



Town of Clayton
Town Council Regular Meeting Agenda
Monday, August 5, 2024 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:** Approve or Adjust the Agenda

3. CONSENT AGENDA

- a. Minutes
 - July 15, 2024 - Work Session Minutes
 - July 15, 2024 - Regular Session Minutes

Presenter: Heidi Holland, Town Clerk
[July 15, 2024 - Work Session Minutes](#)
[July 15, 2024 - Regular Session Minutes](#)
- b. 2023-202-ANX NCRR Industrial Development Annexation, Resolution Directing Clerk to Investigate
Presenter: Bruce Venable, Planner II
[Resolution #2024-82](#)
- c. Novo Nordisk Confined Space Rescue Agreement
Presenter: David Ranes, Fire Chief
[Novo Nordisk Confined Space Rescue Agreement](#)
- d. Warranty Acceptance of Streets and Right of Way Sections within Buckhorn Branch Park, Phases 1 & 2
Presenter: Chris Rowland
[Resolution #2024-78](#)
- e. Reimbursement Resolution - Debt Financing
Presenter: Robert McKie, Finance Director
[Resolution #2024-81](#)
- f. Resolution to Acquire Easements for the East Main Street Sidewalk Connector Project, BL-0050

Presenter: Shannon Poole - Engineering

[Resolution #2024-80](#)

- g. FY25 JCTA Grand Award Letter

Presenters: Steven Langston, Cultural Arts Director and Shaun Mizell, Procurement, Contracts and MWBE Manager

[FY25 JCTA Grand Award Letter](#)

POTENTIAL ACTION: Approve Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

- a. Clayton4U

Presenter: Nathanael Shelton, Communication Director

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. Swearing in Fire Marshal Michael Tatum

Presenter: Heidi Holland, Town Clerk

- b. Farmers Market Week Proclamation

Presenter: Council Member Archer

[Farmers Market Week Proclamation](#)

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

- a. Clayton-Raleigh Pump Station Capital Project Budget Ordinance

Presenter: Todd Melton, Budget Manager

[Ordinance #2024-08-01](#)

POTENTIAL ACTION: Adoption of Ordinance #2024-08-01

9. NEW BUSINESS

- a. Resolution by Governing Body of Recipient of Directed Projects Grant; Session Law 2023-134

Presenter: Shannon Poole, Engineering

[Resolution #2024-79](#)

POTENTIAL ACTION: Adoption of Resolution #2024-79

10. STAFF REPORTS

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

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment

- b. Council Comments

12. CLOSED 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, July 15, 2024 at 3:00 PM
Rotary Room, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Council Member Andria Archer
Mayor Pro Tem Michael Sims
Council Member Porter Casey
Council Member Gretchen Williams
Council Member Ruth Anderson

Staff Present:

Rich Cappola, Town Manager
Michael Franchi, Attorney
Heidi Holland, Town Clerk
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Conrad Olmedo, Planning Director
David Ranes, Fire Chief
Michelle Snyder, Executive Asst. to Town Manager
Scott Barnard, Parks & Rec Director
Ann Game, Revenue & Utility Customer Service Director

Council Absent:

None

1 CALL TO ORDER

- a) Mayor Pro Tem Sims called the meeting to order at 3:03 p.m.

2 ADJUSTMENT OF THE AGENDA

- a)

Approve or Adjust the Agenda

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

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

4 ITEMS FOR DISCUSSION

- a) 3:00 - 3:15 p.m.
Employee Recognitions/Introductions

- Todd Riddick, Assistant Parks and Recreation Director

Presenter: Scott Barnard, Parks and Rec. Director

- Emily Dennison, Program Support Specialist

Presenter: Dolores Gill, Deputy Town Manager

- Whitney Morrisette, Planner 1
- Audrey Duchesne, Senior Planner
- Lindsay Whitson, Community and Economic Development Director, Central Pines Regional Council
- Haley Hogg, Planning Director, Mid-Carolina Regional Council

Presenter: Conrad Olmedo, Planning Director

Scott Barnard introduced new Assistant Parks and Rec. Director Todd Riddick. Mr. Riddick brings year of experience with youth and senior programming and camps. He most recently worked for the Town of Garner. He thanked everyone for the opportunity.

Conrad Olmedo introduced several new planning staff members: Emma Howrilla, Haley Hogg, Planning Director with Mid-Regional Council; Lindsay Whitson, Community and Economic Development Director with Central Pines Regional Council; Whitney Morrisette, Planner 1; and Audrey Duchesne, Senior Planner. Staff provided a quick introduction of themselves. Council stated they are excited to have everyone on board.

Dolores Gill introduced Emily Dennison, Program Support Specialist. She previously worked in the Cultural Arts box office. She will be supporting administration.

b) 3:15 - 3:30 p.m.

Updated Customer Care Policy

Presenter: Ann Game, Revenue & Utility Customer Service Director

Ann Game discussed the update to the Customer Care Policy. She stated they looked at other municipalities when reviewing this. The last revision was in 2017. This policy would be located on the website and copies would be provided to customers; this would also be available in Spanish. In the old policy, it provided the ability to allow customer's two payment extensions a year, the new policy is asking for four.

Council Member Casey asked if they would still be subject to late fees, Ms. Game stated yes. She stated when a bill is late the customer receives an email first. Then also receive a phone call the night before a cut off. The next day customers are given a chance to make a payment before a cut off.

She mentioned the department is currently undergoing a bill redesign, as the bill format has remained unchanged for the past 20 years. An RFP went out today for the new design and the hope is to have a new design by January 1, 2025. They continue to do outreach to customers, and they receive a bill stuffer every quarter. This includes water quality, rate increase information, water conservation, and information on Parks and Rec. and the library.

There has been an internal lateral move, Ann Kramer is now a billing specialist and would begin her new role Monday. This would leave an opening for a customer

service position; she stated she has received good applications. She stated to keep improving customer enhancement, she meets every two weeks with her staff.

Adoption of Resolution #2024-59

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

- c) 3:30 - 3:45 p.m.
Fire Service Supplemental Agreement Discussion
Presenter: David Ranes, Fire Chief

Chief Ranes presented on this item. He discussed the process of going before the county and presenting data before being able to build a new fire station. The Town would need the approval of the county before building a new station.

He discussed the Single Response District panel which is a panel of 6 or 7 chiefs. He shared with Council he is interested in serving on his board.

He stated he was contacted by the Safety Director of Novo Nordisk to discuss partnership for confined space rescue. The industry is required to have a rescue team whether it be self-funded or contracted. If they have a rescue team, the Fire Department would be dispatched to them. He stated they are working with Novo to develop this team. They are proposing a 12-month partnership with a retainer of \$25,000. The Town would provide training for them. Mr. Cappola stated they are looking for a consensus from Council to move forward with this partnership. He stated he would have the Town Attorney draft an agreement and bring this before Council.

It was consensus of Council to move forward with the next step of this process.

5 BREAK

- a) 3:45 - 3:50 p.m.

6 ITEMS FOR DISCUSSION

- a) 3:50 - 4:50 p.m.
Density Update
Presenter: Conrad Olmedo, Planning Director and Chad Meadows, Principal and Founder CodeWright Planners

Mr. Cappola stated since approval of the UDO, density has been a hot topic as part of growth. Mr. Meadows stated the second round of the UDO amendments have been compiled. He stated they have reviewed approximately 100 comments. The next round of amendments would go before the Planning Board in August.

He stated applicants are seeking densities well beyond district guidelines. He stated

there is a system to allow for higher densities but more guidance on how that could happen is needed. Future land use classifications and their density range were shared in the presentation. One deviation from the presentation is the high density residential, proposed is now 10.8.

Condition zoning districts were incorporated, each district incorporates one of three different flavors. Type 1: Limited Use – applicant may only reduce the range of allowable uses; Type 2: Limit Standards – applicant may only increase development or dimensional standards; and Type 3: Unlimited – applicant may seek deviations from standards.

He discussed applicants wanting more parking than allowed. Shared were questions that need more clarity. Question 1: are the current density guidelines for conditional zoning sufficient or should they be increased? Question 2: should the Town allow applicants to exceed the density guidelines as part of Type 3 conditional rezoning? Question 3: if the Town does permit an applicant to exceed the density guidelines, what should be sought in return?

The proposed solution is, permit Type 3, conditional zoning applications to exceed the density guidelines provided; the applicant proposes conditions to directly address UDO Purpose and Intent and Adopted Policy Guidance.

Discussed were three options an applicant could do to have increased density. Attainable housing, if the applicant is seeking a density that is 200% or more of the allowable maximum density, they would be required to provide at least 10% of the total number of dwelling units as deed-restricted workforce housing. If they seek 300%, which is 36 units an acre with at least 10% of the units being deed-restricted workforce housing and configure the site with green stormwater infrastructure to maintain a post construction runoff of less than or equal to preconstruction runoff. If they seek 400%, which is 48 units an acre with at least 10% of the units being deed-restricted workforce housing and configure the site with green stormwater infrastructure to maintain a post construction runoff of less than or equal to preconstruction runoff and provide a cash proffer to the Town for use in developing water, sewer, streets, or sidewalks within 3 miles of the site.

Council Member Anderson asked if he would provide more than the three examples presented.

It was suggested to structure the options to be as broad as possible but not have loose options. Council Member Casey asked if this could be done with medium low density, Mr. Meadows stated the three options are open to any conditional use as drafted. Mr. Olmedo stated this is a way of providing the developers with options.

Mr. Meadows stated the ask today is they need to know what Council wants, what it's worth, and how are we going to administer it. He stated he would like to assemble a proposal to bring back to a future work session.

- b) 4:50 - 5:00 p.m.
Council Discussion

7 ADJOURNMENT

a) Adjourn

With nothing further, the meeting was adjourned at 5:04 p.m.

Motion To Adjourn

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

Duly adopted by the Town Council this 5th day of August 2024 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk



Town of Clayton
Regular Town Council Meeting Minutes
Monday, July 15, 2024 at 6:00 PM
Council Chambers, Town Hall
111 E. Second Street

Council Present:

Mayor Jody McLeod
Mayor Pro Tem Michael Sims
Council Member Porter Casey
Council Member Andria Archer
Council Member Gretchen Williams
Council Member Ruth Anderson

Staff Present:

Rich Cappola, Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Deputy Town Manager
Robert McKie, Finance Director
Greg Tart, Police Chief
Nathanael Shelton, Communications Director
David Ranes, Fire Chief
Joshua Baird, Water Resources Director
Conrad Olmedo, Planning Director
Sam Johnson-Phillips, Deputy Town Clerk
Patrick Pierce, Economic Development Director

Council Absent:

None

1. CALL TO ORDER

- a. Call to Order

Mayor McLeod called the meeting to order at 6:00 p.m.

- b. Pledge of Allegiance

Mayor McLeod led the Pledge of Allegiance.

- c. Invocation

Mayor McLeod provided the Invocation.

2. ADJUSTMENT OF THE AGENDA

- a.

Approve or Adjust the Agenda

RESULT: CARRIED

MOVER: Michael Sims

SECONDER: Porter Casey

YES: Porter Casey, Andria Archer, Michael Sims, Gretchen Williams, and Ruth Anderson

NO: None

3. **CONSENT AGENDA**

a. Minutes

- June 17, 2024 - Regular Session
- June 17, 2024 - Closed Session

Presenter: Heidi Holland, Town Clerk

b. Remote Participation Policy for Meetings of the Clayton Town Council

c. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Carolina Overlook Phase 2 Road Improvements Water Line

d. Resolution To Accept Greenway into The Town of Clayton Greenway System for Maintenance – Highgate Development Phase 1-4 Greenway Trail

e. Resolution To Accept Greenways into The Town of Clayton Greenway System for Maintenance – Carolina Overlook Phase 1 Greenway Trail

f. Johnston County Emergency Services Interlocal Agreement for Provision of Fire Protection Services

Presenter: David Ranes, Fire Chief

g. TOC Project # 2017-173-SDM - Final Acceptance of the Public Water and Sewer Utilities within Walton Farms Subdivision, Phases 10 & 11

h. Memorandum of Agreement Among The State of North Carolina's Division of Water Resources, The Lower Neuse Basin Association Permittees, and The Lower Neuse Basin Association

Presenter: James Blalock, UMC, Assistant Water Resources Director

i. Resolution To Accept Public Utilities into The Town of Clayton Public Utility System for Maintenance – Ashcroft Section 2 Ph. 1A and Section 1 Ph. 8

j. Resolution To Accept Streets into The Town of Clayton Street System for Maintenance

Walk at East Village Phase 2

k. Municipal Records Retention and Disposition

Presenter: Heidi Holland, Town Clerk

Approve Consent Agenda as Presented

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

4. **ADMINISTRATIVE ITEMS**

a. Clayton4U

Presenter: Nathanael Shelton, Communication Director

Mr. Shelton shared two videos due to having one meeting in July. The first video highlighted the Parks and Recreation Department and the second video highlighted the HR Department and job opportunities.

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. National Intern Day Proclamation

Presenter: Council Member Williams to Present to Our Interns

Council Member Williams read and presented the proclamation to the Town's Interns. Each Intern introduced themselves to Council.

6. PUBLIC HEARINGS

7. QUASI-JUDICIAL HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- a. Lumos Master Encroachment Agreement

Presenter: Rich Cappola, Town Manager

Mr. Cappola communicated to Council that Lumos Fiber announced a significant project to bring fiber internet service to Clayton and the broader region. It was stated this agreement would be the first that would need to be approved by Council to allow encroachment within the rights-of-way for the fiber to be installed. Mr. Cappola conveyed to Council that many departments have been involved therefore the process has taken a bit longer. It was stated both the Lumos team and the Town's Attorney office agree on the terms of the current agreement. There are other agreements that would be done on the administrative level relative to normal work operations such as poll attachments and other elements specific to their use.

Mr. Cappola mentioned one change to the agreement. It was stated in the agreement located in section 7.14, there was a piece of language modified to allow the performance bond to be in place for a term consistent with what is in section 7.11. If Council approves, Mr. Cappola would recommend the motion be subject to modification of section 7.14 based on the Town Attorney's direction.

Council Member Archer shared her excitement at the prospect of faster internet and expressed gratitude to Lumos for investing in Clayton and bringing job opportunities that would be created during installation.

Council Member Archer made a motion to approve the Lumos Master

Encroachment Agreement which included the modification of section 7.14 as recommended by the Town's Attorney.

Motion to Approve Agreement which included the modification of section 7.14 as recommended by the Town's Attorney.

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

10. STAFF REPORTS

- a. Town Manager

Mr. Cappola expressed gratitude to those who attended the July 4th activities. It was stated it was a huge success with preliminary numbers estimated at 10,000 attendees. Mr. Cappola gave kudos to the team that put everything together.

Mr. Cappola shared an upcoming event "Popsicles in the park" hosted by the Parks and Recreation department from 11:00 a.m. to 1:00 p.m. located at the Municipal Park by the splash pad.

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

11. OTHER BUSINESS

- a. Informal Discussion & Public Comment

Ms. Martha Long a Clayton's resident expressed thanks for the Clayton4U video presentation and inquired about the long-range plans for the greenway extension.

Mr. Cappola responded there is a pedestrian plan that is now being folded into the Clayton Transportation Plan, as well as working with some of the neighboring communities.

Mr. Pierce, Economic Development Director, provided updates. It was reported the State Transportation Improvement Plan has two projects along the 42 corridor. In such it would extend the greenway from Front Street (where it currently meets 42 East) and extend it to the Neuse River. It was communicated the county has completed their Greenway and Trails Program. There are other investments being worked on such as sidewalks and others that would create connectivity throughout the Town. The project would go into construction in 2028. It was stated the project for the county was an advisory to

set a plan based on investments, property owners and some are made by developments.

Mr. Shelton, Communications Director, informed the Council they have entered into the second phase of the public input for the Comprehensive Transportation Plan Survey online.

b. Council Comments

Mayor Pro Tem Sims communicated feedback in relation to the July 4th event was positive and expressed appreciation to the team and those in attendance. It was stated Deputy Town Manager Dolores Gill and Cultural Arts Director Stephen Langston collaborated with Gary Clark a former student of Clayton High School and NBA player, to do a back-to-school event on July 27th. It was reported there would be free haircuts and bookbags would be passed out. Mayor Pro Tem Sims addressed citizen's concerns and stated he is available to speak with anyone that would like to speak with him.

12. CLOSED SESSION

13. ADJOURNMENT

a. Adjourn

With nothing further, the meeting was adjourned at 6:29 p.m.

Motion To Adjourn

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

Duly adopted by the Town Council this 5th day of August 2024 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk

**TOWN OF CLAYTON
RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER NC G.S. 160A-31**

RESOLUTION #2024-82

WHEREAS, a petition requesting annexation of an area described in said petition was received on August 05, 2024, by the Clayton Town Council; and

WHEREAS, NC G.S. 160A-31 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:

BEING THAT TRACT OF LAND CONTAINING 72.391 ACRES (3,153,348 SQUARE FEET) LOCATED IN CLAYTON TOWNSHIP, JOHNSTON COUNTY, NORTH CAROLINA; SAID TRACT HAVING BEEN CONVEYED TO THE NORTH CAROLINA RAILROAD COMPANY BY DEED RECORDED UNDER DB 867 PG. 185 OF THE JOHNSTON COUNTY REGISTRY, BEING SHOWN ON THAT MAP ENTITLED "ANNEXATION PLAT FOR THE TOWN OF CLAYTON, PROPERTY OF NORTH CAROLINA RAILROAD COMPANY" DATED SEPTEMBER 8, 2023, PREPARED BY CE GROUP AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A NAIL SET WITHIN THE RIGHT-OF-WAY OF NC HIGHWAY 42 (ALLOWING 100 FEET) HAVING NC GRID COORDINATES OF N: 689,088.58' AND E: 2,168,699.04'; THENCE A TIE LINE S 22°14'37" E 30.97 FEET TO CONCRETE MONUMENT FOUND ON THE SOUTHERN RIGHT-OF-WAY LINE OF NC HWY 42; THENCE A TIE LINE S 17°01'06" E 7.22 FEET TO AN IRON PIPE SET ON THE NORTHERN LINE OF THE HEREIN DESCRIBED TRACT, SAID IRON PIPE BEING THE POINT OF BEGINNING; THENCE WITH WESTERN AND SOUTHERN LINES OF THE TOWN OF CLAYTON (DB 1681, PG 209) S 17°23'39" E 531.29 FEET TO AN IRON PIPE FOUND AND N 72°25'15" E 424.97 FEET TO AN IRON PIPE FOUND; THENCE WITH A WESTERN LINE OF CATERPILLAR INC. (DB

1206, PG 51) S 17°34'45" E 598.18 FEET TO AN IRON PIPE FOUND; THENCE WITH A NORTHERN LINE OF GRIFOLS THERAPEUTICS (DB 5086, PG. 823) S 72°38'12" W 3,491.16 FEET TO AN IRON PIPE FOUND; THENCE WITH A NORTHEASTERN LINE OF NORTH CAROLINA RAILROAD COMPANY N 53°26'34" W 232.70 FEET TO A CONCRETE MONUMENT FOUND; THENCE WITH THE SOUTHEASTERN RIGHT-OF WAY OF NC HWY 42 N 37°01'59" E 1,084.09 FEET TO A CONCRETE MONUMENT FOUND; THENCE A CURVE TO THE RIGHT HAVING A RADIUS OF 1,430.00' AND A CHORD BEARING AND DISTANCE OF N 54°47'55" E 873.39 FEET TO A CONCRETE MONUMENT FOUND; THENCE N 72°34'47" E 470.26 FEET TO A BENT CONCRETE MONUMENT FOUND; THENCE A CURVE TO THE LEFT HAVING A RADIUS OF 8,080.00' AND A CHORD BEARING AND DISTANCE OF N 70°30'57" E 585.46 FEET TO A CONCRETE MONUMENT FOUND; THENCE N 70°07'25" E 432.96 FEET TO AN IRON PIPE SET, SAID IRON PIPE BEING THE POINT OF BEGINNING.

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 her investigation.

Duly adopted this on the 5th day of August 2024, while in regular session.

ATTEST:

Jody L. McLeod
Mayor

Heidi Holland, CMC, NCCMC
Town Clerk

DESCRIPTION/ADDRESS:

Pin #: 166808-78-6185

Contiguous: 72.32 acres



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

CONSENT AGENDA

Item Title

Novo Nordisk Confined Space Rescue Agreement

Presenter(s)

David Ranes

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment



☐
Think Clayton
(Administrative)



☐
Think Arts &
Culture



☐
Think
Downtown



☐
Think
Economic
Development



☐
Think Land
Use &
Housing



☐
Think
Mobility



☐
Think Parks,
Recreation
& Natural
Resources



☐
Think Public
Services &
Infrastructure

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

This is an agreement between Novo Nordisk PS AM and the Clayton Fire Department for a partnership where the Clayton Fire Department agrees to provide confined space rescue services for Novo Nordisk staff for an agreed upon fee of \$25,000 annually. This partnership will include site specific training to ensure fire department staff are aware of all risk and hazards associated with the confined spaces located on the site.

Recommendation

Staff recommends that Council approves this agreement.

Funding Source

N/A

Corresponding Documentation

[Final Confined Space Rescue Agreement](#)

Submitted By: David Ranes, Fire Department

Reviewed By:

David Ranes, Fire Chief
Heidi Holland, Town Clerk

Approved - Aug 01 2024
Approved - Aug 01 2024

NORTH CAROLINA
JOHNSTON COUNTY

**CONFINED SPACE RESCUE AGREEMENT
BETWEEN
NOVO NORDISK PS AM
AND
TOWN OF CLAYTON**

THIS CONFINED SPACE RESCUE AGREEMENT (the "Agreement"), made and entered into as of _____, 2024, by and between Novo Nordisk PS AM (the "Company") and Town of Clayton (the "Town").

WITNESSETH:

WHEREAS, the Company is a global pharmaceutical company operating a facility within the extraterritorial jurisdiction of Clayton, North Carolina (the "Facility");

WHEREAS, there are certain confined spaces within the Facility that must be entered by employees of the Company to inspect and perform work; and

WHEREAS, the Town is equipped to provide confined space rescues and has agreed, subject to the terms of this Agreement, to provide the Company with rescue services by and through the Clayton Fire Department.

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained, the parties hereto agree as follows:

1. **Scope of Services**. The Town, by and through the Clayton Fire Department, agrees to be on-site to provide emergency and rescue services prior to an employee of the Company entering a confined space categorized as a **red** risk; agrees to have a dedicated team and truck staged at the fire department ready to dispatch prior to an employee of the Company entering a confined space categorized as a **yellow** risk; and agrees to have a dedicated team and truck available to respond when an employee of the Company makes entry into a confined space categorized as a **green** risk. Within a reasonable time after execution of this Agreement, the Town agrees to tour the Facility and participate in training sessions to familiarize itself with the Facility.
2. **Payment**. The Company agrees to pay the Town the sum of Twenty Five Thousand and no/100 Dollars (\$25,000.00) to secure the services provided herein. Payment shall be made to the Town within seven (7) days of execution of this Agreement.
3. **Term**. The term of this Agreement shall be for one (1) year from the Effective Date of this Agreement, and may be renewed for successive one (1) year terms upon mutual written agreement between the parties.
4. **Indemnification/Mutual Release**. The Company and the Town hereby release each other and waive any and all claims against one another for damage to or destruction of

real or personal property or personal injury of any kind, including serious injury and/or death, to any persons arising in any way out of the performance of this Agreement.

5. **Notices.** General correspondence concerning this Agreement shall be directed to the parties at the addresses listed below.

a. Novo Nordisk PS AM
3612 Powhatan Rd
Clayton, NC 27527

b. Town of Clayton
PO Box 879
Clayton, NC 27528

6. **Communications Requesting Emergency Personnel.** The Company may contact the Clayton Fire Department via telephone at (919) 359-9362 (office number) or (919) 427-3919 (cell number) to request confined space rescue services in furtherance of this Agreement. The Company agrees to provide as much prior notice to the Town as is reasonable under the circumstances. In the event of an emergency, the Company shall call 911 for service.

IN WITNESS WHEREOF, upon execution of this Agreement by the Company and the Town in the spaces below, the parties hereby accept the terms of this Agreement effective on the date first written above.

NOVO NORDISK PS AM

By: _____
(Type in Name of Signee)

TOWN OF CLAYTON

By: _____
Jody McLeod, Mayor

ATTEST:

Heidi Holland, Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

CONSENT AGENDA

Item Title

Warranty Acceptance of Streets and Right of Way Sections within Buckhorn Branch Park, Phases 1 & 2

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐
Think Clayton
(Administrative)



☐
Think Arts &
Culture



☐
Think
Downtown



☐
Think
Economic
Development



☐
Think Land
Use &
Housing



☐
Think
Mobility



☐
Think Parks,
Recreation
& Natural
Resources



☒
Think Public
Services &
Infrastructure

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

Streets and rights-of-way are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications, and Design. Engineering staff has verified through the inspection process that the subject street and right of sections have been installed to meet or exceed this standard and recommends final acceptance. Upon final acceptance, the subject streets are eligible for funding through NCDOT's Powell Bill Program.

Funding Source

N/A

Corresponding Documentation

[Ph 1 & 2 Street & ROW Acceptance Resolution 7-15-24](#)

Submitted By: Chris Rowland, Engineering

Reviewed By:

Joshua Baird, Water Resources Director	Approved - Aug 01 2024
Sam Johnson-Phillips, Deputy Town Clerk	Approved - Aug 01 2024
Heidi Holland, Town Clerk	Approved - Aug 01 2024

**RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF CLAYTON STREET SYSTEM FOR
MAINTENANCE – BUCKHORN BRANCH PARK, PHASES 1 AND 2**

WHEREAS, streets and right-of-way are required to be designed and built according to the Town of Clayton Manual of Standards, Specifications and Design; and

WHEREAS, Town of Clayton Engineering staff has inspected the street segments listed below and recommends acceptance by Town Council for maintenance by the Town; and

WHEREAS, the street segments listed below will be placed under a warranty period for one-year to monitor for construction deficiencies; and

WHEREAS, prior to expiration of the one-year warranty period, Town of Clayton Engineering staff will perform a final inspection and notify the developer to correct all deficient items (if any); and

WHEREAS, upon correction of all deficient items (if any), the Town of Clayton Engineering staff will issue a final acceptance notice to the developer; and

WHEREAS, approval by the Town of Clayton Town Council is necessary for eligibility for receiving funding from the NCDOT's Powell Bill Program;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Clayton, North Carolina accept this list of streets and right-of-way into the Town of Clayton Street System.

SUBDIVISION	STREET NAME	BEGINNING DESCRIPTION	END DESCRIPTION	LENGTH(MI)
Buckhorn Branch Park	Buckhorn Branch Park	US Bus Hwy 70	Iris Street	0.44
Buckhorn Branch Park	Crabapple Court	Buckhorn Branch Park	End of CDS	0.06
Buckhorn Branch Park	Spotted Doe Drive	Buckhorn Branch Park	End of Asphalt	0.2
Buckhorn Branch Park	Cottontail Court	Buckhorn Branch Park	Pansy Park Drive	0.16
Buckhorn Branch Park	Blue Iris Pkwy	Cottontail Court	Spotted Doe Drive	0.11
Buckhorn Branch Park	Pear Blossom Pkwy	Cottontail Court	Spotted Doe Drive	0.11
Buckhorn Branch Park	Iris Street	Tulip Street	End of Iris	0.12
Buckhorn Branch Park	Pansy Park Drive	Spotted Doe Drive	Phase Line	0.15
Buckhorn Branch Park	Ripple Way	Pansy Park Drive	Phase Line	0.14
Buckhorn Branch Park	Nettle Lane	Pansy Park Drive	Ripple Way	0.09
TOTAL				1.58 MI

Duly adopted this, the 5th day of August 2024.

Jody McLeod
Mayor

ATTEST:

Heidi L. Holland, NCCMC
Town Clerk



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

CONSENT AGENDA

Item Title

Reimbursement Resolution - Debt Financing

Presenter(s)

Robert McKie, Finance Director

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



Think Clayton
(Administrative)



Think Arts &
Culture



Think
Downtown



Think
Economic
Development



Think Land
Use &
Housing



Think
Mobility



Think Parks,
Recreation
& Natural
Resources



Think Public
Services &
Infrastructure

Public Hearing: No

Applicable General Statute Number: G.S. 160A-20

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

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

- ☐ Social Media
☐ Special Mailing

- ☐ Survey
☒ None Required

Updates Since Previous Presentation

Reimbursement Resolution updated to include equipment and IT infrastructure rather than just rolling stock, which aligns with the FY 2025 Budget.

Summary

This updated Reimbursement Resolution will allow the Town to enter into a financing agreement to reimburse capital outlay costs incurred for rolling stock, equipment, and information technology infrastructure during FY 2025 or not to exceed 18 months after the item is placed in service.

Recommendation

The Executive Team recommends adoption of the resolution.

Funding Source

N/A

Corresponding Documentation

[Clayton - Reimbursement Resolution \(Rolling Stock Equipment IT Technology\)](#)

Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director
Heidi Holland, Town Clerk

Approved - Aug 01 2024
Approved - Aug 01 2024

TOWN COUNCIL
OF THE TOWN OF CLAYTON, NORTH CAROLINA

Excerpt of Minutes
of Meeting on
 , 2024

Present: Mayor _____ presiding, and

Councilmembers : _____

Absent: _____

* * * * *

The following resolution was discussed and its title was read:

RESOLUTION OF OFFICIAL INTENT TO PURSUE
TAX EXEMPT FINANCING AND TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF A BORROWING

WHEREAS, the Town Council of the Town of Clayton, North Carolina (the “Town”) intends to finance the purchase of rolling stock, equipment, and information technology infrastructure for various departments of the Town (the “Project”);

WHEREAS, the Town may advance its own funds to pay expenditures related to the Project, may borrow funds on a short term taxable or tax exempt basis in order to pay such expenditures or may enter into contracts obligating third parties to make certain expenditures relating to the Project (the “Expenditures”) prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CLAYTON,
NORTH CAROLINA:**

1. The Town intends to utilize the proceeds of tax-exempt indebtedness, including but not limited to revenue bonds or notes (the “Indebtedness”) or to incur other debt, to pay the costs of the Project in an amount not currently expected to exceed \$3,000,000.

2. The Town intends that the proceeds of the Indebtedness be used to reimburse the Town for Expenditures with respect to the Project made on or after the date that is no more than 60 days prior to the date of this resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Indebtedness or other debt.

3. The Town intends that the adoption of this resolution confirms its “official intent” within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

4. This resolution shall take effect immediately upon its passage.

Councilmember _____ moved the passage of the foregoing resolution, Councilmember _____ seconded the motion, and the resolution was passed by the following vote:

Ayes: _____

Nays: _____

Not Voting: _____

* * * * *

I, Heidi Holland, Town Clerk of the Town of Clayton, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and complete copy of so much of the proceedings of the Town Council at a regular meeting duly called and held _____, 2024, as it relates in any way to the resolution hereinabove set forth. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Town Council is on file in my office.

WITNESS my hand and the common seal of the Town, this ____ day of _____, 2024.

Clerk, Town Council
Town of Clayton, North Carolina

(SEAL)



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

CONSENT AGENDA

Item Title

Resolution to Acquire Easements for the East Main Street Sidewalk Connector Project, BL-0050

Presenter(s)

Shannon Poole - Engineering

Suggested Action

Adoption of Resolution

Strategic Priorities Alignment



☐
Think Clayton
(Administrative)



☐
Think Arts &
Culture



☐
Think
Downtown



☐
Think
Economic
Development



☐
Think Land
Use &
Housing



☐
Think
Mobility



☐
Think Parks,
Recreation
& Natural
Resources



☒
Think Public
Services &
Infrastructure

Public Hearing: No

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
- ☐ Special Mailing

- ☐ Public Hearing (Not Required by GS)
- ☐ Newspaper Notice (Not Required by GS)
- ☐ Press Release
- ☐ Website
- ☐ Survey
- ☐ None Required

Summary

Town staff has entered the easement acquisition phase for the E. Main St Sidewalk Connector project (LAPP BL-0050). Staff request approval of the resolution to acquire all properties listed in Exhibit A either by purchase or to exercise the power eminent domain conferred upon the Town of Clayton by Chapter 40A of the North Carolina General Statutes to condemn such property if the Town is unable to acquire the interest through voluntary acquisition. All parcels required on Temporary Construction Easements (TCE). Once Property requires a Public Utility Easement (PUE) to relocate a fire hydrant.

Funding Source

Federal Highway Administration (FHWA) LAP project.

Corresponding Documentation

[Acquisition Town of Clayton Sidewalk Project](#)

[Fig6 EMainSt Connector PARCELS](#)

[Resolution to Acquire Real Property - Main St Sidewalk LAPP](#)

Submitted By: Shannon Poole, Engineering

Reviewed By:

Joshua Baird, Water Resources
Director

Approved - Aug 01 2024

Heidi Holland, Town Clerk

Approved - Aug 01 2024

Acquisition of TCE and PUE Easements

Project		East Main Street Sidewalk	
Parcel No.	Owner Name	TCE AREA Sq. Ft.	PUE AREA Sq. Ft.
1	CLAYTON CITY FLORIST LLC	153	
2	MARY ALICE THOMAS COMPTON	2,398	
3	WILLIAM TYLER HIGHT	522	
4	629 EAST MAIN LLC	973	
5	LIPSCOMB LLC	1803	
6	ANN MARCELL BRANNAN LIFE ESTATE	685	
7	LIPSCOMB LLC	598	
8	LIPSCOMB LLC	473	
9	STACEY PITTMAN	539	
10	HERITAGE COURT NC PRESERVATION LLC	2605	
11	LIPSCOMB LLC	468	71
12	ELDA RINA FERNANDEZ	209	
13	JASON GENE CARROLL & VILAMON CARROLL	160	
14	PERCY Y LEE & JOYCE C LEE	189	
15	MARTHA E EDWARDS (LE) & SHARON E UNDERWOOD	345	
16	JUDY EDWARDS POOLE	91	
17	MA.JO GENERATIONAL PROPERTIES LLC	80	
TOTAL		TOTAL TCE	TOTAL PUE
17		12,291	71



Kimley»Horn

Figure 6: Project Property Parcels Map
 East Main Street Sidewalk Connector
 Clayton, Johnston County, NC
 October 2022

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLAYTON
AUTHORIZING THE ACQUISITION OF CERTAIN
INTERESTS IN REAL PROPERTY**

WHEREAS, the Town Council of the Town of Clayton hereby determines that it is necessary and in the public interest to acquire temporary construction easements and permanent utility easement interests in those parcels of land more particularly described on Exhibit A attached hereto and incorporated herein by reference (the “Property” or “Properties”); and

WHEREAS, the purpose for which such property is being acquired is to promote and protect the public health, safety, and welfare and; (i) opening, widening, extending, or improving roads, streets, alleys, and sidewalks and (ii) for any other public purpose authorized by law;

WHEREAS, proper officials of the Town of Clayton have attempted or will attempt to acquire the appropriate interests in the Properties; and

WHEREAS, the Town of Clayton, acting by and through the Town Council, proposes to purchase said interests in real property, and to exercise the power of eminent domain conferred upon the Town of Clayton by Chapter 40A of the North Carolina General Statutes to condemn such property if the Town is unable to acquire the interests through voluntary acquisition.

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

1. That the Town Attorney to the Town of Clayton is authorized to proceed on behalf of the Town of Clayton to acquire by purchase or condemnation the interests in the Properties on Exhibit A attached hereto and incorporated herein by reference.
2. That the purpose for which the Properties are being acquired are (i) opening, widening, extending, or improving roads, streets, alleys, and sidewalks and (ii) for any other public purpose authorized by law.
3. That the nature of the rights, title and interests to be acquired in the Properties described herein are temporary construction easements and permanent utility easements to real property as more particularly set forth in Exhibit A.
4. That the Town Attorney to the Town of Clayton is hereby authorized and directed to institute the necessary proceedings, pursuant to Chapter 40A of the General Statutes of the State of North Carolina, to effectuate the acquisition of the interest in the land hereinabove mentioned and are hereby authorized on behalf of the Town of Clayton to give or receive such notice or notices as may by law be required.

Adopted: This 5th day of August, 2024.

Town of Clayton

By: _____
Jody McLeod, Mayor

ATTEST:

Heidi Holland, Town Clerk
(SEAL)

Resolution to Acquire – Main Street Sidewalk LAPP

EXHIBIT A

<u>Property Description</u>	<u>NC PIN</u>	<u>Temporary Construction Easement #1 (SF)</u>	<u>Temporary Construction Easement #2 (SF)</u>	<u>Permanent Utility Easement (SF)</u>
629 East Main, LLC	166918-20-5179	973		
Brannan, Ann Marcelle (Life Estate)	166918-20-6192	685		
Carroll, Jason and Vilamon	166806-29-9537	160		
Clayton City Florist, LLC	166917-20-4725	153		
Compton, Mary Alice Thompson	166917-20-3439	2,398		
Edwards, Martha Elizabeth (Life Estate) and Underwood, Sharon Edwards (Remainder)	166806-29-9468	345		
Fernandez, Elda Rina	166806-29-9607	209		
Heritage Court NC Preservation, LLC	166806-29-6742	2,605		
Hight, William Tyler	166918-20-5259	522		
Lee, Percy and Joyce	166806-29-9543	189		
Lipscomb, LLC	166918-20-8143	1,803		
Lipscomb, LLC	166918-20-7015	598		
Lipscomb, LLC	166806-29-6940	473		
Lipscomb, LLC	166806-29-8767	1,347	121	71
MA.JO Generational Properties, LLC	166806-29-9490	80		
Pittman, Stacy	166806-29-8999	539		
Poole, Judy Edwards	166806-29-9464	91		



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

CONSENT AGENDA

Item Title

FY25 JCTA Grand Award Letter

Presenter(s)

Steven Langston, Cultural Arts Director and Shaun Mizell, Procurement, Contracts and MWBE Manager

Suggested Action

Place on Consent Agenda

Strategic Priorities Alignment



☐
Think Clayton
(Administrative)



☐
Think Arts &
Culture



☐
Think
Downtown



☐
Think
Economic
Development



☐
Think Land
Use &
Housing



☐
Think
Mobility



☐
Think Parks,
Recreation
& Natural
Resources



☐
Think Public
Services &
Infrastructure

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

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

☐ Special Mailing

☐ None Required

Summary

The Johnston County Tourism Authority Board of Directors budget approved \$218,810 in the FY25 budget for new investment in tourism-related capital projects to benefit residents and visitors. Funds utilized for the Capital Grant Program are from the 3% room tax paid by visitors staying in local hotels, bed & breakfast inns, and cabins in the county. Over the past 37 years, more than \$2 million has been awarded to tourism-related projects in the county.

The Clayton Center – Replace carpet in conference rooms - \$24,000; dollar for dollar matching grant. Carpet has not been replaced in C2 classrooms or auditorium since initially installed in 2002.

Funding Source

N/A

Corresponding Documentation

[FY25 JCTA Grant - The Clayton Center SUBMITTED pet SL](#)

[FY25 JCTA Grant AWARD LETTER - The Clayton Center](#)

Submitted By: Steven Langston, Cultural Arts

Reviewed By:

Heidi Holland, Town Clerk

Approved - Aug 01 2024



**JCVB CAPITAL GRANTS FUND
APPLICATION**

NAME OF ORGANIZATION The Clayton Center / Town Of Clayton

ADDRESS Mailing: POBox 879 Clayton, NC 27528

Physical: 111 E Second St Clayton, NC 27520

PHONE 919-553-3152

EMAIL slangston@townofclaytonnc.org

WEB ADDRESS www.theclaytoncenter.com | www.townofclaytonnc.org

CONTACT PERSON Steven H Langston, The Clayton Center Cultural Arts Director

TAX EXEMPT FEDERAL ID # 56-6001203

LEGAL NON PROFIT STATUS VERIFICATION

Goverment body - local municipality

ORGANIZATIONS MISSION STATEMENT:

The Clayton Center is the cornerstone of the community, preserving a vital piece of Clayton
history and transforming it into a contemporary space for people to come together to conduct
the business of their lives. The Clayton Center is committed to presenting diverse, affordable,
high-quality live performing arts programs, while providing a safe, well-maintained gathering
place that is responsive to the needs of clients, patrons and performers.

REQUESTED AMOUNT IN THE FOLLOWING CATEGORY:

BRICKS AND MORTAR	<u>\$24,000</u>
MUSEUM CONSERVATION CARE	<u></u>
MUNICIPALITIES W/O HOTEL TAX	<u></u>
CHAMBER OF COMMERCE VISITOR CENTER	<u></u>

PROPOSED BUDGET FOR PROJECT ENCLOSED: ☒ YES ☐ NO

ORGANIZATION BUDGETS FOR PAST TWO YEARS ENCLOSED: ☒ YES ☐ NO

MOST RECENT TAX AUDIT LETTER OR COPY OF IRS 990 FORM ENCLOSED: ☐ YES ☒ NO

(25-50) SHORT PROJECT DESCRIPTION: (ATTACH 300-WORD OUTLINE OF THE PROJECT EXPLAINING THE TOURISM IMPACT AND NEED FOR PROJECT)

To replace worn carpet in conference rooms that are used in conjunction with conference
center rentals and touring auditorium artist. This will freshen up the space and provide
an opportunity to spur potential associated improvement projects.

PROJECT DESCRIPTION: Attach up to five typed 8.5 x 11 pages using 12-point type including the answers to the following:

- (1) Complete project summary and how grant funds will be utilized
- (2) Organization Mission and Vision Statements
- (3) Demonstrate the need for this project in the community
- (4) Determine the economic impact on tourism for the county/community

SUPPORT LETTERS FROM LOCAL MUNICIPALITY OR CHAMBER ENCLOSED: ☐ YES ☒ NO

ARCHITECTURAL PLANS FOR PROPOSED PROJECT ENCLOSED: ☐ YES ☒ NO

PERCENT OF PROJECT DEDICATED TO TOURISM: 75%

OUTLINE OF PROJECT STEPS AND/OR TIMELINE ENCLOSED: ☒ YES ☐ NO

ORGANIZATIONAL BOARD MEMBERS ENCLOSED: ☒ YES ☐ NO

HAVE 50% OF PROJECT FUNDS BEEN SECURED: ☒ YES ☐ NO

AGENCY MUST HAVE RECEIVED 50% OF PROJECT BUDGET TO APPLY FOR THE JCVB CAPITAL GRANT.

SOURCE	AMOUNT
<u>Town Of Clayton FY2025 Budget</u>	<u>\$48,000.00 @ 50%</u>
<u></u>	<u>\$ 24,000</u>
<u></u>	<u></u>
<u></u>	<u></u>
FUNDING TOTAL	<u>\$48,000.00 (with matching grant)</u>

PROJECTED COMPLETION DATE: Approximately by May 30, 2025

AGENCIES AWARDED GRANTS IN FY 2024-25 MUST HAVE PROJECTS COMPLETED BY JUNE 30, 2025.

DISBURSEMENT OF FUNDS: At the completion of the project, requests for grant funds should be submitted to the Visitors Bureau via a cover letter with summary of expenses, invoices, and copies of checks enclosed.

ADDITIONAL COMMENTS OR SUPPORTING DOCUMENTS MAY BE ATTACHED WITH THE APPLICATION AS DEEMED NECESSARY BY THE APPLICANT.

The Scoring Sheet for JCVB Capital Grant Applications is directly related to the grant guidelines and will be used to assist the grant committee. <u>Applicant to complete using best estimates available.</u>		
Qualification	Response/potential points	Points Allotted
Applicant Project is 100% utilized for tourism.	☐ Yes, 10 points ☒ No, at least 50%, 5 points ☐ No, less than 50%, no points	5
Number of visitors to the county per year is greater than 1,000 and less than 4,999.	☐ Yes, 5 points ☒ No, 0 points	0
Number of visitors to the county per year is greater than 5,000.	☒ Yes, 10 points ☐ No, 0 points	10
Open to the public minimum of five days a week.	☒ Yes, 5 points ☐ No, 0 points	5
Estimated number of annual room nights generated by the visitor attraction: (check one)	☒ Greater than 100, 5 points ☐ Greater than 250, 10 points ☐ Greater than 500, 15 points	5
First time applicant	☐ Yes, 5 points ☒ No, 0 points	0
Grant application completed per grant instructions	☒ Yes, 5 points ☐ No, 0 points	5
	Scoring Totals	30

Signature of applicant: I, Steven H Langston have completed the application to the best of my ability and that numbers provided are accurate as of the date submitted March 29, 2024. By signing this application, I certify that that I agree to the guidelines and conditions set forth by the Johnston County Tourism Authority.


Signature

 Yes, five copies of this grant application have been provided to the JCVB office by the stated deadline.

PLEASE TYPE IN 12 POINT TYPE OR PRINT CLEARLY. SUBMIT FIVE COMPLETED SETS OF YOUR APPLICATION FOR THE REVIEW COMMITTEE WITH ONLY ONE SET OF DRAWINGS IF APPLICABLE. RETURN GRANT APPLICATIONS TO THE JOHNSTON COUNTY VISITORS BUREAU, 234 Venture Drive, Smithfield, NC 27577. All grant applications must be received by 5pm, **March 29, 2024. Incomplete applications and emailed grants will be returned for consideration in the next grant cycle. The Johnston County Tourism Authority reserves the right to refuse any application.**



Timeline of project:

Recarpet the entire auditorium and the individual classrooms on the C2 level

March 2024: Vendor tours, measurements and quotes submitted

August 2024: Formal bids submitted to Town Of Clayton procurement process

November 2024: Bid awarded and presented to Town Council for acceptance

December 2024 / January 2025: Install dates in Auditorium during holiday blackout dates

June 2025: Completion of C2 floor, subject to rental calendar and scheduling



Section One - Budget

Project Budget:

Recarpet the entire auditorium and the individual classrooms on the C2 level

CARPET: AUDITORIUM

Mohawk, Scholarship II, Portofino - Broadloom - 12x365	4,380	2.59	11,344.20T
Thresholds	4	68.00	272.00T
Adhesive - Carpet - Stairs & Risers	1	375.00	375.00T
Adhesive - Carpet - 10 Pails	10	55.00	550.00T
CUSTOMER TO REMOVE AUDITORIUM SEATS	607	10.66	6,470.62
Rip Out/Dispose Existing - Carpet - DGD	4,380	0.55	2,409.00T
Carpet Installation - DGD	4,380	0.75	3,285.00T

CARPET: CLASSROOMS

Mohawk, Distinctive Appeal (Broadloom), Unique Adaptation 12x405	4,860	2.69	13,073.40T
Cove Base: 4" - 2 Classrooms	240	3.00	720.00T
Thresholds	2	48.00	96.00T
Adhesive - Carpet - 10 Pails	10	55.00	550.00T
Rip Out/Dispose Existing - Carpet - DGD	4,860	0.45	2,187.00T
Carpet Installation - DGD	4,860	0.75	3,645.00T

3,022.50 TAX

Total budget = \$48,000.00

Section One

The Clayton Center's inaugural event was in December of 2002. Twenty-two years later, we have freshened up the paint in our conference rooms and most recently, the Auditorium, through a previous Johnston County Tourism Authority capital grant award. Additional updates to audio and lighting equipment through the Clayton Cultural Arts Foundation further support the higher level of artist that bring patrons into Clayton area businesses and restaurants for live shows, conferences and rental events. The scope of the work is to recarpet the entire auditorium and the individual classrooms on the C2 level.

Section Two

Our Mission Statement

The Clayton Center is the cornerstone of the community, preserving a vital piece of Clayton history and transforming it into a contemporary space for people to come together to conduct the business of their lives. The Clayton Center is committed to presenting diverse, affordable, high-quality live performing arts programs, while providing a safe, well-maintained gathering place that is responsive to the needs of clients, patrons and performers.

About Us / Vision Statements

The Clayton Center, which serves patrons in Johnston County and the greater Triangle area, is the result of a successful public-private partnership between individuals committed to preserving the past, honoring the present, and looking toward the future.

As a presenting organization, The Clayton Center Auditorium prides itself not only on the quality and stature of the artists it presents, but also on the professional and welcoming setting it strives to offer to each company. Performances draw audiences from the Triangle area as well as eastern North Carolina. Artists including Doc Watson, Kathy Mattea, David Sedaris, Paul Riser, Harlem Gospel Choir and a host of local artists have enjoyed the intimate warmth provided by this distinctive venue.

Artists continually remark upon the intimacy of the hall, its acoustic qualities and the hospitality shown to them throughout their stays. With a capacity of 600 (the Main Floor is a "touchable" 19 rows deep), the auditorium offers the audience a chance to experience quality performances in an intimate atmosphere.

Section Three

The community comes together at The Clayton Center — a beautifully renovated music, entertainment and event venue in the heart of historic Clayton, NC.

The Clayton Center Auditorium in Clayton, NC, is located 20 minutes east of downtown Raleigh in Johnston County. The Clayton Center, constructed in 1924-1926 as the original Clayton High School, represents an \$8.6 million restoration and now operates as the Auditorium, Conference Center and Town of Clayton Government Services since 2003.

The Clayton Center Auditorium and Conference Center presents quality professional performances and provides the perfect venue for weddings, special events and other meetings.

Section Four

In FY24 budget year to date, The Clayton Center reported a 68.73% out of town patron/visitor rate (those not living in the Clayton or the ETJ). We anticipate a 14% increase in FY25 based on the expansion of downtown offerings, housing construction, HOA meetings, community, social and volunteer summits and the continued growth in patron base for live entertainment.

Referencing the Americans for the Arts 2023 research for Arts & Economic Prosperity 6 (AEP6), the typical attendee spends \$38.46 per person per event, not including the cost of admission. The study also found that one-third of attendees (30.1%) were from outside the county in which the arts event took place. They spent an average of \$60.57, twice that of their local counterparts (\$29.77). All vital income for local merchants.

< https://aep6.americansforthearts.org/resources/media/user/1696872169-AEP6_FAQs.pdf >

We have experienced growth in overnight stays with some patrons for routed artists. Guests sometimes travel as much as four hours away and our local hoteliers do report an uptick in rooms reserved. A major impact economically continues to be with restaurants, boutiques and local beverage establishments. Restaurants and area caterers report an increase in patronage during lunch hours when The Clayton Center is hosting training seminars and even stronger tabletop turnover when evening events take place here.

Overall, we experienced considerable prospects with increased outside user rentals in the auditorium based on increased residency, stronger price points and the need for residence to curtail driving distances. In turn, additional monies will contribute to the local business economy and encourage overnight stays with offerings in the Clayton Community.

Mayor Jody McLeod

210 Smith Street
Clayton, NC 27520
919-291-5662
mayor@TownofClaytonNC.org

Mayor Pro Tem Michael Sims

671 Averagesboro Drive
Clayton, NC 27520
919-482-5130
msims@townofclaytonnc.org

Councilmember Ruth Anderson

984-310-6758
randerson@townofclaytonnc.org

Councilmember Andria Archer

406 S. Fayetteville Street
Clayton, NC 27520
919-747-1483
aarcher@townofclaytonnc.org

Councilmember Gretchen Williams

984-310-6757
gwilliams@townofclaytonnc.org

Councilmember Porter Casey

326 S. Page Street
Clayton, NC 27520
919-395-2607
pcasey@townofclaytonnc.org



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
-------------	---------------------	--------------------	--------------------	--------------------	---------------------	---------------------------	-------------------------	--------------------------	-------------------

FY24 - Cultural Arts

Department 60 - Parks & Recreational Services Totals

Department 65 - Cultural and Performing Arts

Division 02 - Administration

Personnel - Salaries

100-65-02-50 00	Salaries Full-time	197,437.20	163,989.72	212,920.76	208,612.00	.00	204,680.00	204,680.00	204,680.00
-----------------	--------------------	------------	------------	------------	------------	-----	------------	------------	------------

Position Transactions

Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Auditorium Ops. Coordinator	Earnings		65,000.00
Final Budget	6502245 - Marketing & Administrative Coord	Earnings		65,133.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
-------------	---------------------	--------------------	--------------------	--------------------	---------------------	---------------------------	-------------------------	--------------------------	-------------------

Fund 100 - GF

EXPENSE

Department 65 - Cultural and Performing Arts

Division 02 - Administration

Personnel - Salaries

Final Budget	6502905 - Interim Clayton Center Director	Earnings	74,547.00
Final Budget Totals			\$204,680.00

100-65-02-50 02	Salaries Part-time	15,812.25	10,644.43	12,291.66	19,000.00	.00	27,675.00	27,675.00	27,675.00
-----------------	--------------------	-----------	-----------	-----------	-----------	-----	-----------	-----------	-----------

Position Transactions

Level	Position	Type	Code	Total Amount
Final Budget	6502085 - Event Staff/Tech Crew	Earnings		480.00
Final Budget	6502086 - Event Staff/Tech Crew	Earnings		320.00
Final Budget	6502087 - Audio Technician	Earnings		1,350.00
Final Budget	6502088 - Lead Event Staff/Tech Crew	Earnings		2,050.00
Final Budget	6502089 - Lighting Technician	Earnings		1,466.00
Final Budget	6502090 - Event Staff/Tech Crew	Earnings		840.00
Final Budget	6502091 - Event Staff/Tech Crew 65-02	Earnings		840.00
Final Budget	6502092 - Audio Technician	Earnings		2,460.00
Final Budget	6502093 - Lead Event Staff	Earnings		7,650.00
Final Budget	6502096 - Event Staff/Tech Crew	Earnings		1,360.00
Final Budget	6502098 - Event Staff/Tech Crew	Earnings		2,290.00
Final Budget	6502103 - Event Staff/Tech Crew	Earnings		900.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Earnings		3,280.00
Final Budget	6502113 - Event Staff/Tech Crew	Earnings		960.00
Final Budget	6502116 - Custodian	Earnings		945.00
Final Budget	6502128 - Event Staff/Tech Crew	Earnings		484.00
Final Budget Totals				\$27,675.00

100-65-02-50 04	Salaries Overtime	25.82	.00	.00	.00	.00	7,198.00	7,198.00	7,198.00
-----------------	-------------------	-------	-----	-----	-----	-----	----------	----------	----------

Position Transactions

Level	Position	Type	Code	Total Amount
Final Budget	6502000 - Overtime & Call Placeholder	Earnings		7,198.00
Final Budget Totals				\$7,198.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Personnel - Salaries									
100-65-02-50 50	Salaries Cashout	4,013.50	1,745.00	4,188.00	4,188.00	.00	4,363.00	4,363.00	4,363.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502245 - Marketing & Administrative Coord								4,363.00
Final Budget Totals									\$4,363.00
Personnel - Salaries Totals		\$217,288.77	\$176,379.15	\$229,400.42	\$231,800.00	\$0.00	\$243,916.00	\$243,916.00	\$243,916.00
Personnel - Benefits									
100-65-02-51 00	Benefits Longevity	3,300.00	2,300.00	3,900.00	4,200.00	.00	3,450.00	3,450.00	3,450.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502080 - Auditorium Ops. Coordinator								50.00
Final Budget	6502245 - Marketing & Administrative Coord								1,600.00
Final Budget	6502905 - Interim Clayton Center Director								1,800.00
Final Budget Totals									\$3,450.00
100-65-02-51 10	Benefits FICA	16,087.76	12,841.30	17,652.60	18,053.00	.00	18,926.00	18,926.00	18,926.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502000 - Overtime & Call Placeholder								446.00
Final Budget	6502000 - Overtime & Call Placeholder								104.00
Final Budget	6502080 - Auditorium Ops. Coordinator								4,033.00
Final Budget	6502080 - Auditorium Ops. Coordinator								943.00
Final Budget	6502085 - Event Staff/Tech Crew								30.00
Final Budget	6502085 - Event Staff/Tech Crew								7.00
Final Budget	6502086 - Event Staff/Tech Crew								20.00
Final Budget	6502086 - Event Staff/Tech Crew								5.00
Final Budget	6502087 - Audio Technician								84.00
Final Budget	6502087 - Audio Technician								20.00
Final Budget	6502088 - Lead Event Staff/Tech Crew								127.00
Final Budget	6502088 - Lead Event Staff/Tech Crew								30.00
Final Budget	6502089 - Lighting Technician								91.00
Final Budget	6502089 - Lighting Technician								21.00
Final Budget	6502090 - Event Staff/Tech Crew								52.00
Final Budget	6502090 - Event Staff/Tech Crew								12.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
-------------	---------------------	--------------------	--------------------	--------------------	---------------------	---------------------------	-------------------------	--------------------------	-------------------

Fund 100 - GF

EXPENSE

Department 65 - Cultural and Performing Arts

Division 02 - Administration

Personnel - Benefits

Final Budget	6502091 - Event Staff/Tech Crew 65-02	Tax	FICA - FICA	52.00
Final Budget	6502091 - Event Staff/Tech Crew 65-02	Tax	MED - Medicare	12.00
Final Budget	6502092 - Audio Technician	Tax	FICA - FICA	153.00
Final Budget	6502092 - Audio Technician	Tax	MED - Medicare	36.00
Final Budget	6502093 - Lead Event Staff	Tax	FICA - FICA	474.00
Final Budget	6502093 - Lead Event Staff	Tax	MED - Medicare	111.00
Final Budget	6502096 - Event Staff/Tech Crew	Tax	FICA - FICA	84.00
Final Budget	6502096 - Event Staff/Tech Crew	Tax	MED - Medicare	20.00
Final Budget	6502098 - Event Staff/Tech Crew	Tax	FICA - FICA	142.00
Final Budget	6502098 - Event Staff/Tech Crew	Tax	MED - Medicare	33.00
Final Budget	6502103 - Event Staff/Tech Crew	Tax	FICA - FICA	56.00
Final Budget	6502103 - Event Staff/Tech Crew	Tax	MED - Medicare	13.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Tax	FICA - FICA	203.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Tax	MED - Medicare	48.00
Final Budget	6502113 - Event Staff/Tech Crew	Tax	FICA - FICA	60.00
Final Budget	6502113 - Event Staff/Tech Crew	Tax	MED - Medicare	14.00
Final Budget	6502116 - Custodian	Tax	FICA - FICA	59.00
Final Budget	6502116 - Custodian	Tax	MED - Medicare	14.00
Final Budget	6502128 - Event Staff/Tech Crew	Tax	MED - Medicare	7.00
Final Budget	6502128 - Event Staff/Tech Crew	Tax	FICA - FICA	30.00
Final Budget	6502245 - Marketing & Administrative Coord	Tax	FICA - FICA	4,408.00
Final Budget	6502245 - Marketing & Administrative Coord	Tax	MED - Medicare	1,031.00
Final Budget	6502905 - Interim Clayton Center Director	Tax	FICA - FICA	4,734.00
Final Budget	6502905 - Interim Clayton Center Director	Tax	MED - Medicare	1,107.00
Final Budget Totals				\$18,926.00

100-65-02-51 11	Benefits Group Insurance - Health	14,922.90	15,423.98	15,422.24	18,778.00	.00	16,002.00	16,002.00	16,002.00
-----------------	-----------------------------------	-----------	-----------	-----------	-----------	-----	-----------	-----------	-----------

Position Transactions

Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Auditorium Ops. Coordinator	Benefit	PB Benefits - Position Budgeting Benefits All	8,040.00
Final Budget	6502905 - Interim Clayton Center Director	Benefit	Dental Ins - Dental Insurance	402.00
Final Budget	6502905 - Interim Clayton Center Director	Benefit	SHP 80/20-\$60 WC - SHP 80/20-\$60 Wellness Credit	7,560.00
Final Budget Totals				\$16,002.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Personnel - Benefits									
100-65-02-51 15	Benefits Life Insurance	644.08	513.72	453.40	475.00	.00	679.00	758.00	758.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502080 - Auditorium Ops. Coordinator								396.00
Final Budget	6502245 - Marketing & Administrative Coord								173.00
Final Budget	6502905 - Interim Clayton Center Director								189.00
Final Budget Totals									\$758.00
100-65-02-51 20	Benefits Retirement - General Employees	18,135.35	16,981.88	24,331.61	25,834.00	.00	27,576.00	27,587.00	27,587.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502000 - Overtime & Call Placeholder								939.00
Final Budget	6502080 - Auditorium Ops. Coordinator								8,066.00
Final Budget	6502245 - Marketing & Administrative Coord								8,965.00
Final Budget	6502905 - Interim Clayton Center Director								9,617.00
Final Budget Totals									\$27,587.00
100-65-02-51 30	Benefits 401K - General Employees	8,163.87	6,721.33	8,821.53	8,680.00	.00	8,788.00	8,788.00	8,788.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6502000 - Overtime & Call Placeholder								288.00
Final Budget	6502080 - Auditorium Ops. Coordinator								2,602.00
Final Budget	6502245 - Marketing & Administrative Coord								2,844.00
Final Budget	6502905 - Interim Clayton Center Director								3,054.00
Final Budget Totals									\$8,788.00
Personnel - Benefits Totals		\$61,253.96	\$54,782.21	\$70,581.38	\$76,020.00	\$0.00	\$75,421.00	\$75,511.00	\$75,511.00
Contractual Services									
100-65-02-56 00	Cont Serv Professional Services	6,358.85	3,279.08	.00	.00	.00	.00	.00	.00
100-65-02-56 10	Cont Serv Contracts and Agreements	7,950.97	.00	.00	.00	.00	.00	.00	.00
100-65-02-56 11	Cont Serv Contract Services	3,291.03	2,891.68	3,327.25	4,575.00	1,500.00	1,500.00	1,500.00	1,500.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit		Total Amount
Final Budget	Merchant Fees (Adjusted for rental fees to FE)					1.0000	1,500.00		1,500.00
Final Budget Totals									\$1,500.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Contractual Services									
100-65-02-56 50	Cont Serv Equipment Rental	1,198.00	140.00	2,725.00	8,600.00	10,600.00	10,600.00	10,600.00	10,600.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	NEW - Family & School Shows					2.0000	800.00	1,600.00	
Final Budget	NEW - Professional Shows					5.0000	1,600.00	8,000.00	
Final Budget	Piano Tuning					5.0000	200.00	1,000.00	
Final Budget Totals								\$10,600.00	
Contractual Services Totals		\$18,798.85	\$6,310.76	\$6,052.25	\$13,175.00	\$12,100.00	\$12,100.00	\$12,100.00	\$12,100.00
Operating Expenses									
100-65-02-52 01	Op Exp Postage and Shipping Expense	971.50	173.26	117.77	675.00	700.00	700.00	700.00	700.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Misc Equipment					1.0000	200.00	200.00	
Final Budget	Postcard Mailings					1.0000	400.00	400.00	
Final Budget	Ticket Delivery					1.0000	100.00	100.00	
Final Budget Totals								\$700.00	
100-65-02-52 16	Op Exp Telephone Exp - Mobile	2,735.46	2,730.27	2,023.44	2,700.00	.00	.00	.00	.00
100-65-02-52 25	Op Exp Advertising Expense	52,908.01	68,855.07	76,389.57	96,050.00	59,850.00	59,850.00	44,850.00	44,850.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	BALANCE THE BUDGET REDUCTION					1.0000	(15,000.00)	(15,000.00)	
Final Budget	Facebook Boosts					52.0000	125.00	6,500.00	
Final Budget	NEW - Advertising & Marketing General					1.0000	15,000.00	15,000.00	
Final Budget	NEW - iHeart Radio					8.0000	1,200.00	9,600.00	
Final Budget	NEW - Print Ads - General Tix, long shelf life					12.0000	1,000.00	12,000.00	
Final Budget	Poster Printing					1.0000	650.00	650.00	
Final Budget	Show Cards					20.0000	225.00	4,500.00	
Final Budget	WUNC					8.0000	1,450.00	11,600.00	
Final Budget Totals								\$44,850.00	



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Operating Expenses									
100-65-02-52 26	Op Exp Professional Development	3,403.79	429.30	2,007.13	3,200.00	3,850.00	3,850.00	2,950.00	2,950.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Arts Market					1.0000	1,200.00	1,200.00	
Final Budget	Block Booking Meetings					2.0000	500.00	1,000.00	
Final Budget	NCPC annual meeting					1.0000	750.00	750.00	
Final Budget	NEW - APAP Presenters Conference					1.0000	900.00	900.00	
Final Budget	NEW - APAP Presenters Conference - CUT					1.0000	(900.00)	(900.00)	
Final Budget Totals								\$2,950.00	
100-65-02-52 27	Op Exp Local Mileage	.00	.00	88.63	75.00	150.00	150.00	150.00	150.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Performing Arts Series transportation runner, hospitality					1.0000	150.00	150.00	
Final Budget Totals								\$150.00	
100-65-02-52 35	Op Exp Maint and Repair - Equipment	4,269.19	297.67	796.94	3,200.00	2,500.00	2,500.00	2,500.00	2,500.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Misc. Repairs					1.0000	2,500.00	2,500.00	
Final Budget Totals								\$2,500.00	
100-65-02-52 60	Op Exp Equipment Purchase	5,257.78	1,123.95	1,884.89	2,550.00	5,500.00	4,650.00	4,650.00	4,650.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Cables					1.0000	500.00	500.00	
Final Budget	Lighting Truss (rear FOH & Torms) - Chambers					1.0000	400.00	400.00	
Final Budget	Line Array Speakers					6.0000	400.00	2,400.00	
Final Budget	New - ADMIN staff shirts					1.0000	850.00	850.00	
Final Budget	New - ADMIN staff shirts - MOVE to 52 72					(1.0000)	850.00	(850.00)	
Final Budget	NEW - Replacement Adapters & Mics					1.0000	1,200.00	1,200.00	
Final Budget	NEW - Stanchion Rope for Auditorium for safety					1.0000	150.00	150.00	
Final Budget Totals								\$4,650.00	



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Operating Expenses									
100-65-02-52 62	Op Exp Dues and Subscriptions	2,729.55	10,719.78	12,018.95	10,599.00	3,570.00	3,570.00	3,570.00	3,570.00
Budget Transactions									
Level Transaction				Number of Units	Cost Per Unit	Total Amount			
Final Budget	ASCAP-Music/Performance Lic.			1.0000	500.00	500.00			
Final Budget	BMI-Music Liscencing			1.0000	425.00	425.00			
Final Budget	NCPC			1.0000	175.00	175.00			
Final Budget	NEW - Spotify			12.0000	20.00	240.00			
Final Budget	SESAC			1.0000	600.00	600.00			
Final Budget	TCC Design Elements			1.0000	1,500.00	1,500.00			
Final Budget	Vimeo			1.0000	130.00	130.00			
						Final Budget Totals	\$3,570.00		
100-65-02-52 70	Op Exp Safety	.00	.00	.00	.00	400.00	400.00	400.00	400.00
Budget Transactions									
Level Transaction				Number of Units	Cost Per Unit	Total Amount			
Final Budget	NEW - glasses, thick gloves, safety harnesses, event signage			1.0000	400.00	400.00			
						Final Budget Totals	\$400.00		
100-65-02-52 72	Op Exp Uniform Purchase	.00	.00	.00	.00	.00	850.00	850.00	850.00
Budget Transactions									
Level Transaction				Number of Units	Cost Per Unit	Total Amount			
Final Budget	New - ADMIN staff shirts			1.0000	850.00	850.00			
						Final Budget Totals	\$850.00		
100-65-02-52 85	Op Exp Departmental Supplies	4,273.68	2,206.47	5,271.44	4,800.00	5,575.00	5,575.00	5,575.00	5,575.00
Budget Transactions									
Level Transaction				Number of Units	Cost Per Unit	Total Amount			
Final Budget	Artist Hospitality-plates, utensils, sharpies, linens			1.0000	850.00	850.00			
Final Budget	Box Office-ticket stock, envelopes			1.0000	1,850.00	1,850.00			
Final Budget	Front Office/Backstage			1.0000	2,650.00	2,650.00			
Final Budget	NEW - Specialty Paper for in-house flyer production			1.0000	225.00	225.00			
						Final Budget Totals	\$5,575.00		



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Operating Expenses									
100-65-02-53 03	Op Exp Worker's Compensation Insurance	2,074.85	753.10	627.57	4,717.00	.00	4,697.00	4,697.00	4,697.00
Position Transactions									
Level	Position			Type	Code			Total Amount	
Final Budget	6502000 - Overtime & Call Placeholder			Workers Comp	8810 - Clerical			26.00	
Final Budget	6502080 - Auditorium Ops. Coordinator			Workers Comp	9154 - Theater			1,698.00	
Final Budget	6502085 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			13.00	
Final Budget	6502086 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			8.00	
Final Budget	6502087 - Audio Technician			Workers Comp	9154 - Theater			35.00	
Final Budget	6502088 - Lead Event Staff/Tech Crew			Workers Comp	9154 - Theater			54.00	
Final Budget	6502089 - Lighting Technician			Workers Comp	9154 - Theater			38.00	
Final Budget	6502090 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			22.00	
Final Budget	6502091 - Event Staff/Tech Crew 65-02			Workers Comp	9154 - Theater			22.00	
Final Budget	6502092 - Audio Technician			Workers Comp	9154 - Theater			64.00	
Final Budget	6502093 - Lead Event Staff			Workers Comp	9154 - Theater			200.00	
Final Budget	6502096 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			36.00	
Final Budget	6502098 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			60.00	
Final Budget	6502103 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			23.00	
Final Budget	6502106 - Lead Event Staff/Tech Crew			Workers Comp	9154 - Theater			86.00	
Final Budget	6502113 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			25.00	
Final Budget	6502116 - Custodian			Workers Comp	9154 - Theater			25.00	
Final Budget	6502128 - Event Staff/Tech Crew			Workers Comp	9154 - Theater			13.00	
Final Budget	6502245 - Marketing & Administrative Coord			Workers Comp	8810 - Clerical			256.00	
Final Budget	6502905 - Interim Clayton Center Director			Workers Comp	9154 - Theater			1,993.00	
Final Budget Totals								\$4,697.00	
100-65-02-53 99	Op Exp Miscellaneous Expense	.00	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Budget Transactions									
Level	Transaction				Number of Units	Cost Per Unit	Total Amount		
Final Budget	CYB				1.0000	1,000.00	1,000.00		
Final Budget Totals							\$1,000.00		
Operating Expenses Totals		\$78,623.81	\$87,288.87	\$101,226.33	\$129,566.00	\$83,095.00	\$87,792.00	\$71,892.00	\$71,892.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 02 - Administration									
Programs									
100-65-02-54 30	Programs Community Based Production	4,209.32	3,611.31	3,500.00	22,000.00	25,000.00	25,000.00	15,000.00	15,000.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	BALANCE THE BUDGET REDUCTION					1.0000	(10,000.00)	(10,000.00)	
Final Budget	NEW - Family Show					1.0000	15,000.00	15,000.00	
Final Budget	NEW - School Shows					2.0000	5,000.00	10,000.00	
Final Budget Totals								\$15,000.00	
100-65-02-54 31	Programs Professional Season	49,550.00	10,700.00	102,669.35	125,000.00	150,000.00	150,000.00	150,000.00	150,000.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Professional Shows - Committed					1.0000	100,000.00	100,000.00	
Final Budget	Professional Shows - TBD					1.0000	50,000.00	50,000.00	
Final Budget Totals								\$150,000.00	
100-65-02-54 36	Programs Value Added Service - Tch Lounge	3,147.12	228.94	.00	.00	.00	.00	.00	.00
100-65-02-54 37	Programs Hospitality	.00	.00	9,462.17	11,034.00	17,750.00	17,750.00	17,750.00	17,750.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	NEW - Family & School Shows					2.5000	1,000.00	2,500.00	
Final Budget	NEW - General Backstage soft goods replacement items					1.0000	850.00	850.00	
Final Budget	NEW - Professional Shows					9.0000	1,600.00	14,400.00	
Final Budget Totals								\$17,750.00	
Programs Totals		\$56,906.44	\$14,540.25	\$115,631.52	\$158,034.00	\$192,750.00	\$192,750.00	\$182,750.00	\$182,750.00
Division 02 - Administration Totals		\$432,871.83	\$339,301.24	\$522,891.90	\$608,595.00	\$287,945.00	\$611,979.00	\$586,169.00	\$586,169.00
Division 75 - Facility Enterprises									
Personnel - Salaries									
100-65-75-50 00	Salaries Full-time	91,526.40	91,616.08	103,012.29	94,349.00	.00	114,803.00	114,803.00	114,803.00
Position Transactions									
Level	Position					Type	Code	Total Amount	
Final Budget	6575900 - Conference Center Coordinator					Earnings		65,133.00	
Final Budget	6575905 - Event Specialist					Earnings		49,670.00	
Final Budget Totals								\$114,803.00	



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 75 - Facility Enterprises									
Personnel - Salaries									
100-65-75-50 02	Salaries Part-time	37,611.24	7,125.70	26,491.99	35,222.00	.00	49,100.00	49,100.00	49,100.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6575925 - Event Staff/Tech Crew								3,436.00
Final Budget	6575926 - Event Staff/Tech Crew								800.00
Final Budget	6575927 - Event Staff/Tech Crew								800.00
Final Budget	6575928 - Event Staff/Tech Crew								3,485.00
Final Budget	6575930 - Event Staff/Tech Crew								2,100.00
Final Budget	6575931 - Lead Event Staff/Tech Crew								6,800.00
Final Budget	6575932 - Audio Technician								2,250.00
Final Budget	6575933 - Event Staff/Tech Crew								5,125.00
Final Budget	6575934 - Event Staff/Tech Crew								645.00
Final Budget	6575935 - Audio Technician								7,175.00
Final Budget	6575937 - Event Staff/Tech Crew 65-75								1,750.00
Final Budget	6575938 - Event Staff/Tech Crew								3,750.00
Final Budget	6575939 - Lighting Technician								3,664.00
Final Budget	6575944 - Custodian								1,890.00
Final Budget	6575946 - Event Staff/Tech Crew								2,880.00
Final Budget	6575950 - Lead Event Staff/Tech Crew								2,550.00
Final Budget Totals								\$49,100.00	
100-65-75-50 04	Salaries Overtime	.00	.00	.00	.00	.00	3,571.00	3,571.00	3,571.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6575900 - Conference Center Coordinator								705.00
Final Budget	6575905 - Event Specialist								2,866.00
Final Budget Totals								\$3,571.00	
Personnel - Salaries Totals		\$129,137.64	\$98,741.78	\$129,504.28	\$129,571.00	\$0.00	\$167,474.00	\$167,474.00	\$167,474.00
Personnel - Benefits									
100-65-75-51 00	Benefits Longevity	950.00	1,000.00	1,250.00	1,450.00	.00	1,600.00	1,600.00	1,600.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6575900 - Conference Center Coordinator								1,100.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
-------------	---------------------	--------------------	--------------------	--------------------	---------------------	---------------------------	-------------------------	--------------------------	-------------------

Fund 100 - GF

EXPENSE

Department 65 - Cultural and Performing Arts

Division 75 - Facility Enterprises

Personnel - Benefits

Final Budget	6575905 - Event Specialist	Earnings	500.00
Final Budget Totals			\$1,600.00

100-65-75-51 10	Benefits FICA	9,416.34	7,018.72	9,665.69	10,022.00	.00	12,937.00	12,937.00	12,937.00
-----------------	---------------	----------	----------	----------	-----------	-----	-----------	-----------	-----------

Position Transactions

Level	Position	Type	Code	Total Amount
Final Budget	6575900 - Conference Center Coordinator	Tax	FICA - FICA	4,150.00
Final Budget	6575900 - Conference Center Coordinator	Tax	MED - Medicare	971.00
Final Budget	6575905 - Event Specialist	Tax	FICA - FICA	3,288.00
Final Budget	6575905 - Event Specialist	Tax	MED - Medicare	769.00
Final Budget	6575925 - Event Staff/Tech Crew	Tax	FICA - FICA	213.00
Final Budget	6575925 - Event Staff/Tech Crew	Tax	MED - Medicare	50.00
Final Budget	6575926 - Event Staff/Tech Crew	Tax	FICA - FICA	50.00
Final Budget	6575926 - Event Staff/Tech Crew	Tax	MED - Medicare	12.00
Final Budget	6575927 - Event Staff/Tech Crew	Tax	FICA - FICA	50.00
Final Budget	6575927 - Event Staff/Tech Crew	Tax	MED - Medicare	12.00
Final Budget	6575928 - Event Staff/Tech Crew	Tax	FICA - FICA	216.00
Final Budget	6575928 - Event Staff/Tech Crew	Tax	MED - Medicare	51.00
Final Budget	6575930 - Event Staff/Tech Crew	Tax	FICA - FICA	130.00
Final Budget	6575930 - Event Staff/Tech Crew	Tax	MED - Medicare	30.00
Final Budget	6575931 - Lead Event Staff/Tech Crew	Tax	FICA - FICA	422.00
Final Budget	6575931 - Lead Event Staff/Tech Crew	Tax	MED - Medicare	99.00
Final Budget	6575932 - Audio Technician	Tax	FICA - FICA	140.00
Final Budget	6575932 - Audio Technician	Tax	MED - Medicare	33.00
Final Budget	6575933 - Event Staff/Tech Crew	Tax	FICA - FICA	318.00
Final Budget	6575933 - Event Staff/Tech Crew	Tax	MED - Medicare	74.00
Final Budget	6575934 - Event Staff/Tech Crew	Tax	FICA - FICA	40.00
Final Budget	6575934 - Event Staff/Tech Crew	Tax	MED - Medicare	9.00
Final Budget	6575935 - Audio Technician	Tax	FICA - FICA	445.00
Final Budget	6575935 - Audio Technician	Tax	MED - Medicare	104.00
Final Budget	6575937 - Event Staff/Tech Crew 65-75	Tax	FICA - FICA	109.00
Final Budget	6575937 - Event Staff/Tech Crew 65-75	Tax	MED - Medicare	25.00
Final Budget	6575938 - Event Staff/Tech Crew	Tax	FICA - FICA	233.00
Final Budget	6575938 - Event Staff/Tech Crew	Tax	MED - Medicare	54.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 75 - Facility Enterprises									
Personnel - Benefits									
Final Budget	6575939 - Lighting Technician			Tax	FICA - FICA			227.00	
Final Budget	6575939 - Lighting Technician			Tax	MED - Medicare			53.00	
Final Budget	6575944 - Custodian			Tax	FICA - FICA			117.00	
Final Budget	6575944 - Custodian			Tax	MED - Medicare			27.00	
Final Budget	6575946 - Event Staff/Tech Crew			Tax	FICA - FICA			179.00	
Final Budget	6575946 - Event Staff/Tech Crew			Tax	MED - Medicare			42.00	
Final Budget	6575950 - Lead Event Staff/Tech Crew			Tax	FICA - FICA			158.00	
Final Budget	6575950 - Lead Event Staff/Tech Crew			Tax	MED - Medicare			37.00	
							Final Budget Totals	\$12,937.00	
100-65-75-51 11	Benefits Group Insurance - Health	14,022.08	14,460.49	15,720.94	18,419.00	.00	15,924.00	15,924.00	15,924.00
	Position Transactions								
Level	Position			Type	Code			Total Amount	
Final Budget	6575900 - Conference Center Coordinator			Benefit	Dental Ins - Dental Insurance			402.00	
Final Budget	6575900 - Conference Center Coordinator			Benefit	SHP 70/30-\$60 WC - SHP 70/30-\$60 Wellness Credit			7,560.00	
Final Budget	6575905 - Event Specialist			Benefit	Dental Ins - Dental Insurance			402.00	
Final Budget	6575905 - Event Specialist			Benefit	SHP 70/30-\$60 WC - SHP 70/30-\$60 Wellness Credit			7,560.00	
							Final Budget Totals	\$15,924.00	
100-65-75-51 15	Benefits Life Insurance	335.83	312.64	249.76	141.00	.00	247.00	272.00	272.00
	Position Transactions								
Level	Position			Type	Code			Total Amount	
Final Budget	6575900 - Conference Center Coordinator			Benefit	Life and AD&D - Life and AD&D Insurance			166.00	
Final Budget	6575905 - Event Specialist			Benefit	Life and AD&D - Life and AD&D Insurance			106.00	
							Final Budget Totals	\$272.00	
100-65-75-51 20	Benefits Retirement - General Employees	8,179.70	9,374.29	11,343.99	11,507.00	.00	15,270.00	15,270.00	15,270.00
	Position Transactions								
Level	Position			Type	Code			Total Amount	
Final Budget	6575900 - Conference Center Coordinator			Benefit	LGRS G - LGRS General Employees			8,493.00	
Final Budget	6575905 - Event Specialist			Benefit	LGRS G - LGRS General Employees			6,777.00	
							Final Budget Totals	\$15,270.00	



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 75 - Facility Enterprises									
Personnel - Benefits									
100-65-75-51 30	Benefits 401K - General Employees	3,655.08	3,700.61	4,135.79	3,830.00	.00	4,799.00	4,799.00	4,799.00
Position Transactions									
Level	Position								Total Amount
Final Budget	6575900 - Conference Center Coordinator								2,677.00
Final Budget	6575905 - Event Specialist								2,122.00
Final Budget Totals									\$4,799.00
Personnel - Benefits Totals		\$36,559.03	\$35,866.75	\$42,366.17	\$45,369.00	\$0.00	\$50,777.00	\$50,802.00	\$50,802.00
Contractual Services									
100-65-75-56 10	Cont Serv Contracts and Agreements	1,534.39	.00	.00	.00	.00	.00	.00	.00
100-65-75-56 11	Cont Serv Contract Services	.00	.00	.00	.00	4,600.00	4,600.00	4,600.00	4,600.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit		Total Amount
Final Budget	NEW - Merchant Fees - Rental CC Pmts (MOVED from Admin)					1.0000	3,600.00		3,600.00
Final Budget	NEW - Piano tuning (rentals)					5.0000	200.00		1,000.00
Final Budget Totals									\$4,600.00
Contractual Services Totals		\$1,534.39	\$0.00	\$0.00	\$0.00	\$4,600.00	\$4,600.00	\$4,600.00	\$4,600.00
Operating Expenses									
100-65-75-52 25	Op Exp Advertising Expense	48,474.83	18,425.00	15,174.00	16,000.00	14,400.00	14,400.00	6,400.00	6,400.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit		Total Amount
Final Budget	Eventective					1.0000	1,400.00		1,400.00
Final Budget	NEW - Print, Radio, Facebook					1.0000	5,000.00		5,000.00
Final Budget	Promotional Materials					1.0000	8,000.00		8,000.00
Final Budget	Promotional Materials - CUT					1.0000	(8,000.00)		(8,000.00)
Final Budget Totals									\$6,400.00
100-65-75-52 27	Op Exp Local Mileage	120.49	.00	.00	90.00	170.00	170.00	170.00	170.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit		Total Amount
Final Budget	JCVB Meetings					1.0000	50.00		50.00
Final Budget	off sight meetings, chamber visits, Expos,					1.0000	120.00		120.00
Final Budget Totals									\$170.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget																													
Fund 100 - GF																																						
EXPENSE																																						
Department 65 - Cultural and Performing Arts																																						
Division 75 - Facility Enterprises																																						
Operating Expenses																																						
100-65-75-52 35	Op Exp Maint and Repair - Equipment	1,045.69	.00	.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00																													
	Budget Transactions <table><tr><td>Level</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Final Budget</td><td>Misc</td><td>1.0000</td><td>1,200.00</td><td>1,200.00</td></tr><tr><td colspan="3"></td><td>Final Budget Totals</td><td>\$1,200.00</td></tr></table>								Level	Transaction	Number of Units	Cost Per Unit	Total Amount	Final Budget	Misc	1.0000	1,200.00	1,200.00				Final Budget Totals	\$1,200.00															
Level	Transaction	Number of Units	Cost Per Unit	Total Amount																																		
Final Budget	Misc	1.0000	1,200.00	1,200.00																																		
			Final Budget Totals	\$1,200.00																																		
100-65-75-52 60	Op Exp Equipment Purchase	59.88	325.23	1,242.59	568.00	1,035.00	160.00	160.00	160.00																													
	Budget Transactions <table><tr><td>Level</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Final Budget</td><td>Adapters</td><td>5.0000</td><td>20.00</td><td>100.00</td></tr><tr><td>Final Budget</td><td>Power Strips</td><td>4.0000</td><td>15.00</td><td>60.00</td></tr><tr><td>Final Budget</td><td>Staff Shirts</td><td>25.0000</td><td>35.00</td><td>875.00</td></tr><tr><td>Final Budget</td><td>Staff Shirts - MOVE to 52 72</td><td>(25.0000)</td><td>35.00</td><td>(875.00)</td></tr><tr><td colspan="3"></td><td>Final Budget Totals</td><td>\$160.00</td></tr></table>								Level	Transaction	Number of Units	Cost Per Unit	Total Amount	Final Budget	Adapters	5.0000	20.00	100.00	Final Budget	Power Strips	4.0000	15.00	60.00	Final Budget	Staff Shirts	25.0000	35.00	875.00	Final Budget	Staff Shirts - MOVE to 52 72	(25.0000)	35.00	(875.00)				Final Budget Totals	\$160.00
Level	Transaction	Number of Units	Cost Per Unit	Total Amount																																		
Final Budget	Adapters	5.0000	20.00	100.00																																		
Final Budget	Power Strips	4.0000	15.00	60.00																																		
Final Budget	Staff Shirts	25.0000	35.00	875.00																																		
Final Budget	Staff Shirts - MOVE to 52 72	(25.0000)	35.00	(875.00)																																		
			Final Budget Totals	\$160.00																																		
100-65-75-52 62	Op Exp Dues and Subscriptions	50.00	4.26	64.95	720.00	720.00	720.00	75.00	75.00																													
	Budget Transactions <table><tr><td>Level</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Final Budget</td><td>IVAM</td><td>1.0000</td><td>645.00</td><td>645.00</td></tr><tr><td>Final Budget</td><td>IVAM - CUT</td><td>1.0000</td><td>(645.00)</td><td>(645.00)</td></tr><tr><td>Final Budget</td><td>JCVB Hospitality Association</td><td>1.0000</td><td>75.00</td><td>75.00</td></tr><tr><td colspan="3"></td><td>Final Budget Totals</td><td>\$75.00</td></tr></table>								Level	Transaction	Number of Units	Cost Per Unit	Total Amount	Final Budget	IVAM	1.0000	645.00	645.00	Final Budget	IVAM - CUT	1.0000	(645.00)	(645.00)	Final Budget	JCVB Hospitality Association	1.0000	75.00	75.00				Final Budget Totals	\$75.00					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount																																		
Final Budget	IVAM	1.0000	645.00	645.00																																		
Final Budget	IVAM - CUT	1.0000	(645.00)	(645.00)																																		
Final Budget	JCVB Hospitality Association	1.0000	75.00	75.00																																		
			Final Budget Totals	\$75.00																																		
100-65-75-52 72	Op Exp Uniform Purchase	.00	.00	.00	.00	.00	875.00	875.00	875.00																													
	Budget Transactions <table><tr><td>Level</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Final Budget</td><td>Staff Shirts</td><td>25.0000</td><td>35.00</td><td>875.00</td></tr><tr><td colspan="3"></td><td>Final Budget Totals</td><td>\$875.00</td></tr></table>								Level	Transaction	Number of Units	Cost Per Unit	Total Amount	Final Budget	Staff Shirts	25.0000	35.00	875.00				Final Budget Totals	\$875.00															
Level	Transaction	Number of Units	Cost Per Unit	Total Amount																																		
Final Budget	Staff Shirts	25.0000	35.00	875.00																																		
			Final Budget Totals	\$875.00																																		
100-65-75-52 85	Op Exp Departmental Supplies	276.58	118.57	205.37	725.00	900.00	900.00	600.00	600.00																													
	Budget Transactions <table><tr><td>Level</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Final Budget</td><td>Air fresheners</td><td>10.0000</td><td>15.00</td><td>150.00</td></tr><tr><td>Final Budget</td><td>Air fresheners - CUT</td><td>10.0000</td><td>(15.00)</td><td>(150.00)</td></tr><tr><td>Final Budget</td><td>Flipchart paper</td><td>3.0000</td><td>50.00</td><td>150.00</td></tr><tr><td>Final Budget</td><td>Flipchart paper - CUT</td><td>3.0000</td><td>(50.00)</td><td>(150.00)</td></tr></table>								Level	Transaction	Number of Units	Cost Per Unit	Total Amount	Final Budget	Air fresheners	10.0000	15.00	150.00	Final Budget	Air fresheners - CUT	10.0000	(15.00)	(150.00)	Final Budget	Flipchart paper	3.0000	50.00	150.00	Final Budget	Flipchart paper - CUT	3.0000	(50.00)	(150.00)					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount																																		
Final Budget	Air fresheners	10.0000	15.00	150.00																																		
Final Budget	Air fresheners - CUT	10.0000	(15.00)	(150.00)																																		
Final Budget	Flipchart paper	3.0000	50.00	150.00																																		
Final Budget	Flipchart paper - CUT	3.0000	(50.00)	(150.00)																																		



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 75 - Facility Enterprises									
Operating Expenses									
Final Budget	Misc supplies for meeting room supply boxes					1.0000	175.00	175.00	
Final Budget	Misc.					1.0000	250.00	250.00	
Final Budget	NEW - Promoter mic batteries, tape					1.0000	175.00	175.00	
	Final Budget Totals							\$600.00	
100-65-75-53 03	Op Exp Worker's Compensation Insurance	1,976.33	561.03	1,205.33	3,420.00	.00	4,414.00	4,414.00	4,414.00
Position Transactions									
Level	Position	Type	Code	Total Amount					
Final Budget	6575900 - Conference Center Coordinator	Workers Comp	9154 - Theater	1,747.00					
Final Budget	6575905 - Event Specialist	Workers Comp	9154 - Theater	1,384.00					
Final Budget	6575925 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	90.00					
Final Budget	6575926 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	21.00					
Final Budget	6575927 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	21.00					
Final Budget	6575928 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	91.00					
Final Budget	6575930 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	55.00					
Final Budget	6575931 - Lead Event Staff/Tech Crew	Workers Comp	9154 - Theater	177.00					
Final Budget	6575932 - Audio Technician	Workers Comp	9154 - Theater	59.00					
Final Budget	6575933 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	134.00					
Final Budget	6575934 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	17.00					
Final Budget	6575935 - Audio Technician	Workers Comp	9154 - Theater	187.00					
Final Budget	6575937 - Event Staff/Tech Crew 65-75	Workers Comp	9154 - Theater	46.00					
Final Budget	6575938 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	98.00					
Final Budget	6575939 - Lighting Technician	Workers Comp	9154 - Theater	96.00					
Final Budget	6575944 - Custodian	Workers Comp	9154 - Theater	49.00					
Final Budget	6575946 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	75.00					
Final Budget	6575950 - Lead Event Staff/Tech Crew	Workers Comp	9154 - Theater	67.00					
	Final Budget Totals							\$4,414.00	
100-65-75-53 99	Op Exp Miscellaneous Expense	.00	.00	.00	.00	750.00	750.00	.00	.00
Budget Transactions									
Level	Transaction	Number of Units		Cost Per Unit		Total Amount			
Final Budget	NEW - CYB	1.0000		750.00		750.00			
Final Budget	NEW - CYB - CUT	1.0000		(750.00)		(750.00)			
	Final Budget Totals					\$0.00			
Operating Expenses Totals		\$52,003.80	\$19,434.09	\$17,892.24	\$22,723.00	\$19,175.00	\$23,589.00	\$13,894.00	\$13,894.00



Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Departmental Request	2024 Preliminary Review	2024 Manager Recommended	2024 Final Budget
Fund 100 - GF									
EXPENSE									
Department 65 - Cultural and Performing Arts									
Division 75 - Facility Enterprises									
Programs									
100-65-75-54 33	Programs Value Added Services - Beverages	183.09	.00	.00	.00	.00	.00	.00	.00
100-65-75-54 34	Programs Value Added Services - Linens	370.99	.00	.00	.00	.00	.00	.00	.00
100-65-75-54 35	Programs Value Added Services-Dance Floor	1,000.00	.00	1,450.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	Dance Floor rental					4.0000	400.00	1,600.00	
Final Budget Totals								\$1,600.00	
Programs Totals		\$1,554.08	\$0.00	\$1,450.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Miscellaneous									
100-65-75-59 06	Misc Miscellaneous	.00	.00	1,712.95	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Budget Transactions									
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Final Budget	General Coverage					1.0000	1,500.00	1,500.00	
Final Budget Totals								\$1,500.00	
Miscellaneous Totals		\$0.00	\$0.00	\$1,712.95	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Division 75 - Facility Enterprises Totals		\$220,788.94	\$154,042.62	\$192,925.64	\$200,763.00	\$26,875.00	\$249,540.00	\$239,870.00	\$239,870.00
Department 65 - Cultural and Performing Arts Totals		\$653,660.77	\$493,343.86	\$715,817.54	\$809,358.00	\$314,820.00	\$861,519.00	\$826,039.00	\$826,039.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget	
Fund 100 - GF					
REVENUE					
Department 65 - Cultural and Performing Arts					
Division 02 - Administration					
Sales and Services					
100-65-02-44 420	Sales & Serv Staff Services Support	.00	.00	.00	
100-65-02-44 421	Sales & Serv Value Added Services	.00	.00	.00	
100-65-02-44 43	Sales & Serv Clayton Center Merchandise	.00	.00	.00	
100-65-02-44 50	Sales & Serv Clayton Center Sales and Rentals	.00	.00	.00	
100-65-02-44 51	Sales & Serv Clayton Center Rental Deposits	.00	.00	.00	
100-65-02-44 52	Sales & Serv Cultural Arts	159,920.00	80,808.00	159,920.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Chris Fairbanks-Comedian		364.0000	25.00	9,100.00
Final Budget	Colin Mochrie-Hyprov 2023		364.0000	50.00	18,200.00
Final Budget	Community Concerts		1,440.0000	15.00	21,600.00
Final Budget	Karen Mills and Karen Morgan-Comedians		364.0000	25.00	9,100.00
Final Budget	Kathy Mattea/Suzy Boggus		364.0000	50.00	18,200.00
Final Budget	Keb-Mo		364.0000	50.00	18,200.00
Final Budget	Marty Stuart		364.0000	50.00	18,200.00
Final Budget	Michael Kaeshammer		364.0000	30.00	10,920.00
Final Budget	Old Crow Medicine Show		364.0000	50.00	18,200.00
Final Budget	Squirrel Nut Zippers		364.0000	50.00	18,200.00
Final Budget Totals					\$159,920.00
Sales and Services Totals		\$159,920.00	\$80,808.00	\$159,920.00	
Grants and Donations					
100-65-02-45 20	Grants & Don Grant Funds - Miscellaneous	.00	.00	.00	
Grants and Donations Totals		\$0.00	\$0.00	\$0.00	
Division 02 - Administration Totals		\$159,920.00	\$80,808.00	\$159,920.00	
Division 75 - Facility Enterprises					
Sales and Services					
100-65-75-44 42	Sales & Serv Clayton Community Center Rentals	.00	.00	.00	
100-65-75-44 420	Sales & Serv Staff Services Support	44,125.00	35,318.00	44,125.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Custodial services-rentals		250.0000	16.50	4,125.00



Budget Worksheet Report

Budget Year 2023

G/L Account		Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF					
REVENUE					
Department 65 - Cultural and Performing Arts					
Division 75 - Facility Enterprises					
Sales and Services					
	Final Budget	Other-PT Staff		1.0000	40,000.00
	Final Budget Totals				40,000.00
100-65-75-44 421	Sales & Serv Value Added Services		1,600.00	2,600.00	1,600.00
	Budget Transactions				
	Level	Transaction		Number of Units	Cost Per Unit
	Final Budget	Dance Floor		4.0000	400.00
	Final Budget Totals				1,600.00
100-65-75-44 50	Sales & Serv Clayton Center Sales and Rentals		65,000.00	42,100.00	65,000.00
	Budget Transactions				
	Level	Transaction		Number of Units	Cost Per Unit
	Final Budget	Churches		1.0000	12,000.00
	Final Budget	Dance Competitions/Pageants		1.0000	20,000.00
	Final Budget	Meetings (HOAs, Little League, Expos,etc)		1.0000	13,000.00
	Final Budget	Outside presenters/promoters-Auditorium related		1.0000	5,000.00
	Final Budget	Wedding/Celebrations		1.0000	15,000.00
	Final Budget Totals				\$65,000.00
100-65-75-44 51	Sales & Serv Clayton Center Rental Deposits		.00	.00	.00
	Sales and Services Totals		\$110,725.00	\$80,018.00	\$110,725.00
Grants and Donations					
100-65-75-45 20	Grants & Don Grant Funds - Miscellaneous		.00	.00	.00
	Grants and Donations Totals		\$0.00	\$0.00	\$0.00
	Division 75 - Facility Enterprises Totals		\$110,725.00	\$80,018.00	\$110,725.00
	Department 65 - Cultural and Performing Arts Totals		\$270,645.00	\$160,826.00	\$270,645.00
	REVENUE TOTALS		\$270,645.00	\$160,826.00	\$270,645.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 02 - Administration				
Personnel - Salaries				
100-65-02-50 00	Salaries Full-time	208,612.00	203,556.00	208,612.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Cultural Arts Director	Earnings		63,565.00
Final Budget	6502245 - Marketing & Administrative Coord	Earnings		58,388.00
Final Budget	6502905 - Interim Clayton Center Director	Earnings		86,659.00
Final Budget Totals				\$208,612.00
100-65-02-50 02	Salaries Part-time	19,000.00	16,774.00	19,000.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502085 - Event Staff/Tech Crew	Earnings		504.00
Final Budget	6502086 - Event Staff/Tech Crew	Earnings		504.00
Final Budget	6502087 - Audio Technician	Earnings		1,751.00
Final Budget	6502088 - Lead Event Staff/Tech Crew	Earnings		2,250.00
Final Budget	6502089 - Lighting Technician	Earnings		3,000.00
Final Budget	6502096 - Event Staff/Tech Crew	Earnings		2,163.00
Final Budget	6502098 - Event Staff/Tech Crew	Earnings		4,294.00
Final Budget	6502103 - Event Staff/Tech Crew	Earnings		900.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Earnings		1,800.00
Final Budget	6502113 - Event Staff/Tech Crew	Earnings		1,545.00
Final Budget	6502116 - Custodian	Earnings		289.00
Final Budget Totals				\$19,000.00
100-65-02-50 04	Salaries Overtime	.00	.00	.00
100-65-02-50 50	Salaries Cashout	4,188.00	4,188.00	4,188.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502245 - Marketing & Administrative Coord	Earnings		4,188.00
Final Budget Totals				\$4,188.00
Personnel - Salaries Totals		\$231,800.00	\$224,518.00	\$231,800.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 02 - Administration				
Personnel - Benefits				
100-65-02-51 00	Benefits Longevity	4,200.00	3,900.00	4,200.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Cultural Arts Director	Earnings		1,700.00
Final Budget	6502245 - Marketing & Administrative Coord	Earnings		1,500.00
Final Budget	6502905 - Interim Clayton Center Director	Earnings		1,000.00
Final Budget Totals				\$4,200.00
100-65-02-51 10	Benefits FICA	18,053.00	17,473.00	18,053.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Cultural Arts Director	Tax	FICA - FICA	4,046.00
Final Budget	6502080 - Cultural Arts Director	Tax	MED - Medicare	946.00
Final Budget	6502085 - Event Staff/Tech Crew	Tax	MED - Medicare	7.00
Final Budget	6502085 - Event Staff/Tech Crew	Tax	FICA - FICA	31.00
Final Budget	6502086 - Event Staff/Tech Crew	Tax	FICA - FICA	31.00
Final Budget	6502086 - Event Staff/Tech Crew	Tax	MED - Medicare	7.00
Final Budget	6502087 - Audio Technician	Tax	FICA - FICA	109.00
Final Budget	6502087 - Audio Technician	Tax	MED - Medicare	25.00
Final Budget	6502088 - Lead Event Staff/Tech Crew	Tax	MED - Medicare	33.00
Final Budget	6502088 - Lead Event Staff/Tech Crew	Tax	FICA - FICA	140.00
Final Budget	6502089 - Lighting Technician	Tax	FICA - FICA	186.00
Final Budget	6502089 - Lighting Technician	Tax	MED - Medicare	44.00
Final Budget	6502096 - Event Staff/Tech Crew	Tax	FICA - FICA	134.00
Final Budget	6502096 - Event Staff/Tech Crew	Tax	MED - Medicare	31.00
Final Budget	6502098 - Event Staff/Tech Crew	Tax	MED - Medicare	62.00
Final Budget	6502098 - Event Staff/Tech Crew	Tax	FICA - FICA	266.00
Final Budget	6502103 - Event Staff/Tech Crew	Tax	FICA - FICA	56.00
Final Budget	6502103 - Event Staff/Tech Crew	Tax	MED - Medicare	13.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Tax	FICA - FICA	112.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Tax	MED - Medicare	26.00
Final Budget	6502113 - Event Staff/Tech Crew	Tax	FICA - FICA	96.00
Final Budget	6502113 - Event Staff/Tech Crew	Tax	MED - Medicare	22.00
Final Budget	6502116 - Custodian	Tax	FICA - FICA	18.00
Final Budget	6502116 - Custodian	Tax	MED - Medicare	4.00
Final Budget	6502245 - Marketing & Administrative Coord	Tax	FICA - FICA	3,973.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 02 - Administration				
Personnel - Benefits				
	Final Budget	6502245 - Marketing & Administrative Coord	Tax	MED - Medicare 929.00
	Final Budget	6502905 - Interim Clayton Center Director	Tax	MED - Medicare 1,271.00
	Final Budget	6502905 - Interim Clayton Center Director	Tax	FICA - FICA 5,435.00
	Final Budget Totals			\$18,053.00
100-65-02-51 11	Benefits Group Insurance - Health	18,778.00	22,012.00	18,778.00
	Position Transactions			
	Level	Position	Type	Code Total Amount
	Final Budget	6502080 - Cultural Arts Director	Benefit	SHP 80/20-\$60 WC - SHP 80/20-\$60 Wellness Credit 8,537.00
	Final Budget	6502080 - Cultural Arts Director	Benefit	Dental Ins - Dental Insurance 402.00
	Final Budget	6502905 - Interim Clayton Center Director	Benefit	Dental Ins - Dental Insurance 402.00
	Final Budget	6502905 - Interim Clayton Center Director	Benefit	SHP 80/20-\$60 WC - SHP 80/20-\$60 Wellness Credit 9,437.00
	Final Budget Totals			\$18,778.00
100-65-02-51 12	Benefits Group Insurance - Dental	.00	.00	.00
100-65-02-51 15	Benefits Life Insurance	475.00	734.00	475.00
	Position Transactions			
	Level	Position	Type	Code Total Amount
	Final Budget	6502080 - Cultural Arts Director	Benefit	Life and AD&D - Life and AD&D Insurance 144.00
	Final Budget	6502245 - Marketing & Administrative Coord	Benefit	Life and AD&D - Life and AD&D Insurance 134.00
	Final Budget	6502905 - Interim Clayton Center Director	Benefit	Life and AD&D - Life and AD&D Insurance 197.00
	Final Budget Totals			\$475.00
100-65-02-51 20	Benefits Retirement - General Employees	25,834.00	23,842.00	25,834.00
	Position Transactions			
	Level	Position	Type	Code Total Amount
	Final Budget	6502080 - Cultural Arts Director	Benefit	LGRS G - LGRS General Employees 7,717.00
	Final Budget	6502245 - Marketing & Administrative Coord	Benefit	LGRS G - LGRS General Employees 7,597.00
	Final Budget	6502905 - Interim Clayton Center Director	Benefit	LGRS G - LGRS General Employees 10,520.00
	Final Budget Totals			\$25,834.00
100-65-02-51 30	Benefits 401K - General Employees	8,680.00	8,465.00	8,680.00
	Position Transactions			
	Level	Position	Type	Code Total Amount
	Final Budget	6502080 - Cultural Arts Director	Benefit	401K GEN - 401K General Employees 2,611.00
	Final Budget	6502245 - Marketing & Administrative Coord	Benefit	401K GEN - 401K General Employees 2,563.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget		
Fund 100 - GF						
EXPENSE						
Department 65 - Cultural and Performing Arts						
Division 02 - Administration						
Personnel - Benefits						
Final Budget	6502905 - Interim Clayton Center Director		Benefit	401K GEN - 401K General Employees	3,506.00	
				Final Budget Totals	\$8,680.00	
	Personnel - Benefits Totals	\$76,020.00	\$76,426.00	\$76,020.00		
Contractual Services						
100-65-02-56 00	Cont Serv Professional Services	.00	.00	.00		
100-65-02-56 10	Cont Serv Contracts and Agreements	.00	.00	.00		
100-65-02-56 11	Cont Serv Contract Services	4,575.00	3,250.00	4,575.00		
	Budget Transactions					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Final Budget	Merchant Fees		1.0000	4,575.00	4,575.00
					Final Budget Totals	\$4,575.00
100-65-02-56 50	Cont Serv Equipment Rental	8,600.00	3,700.00	8,600.00		
	Budget Transactions					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Final Budget	Keb-Mo		1.0000	1,700.00	1,700.00
	Final Budget	Marty Stuart		1.0000	1,000.00	1,000.00
	Final Budget	Michael Kaeshammer		1.0000	1,500.00	1,500.00
	Final Budget	Old Crow Medicine Show		1.0000	1,700.00	1,700.00
	Final Budget	Piano Tuning		5.0000	140.00	700.00
	Final Budget	Squirrel Nut Zippers		1.0000	2,000.00	2,000.00
					Final Budget Totals	\$8,600.00
100-65-02-56 51	Cont Serv Uniform Rental	.00	.00	.00		
	Contractual Services Totals	\$13,175.00	\$6,950.00	\$13,175.00		
Operating Expenses						
100-65-02-52 00	Op Exp Copy Expense	.00	.00	.00		
100-65-02-52 01	Op Exp Postage and Shipping Expense	675.00	1,075.00	675.00		
	Budget Transactions					
	Level	Transaction		Number of Units	Cost Per Unit	Total Amount
	Final Budget	Misc Equipment		1.0000	200.00	200.00
	Final Budget	Postcard Mailings		1.0000	400.00	400.00
	Final Budget	Ticket Delivery,		1.0000	75.00	75.00
					Final Budget Totals	\$675.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget	
Fund 100 - GF					
EXPENSE					
Department 65 - Cultural and Performing Arts					
Division 02 - Administration					
Operating Expenses					
100-65-02-52 15	Op Exp Telephone Exp - Buildings	.00	.00	.00	
100-65-02-52 16	Op Exp Telephone Exp - Mobile	2,700.00	2,700.00	2,700.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	MP Clayton Center Director 919-369-6484		12.0000	45.00	540.00
Final Budget	MP Conf Center Support Specialist 919-691-1582		12.0000	45.00	540.00
Final Budget	MP Conference Center Coordinator 919-624-4466		12.0000	45.00	540.00
Final Budget	MP Facility Technician 919-625-0024		12.0000	45.00	540.00
Final Budget	MP Sr. Admin. Support Specialist 919-625-0526		12.0000	45.00	540.00
				Final Budget Totals	\$2,700.00
100-65-02-52 25	Op Exp Advertising Expense	96,050.00	75,050.00	96,050.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Country Superstars		6.0000	400.00	2,400.00
Final Budget	Excelerate Digital Marketing		1.0000	78,000.00	78,000.00
Final Budget	Facebook Boosts		25.0000	25.00	625.00
Final Budget	Poster Printing		1.0000	425.00	425.00
Final Budget	Show Cards		20.0000	150.00	3,000.00
Final Budget	WUNC		8.0000	1,450.00	11,600.00
				Final Budget Totals	\$96,050.00
100-65-02-52 26	Op Exp Professional Development	3,200.00	1,934.00	3,200.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Arts Market-potential		1.0000	900.00	900.00
Final Budget	Block Booking Meetings		2.0000	400.00	800.00
Final Budget	NCPC annual meeting		1.0000	750.00	750.00
Final Budget	Ohio Presenters Conference		1.0000	750.00	750.00
				Final Budget Totals	\$3,200.00
100-65-02-52 27	Op Exp Local Mileage	75.00	75.00	75.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Performing Arts Series transportation runner		1.0000	75.00	75.00
				Final Budget Totals	\$75.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 02 - Administration				
Operating Expenses				
100-65-02-52 35	Op Exp Maint and Repair - Equipment	3,200.00	2,920.00	3,200.00
Budget Transactions				
Level	Transaction			
Final Budget	Misc. Repairs			1.0000 2,500.00 2,500.00
Final Budget	Piano Tuning			5.0000 140.00 700.00
Final Budget Totals				\$3,200.00
100-65-02-52 60	Op Exp Equipment Purchase	2,550.00	1,950.00	2,550.00
Budget Transactions				
Level	Transaction			
Final Budget	Cables			1.0000 500.00 500.00
Final Budget	Lighting Truss-Chambers			1.0000 250.00 250.00
Final Budget	Line Array Speakers			6.0000 300.00 1,800.00
Final Budget Totals				\$2,550.00
100-65-02-52 62	Op Exp Dues and Subscriptions	10,599.00	10,390.00	10,599.00
Budget Transactions				
Level	Transaction			
Final Budget	Adobe Photo Shop cloud- package- 1 year			2.0000 384.17 768.34
Final Budget	ASCAP-Music/Performance Lic.			1.0000 385.00 385.00
Final Budget	BMI-Music Liscencing			1.0000 370.00 370.00
Final Budget	Dropbox			1.0000 150.00 150.00
Final Budget	Event Pro Pro plus Connect			1.0000 5,400.00 5,400.00
Final Budget	Mail Chimp monthly fee			12.0000 100.00 1,200.00
Final Budget	NCPC			1.0000 175.00 175.00
Final Budget	SESAC			1.0000 520.00 520.00
Final Budget	TCC Design Elements			1.0000 1,500.00 1,500.00
Final Budget	Vimeo			1.0000 130.00 130.00
Final Budget Totals				\$10,598.34
100-65-02-52 70	Op Exp Safety	.00	.00	.00
100-65-02-52 85	Op Exp Departmental Supplies	4,800.00	4,800.00	4,800.00
Budget Transactions				
Level	Transaction			
Final Budget	Artist Hospitality-plates, utensils, sharpies, linens			1.0000 550.00 550.00
Final Budget	Box Office-ticket stock, envelopes			1.0000 1,600.00 1,600.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund	100 - GF			
EXPENSE				
Department	65 - Cultural and Performing Arts			
Division	02 - Administration			
Operating Expenses				
Final Budget	Front Office/Backstage		1.0000	2,650.00
				Final Budget Totals
				\$4,800.00
100-65-02-53 00	Op Exp Insurance and Bonds	.00	.00	.00
100-65-02-53 03	Op Exp Worker's Compensation Insurance	4,717.00	4,544.00	4,717.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6502080 - Cultural Arts Director	Workers Comp	9154 - Theater	1,703.00
Final Budget	6502085 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	13.00
Final Budget	6502086 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	13.00
Final Budget	6502087 - Audio Technician	Workers Comp	9154 - Theater	46.00
Final Budget	6502088 - Lead Event Staff/Tech Crew	Workers Comp	9154 - Theater	59.00
Final Budget	6502089 - Lighting Technician	Workers Comp	9154 - Theater	78.00
Final Budget	6502096 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	56.00
Final Budget	6502098 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	112.00
Final Budget	6502103 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	23.00
Final Budget	6502106 - Lead Event Staff/Tech Crew	Workers Comp	9154 - Theater	47.00
Final Budget	6502113 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	40.00
Final Budget	6502116 - Custodian	Workers Comp	9154 - Theater	8.00
Final Budget	6502245 - Marketing & Administrative Coord	Workers Comp	8810 - Clerical	231.00
Final Budget	6502905 - Interim Clayton Center Director	Workers Comp	9154 - Theater	2,288.00
				Final Budget Totals
				\$4,717.00
100-65-02-53 90	Op Exp New Employee Upfit	.00	.00	.00
100-65-02-53 99	Op Exp Miscellaneous Expense	1,000.00	.00	1,000.00
Budget Transactions				
Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Final Budget	CYB	1.0000	1,000.00	1,000.00
				Final Budget Totals
				\$1,000.00
Operating Expenses Totals		\$129,566.00	\$105,438.00	\$129,566.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget	
Fund 100 - GF					
EXPENSE					
Department 65 - Cultural and Performing Arts					
Division 02 - Administration					
Programs					
100-65-02-54 30	Programs Community Based Production	22,000.00	15,600.00	22,000.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	David Gonzalez Artist in Residence		1.0000	6,500.00	6,500.00
Final Budget	Magic School Bus -Daytime School day		1.0000	5,500.00	5,500.00
Final Budget	The Joshua Show		1.0000	5,500.00	5,500.00
Final Budget	Ugly Duckling		1.0000	4,500.00	4,500.00
Final Budget Totals					\$22,000.00
100-65-02-54 31	Programs Professional Season	125,000.00	95,000.00	125,000.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Chris Fairbanks plus one		1.0000	5,000.00	5,000.00
Final Budget	Collin Mochrie Hyprov-2023		1.0000	20,000.00	20,000.00
Final Budget	Comedians Karen Mills and Karen Morgan		1.0000	7,000.00	7,000.00
Final Budget	Kathy Mattea/Suzy Bogguss		1.0000	15,000.00	15,000.00
Final Budget	Keb-Mo		1.0000	18,000.00	18,000.00
Final Budget	Marty Stuart		1.0000	20,000.00	20,000.00
Final Budget	Michael Kaeshammer		1.0000	5,000.00	5,000.00
Final Budget	Old Crow Medicine Show		1.0000	18,000.00	18,000.00
Final Budget	Squirrel Nut Zippers		1.0000	17,000.00	17,000.00
Final Budget Totals					\$125,000.00
100-65-02-54 32	Programs Visual Arts Support	.00	.00	.00	
100-65-02-54 33	Programs Value Added Services - Beverages	.00	.00	.00	
100-65-02-54 34	Programs Value Added Services - Linens	.00	.00	.00	
100-65-02-54 35	Programs Value Added Services-Dance Floor	.00	.00	.00	
100-65-02-54 36	Programs Value Added Service - Tch Lounge	.00	.00	.00	
100-65-02-54 37	Programs Hospitality	11,034.00	7,700.00	11,034.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Chris Fairbanks plus one comedians		1.0000	435.00	435.00
Final Budget	Colin Mochrie Hyprov 2023		1.0000	550.00	550.00
Final Budget	Comedians Karen Mills and Karen Morgan		1.0000	500.00	500.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 02 - Administration				
Programs				
Final Budget	For Community programs	1.0000	2,699.00	2,699.00
Final Budget	Kathy Mattea/Suzy Boggus-Oct 14	1.0000	950.00	950.00
Final Budget	Keb-Mo	1.0000	1,500.00	1,500.00
Final Budget	Marty Stuart	1.0000	1,500.00	1,500.00
Final Budget	Michael Kaeshammer	1.0000	1,200.00	1,200.00
Final Budget	Old Crow Medicine Show	1.0000	1,700.00	1,700.00
Final Budget Totals				\$11,034.00
Programs Totals				
		\$158,034.00	\$118,300.00	\$158,034.00
Division 02 - Administration Totals				
		\$608,595.00	\$531,632.00	\$608,595.00
Division 75 - Facility Enterprises				
Personnel - Salaries				
100-65-75-50 00	Salaries Full-time	94,349.00	91,958.00	94,349.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6575900 - Conference Center Coordinator	Earnings		47,133.00
Final Budget	6575905 - Event Specialist	Earnings		47,216.00
Final Budget Totals				\$94,349.00
100-65-75-50 02	Salaries Part-time	35,222.00	32,052.00	35,222.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6575925 - Event Staff/Tech Crew	Earnings		3,000.00
Final Budget	6575928 - Event Staff/Tech Crew	Earnings		3,600.00
Final Budget	6575930 - Event Staff/Tech Crew	Earnings		630.00
Final Budget	6575931 - Lead Event Staff/Tech Crew	Earnings		5,625.00
Final Budget	6575932 - Audio Technician	Earnings		3,600.00
Final Budget	6575933 - Event Staff/Tech Crew	Earnings		5,726.00
Final Budget	6575934 - Event Staff/Tech Crew	Earnings		945.00
Final Budget	6575935 - Audio Technician	Earnings		2,101.00
Final Budget	6575936 - Custodian	Earnings		5,408.00
Final Budget	6575937 - Lead Event Staff	Earnings		1,209.00
Final Budget	6575946 - Event Staff/Tech Crew	Earnings		3,090.00
Final Budget	6575948 - Facility Attendant	Earnings		288.00
Final Budget Totals				\$35,222.00
100-65-75-50 021	Salaries Part-time w/Benefits	.00	.00	.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 75 - Facility Enterprises				
Personnel - Salaries				
100-65-75-50 04	Salaries Overtime	.00	.00	.00
100-65-75-50 50	Salaries Cashout	.00	.00	.00
Personnel - Salaries Totals		\$129,571.00	\$124,010.00	\$129,571.00
Personnel - Benefits				
100-65-75-51 00	Benefits Longevity	1,450.00	1,200.00	1,450.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6575900 - Conference Center Coordinator	Earnings		1,000.00
Final Budget	6575905 - Event Specialist	Earnings		400.00
Final Budget	6575937 - Lead Event Staff	Earnings		50.00
Final Budget Totals				\$1,450.00
100-65-75-51 10	Benefits FICA	10,022.00	9,579.00	10,022.00
Position Transactions				
Level	Position	Type	Code	Total Amount
Final Budget	6575900 - Conference Center Coordinator	Tax	FICA - FICA	2,984.00
Final Budget	6575900 - Conference Center Coordinator	Tax	MED - Medicare	698.00
Final Budget	6575905 - Event Specialist	Tax	FICA - FICA	2,952.00
Final Budget	6575905 - Event Specialist	Tax	MED - Medicare	690.00
Final Budget	6575925 - Event Staff/Tech Crew	Tax	MED - Medicare	44.00
Final Budget	6575925 - Event Staff/Tech Crew	Tax	FICA - FICA	186.00
Final Budget	6575928 - Event Staff/Tech Crew	Tax	FICA - FICA	223.00
Final Budget	6575928 - Event Staff/Tech Crew	Tax	MED - Medicare	52.00
Final Budget	6575930 - Event Staff/Tech Crew	Tax	FICA - FICA	39.00
Final Budget	6575930 - Event Staff/Tech Crew	Tax	MED - Medicare	9.00
Final Budget	6575931 - Lead Event Staff/Tech Crew	Tax	MED - Medicare	82.00
Final Budget	6575931 - Lead Event Staff/Tech Crew	Tax	FICA - FICA	349.00
Final Budget	6575932 - Audio Technician	Tax	FICA - FICA	223.00
Final Budget	6575932 - Audio Technician	Tax	MED - Medicare	52.00
Final Budget	6575933 - Event Staff/Tech Crew	Tax	FICA - FICA	355.00
Final Budget	6575933 - Event Staff/Tech Crew	Tax	MED - Medicare	83.00
Final Budget	6575934 - Event Staff/Tech Crew	Tax	MED - Medicare	14.00
Final Budget	6575934 - Event Staff/Tech Crew	Tax	FICA - FICA	59.00
Final Budget	6575935 - Audio Technician	Tax	FICA - FICA	130.00
Final Budget	6575935 - Audio Technician	Tax	MED - Medicare	30.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget	
Fund 100 - GF					
EXPENSE					
Department	65 - Cultural and Performing Arts				
Division	75 - Facility Enterprises				
Personnel - Benefits					
	Final Budget	6575936 - Custodian	Tax	FICA - FICA	335.00
	Final Budget	6575936 - Custodian	Tax	MED - Medicare	78.00
	Final Budget	6575937 - Lead Event Staff	Tax	FICA - FICA	78.00
	Final Budget	6575937 - Lead Event Staff	Tax	MED - Medicare	18.00
	Final Budget	6575946 - Event Staff/Tech Crew	Tax	FICA - FICA	192.00
	Final Budget	6575946 - Event Staff/Tech Crew	Tax	MED - Medicare	45.00
	Final Budget	6575948 - Facility Attendant	Tax	FICA - FICA	18.00
	Final Budget	6575948 - Facility Attendant	Tax	MED - Medicare	4.00
	Final Budget Totals				\$10,022.00
100-65-75-51 11	Benefits Group Insurance - Health	18,419.00	14,332.00	18,419.00	
	Position Transactions				
	Level	Position	Type	Code	Total Amount
	Final Budget	6575900 - Conference Center Coordinator	Benefit	Dental Ins - Dental Insurance	402.00
	Final Budget	6575900 - Conference Center Coordinator	Benefit	SHP 70/30-\$60 WC - SHP 70/30-\$60 Wellness Credit	8,537.00
	Final Budget	6575905 - Event Specialist	Benefit	PB Benefits - Position Budgeting Benefits All	9,480.00
	Final Budget Totals				\$18,419.00
100-65-75-51 12	Benefits Group Insurance - Dental	.00	.00	.00	
100-65-75-51 15	Benefits Life Insurance	141.00	257.00	141.00	
	Position Transactions				
	Level	Position	Type	Code	Total Amount
	Final Budget	6575900 - Conference Center Coordinator	Benefit	Life and AD&D - Life and AD&D Insurance	141.00
	Final Budget Totals				\$141.00
100-65-75-51 20	Benefits Retirement - General Employees	11,507.00	10,484.00	11,507.00	
	Position Transactions				
	Level	Position	Type	Code	Total Amount
	Final Budget	6575900 - Conference Center Coordinator	Benefit	LGRS G - LGRS General Employees	5,722.00
	Final Budget	6575905 - Event Specialist	Benefit	PB LGRS Gen - Position Budgeting LGRS Gen	5,785.00
	Final Budget Totals				\$11,507.00
100-65-75-51 30	Benefits 401K - General Employees	3,830.00	3,726.00	3,830.00	
	Position Transactions				
	Level	Position	Type	Code	Total Amount
	Final Budget	6575900 - Conference Center Coordinator	Benefit	401K GEN - 401K General Employees	1,925.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 75 - Facility Enterprises				
Personnel - Benefits				
Final Budget	6575905 - Event Specialist		Benefit	PB 401k-G - Position Budgeting 401K Gen
				1,905.00
				Final Budget Totals
				\$3,830.00
Personnel - Benefits Totals		\$45,369.00	\$39,578.00	\$45,369.00
Contractual Services				
100-65-75-56 10	Cont Serv Contracts and Agreements	.00	.00	.00
100-65-75-56 11	Cont Serv Contract Services	.00	2,600.00	.00
Contractual Services Totals		\$0.00	\$2,600.00	\$0.00
Operating Expenses				
100-65-75-52 00	Op Exp Copy Expense	.00	.00	.00
100-65-75-52 01	Op Exp Postage and Shipping Expense	.00	.00	.00
100-65-75-52 16	Op Exp Telephone Exp - Mobile	.00	.00	.00
100-65-75-52 25	Op Exp Advertising Expense	16,000.00	15,400.00	16,000.00
Budget Transactions				
Level	Transaction			
Final Budget	Eventective			1.0000 1,300.00 1,300.00
Final Budget	Exceletrate Digital Marketing			1.0000 13,700.00 13,700.00
Final Budget	Promotional Materials			1.0000 1,000.00 1,000.00
				Final Budget Totals \$16,000.00
100-65-75-52 26	Op Exp Professional Development	.00	.00	.00
100-65-75-52 27	Op Exp Local Mileage	90.00	90.00	90.00
Budget Transactions				
Level	Transaction			
Final Budget	Justin Doan JCVB Meetings			1.0000 45.00 45.00
Final Budget	Martha Vandergriff-off sight meetings, chamber visits			1.0000 45.00 45.00
				Final Budget Totals \$90.00
100-65-75-52 35	Op Exp Maint and Repair - Equipment	1,200.00	1,250.00	1,200.00
Budget Transactions				
Level	Transaction			
Final Budget	Misc			1.0000 1,200.00 1,200.00
				Final Budget Totals \$1,200.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget	
Fund 100 - GF					
EXPENSE					
Department 65 - Cultural and Performing Arts					
Division 75 - Facility Enterprises					
Operating Expenses					
100-65-75-52 60	Op Exp Equipment Purchase	568.00	2,172.00	568.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Adapters		5.0000	20.00	100.00
Final Budget	Power Strips		4.0000	12.00	48.00
Final Budget	Staff Shirts		12.0000	35.00	420.00
Final Budget Totals					\$568.00
100-65-75-52 62	Op Exp Dues and Subscriptions	720.00	75.00	720.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	IVAM		1.0000	645.00	645.00
Final Budget	JCVB Hospitality Association		1.0000	75.00	75.00
Final Budget Totals					\$720.00
100-65-75-52 85	Op Exp Departmental Supplies	725.00	575.00	725.00	
Budget Transactions					
Level	Transaction		Number of Units	Cost Per Unit	Total Amount
Final Budget	Air fresheners		10.0000	15.00	150.00
Final Budget	Flipchart paper		3.0000	50.00	150.00
Final Budget	Misc supplies for meeting room supply boxes		1.0000	175.00	175.00
Final Budget	Misc.		1.0000	250.00	250.00
Final Budget Totals					\$725.00
100-65-75-53 02	Op Exp Unemployment Insurance	.00	.00	.00	
100-65-75-53 03	Op Exp Worker's Compensation Insurance	3,420.00	3,268.00	3,420.00	
Position Transactions					
Level	Position	Type	Code	Total Amount	
Final Budget	6575900 - Conference Center Coordinator	Workers Comp	9154 - Theater	1,256.00	
Final Budget	6575905 - Event Specialist	Workers Comp	9154 - Theater	1,243.00	
Final Budget	6575925 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	78.00	
Final Budget	6575928 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	94.00	
Final Budget	6575930 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	16.00	
Final Budget	6575931 - Lead Event Staff/Tech Crew	Workers Comp	9154 - Theater	147.00	
Final Budget	6575932 - Audio Technician	Workers Comp	9154 - Theater	94.00	
Final Budget	6575933 - Event Staff/Tech Crew	Workers Comp	9154 - Theater	149.00	

Run by Steven Langston on 09/19/2023 10:35:38 AM

Page 15 of 17



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 75 - Facility Enterprises				
Operating Expenses				
Final Budget	6575934 - Event Staff/Tech Crew		Workers Comp	9154 - Theater 25.00
Final Budget	6575935 - Audio Technician		Workers Comp	9154 - Theater 55.00
Final Budget	6575936 - Custodian		Workers Comp	9154 - Theater 141.00
Final Budget	6575937 - Lead Event Staff		Workers Comp	9154 - Theater 33.00
Final Budget	6575946 - Event Staff/Tech Crew		Workers Comp	9154 - Theater 81.00
Final Budget	6575948 - Facility Attendant		Workers Comp	9154 - Theater 8.00
Final Budget Totals				\$3,420.00
100-65-75-53 90	Op Exp New Employee Upfit	.00	.00	.00
100-65-75-53 99	Op Exp Miscellaneous Expense	.00	.00	.00
Operating Expenses Totals		\$22,723.00	\$22,830.00	\$22,723.00
Programs				
100-65-75-54 33	Programs Value Added Services - Beverages	.00	.00	.00
100-65-75-54 34	Programs Value Added Services - Linens	.00	1,200.00	.00
100-65-75-54 35	Programs Value Added Services-Dance Floor	1,600.00	1,600.00	1,600.00
Budget Transactions				
Level	Transaction		Number of Units	Cost Per Unit Total Amount
Final Budget	Dance Floor rental		4.0000	400.00 1,600.00
Final Budget Totals				\$1,600.00
Programs Totals		\$1,600.00	\$2,800.00	\$1,600.00
Miscellaneous				
100-65-75-59 06	Misc Miscellaneous	1,500.00	1,500.00	1,500.00
Budget Transactions				
Level	Transaction		Number of Units	Cost Per Unit Total Amount
Final Budget	General Coverage		1.0000	1,500.00 1,500.00
Final Budget Totals				\$1,500.00
Miscellaneous Totals		\$1,500.00	\$1,500.00	\$1,500.00
Division 75 - Facility Enterprises Totals		\$200,763.00	\$193,318.00	\$200,763.00



Budget Worksheet Report

Budget Year 2023

G/L Account	Account Description	2023 Manager Recommended	2022 Amended Budget	2023 Final Budget
Fund 100 - GF				
EXPENSE				
Department 65 - Cultural and Performing Arts				
Division 95 - Capital Outlay				
Capital Outlay				
100-65-95-58 00	Cap Out Capital Projects	.00	.00	.00
100-65-95-58 50	Cap Out Capital Outlay	.00	.00	.00
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00
	Division 95 - Capital Outlay Totals	\$0.00	\$0.00	\$0.00
Department 65 - Cultural and Performing Arts Totals		\$809,358.00	\$724,950.00	\$809,358.00
	EXPENSE TOTALS	\$809,358.00	\$724,950.00	\$809,358.00
Fund 100 - GF Totals				
	REVENUE TOTALS	\$270,645.00	\$160,826.00	\$270,645.00
	EXPENSE TOTALS	\$809,358.00	\$724,950.00	\$809,358.00
Fund 100 - GF Totals		(\$538,713.00)	(\$564,124.00)	(\$538,713.00)
Net Grand Totals				
	REVENUE GRAND TOTALS	\$270,645.00	\$160,826.00	\$270,645.00
	EXPENSE GRAND TOTALS	\$809,358.00	\$724,950.00	\$809,358.00
Net Grand Totals		(\$538,713.00)	(\$564,124.00)	(\$538,713.00)



April 16, 2024

Steven Langston
The Clayton Center
PO Box 879
Clayton, NC 27520

Dear Steven,

The Johnston County Tourism Authority met on April 10, 2024 to consider your Capital Grant Application for the amount of \$24,000 for the carpet replacement in the conference rooms project. With County Commissioner approval of the FY25 Tourism Budget, your grant of \$24,000 is officially approved.

Our Capital Grant program requires a 1:1 dollar match by The Clayton Center, therefore the Visitors Bureau will provide reimbursement when work has been completed. Please submit requests to the Visitors Bureau after July 1, 2024, and before June 30, 2025, including copies of invoices and canceled checks. Invoices and checks for work completed for this grant must be dated after July 1, 2024. Projects should be completed within the next 12 months, and any extension needed to complete the project should be communicated to the Visitors Bureau no later than January 1, 2025. Extension requests should be submitted for approval by the Tourism Authority board and may be allowed through June 30, 2026.

The Visitors Bureau will send out a release about the Capital Grants awarded for FY25 in June. Per the guidelines of the grant, please recognize the Visitors Bureau in any PR sent by your organization, and our staff and board are happy to attend ribbon cuttings or project-related events. Check presentations will be made to The Clayton Center by a Tourism Authority Board member. Following the completion of your project, additional PR from the Visitors Bureau will help showcase the impact your project will have on tourism for the county.

We look forward to our continued partnership with the The Clayton Center, and the growth in tourism development made possible by our Capital Grants program. For more than 35 years, funds from the 3% room tax paid by visitors to the county have been used to build museums, parks, theaters, and more for the enjoyment of visitors to the county and residents alike.

With warm regards,

A handwritten signature in black ink, appearing to read "Donna".

Donna Bailey-Taylor
President/CEO



FARMERS MARKET COALITION

PO Box 6497 | Albany, CA 94706 | (888) FMC-8177 | info@farmersmarketcoalition.org

FARMERS MARKET WEEK

August 4th-10th, 2024

A PROCLAMATION

WHEREAS, farmers and ranchers provide citizens with access to healthful, locally, and regionally produced foods through farmers markets, which are expanding and evolving to accommodate demand for a diverse array of agricultural products; and

WHEREAS, farmers markets and other agricultural direct marketing outlets provide infrastructure to assist in the distribution of farm and value-added products, thereby contributing approximately \$9 billion each year to the U.S. economy; and

WHEREAS, farmers markets serve as significant outlets by which small-to-medium, new and beginning, and veteran agricultural producers market agricultural products, generating revenue that supports the sustainability of family farms and the revitalization of rural communities nationwide; and

WHEREAS, the Town of Clayton recognizes the importance of expanding agricultural marketing opportunities that assist and encourage the next generation of farmers and ranchers; generate farm income to help stimulate business development and job creation; build community connections through rural and urban linkages and more.

NOW, THEREFORE, to further awareness of farmers markets' contributions, we, the Clayton Town Council, hereby proclaim the week of August 4-10, 2024, as Farmers Market Week, in conjunction with the observance of National Farmers Market Week.

Proclaimed this the 5th day of August, 2024.

Jody L. McLeod
Mayor



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

OLD BUSINESS

Item Title

Clayton-Raleigh Pump Station Capital Project Budget Ordinance

Presenter(s)

Todd Melton, Budget Manager

Suggested Action

Adoption of Ordinance

Strategic Priorities Alignment



Think Clayton
(Administrative)



Think Arts &
Culture



Think
Downtown



Think
Economic
Development



Think Land
Use &
Housing



Think
Mobility



Think Parks,
Recreation
& Natural
Resources



Think Public
Services &
Infrastructure

Public Hearing: No

Applicable General Statute Number: G.S. 159-13.2

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

☐ Public Hearing (Not Required by GS)

☐ Newspaper Notice (Not Required by GS)

☐ Press Release

☐ Website

- ☐ Social Media
☐ Special Mailing

- ☐ Survey
☒ None Required

Summary

The Town received a \$20.25 million grant from NC DEQ for water and wastewater infrastructure. \$6 million must be used to improve, upgrade, or restore the following pump stations: Arbors, Starmount, Liberty-West Main St., Little Creek, and Clayton-Raleigh.

Recommendation

The Executive Team recommends adoption of the ordinance.

Funding Source

NC DEQ Grant Funds

Cost

No

Corresponding Documentation

[Capital Project Budget Ordinance Clayton-Raleigh Pump Station Improvements August 5, 2024](#)

Submitted By: Robert McKie, Finance Department

Reviewed By:

Robert McKie, Finance Director
Heidi Holland, Town Clerk

Approved - Aug 01 2024
Approved - Aug 01 2024

Ordinance #2024-08-01

**TOWN OF CLAYTON
CLAYTON-RALEIGH PUMP STATION IMPROVEMENTS
CAPITAL PROJECT BUDGET ORDINANCE**

BE IT HEREBY ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF CLAYTON that the following ordinance shall be established to undertake major improvements to the Clayton-Raleigh pump station:

Revenues

<u>Line Item</u>	<u>Description</u>	<u>Amount</u>
646-45 76	NC DEQ Grant	\$2,241,500
	Total	\$2,241,500

Expenditures

<u>Line Item</u>	<u>Description</u>	<u>Amount</u>
646-58 31	Sewer Line Improvements	\$2,241,500
	Total	\$2,241,500

Duly adopted this ____ day of _____, 2024 while in regular session.

Jody L. McLeod
Mayor

Attest:

APPROVED AS TO FORM

Heidi L. Holland, CMC, NCCMC
Town Clerk

Jim Cauley
Town Attorney



Town Council Regular Meeting Agenda Cover Sheet

Meeting Date

August 5, 2024

Agenda Location

NEW BUSINESS

Item Title

Resolution by Governing Body of Recipient of Directed Projects Grant; Session Law 2023-134

Presenter(s)

Shannon Poole - Engineering

Suggested Action

Adoption of Resolution

Suggested Action (2): Other - Authorization for Town Manager to sign funding acceptance

Strategic Priorities Alignment



☐
Think Clayton
(Administrative)



☐
Think Arts &
Culture



☐
Think
Downtown



☐
Think
Economic
Development



☐
Think Land
Use &
Housing



☐
Think
Mobility



☐
Think Parks,
Recreation
& Natural
Resources



☒
Think Public
Services &
Infrastructure

Public Hearing: No

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

The Town of Clayton has received a Directed Projects grant from the 2023 Appropriation Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to improve existing sewer infrastructure. Town Manager received Letter of Intent to Fund on July 1, 2024 for DWI Project SRP-W-134-0119 for maximum funding amount of \$5,910,000.00. This grant will assist with funding 5 different Town Sewer Improvement Projects.

Recommendation

Authorize the Town Manager to executed the Offer and Acceptance Document, Resolution Adoption by the governing body accepting the funding offer and making the applicable conditions and assurances stated on the attached Resolution, Preparation of a Capital Project Budget Ordinance covering the project.

Funding Source

NC DEQ Grant Funds

Corresponding Documentation

[Clayton-SRP-W-134-0119 LOIF FO Signed](#)

[RESOLUTION BY GOVERNING BODY OF RECIPIENT](#)

Submitted By: Shannon Poole, Engineering

Reviewed By:

Joshua Baird, Water Resources
Director

Approved - Aug 01 2024

Heidi Holland, Town Clerk

Approved - Aug 01 2024

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADIESKAF
Director



July 1, 2024

Richard Cappola, Town Manager
Town of Clayton
PO Box 879
Clayton, NC 27528

Subject: Letter of Intent to Fund
S.L. 2023-134 Appropriations Act Directed Project
Improve Existing Sewer Infrastructure
DWI Project No.: SRP-W-134-0119

Dear Mr. Cappola:

The Division of Water Infrastructure (Division) has received your *Request for Funding* for the aforementioned project for up to \$5,910,000 from the Drinking Water/Wastewater State Reserve as established in Session Law (S.L.) 2023-134 and amended in S.L. 2024-1 (hereinafter referred to simply as S.L. 2023-134). Projects funded from the State Reserve must meet applicable State laws and guidance for expenditure of these funds. The following table shows total S.L. 2023-134 appropriations for your local government excluding the Department's administrative fee as amended in S.L. 2024-1, awarded projects and their funding amounts identified to date, and any remaining unobligated appropriations at the time of this letter.

S.L. 2023-134 Appropriations Act Approved Projects

S.L. 2023-134 Approved Projects for S.L. 2023-134 Section 12.2.(e) Line # 40.2 Appropriation		
Appropriated Funds Available for Projects (excluding administrative costs)		\$5,910,000
Project Name	Project Number	Maximum Funding Amount
Improve Existing Sewer Infrastructure	SRP-W-134-0119	\$5,910,000
Total Appropriations requested		\$5,910,000
Total Appropriations remaining		\$0



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Richard Cappola, Town Manager
Town of Clayton
July 1, 2024
Page 2 of 3

The first milestone for this project is the submittal of a bid-and-design package by **August 1, 2025**. Please note that this intent to fund is contingent on meeting all the following milestones:

Milestone	Milestone Date*
Apply for all Necessary Permits **	ASAP
Bid-and-Design/Permit Package Submittal	August 1, 2025
Bid-and-Design Package Approval	December 1, 2025
Advertise Project, Receive Bids, Submit Bid Information, <u>and</u> Receive Authority to Award	April 1, 2026
Execute Construction Contract(s)	June 1, 2026

* Milestone dates only apply to the S.L. 2023-134 portion of funding.

**An engineering alternatives analysis (EAA) may be required on certain projects. See: <https://deq.nc.gov/about/divisions/water-resources/water-quality-permitting/npdes-wastewater/permitting-process>

The Division will consider milestone timeline modification including extensions provided that appropriate justification for granting extension is provided.

Environmental Review Requirements

The State Environmental Policy Act exempts projects funded by the State Reserve (such as this project) from state-mandated environmental review. Federal requirements may still apply. [North Carolina General Statute (NC G.S.) 113A-12.(2).(h)]

Permitting

The NC Department of Environmental Quality (DEQ) is committed to providing efficient permit processing for your S.L. 2023-134 project(s). To better serve you, we would appreciate your assistance in telling us the type of DEQ permit(s) you will need and the timeframe of permit application(s) submittal. Please complete the online form at the following link:

<https://app.smartsheet.com/b/form/bb0d7d19b4024a548b8d1c97cdad0cd8>.

When applying for a permit(s), attach a copy of this letter to your permit application(s) and denote your DWI assigned project number on the permit application if asked. If you do not know the type of permit(s) your project may require, we offer a free permit assistance service to address any questions you may have about potential permitting requirements, pitfalls, fees, and timelines. If interested, please complete our online form at <https://deq.nc.gov/permits-rules/permit-assistance-and-guidance/permit-assistance-request-form>.

Richard Cappola, Town Manager
Town of Clayton
July 1, 2024
Page 3 of 3

Disbursement of Funds:

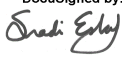
These funds will be disbursed to the local government unit after relevant costs are incurred by the local government and invoices are submitted to the Division. Up to 15% of the funds available for the project may be disbursed after costs are incurred during the pre-construction stage to cover design and planning costs. The remainder will be disbursed as invoices for incurred pre-construction and construction costs are submitted by the local government during construction, which may be submitted prior to or after paying the contractors for the incurred costs. Only costs eligible under NC G.S. 159G may be covered by these funds. Projects must be administered in accordance with all applicable federal law and guidance, as well as North Carolina statutes.

Electronic Document Submittal:

Recipients should submit all project documents via the supporting documentation submittal form located at <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. The use of this form provides more seamless document tracking, processing, filing, accessibility, and security via our electronic document repository, Laserfiche. The link and a list of frequently asked questions can also be accessed from the Division's I Have Funding page, <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding>.

Upon detailed review of the project during the funding process, it may be determined that portions of your project are not eligible for funding. If you have any questions concerning this matter or require general assistance, please contact the Division's project manager assigned to your project: Antonio V. Evans, P.E., either by telephone at 919.707.9168 or by e-mail at tony.evans@deq.nc.gov.

Sincerely,

DocuSigned by:

6390A872977B4C5
Shadi Eskaf, Director
Division of Water Infrastructure

cc: Richard D. Cappola, PE, Town of Clayton, Town Manager (townmanager@townofclaytonnc.org)
Shannon Poole, Town of Clayton (spoole@townofclaytonnc.org)
Stephen Brown, PE, HDR Engineering, Inc. of the Carolinas (stephen.brown@hdrinc.com)
Michael Wicker, PE, WithersRavenel (mwicker@withersravenel.com)
Bill Keaton, PE, Timmons Group (bill.keaton@timmons.com)
Antonio V. Evans, P.E. (DWI, via DocuSign)
Mark Hubbard, P.E. (DWI, via DocuSign)
Administrative Unit (DWI, via DocuSign)
LF Project File (COM – LOIF)
DWI Agreement ID: 2000076230

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADI ESKAF
Director



July 1, 2024

Richard Cappola, Town Manager
Town of Clayton
PO Box 879
Clayton, NC 27528

SUBJECT: Funding Offer
Project No. SRP-W-134-0119
Improve Existing Sewer Infrastructure

Dear Mr. Cappola:

The Town of Clayton has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

Upon your acceptance, please submit the following items to the Division, via email at DEQ.DWI.FundingOffer@deq.nc.gov:

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Recipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)

The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project) are due before disbursements begin.

Disbursement requests are to be submitted via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact David Smith at david.smith@deq.nc.gov or (919) 707-3885.

Sincerely,

DocuSigned by:

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document
Assurances & Conditions
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Guidance Document (North Carolina Wastewater Funding Programs Overview
Site Certification
Capital Project Ordinance (Sample)

cc: Richard D. Cappola, PE, Town of Clayton, Town Manager
(townmanager@townofclaytonnc.org)
Shannon Poole, Town of Clayton (spoole@townofclaytonnc.org)
Stephen Brown, PE, HDR Engineering, Inc. of the Carolinas
(stephen.brown@hdrinc.com)
Michael Wicker, PE, WithersRavenel (mwicker@withersravenel.com)
Bill Keaton, PE, Timmons Group (bill.keaton@timmons.com)
Mark Hubbard (Via DocuSign)
David Smith (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Carrie Short (Via DocuSign)
Teresa Tripp (Via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP-134 Project File (COM_LOX)
Agreement ID#: 2000076230



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Town of Clayton
PO Box 879
Clayton, NC 27528

Project Number(s): SRP-W-134-0119

Assistance Listing Number: N/A

Unique Entity ID Number: ZFG6SS4UQWV6

Funding Program

Drinking Water	☐	Additional Amount for Funding Increases	Previous Total	Total Offered
Stormwater	☐			
Wastewater	☒			
State Revolving Fund-Repayable Loan	☐			
State Revolving Fund-Principal Forgiveness	☐			
State Reserve Loan	☐			
State Reserve Grant	☐			
State Reserve Earmark (S.L. 2023-134)*	☒			5,910,000
American Rescue Plan Act - Choose an item.	☐			

Project Description:

Improve Existing Sewer Infrastructure

Total Financial Assistance Offer:

\$5,910,000

Total Project Cost:

\$8,206,000

Estimated Closing Fee:**

\$ 0

For Loans

Interest Rate:

-- Per Annum

Maximum Loan Term:

-- Years

* Federal conditions and requirements will also apply to S.L. 2023-134 projects co-funded with federal funds.

** Estimated closing fee calculated based on grant and loan amount.

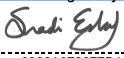
Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under Federal and State law,
- The project is eligible under Federal and State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

DocuSigned by:  6300A872077B4C5...	7/5/2024
Signature	Date

On Behalf of:

Town of Clayton

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

Signature	Date
-----------	------

STANDARD CONDITIONS & ASSURANCES FOR STATE RESERVE PROJECTS

Project Applicant: Town of Clayton

Project Number: SRP-W-134-0119

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division.
The recipient acknowledges that in the event a milestone contained in the most recent Clean Water State Revolving Fund Intended Use Plan and/or the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for DWI funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. As of the acceptance of this Funding Award Offer, steps A-D in the SRP Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRP Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRP Guidance document. The remaining steps generally govern project design, bidding, contracting, inspection, disbursements, closeout and repayment.
5. The Applicant will provide and maintain adequate engineering supervision and inspection.
6. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
7. All SRP funds must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
8. The applicant will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.
9. The applicant acknowledges that any loan funds contained in this Funding Offer requires approval from the North Carolina Local Government Commission before they can be disbursed.

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to the Division via email at DEQ.DWI.FundingOffer@deq.nc.gov.

RECIPIENT:

PROJECT NUMBER:

FEDERAL IDENTIFICATION NUMBER:

UNIQUE ENTITY ID:

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the (unit of Government) has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$_____ to perform work detailed in the submitted application, and

WHEREAS, the (unit of government) intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$_____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That (name and title of authorized representative), and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the (date adopted) at (place), North Carolina.

(Signature of Chief Executive Officer)

Date

SALES-TAX REIMBURSEMENT CERTIFICATION FORM
(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

☐ Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

☐ The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

☐ The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

☐ The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

DISBURSEMENT REQUEST FORM

NC Division of Water Infrastructure

Funding Recipient: _____
DWI Project No. _____

Payment No. _____ Page No. _____
Period Covered From: _____ To: _____

CONSTRUCTION (Rename as appropriate)	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)	(\$10,000)		(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
ENGINEERING (Rename as appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
OTHER COSTS (Rename as Appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1									
Item 2									
Item 3									
PAY REQUEST TOTALS	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order		Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Total Requested For This Pay Request
	\$1,955,000	(\$100,000)	(\$105,000)		(\$75,000)	(\$60,000)	(\$500,000)	(\$950,000)	\$165,000

Certification
- I certify that to the best of my knowledge and belief the incurred costs being requested for disbursement are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.
- For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.

You must check ONE of the boxes below or your payment will not be processed:
The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient ☐
OR
The funds requested above have not been paid to the respective vendors, consultants & contractors.
Funds received from the State will be disbursed to these entities within three (3) banking days. ☐

Type or Print Name and TitleSignature of Authorized RepresentativeDate

DWI comments

Instructions and notes on how to use this form
- Complete guidance for preparing disbursement requests can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your Funding offer (applicable to State grants and loans too) .
- The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).
- Please submit ONE COPY of this form and backup documents when requesting funds.
- Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
- Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.



CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____
Project No.: _____
Project Name: _____

Please check appropriate boxes:

- ☐ I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.

AND

- ☐ I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either:
- ☐ Acquisition of real property did not result in the displacement of any person, business or farm operation.
 - ☐ or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.

OR

- ☐ Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney Date

Typed Name and Title

Capital Project Ordinance

Be it ORDAINED by the Governing Board of the (Town of Anywhere), North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the (construction/rehabilitation of a wastewater treatment/collection System) to be financed by (the sale of general obligation bonds/ARRA loan /federal loan/state loan / state grants and reserves).

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Engineering	\$ 120,000
Land	90,000
Construction	<u>1,440,000</u>
	<u>\$ 1,650,000</u>

Section 4: The following revenues are anticipated to be available to complete this project:

Federal/ARRA Loan	\$ 1,100,000
Proceeds from general Obligation Bonds	\$ 500,000
Transfer from Wastewater treatment capital Reserve	<u>\$ 20,000</u>
	<u>\$ 1,650,000</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

Section 5: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner. Section

7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this __ day of _____ 201__.

Signature, (Authorized Rep)

(Seal)

Attest: _____
Signature (Town Clerk)

North Carolina Wastewater Funding Programs Overview

Division of Water Infrastructure Website: <https://www.deq.nc.gov/about/divisions/water-infrastructure>

A) Application Filing

1. Application deadlines are twice a year. The deadlines are typically March and September.
2. If SRF and State Reserve funding are both available, an applicant will simply apply for funding and DWI will slot successful applications into the funding program that best suits the situation (most grant or principal forgiveness, most total dollars etc.)
3. Letter of Intent to Fund (LOIF) letters are mailed after DWI evaluation and State Water Infrastructure Authority approval. Recipients of LOIF letters are placed on a schedule for completing the rest of the steps to start construction.
4. Consult the website for the current application forms.

B) Engineering Report Submission and Approval (See website for guidance and details)

1. From the Date of the LOIF, an Engineering Report (ER) must be submitted within **4 months**.
2. From the Date of the LOIF, the ER must be approved within **9 months**.
3. Consult the website for submittal checklists and instructions.

C) Application Approval by the Local Government Commission

1. For projects with a loan component, the Local Government Commission must approve the ability to take on the requested debt. This is done after the Engineering Report is approved. DWI staff will transmit the required information to the LGC on behalf of the project applicant. **Note that LGC 108A & 108C forms are now not requested by DWI until the ER is approved. The ER approval letter asks the applicant to obtain the forms from the website and return them to DWI. Please do this as soon as possible.**
2. Terms:
 - a) Projects with interest bearing loans will receive the lower of two interest rates. The two rates are the current rate when applications are due and the rate when the LGC approves the loan. The Loan Offer (discussed in D, below) will reflect the lower rate. The rates are ½ the 20-year municipal bond buyers index. Certain, qualifying applications receive 0% interest loans.
 - b) The LGC sets the loan term with a maximum term of 20 years. Applicants may want to contact the LGC earlier than this to ensure they are able to meet LGC approval requirements. Currently the LGC is not allowed to review applications for \$1,000,000 or more unless a letter to the Joint Legislative Committee on Local Government and the Fiscal Research Division has been provided.
 - c) Loan Offers can be written for as much as 110% of the LGC approved amount. The applicant must justify this, and request it in writing from the DWI.
 - d) In some rare cases a 30 year term may be available. Please consult DWI management to discuss if this is potentially available for your situation.

D) Loan Offer

1. After approval of the Engineering Report and debt capacity by the LGC (for loans), a formal Award Offer is prepared which includes the Award's details and applicable assurances and conditions.

- a) Two copies of the Award Offer are sent to recipients. Return the following to DWI:
 - b) One signed copy (keep the other copy) of the Loan Offer.
 - c) Resolution accepting the Award Offer.
 - d) Federal ID and DUNS # form.
 - e) Sales Tax Certification.
 - f) A Fiscal Sustainability Plan (FSP) Certification for certain new SRF projects. This must be returned before a project's final reimbursement will be made.
2. In the event of bids that exceed the project budget, a loan increase for up to 10% can be authorized without additional approval of the LGC. Amounts above 10% require a modified application to be approved by the LGC.
 3. Closing Fees are invoiced with the Authority to Award letter. (paragraph F below). The Award Offer contained an estimated closing fee but actual closing costs are based on the total costs after bids are received. Loan Fees are 2% and Grant Fees 1.5%.

E) Plans and Specifications Approval (see website for guidance and details)

1. Plans & Specifications must be submitted within **15 months** of the LOIF.
2. Plans and Specifications must be approved within **19 months** of the LOIF letter. This includes issuance of all permits.
3. The project's plans and specifications must be approved by the Division prior to advertising for bids. Changes by addendum must be submitted to the Division for approval. Changes by change order must also be submitted for approval.

F) Bidding and Issuance of Authority to Award (ATA) the Construction Contract

1. Issuance of the ATA letter must be within **23 months** of the LOIF letter. Awarding contracts before issuance of the ATA letter is at the risk of the owner.
2. The contracts may be advertised as soon as plans & specifications are approved and permits are issued. NC General Statutes require the project to be advertised for 7 days, however DWI prefers projects to be advertised for 30 days. For the initial advertisement period, three bids must be received in order for an award to be made. The Plans & Specifications approval letter has the Project Bid Information form attached. It, and the other information described in it, must be submitted to and approved by this office **before contracts can be awarded**. This information is:
 - a. Project Bid Information Form, signed by authorized representative
 - b. Bid tabulation, sealed by the consulting engineer
 - c. Proposals of the successful bidders
 - d. Tentative award resolution from loan recipient subject to DWI approval
 - e. Engineer's recommendation
 - f. Proof of Advertisement
 - g. American Iron and Steel Certification (SRF only)
 - h. MBE/WBE requirements. (Detailed guidance on the website).
3. In an environment where program funding is limited, costs not demonstrated to be needed by the applicant, will immediately be made available in future funding rounds (deobligated).

G) Construction Phase of Project

1. Inspections

- a) Site Inspections will be conducted for all funded projects. Coordinate the Preconstruction Conference with the Inspector assigned to project. The number of inspections performed will be determined based on the length of the project, type of project, amount of funding involved and other factors. Any duly authorized representative of the State will have access to the work site and the contractor will provide proper facilities for such access and inspection. Further, any authorized representative of the State shall have access, for the purpose of audit and examination, to any records pertinent to the funds.
- b) A primary duty of the administering State agency is to guard against fraud, waste and abuse of Federal funds. To ensure proper use of Federal funds, State personnel may review submittals, daily logs, testing reports, as-builts and other appropriate construction documentation to verify that project elements meet approved specifications. Generally, any changes to unit quantities or changes in specifications that result in substantial monetary savings for the owner, will need to be documented by change order.
- c) Conformance with SRF standard conditions is a primary program responsibility. These include Davis-Bacon and American Iron and Steel currently.
- d) Additionally, inspections may uncover unsafe construction practices and environmental compliance violations. While not necessarily in SRF staff jurisdiction, deficiencies may be referred to appropriate enforcement agencies. Expeditionary and timely use of SRF funds is a program goal and avoidance of any delay in construction is a concern, particularly delays associated with public health or worker safety which are of concern in their own right.

2. Disbursements (\$\$\$)

a) First Reimbursement

- i) Approval of Construction Contracts must happen with **24 months** of the LOIF letter. The following items are required for approval:
 - Contract must be fully executed
 - Notice to Proceed must be executed by owner and contractor
 - The project specifications must include 100% performance and payment bonds. Bonds must be dated on or after contract date
 - Original power of attorney must be dated on or after bonds
 - The contractor must provide current Insurance
 - All documents must be bound with the specifications
 - Davis-Bacon Documents must be present in the specifications
- ii) Capital Project Ordinance submitted as required by G.S. 159-13.2. Alternately a budget ordinance that clearly identifies the project being funded by the SRF can be submitted.
- iii) All items under Item D,1.
- iv) Site Certificate
- v) Engineering Contracts and Engineering Procurement Certification (2 items)
- vi) Closing Fee must have been received

- vii) For Loans, promissory note executed and returned to the Local Government Commission (this is requested from the LGC upon receipt of the executed construction contract and is for the amount noted in the ATA letter)

b) Disbursements - General Information

- i) Forms can be found online. A sample was included with the Loan Offer
- ii) Disbursement requests should be sent to Jackie Moore; 1633 Mail Service Center; Raleigh NC 27699-1633.
- iii) All items must be approved in advance before being reimbursed.
- iv) One copy of the following information is required for reimbursements:
 - o Reimbursement request form with original signature.
 - o Contractor monthly estimates
 - o Engineering invoices
 - o Invoices for any other approved costs
 - o Eligible land costs will be reimbursed when the land has either been acquired or is under condemnation. In both cases and a copy of an offer to purchase the land must be submitted with the appraisal.
- v) Indicate cumulative totals on the reimbursement form
- vi) Check the appropriate box regarding whether or not contractors have already been paid. Note, that if the DWI funds are needed to pay the contracts, the funds must be disbursed within 3 banking days of receipt.
- vii) As noted in the Award Offer Assurances, sales taxes will be deducted from disbursements if an applicant indicates they intend to seek reimbursement for them from the Department of Revenue. A certification form is provided on our website to indicate what the owner intends to do regarding sales tax.
- viii) Note that Davis-Bacon certified payrolls and materials invoices that support the contract summary invoice **do not** need to be submitted with reimbursement requests.

c) Project Closeout and Final Disbursement

- i) Funds are held at 95% until the final payment is authorized.
- ii) Required items for final payment include:
 - o The inspector must issue final inspection report signifying that project is complete and all concerns have been satisfied and all change orders must have been submitted and approved.
 - o Final invoices must show zero retainage.
 - o Submit to Pam Whitley:
 - ✓ Engineer's certifications.
 - ✓ Owner's Certification of Completion
 - ✓ Signed Closeout Checklist.
 - ✓ Fiscal Sustainability Plan (CWSRF Only).

H) REPAYMENT (Loans Only)

1. Repayments will be reflected in the final promissory note and will be for the actual funds borrowed.
2. Repayments by the recipient begin on the May 1st or the November 1st that is between 6 months and 12 months after original project completion in the notice to proceed.
3. The May 1st payment includes principal and interest and the November 1st payment is only interest.
4. **Interest begins to accrue from the date of completion on the Notice to Proceed.**
For multi-prime contracts the General contract will be used to set this date.
5. Construction Manager at Risk and Design Build Contracts, should set a date of completion in that contract.

I) Eligibility

1. Regulatory Authority - CWSRF

- a) The types of projects that can be funded are loosely defined under Sections 212, 319 and 320 of the Clean Water Act. These can be described as publically owned wastewater treatment and transport systems and stormwater pollution treatment and control projects.

2. Construction - Items Not Eligible

- a) Project elements not related to the scope of the approved project.
- b) The SRF will pay to restore project related items such as road patching, sidewalks Fences, seeding, etc. Complete paving of streets unless warranted by disturbance of construction activities, even if required by NCDOT
- c) Note that items or rework that should be covered by bonds, insurance or liquidated damages will not be covered by the SRF funds.
- d) Any installation of service lines or service laterals outside the right-of-way.
- e) Operation and maintenance type work (e.g. sludge removal not necessary for construction of the project), or items such as spare parts.
- f) Extended warranties or maintenance contracts.
- g) Drinking water facilities are not eligible for CWSRF projects unless changes are necessary to complete the sewer project (e.g. moving a water line, providing potable water to wastewater facility).

3. Engineering and Technical Services - Eligibility Considerations

- a) Planning and Design Contracts
 - i. Must include task descriptions and these tasks must be associated with the project being built
- b) Construction Administration and Inspection
 - i) Task Description must be included and tasks must be associated with eligible construction work
 - ii) Typical tasks include but are not limited to: attending meetings, provide plan copies, review testing, review shop drawings, review payment applications, prepare change orders, coordinate with DWI, as-builts
 - iii) Price should be cost plus fixed fee or per diem with a ceiling. This fee schedule should be in the contract.
 - iv) Invoices must include hours, rate and task
 - v) Contract must be amended to pay beyond the ceiling. Must be accompanied by justification such as a corresponding change order.
- c) Other eligible engineering activities include bidding, O&M manuals, soils reports, hydro-geologic reports, TVing and cleaning of lines etc.

4. Other Eligibility Notes

- a) Legal - Legal fees for contract review and for advertisements etc.
- b) Real Property and easements associated with the approved project scope are eligible expenses. All cost items associated with acquiring the property may be paid for if properly documented.
- c) Preparation of permits required by Federal, or State regulations or procedures.
- d) Permits imposed by the applicant such as building permits are not eligible.

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the Town of Clayton has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$5,910,000.00 to perform work detailed in the submitted application, and

WHEREAS, the Town of Clayton intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That (unit of government) does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$5,910,000.00.

That the Town of Clayton does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Jody McLeod and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 5th day of August 2024 at Clayton, North Carolina while in regular session.

Jody L. McLeod

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk