Electric Fund – 1 position at a total cost of \$0.1 million. No additional position requests are recommended currently.

The Town engaged the community to participate in its fourth [annual budget survey](#). The survey drew a 33.6% higher response than the prior year and is 64.9% higher than the initial survey for fiscal year 2023. The community's priorities continue to align well with the priorities established by the Council at the retreat in March 2025.

Survey Participants FY26

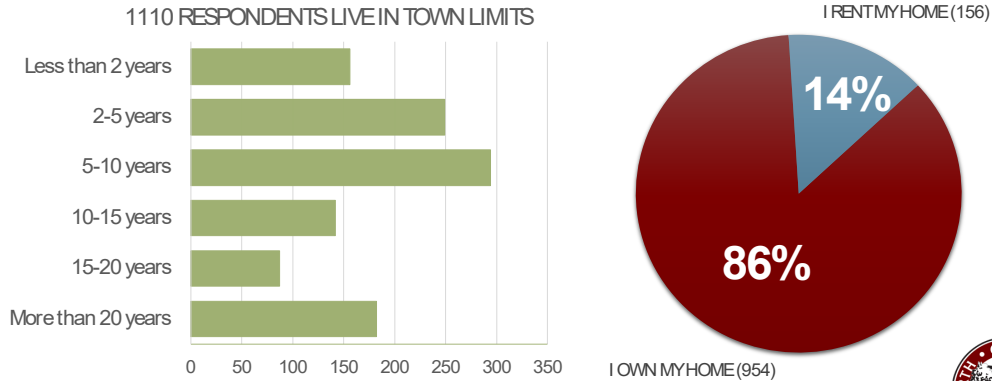
FY26 TOTAL 2022



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Survey Participants Data FY26

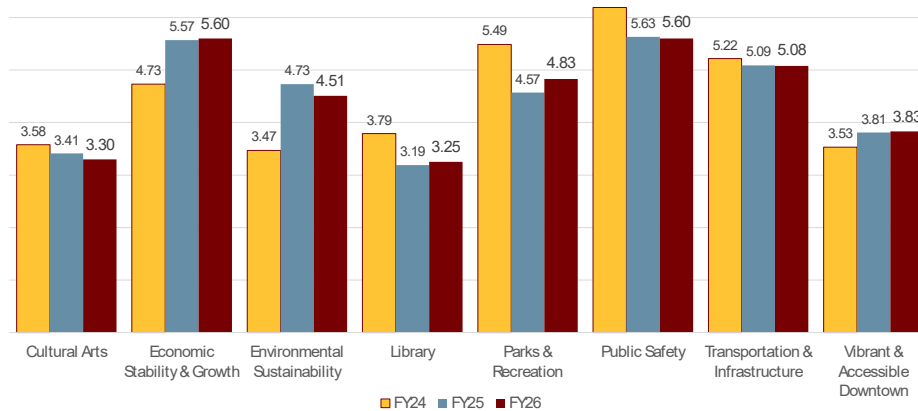


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Order of Importance FY26

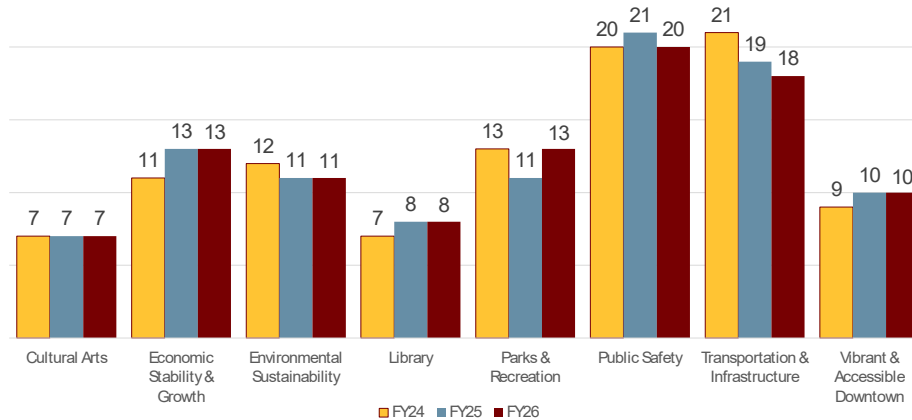
Ranked 1-8



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Tax Dollar Spending FY26

Cents of Every Tax Dollar



ClaytonNC.org

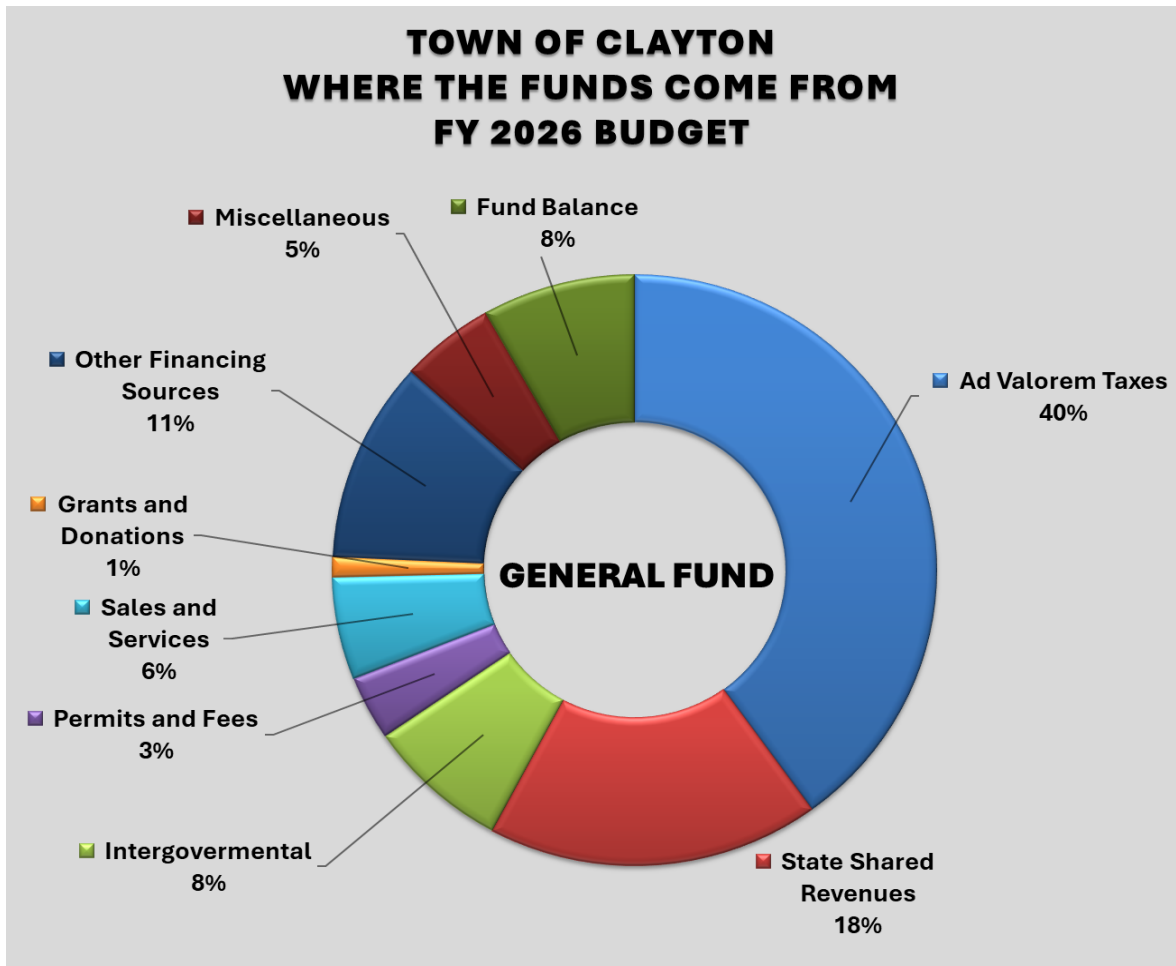
TOP 10 Themes to Consider

1. Traffic congestion and unsafe intersections
2. Rapid residential development outpacing infrastructure
3. Desire to support downtown and small businesses
4. Invest in parks, greenways, and recreation amenities
5. Need for more police and fire staff/resources
6. Frustration over tax and utility rate increases
7. Water/wastewater infrastructure concerns
8. Calls for transparency in budget/spending
9. Concerns about affordability and cost of living
10. Skepticism about spending on beautification over essentials

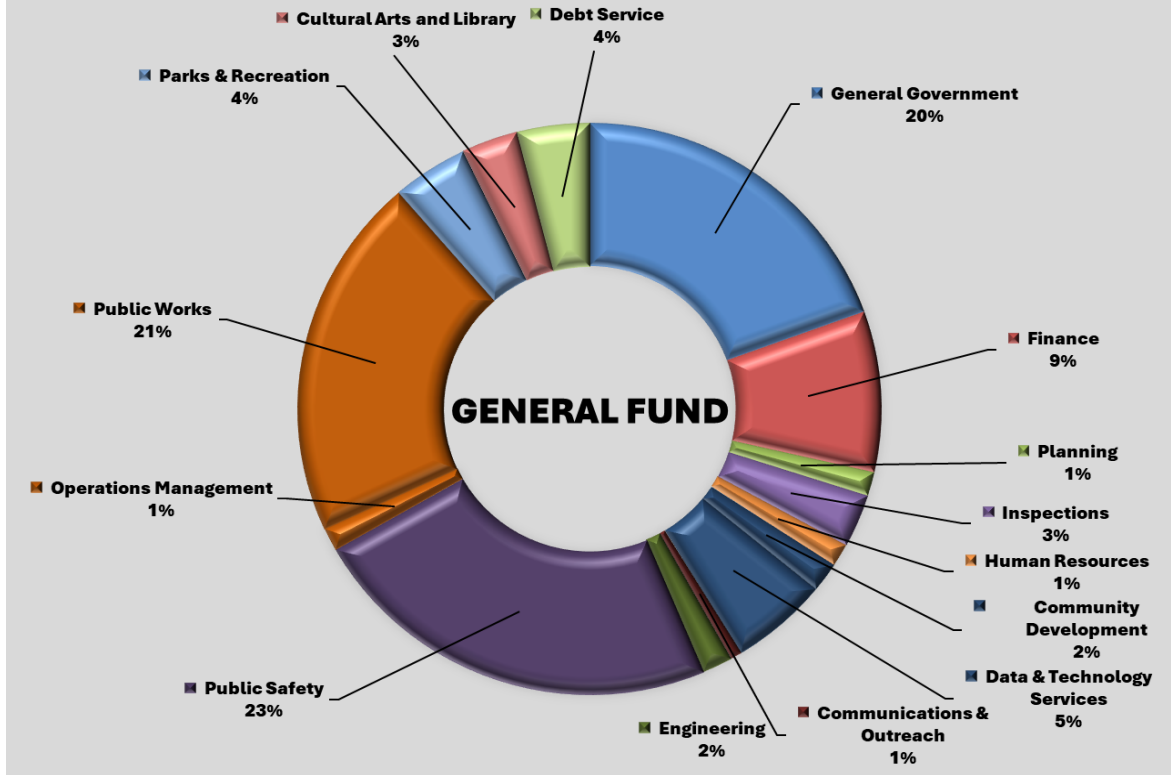
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The following charts provide a breakdown of the community's tax dollars:



TOWN OF CLAYTON HOW YOUR TAX DOLLAR IS SPENT FY 2026 BUDGET



Other Highlights

- Implementation of a base budgeting strategy in conjunction with ClearGov software for budgeting, capital improvement program, and the Strategic Plan.
- General Fund is \$13.7 million higher than the \$53.5 million adopted budget for fiscal year 2025 primarily due to additional capital projects, which includes a \$7.5 million land banking opportunity for economic development purposes, and increased costs for salaries and benefits that are partially offset by lower costs for contract services attributable to the implementation of base budgeting. A combination of finance capital and fund balance appropriation was required to balance the budget.
- Water & Sewer Enterprise Fund is \$11.2 million lower than the \$59.5 million adopted budget for fiscal year 2025 primarily due to a reduction in capital outlay and water capacity purchases, which are partially offset by higher costs for salaries and benefits and contract services.
- Electric Enterprise Fund is \$6.2 million higher than the \$19.5 million adopted budget for fiscal year 2025 primarily due to higher costs for capital outlay, debt service, salaries and benefits, and wholesale power purchases that are partially offset by lower costs for contract services.
- Investment earnings are forecasted to grow \$0.7 million compared to the budget for fiscal year 2025, which assumes a 3.35% interest rate assumption for funds invested with The North Carolina Capital Management Trust compared to the current 4.28%. Actual results could vary due to the actual number of interest rate adjustments implemented by the Federal Reserve.
- 2% COLA for full-time and permanent part-time employees and a 5% salary pool available to fund the merit program.
- Fuel costs are based upon the price forecast published by the U.S Energy Information Administration plus a contingency due to ongoing volatility in the energy markets.
- A midyear budget review will be performed and reported to Council.

Goals and Initiatives

The Town's primary initiative is to focus on its Strategic Plan Framework, particularly the implementation of strategies for the seven key Focus Areas in conjunction with the Master Planning initiative.

The process to develop an RFP for a new ERP System is expected to commence in fiscal year 2026, and the ongoing transition to Clariti Software to process the transactional activity conducted by the Inspections, Planning, and Engineering departments will improve the Town's customer experience, and is expected to be fully leveraged during fiscal year 2027.

The following goals are noteworthy:

- Implementation of the organizational structure recommended by Evergreen Solutions.
- Promote leadership.
- Succession planning.
- Actively recruit for staffing needs and implement recruitment strategies related to compensation, work environment, and organizational alignment.
- Develop staff capacity to fulfill the completion of current initiatives.

- Provide proactive growth management.
- Implement a staffing and operational plan for the Sam's Branch Water Reclamation Facility.
- Continue to refine, plan, and implement key decisions for the Town's Capital Improvement Plans.
- Focus on the finalization and delivery of identified goals and priorities.
- Continue the modernization initiatives for efficiency, which has historically lagged during the rapid growth period.

Conclusion

The Manager's recommended budget is the blueprint for fiscal year 2026. Challenges are encountered during the budget process that require both teamwork and problem solving to achieve a successful outcome. Given the ongoing economic uncertainty as noted above, the possibility of revenue shortfalls remain in conjunction with higher costs attributable to supply chain and market conditions, which could be exacerbated by the tariff impact. The midyear budgetary review remains an integral component of prudent fiscal management followed by a report to Council. The recommended budget is responsible in that it provides the necessary resources that aligns with the Strategic Plan, delivers mission critical projects, and facilitates Clayton's ongoing transition to a large town by appropriating the necessary funds to provide programs and services in a cost-effective manner.

I want to express my thanks to all the staff that helped prepare this budget, especially the Executive Team (Town Manager Rich Cappola, Deputy Town Manager Dolores Gill, Deputy Town Manager Lee Barbee, Deputy Town Manager Courtney Tanner, Finance Director Robert McKie, Fire Chief David Ranes, and Police Chief Greg Tart) and Budget Manager Todd Melton. Again, we are well positioned financially and have excellent leaders in each department who are ready and able to carry Clayton into the future.

Respectfully,

Richard D. Cappola, Jr.

Robert W. McKie, Jr.

Town Manager

Finance Director



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
REVENUE									
Ad Val									
40 00	Ad Val Taxes - Johnston Co. - CY	15,684,515.17	17,102,817.70	17,959,041.02	20,714,377.00	20,714,377.00	20,714,400.00	22,472,400.00	24,524,400.00
40 01	Ad Val Taxes - Johnston Co. - PY	(35,122.79)	6,173.53	4,747.40	.00	.00	.00	.00	.00
40 02	Ad Val Taxes - Wake Co. - CY	227.89	281.38	245.93	274.00	274.00	300.00	300.00	300.00
40 05	Ad Val Vehicle Taxes - Johnston Co.-CY	1,592,791.10	1,806,859.57	1,919,536.11	2,069,167.00	2,069,167.00	2,069,200.00	1,579,100.00	1,682,100.00
40 06	Ad Val Vehicle Taxes - Johnston Co.-PY	36.38	12.23	.00	.00	.00	.00	.00	.00
40 15	Ad Val Penalties and Interest	35,211.12	52,588.03	53,817.46	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
40 20	Ad Val Motor Vehicle Licenses - CY	585,305.00	615,195.00	625,535.00	625,200.00	625,200.00	625,200.00	625,200.00	625,200.00
40 21	Ad Val Motor Vehicle Licenses - PY	10.00	5.00	.00	.00	.00	.00	.00	.00
40 50	Ad Val PILOT	10,973.50	13,018.76	14,907.19	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Ad Val Totals		\$17,873,947.37	\$19,596,951.20	\$20,577,830.11	\$23,454,018.00	\$23,454,018.00	\$23,454,100.00	\$24,722,000.00	\$26,877,000.00
St Shrd Rev									
41 00	SS Rev. Sales Tax - Article 39 (1cent)	2,550,954.30	2,713,685.94	2,905,813.79	3,000,000.00	3,000,000.00	3,000,000.00	3,198,000.00	3,198,000.00
41 01	SS Rev. Sales Tax -Article 40 (1/2 cent)	1,669,012.31	1,887,302.08	2,014,097.16	2,000,000.00	2,000,000.00	2,000,000.00	2,132,000.00	2,132,000.00
41 02	SS Rev. Sales Tax -Article 42 (1/2 cent)	1,332,377.23	1,428,091.05	1,535,500.44	1,600,000.00	1,600,000.00	1,600,000.00	1,706,000.00	1,706,000.00
41 03	SS Rev. Sales Tax - Article 44 (1/2 cent)	2,000,281.83	2,310,813.25	2,467,127.12	2,400,000.00	2,400,000.00	2,400,000.00	2,558,000.00	2,558,000.00
41 50	SS Rev. Utilities Franchise Tax	1,236,594.31	1,339,382.55	1,541,254.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00
41 51	SS Rev. Telecommunications Tax	30,669.69	31,051.50	29,316.56	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00
41 53	SS Rev. Powell Bill	734,110.61	764,683.41	864,016.48	865,000.00	865,000.00	865,000.00	865,000.00	865,000.00
41 54	SS Rev. Beer and Wine Tax	105,240.63	127,757.40	142,010.24	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
41 55	SS Rev. Solid Waste Disposal Tax Dist	19,993.22	22,723.94	22,744.96	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
41 60	SS Rev. State Library Aid	17,829.00	20,222.00	25,386.00	25,386.00	25,386.00	25,400.00	25,400.00	25,400.00
St Shrd Rev Totals		\$9,697,063.13	\$10,645,713.12	\$11,547,266.75	\$11,367,386.00	\$11,367,386.00	\$11,367,400.00	\$11,961,400.00	\$11,961,400.00
Intergovernmental									
42 00	Intgmtl ABC Revenue	85,524.84	62,105.73	122,924.31	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00
42 05	Intgmtl RTZ Interlocal Agreement	.00	.00	.00	.00	.00	.00	.00	125,000.00
42 21	Intgmtl PILOT - Electric	77,553.00	89,773.00	101,826.00	110,819.00	110,819.00	110,800.00	110,800.00	110,800.00
42 51	Intgmtl Drug Seizure Revenues - State	6,534.43	5,249.98	6,863.68	.00	.00	.00	.00	.00
42 55	Intgmtl Claytex Fire District Reimb	3,254,980.37	2,386,060.63	3,251,504.32	3,588,780.00	3,588,780.00	3,588,800.00	4,588,800.00	4,588,800.00
42 57	Intgmtl First Responder Reimbursement	47,370.86	44,489.75	231,083.40	233,004.00	233,004.00	233,000.00	233,000.00	233,000.00
48 45	Misc CARES Act - CRF Distribution	.00	42,713.58	.00	.00	.00	.00	.00	.00
Intergovernmental Totals		\$3,471,963.50	\$2,630,392.67	\$3,714,201.71	\$4,017,603.00	\$4,017,603.00	\$4,017,600.00	\$5,017,600.00	\$5,142,600.00
Permits and Fees									
43 04	Per & Fees Lease Revenue	16,652.36	10.00	.00	.00	.00	.00	.00	.00
43 05	Per & Fees Rental Car Revenue	44,681.74	78,899.10	82,205.67	81,000.00	81,000.00	81,000.00	81,000.00	81,000.00
43 06	Per & Fees Facility Rental	45,471.50	113,000.73	39,081.34	69,850.00	69,850.00	69,900.00	69,900.00	69,900.00
43 07	Per & Fees ECCP Synthetic Turf Field Rental	.00	.00	41,301.17	.00	.00	.00	.00	.00
43 09	Per & Fees Special Events Revenue	2,174.00	7,886.95	11,907.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
43 20	Per & Fees Late Fee Penalties	15,739.58	19,289.56	20,272.22	19,200.00	19,200.00	19,200.00	21,000.00	20,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
REVENUE									
Permits and Fees									
43 30	Per & Fees Homeowner's Recovery	28,920.00	5,750.00	6,270.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
43 32	Per & Fees Building Permits	1,323,865.36	950,042.67	1,296,015.13	1,000,000.00	1,000,000.00	1,000,000.00	1,100,000.00	1,000,000.00
43 33	Per & Fees Building Reinspecion Fees	62,325.00	64,668.75	82,225.00	55,000.00	55,000.00	55,000.00	80,000.00	75,000.00
43 34	Per & Fees Zoning Permit Fees	68,365.00	107,255.00	102,199.75	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
43 35	Per & Fees Zoning/Code Enforcement Fines	10,340.00	4,787.50	495.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
43 36	Per & Fees Building Inspections (Special)	.00	.00	4,960.95	.00	.00	.00	.00	.00
43 37	Per & Fees Public Notice Fee	5,600.00	2,000.00	414.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
43 39	Per & Fees Application Fees	82,908.25	179,899.79	170,119.82	180,400.00	180,400.00	180,400.00	180,400.00	180,400.00
43 40	Per & Fees Court Fees	6,178.91	14,271.19	9,257.35	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
43 41	Per & Fees Alarm Response	6,247.40	6,250.00	5,600.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
43 42	Per & Fees Fines & Citations - Parking	1,360.00	825.00	1,435.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
43 43	Per & Fees Animal Fees	3,759.32	7,416.85	7,387.70	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
43 44	Per & Fees Fines & Citations-Ord. Violation	200.00	2,050.00	2,150.00	200.00	200.00	200.00	200.00	200.00
43 45	Per & Fees Fire Inspection Fees	11,510.00	9,850.00	6,495.00	7,500.00	7,500.00	7,500.00	42,500.00	42,500.00
43 47	Per & Fees Precious Metals	577.00	198.00	438.00	390.00	390.00	400.00	400.00	400.00
43 48	Per & Fees Fingerprint Charges	.00	.00	1,535.41	.00	.00	.00	.00	.00
43 50	Per & Fees Utility Inspection Fees	70,359.00	84,011.00	178,869.37	100,000.00	100,000.00	100,000.00	140,000.00	140,000.00
43 51	Per & Fees Cemetery Lots	43,200.00	37,000.00	43,300.00	35,000.00	35,000.00	35,000.00	45,000.00	45,000.00
43 52	Per & Fees Street Inspection Fees	58,536.00	133,193.75	300,381.57	100,000.00	100,000.00	100,000.00	200,000.00	200,000.00
43 75	Per & Fees Stormwater Fees	365,646.23	421,459.75	456,188.00	300,000.00	300,000.00	300,000.00	375,000.00	375,000.00
43 80	Per & Fees Damage Reimbursement	42,118.63	35,999.88	63,808.06	.00	.00	.00	.00	.00
43 82	Per & Fees Insurance Reimbursement	.00	.00	25,000.00	.00	.00	.00	.00	.00
43 90	Per & Fees Recreation: Sponsor Fees	19,170.00	4,100.00	34,500.00	33,560.00	33,560.00	33,600.00	33,600.00	33,600.00
43 91	Per & Fees Library Card Fees	6,745.00	393.80	550.00	375.00	375.00	400.00	400.00	400.00
43 95	Per & Fees Library Fees	3,968.06	4,699.32	1,343.94	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
43 96	Per & Fees	3,123.55	5,317.85	5,510.38	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
43 98	Per & Fees Public Record Request Reimb	59.27	.00	.00	.00	.00	.00	.00	.00
43 99	Per & Fees Returned Check Fees	75.00	25.00	25.00	.00	.00	.00	.00	.00
Permits and Fees Totals		\$2,349,876.16	\$2,300,551.44	\$3,001,241.83	\$2,085,475.00	\$2,085,475.00	\$2,085,600.00	\$2,472,400.00	\$2,366,400.00
Sales and Services									
43 53	Per & Fees Cemetery Services	46,022.71	61,600.00	49,250.00	35,000.00	35,000.00	35,000.00	40,000.00	40,000.00
44 00	Sales & Serv Refuse Collection Fees	2,288,540.71	2,590,971.96	2,868,406.28	2,825,001.00	2,825,001.00	2,825,000.00	2,937,500.00	2,937,500.00
44 31	Sales & Serv Recreation: Concessions	400.00	700.00	.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
44 32	Sales & Serv Recreation: Athletics Res	29,187.92	39,463.50	55,492.63	55,350.00	55,350.00	55,400.00	55,400.00	55,400.00
44 33	Sales & Serv Recreation: Athletics Non Res	44,622.50	57,531.75	54,954.00	59,650.00	59,650.00	59,700.00	59,700.00	59,700.00
44 34	Sales & Serv Recreation: Senior Trips	187.00	(10.00)	(10.00)	.00	.00	.00	.00	.00
44 35	Sales & Serv Recreation: Youth Council Trips	1,083.75	2,263.00	2,511.50	4,700.00	4,700.00	4,700.00	4,700.00	4,700.00
44 36	Sales & Serv Recreation: Programs Res	80,400.50	106,789.75	105,471.00	186,175.00	186,175.00	186,200.00	186,200.00	186,200.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
REVENUE									
Sales and Services									
44 37	Sales & Serv Recreation: Programs Non Res	49,208.00	73,146.75	66,110.56	158,950.00	158,950.00	159,000.00	159,000.00	159,000.00
44 38	Sales & Serv Recreation: Special Projects	339.00	.00	.00	.00	.00	.00	.00	.00
44 39	Sales & Serv Recreation: Picnic Shelter Rent	9,372.75	20,465.00	27,273.50	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
44 40	Sales & Serv Recreation: Trips - Misc	323.00	.00	.00	.00	.00	.00	.00	.00
44 42	Sales & Serv Clayton Community Center Rentals	2,155.00	48,405.00	57,360.00	22,950.00	22,950.00	23,000.00	23,000.00	23,000.00
44 420	Sales & Serv Staff Services Support	32,922.70	55,116.66	61,650.30	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00
44 421	Sales & Serv Value Added Services	6,937.93	9,072.64	27,304.73	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
44 44	Sales & Serv Membership Fees - Resident	1,345.00	1,630.00	1,315.00	100.00	100.00	100.00	100.00	100.00
44 50	Sales & Serv Clayton Center Sales and Rentals	49,125.87	74,183.03	47,135.40	78,000.00	78,000.00	78,000.00	78,000.00	78,000.00
44 52	Sales & Serv Cultural Arts	83,524.29	134,729.05	210,753.06	142,233.00	142,233.00	142,200.00	142,200.00	142,200.00
44 53	Sales & Serv Membership Fees - Nonresident	26,631.00	37,661.25	39,684.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Sales and Services Totals		\$2,752,329.63	\$3,313,719.34	\$3,674,661.96	\$3,651,309.00	\$3,651,309.00	\$3,651,500.00	\$3,769,000.00	\$3,769,000.00
Grants and Donations									
45 10	Grants & Don Grant Funds - Police - Federal	16,972.69	.00	.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
45 11	Grants & Don Grant Funds - Fire SAFER Grant	392,716.66	542,569.32	6,351.05	240,000.00	240,000.00	240,000.00	711,900.00	711,900.00
45 20	Grants & Don Grant Funds - Miscellaneous	34,295.14	159,350.11	59,338.70	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
45 32	Grants & Don Donations - Recreation	.00	1,000.00	.00	500.00	500.00	500.00	500.00	500.00
45 33	Grants & Don Donations - Miscellaneous	75,050.00	730.00	525.00	500.00	500.00	500.00	500.00	500.00
45 35	Grants & Don Don-Fallen Firefighters Memorial	11,980.38	.00	576.00	.00	.00	.00	.00	.00
45 60	Grants & Don Donations - Library	7,326.83	13,290.00	23,541.08	22,500.00	22,500.00	22,500.00	7,500.00	7,500.00
Grants and Donations Totals		\$538,341.70	\$716,939.43	\$90,331.83	\$285,500.00	\$285,500.00	\$285,500.00	\$742,400.00	\$742,400.00
Other Financing Sources									
48 05	Misc Finance Capital	.00	.00	.00	2,680,000.00	2,680,000.00	.00	.00	7,400,000.00
48 82	Misc Transfer - Special Revenue Fund	.00	7,931,423.00	2,475,000.00	.00	.00	.00	.00	.00
49 81	Other Fin Scs Due from Water/Sewer Fund	.00	2,250,000.00	.00	.00	.00	.00	.00	.00
Other Financing Sources Totals		\$0.00	\$10,181,423.00	\$2,475,000.00	\$2,680,000.00	\$2,680,000.00	\$0.00	\$0.00	\$7,400,000.00
Miscellaneous									
48 00	Misc Investment Earnings	53,315.75	1,467,569.74	2,585,132.50	1,750,000.00	1,750,000.00	1,750,000.00	2,500,000.00	2,500,000.00
48 10	Misc Debt Setoff Revenue	2,830.33	3,730.90	3,694.55	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
48 21	Misc Cable TV - State Allocation	217,037.06	211,302.23	197,493.12	210,000.00	210,000.00	210,000.00	210,000.00	210,000.00
48 22	Misc Cable TV - PEG Channel	51,616.12	51,282.08	51,612.88	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
48 25	Misc Hazmat Response Reimbursement	.00	4,708.00	.00	.00	.00	.00	.00	.00
48 26	Misc Fire - Special Services	1,410.00	1,395.00	1,372.00	1,450.00	1,450.00	1,500.00	1,500.00	1,500.00
48 35	Misc Special Events Damage Deposit	(75.00)	50.00	(125.00)	.00	.00	.00	.00	.00
48 50	Misc Other	2,505.00	.00	2,500.00	.00	.00	.00	.00	.00
48 60	Misc Reimbursable Projects	23,090.65	105,272.00	902,925.95	605,000.00	605,000.00	605,000.00	605,000.00	605,000.00
48 71	Misc Sale of Scrap	.00	2,219.28	788.32	.00	.00	.00	.00	.00
48 72	Misc Sale of Real Property	5,955.00	.00	.00	300,000.00	300,000.00	300,000.00	.00	.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
REVENUE									
Miscellaneous									
48 73	Misc Sale of Surplus Equipment	50,928.99	74,777.27	65,624.56	.00	.00	.00	.00	.00
48 97	Misc Miscellaneous	6,621.52	31,665.61	40,410.17	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	Miscellaneous Totals	\$415,235.42	\$1,953,972.11	\$3,851,429.05	\$2,961,450.00	\$2,961,450.00	\$2,961,500.00	\$3,411,500.00	\$3,411,500.00
	Fund Balance and Capital Reserve								
48 99	Misc Fund Balance Appropriated	.00	.00	.00	3,002,614.00	13,263,256.00	3,002,600.00	3,002,600.00	5,502,600.00
	Fund Balance and Capital Reserve Totals	\$0.00	\$0.00	\$0.00	\$3,002,614.00	\$13,263,256.00	\$3,002,600.00	\$3,002,600.00	\$5,502,600.00
	REVENUE TOTALS	\$37,098,756.91	\$51,339,662.31	\$48,931,963.24	\$53,505,355.00	\$63,765,997.00	\$50,825,800.00	\$55,098,900.00	\$67,172,900.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	12,924,418.61	14,720,224.93	16,942,729.95	18,275,000.00	18,275,000.00	19,724,900.00	18,685,600.00	20,449,700.00
50 02	Salaries Part-time	482,822.74	569,003.01	265,384.95	1,005,059.00	1,005,059.00	978,200.00	1,070,200.00	1,086,300.00
50 021	Salaries Part-time w/Benefits	51,967.39	62,300.63	.00	.00	.00	.00	.00	.00
50 03	Salaries Part-Time with Benefits	.00	21,616.52	111,337.76	.00	.00	.00	.00	.00
50 04	Salaries Overtime	135,804.19	157,517.16	222,985.42	395,100.00	395,100.00	399,100.00	399,100.00	394,100.00
50 05	Salaries Holiday Pay FT	10,257.46	105,991.16	.00	.00	.00	.00	.00	.00
50 055	Salaries Holiday Pay PT	1,216.81	2,648.44	.00	.00	.00	.00	.00	.00
50 06	Salaries Council	49,557.03	51,445.08	68,198.81	78,000.00	78,000.00	80,300.00	80,300.00	80,300.00
50 09	Salaries K-9 Pay	8,036.00	7,546.00	7,056.00	.00	.00	5,100.00	5,100.00	5,100.00
50 50	Salaries Cashout	18,528.31	14,565.80	10,780.44	.00	.00	.00	.00	.00
	Personnel - Salaries Totals	\$13,682,608.54	\$15,712,858.73	\$17,628,473.33	\$19,753,159.00	\$19,753,159.00	\$21,187,600.00	\$20,240,300.00	\$22,015,500.00
Personnel - Benefits									
51 00	Benefits Longevity	126,550.00	125,750.00	132,300.00	176,100.00	176,100.00	165,000.00	165,000.00	159,100.00
51 01	Benefits Stand-by Pay	30,981.87	26,896.34	.00	.00	.00	.00	.00	.00
51 10	Benefits FICA	1,050,448.69	1,172,950.10	1,328,785.44	1,521,193.00	1,521,193.00	1,507,200.00	1,507,200.00	1,559,200.00
51 11	Benefits Group Insurance - Health	1,554,554.44	1,748,373.57	1,854,410.16	2,301,744.00	2,301,744.00	2,958,000.00	2,958,000.00	2,910,600.00
51 15	Benefits Life Insurance	25,378.03	31,208.75	35,712.20	47,733.00	47,733.00	49,600.00	49,600.00	51,200.00
51 20	Benefits Retirement - General Employees	1,089,681.65	1,341,807.26	1,586,619.30	1,872,871.00	1,872,871.00	2,083,700.00	2,083,700.00	2,270,200.00
51 21	Benefits Retirement - LEO Employees	385,719.90	462,727.19	589,731.66	525,000.00	525,000.00	669,400.00	669,400.00	733,400.00
51 30	Benefits 401K - General Employees	389,157.30	446,144.03	553,028.14	711,109.00	711,109.00	835,000.00	835,000.00	864,200.00
51 31	Benefits 401K -LEO Employees	164,224.76	180,036.09	211,495.70	188,000.00	188,000.00	219,300.00	219,300.00	225,300.00
51 40	Benefits LEO Separation	.00	.00	204,659.16	.00	.00	.00	.00	.00
	Personnel - Benefits Totals	\$4,816,696.64	\$5,535,893.33	\$6,496,741.76	\$7,343,750.00	\$7,343,750.00	\$8,487,200.00	\$8,487,200.00	\$8,773,200.00
Contractual Services									
56 00	Cont Serv Professional Services	1,719,894.38	1,822,818.72	2,202,454.54	2,108,029.00	3,312,180.00	1,935,500.00	2,185,000.00	2,155,000.00
56 10	Cont Serv Contracts and Agreements	.00	.00	35,061.00	.00	35,850.00	.00	90,000.00	90,000.00
56 11	Cont Serv Contract Services	1,423,966.07	1,357,302.63	1,533,210.66	2,084,683.00	2,306,790.00	1,612,500.00	2,125,800.00	1,985,000.00
56 20	Cont Serv Tax Collection Service	386,888.54	424,127.76	443,656.23	524,122.00	524,122.00	416,000.00	545,000.00	545,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
EXPENSE									
Contractual Services									
56 32	Cont Serv Document Fees	.00	.00	.00	25,000.00	25,000.00	.00	.00	.00
56 33	Cont Serv Miscellaneous Legal Fees	348,503.44	331,966.28	389,252.76	375,000.00	435,747.00	375,000.00	375,000.00	375,000.00
56 40	Cont Serv Pre-employment Screening	11,764.75	7,523.50	5,250.00	12,500.00	12,500.00	13,500.00	11,000.00	11,000.00
56 50	Cont Serv Equipment Rental	39,297.40	40,191.25	13,897.55	21,465.00	21,854.00	21,400.00	21,400.00	20,000.00
56 51	Cont Serv Uniform Rental	18,863.65	16,298.72	239.96	4,780.00	4,826.00	2,100.00	2,100.00	.00
56 70	Cont Serv Contract Services - Grounds	148,005.03	146,932.06	152,669.42	162,000.00	162,000.00	162,000.00	170,000.00	170,000.00
56 72	Cont Serv Security	.00	254,720.87	81,443.87	411,500.00	413,879.00	112,000.00	362,000.00	300,000.00
Contractual Services Totals		\$4,097,183.26	\$4,401,881.79	\$4,857,135.99	\$5,729,079.00	\$7,254,748.00	\$4,650,000.00	\$5,887,300.00	\$5,651,000.00
Operating Expenses									
52 00	Op Exp Copy Expense	14,220.36	8,806.97	.00	350.00	350.00	400.00	400.00	400.00
52 01	Op Exp Postage and Shipping Expense	54,902.44	60,497.34	10,877.86	41,645.00	42,283.00	41,600.00	96,200.00	96,150.00
52 10	Op Exp Utility Exp - Town Electricity	255,832.35	294,052.52	297,284.07	355,000.00	355,000.00	305,000.00	305,000.00	330,000.00
52 11	Op Exp Utility Exp - Town W/S	79,591.61	79,880.21	120,638.37	110,000.00	110,000.00	125,000.00	175,000.00	175,000.00
52 12	Op Exp Utility Exp - Other	112,077.68	110,249.21	96,977.80	154,200.00	154,200.00	116,200.00	116,200.00	116,200.00
52 13	Op Exp Street Lights - Rental	67,574.26	56,616.60	86,486.74	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
52 14	Op Exp Street Lights - Special	72,062.64	72,062.64	72,062.64	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
52 15	Op Exp Telephone Exp - Buildings	66,316.84	73,064.83	87,635.70	154,893.00	168,991.00	154,900.00	154,900.00	154,900.00
52 16	Op Exp Telephone Exp - Mobile	89,691.89	105,210.79	184,095.11	248,160.00	248,160.00	247,000.00	255,500.00	251,500.00
52 24	Op Exp Marketing Expense	15,694.14	25,878.08	25,884.59	63,250.00	63,250.00	25,300.00	39,300.00	39,300.00
52 25	Op Exp Advertising Expense	104,832.90	146,171.77	104,755.96	114,600.00	114,600.00	123,600.00	129,000.00	129,000.00
52 26	Op Exp Professional Development	115,330.03	219,688.74	221,469.52	455,800.00	467,800.00	246,300.00	393,800.00	366,280.00
52 27	Op Exp Local Mileage	9,862.55	15,075.80	25,145.45	35,394.00	35,394.00	34,200.00	34,200.00	40,200.00
52 28	Op Exp Elections	10,270.04	.00	9,606.51	.00	.00	.00	16,000.00	15,000.00
52 30	Op Exp Maint and Repair - Signage	642.07	.00	.00	.00	.00	.00	.00	.00
52 31	Op Exp Maint and Repair - Cemeteries	4,080.90	7,098.39	48,343.67	104,500.00	104,500.00	20,000.00	50,000.00	50,000.00
52 32	Op Exp Maint and Repair - Town Square	2,339.67	1,772.17	.00	.00	.00	.00	.00	.00
52 33	Op Exp Maint and Repair - Prop Damage	2,063.88	4,978.10	191.43	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
52 34	Op Exp Maint and Repair - Facilities	44,117.46	6,248.22	2,633.11	.00	1,017.00	.00	.00	.00
52 35	Op Exp Maint and Repair - Equipment	92,742.42	135,846.67	91,366.27	134,000.00	135,000.00	134,000.00	134,000.00	134,000.00
52 36	Op Exp Maint and Repair - Vehicles	88,565.82	202,127.59	139,285.85	159,716.00	160,598.00	156,700.00	156,700.00	156,700.00
52 37	Op Exp Maint and Repair - Buildings	854,780.43	530,498.84	382,945.95	405,100.00	582,769.00	405,100.00	405,100.00	405,100.00
52 371	Op Exp Building Special Projects	.00	148,675.31	203,488.28	768,500.00	845,515.00	205,000.00	765,000.00	515,000.00
52 38	Op Exp Maint and Repair - Grounds	220,191.89	126,214.82	118,719.76	146,288.00	146,288.00	146,300.00	146,300.00	147,300.00
52 380	Op Exp Maint and Repair - Easements	.00	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
52 39	Op Exp Maint and Repair - System	36,399.07	74,708.57	126,915.01	150,850.00	235,930.00	61,000.00	61,000.00	61,000.00
52 42	Op Exp Park Beautification	6,257.34	11,459.48	11,934.45	11,750.00	11,750.00	11,800.00	11,800.00	11,800.00
52 43	Op Exp Contracted Yard Waste Disposal	509,706.58	588,501.02	631,319.49	660,000.00	660,000.00	660,000.00	675,000.00	675,000.00
52 44	Op Exp Clean-Up Activity	2,010.50	2,004.70	230.00	13,000.00	13,000.00	13,000.00	13,000.00	5,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
EXPENSE									
Operating Expenses									
52 50	Op Exp Contracted Vehicle Service	122,695.35	110,082.99	213,447.62	244,130.00	245,312.00	185,200.00	233,200.00	212,200.00
52 510	Op Exp Fleet Reimbursable - Fuel	17,176.06	(67,057.52)	(52,905.28)	(140,447.00)	(140,447.00)	(140,400.00)	(140,400.00)	(140,400.00)
52 52	Op Exp Fuel	262,189.74	443,771.97	375,358.24	552,725.00	552,725.00	440,100.00	440,100.00	440,100.00
52 60	Op Exp Equipment Purchase	461,348.64	786,614.00	697,185.81	956,624.00	951,995.00	743,300.00	1,215,400.00	1,180,400.00
52 61	Op Exp Uniform Cleaning	6,367.37	6,477.82	5,108.18	7,700.00	7,700.00	6,500.00	6,500.00	6,500.00
52 62	Op Exp Dues and Subscriptions	199,014.00	330,273.61	115,892.29	192,306.00	192,306.00	139,800.00	180,700.00	182,866.00
52 63	Op Exp Permits and Fees	437.95	1,343.57	21,840.26	3,840.00	3,840.00	3,800.00	3,800.00	3,800.00
52 64	Op Exp Software License & Subscription	.00	98,844.94	373,603.46	725,853.00	740,975.00	725,900.00	199,500.00	630,402.00
52 70	Op Exp Safety	45,300.28	34,804.37	64,571.81	53,743.00	98,711.00	52,800.00	52,800.00	52,750.00
52 71	Op Exp Protective Clothing	90,176.43	101,343.25	94,955.91	128,434.00	91,125.00	130,500.00	222,500.00	220,700.00
52 72	Op Exp Uniform Purchase	48,954.93	123,515.68	155,297.43	192,230.00	210,470.00	145,900.00	214,300.00	198,700.00
52 73	Op Exp Emergency Operations Center	.00	.00	2,689.13	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
52 80	Op Exp Tools	2,706.78	7,137.04	3,809.53	6,397.00	6,397.00	6,100.00	6,100.00	6,100.00
52 81	Op Exp Chemicals	21,005.29	20,891.74	16,536.22	35,740.00	35,740.00	20,500.00	25,500.00	25,500.00
52 85	Op Exp Departmental Supplies	269,848.00	254,801.40	278,126.60	352,903.00	371,103.00	323,400.00	399,400.00	371,760.00
52 90	Op Exp Regulatory Signs	20,694.35	33,258.25	5,040.25	.00	.00	.00	.00	.00
52 95	Op Exp Canine Expense	8,110.56	20,042.36	29,653.07	56,405.00	30,405.00	26,000.00	26,000.00	26,000.00
53 00	Op Exp Insurance and Bonds	299,939.35	337,416.57	372,936.33	446,964.00	446,964.00	436,000.00	445,400.00	445,400.00
53 01	Op Exp Insurance Deductible	26,456.70	22,022.10	27,866.70	30,000.00	30,000.00	15,900.00	35,000.00	35,000.00
53 02	Op Exp Unemployment Insurance	.00	11,789.84	.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
53 03	Op Exp Worker's Compensation Insurance	163,667.90	248,764.61	341,789.46	3,000.00	3,000.00	326,500.00	326,500.00	342,575.00
53 05	Op Exp Employee In Service Training	.00	8,065.00	.00	16,000.00	16,000.00	9,000.00	9,000.00	9,000.00
53 07	Op Exp Other Benefits	2,369.42	1,697.37	1,936.26	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
53 20	Op Exp Homeowner's Recovery Reimb	6,687.00	5,193.00	4,149.00	5,850.00	5,850.00	5,900.00	6,900.00	6,900.00
53 21	Op Exp Minimum Housing Code	.00	.00	.00	500.00	500.00	500.00	500.00	500.00
53 23	Op Exp Citizen Boards	35,087.37	36,425.50	47,379.25	47,200.00	47,200.00	47,200.00	47,200.00	47,200.00
53 26	Op Exp Special Programs	14,904.62	20,408.88	11,761.06	19,500.00	19,500.00	13,500.00	17,000.00	17,000.00
53 27	Op Exp Law Enforcement - Special Ops	1,116.00	5,711.19	6,232.93	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
53 28	Op Exp Fire Prevention	1,172.42	3,079.15	3,604.92	7,900.00	7,900.00	7,900.00	7,900.00	7,900.00
53 40	Op Exp Landfill Fees	352,313.91	380,311.84	397,480.55	450,000.00	450,000.00	450,000.00	550,000.00	525,000.00
53 41	Op Exp Contracted Trash Hauling Fees	897,440.01	977,539.72	1,105,375.73	1,140,000.00	1,140,000.00	1,140,000.00	1,240,000.00	1,350,000.00
53 42	Op Exp Contracted Recycling Fees	500,404.81	663,385.88	716,209.11	750,000.00	750,000.00	750,000.00	775,000.00	775,000.00
53 43	Op Exp Contracted Fuel Surcharge	30,540.20	37,248.24	18,283.87	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
53 90	Op Exp New Employee Upfit	53,753.55	65,369.51	76,569.98	234,645.00	266,229.00	129,800.00	302,700.00	208,600.00
53 95	Op Exp Grant Related Expenditures	.00	5,000.00	19,141.99	17,000.00	17,000.00	17,000.00	2,000.00	2,000.00
53 99	Op Exp Miscellaneous Expense	24,936.42	25,211.45	54,103.04	68,000.00	68,000.00	47,500.00	130,000.00	335,000.00
Operating Expenses Totals		\$6,918,973.17	\$8,268,174.70	\$8,705,324.30	\$11,134,638.00	\$11,565,395.00	\$9,681,000.00	\$11,356,400.00	\$11,640,783.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
EXPENSE									
Programs									
54 00	Programs Promotions	12,331.96	31,142.78	23,465.50	83,250.00	98,288.00	25,000.00	60,000.00	60,000.00
54 01	Programs Facade Grants	16,890.42	7,069.00	26,843.00	37,500.00	37,500.00	27,000.00	37,500.00	37,500.00
54 02	Programs Building Reuse & Renovation	.00	.00	.00	350,000.00	350,000.00	.00	.00	.00
54 05	Programs Sustainability	.00	892.79	.00	50,000.00	50,000.00	.00	.00	.00
54 10	Programs Senior Citizens Travel	55.68	1,458.38	574.11	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
54 12	Programs Classes	4,293.27	12,409.16	9,581.05	21,040.00	21,040.00	8,000.00	8,000.00	8,000.00
54 14	Programs Youth Council	2,019.25	3,464.59	1,485.49	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
54 15	Programs Special Events	34,535.44	187,510.74	161,449.62	275,010.00	293,410.00	173,200.00	247,200.00	247,200.00
54 17	Programs Benefit Programs	4,430.98	2,376.57	5,611.10	30,000.00	30,000.00	5,000.00	20,000.00	20,000.00
54 18	Programs Employee Wellness	382.00	811.57	3,941.81	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
54 25	Programs Book Purchases	47,425.66	53,045.32	60,950.12	84,850.00	84,850.00	84,900.00	104,900.00	104,900.00
54 26	Programs Periodicals	1,061.93	1,344.65	1,406.77	1,530.00	1,530.00	1,500.00	2,000.00	2,000.00
54 30	Programs Community Based Production	16,667.28	32,489.29	29,608.53	40,067.00	40,067.00	27,700.00	27,700.00	27,700.00
54 31	Programs Professional Season	102,669.35	126,500.00	119,000.00	152,500.00	152,500.00	152,500.00	152,500.00	152,500.00
54 35	Programs Value Added Services-Dance Floor	1,450.00	1,300.00	1,300.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
54 37	Programs Hospitality	9,462.17	14,198.39	16,513.02	18,900.00	18,900.00	18,900.00	18,900.00	18,900.00
54 60	Programs Recurring Program Initiative	.00	.00	78,890.93	428,300.00	438,300.00	478,300.00	478,300.00	478,300.00
Programs Totals		\$253,675.39	\$476,013.23	\$540,621.05	\$1,592,847.00	\$1,636,285.00	\$1,021,900.00	\$1,176,900.00	\$1,176,900.00
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	1,588,077.00	1,588,077.00	1,742,600.00	1,831,200.00	1,923,087.00
55 35	Spec App Cultural Arts	4,500.00	.00	.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Special Appropriations Totals		\$4,500.00	\$0.00	\$0.00	\$1,598,077.00	\$1,598,077.00	\$1,752,600.00	\$1,841,200.00	\$1,933,087.00
Debt Service									
57 035	Debt Service FY 09-10 Series 2009A Public Imp	2,329,653.62	.00	.00	.00	.00	.00	.00	.00
57 039	Debt Service FY 11-12 Series 2012 Public Imp	157,200.00	134,400.00	131,880.00	129,120.00	129,120.00	129,100.00	129,100.00	129,100.00
57 046	Debt Service Community Center Refunding	480,150.01	475,414.01	438,930.01	378,297.00	378,297.00	378,300.00	378,300.00	378,300.00
57 047	Debt Service Law Enforcement Center Refunding	453,456.00	491,536.00	502,604.00	513,232.00	513,232.00	513,200.00	513,200.00	513,200.00
57 048	Debt Service Parkland Refunding	140,676.50	34,731.00	.00	.00	.00	.00	.00	.00
57 053	Debt Service Fire Department Ladder Truck	98,737.98	98,737.98	98,737.98	98,738.00	98,738.00	98,700.00	98,700.00	98,700.00
57 054	Debt Service Parks & Rec GO Bonds Series 2021	.00	1,204,875.00	1,110,375.00	1,076,625.00	1,076,625.00	1,076,600.00	1,076,600.00	1,076,600.00
57 056	Debt Service Parks & Rec GO Bonds Series 2024	.00	.00	.00	501,300.00	501,300.00	501,300.00	501,300.00	501,300.00
57 15	Debt Service Reserve	.00	.00	.00	1.00	1.00	.00	.00	.00
Debt Service Totals		\$3,659,874.11	\$2,439,693.99	\$2,282,526.99	\$2,697,313.00	\$2,697,313.00	\$2,697,200.00	\$2,697,200.00	\$2,697,200.00
Capital Outlay									
58 00	Cap Out Capital Projects	258,292.26	1,000,000.00	12,415.00	3,800,129.00	3,800,129.00	3,752,600.00	3,752,600.00	4,925,598.00
58 03	Cap Out Furniture Fixtures and Equipment	.00	90,109.67	150,402.23	112,500.00	113,698.00	.00	170,000.00	130,000.00
58 07	Cap Out Land Acquisition	.00	.00	1,467,235.01	.00	3,900,000.00	.00	.00	7,500,000.00
58 10	Cap Out Sidewalk Repair and Improvements	96,238.17	(5,150.24)	.00	.00	.00	.00	45,000.00	50,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 100 - GF									
EXPENSE									
Capital Outlay									
58 11	Cap Out Drainage Repair and Improvements	168,503.13	.00	.00	.00	.00	.00	.00	.00
58 12	Cap Out Street Repair and Improvements	660,946.81	118,587.02	2,051,343.47	.00	37,229.00	.00	.00	.00
58 20	Cap Out Buiding Improvements	204,147.42	1,731,593.45	698,596.24	.00	389,140.00	.00	.00	.00
58 47	Cap Out Vehicles	1,164,822.15	654,422.50	739,985.11	265,000.00	469,763.00	.00	1,085,000.00	1,800,000.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	916,936.10	569,825.06	461,717.68	1,027,000.00	1,497,101.00	.00	33,700.00	33,700.00
58 50	Cap Out Capital Outlay	478,089.88	840,560.37	179,869.41	1,672,848.00	2,689,424.00	.00	25,000.00	25,000.00
58 60	Cap Out Program Initiative	.00	(1,244.00)	1,244.00	3,000,000.00	5,041,771.00	3,000,000.00	3,000,000.00	3,500,000.00
Capital Outlay Totals		\$3,947,975.92	\$4,998,703.83	\$5,762,808.15	\$9,877,477.00	\$17,938,255.00	\$6,752,600.00	\$8,111,300.00	\$17,964,298.00
Miscellaneous									
59 01	Misc Bad Debt Expense	7,504.30	110,496.18	11,245.22	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
59 05	Misc Reserve Fund	.00	.00	.00	25,000.00	25,000.00	.00	5,000.00	25,000.00
59 06	Misc Miscellaneous	1,712.95	793.42	2,476,185.83	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
59 21	Misc Transfer to Water/Sewer Fund	.00	5,000,000.00	.00	.00	.00	.00	.00	.00
59 23	Misc Transfer to Capital Project Fund	2,500,000.00	795,000.00	1,200,000.00	.00	200,000.00	.00	.00	1,600,000.00
59 97	Misc Support Services - General Fund	.00	.00	.00	.00	.00	200.00	200.00	.00
59 98	Misc Support Services - W/S Fund	(2,478,291.12)	(3,151,877.04)	(3,941,234.04)	(4,622,930.00)	(4,622,930.00)	(4,623,100.00)	(4,623,100.00)	(4,698,385.00)
59 985	Misc Support Services - WWPTF	(329,665.80)	.00	.00	.00	.00	.00	.00	.00
59 99	Misc Support Services - Electric Fund	(1,237,333.08)	(1,599,801.96)	(1,407,324.96)	(1,634,555.00)	(1,634,555.00)	(1,634,500.00)	(1,634,500.00)	(1,617,183.00)
Miscellaneous Totals		(\$1,536,072.75)	\$1,154,610.60	(\$1,661,127.95)	(\$6,220,985.00)	(\$6,020,985.00)	(\$6,245,900.00)	(\$6,240,900.00)	(\$4,679,068.00)
EXPENSE TOTALS		\$35,845,414.28	\$42,987,830.20	\$44,612,503.62	\$53,505,355.00	\$63,765,997.00	\$49,984,200.00	\$53,556,900.00	\$67,172,900.00
Fund 100 - GF Totals									
REVENUE TOTALS		\$37,098,756.91	\$51,339,662.31	\$48,931,963.24	\$53,505,355.00	\$63,765,997.00	\$50,825,800.00	\$55,098,900.00	\$67,172,900.00
EXPENSE TOTALS		\$35,845,414.28	\$42,987,830.20	\$44,612,503.62	\$53,505,355.00	\$63,765,997.00	\$49,984,200.00	\$53,556,900.00	\$67,172,900.00
Fund 100 - GF Totals		\$1,253,342.63	\$8,351,832.11	\$4,319,459.62	\$0.00	\$0.00	\$841,600.00	\$1,542,000.00	\$0.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 300 - WSF									
REVENUE									
Permits and Fees									
43 10	Per & Fees Assessments	3,244.73	2,216.68	.00	.00	.00	.00	.00	.00
43 20	Per & Fees Late Fee Penalties	110,177.91	156,338.82	162,890.76	125,000.00	125,000.00	125,000.00	140,000.00	125,000.00
43 21	Per & Fees Past Due Penalty	228,710.81	258,600.63	262,053.29	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
43 25	Per & Fees AMI Meter Fee	(11.32)	.00	.00	.00	.00	.00	.00	.00
43 38	Per & Fees Tower Rental Fees	37,274.60	38,392.84	39,544.68	38,820.00	38,820.00	38,800.00	38,800.00	38,800.00
43 50	Per & Fees Utility Inspection Fees	.00	.00	1,500.00	.00	.00	.00	.00	.00
43 54	Per & Fees Reimbursement and User Surcharge	809,763.82	929,003.90	896,248.00	.00	.00	1,000,000.00	1,750,000.00	1,750,000.00
43 56	Per & Fees Water Taps	5,000.00	47,700.00	40,600.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
43 565	Per & Fees Sewer Tap Fees	6,000.00	1,500.00	44,350.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
43 59	Per & Fees Meter Fees	163,661.25	144,050.25	192,778.65	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
43 63	Per & Fees System Development Fees - Water	2,059,026.00	673,602.00	2,738,385.92	1,250,000.00	1,250,000.00	1,250,000.00	2,100,000.00	1,600,000.00
43 64	Per & Fees System Development Fees - Sewer	1,768,477.55	2,812,162.85	5,252,849.88	2,200,000.00	2,200,000.00	2,200,000.00	3,000,000.00	2,900,000.00
43 66	Per & Fees Meter Tampering Fee	137.50	.00	.00	500.00	500.00	500.00	500.00	500.00
43 74	Per & Fees Connection Fees	49,887.50	44,775.00	43,625.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
43 80	Per & Fees Damage Reimbursement	1,421.80	1,426.58	909.06	.00	.00	.00	.00	.00
	Permits and Fees Totals	\$5,242,772.15	\$5,109,769.55	\$9,675,735.24	\$4,164,320.00	\$4,164,320.00	\$5,164,300.00	\$7,579,300.00	\$6,964,300.00
Sales and Services									
44 05	Sales & Serv Sale of Water	10,570,157.69	11,674,804.44	12,979,149.92	15,684,100.00	15,684,100.00	15,684,100.00	15,684,100.00	15,893,600.00
44 07	Sales & Serv Sale of Water Treatment	10,942,027.99	14,187,441.99	18,778,015.13	23,604,900.00	23,604,900.00	23,604,900.00	23,604,900.00	25,357,200.00
44 08	Sales & Serv Sale of Water - Bulk	4,703.50	7,861.65	11,347.98	7,500.00	7,500.00	7,500.00	8,500.00	8,500.00
	Sales and Services Totals	\$21,516,889.18	\$25,870,108.08	\$31,768,513.03	\$39,296,500.00	\$39,296,500.00	\$39,296,500.00	\$39,297,500.00	\$41,259,300.00
Grants and Donations									
45 20	Grants & Don Grant Funds - Miscellaneous	.00	.00	.00	14,000,000.00	14,000,000.00	14,000,000.00	.00	.00
	Grants and Donations Totals	\$0.00	\$0.00	\$0.00	\$14,000,000.00	\$14,000,000.00	\$14,000,000.00	\$0.00	\$0.00
Other Financing Sources									
48 91	Misc Transfer from Reserve Fund	1,250,000.00	.00	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00	.00
49 80	Other Fin Scs Due from General Fund	.00	5,000,000.00	.00	.00	.00	.00	.00	.00
	Other Financing Sources Totals	\$1,250,000.00	\$5,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00	\$0.00
Miscellaneous									
48 00	Misc Investment Earnings	3,653.06	41,613.22	59,413.46	41,500.00	41,500.00	41,500.00	39,000.00	39,000.00
48 10	Misc Debt Setoff Revenue	9,415.25	13,296.85	13,784.35	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
48 60	Misc Reimbursable Projects	4,296.00	43,060.53	6,444.00	.00	.00	.00	.00	.00
48 71	Misc Sale of Scrap	2,062.05	1,188.40	210.60	.00	.00	.00	.00	.00
48 72	Misc Sale of Real Property	.00	34,250,000.00	.00	.00	.00	.00	.00	.00
48 73	Misc Sale of Surplus Equipment	6,930.00	17,100.00	2,125.00	.00	.00	.00	.00	.00
48 97	Misc Miscellaneous	2,605.36	(235,302.77)	1,392.39	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
	Miscellaneous Totals	\$28,961.72	\$34,130,956.23	\$83,369.80	\$51,000.00	\$51,000.00	\$51,000.00	\$48,500.00	\$48,500.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 300 - WSF									
REVENUE									
Fund Balance and Capital Reserve									
48 99	Misc Fund Balance Appropriated	.00	.00	.00	.00	2,949,415.00	.00	.00	.00
	Fund Balance and Capital Reserve Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$2,949,415.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$28,038,623.05	\$70,110,833.86	\$43,527,618.07	\$59,511,820.00	\$62,461,235.00	\$60,511,800.00	\$48,925,300.00	\$48,272,100.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	1,279,974.69	1,357,873.89	1,612,665.72	2,194,946.00	2,194,946.00	2,318,300.00	2,318,300.00	2,611,100.00
50 02	Salaries Part-time	.00	.00	.00	104,000.00	104,000.00	104,000.00	104,000.00	104,000.00
50 04	Salaries Overtime	58,840.40	40,348.81	38,112.81	82,000.00	82,000.00	82,000.00	82,000.00	142,000.00
	Personnel - Salaries Totals	\$1,338,815.09	\$1,398,222.70	\$1,650,778.53	\$2,380,946.00	\$2,380,946.00	\$2,504,300.00	\$2,504,300.00	\$2,857,100.00
Personnel - Benefits									
51 00	Benefits Longevity	14,650.00	14,100.00	11,500.00	20,600.00	20,600.00	13,300.00	13,300.00	13,300.00
51 01	Benefits Stand-by Pay	29,541.19	24,137.65	.00	.00	.00	.00	.00	.00
51 10	Benefits FICA	103,703.76	103,643.20	122,114.46	187,700.00	187,700.00	177,100.00	177,100.00	199,500.00
51 11	Benefits Group Insurance - Health	189,556.03	198,538.79	185,016.87	426,268.00	426,268.00	397,800.00	397,800.00	415,800.00
51 15	Benefits Life Insurance	2,568.78	2,975.98	3,322.62	5,997.00	5,997.00	5,700.00	5,700.00	6,500.00
51 20	Benefits Retirement - General Employees	153,006.87	170,974.93	200,395.78	241,603.00	241,603.00	315,800.00	315,800.00	374,300.00
51 30	Benefits 401K - General Employees	55,102.88	57,302.71	70,963.52	116,088.00	116,088.00	115,700.00	115,700.00	130,400.00
	Personnel - Benefits Totals	\$548,129.51	\$571,673.26	\$593,313.25	\$998,256.00	\$998,256.00	\$1,025,400.00	\$1,025,400.00	\$1,139,800.00
Contractual Services									
56 00	Cont Serv Professional Services	529,764.47	580,576.80	682,431.10	915,000.00	1,939,602.00	500,000.00	500,000.00	500,000.00
56 10	Cont Serv Contracts and Agreements	.00	526.00	.00	.00	.00	.00	.00	.00
56 11	Cont Serv Contract Services	208,780.35	293,343.14	277,815.77	850,910.00	863,183.00	259,800.00	442,800.00	442,800.00
56 50	Cont Serv Equipment Rental	2,716.22	2,023.20	.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
56 51	Cont Serv Uniform Rental	9,458.77	9,852.33	.00	.00	.00	.00	.00	.00
56 80	Cont Serv Johnston County Treatment	1,435,403.33	3,109,235.77	2,917,720.99	3,251,420.00	3,251,420.00	2,500,000.00	3,500,000.00	3,500,000.00
56 81	Cont Serv Raleigh Treatment	340,961.70	728,359.13	653,647.24	912,500.00	912,500.00	557,000.00	600,000.00	600,000.00
	Contractual Services Totals	\$2,527,084.84	\$4,723,916.37	\$4,531,615.10	\$5,934,830.00	\$6,971,705.00	\$3,821,800.00	\$5,047,800.00	\$5,047,800.00
Operating Expenses									
52 00	Op Exp Copy Expense	128.95	52.93	.00	.00	.00	.00	.00	.00
52 01	Op Exp Postage and Shipping Expense	791.26	917.32	1,600.36	5,400.00	5,400.00	5,400.00	5,400.00	5,400.00
52 10	Op Exp Utility Exp - Town Electricity	347,105.38	369,818.31	433,803.39	408,000.00	408,000.00	408,000.00	570,000.00	570,000.00
52 11	Op Exp Utility Exp - Town W/S	24,284.46	33,304.89	63,736.24	33,600.00	33,600.00	33,600.00	52,400.00	52,400.00
52 12	Op Exp Utility Exp - Other	76,198.04	75,659.21	86,717.27	80,160.00	80,160.00	80,200.00	93,700.00	93,700.00
52 16	Op Exp Telephone Exp - Mobile	14,515.36	18,955.33	1,125.00	.00	.00	.00	.00	.00
52 25	Op Exp Advertising Expense	2,840.84	7,187.35	16,469.36	19,500.00	19,500.00	5,000.00	5,000.00	5,000.00
52 26	Op Exp Professional Development	13,573.76	16,158.45	24,557.36	95,690.00	99,690.00	31,100.00	86,600.00	85,600.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 300 - WSF									
EXPENSE									
Operating Expenses									
52 27	Op Exp Local Mileage	.00	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
52 35	Op Exp Maint and Repair - Equipment	80,383.08	149,993.62	103,040.57	78,300.00	87,797.00	54,500.00	54,500.00	54,500.00
52 36	Op Exp Maint and Repair - Vehicles	14,752.32	21,032.46	13,329.15	43,270.00	49,540.00	22,000.00	27,000.00	27,000.00
52 37	Op Exp Maint and Repair - Buildings	580.51	44,989.98	274.55	.00	.00	.00	.00	.00
52 38	Op Exp Maint and Repair - Grounds	334.80	979.06	780.46	1,750.00	1,750.00	1,800.00	1,800.00	1,800.00
52 39	Op Exp Maint and Repair - System	339,826.57	152,465.99	312,744.53	595,500.00	785,072.00	338,000.00	504,500.00	504,500.00
52 40	Op Exp Maint and Repair - Lift Stations	144,717.64	90,160.95	26,820.30	191,500.00	191,500.00	88,000.00	150,000.00	150,000.00
52 41	Op Exp Maint and Repair - Elevated Tank	5,680.55	1,977.80	58.33	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
52 50	Op Exp Contracted Vehicle Service	14,863.04	17,885.90	22,127.16	36,800.00	36,800.00	26,800.00	26,800.00	26,800.00
52 52	Op Exp Fuel	42,115.40	53,251.31	34,845.54	115,471.00	115,471.00	55,400.00	81,400.00	81,400.00
52 59	Op Exp Water Meters	156,811.25	142,664.97	278,880.01	199,200.00	199,200.00	199,200.00	199,200.00	199,200.00
52 60	Op Exp Equipment Purchase	32,769.44	110,594.44	14,173.18	38,910.00	38,910.00	39,000.00	39,000.00	39,000.00
52 62	Op Exp Dues and Subscriptions	6,289.42	7,042.37	24,449.67	39,832.00	39,832.00	10,100.00	35,600.00	35,600.00
52 63	Op Exp Permits and Fees	18,737.00	18,209.09	20,282.60	38,165.00	38,165.00	26,200.00	32,000.00	32,000.00
52 70	Op Exp Safety	3,122.25	11,556.97	5,843.19	20,884.00	24,250.00	21,000.00	21,500.00	21,000.00
52 71	Op Exp Protective Clothing	6,128.81	11,830.93	6,231.03	23,300.00	23,300.00	23,300.00	24,300.00	24,300.00
52 72	Op Exp Uniform Purchase	.00	.00	24,170.13	26,710.00	28,161.00	26,800.00	28,600.00	28,000.00
52 80	Op Exp Tools	9,529.89	8,762.49	14,836.32	19,555.00	19,555.00	19,600.00	27,600.00	27,600.00
52 81	Op Exp Chemicals	130,582.54	151,854.21	90,382.65	395,012.00	444,967.00	158,000.00	371,000.00	371,000.00
52 82	Op Exp Lab Supplies	17,760.99	18,444.82	26,709.37	30,735.00	30,735.00	30,800.00	50,800.00	50,800.00
52 85	Op Exp Departmental Supplies	12,355.32	14,557.58	2,917.62	27,920.00	27,920.00	28,000.00	28,000.00	28,000.00
53 01	Op Exp Insurance Deductible	.00	5,000.00	471.62	.00	.00	.00	.00	.00
53 03	Op Exp Worker's Compensation Insurance	20,283.24	29,339.35	30,477.15	.00	.00	38,900.00	38,900.00	42,200.00
53 90	Op Exp New Employee Upfit	1,396.26	.00	.00	12,850.00	12,850.00	12,900.00	12,900.00	12,900.00
Operating Expenses Totals		\$1,538,458.37	\$1,584,648.08	\$1,681,854.11	\$2,588,014.00	\$2,852,125.00	\$1,793,600.00	\$2,578,500.00	\$2,579,700.00
Programs									
54 40	Programs Water Capacity Allocation	1,562,500.00	2,100,000.00	4,950,000.00	8,000,000.00	.00	5,000,000.00	5,000,000.00	2,666,715.00
54 41	Programs Sewer Capacity Allocation	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00	169,500.00
54 43	Programs Liquid Sludge Disposal	555,502.57	499,878.87	750,623.14	1,000,000.00	1,104,352.00	653,000.00	803,000.00	803,000.00
54 50	Programs Purchase for Resale	4,107,247.82	4,289,422.73	4,978,240.55	6,000,000.00	6,000,000.00	4,500,000.00	5,500,000.00	5,500,000.00
Programs Totals		\$6,394,750.39	\$7,058,801.60	\$10,848,363.69	\$15,169,500.00	\$7,273,852.00	\$10,322,500.00	\$11,472,500.00	\$9,139,215.00
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	359,895.00	359,895.00	400,000.00	400,000.00	400,000.00
Special Appropriations Totals		\$0.00	\$0.00	\$0.00	\$359,895.00	\$359,895.00	\$400,000.00	\$400,000.00	\$400,000.00
Debt Service									
57 018	Debt Service FY 07-08 Sewer Revolving Loan	262,786.54	.00	.00	.00	.00	.00	.00	.00
57 019	Debt Service FY 07-08 Sewer Revolving Loan	206,460.00	202,680.00	198,900.00	195,120.00	195,120.00	195,100.00	195,100.00	195,100.00
57 042	Debt Service System Improvements	.00	.00	.00	.00	.00	.00	.00	7,160,000.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 300 - WSF									
EXPENSE									
Debt Service									
57 043	Debt Service Elevated WaterStorage Tank RBAN	70,736.10	.00	.00	.00	.00	.00	.00	.00
57 045	Debt Service Vactor Truck Capital Lease - W&S	127,953.98	127,953.98	127,953.98	127,954.00	127,954.00	128,000.00	128,000.00	347,000.00
57 050	Debt Service USDA Revenue Bond-ClaytonRaleigh	229,975.00	6,121,810.17	.00	.00	.00	.00	.00	.00
57 051	Debt Service AMI Project	271,206.64	270,896.15	271,127.58	271,219.00	271,219.00	271,200.00	271,200.00	271,000.00
57 052	Debt Service Nutrient Credits	852,200.00	851,787.20	852,028.80	851,896.00	851,896.00	851,900.00	851,900.00	846,000.00
57 055	Debt Service W&S Revenue Bond, Series 2022	.00	.00	5,013,613.87	4,501,000.00	4,501,000.00	4,501,000.00	4,501,000.00	6,806,000.00
	Debt Service Totals	\$2,021,318.26	\$7,575,127.50	\$6,463,624.23	\$5,947,189.00	\$5,947,189.00	\$5,947,200.00	\$5,947,200.00	\$15,625,100.00
Capital Outlay									
58 00	Cap Out Capital Projects	683,699.37	672,629.92	237,423.19	15,115,260.00	15,406,205.00	.00	.00	.00
58 02	Cap Out Easement Acquisition	.00	2,100.00	.00	250,000.00	250,000.00	.00	.00	.00
58 03	Cap Out Furniture Fixtures and Equipment	.00	.00	8,225.00	.00	.00	.00	.00	.00
58 30	Cap Out Water Line Improvements	14,116.17	1,307,303.01	41,009.70	.00	877.00	.00	.00	.00
58 31	Cap Out Sewer Line Improvements	245,131.50	1,377,495.11	40,800.12	300,000.00	350,415.00	.00	.00	.00
58 35	Cap Out Nitrogen Capacity	.00	.00	.00	.00	1,180,000.00	.00	.00	.00
58 47	Cap Out Vehicles	220,755.11	.00	.00	379,000.00	400,840.00	.00	338,000.00	340,000.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	290,887.34	13,925.63	152,865.03	.00	.00	.00	.00	.00
58 50	Cap Out Capital Outlay	.00	64,164.85	127,074.00	171,000.00	171,000.00	.00	100,000.00	100,000.00
58 60	Cap Out Program Initiative	.00	.00	157,594.54	1,800,000.00	1,800,000.00	1,800,000.00	2,200,000.00	1,800,000.00
	Capital Outlay Totals	\$1,454,589.49	\$3,437,618.52	\$764,991.58	\$18,015,260.00	\$19,559,337.00	\$1,800,000.00	\$2,638,000.00	\$2,240,000.00
Miscellaneous									
59 01	Misc Bad Debt Expense	26,930.34	51,558.30	68,475.68	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00
59 06	Misc Miscellaneous	1,350,000.00	.00	.00	.00	.00	.00	.00	.00
59 20	Misc Transfer to General Fund	.00	2,250,000.00	.00	.00	.00	.00	.00	.00
59 23	Misc Transfer to Capital Project Fund	.00	31,985,000.00	10,250,000.00	.00	8,000,000.00	.00	.00	.00
59 31	Misc Transfer to SDF Capital Reserve	3,827,503.55	3,485,764.85	7,991,235.80	3,450,000.00	3,450,000.00	3,450,000.00	5,100,000.00	4,500,000.00
59 97	Misc Support Services - General Fund	2,807,956.92	3,151,877.04	3,941,234.04	4,622,930.00	4,622,930.00	4,622,900.00	4,622,900.00	4,698,385.00
	Miscellaneous Totals	\$8,012,390.81	\$40,924,200.19	\$22,250,945.52	\$8,117,930.00	\$16,117,930.00	\$8,117,900.00	\$9,767,900.00	\$9,243,385.00
	EXPENSE TOTALS	\$23,835,536.76	\$67,274,208.22	\$48,785,486.01	\$59,511,820.00	\$62,461,235.00	\$35,732,700.00	\$41,381,600.00	\$48,272,100.00
Fund 300 - WSF Totals									
REVENUE TOTALS		\$28,038,623.05	\$70,110,833.86	\$43,527,618.07	\$59,511,820.00	\$62,461,235.00	\$60,511,800.00	\$48,925,300.00	\$48,272,100.00
EXPENSE TOTALS		\$23,835,536.76	\$67,274,208.22	\$48,785,486.01	\$59,511,820.00	\$62,461,235.00	\$35,732,700.00	\$41,381,600.00	\$48,272,100.00
Fund 300 - WSF Totals		\$4,203,086.29	\$2,836,625.64	(\$5,257,867.94)	\$0.00	\$0.00	\$24,779,100.00	\$7,543,700.00	\$0.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 310 - EF									
REVENUE									
Permits and Fees									
43 20	Per & Fees Late Fee Penalties	121,471.20	147,121.69	143,128.12	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
43 21	Per & Fees Past Due Penalty	228,710.82	258,600.63	262,053.28	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00
43 25	Per & Fees AMI Meter Fee	(13.36)	.00	.00	.00	.00	.00	.00	.00
43 59	Per & Fees Meter Fees	47,566.20	62,822.84	129,270.24	102,500.00	102,500.00	102,500.00	102,500.00	102,500.00
43 65	Per & Fees Cut Seal Fee	.00	180.00	.00	.00	.00	.00	.00	.00
43 66	Per & Fees Meter Tampering Fee	500.00	.00	.00	500.00	500.00	500.00	500.00	500.00
43 70	Per & Fees Solar Application Fee	800.00	2,750.00	1,750.00	.00	.00	.00	.00	.00
43 71	Per & Fees Underground Electric Fees	144,925.00	135,575.00	325,475.00	375,000.00	375,000.00	375,000.00	453,800.00	453,800.00
43 74	Per & Fees Connection Fees	83,067.00	72,408.38	53,716.50	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
43 80	Per & Fees Damage Reimbursement	11,856.41	76,222.98	80,446.56	.00	.00	.00	.00	.00
43 99	Per & Fees Returned Check Fees	7,925.00	7,799.79	10,325.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
	Permits and Fees Totals	\$646,808.27	\$763,481.31	\$1,006,164.70	\$1,036,000.00	\$1,036,000.00	\$1,036,000.00	\$1,114,800.00	\$1,114,800.00
Sales and Services									
44 15	Sales & Serv Sale of Electricity	14,303,600.77	15,353,509.88	17,086,039.51	17,750,000.00	17,750,000.00	17,750,000.00	17,750,000.00	19,684,800.00
44 16	Sales & Serv Sale of Electricity - Gen Fund	258,085.72	271,931.58	284,458.01	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00
44 17	Sales & Serv Sale of Electricity - W/S Fund	320,740.05	336,426.43	376,031.39	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00
	Sales and Services Totals	\$14,882,426.54	\$15,961,867.89	\$17,746,528.91	\$18,360,000.00	\$18,360,000.00	\$18,360,000.00	\$18,360,000.00	\$20,294,800.00
Other Financing Sources									
48 05	Misc Finance Capital	.00	.00	6,000,000.00	.00	.00	.00	.00	2,000,000.00
	Other Financing Sources Totals	\$0.00	\$0.00	\$6,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
Miscellaneous									
48 00	Misc Investment Earnings	7,389.46	76,579.55	141,924.82	91,000.00	91,000.00	91,000.00	100,000.00	100,000.00
48 10	Misc Debt Setoff Revenue	33,312.38	44,201.45	48,869.19	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
48 60	Misc Reimbursable Projects	64,060.80	43,084.87	9,471.19	.00	.00	.00	.00	.00
48 71	Misc Sale of Scrap	8,124.23	4,024.82	2,576.30	.00	.00	.00	.00	.00
48 73	Misc Sale of Surplus Equipment	11,702.00	68,500.00	17,620.00	.00	.00	.00	.00	.00
48 94	Misc Conservation Program Repayments	5,781.79	7,853.16	8,964.34	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
48 97	Misc Miscellaneous	10,947.97	9,354.92	7,262.06	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
	Miscellaneous Totals	\$141,318.63	\$253,598.77	\$236,687.90	\$118,000.00	\$118,000.00	\$118,000.00	\$127,000.00	\$127,000.00
Fund Balance and Capital Reserve									
48 99	Misc Fund Balance Appropriated	.00	.00	.00	.00	300,737.00	.00	.00	2,188,000.00
	Fund Balance and Capital Reserve Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$300,737.00	\$0.00	\$0.00	\$2,188,000.00
	REVENUE TOTALS	\$15,670,553.44	\$16,978,947.97	\$24,989,381.51	\$19,514,000.00	\$19,814,737.00	\$19,514,000.00	\$19,601,800.00	\$25,724,600.00
EXPENSE									
Personnel - Salaries									
50 00	Salaries Full-time	750,659.82	949,444.09	1,032,895.30	1,084,740.00	1,084,740.00	1,294,800.00	1,294,800.00	1,328,100.00
50 04	Salaries Overtime	19,457.62	24,225.26	22,852.93	33,000.00	33,000.00	33,000.00	33,000.00	33,000.00
	Personnel - Salaries Totals	\$770,117.44	\$973,669.35	\$1,055,748.23	\$1,117,740.00	\$1,117,740.00	\$1,327,800.00	\$1,327,800.00	\$1,361,100.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 310 - EF									
EXPENSE									
Personnel - Benefits									
51 00	Benefits Longevity	10,200.00	9,600.00	10,600.00	12,050.00	12,050.00	12,500.00	12,500.00	12,800.00
51 01	Benefits Stand-by Pay	12,348.60	10,368.71	.00	.00	.00	.00	.00	.00
51 10	Benefits FICA	61,231.61	74,674.84	79,999.34	83,200.00	83,200.00	92,200.00	92,200.00	97,100.00
51 11	Benefits Group Insurance - Health	77,763.65	93,063.03	110,902.71	152,238.00	152,238.00	163,200.00	163,200.00	178,200.00
51 15	Benefits Life Insurance	1,492.91	2,057.17	2,394.22	2,797.00	2,797.00	3,000.00	3,000.00	3,100.00
51 20	Benefits Retirement - General Employees	87,548.59	118,551.89	135,762.69	138,846.00	138,846.00	164,300.00	164,300.00	182,200.00
51 30	Benefits 401K - General Employees	31,642.92	39,700.91	47,929.45	53,190.00	53,190.00	60,200.00	60,200.00	63,500.00
	Personnel - Benefits Totals	\$282,228.28	\$348,016.55	\$387,588.41	\$442,321.00	\$442,321.00	\$495,400.00	\$495,400.00	\$536,900.00
Contractual Services									
56 00	Cont Serv Professional Services	206,158.14	206,390.74	241,470.26	390,200.00	519,188.00	212,000.00	250,000.00	250,000.00
56 11	Cont Serv Contract Services	215,877.30	60,011.30	183,347.52	459,876.00	607,642.00	201,000.00	201,000.00	201,000.00
56 50	Cont Serv Equipment Rental	1,686.49	842.18	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
56 51	Cont Serv Uniform Rental	8,971.26	19,993.62	.00	.00	.00	.00	.00	.00
	Contractual Services Totals	\$432,693.19	\$287,237.84	\$424,817.78	\$851,076.00	\$1,127,830.00	\$414,000.00	\$452,000.00	\$452,000.00
Operating Expenses									
52 01	Op Exp Postage and Shipping Expense	221.62	.00	.00	800.00	800.00	800.00	800.00	800.00
52 16	Op Exp Telephone Exp - Mobile	9,371.69	10,010.67	2,835.00	.00	.00	.00	.00	.00
52 25	Op Exp Advertising Expense	.00	3,625.52	69.83	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
52 26	Op Exp Professional Development	6,457.59	20,287.23	13,448.13	31,900.00	31,900.00	17,000.00	17,000.00	17,000.00
52 27	Op Exp Local Mileage	.00	119.31	.00	450.00	450.00	500.00	500.00	500.00
52 35	Op Exp Maint and Repair - Equipment	3,975.16	2,902.66	4,277.93	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
52 36	Op Exp Maint and Repair - Vehicles	12,552.34	17,265.59	17,788.06	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
52 39	Op Exp Maint and Repair - System	187,167.96	260,352.43	105,150.69	270,000.00	270,000.00	173,000.00	250,000.00	250,000.00
52 50	Op Exp Contracted Vehicle Service	23,831.25	22,677.41	33,355.86	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
52 52	Op Exp Fuel	20,055.13	31,509.29	24,972.45	39,838.00	39,838.00	27,000.00	27,000.00	27,000.00
52 58	Op Exp Electric Meters	54,036.94	78,544.04	169,858.54	65,400.00	65,400.00	65,400.00	65,400.00	65,400.00
52 60	Op Exp Equipment Purchase	15,651.49	12,219.79	8,842.95	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
52 62	Op Exp Dues and Subscriptions	15,503.00	26,578.00	29,666.00	32,500.00	32,500.00	32,500.00	32,500.00	36,000.00
52 65	Op Exp Easement Acquisition	.00	.00	11,450.00	40,000.00	57,500.00	40,000.00	40,000.00	40,000.00
52 70	Op Exp Safety	13,020.71	19,225.15	9,548.43	28,515.00	28,515.00	14,000.00	30,200.00	30,200.00
52 71	Op Exp Protective Clothing	4,178.09	9,049.63	16,079.09	23,072.00	23,072.00	10,000.00	22,300.00	22,300.00
52 80	Op Exp Tools	3,783.03	33,637.66	9,241.27	9,255.00	9,255.00	9,300.00	10,000.00	10,000.00
52 85	Op Exp Departmental Supplies	17,362.76	11,426.49	5,955.12	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
52 87	Op Exp System Expansion	107,027.38	268,688.07	224,149.34	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
53 01	Op Exp Insurance Deductible	.00	2,500.00	5,000.00	.00	.00	.00	.00	.00
53 03	Op Exp Worker's Compensation Insurance	20,994.26	23,048.52	25,933.10	.00	.00	900.00	900.00	40,100.00
53 05	Op Exp Employee In Service Training	7,080.93	.00	.00	.00	.00	.00	.00	.00



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
Fund 310 - EF									
EXPENSE									
Operating Expenses									
53 99	Op Exp Miscellaneous Expense	.00	2,383.52	.00	.00	.00	.00	.00	.00
Operating Expenses Totals		\$522,271.33	\$856,050.98	\$717,621.79	\$813,730.00	\$831,230.00	\$662,400.00	\$768,600.00	\$811,300.00
Programs									
54 50	Programs Purchase for Resale	10,422,287.91	10,142,540.22	10,950,359.28	11,126,878.00	11,126,878.00	11,126,900.00	11,126,900.00	12,995,617.00
54 55	Programs Load Control Expense	48,405.40	46,184.40	16,401.60	.00	.00	.00	10,000.00	10,000.00
54 56	Programs Electric Conservation Program	18,142.70	.00	10,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
54 60	Programs Recurring Program Initiative	.00	.00	255,029.60	160,000.00	194,686.00	160,000.00	160,000.00	160,000.00
Programs Totals		\$10,488,836.01	\$10,188,724.62	\$11,231,790.48	\$11,301,878.00	\$11,336,564.00	\$11,301,900.00	\$11,311,900.00	\$13,180,617.00
Special Appropriations									
55 00	Spec App Salary Reserve	.00	.00	.00	72,163.00	72,163.00	100,000.00	100,000.00	100,000.00
Special Appropriations Totals		\$0.00	\$0.00	\$0.00	\$72,163.00	\$72,163.00	\$100,000.00	\$100,000.00	\$100,000.00
Debt Service									
57 041	Debt Service System Expansion-New Development	.00	.00	.00	.00	.00	.00	.00	760,000.00
57 049	Debt Service Revenue Bond - Substation	434,937.16	427,482.83	420,028.51	412,574.00	412,574.00	412,600.00	412,600.00	412,600.00
57 051	Debt Service AMI Project	137,137.69	136,980.68	137,097.70	137,144.00	137,144.00	137,100.00	137,100.00	137,100.00
Debt Service Totals		\$572,074.85	\$564,463.51	\$557,126.21	\$549,718.00	\$549,718.00	\$549,700.00	\$549,700.00	\$1,309,700.00
Capital Outlay									
58 00	Cap Out Capital Projects	413,051.34	24,908.05	.00	.00	.00	.00	.00	1,687,000.00
58 02	Cap Out Easement Acquisition	.00	23,050.00	.00	.00	.00	.00	.00	.00
58 44	Cap Out Development Infrastructure Imp	734,147.22	2,115,038.48	16,100.00	.00	.00	.00	.00	.00
58 47	Cap Out Vehicles	75,913.55	.00	.00	.00	.00	.00	20,000.00	20,000.00
58 48	Cap Out Heavy Equipment/Heavy Vehicles	79,687.00	223,908.00	342,842.70	370,000.00	270,000.00	.00	.00	.00
58 50	Cap Out Capital Outlay	.00	18,793.18	58,037.74	.00	.00	.00	100,000.00	100,000.00
58 60	Cap Out Program Initiative	.00	.00	2,202,682.43	2,200,000.00	2,271,797.00	2,200,000.00	2,200,000.00	4,388,000.00
Capital Outlay Totals		\$1,302,799.11	\$2,405,697.71	\$2,619,662.87	\$2,570,000.00	\$2,541,797.00	\$2,200,000.00	\$2,320,000.00	\$6,195,000.00
Miscellaneous									
59 01	Misc Bad Debt Expense	35,602.94	77,578.33	74,392.27	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
59 96	Misc Payments in Lieu of Taxes	77,553.00	89,773.00	101,826.00	110,819.00	110,819.00	110,800.00	110,800.00	110,800.00
59 97	Misc Support Services - General Fund	1,237,333.08	1,599,801.96	1,407,324.96	1,634,555.00	1,634,555.00	1,634,600.00	1,634,600.00	1,617,183.00
Miscellaneous Totals		\$1,350,489.02	\$1,767,153.29	\$1,583,543.23	\$1,795,374.00	\$1,795,374.00	\$1,795,400.00	\$1,795,400.00	\$1,777,983.00
EXPENSE TOTALS		\$15,721,509.23	\$17,391,013.85	\$18,577,899.00	\$19,514,000.00	\$19,814,737.00	\$18,846,600.00	\$19,120,800.00	\$25,724,600.00
Fund 310 - EF Totals									



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2022 Actual Amount	2023 Actual Amount	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2026 Base Budget	2026 Departmental Request	2026 Manager Recommended
	REVENUE TOTALS	\$15,670,553.44	\$16,978,947.97	\$24,989,381.51	\$19,514,000.00	\$19,814,737.00	\$19,514,000.00	\$19,601,800.00	\$25,724,600.00
	EXPENSE TOTALS	\$15,721,509.23	\$17,391,013.85	\$18,577,899.00	\$19,514,000.00	\$19,814,737.00	\$18,846,600.00	\$19,120,800.00	\$25,724,600.00
Fund 310 - EF	Totals	(\$50,955.79)	(\$412,065.88)	\$6,411,482.51	\$0.00	\$0.00	\$667,400.00	\$481,000.00	\$0.00
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$80,807,933.40	\$138,429,444.14	\$117,448,962.82	\$132,531,175.00	\$146,041,969.00	\$130,851,600.00	\$123,626,000.00	\$141,169,600.00
	EXPENSE GRAND TOTALS	\$75,402,460.27	\$127,653,052.27	\$111,975,888.63	\$132,531,175.00	\$146,041,969.00	\$104,563,500.00	\$114,059,300.00	\$141,169,600.00
	Net Grand Totals	\$5,405,473.13	\$10,776,391.87	\$5,473,074.19	\$0.00	\$0.00	\$26,288,100.00	\$9,566,700.00	\$0.00



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

May 19, 2025

Agenda Location

OLD BUSINESS

Item Title

Hocutt-Ellington Memorial Library Renovation - Bid Award

Presenter(s)

Christopher Gallant - Capital Program Manager

Suggested Action

Approval of Bid Award

Strategic Priorities Alignment



Vibrant Downtown



Desirable
Amenities and
Spaces



Sustainable
Infrastructure



Mobility,
Transportation,
and Transit



Diversified
Economic
Development



Community
Outreach and
Engagement



Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

On April 29, 2025, staff received sealed bids for Hocutt-Ellington Memorial Library Renovation Project.

General project scope involves interior demolition and renovation of the entire existing library facility.

Four bids were received from the following firms Vortex Construction Co LLC, Berry Building Group Inc, Diamond Contracting and Shepperd Response LLC.

Vortex Construction Co LLC was the lowest bidder with a base bid with preferred alternates in the amount of \$1,259,030.00. The lowest bid is within the project budget.

Funding Source

General Fund

Cost

Yes

Corresponding Documentation

[Hocutt Ellington Resolution Rev 2](#)

[TOC DKA Recommendation of Award 050825](#)

[Bid Tab 2415 Certified 05.06.25](#)

Submitted By: Chris Gallant, Engineering

Reviewed By:

Courtney Tanner, Deputy Town
Manager

Approved - May 16 2025

Heidi Holland, Town Clerk

Approved - May 16 2025

Resolution #2025-40

**RESOLUTION OF AWARD OF BID FOR HOCUTT-ELLINGTON MEMORIAL
LIBRARY RENOVATION PROJECT**

WHEREAS, the Town of Clayton publicly advertised an invitation for bids to be received for the Hocutt-Ellington Memorial Library Project on March 28, 2025; and

WHEREAS, a public bid opening was held on April 29, 2025, and a total of four bids were received; and

WHEREAS, the lowest responsive/responsible bidder was Vortex Construction co., LLC for the base bid amount of \$1,256,630.00 and three preferred brand alternates with a total of \$1,259,030.00; and

WHEREAS, Vortex Construction co., LLC, is properly licensed and experienced in the type of construction involved in this project; and

WHEREAS, based on a review of the bids received, it is recommended that the construction contract be awarded to Vortex Construction Co., LLC; and

WHEREAS, the Town of Clayton intends to construct said project in accordance with the approved plans and specifications.

NOW THEREFORE BE IT RESOLVED, BY THE CLAYTON TOWN COUNCIL THAT:

The Town of Clayton award the construction of Hocutt-Ellington Memorial Library Renovation Project to Vortex Construction co., LLC in the amount of \$1,259,030.00

Duly adopted this the 19th day of May, 2025, while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Sam Johnson-Phillips, CMC
Deputy Town Clerk



May 8, 2025

Town of Clayton – Engineering Department
111 E Second Street
Clayton, NC 27520

Project Name: Hocutt-Ellington Library Renovation
Town of Cary Project Number: 700-ENG-2025-12
DKA Project Number: 2415

Re: Bid Results and Recommendation of Award

Chris,

This letter accompanies the Certified Bid Tab dated 5/6/2025. Four bids were received for the Hocutt-Ellington Library Renovation on April 29, 2025, at 2:00PM at Clayton Town Hall.

The low bidder was:

Vortex Construction Company
190 Jordan Narron Road, Selma, NC 27576

The total bid amount is \$1,259,030.00. After evaluation of all the bids received, we recommend tentative award to the low bidder, Vortex Construction Company in this amount.

Pending Town of Clayton approval, a Notice to Award will be drafted for signature and contract documents for execution.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad M Volk', written in a cursive style.

Chad M Volk, AIA NCARB
Senior Architect
Davis Kane Architects, PA

CRAFTING SOLUTIONS

ARCHITECTURE, PLANNING & INTERIORS 503 Oberlin Road | Suite 300 | Raleigh, NC 27605 | 919 833 3737 | www.daviskane.com

TOC_DKA RECOMMENDATION OF AWARD_050825

Page 1 of 1

CERTIFIED BID TABULATION

Project:	Hocutt-Ellington Library Renovation
Owner & ID No.:	700-ENG-2025-12
DKA Project No.:	2415
Bids Received:	4
Bids Received Location:	Town of Clayton Town Hall located at 111 E. Second St. Clayton, NC 27520 (Rotary Room - 3rd Floor)
Bid Opening Date	4/29/2025



DAVIS KANE
ARCHITECTS, P.A.
503 Oberlin Road | Suite 300
Raleigh, NC 27605 | 919.833.3737

General Contractor	Berry Building Group	Diamond Contracting	Sheperd Response LLC	Vortex Construction Company
License No.	81204	34909	86629	55886
TOTAL BASE BID	\$1,403,300.00	\$1,440,180.00	\$1,646,600.00	\$1,256,630.00
ALT-1 : Preferred-Brand Door Lock and Cylinder	\$0.00	\$0.00	\$0.00	\$2,400.00
ALT-2 : Preferred-Brand Door Closers	\$0.00	\$0.00	\$0.00	\$0.00
ALT-3 : Preferred-Brand Door Overhead Stops	\$0.00	\$0.00	\$0.00	\$0.00
Base Bid and Alternates Total	\$1,403,300.00	\$1,440,180.00	\$1,646,600.00	\$1,259,030.00

Signed by: _____

Robert Stevenson, AIA

5-6-25



www.daviskane.com



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

May 19, 2025

Agenda Location

NEW BUSINESS

Item Title

Approval to Participate in NCWaterWARN Mutual Aid Program

Presenter(s)

James Blalock, Assistant Water Resources Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐ Vibrant Downtown



☐ Desirable Amenities and Spaces



☒ Sustainable Infrastructure



☐ Mobility, Transportation, and Transit



☐ Diversified Economic Development



☐ Community Outreach and Engagement



☐ Public Safety

Public Hearing: No

If Approved, Will Document Require Recordation? No

Does This Item Require a Communication Plan?

☐ Public Hearing (Required by GS)

☐ Newspaper Notice (Required by GS)

☐ Public Forum/Input Session

☐ E-News Distribution

☐ Social Media

☐ Special Mailing

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

☐ Survey

☒ None Required

Summary

The Town has been a member of the North Carolina Rural Water Association (NCRWA) since September 1997. Membership in NCRWA provides access to joining the NCWaterWARN (Water/Wastewater Agency Response) mutual aid group that supports utilities across the state, both private and municipal. NCWaterWARN is a group of utilities committed to helping each other conduct response and recovery operations. This network provides a framework to help water/wastewater utilities assist one another from the largest to the smallest. Joining this group would give the Town access to additional resources not currently available, aiding in disaster response as well as routine support needs. It would also allow the Town to assist other utilities when possible. Staff recommends that the Town join the mutual aid group and requests that Town Council approve and authorize the Town Manager to sign the Memorandum of Agreement (MOA) for participation. Further, staff requests the Town Manager or designee to act as authorized official as defined in the MOA.

Funding Source

N/A

Corresponding Documentation

[ncwaterwarn agreement final jan 2019](#)

[250224 NCWaterWARN operational plan](#)

[Resolution 2025-031 for NCWaterWarn](#)

Submitted By: James Blalock, Water Resources

Reviewed By:

Joshua Baird, Water Resources
Director

Approved - Apr 30 2025

Rich Cappola, Town Manager

Approved - May 02 2025

Heidi Holland, Town Clerk

Approved - May 02 2025

North Carolina Water and Wastewater Agency Response Network

Mutual Aid and Assistance Agreement For Water and Wastewater Utilities

This Agreement is made and entered into by public and private Water and Wastewater Utilities in North Carolina that have, by executing this Agreement, manifested their intent to participate in an Intrastate Program for Mutual Aid and Assistance.

This Agreement is authorized under Section 160A-318 of the North Carolina General Statutes which provides that public and private Water and Wastewater Utilities may contract with each other to provide mutual aid and assistance in restoring water and sewer in the event of natural disasters or other emergencies.

ARTICLE I. PURPOSE

Recognizing that emergencies may require assistance in the form of personnel, equipment, materials, and supplies from outside the area of impact, the signatory utilities established an Intrastate Program for Mutual Aid and Assistance. Through the Mutual Aid and Assistance Program, Members coordinate response activities and share resources during emergencies whether localized to the utilities or a declared disaster. This Agreement sets forth the procedures and standards for the administration of the Intrastate Mutual Aid and Assistance Program.

ARTICLE II. DEFINITIONS

A. Authorized Official— An employee or officer of a Member that is authorized by the Member's governing board or management to:

- request assistance;
- offer assistance;
- Refuse to offer assistance or;
- Withdraw assistance under this Agreement.

B. Disaster – An emergency event that reaches a specific financial threshold related to magnitude of loss and property damage.

C. Confidential Information – Information defined NCGS 132-1.2 as confidential information or NCGS 132-1.7 as sensitive public security information.

D. Emergency— An unanticipated and/or sudden natural or manmade event that requires immediate action and is, or is likely to be, beyond the control of the services, personnel, equipment, and facilities of a Mutual Aid and Assistance Program Member.

E. Incident Command System (ICS) – A standardized on-scene emergency management system designed for use for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is the combination of facilities, equipment, personnel procedures, and communications operating within a common organization structure, designed to aid in the management of resources during incidents.

F. Indemnity – Security against hurt, loss, or damage. An exemption from incurred penalties or liabilities.¹

G. Indemnatee – A party to this Agreement that is entitled to be indemnified by another party to this Agreement pursuant to the terms of Article X.

H. Indemnitor – A party to this Agreement that is obligated to indemnify another party to this Agreement pursuant to the terms of Article X.

I. Large water and or wastewater utility— A utility that is represented with a population in excess of 10,000.

J. Member— Any public or private Water or Wastewater Utility that manifests intent to participate in the Mutual Aid and Assistance Program by executing this Agreement.

K. Mutual Aid and Assistance Agreement – A formal agreement among emergency responders to lend assistance across jurisdictional boundaries when required; either by an emergency that exceeds local resources or a disaster

L. National Incident Management System (NIMS) — A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

M. The North Carolina Water and Wastewater Agency Response Network (NCWaterWARN) - A network of public and private water and wastewater utilities united under an agreement to provide and receive mutual aid and assistance to signatories to the agreement during emergencies ranging from those that may arise from declared disasters or are specific to a single utility.

N. Period of Assistance — A specified period of time when a Provider assists a Recipient. The period commences when personnel, equipment, materials, or supplies depart from a Provider's facility and ends when the resources return to their facility (portal to portal). All protections identified in the agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an emergency, as previously defined.

O. Provider — A Member that responds to a request for assistance under the Mutual Aid and Assistance Program.

P. Recipient — A Member who requests assistance under the Mutual Aid and Assistance Program.

¹ Merriam-Webster. Retrieved August 22, 2007, from Merriam -Webster.com website: <http://www.merriam-webster.com/>

Q. Small water and or wastewater Utility— A utility is represented with a population less than 10,000.

R. Private Water Utility— An entity that is not a unit of government that owns or operates a water and/or wastewater utility, whether on a for-profit or not-for-profit basis.

S. Public Utility— A unit of government that owns or operates a water and/ or wastewater utility.

ARTICLE III. ADMINISTRATION

The Mutual Aid and Assistance Program shall be administered through the North Carolina Water and Wastewater Agency Response Network (NCWaterWARN) Committee in coordination with the North Carolina Rural Water Association (NCRWA). The purpose of the NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee is to provide coordination of the Mutual Aid and Assistance Program before, during, and after an emergency. The NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee, under the leadership of an elected Chairperson, shall meet quarterly as deemed necessary by the Chair to address Mutual Aid and Assistance Program issues.

The administration of NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) will be through the NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee. The committee shall consist of a chair and vice chair, an eastern regional section, a western regional section, and (3) At-Large members. The NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee shall consist of an eastern regional section with three (3) seats representing large and small public water and wastewater utilities and private water systems. The western regional section shall consist of three (3) seats representing large and small public water and wastewater utilities and private water systems. Also, there shall be three (3) At-Large seats for additional representatives from either large and small public water and wastewater utilities or private water systems.

NCWaterWARN regional sections are divided along the NC Department of Environmental Quality (NCDEQ) regional office areas. A map of the regional sections is included in Appendix A of this agreement.

Representatives from large and small public water and wastewater utilities and private utilities shall be elected at the NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Annual Meeting. Election and voting procedures will be described in the NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Ops Plan.

Under the leadership of the NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee Chair, NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee Members shall plan and coordinate emergency preparedness and response activities for the Mutual Aid and Assistance Program. The NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee Chair (or his/her designee) shall maintain a master list of all members of the Mutual Aid and Assistance Program.

The NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee shall elect a Chair and a Vice Chair. The first Chair and Vice Chair will serve a two (2) year term and subsequent Chairs and Vice Chairs will serve one (1) year thereafter.

The NCRWA Water and Wastewater Agency Response Network (NCWaterWARN) Committee shall:

- A. Convene an annual meeting for members.
- B. Provide for the development and maintenance of a database of all participating utilities through one of the members, sponsor agencies, or participating agencies or associations.

- C. Meet as a NCWaterWARN Committee at least quarterly, as needed and at the discretion of the Chair, to address and resolve concerns, create and modify procedures and any additional policy or legal issues related to NCWaterWARN.
- D. Provide for the development and maintenance of a secure website.
- E. Include an advisory board in its meetings to provide input based on the expertise of their agency.

The additional responsibilities of the Chair are described throughout the agreement. Those duties will be highlighted in the agreement for review by the NCWaterWARN Committee and the Sponsors. Those duties will be listed together in the protocols.

The NCWaterWARN shall have an advisory board that consists of representatives from partner agencies and stakeholders. Representatives to the advisory board from the respective agencies shall be named by those agencies. The advisory board is not a voting member. NCWaterWARN Advisory Board may include at least one representative from the following agencies:

- North Carolina Department of Environmental Quality; Division of Water Resources; Public Water Supply Section
- North Carolina Department of Environmental Quality; Division of Water Resources; Water Quality Regional Operations Section
- North Carolina Section of the American Water Works Association and Water Environment Association
- North Carolina Rural Water Association
- North Carolina Waterworks Operators Association
- North Carolina Emergency Management
- North Carolina League of Municipalities
- Eastern Water and Wastewater Network
- Environmental Protection Agency Region IV
- Department of Homeland Security Protective Security Advisor

Other agencies may be invited to join or have representation on the advisory board at the discretion of the NCWaterWARN Committee.

ARTICLE IV. PROCEDURES

In coordination with other response partner agencies, *the* NCWaterWARN Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program. These procedures shall be reviewed at least annually and updated as necessary.

ARTICLE V.
PRE-EVENT PLANNING

Members shall identify resources available for deployment and develop plans for housing and providing for the necessities and maintenance of personnel and equipment deployed to provide mutual aid and assistance when a request for assistance is made by the member.

In addition, Members shall provide training to their response personnel related to:

- NIMS compliance
- Mutual aid response protocols
- Required documentation for providing mutual aid and assistance and for receiving mutual aid and assistance

ARTICLE VI.
REQUESTS FOR ASSISTANCE

Member Responsibility: Members shall identify an Authorized Official and alternates, provide contact information including 24-hour access, and maintain resource information made available by the utility for mutual aid and assistance response.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, materials, and supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. The Chair will be notified of all activations of the agreement. Specific protocols for requesting aid shall be provided in the required procedures (Article IV).

Prospective NCWaterWARN members must, if not already active, become and maintain an active membership with the North Carolina Rural Water Association (NCRWA) and must attach proof of its membership with NCRWA to this agreement. NCWaterWARN Members must also provide written notice to the acting NCWaterWARN Chairman of its termination of membership with NCRWA which also results in termination with its membership and benefits associated with NCWaterWARN. NCWaterWARN members are responsible for completing their system's profile information, once an account is assigned, in their member account on the current NCWaterWARN platform. Failure to comply may result in both an inaccurate member directory and omission from automated NCWaterWARN communications to the membership.

Response to a Request for Assistance: After a Member receives a request for assistance, the Authorized Official evaluates whether resources are available to respond to the request for assistance. Following the evaluation, the Authorized Representative shall inform, as soon as possible, the Recipient whether it has the resources to respond. If the Member is willing and able to provide assistance, the Member shall inform the Recipient about the type of available resources and the approximate arrival time of such assistance.

Discretion of Provider's Authorized Official: Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have absolute discretion as to the willingness to respond and/or availability of resources. An Authorized Member's decisions on the availability of resources shall be final.

ARTICLE VII. PROVIDER PERSONNEL

National Incident Management System: When providing assistance under this Agreement, the Recipient and Provider shall be organized and shall function under the National Incident Management System if State or Federal preparedness funding is desired. *Control:* Provider personnel shall remain under the direction and control of the Provider. The Recipient's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Provider(s). Whenever practical, Provider personnel must be self-sufficient for up to 72 hours.

Food and Shelter: The Recipient shall supply reasonable food and shelter for Provider personnel. If the Recipient is unable to or fails to provide food and shelter for Responding personnel, the Provider's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. The cost for such resources should not exceed the State per diem rates for that area without further justification of good faith efforts to secure accommodations within the per diem. The Recipient remains responsible for reimbursing the Provider for all costs associated with providing food and shelter, if such resources are not provided.

Communication: The Recipient shall provide Provider personnel with radio equipment as available, or radio frequency information to program existing radio, in order to facilitate communications with local responders and utility personnel.

Status: Unless otherwise provided by law, the Provider's officers and employees retain the same privileges, immunities, rights, duties, and benefits as provided in their respective jurisdictions.

Licenses and Permits: To the extent permitted by law, Provider personnel who hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance. Members should comply with NIMS credentialing where applicable.

Right to Withdraw: The Provider's Authorized Official retains the right to withdraw some or all of its resources at any time. Notice of intention to withdraw must be communicated to the Recipient's Authorized Official as soon as possible.

ARTICLE VIII. COST REIMBURSEMENT

Unless otherwise mutually agreed in whole or in part, the Recipient shall reimburse the Provider for each of the following categories of costs incurred while providing aid and assistance during the specified Period of Assistance. Such cost may include damage or loss to equipment.

Personnel: Provider personnel are to be paid for assigned duty during a specified Period of Assistance (refer to definition of period of assistance in Article II) according to the terms provided in their employment contracts or other conditions of employment. Either Member may require Provider's personnel to observe a rest period prior to travel back to the Provider's base of operations to ensure safety of personnel. The Provider designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Recipient reimbursement to the Provider must consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

Equipment: The Recipient shall reimburse the Provider for the use of equipment during a specified Period of Assistance, including but not limited to, reasonable rental rates, all fuel,

lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Provider in similar condition to its condition at the time of the request for mutual aid and assistance. As a minimum, rates for equipment use must be based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates. If a Provider uses rates different from those in the FEMA Schedule of Equipment Rates, the Provider must provide such rates in writing to the Recipient prior to supplying resources. Mutual agreement on rates other than FEMA Schedule of Equipment Rates must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Provider must lease a piece of equipment while its equipment is being repaired, Recipient shall reimburse Provider for such rental costs.

Materials and Supplies: The Recipient must reimburse the Provider in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Provider must not charge direct fees or rental charges to the Recipient for other supplies and reusable items that are returned to the Provider in a clean, damage-free condition. Reusable supplies that are returned to the Provider with damage must be treated as expendable supplies for purposes of cost reimbursement.

Payment Period: The Provider must provide an itemized bill to the Recipient for all expenses it incurred as a result of providing assistance under this Agreement. The Provider must send the itemized bill to the authorized official not later than ninety (90) days following the end of the Period of Assistance. The Recipient must pay the bill in full on or before the one hundred eightieth (180th) day following the billing date. Unpaid bills become delinquent upon the one hundred eighty-first (181st) day following the billing date, and, once delinquent, the bill accrues interest at the rate of prime, as reported by the *Wall Street Journal*, plus two percent (2%) per annum.

Records – Each Provider and their duly authorized representatives shall have access to a Recipient's books, documents, notes, reports, papers, and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance, or regulatory audit. Each Recipient and their duly authorized representatives shall have access to a Provider's books, documents, notes, reports, papers, and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance, or regulatory audit. Such records shall be maintained and made accessible for at least three (3) years or longer where required by law.

ARTICLE IX.
DISPUTES

Any claim arising out of or relating to this agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by any Member. The parties shall share the mediator's fee and any filing fees equally. Mediation shall be held in the County of the Providing Member if a place has not been mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court of competent jurisdiction. Claims not resolved by mediation shall be decided by a court of competent jurisdiction unless the parties mutually agree otherwise.

ARTICLE X.
LIABILITY

Each Member shall be responsible for any and all claims, demand, suits, actions, damages and causes of action related to or arising out of or in any way connected with its own actions, and the actions of its personnel, in providing mutual aid and assistance rendered or performed pursuant to the terms and conditions of this Agreement.

ARTICLE XI.
INDEMNIFICATION

To the extent permitted by applicable law, in the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arises out of a specified Period of Assistance, the Members who receive and provide assistance during said Period of Assistance shall indemnify and hold harmless those other Members, NCWaterWARN Committee and Sponsor Agencies which had no involvement with the transaction or occurrence that is the subject of the aforementioned claim, action, demand, or other proceeding of whatever kind or nature is limited to execution of this Agreement.

ARTICLE XII.
WORKERS' COMPENSATION CLAIMS

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees pursuant to G.S. 97-51.

ARTICLE XIII.
NOTICE

A Member who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members of this Agreement shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XIV.
CONFIDENTIAL INFORMATION

Pursuant to NCGS 132-1.7, and to the extent permitted by applicable law, any Member shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any confidential information shared between Members under this Agreement. If any Member, third party, or other entity requests or demands, by subpoena or otherwise, that a Member disclose any confidential information disclosed under this Agreement, the Member shall immediately notify the owner of the confidential information and shall take all reasonable steps necessary to prevent the disclosure of any confidential information.

ARTICLE XV.
EFFECTIVE DATE

This Agreement shall be effective after both the Water and/or Wastewater Utility's authorized representative executes the Agreement and presents proof of dual membership with North Carolina Rural Water Association (NCRWA). An executed copy will be provided to the NCWaterWARN Committee Chair as soon as possible.

ARTICLE XVI.
WITHDRAWAL

A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to NCWaterWARN Committee Chair. Withdrawal takes effect sixty (60) days after the NCWaterWARN Committee Chair receives notice.

Membership may be suspended or revoked by the NCWaterWARN Committee for failure to comply with the Articles of this Agreement.

**ARTICLE XVII.
MODIFICATION**

Modifications to this Agreement may be made to incorporate programmatic operational changes to support the Agreement. Modifications require a two-thirds majority vote of Members. The NCWaterWARN Committee Chair must provide written notice to all Members of proposed modifications to this Agreement sixty (60) days in advance of the vote. The NCWaterWARN Committee Chair must provide written notice to all members of approved modifications to this Agreement. Approved modifications take effect sixty (60) days after the date upon which notice of the approved modifications are sent to the Members.

No provision of this Agreement may be modified, altered, or rescinded by individual parties to the Agreement.

**ARTICLE XVIII.
SEVERABILITY**

The Members agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

**ARTICLE XIX PRIOR
AGREEMENTS**

This Agreement supersedes all prior Agreements between Members to the extent that such prior Agreements are inconsistent with this Agreement.

**ARTICLE XX. MULTIPLE
AGREEMENTS**

When multiple mutual aid and assistance agreements exist between two Members, if inconsistencies exist between the agreements, the conditions of this Agreement take precedence except by mutual written acceptance of an alternate agreement of both Members for that specific event.

**ARTICLE XXI.
PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Members and no person or entity must have any rights under this Agreement as a third-party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

ARTICLE XXII.

INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS

To the extent practicable, Members of this Agreement shall participate in Mutual Aid and Assistance activities conducted under the North Carolina Statewide Mutual Aid and Assistance Agreement and the Interstate Emergency Management Assistance Compact (EMAC). Members may voluntarily agree to participate in an interstate Mutual Aid and Assistance Program for water and wastewater utilities through this Agreement if such a Program were established.

Now, therefore, in consideration of the covenants and obligations set forth in this Agreement, the Water and Wastewater Utility listed here manifests its intent to be a Member of the Intrastate Mutual Aid and Assistance Program for Water and Wastewater Utilities by executing this Agreement on this _____ day of _____ year of _____.

Legal Name of Water/Wastewater Utility: _____

Authorized Representative

Title

Please Print Name



NCWaterWARN

Mutual Aid/Assistance Operational Plan

Version 3.0

NCWaterWARN Executive Committee
7-1-2019

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NCWaterWARN Mutual Aid/Assistance Operational Plan

Version 3.0

Date: July 2019

Prepared by: NcWaterWARN Executive Committee

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Record of Changes Form

Changes to this document are expected due to lessons learned, updates to protocols, and/or modification to the NCWaterWARN Agreement. Designated authors (committee member officer's in-force) shall follow these procedures when making updates/changes to this Operational Plan:

1. Record updates/changes on the log below. (Add new pages as needed.)
2. The NCWaterWARN Committee approves updates to this Operational Plan and electronically advises all Member utilities and Associate Members when approved updates have been made and are available on the NCWaterWARN Web site at www.NCWaterWARN.org.
3. Member utilities replace old pages with current pages and destroy outdated material.

Change Number	Date of Approval	Section #, Header and Page #	Brief Description of Change	Approved by
1	May 2014	Section 1, figure 2, pg. 5	7 regional coordinators aligned with NCDENR regional offices	NCWaterWARN Committee
2	May 2014	Attachment L, pgs. 66, 67	Updated location of State Emergency Operations Center	NCWaterWARN Committee
3	May 2014	Attachment N, pg. 69	Corrected Eastern Branch Office location/address map depiction	NCWaterWARN Committee
4	July 2019	Entire Plan	Revised to reflect new partnership with NC Rural Water Association, and new web site capabilities, removal of redundant attachments and forms	
5				
6				
7				
8				
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MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

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MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

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List of Acronyms

AWWA

American Water Works Association

DOC

Department Operations Center

EMAC

Emergency Management Assistance Compact

EOC

Emergency Operations Center

ERP

Emergency Response Plan

ESF

Emergency Support Function

FEMA

Federal Emergency Management Agency

HSEEP

Homeland Security Exercise and Evaluation Program

HSPD

Homeland Security Presidential Directive

IAP

Incident Action Plan

IC

Incident Commander

ICS

Incident Command System

MAA or OPLAN

Mutual Aid/Assistance Operational Plan

NCEM

North Carolina Emergency Management

Version 3.0

v

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

NC DEQ, DWQDEQ

North Carolina Department of Environmental Quality, Division of Water Quality

NC DEQ, PWSS

North Carolina Department of Environmental Quality, Public Water Supply Section

NCRWA

North Carolina Rural Water Association

NCWaterWARN

North Carolina Water/Wastewater Agency Response Network

NIMS

National Incident Management System

NRF

National Response Framework

PA Program

FEMA Public Assistance Program

SERT

State Emergency Response Team

U.S. DHS

U.S. Department of Homeland Security

U.S. EPA

U.S. Environmental Protection Agency

USACE

U.S. Army Corps of Engineers

List of Definitions from the Mutual Aid/Assistance Agreement

All definitions in the Operational Plan are consistent with the NCWaterWARN Mutual Aid and Assistance Agreement.

Activation

Occurs when one Member utility calls another Member utility to discuss the exchange of resources.

Advisory Board

Individual agencies appointed to offer expert advice to the NCWaterWARN Committee. The agencies are not bound by the duties imposed on the elected committee and members utilities nor are they responsible for the implementation and activation of the mutual aid agreement.

Associate Member

Any non-utility participant approved by the NCWaterWARN Committee, that provides a support role for the NCWaterWARN program and who is a member of the Regional or State NCWaterWARN Committees and does not officially sign the NCWaterWARN agreement.

Authorized Official

An employee or officer of a Member authorized by the Member's governing board or management to request assistance; offer assistance; refuse to offer assistance or; withdraw assistance under the Agreement.

Confidential Information

Information defined NCGS 132-1.2 as confidential information or NCGS 132-1.7 as sensitive public security information.

Any document shared with any signatory to the NCWaterWARN Agreement that is marked confidential, including but not limited to any map, report, notes, papers, opinion, or e-mail which relates to the system vulnerabilities of a Member or Associate Member.

Disaster

An emergency event that reaches a specific financial threshold related to magnitude or loss and property damage.

Emergency

A natural or manmade incident that is, or is likely to be, beyond the control of the services, personnel, equipment, and facilities of a mutual aid/assistance program member.

Incident

In this document the term incident is used as a generic description for a planned event, a small incident, or major disaster.

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Incident Command System (ICS)

A standardized on-scene emergency management system designed for use for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is the combination of facilities, equipment, personnel procedures, and communications operating within a common organization structure, designed to aid in the management of resources during incidents.

Indemnity

Security against hurt, loss, or damage. An exemption from incurred penalties or liabilities.

Indemintee

A party to this Agreement that is entitled to be indemnified by another party to the Agreement pursuant to the terms of Article XI.

Indemnitor

A party to this Agreement that is obligated to indemnify another party to the Agreement pursuant to the terms of Article XI.

Large Water and or Wastewater Utility

A utility that is represented with a population in excess of 10,000.

Member

Any public or private water or wastewater utility that manifests intent to participate in the Mutual Aid and Assistance Program by executing the Agreement and current member of NCRWA.

Mutual Aid and Assistance Agreement

A formal agreement among emergency responders to lend assistance across jurisdictional boundaries when required; either by an emergency that exceeds local resources or a disaster.

Mutual Assistance

While operationally consistent with mutual aid, mutual assistance is the provision of personnel, equipment and resources with the understanding that reimbursement is expected as described in the Agreement.

The National Incident Management System (NIMS)

A national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

Non-Responding Member

A Member that does not provide assistance during a period of assistance under the mutual aid/assistance agreement.

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

The North Carolina Water and Wastewater Agency Response Network (NCWaterWARN)

A network of North Carolina public and private water and wastewater utilities united under an agreement to provide and receive mutual aid and assistance to signatories to the agreement during emergencies ranging from those that may arise from declared disasters or are specific to a single utility.

Period of Assistance

A specified period of time during which a Responding Member assists a Requesting Member. The period begins when personnel, equipment, or supplies depart from a Responding Member's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified period of assistance may occur during response to or recovery from an emergency, as previously defined.

Private Water Utility

An entity that is not a unit of government that owns or operates a water and/ or wastewater utility, whether on a for-profit or not-for-profit basis.

Provider

A Member that responds to a request for assistance under the Mutual Aid and Assistance Program.

Public Utility

A unit of government that owns or operates a water and/ or wastewater utility.

Recipient

A Member who requests assistance under the Mutual Aid and Assistance Program.

Response Team

The NcWaterWARN Mutual Aid and Assistance Program provides this rapidly deployable team in response to emergencies impacting Member Utilities. The response team consists of trained NcWaterWARN Utility Members from unaffected utilities to help coordinate the affected NcWaterWARN Member's response during an emergency.

Small Water and or Wastewater Utility

A utility is represented with a population less than 10,000.3,300 to less than 50,000.

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1 Introduction

Mutual aid and assistance agreements such as Water/Wastewater Agency Response Networks (WARNs) help local jurisdictions respond to incidents that require resources beyond the capability of a local utility. The NCWaterWARN Agreement identifies the administration of the NCWaterWARN program, describes how to access mutual aid/assistance, specifies reimbursement procedures for the use of resources, and authorizes the creation of an NCWaterWARN Mutual Aid/Assistance Operational Plan (OPLAN).

While the NCWaterWARN Agreement is the legal instrument authorizing the exchange of resources, the NCWaterWARN Mutual Aid/Assistance Operational Plan describes how to implement the Agreement. The NCWaterWARN Mutual Aid/Assistance Operational Plan is the operational extension of the Agreement and outlines the procedures that need to be in place to make the NCWaterWARN Agreement work. Other documents such as the American Water Works Association (AWWA) Water & Wastewater Mutual Aid & Assistance Resource Typing Manual identify the type of teams and associated equipment that utilities may request to respond. All three of these documents (the NCWaterWARN agreement, Operational Plan, and AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual) inter-relate and support the mission to address local emergencies. It should also be emphasized this OPLAN does not address specific Member procedures. Local job aids should be developed to help direct the tactical implementation of the OPLAN.

In 2019 North Carolina Rural Water Association (NCRWA) and NCWaterWARN formed a partnership to formalize official administrative duties and NCWaterWARN website management.

Figure 1 illustrates how Member utilities activate the Agreement by following the Operational Plan and illustrates that Resource Typing is integral to requesting Mutual Aid/Assistance. Exercising the Operational Plan, Resource Typing, and tactical job aids (such as fast-action binders or checklists) ensure the functionality of the NCWaterWARN system.

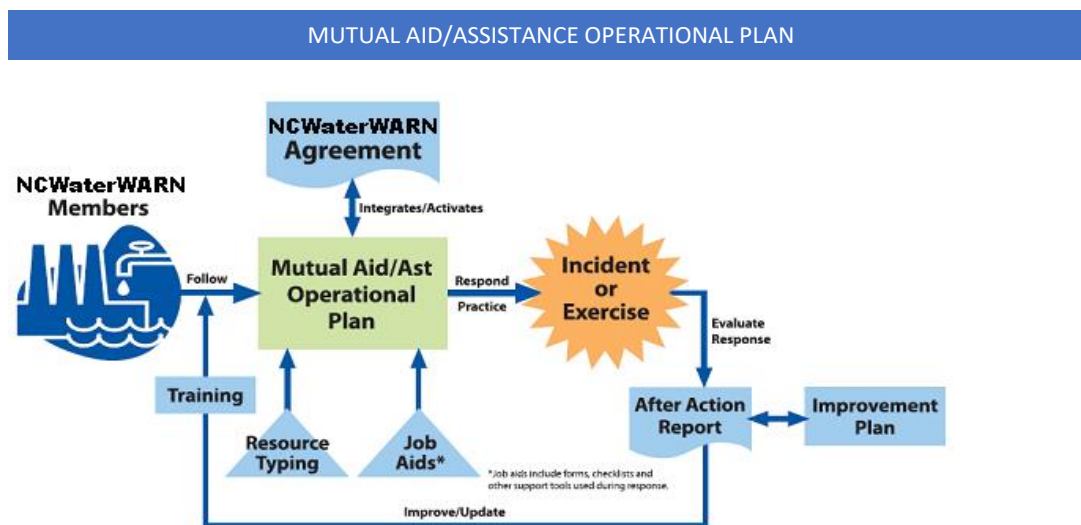


Figure 1 Operational Plan Purpose (OPLAN)

1.1 Purpose of an NCWaterWARN Mutual Aid/Assistance Operational Plan

Specifically, the NCWaterWARN Operational Plan:

- Describes pre-emergency responsibilities
- Describes training, exercises, and update procedures for the Operational Plan
- Provides a concept of emergency operations
- Provides a general set of procedures for activation of the NCWaterWARN
- Provides a general set of procedures for mobilization of NCWaterWARN Member utilities
- Provides a general set of procedures for NCWaterWARN response coordination
- Describes documentation and forms for the NCWaterWARN standard reporting formats
- Describes communications tools for NCWaterWARN Member utilities
- Describes a general set of procedures for writing an after-action report and improvement plan

1.2 How is the NCWaterWARN Operational Plan Organized?

The NCWaterWARN Operational Plan is divided into **eight sections** and **supporting attachments**. The content and use of each are summarized in Table 1. Notably, **Sections 4, 5, 6, and 7** (the shaded sections in the table) provide instructions for the NCWaterWARN Member utilities during an emergency.

Section	Content	For use by:	When it is used:
1.	NCWaterWARN Pre-emergency Responsibilities and Structure	Staff responsible for administrative and preparedness activities	Pre-emergency
2.	Training, Exercise, and Updates	Staff responsible for preparedness activities	Pre-emergency
3.	Concept of Operations	Staff planning and establishing NCWaterWARN operations prior to an emergency	Pre-emergency
4.	NCWaterWARN Activation	Member utilities requesting assistance and Member utilities responding to requests	During NCWaterWARN activation

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Section	Content	For use by:	When it is used:
5.	Response Considerations	Member utilities responding to requests	During NCWaterWARN activation
6.	NCWaterWARN Response Coordination	NCWaterWARN Response Team Members helping to coordinate the NCWaterWARN Member's response during an emergency	During NCWaterWARN activation
7.	NCWaterWARN Communication Tools	Member utilities requesting assistance and Member utilities responding to requests	During NCWaterWARN activation
8.	After Action Report and Improvement Plan	Staff responsible for post-incident activities	Post-emergency
9.	Appendices, Forms, and Checklists	Member utilities requesting assistance and Member utilities responding to requests	During NCWaterWARN activation

Table 1 Operational Plan: Content and Purpose by Section

1.3 Preparedness Planning Assumptions

Several key assumptions form the basis of this document and implementation procedures for NCWaterWARN:

- **Emergency Response Plans are in place.** While utility-specific Emergency Response Plans (ERPs) are in place as required by State and Federal law, the NCWaterWARN encourages all utilities to develop or update an ERP. The ERP should include how the utility uses the Incident Command System (ICS) and how the utility integrates with its local and State emergency management and response agencies, and how the ERP addresses vulnerability assessments. Additionally, ERPs from Member utilities can integrate expected NCWaterWARN activities.
- **Designated Personnel are trained according to the ERP, ICS, NIMS, NCWaterWARN and AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual.** In order to respond to all emergencies, Member utilities provide practical employee training regarding the utility ERP, ICS, and NIMS. Additional training on how to use mutual aid/assistance resources ensures the ability to coordinate response with outside agencies. **Section 2** of this document includes a list of recommended NIMS and ICS training. Additionally, employees can be trained according to NCWaterWARN activities and be familiar with the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual.
- **Utilities have signed a single, statewide omnibus NCWaterWARN Agreement.** The NCWaterWARN Agreement establishes the foundation of NCWaterWARN and serves as the legal instrument authorizing the request for mutual aid/assistance, provides a mechanism for reimbursement, identifies the legal protection and immunities for employees and for use of resources, and establishes eligibility for possible federal reimbursement of expenditures associated with mutual aid/assistance.
- **NCWaterWARN is coordinated with local and state authorities.** Coordinated response and access to restricted areas relies on communication and issuance of SERT Re-Entry Credential between the NCWaterWARN and the following groups or organizations:
 - Utilities
 - Local emergency management agencies

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- North Carolina Emergency Management (NCEM)
- NC Department of Environmental Quality Public Water Supply Section (NC DEQ, PWSS)
- NC Department of Environmental Quality Division of Water Quality (NC DEQ, DWQ)
- Local and State law enforcement authorities

The relationship between the NCWaterWARN, state and local agencies, and utilities, is defined by the agreement and documented in the Operational Plan. Exercising the NCWaterWARN with the Member utilities and other response agencies facilitates a successful response with NCWaterWARN

2 Pre-Emergency Responsibilities.

NCWaterWARN Member utilities plan and prepare for a real incident prior to responding. Likewise, the NCWaterWARN Committee relies on membership involvement to help organize the activities, plans, and resources to ensure functionality of the NCWaterWARN. Figure 2 identifies the relationship of the committee, its officers, the Member utilities, subcommittees, and intrastate regional coordinators (aligned by NCDEQ regional offices and noted by the dashed boxes).

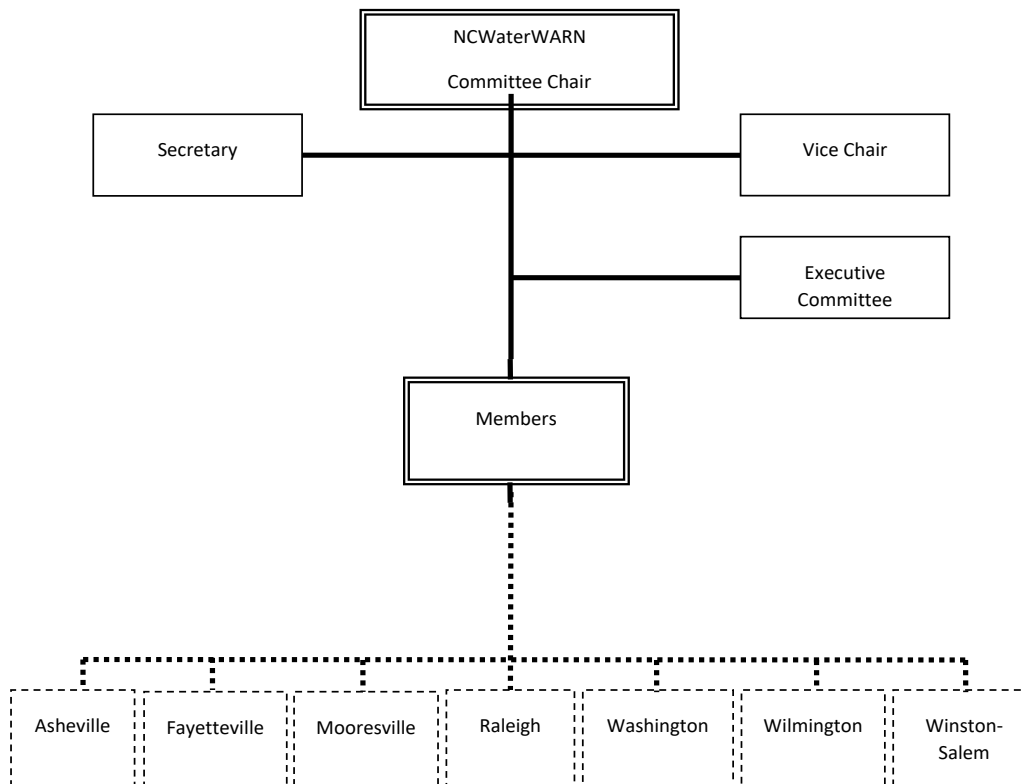


Figure 2 Elements of the NCWaterWARN Organizational Structure

2.1 Member Utility

A Member utility is any public or private water or wastewater utility that manifests intent to participate in the Mutual Aid and Assistance Program by executing this Agreement. The Member utility shall identify an Authorized Representative and Alternates to manage its participation in NCWaterWARN and response to possible incidents. Member utilities are eligible to participate in one or more committees to support the NCWaterWARN. Additionally, the NCWaterWARN encourages Member utilities to participate in the annual meeting, trainings, and other activities.

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Member utilities also vote on updates to the Agreement and other topics related to the operations of the Agreement. Each Member has one vote. A utility that operates both water and wastewater services has one vote. A private utility with multiple service locations also has just one vote (in relation to one decision-making board).

Pre-emergency responsibilities for Member utilities include:

- Identify an Authorized Official and alternates who are responsible for:
 - Requesting Assistance
 - Offering Assistance
 - Refusing Assistance
 - Withdrawing Assistance
- Provide and update the NCWaterWARN website with contact information for their Authorized Official and alternates as well as typing resources, teams, and equipment
Per an agreement established with NCRWA Develop and maintain NCWaterWARN database information for their utility in accordance with their policy. Print a hard copy of the NCWaterWARN database on a periodic basis (e.g. every six months) to ensure the information is available when a power loss disrupts computer access:
- Update the contact and other database information every six months or as changes occur
- Ensure employees are trained according to the current NIMS guidance and complete relevant training requirements as appropriate
- Identify procedures for how or when the Authorized Official may request or send mutual aid/assistance
- Clarify reporting and coordination procedures with the local emergency management officials
- Review the NCWaterWARN Operational Plan and incorporate appropriate portions into the utility emergency response plan
- Develop procedures to track costs for personnel, equipment, and other resources during an emergency
- Volunteer to support the pre-emergency organization of the NCWaterWARN system, as available
- Attend NCWaterWARN trainings and general meetings

2.2 NCWaterWARN Executive Committee

The Executive Committee, commonly referred to as the Committee, members are elected by NCWaterWARN Member utilities. Under the leadership of the NCWaterWARN Committee Chair (referred to as the NCWaterWARN Chair), the Committee is responsible for the following actions:

- Organize and coordinate emergency planning and response activities for the NCWaterWARN
- Encourage the active participation of Member utilities
- Establish regular meeting schedules to maintain continuity
- Maintain communication with Member utilities regarding updates, changes, or modifications to the NCWaterWARN system
- Maintain the Operational Plan for implementing the NCWaterWARN agreement

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- Obtain and manage grants as available
- Determine costs associated with hosting workshops, training, etc.
- Set training and exercise schedule
- Represent the membership when engaged in meetings, discussions, and consultations with other associations, states, and local agencies regarding NCWaterWARN

The NCWaterWARN Executive Committee consists of:

- NCWaterWARN Committee Chair
- Vice Chair
- Secretary
- Intrastate Regional Coordinators

2.2.1 NCWaterWARN Committee Chair

The NCWaterWARN Committee Chair is elected by the members of the NCWaterWARN Executive Committee. The Intrastate Regional Chairs (elected by the local Member utilities) and the Executive Committee Chairs (optional) elect the NCWaterWARN Committee Chair who is responsible to:

- Represent the NCWaterWARN Member utilities to NC Emergency Management (NCEM), NC Department of Environmental Quality Public Water Supply Section (NCDEQ, PWSS), and NC Department of Environmental Quality Division of Water Quality (NC DEQ, DWQ) in emergency planning matters
- Preside at all duly constituted meetings of the membership
- Act as the Executive of the NCWaterWARN Committee and an *ex officio* member of all standing committees
- Notified of all activations of the agreement
- Receive notice of Member withdrawal
- Provide written notice of proposed changes in the agreement 60 days prior to a vote
- Address Mutual Aid and Assistance Program issues

2.2.2 Vice Chair

The Vice Chair is elected by the members of the NCWaterWARN Executive Committee. The Vice Chair performs duties as assigned by the Chair. During a temporary absence of the NCWaterWARN Committee Chair, the Vice Chair provides direction to the NCWaterWARN Committee. In case the NCWaterWARN Committee Chair retires, resigns, or experiences a long-term absence, the Vice Chair acts in place of the Chair until the NCWaterWARN Committee elects a new Chair. It is desired that the Vice Chair move to the Committee Chair position because it is perceived as beneficial to continuity, but it is not a requirement.

2.2.3 Secretary

The Chair appoints the Secretary, who is responsible to record proceedings at all meetings of the NCWaterWARN Committee, and:

- Edit and publish any official administrative publications for the NCWaterWARN Committee

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- Receive and maintain a file of notes and records for the NCWaterWARN Committee and subcommittees
- Send official messages approved by the Chair to Member utilities – either directly or through the Intrastate Region Chairs
- Perform other administrative duties as assigned
- Maintains historical files of NCWaterWARN

2.2.4 Intrastate Regional Coordinators

NCWaterWARN state regions may align with or overlap NCEM, NC DEQ, PWSS, or NC DEQ, DWQ regions. Member utilities nominate and elect Intrastate Regional Coordinators from the same state region and who are responsible to:

- Represent Member utilities of the identified region on the NCWaterWARN Committee
- Attend NCWaterWARN Committee meetings
- Vote on matters pertaining to the operation and management of the NCWaterWARN
- Coordinate regional activity with the NCEM and other agencies
- Support members through the State Emergency Operations Center during a declared disaster
- Assist with the preparation of the annual meetings and trainings

3 Training, Exercises and Updates

3.1 Training

NCWaterWARN suggests ongoing training as described in this training plan to prepare Member utilities, Response Team Members and other relevant stakeholders. The training plan includes common training to enhance response with mutual aid/assistance resources and ensure the ability to coordinate response with outside agencies. Available online courses can be accessed at <https://training.fema.gov/is/crslist.aspx> while in-person suggested trainings can be found ,to include registration, at <https://terms.ncem.org/TRS/>. Each Member Utility is responsible to ensure designated employees:

- Understand the NCWaterWARN Agreement
- Review the NCWaterWARN Mutual Aid/Assistance Operational Plan
- Understand the NCWaterWARN web site, database, and other communication protocols
- Understand the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual
- Review the utility's safety procedures and Emergency Response Plan

Suggested training for Member Utility representative:

- ICS-100.Pwb Introduction to the Incident Command System for Water Sector Personnel (FEMA Online)
- IS-200 ICS for Single Resources and Initial Action Incidents (FEMA Online)
- IS-300 Intermediate ICS, Expanding Incidents (Classroom Instruction Only)
- IS-400 Advanced ICS, Command and General Staff – Complex Incidents (Classroom Instruction Only)
- IS-700 National Incident Management System, An Introduction (FEMA Online)
- IS-800.B National Response Framework (NRF), An Introduction (FEMA Online)
- IS-803 Emergency Support Function (ESF) #3- Public Works and Engineering (FEMA Online)
- IS-860 Introduction to the National Infrastructure Protection Plan (FEMA Online)

Suggested training for Member Utility representatives who are on the Operations Subcommittee:

- IS-630 Introduction to the Public Assistance Program (FEMA Online)
- IS-631 Public Assistance Operations I (FEMA Online)
- IS-632 Introduction to Debris Operations in FEMA's Public Assistance Program (FEMA Online)
- IS-701 Multi-agency Coordination Systems (FEMA Online)
- IS-703 NIMS Resource Management (FEMA Online)
- IS-706 NIMS Intrastate Mutual Aid - An Introduction (FEMA Online)
- NCEM Damage Assessment (Classroom Instruction Only)
- NCEM Debris Management (Classroom Instruction Only)

Suggested training for Member Utility representatives who are on the Training Subcommittee:

- NCEM HSEEP Training Course (Classroom Instruction Only)
- IS-120.a An Introduction to Exercises (FEMA Online)
- IS-130 Exercise Evaluation and Improvement Planning (FEMA Online)

The training plan can include courses or instructions on how to complete the NCWaterWARN Operational Plan documentation, including:

- Damage assessment

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- Tracking and documenting expenses using existing utility accounting forms
- Reimbursement following local and state emergency agencies' processes and procedures

3.2 Updating the NCWaterWARN Operation Plan

Following an incident or exercise, as requirements change, or every five (5) years, (whichever is soonest), the Executive Committee may accept comments on the Operational Plan from Member utilities. NCWaterWARN Member utilities will be notified that comments are being accepted. Feedback will be collected by the Executive Committee and consolidated into the Operational Plan as appropriate. The NCWaterWARN Executive Committee reviews the comments and approves any revisions to the NCWaterWARN Operational Plan. The NCWaterWARN Executive Committee communicates approved Operational Plan changes to NCWaterWARN Members and Advisory Board representatives and those persons who are assigned roles within the plan.

While the NCWaterWARN Executive Committee will inform and provide information to the Member utilities to train on the changes to the Operational Plan, it is the utility and Advisory Board representatives' responsibility to integrate the updated Operational Plan into their respective emergency response or emergency operations plans.

Any suggested changes that impact the agreement are handled separately from the Operational Plan updates. Two appointed legal representatives from Member utilities may review the suggestions to determine the impact on the agreement. Based on review of the impacts, the NCWaterWARN Executive Committee determines whether to submit the changes for a vote to the Member utilities. An announcement of the proposed changes is made to each Member utility that includes a ballot and deadline for a vote. Results of the vote will be shared with the Member utilities. Member utilities not in agreement with the changes may determine whether to continue with the NCWaterWARN program. The Planning Subcommittee reviews the Operational Plan and submits revisions to the NCWaterWARN Committee for approval. Upon approval of the NCWaterWARN Executive Committee, the Secretary makes the changes and distributes the revisions to the NCWaterWARN membership, and Advisory Board.

Any Member utility may also submit recommendations for revisions to the Operational Plan in writing to the Chair. The Chair will distribute the recommended revisions Executive to the Planning Committee for review and a decision to submit the revisions to the NCWaterWARN Executive Committee. The Planning Committee may recommend notice to the NCWaterWARN membership for comment and establish a comment period prior to the vote of the NCWaterWARN Committee on member suggested revisions. If notice to the NCWaterWARN membership is recommended, the Secretary will publish the notice and comment period to the NCWaterWARN membership, receive and record comments, and submit the comments back to the Planning Committee.

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4 Concept of Operations

4.1 NCWaterWARN Relation to Local and State Response

The relationship between NCWaterWARN and the local and state emergency response system is critical. This Operational Plan and other NIMS concepts enable local jurisdictional authorities to benefit from standard practices and frameworks. According to NIMS, local jurisdictions retain command, control, and other authority over response activities for their jurisdictional areas¹. Incidents typically begin and end locally and are managed on a daily basis at the lowest possible geographical, organizational, and jurisdictional level. Local jurisdictions also have flexibility to adjust the scale and scope of their response to the emergency.

Depending on the size of the emergency, all levels of response described below may not be needed every time the NCWaterWARN is activated. As all emergencies are local, if the resource needs can be addressed by one utility calling another that may be all that is needed. Communication with the NCWaterWARN Regional Coordinator is suggested so that the Executive Committee is aware that resources were requested. This can be accomplished via e-mail if available or contact with one designated person from the Operations Committee. In emergencies that affect more than one locality, coordination at the county level may be necessary. In an emergency that affects multiple counties, coordination at the state level may be necessary.

<u>Role:</u>	<u>Description of Activity:</u>
Utility Field Personnel	• These are the utility employees in the field responding to an emergency. • Homeland Security Act of 2002 (P.L.107-296) and Homeland Security Presidential Directive (HSPD) 8 identifies local utilities as first responders. • As first responders, utility employees in the field are trained and function within the Incident Command System (ICS). • Field personnel report to their respective employer utility while coordinating response with local emergency response agencies (e.g. law, fire and rescue, emergency medical, etc.). This is known as unity of command in ICS. • May utilize active SERT re-entry credential during an eligible event.
Utility (Private or Public)	• Public utilities can either be part of a city or county agency, or they can be an independently governed special district, not affiliated with a city or county. Public utilities comply with specific requirements, including the use of NIMS, to be eligible for federal preparedness grants. • Private utilities are generally investor owned and operated. While private utilities are not required to comply with NIMS, most choose to follow NIMS protocols as a best practice approach. • If the local utility is a city or county department or work unit, the utility may establish a department operations center (OC) and/or report directly to the appropriate city or county Emergency Operations Center (EOC). • Special districts or independent utilities may activate an agency OC, and/or depending on the number of cities or counties served, the utility may directly report to or participate with a city, county, or state EOC.
Local Government	• Depending on the size and complexity of an emergency, local governments

¹ Page 12. National Incident Management System. December 2008.

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<u>Role:</u>	<u>Description of Activity:</u>
(Cities)	may operate EOCs to coordinate resources and manage operations within the jurisdiction. - Local governments may assist the local utility with the emergency, provided that local resources and supplies are available and that Local Government response resources are available and can be dedicated to this responsibility. - If necessary, the city may request county and state assistance.
County Government	- Typically led by county management, a county EOC may be activated to coordinate the emergency response actions of all jurisdictions within the boundary of the county. - Upon request or when response to disruption of local drinking water or wastewater systems becomes a priority for the county), staff may be identified to help coordinate county resources to assist cities, special districts, and local utilities. - If necessary, the county may request State assistance.
NCWaterWARN	- Designated NcWaterWARN representatives may sit in the county and/or state EOC to facilitate information flow from damaged utilities, identify utility mutual aid/assistance resources, and coordinate response. - If the NcWaterWARN representatives do not sit in the state EOC, a representative may represent NcWaterWARN in the EOC remotely using WebEOC, or the NcWaterWARN representative may meet at a designated facility, a Member utility's Operations Center, or at the county and/or city EOC to help coordinate NcWaterWARN Member utility mutual aid/assistance response. - Depending on the organizational plan, when in a city, county, or state EOC, the NcWaterWARN representatives could be seated in the Operations Section, Planning Section, Response Coordination group, or another designated reporting location.
State Government	- As needed, the state coordinates state and regional resources to assist the cities and counties. - Typically led by state management, a state EOC may be activated to coordinate the emergency response actions of all jurisdictions within the state. - Upon request or when response to disruption of local water distribution becomes a priority, staff from NC DEQ, PWSS and NC DEQ, DWQ may be identified to help coordinate state resources to assist counties, cities, special districts, and local utilities. - As needed, the state may request assistance from the National Guard, drinking water primacy agency, wastewater permitting authority, other states (through EMAC), or federal government agencies.
Federal Government	Upon request, or when local drinking water or wastewater system disruption necessitates federal assistance, the Federal Emergency Management Agency (FEMA) coordinates federal emergency response resources through Emergency Support Function #3 (ESF #3), Public Works and Engineering. As the ESF #3 primary agency, the U.S. Army Corps of Engineers (USACE) is responsible for coordinating supplemental assistance to state and local jurisdictions.

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Role:

Description of Activity:

- As a support agency to ESF #3, the U.S. EPA works closely with USACE and FEMA. U.S. EPA is the lead federal agency responsible to support the water sector as detailed in HSPD-7.
- Federal emergency response resources may also be coordinated through ESF #10 (Oil and Hazardous Materials Response) where EPA is responsible for decontamination of water infrastructure and ambient water quality.
- ESF #8 (Public Health and Medical Services), in coordination with ESF #3 and ESF #10, may assist in assessing potable water, wastewater, solid waste disposal, and other environmental health issues; conducting field investigations, including collection and laboratory analysis of relevant samples; providing water purification and wastewater/solid waste disposal equipment and supplies; and providing technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

NCWaterWARN has a seat in the Infrastructure Section of the State EOC as a State Emergency Response Team (SERT) partner. A tactical action binder and copy of the OPLAN are maintained there for responding NcWaterWARN Staff.

During a local EOC activation or a State declared disaster, individual utilities may contact their County Emergency Manager or EOC or may contact another NcWaterWARN member utility. If another NcWaterWARN member utility is contacted directly during a declared disaster, the requesting utility must inform the County or State EOC of the NcWaterWARN mutual aid requested of assure there is no duplication of efforts to provide assistance and to protect potential reimbursement.

Response Considerations by Role

All emergencies are local and begin with the field² response. It is important for a utility to understand how to optimize the Incident Command System (ICS) principles and activities identified in the National Incident Management System (NIMS) and in ICS 100, ICS 200, and ICS 300 training courses. NcWaterWARN encourages members to obtain appropriate ICS training to have a greater understanding of their specific role in an ICS situation. The following pages are a brief guide on how to fit into the ICS structure.

Field Response

Using the Incident Command System (ICS), designated utility field personnel manage personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat. **Figure 3** demonstrates utility field personnel actions at a remote facility, plant, or main break.

² "Field" refers to any response remote from the utility headquarters. This could include response to a filter plant, pumping plant, pump station, main break, etc.

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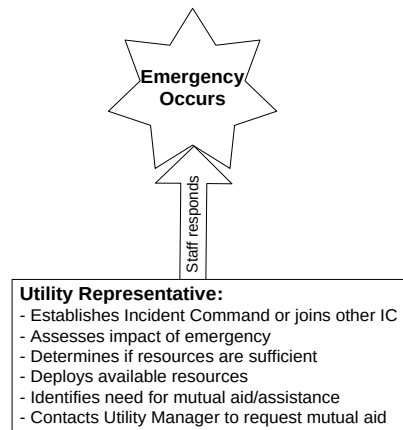


Figure 3 Utility Field Response

When the incident is a utility-specific event (such as a major water main break, or damage to a treatment plant, water pump, or enclosed clean water reservoir, etc.) the first utility responder to the scene becomes the Incident Commander (IC). The role of command remains at the field scene. The IC characterizes the scene, assesses the impact to the immediate surroundings, manages access to the scene, monitors the conditions and can best identify the resources required and where incoming resources specifically report. Additionally, the IC communicates with the utility's management, who directs all available resources of the utility to address the need of the emergency. In this case, the communication from the scene is a direct connection to the utility management. **Figure 4** demonstrates this direct communication link to the utility management where the decision to request mutual aid/assistance is made. Command remains in the field with the IC until command is transferred to another person in the field who is more qualified to handle the event, or the designated time for shift change is reached.

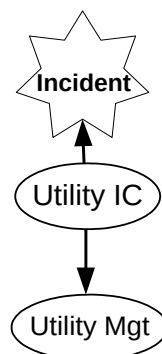


Figure 4 Utility IC Reporting to Utility MGMT

In the event the utility is called to respond to an incident where a law, fire, or public works Incident Commander (IC) is already identified, the utility responder becomes a part of the established response organization. According to ICS, when a person represents an agency (utility in this case) at the Incident

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Command Post, they are called an “Agency Representative.” The primary responsibility of the utility Agency Representative is to coordinate response of the utility management with the needs of the emergency and provide support to the Incident Commander (IC).

While working with the Incident Commander (IC), the utility Agency Representative establishes contact with utility management to report conditions and progress. **Figure 5** demonstrates how a utility Agency Representative from an independent utility reports to a law, fire, or public works IC while communicating with his or her utility management about the incident and resource needs. Utility management policies and response plans determine the exact reporting relationship and responsibilities. As a result, reporting relationships and responsibilities may vary by utility.

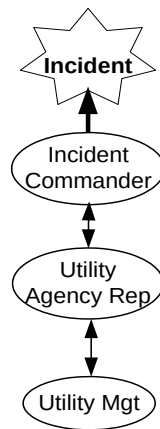


Figure 5 Utility "Agency Rep" Reporting to IC and Independent Utility MGMT

While command remains in the field with the Incident Commander (IC), for a utility that is part of a city or county government, the utility management may activate a Department Operations Center or Utility Operations Center to rally resources of the department to coordinate its response. The utility department may have to coordinate its response with other portions of the local government. **See Figure 6.**

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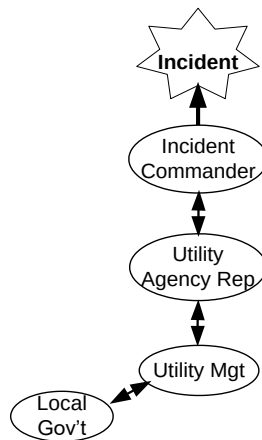


Figure 6 Utility "Utility Rep" Reporting as Part of City/County Government

4.2 Local Government

City and county governments respond to an emergency as dictated by their local emergency plans. For a city or county to declare an emergency, the jurisdiction needs to know the extent of damage in the local area (including impact on utilities) and the need for mutual aid/assistance. It would be appropriate for an NCWaterWARN Member utility in need to inform the local emergency management authority of the following information which is captured in the checklists and forms in the attachments to this plan:

- The Member utility which activated the NCWaterWARN Agreement
- Resources on their way
- The Member utility that is supplying the resources
- When to expect the arrival of resources
- The safe routes for ingress and access to staging locations

The city and/or county may designate specific staff to coordinate information and the needs of utilities within the city or county. The city and/or county employee needs to be educated on what the NCWaterWARN program is and how it can assist the city or county in responding to the needs of the utility community. In this case the NCWaterWARN Members are encouraged to communicate with the city or county. This coordination with local government is important, especially if local government establishes access controls limiting people entering a disaster area. As a local government needs assistance, the county may be requesting help and coordinating response with the state government.

4.3 NCWaterWARN

Once an NCWaterWARN Executive Committee (or Intrastate Regional Coordinator) member is contacted, the NCWaterWARN system is activated. Initially, the NCWaterWARN may be managed remotely using virtual technology (such as teleconference, e-mail communication tools or the ncwaterwarn.org website) to manage the information and response. As the need for coordination increases, trained volunteers from NCWaterWARN Member utilities that are not affected by the emergency may be requested to help with coordination of the NCWaterWARN. These volunteers from the NCWaterWARN Response Team (explanation of if or how these volunteers' resources are reimbursed is described in [Section 6](#) of this Operational Plan). The key responsibility would be to match needs with resources offered by utilities not affected by the emergency. During large events, the NCWaterWARN Response Team Members could be located at the state EOC or a local EOC near the

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incident location. Alternately, the NCWaterWARN Response Team Members could be located at an unaffected utility. In small events, NCWaterWARN Response Team Members could be located at a county or local EOC.

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5 NCWaterWARN Activation

Following an incident, each Member Utility initiates a damage assessment and evaluates its resource needs. When a Member Utility determines that mutual aid/assistance is warranted, it has three options for receiving mutual aid and assistance: local mutual aid agreements, NCWaterWARN, or an existing Statewide Mutual Aid Agreement.

5.1 Who Activates NCWaterWARN?

Any Member Utility of NCWaterWARN can determine that it needs the assistance of another Member Utility and therefore can decide to activate the WARN Agreement. The WARN Agreement can be activated by a Utility-to-Utility request preferably via the NCWaterWARN website by opening an emergency or via direct contact between Utilities. A Member Utility activating the WARN Agreement is referred to as the Requesting Utility. When the resources of a Responding Utility fill the need of the Requesting Utility, the Authorized Representatives confer and agree on the terms of deployment.

5.2 What is Activated?

The WARN Agreement provides the terms of reimbursement to the Responding Utility and a release of liability for services provided. It does not determine the response times, amenities provided to the Responding Utility, or any other operations-specific needs. In addition, the WARN Agreement does not dictate the activation of the EOC of the Responding Utility. These items are determined by dialogue between the Requesting Utility and a Responding Utility at the time of the emergency.

5.3 Pre-Event Activation

Some types of emergencies (e.g., severe storms or hurricanes) can be characterized as “warning” or “notice” events due to a build-up of intensity over time and/or scientific methods of predicting an event. This type of event allows Member Utilities to anticipate the magnitude of damage and therefore response needs. Activating prior to the disaster opens the lines of communication and coordination among Member Utilities, which helps to ensure a timely and proactive response. The Requesting Utility can initiate the following activities:

- Notify Member utilities of the expected conditions
- Maintain contact with Member Utilities about changing conditions and information
- Receive requested resources and identify follow-up actions

Other disasters provide no warning or notice (e.g., earthquakes), or end up impacting a Utility in a greater way than anticipated (e.g., flash flooding). Activations during these events do not have the added benefit of pre-event planning.

5.4 Notification of an Emergency/Request for Assistance

Notification occurs when a Requesting Utility notifies a Member Utility that they need resources. Initial communication occurs preferably via the NCWaterWARN website. If conducted via phone or email, the NCWaterWARN Request form found in [Section 10](#) may be used.

(Form A: NCWaterWARN Emergency Notification and Request Form)

The utility requesting mutual aid/assistance gathers the following information:

- Type of incident

- Impact on Utility
- Number of agencies in response
- Known limitations or restrictions
- Available communication tools

5.5 Response to a Request for Assistance

A Member Utility is not obligated to respond to a request. Once a Member Utility receives a request for assistance, the Authorized Representative evaluates whether or not to respond. The Authorized Representative considers these questions:

- Does my Utility have the resources requested?
- Do the resources meet the operational requirements that the Requesting Utility identified (refer to the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual)?
- Did this event impact normal operation?
- If we provide resources, can we maintain our ability to respond to unanticipated needs?

If the Authorized Representative determines that resources are available to respond to the Requesting Utility, thereafter the Member utility is referred to as a Responding Utility. The Authorized Representative of the Responding Utility communicates, as soon as possible, with the Requesting Utility that it is available to respond and provides the approximate arrival time of such assistance. When possible, the Authorized Representatives of both the Requesting and Responding Utilities will confirm all verbal agreements with written documentation preferably through the NCWaterWARN website or otherwise via email. If conducted via phone or email, the NCWaterWARN Responding Utility Authorization and Contact form found in [Section 10](#) may be used.

([Form B: NCWaterWARN Responding Utility Authorization and Contact Form](#))

In addition, the Authorizing Representatives will clarify and agree upon the following items:

- Requesting Utility's ability to provide care and shelter (food, sleeping arrangements, first aid, etc.) for personnel and resources,
- Reimbursement process to determine whether the Responding Utility follows the reimbursement article of the WARN Agreement, and
- What aid the Responding Utility can provide, the cost, and confirmation of the approval from the Authorized Representative and the Member Utility's management to provide aid.

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If agreement is reached on the above items, the Authorized Representatives will accept the offer of assistance via the website, phone call or complete and transmit the appropriate authorization forms described in [Section 5: Response Considerations](#).

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6 Response Considerations

Upon agreement of two or more Member Utilities to share their resources, both the Requesting Utility and the Responding Utility are responsible for ensuring the safe and effective use of their resources. This section provides basic considerations for response based on lessons learned from previous disasters.

6.1 Requesting Utility

In general, the Requesting Utility is responsible to complete the following tasks:

- Use the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual to determine how to type the resources requested and which Member Utilities can potentially meet that need, use the FEMA Schedule of Equipment Rates to determine potential Responding Utility reimbursement.
- Preferably use the [NCWaterWARN](#) website to open emergency and request assistance. Alternately, the Utility may use [Form A: NCVaterWARN Emergency Notification and Request Form](#) to initiate the mutual aid/assistance process and then transmit the form to potential Responding Utility(ies) via email. The Utilities may follow-up with a phone call to discuss resource needs and conditions of use, such as duration of response commitment, potential ancillary fees etc., with potential Responding Utility(ies) to accept assistance and coordinate response activities.
- If necessary, assign a Mutual Aid Coordinator to address care, feeding, and other support for incoming mutual aid personnel.
- If necessary, notify local emergency management coordinating partners, all law enforcement agencies coordinating check points, and the Operational Area of the incoming mutual aid. If deemed necessary, identify a Staging Area and assign a Staging Area Manager for incoming mutual aid. See Staging Area Manager Checklist found in [Section 11](#).
- Identify work assignments for the incoming mutual aid
- Consider how to integrate incoming mutual aid resources with existing workforce, and
- Develop a demobilization plan that includes protocols on how and when mutual aid resources will be released.

6.2 Responding Utility

In general, the Responding Utility is responsible to complete the following tasks:

(See Responding Utility Procedures in [Section 9](#) for step by step process.)

- If responding to an emergency opened via [the NCVaterWARN website](#), phone call or email, review and determine if request can be met.
- If the request can be met, provide the Requesting Utility with a list of resources available, responding personnel contact information and any other pertinent information relative to the response activity, such as system specific ancillary

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fee schedule, preferably via the website or alternately via email utilizing **Form B: NCWaterWARN** Responding Utility Authorization and Contact Form.

- Identify supervisors and staff to respond to the Requesting Utility and consider which employees can adapt to the environment of the incident (consider physical, mental health & environmental impacts).
- Estimate the cost per hour of responding equipment and personnel and relay estimated response cost to the Requesting Utility when appropriate.
- Develop a Communications Plan between supervisors of the responding teams and the Responding Utility.
- Conduct a deployment briefing with all staff on the responding teams. Include the following items:
 - o ICS refresher courses and command structure of incident, if known o Pre-deployment health and safety considerations, including but not limited to, immunizations, special tools, and/or clothing
 - o Environmental conditions and shelter arrangements
 - o Rules of conduct during deployment, including but not limited to, activities allowed after work hours
 - o Review of documentation procedures
- Inform Requesting Utility of the Responding Utility's deployment and estimated time of arrival.

6.3 Requesting Utility Demobilization

Following standard ICS practices of demobilization, the Requesting Utility writes a demobilization plan on how to coordinate the return of resources, including the debriefing of staff and the inspection of equipment and materials. The plan should:

- Capture personnel evaluations and identify future tactical resource needs. This would be conducted by both the Requesting Utility prior to releasing the personnel, as well as by the Responding Utility once its personnel are back.
- Identify release priorities and procedures. This would include internal resources, mutual aid resources, and any contracted resources.

6.4 Responding Utility Demobilization

While preparing to demobilize and prior to leaving, the Responding Utility's team is responsible to complete the following tasks:

- Deliver any documentation collected but not previously submitted during response to the Requesting Utility

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- Return any sensitive or confidential information to the Requesting Utility, and • Collect all information on costs and process it through the Requesting Utility Finance and Administration Function. Keep copies of all cost documentation for Responding Utility Information including:
 - o Injury reports
 - o Timesheets of Material purchased and Equipment used

If applicable, the Responding Utility will prepare appropriate invoices as described in [the NCWaterWARN Agreement](#).

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7 NCWaterWARN Response Coordination

The NCWaterWARN Response Team is organized to assist as part of a Multi-Agency Coordination (MAC) system when water sector utilities need support. At the county or state level the NCWaterWARN Response Team may become part of an Area Command. The general responsibilities include the following (See **Attachment I: Response Team Member Checklist** for more detail):

- Coordinate and compile damage reports from utilities
- Coordinate damage assessment activities with other agencies, e.g., county emergency management agencies, utility engineers, DEQ PWSS, DEQ DWQ, etc.
- Log, track, and display damage assessment information
- Provide damage assessment information to the NCWaterWARN Leader or designated resource coordination Response Team Member to facilitate incident prioritization
- Assemble and maintain information concerning critical facilities and special needs facilities associated with each utility included in the NCWaterWARN Operational Plan
- Transmit Damage Assessment Reports to the other appropriate agencies, as requested
- Support mutual aid crews in the field interacting with the public to gather more information as the emergency unfolds, and methods to gather damage information
- Coordinate damage data with the state and FEMA responders to assist in the recovery process
- Act as a liaison to the Utilities Branch of the county, region, and/or state level emergency operation centers
- Identify one member of the NCWaterWARN Response Team to represent NCWaterWARN at the incident briefings and meetings
- Monitor the number of requests
- Identify possible sources of additional support for NCWaterWARN Member Utilities
- Identify gaps in the requests and resources available
- Response Team EOC representative will post information and requests on WebEOC as appropriate
- Response Team EOC representative will maintain interface with SERT partners at State or Local EOC

The NCWaterWARN Response Team may coordinate various activities. The type of incident and extent of damage may determine exactly which activities are required. As the incident expands each NCWaterWARN Response Team Member may be assigned to focus on just one activity (the **Attachment I: NCWaterWARN Response Team Member Checklist** is formatted to facilitate this concept) and interface with the NCWaterWARN EOC representative:

- Manage Damage Assessment Data
- Receive, Track, and Monitor Requests
- Coordinate Resource Orders
- Coordinate Staging Area Information.

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8 NCWaterWARN Communication Tools

The primary communications tools available to the NCWaterWARN Member utilities include the typical systems of landline telephone, cellular phone, fax, and e-mail. A unique aspect of the NCWaterWARN program is use of the NCWaterWARN Web site, when established, will bring all of these systems together. The Web site will include a list of NCWaterWARN Member utilities and the contact information for each Member utility.

Questions during response can be addressed by calling NCWaterWARN Committee or Response Team contacts.

8.1 NCWaterWARN.org

The NCWaterWARN operates a website which allows Member Utilities to access relevant and up-to-date information before, during, and after an emergency. The website includes a public and Member-only side. The public side allows for promoting and marketing the WARN and educating the general public on preparedness efforts of water/wastewater Utilities. The Member-only side of the website allows access to information such as:

- Utility Member Contact Information
- Resource Requests
- Damage Assessment Reporting
- Emergency and Lessons Learned Forum

The NCWaterWARN website allows a Member Utility to identify resources directly and lists the contact information for Member Utilities to contact one another to inquire about the availability of resources and request their use. Every six months Member utilities are encouraged to print out a hard copy of the database, so that when power or Internet is not available during an emergency, the data is still available. The NCWaterWARN website instructions are included in this plan on how to access online information.

The website includes contact information for the Executive Steering Committee. Issues or questions during response can be addressed by communicating with the Steering Committee. Member Utilities are encouraged to print out their contact information sheets and keep them with the hard copy of database resources.

For more information reference the NCWaterWARN Website Membership Basics Appendix.

8.2 Radio Systems

Secondary communication tools are utility-owned 800 MHz or other radio systems. Radio is secondary due to the lack of interoperability between radios. Interoperability of radio systems would be optimal, but cannot always be achieved, due to expense. It is preferable that NCWaterWARN Member utilities consider alternative plans to achieve the same result. NCWaterWARN Member utilities can maintain a cache of additional radios to distribute to incoming mutual aid/assistance supervisors for communications during an emergency. Additionally, NCWaterWARN Member utilities can consider HAM radio as an optional backup radio system.

8.3 Communications on Wheels (COWs)

In the event of communications failures, local emergency management may arrange for COWs to provide temporary telecommunications services.

A statewide interoperability tool is available through the state to provide first responders with the ability to speak with each other during a disaster regardless of their differences in communications resources. The system is called the Voice Interoperability Plan for Emergency Responders (VIPER) and it works off a radio network available across the state.

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9 After Action Report and Improvement Plan

9.1 After Action Report

After an exercise or an event, all NCWaterWARN Members involved with mutual aid response are encouraged to meet and complete an After-action Report and consider creating an Improvement Plan. After action reviews and reports are typically carried out by NCWaterWARN Member utilities that assisted in the NCWaterWARN Response Team. The reviews and reports require input from all key players and groups involved in the response and recovery. Therefore, if the incident is small and only involves a small number of NCWaterWARN Member utilities, then it may fall to the affected utility to carry out this step of the process. If the incident is large and involves many agencies and jurisdictions, the NCWaterWARN Response Team Members may coordinate the after-action review and report process among all the participants. In this case, the NCWaterWARN Chair or EOC representative should participate in the after-action review at the state level.

The designated Member utility will initiate a debriefing to discuss the overall activities and lessons learned. The debriefing reviews actions and activities from the response and recovery to the event. NCWaterWARN Response Team Members can expect to provide a quick review of activities under their function and describe what went well for them, what did not work well, what steps can be taken to improve the situation, or other lessons learned. This meeting allows for open discussion of opportunities for improvement, actions taken, and the decisions they were based on, and potential future improvements.

The designated Member utility collects responses during this meeting and assembles them in an After-Action Report that briefly summarizes the actions taken during the response. The After-Action Report can include a brief description of the incident, the actions taken, and what needs to change in the future.

The following list of questions addresses key aspects of response. (The list is not all-inclusive.) In summary, the questions focus on what went well, what did not go well, what needs to be improved, or other lessons learned. The following questions are examples of what may be asked as part of an After-action Report:

- Notification
 - What was the number and frequency of notifications?
 - Did the number and frequency provide an accurate operational understanding of the emergency?
 - Were there gaps in notification?
- Activation
 - How did activation occur for utilities, NCWaterWARN, and other stakeholders?
 - How quickly did “full” activation occur between stakeholders that responded?
 - How can the activation process be improved or streamlined?

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- Were the different departments (or jurisdictions and agencies) able to activate their plans and processes during this incident?
- Coordination
 - Were Member utilities well-coordinated and matched to assignments according to skill?
 - What can be done in the future to maximize available resources?
 - What went well? Were the goals met?
 - What went wrong and what was done to correct it?
 - What can be improved?
 - Were resources interoperable?
 - Were the resources that were requested the same as the ones that were delivered?
 - Were databases used and are they interoperable across different workgroups and jurisdictions?
 - Were GIS coordinates available for use in response?
- Mobilization
 - Was the information gathered from notifications sufficient to accurately organize and prepare for mobilization?
 - How quickly did “full” mobilization occur between stakeholders that responded?
- Operational Support
 - What actually occurred at all levels of participation (timeline)?
 - What were the pre-event plans and processes for preparedness, response, recovery, and mitigation?
 - Did the plans and processes meet the need of jurisdictions and agencies responding to this event?
 - How accurately were resource requests anticipated and fulfilled?
 - How can procedures for pre-staging resources, making and fulfilling resource requests, tracking and reporting on resource status, and recovering resources be improved?
 - How accurately were personnel requests anticipated and fulfilled?
 - What were some success stories?
 - What areas need improvement to facilitate response in the future?
- Demobilization
 - Was a demobilization plan in place before the event? Was it followed?
 - What worked well?
 - What did not work well and were steps taken to address the situation?
 - What can be improved for the future and what options are available?
- EOC Interface (local and/or State) [if applicable]
 - Was NCWaterWARN an active participant in the EOC?
 - Were communications between NCWaterWARN and the EOC effective?
 - Did the EOC understand utility priorities?
 - Can the interface between the EOC and NCWaterWARN be improved?
- Miscellaneous
 - What are some other lessons learned not captured above?

Improvement Plan

The After-action Report with the assessments and recommendations then serves as the basis for the Improvement Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. The Homeland Security Exercise and Evaluation Program provides information and guidance on conducting an After-action Review and Improvement Plan. Receiving and Responding Member Utilities may conduct internal AAR and Improvement Plans in addition to participation in the NCWaterWARN AAR and IP if circumstances warrant that level of review and action. Elements for an Improvement Plan should include:

- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Actions continually monitored and reviewed as part of an organizational Improvement Program

An individual can be elected or appointed to manage a Improvement Program to resolve corrective actions resulting from exercises, policy discussions and real-world events and support the scheduling and development of subsequent training and exercises.

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10 Appendix, Forms and Checklists

Attached are supporting documents, checklists, and forms used in response to an emergency.

10.1 Appendices

Appendix A – NCWaterWARN Website Instructions

[Appendix B – Mutual Aid and Assistance Responder Accommodations Checklist](#)

10.2 Forms

Form A: Emergency Notification and Request Form

Form B: NCWaterWARN Responding Utility and Authorization Contact Form

Form C: ICS 214 Form – Event Log

Form D: NCWaterWARN Activity Summary Sheet for SEOC

Form E: Cost Estimator Worksheet (NCEM)

Form F: Staging Area Manager Checklist

Form G: Daily Briefing Considerations (*Alternate ICS 204 Form*)

11 Appendix A - NCWaterWARN Website Instructions

- A. Logging in: The first time you login, the system will ask you to change your password. Default logins are set to "password". Most account's user name will be your first and last name, all lowercase and no spaces. Once you complete the change password screen, you'll be taken back to the login page to login again with your new password.

The figure shows two side-by-side web forms. The left form is titled 'Member Login' and contains fields for 'User Name' (with the text 'josephfad') and 'Password' (with masked characters). Below these fields is a checkbox labeled 'Remember me next time.' and a 'Login' button. A link 'Forgot your password?' is at the bottom. The right form is titled 'Change Your Password' and contains fields for 'Password', 'New Password', and 'Confirm New Password', all with masked characters. At the bottom are 'Change Password' and 'Cancel' buttons.

Figure 7

- B. Membership Home Page: Once logged in as a member you view will look something similar to Figure 2.

a. Side Menu

- i. Emergencies: opens page to view other system's emergencies and your open/closed emergencies.

The figure shows two sections of a web page. The top section is titled 'Other System's Open Emergencies' with a link 'View Closed Emergencies' on the right. Below the title is a light blue box containing the text 'No Emergencies'. The bottom section is titled 'My Open Emergencies' with links 'Add' and 'View Closed Emergencies' on the right. Below this title is another light blue box containing the text 'No Emergencies'.

Figure 8

- ii. Resources: opens page to view and search for all resources. The selecting a resource and searching by distance of a zip code will return a list of all systems that have that resource. There is also an expanded resources link that will show all sub-resources available under each resource type/group. Figure 9 shows the expanded resource view.

Resources Search

Search for

ctrl + click to select multiple items

- Alternate Water Supply
- Bottled Water (Cases)
- Filling Station
- Water Buffalo
- Water-Hauling Truck
- AWWA Resource Typing
- Cntrl Sys, SCADA & Radio Sys Repair Type I
- Cntrl Sys, SCADA & Radio Sys Repair Type II
- Cntrl Sys, SCADA & Radio Sys Repair Type III
- Cntrl Sys, SCADA & Radio Sys Repair Type IV
- Facs Access Rest & Debris Clearing Type I

[Condensed Resources](#)

Within

Of zip code

Figure 9

- iii. Membership: opens page to search for all memberships with a system. The results will show the name of the system, address and primary contact. You can export this search as a PDF or click on the system name to see more details about that system. (Figure 10)

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Membership Search

Members within

Of zip code

Membership Search Results
[Save as PDF](#)

<u>BPro Inc</u> 124 W Dakota Ave Pierre, NC 28405	Updated: 6/28/18 Joe Faddoul 605-295-0700 - Mobile	Miles: 0
<u>Cape Fear Public Utility Authority</u> 235 Government Center Drive Wilmington, NC 28403	Updated: 6/29/18 Eric Hatcher 910-599-1554 - Mobile	Miles: 4.14
<u>Town of Wrightsville Beach Water and Sewer Department</u> 200 Parmele Blvd Wrightsville Beach, NC 28480	Updated: --/--/-- William Squires 910-256-7935 - Work	Miles: 4.5
<u>Town of Carolina Beach</u> 1112 N. Lake Park Blvd	Updated: --/--/-- Gil Dubois	Miles: 15.23

Figure 10

- iv. My Profile: takes the user back to the account's home page
- v. Site Support Center: opens the page used for seeing any videos and documents used by the members for use in operating the WARN site.
- vi. Home: takes the user back to their default page similar to My Profile.
- vii. Logout: logs out the current user and returns to the site's default page.
- b. Information Center Membership (Figure 11)
 - i. Emergencies: list all emergencies under your membership and under your account. There's a link to add a new emergency and view all emergencies. It is better to add emergencies from the system instead of the membership.
 - ii. Bulletins: lists any active bulletins created by system admins.
 - iii. Member Details: shows your membership's information. There are links to edit or delete the membership.
 - iv. Member Address: your membership's current address with a link to edit that address.
 - v. Member Systems: List systems related to the membership. Although it is possible for a membership to own more than one system, it is not a normal practice in the WARN application. Links available to add, edit or delete systems.

Emergencies
Resources
Membership
My Profile

Site Support Center

Home
Logout

Misc Links
[Web](#) [EOC](#) [Login](#)

Contact Us
NCWaterWARN Administration
[Contact Us](#)

NCWaterWARN Member Information Center

Emergencies [Add](#) | [View All](#)

Member Emergencies
No Member Emergencies

My Emergencies
No My Emergencies

Member Bulletin
No Bulletins At This Time.

Member Details [Delete](#) | [Edit](#)

Member Name: BPro Inc
Member Type: Water & Wastewater
MAA On File: Yes
Water Population: 15,250
Wastewater Population: 15,250

Member Address [Edit](#)

124 W Dakota Ave
Pierre, NC 28405

Member Systems [Add](#)

BPro Inc 124 W Dakota Ave Pierre NC 28405 [View](#) | [Delete](#)

Figure 11

- C. Adding a new emergency: The process to add a new emergency is fairly simple. There is one page to fill out with many fields and options. Required fields are marked with an asterisk.
- Once logged into your account and in your **system** view, click on the “Add” link in the red emergencies header (**Error! Reference source not found.**) or click on the emergencies menu link and from there is another “Add” link to create a new emergency located in the my open emergencies blue header.
 - Emergency Notification Form: Fill in appropriate fields
 - Resources: Add any resources you need for this emergency that other systems can supply when they respond. To add a resource to the emergency, select the appropriate resource, enter the quantity, enter any notes or instructions and click the “Add” button. The resource will be added to the list below under the “Resources” section in the emergency form. (Figure 12)

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Resource needed:

Quantity:

Additional information to include: time frame resource is needed, volt or amp specifications, cables needed, any specific detail or instructions:

Mouse over "Additional Info" to see the details.

Resources			
250 KW	Additional Info	2	Delete

Figure 12

- d. Cell Phone Message: edit or add any information here that will be sent to any contacts for any systems that are included in this emergency. Remember to keep the length to a minimum as text messages are limited to size depending on the receiver's plan and phone type.
- e. Select yes/no to send text messages or emails for this emergency.
- f. Systems Included in Emergency: Here you can select single/multiple systems to include in the notification process or you can select a distance that will find all systems within that distance of your zip code entered in the zip code field.

Send emergency to contacts within selected systems:

To select multiple systems, hold down the control button.

Or select a radius

Send emergency to members within of zip code

Figure 13

- g. Send Button: Click this button to save and send out the notifications to any systems included in your emergency if you selected yes to send out texts and/or emails.
- D. Information Center System View: **(Error! Reference source not found.)** The System view looks similar to the membership page but shows the details of the system. From here the user will manage the details of their system.

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- a. Emergencies: Use this tool instead of the one under membership. That way the emergencies you create will be linked to your system.
- b. Bulletins:
- c. System Details:
- d. System Address:
- e. System Contacts: (Figure 14)
 - i. The “Contact” link will take you to a form to send correspondence to all contacts in this system.
 - ii. Add, Edit and Delete links to manage your system contacts.
 - iii. When adding a new phone number, select the “Phone Type” first. If adding a mobile number, once you select that phone type, the Cell Carrier will enable. Be sure to enter the mobile number first before selecting the cell carrier so the system can create the appropriate texting address.

The screenshot shows the 'System Contacts' form. It has a dark blue header with the title 'System Contacts'. Below the header, there are several input fields: 'Name' (split into 'first' and 'last' with 'Joe' and 'Faddoul' entered), 'Type' (a dropdown menu set to 'Primary'), 'Email' (a text box with 'joseph.faddoul@bpro.com' and a checkbox for 'No AOL Emails'), 'Phone Type' (a dropdown menu set to 'Work'), 'Number' (a text box), 'Cell Carrier' (a dropdown menu set to 'Not Listed'), and 'Texting Address' (a text box). There is an 'Add' button below these fields. Below the 'Add' button is a table titled 'Phone Numbers' with one row containing 'Mobile', '605-295-0700', '6052950700@mms.att.net', and a 'Delete' link. Below the table is a section titled 'WEBSITE ACCESS ACCOUNT' with a radio button for 'Grant contact web access?' (set to 'Yes'), and three text boxes for 'Username' (containing 'josephfad'), 'Password', and 'Confirm Password'. At the bottom are 'Save' and 'Cancel' buttons.

Phone Numbers			
Mobile	605-295-0700	6052950700@mms.att.net	Delete

Figure 14

- f. System Resources: Manage your system resources here (Figure 15) by clicking on the “Add/Edit” link.

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System Resources

[\[+\] Alternate Water Supply](#)
[\[+\] AWWA Resource Typing](#)
[\[+\] Communications Equipment](#)
[\[+\] Generators](#)
[\[+\] Hose, Discharge](#)
[\[+\] Hose, Suction](#)
[\[+\] Laboratory Resources Capabilities](#)
[\[+\] Miscellaneous Equipment](#)
[\[+\] Operator Certified Crew Members](#)
[\[+\] Personnel](#)
[\[-\] Pumps](#)

0

2 Inch Portable (Centrifugal)

0

3 Inch Portable (Centrifugal)

0

4 Inch Trailer Mounted (Centrifugal)

1

6 Inch Trailer Mounted (Centrifugal)

0

8 Inch Trailer Mounted (Centrifugal)

0

10 Inch Trailer Mounted (Centrifugal)

0

12 Inch Trailer Mounted (Centrifugal)

0

3 Inch Hydraulic Pump

0

4 Inch Hydraulic Pump

0

6 Inch Hydraulic Pump

0

8 Inch Hydraulic Pump

0

Chemical Feed Pump

0

Chemical Feed Pump Repair Kits

0

Other Pumps

[\[+\] Safety Equipment](#)
[\[+\] System Equipment](#)
[\[+\] Vehicles and Heavy Equipment](#)

Save Changes

Cancel

Figure 15

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 **Emergencies**

[Add](#) | [View All](#)

Member Emergencies
No Member Emergencies

My Emergencies
No My Emergencies

 **Member Bulletin**

No Bulletins At This Time.

System Details

[Edit](#)

System: BPro Inc
Member: [BPro Inc](#)
Type: Water & Wastewater
NCWaterWARN Region: Wilmington
County: New Handover
Watershed:

Water Connections: 50
Water Population: 15,250
Water MGD: 100.0
Wastewater Connections: 60
Wastewater Population: 15,250
Wastewater MGD: 100.0

System Address

[Edit](#)

124 W Dakota Ave
Pierre, NC 28405

System Contacts

[Contact](#) | [Add](#)

Joe Faddoul Primary joseph.faddoul@bpro.com 605-295-07...
[Edit](#) | [Delete](#)

System Resources

[Add/Edit](#)

Generators
10 KW (2)
20 KW (3)
30 KW (4)
40 KW (4)
50 KW (4)
500 KW (5)

Figure 10

12 Appendix B - Mutual Aid and Assistance Responder Accommodations Checklist

**Mutual Aid and Assistance Responders
Accommodations Checklist**

Note: It must be recognized by all parties involved that accommodations in emergency mutual aid and assistance situations are highly variable and subject to change. Information on this form is provided in good faith and is non-binding. Responders should be as prepared as possible for self-sufficiency and changes in conditions.

Requestor Location / Utility: _____ **Incident:** _____

Comments:

Access

Staging or reporting location: _____

Recommended route into area: _____

An escort from the requestor will be necessary in order for responders to clear access check-points and reach the requestor:

Yes ____ No ____

The requestor will be able to provide that escort:

Yes ____ No ____

Comments: _____

Special documentation or credentials will be required in order for the responders to clear access check-points: Yes ____ No ____

Explain: _____

Curfews are in place: Yes ____ No ____

Explain: _____

Most street signs are in place: Yes ____ No ____

Requestor will be able to provide local maps: Yes ____ No ____

Requestor will be able to provide GPS coordinates: Yes ____ No ____

Requestor will be able to provide GPS units: Yes ____ No ____

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Housing and Sanitation

Normal hotel / motel accommodations available:

Yes _____ No _____
To be arranged by: Requestor _____ Utility name: _____
Responder _____
To be paid for by: Requestor _____ Utility name: _____
Responder _____

Approximate distance from work location: _____ miles

Comments: _____

Temporary shelter provided by requestor or other assisting agencies:

Yes _____ No _____ Agency name: _____
Restrooms: Yes _____ No _____
Portable toilets: Yes _____ No _____
Showers: Yes _____ No _____
Beds or cots: Yes _____ No _____
Bedding provided: Yes _____ No _____
Climate controlled: Yes _____ No _____
Location: _____
Distance to staging area: _____
Distance to work location: _____
Comments: _____

Shelter (tents , campers, etc.) must be provided by responder:

Yes _____ No _____
Location provided: Yes _____ No _____
Hook-ups available: Water _____ Elect _____ Sewer _____
Sewer dump location available: Yes _____ No _____
Restrooms: Yes _____ No _____
Portable toilets: Yes _____ No _____
Showers: Yes _____ No _____
Portable generators permitted: Yes _____ No _____
Gasoline _____ Diesel fuel _____ available for generators
Comments: _____

Sanitation facilities at work location:

Restrooms with running water nearby: Yes _____ No _____
Portable toilets: Yes _____ No _____
Comments: _____

Expected temperature range (F): _____ Five-day weather forecast: _____

Long-range forecast: _____

Other housing and sanitation comments: _____

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Food and Water

Restaurants available: Yes _____ No _____
Meals to be financially arranged by: Requestor _____ Responsible utility:
_____ Responder _____
Approximate distance from work location: _____ miles
Comments:

Meals provided by requestor: Yes _____ No _____
Provider name: _____
Comments:

Grocery stores open and stocked: Yes _____ No _____
Distance from work location: _____ miles
Open with limited stock: _____
Distance from work location: _____ miles
Comments:

Food must be provided by responders: _____
Refrigeration available: Yes _____ No _____
Cooking facilities available: Yes _____ No _____
Ice available: Yes _____ No _____
Provided by requestor: Yes _____ No _____
Available for purchase: Yes _____ No _____
Comments:

Running water available for drinking, bathing, etc.: Yes _____ No _____
Running water available for bathing, etc., only: Yes _____ No _____
Bottled water available: Yes _____ No _____
Provided by requestor _____ Available for purchase _____
No water available -- all water must be brought by responders _____
Comments:

Other food and water comments:

Employee Safety:

First aid services available: Yes _____ No _____
Paramedic / EMT services available: Yes _____ No _____
Trauma services available: Yes _____ No _____
Hospital services available: Yes _____ No _____
Comments:

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Employee Safety (cont.):

Current inoculations required of responders:

Tetanus _____
Hep A _____
Hep B _____
Others: _____

Basic PPE always required of all responders

Basic PPE: hard hat, safety vest, safety shoes, appropriate boots,
appropriate gloves, raingear and eye and ear protection as needed
Chain saw operator PPE: add chaps

Special PPE recommended or required: _____
Other potential exposures or conditions: _____
Animal or insect hazards or nuisances present: _____
Injury reporting procedure: _____
Comments: _____

Psychological conditions anticipated:

Routine storm damage _____
Significant damage to properties _____
Significant loss of livestock _____
Significant loss of companion animals _____
Significant loss of life and/or human suffering _____
Finding of human corpses possible _____ probable _____
Psychological counseling provided: Yes _____ No _____
Comments: _____

Communications:

Voice Communications:

Normal telephone service available: Yes _____ No _____
Phones available: _____ Pay phones available: Yes _____ No _____
Cell phones operable: Yes _____ No _____ Limited coverage _____
Satellite telephones provided: Yes _____ No _____
Requestor will be able to provide responder teams with one two-way radio per
team: Yes _____ No _____
Radio frequency used: _____
Comments: _____

Data Communications:

Wired or wireless high-speed Internet access available: Yes _____ No _____
Dial-up Internet access available: Yes _____ No _____

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Vehicular and Equipment Needs:

Requestors will provide or ensure availability of vehicle diesel fuel and gasoline

Utility name: _____

Available for purchase _____

Responders must bring own diesel fuel _____ and gasoline _____

In disasters involving structural debris on roadways:

Requestors will provide or ensure availability of tire repair services:

Yes _____ No _____

Utility name: _____

Commercially available at charge _____

Responders must bring own tire repair capabilities: Yes _____ No _____

Chain saw parts and repair services available: Yes _____ No _____

Provided by (agency name): _____

Commercially available at charge: Yes _____ No _____

Must be provided by responders: Yes _____ No _____

Comments:

Vehicle and heavy equipment services

Provided by requestor: Yes _____ No _____

Commercially available: Yes _____ No _____

Responders must bring own vehicle and heavy equipment repair capabilities: _____

Local businesses of relevance to responders that are not open:

Other Responders' Needs

Financial:

Banks open: Yes _____ No _____

Bank teller machines operational: Yes _____ No _____

Credit cards OK at most business establishments: Yes _____ No _____

Responders purchase orders likely accepted: Yes _____ No _____

Travelers' checks accepted: Yes _____ No _____

Cash required: Yes _____ No _____ Suggested amount: _____

Notable cash-related security issues, if any: _____

Coins needed for laundry machines, vending machines, etc. Yes _____ No _____

Comments:

MUTUAL AID/ASSISTANCE OPERATIONAL PLAN

Other Responders' Needs (cont.)

Laundry services available: Yes _____ No _____
Provided by requestor _____ Coin laundry services available _____
Comments:

Other comments:

Form Completed By: **Name:** _____
Signature: _____
Title / Role: _____
Agency: _____
Date: _____

**RESOLUTION AUTHORIZING PARTICIPATION IN THE NORTH
CAROLINA WATER AND WASTEWATER AGENCY RESPONSE
NETWORK (NCWATERWARN) MUTUAL AID AND ASSISTANCE
PROGRAM**

WHEREAS the Town of Clayton recognizes that emergencies may require outside assistance in the form of personnel, equipment, materials, and supplies from other water and wastewater utilities to ensure continuity of service and protection of public health and safety; and

WHEREAS the North Carolina Water and Wastewater Agency Response Network (NCWaterWARN) Mutual Aid and Assistance Agreement establishes a framework and procedures for mutual aid and assistance among public and private water and wastewater utilities in North Carolina during emergencies and disasters; and

WHEREAS N.C. General Statutes Section 160A-318 authorizes public and private water and wastewater utilities to enter contracts to provide mutual aid and assistance in restoring services following natural disasters or other emergencies; and

WHEREAS participation in the NCWaterWARN Mutual Aid and Assistance Agreement offers the Town access to a network of utility support across the state and provides a mechanism for coordinated response efforts and resource sharing;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clayton, North Carolina, that:

1. Participation in the North Carolina Water and Wastewater Agency Response Network (NCWaterWARN) Mutual Aid and Assistance Program is hereby approved.
2. The Mutual Aid and Assistance Agreement, as presented, is approved.
3. The Town Manager, or their designee, is authorized to execute the Agreement and any subsequent amendments thereto on behalf of the Town.
4. The Town Manager, or designee, is designated and authorized to act as the "Authorized Officials," as defined in the Agreement, with the authority to request, offer, refuse, or withdraw assistance under the terms of the Agreement.

Duly adopted this the 19th day of May, 2025 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk