



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
AGENDA**

January 12, 2026 - 6:30 PM  
District Courtroom – 2nd Floor of Town Hall – 4144 West Avenue

- I. CALL TO ORDER
  - A. Call to order
  - B. Roll Call
  - C. Welcome Visitors/Protocol for Public Comment
  - D. Invocation
  - E. Pledge of Allegiance
  - F. Approval of the Agenda
- II. PUBLIC COMMENTS
- III. PRESENTATIONS
  - A. Recognition of Ayden Elementary School Principal Dr. Michael Casey as Pitt County Page 3  
Principal of the Year for 2026
- IV. PUBLIC HEARING
- V. CONSENT AGENDA
  - A. Minutes from the MEETING Page 5
  - B. FY26 2nd Quarter Budget Adjustments Page 9
  - C. Appointment to the Ayden Planning Board
  - D. Appointment to the Arts & Recreation Commission
  - E. Temporary Street Closure - Special Event - Sarah Coltrain
  - F. Temporary Street Closure - Special Event - Tiny Wollard
- VI. ACTION ITEMS
  - A. Accept State Funding Offer – 2023 Swift Creek Sanitary Sewer Rich Moore, Page 17
  - B. Award of Construction – 2023 Swift Creek Outfall Sewer Replacement Rich Moore, Page 42
- VII. ITEMS FOR DISCUSSION
- VIII. INFORMATION
  - A. Staff Departmental Reports Page 58
- IX. BOARD MEMBER COMMENTS Page 1

X. CLOSED SESSION

- A. Pursuant to G.S. 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

XI. ADJOURNMENT

UPCOMING MEETINGS

The next government board meeting is scheduled for Monday, February 9, 2026, at 6:30PM



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

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## **Agenda Item**

Recognition of Ayden Elementary School Principal Dr. Michael Casey as Pitt County  
Principal of the Year for 2026

## **Item Explanation**

Dr. Michael Casey, principal of Ayden Elementary School, was recognized as Principal of the Year for 2026 by Pitt County Schools.

## **Staff Comments**

Attached is a Mayor's Proclamation recognizing Dr. Casey's award as Principal of the Year for 2026.

## **Action Requested**

Presentation of the proclamation.



## *Mayor's Proclamation*

**WHEREAS**, strong leadership in education is vital to the success of our students and the strength of our community; and

**WHEREAS**, Dr. Michael Casey, Principal of Ayden Elementary School, has demonstrated exceptional dedication, vision, and commitment to fostering academic excellence, student growth, and community engagement; and

**WHEREAS**, Pitt County Schools was pleased to announce on October 16, 2025 that Dr. Michael Casey, Principal of Ayden Elementary School, has been named the district's Principal of the Year for 2026, at the Rock Springs Center at a ceremony graciously sponsored by Pitt County Farm Bureau. This annual event recognizes some of the top leaders within Pitt County Schools.

**NOW THEREFORE BE IT PROCLAIMED** by the Board of Commissioners of the Town of Ayden that Dr. Michael Casey is hereby recognized by the Town of Ayden for his award as Principal of the Year for 2026 by the Pitt County Schools District.

This the 12<sup>th</sup> day of January, 2026.

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Ivory Mewborn, Mayor

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Toni Heffner, Interim Town Clerk



**TOWN OF AYDEN  
GOVERNING BOARD MEETING  
MINUTES**

December 10, 2025 – 6:30pm

Community Building – 548 Second Street

**I. CALL TO ORDER**

A. Call to order: Mayor Ivory Mewborn called the meeting to order

B. Roll Call

Present: Mayor Ivory Mewborn, Mayor Pro-tem Raymond Langley, Commissioner Johnny Davis, Commissioner Cindy Goff, Commissioner Sarah Connor, Commissioner Brian Newell

Excused: None

Absent: None

Also Present: Stephen Smith, Interim Town Manager  
Toni Heffner, Interim Town Clerk  
Timothy Carraway, Town Attorney

C. Welcome Visitors/Protocol for Public Comment

Mayor Mewborn welcomed guests

D. Invocation – Bishop Williams

E. Pledge of Allegiance – Led by Mayor Pro-tem Langley

F. Approval of the Agenda

Motion: Commissioner Newell

Second: Mayor Pro-tem Langley

Discussion: None

Approved: 5-0

Motion passed unanimously

**II. PUBLIC COMMENTS**

No one signed up for Public Comments

**III. PRESENTATIONS**

A. Plaque presentation in Memory of Cherry Stokes – Mayor read the plaque and gave it to Mr. Stokes family.

B. Board Comments, Swearing-in Ceremony, Reception

Commissioners gave comments of appreciation to Mayor Pro-tem Langley and Commissioner Davis for their service to the Town.

Mayor Pro-tem Langley stated he served his country for 20 years and Ayden for eight years. He chose not to run. It has been his Honor and appreciates the support and criticism.

Commissioner Davis appreciates the time he served, all you can do is the best you can.

Mayor Pro-tem Langley (Notary) swore in Daniel Heffner as Ward 3 Commissioner

Mayor Ivory Mewborn swore in Josh Richardson as Ward 4 Commissioner

Brittany Connor (Notary) swore in Sarah Parker-Connor as Ward 5 Commissioner

Small Break/Reception for 15 minutes

Motion: Commissioner Connor

Second: Commissioner Goff

Discussion: None

Approved: 5-0

Motion passed unanimously

Reconvened Roll Call

Present: Mayor Ivory Mewborn, Commissioner Cindy Goff, Commissioner Sarah Connor, Commissioner Brian Newell, Commissioner Daniel Heffner, Commissioner Josh Richardson

Excused: None

Absent: None

Also Present: Stephen Smith, Interim Town Manager

Toni Heffner, Interim Town Clerk

Timothy Carraway, Town Attorney

C. Appointment of Mayor Pro-tem

Commissioner Richardson motioned to nominate Commissioner Newell for Mayor Pro-tem Second by Comm. Newell

Commissioner Heffner motioned to nominate Commissioner Goff for Mayor Pro-tem Second by Comm. Goff

Commissioner Newell received 2 votes for Mayor Pro-tem (Comm. Richardson & Comm. Newell)

Commissioner Goff received 3 votes for Mayor Pro-tem (Comm. Heffner, Comm. Goff & Comm. Connor)

Cindy Goff was sworn in as Mayor Pro-tem by Mayor Mewborn

IV. PUBLIC HEARING

There was no public hearing

V. CONSENT AGENDA

- A. Minutes from the MEETING
- B. Proposed Budget Calendar – Fiscal Year 2026-2027
- C. Request by Ayden Police Department to utilize Asset Forfeiture Funds to purchase equipment.
- D. 2026 Board Meetings

Motion to approve

Motion: Commissioner Connor

Second: Mayor Pro-tem Goff

Discussion: None

Approved: 5-0

Motion passed unanimously

VI. ACTION ITEMS

- A. Approve Hazard Mitigation Grant Program Designation of Agent Resolution  
Stephen Smith presented in place of Rich Moore

Motion: Commissioner Newell

Second: Mayor Pro-tem Goff

Discussion: None

Approved: 5-0

Motion passed unanimously

VII. ITEMS FOR DISCUSSION

There were no items for discussion

VIII. INFORMATION

- A. Staff Departmental Reports

No questions for staff on the reports

IX. BOARD COMMENTS

Commissioner Richardson thanked everyone for their support

Commissioner Newell thanked everyone for coming out and congratulated new Commissioners

Commissioners Connor congratulated new Commissioners and thanked staff

Commissioner Heffner is honored to be serving

Commissioner Goff congratulated new commissioners, and it is an honor to serve and thanked staff, thanked electric department

Mayor concurred with everything that was said, wished everyone a Merry Christmas and thanked everyone for coming out.

X. CLOSED SESSION

- A. Pursuant to G.S. 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military

installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Motion: Commissioner Newell

Second: Mayor Pro-tem Goff

Discussion: None

Approved: 5-0

Motion passed unanimously

#### XI. ADJOURNMENT

#### UPCOMING MEETINGS

The next government board meeting is scheduled for 01/12/2026.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

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**Agenda Item**

FY26 2nd Quarter Budget Adjustments

**Item Explanation**

**Staff Comments**

**Action Requested**



Town of Ayden

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 10/01/2025 - 12/31/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
<b>Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026</b>						
<b>Fund: 10 - General Fund</b>						
<b>Expense</b>						
<a href="#">10-4110-4110</a>	RENT OF LAND (PARK LOT)			1,000.00	500.00	1,500.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		500.00	
<a href="#">10-4110-4990</a>	MISCELLANEOUS			7,000.00	-500.00	6,500.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-500.00	
<a href="#">10-4120-1210</a>	FULL TIME SALARIES			217,000.00	-807.00	216,193.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-807.00	
<a href="#">10-4120-4501</a>	WORKERS COMP			1,000.00	807.00	1,807.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		807.00	
<a href="#">10-4130-2600</a>	SUPPLIES			6,000.00	-105.00	5,895.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-105.00	
<a href="#">10-4130-4501</a>	WORKERS COMP			1,200.00	105.00	1,305.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		105.00	
<a href="#">10-4140-2600</a>	SUPPLIES			148.00	45.00	193.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		45.00	
<a href="#">10-4140-3100</a>	TRAVEL-TRAINING			2,700.00	-45.00	2,655.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-45.00	
<a href="#">10-4510-1210</a>	FULL TIME SALARIES			590,042.00	-20,339.00	569,703.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		-20,339.00	
<a href="#">10-4510-1220</a>	OVERTIME			30,000.00	-300.00	29,700.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		-300.00	
<a href="#">10-4510-2120</a>	UNIFORMS			7,500.00	2,000.00	9,500.00
BA0000916	StreetsMiscUniforms	GLPKT23310	10/06/2025		2,000.00	
<a href="#">10-4510-4990</a>	MISCELLANEOUS			4,000.00	-2,000.00	2,000.00
BA0000916	StreetsMiscUniforms	GLPKT23310	10/06/2025		-2,000.00	
<a href="#">10-4710-1210</a>	FULL TIME SALARIES			0.00	20,339.00	20,339.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		20,339.00	
<a href="#">10-4710-1220</a>	OVERTIME			0.00	300.00	300.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		300.00	
<a href="#">10-4710-1810</a>	SOCIAL SECURITY			0.00	0.00	0.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		1,579.00	
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		-1,579.00	
<a href="#">10-4710-1820</a>	RETIREMENT CONTRIBUTION			0.00	0.00	0.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		2,703.00	
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		-2,703.00	
<a href="#">10-4710-1830</a>	EMPLOYEE GROUP INS.			0.00	0.00	0.00
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		1,628.00	
BA0000920	BA to adjust July-December Sanitaton Payroll	GLPKT23812	12/31/2025		-1,628.00	
<a href="#">10-4710-2510</a>	MOTOR FUELS & LUBRICANTS			1,000.00	-1,000.00	0.00
BA0000917	BAContractsSantiationMonthlyInv	GLPKT23315	10/07/2025		-1,000.00	
<a href="#">10-4710-2600</a>	SUPPLIES			15,000.00	-2,000.00	13,000.00
BA0000918	BA Sanitation Invoice	GLPKT23685	12/04/2025		-2,000.00	
<a href="#">10-4710-4990</a>	MISCELLANEOUS			750.00	-500.00	250.00
BA0000917	BAContractsSantiationMonthlyInv	GLPKT23315	10/07/2025		-500.00	

**Budget Adjustment Report**

For Date Range: 10/01/2025 - 12/31/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
<a href="#">10-4710-6000</a>	CONTRACTS			2,000.00	3,500.00	5,500.00
BA0000917	BAContractsSantiationMonthlyInv	GLPKT23315	10/07/2025		1,500.00	
BA0000918	BA Sanitation Invoice	GLPKT23685	12/04/2025		2,000.00	
<a href="#">10-4910-1210</a>	FULL TIME SALARIES			190,000.00	-372.00	189,628.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-372.00	
<a href="#">10-4910-4501</a>	WORKERS COMP			1,400.00	372.00	1,772.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		372.00	
<b>Expense Total:</b>				<b>1,077,740.00</b>	<b>0.00</b>	<b>1,077,740.00</b>
<b>Fund 10 Total:</b>				<b>1,077,740.00</b>	<b>0.00</b>	<b>1,077,740.00</b>
<b>Fund: 61 - Electric Fund</b>						
<b>Expense</b>						
<a href="#">61-7210-1210</a>	FULL TIME SALARIES			146,000.00	-387.00	145,613.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-387.00	
<a href="#">61-7210-4501</a>	WORKERS COMP			2,100.00	387.00	2,487.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		387.00	
<b>Expense Total:</b>				<b>148,100.00</b>	<b>0.00</b>	<b>148,100.00</b>
<b>Fund 61 Total:</b>				<b>148,100.00</b>	<b>0.00</b>	<b>148,100.00</b>
<b>Fund: 62 - Water and Sewer Fund</b>						
<b>Expense</b>						
<a href="#">62-7130-1210</a>	FULL TIME SALARIES			430,631.00	-200.00	430,431.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		-200.00	
<a href="#">62-7130-1260</a>	PART TIME SALARIES			0.00	200.00	200.00
BA0000919	2nd Qtr BA's	GLPKT23811	12/30/2025		200.00	
<b>Expense Total:</b>				<b>430,631.00</b>	<b>0.00</b>	<b>430,631.00</b>
<b>Fund 62 Total:</b>				<b>430,631.00</b>	<b>0.00</b>	<b>430,631.00</b>
<b>Budget Code 2025-2026 Total:</b>				<b>1,656,471.00</b>	<b>0.00</b>	<b>1,656,471.00</b>

# Description

# Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
<b>Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026</b>				
	10	1,077,740.00	0.00	1,077,740.00
	61	148,100.00	0.00	148,100.00
	62	430,631.00	0.00	430,631.00
<b>Budget Code 2025-2026 Total:</b>		<b>1,656,471.00</b>	<b>0.00</b>	<b>1,656,471.00</b>



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

## **Agenda Item**

Appointment to the Ayden Planning Board

## **Item Explanation**

Daniel Heffner has resigned from the Ayden Planning Board. Doris Conner has served as an alternate member of the Planning Board since August of 2025. She has previously served as the Chair of the Main Street committee and leads the Town's founders day event.

## **Staff Comments**

It is customary to move an alternate member to a regular position when it becomes available, as long as the member has been active and has met the attendance requirements.

## **Action Requested**

Staff recommends appointing Doris Conner to the unexpired regular position on the Ayden Planning Board that will expire on August 27, 2027.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

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## **Agenda Item**

Appointment to the Arts & Recreation Commission

## **Item Explanation**

Currently a vacancy on the Arts and Recreation Board

## **Staff Comments**

## **Action Requested**

Staff recommends reappointing Nathaniel Harris to a 3-year term that will expire in January 2029.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

## **Agenda Item**

Temporary Street Closure - Special Event - Sarah Coltrain

## **Item Explanation**

Sarah Coltrain, owner of Coltrain Home and Hardware, has asked that Pitt Street be closed between Third Street and Fifth Street for an event on February 28th. The event is scheduled to take place from 9:00 AM - 3:00 PM. This will be for a grand opening celebration.

## **Staff Comments**

Staff supports this request.

## **Action Requested**

Approve or deny the Temporary Street Closure.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

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## **Agenda Item**

Temporary Street Closure - Special Event - Tiny Wollard

## **Item Explanation**

Tiny Woolard with 252 Que is requesting we close West Avenue between Third Street and First Street from approximately 2pm on March 6th through 2pm on March 7th. 252 Que plans to hold a State Championship whole hog BBQ contest. There will be minimal commitment from town staff for this event. The intent is to raise money for Downtown Ayden, Inc. Mr. Woolard has pledge half of all proceeds as a donation to Downtown Ayden, Inc.

## **Staff Comments**

Staff supports this request.

## **Action Requested**

Approve or deny the Temporary Street Closure.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

## **Agenda Item**

Accept State Funding Offer – 2023 Swift Creek Sanitary Sewer

## **Item Explanation**

The Division of Water Infrastructure has issued an “Offer and Acceptance” package to the Town to confirm the \$500,000 grant offer (Principal Forgiveness loan). The Division of Water Infrastructure requires all financial assistance award recipients to formally approve obligated funding. In support of formal acceptance of the funding offer, the following exhibits are provided for Board review and consideration:

- Resolution Accepting Funding Offer and Adopting Capital Project Budget Ordinance
- December 11, 2025 Offer and Acceptance letter from the Division of Water Infrastructure
- Division of Water Infrastructure Funding Offer and Acceptance
- Federal ID & Unique Entity ID Memorandum
- Sales Tax Reimbursement Certification Form
- Fiscal Sustainability Plan Certification
- Professional Engineering Services Procurement Certification
- Certification Regarding Uniform Relocation (Site Certificate)
- Project Map

## **Staff Comments**

Representative from McDavid Associates, Inc. will be available to answer any questions.

## **Action Requested**

Approve Resolution Accepting Funding Offer

**RESOLUTION**  
**ACCEPTANCE OF DIVISION OF WATER INFRASTRUCTURE**  
**OFFER AND ACCEPTANCE**  
**2023 SWIFT CREEK SANITARY SWER**  
**CLEAN WATER STATE REVOLVING FUND PROJECT SRF-W-0012**  
**TOWN OF AYDEN**

**WHEREAS,** the Town of Ayden approved a Clean Water State Revolving Fund (CWSRF) application submittal to the Division of Water Infrastructure for replacement of 8” diameter sanitary sewer outfall assets adjacent to Swift Creek, and

**WHEREAS,** the Division of Water Infrastructure submitted a Letter of Intent to Fund to the Town of Ayden awarding a \$500,000 grant (principal forgiveness loan) under assigned project SRF-W-0012, and

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the Town of Ayden intends to construct funded project in accordance with approved plans and specifications, and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:**

That the Town of Ayden does hereby accept the State Revolving Loan offer of a \$500,000 principal forgiveness loan.

The Town of Ayden does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan/grant offer, Section II – Assurances will be adhered to.

That Ivory Mewborn, Mayor, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application for the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Ayden has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

That the Mayor is authorized to execute all documents associated with acceptance of financial assistance offer from the Division of Water Infrastructure.

Adopted this the 12th day of January 2026 at Ayden, North Carolina.

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Ivory Mewborn, Mayor  
Town of Ayden

(SEAL)

**ATTEST:**

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Toni Heffner  
Interim Town Clerk

## NC DEQ Division of Water Infrastructure Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving Clean Water State Revolving Fund funding to comply with engineering procurement guidelines. North Carolina Session Law 2021-180 authorizes the Division of Water Infrastructure (Division) to award grant funds from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund for drinking water, wastewater, and stormwater infrastructure projects. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines.

To comply, you must follow North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for disbursement.

**Applicant:** Town of Ayden

**Project Name:** 2023 Swift Creek Sanitary Sewer

**Division Funding Number:** SRF-W-0012

- 
- 1) List the basic services being provided: (i.e., planning, design, inspection etc.)  
Planning, design, construction administration, construction inspection, engineering additional services
  - 2) Describe the method of announcement for the project.  
Public meetings, direct solicitation
  - 3) List the firms the announcement was discussed with or that proposals were received from in order of quality.  
Single proposal/response obtained from McDavid Associates, Inc.
  - 4) Was a contract negotiated with the best qualified firm?  Yes     No    (Check one)  
If no, explain why.  
Click or tap here to enter text.

**NOTE:** Documentation of Qualification-Based-Selection of Engineering Services shall be provided to the Division upon request (to include announcement and qualifications requested).

By signing below, I Click or tap here to enter text., the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

\_\_\_\_\_  
Ivory Mewborn, Mayor

\_\_\_\_\_  
Date

(DWI staff use only – Check and initial here if debarment status checked and firm is NOT debarred  \_\_\_\_\_)

<p><b>Clean Water Act, Section 602(b)(14)</b></p>	<p>(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services <u>shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).</u></p> <p>From: <a href="https://www.epa.gov/water-resources-reform-and-development-act-guidance.pdf">water resources reform and development act guidance.pdf (epa.gov)</a>  <i>The requirements of 40 U.S.C. 1101 et seq. are:</i></p> <ul style="list-style-type: none"> <li>• <i>Public announcement of the solicitation (e.g., a Request for Qualifications);</i></li> <li>• <i>Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation); o Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);</i></li> <li>• <i>Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;</i></li> <li>• <i>Selection of at least three firms considered to be the most highly qualified to provide the services required; and</i></li> <li>• <i>Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;</i> <ul style="list-style-type: none"> <li>▪ <i>In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.</i></li> </ul> </li> </ul>
<p><b>Uniform Guidance 2 CFR 200.319(b)</b></p>	<p><b>Competition.</b></p> <p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>
<p><b>NC General Statute 143-64.31</b></p>	<p><b>Procurement of Architectural, Engineering, and Surveying Services (NC “Mini-Brooks”)</b></p> <p>...It is the public policy of this State... and Local Governmental Units..., to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services,..., to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. ...</p>

<p><b>NC General Statute 143-64.32</b></p>	<p><b><u>NOTE: CWSRF and ARPA funding: NCGS 143-64.32 cannot be used to exempt a local government unit from abiding by NCGS 143-63.31. This is because there is no minimum dollar exemption allowed in the Federal Brooks Act, the Clean Water Act Section 602(b)(14), or 2 CFR 200.319.</u></b></p> <p><b>Written exemption of particular contracts.</b></p> <p>Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)</p>
<p><b>21 NCAC 56.0701(f)</b></p>	<p>SECTION .0700 – RULES OF PROFESSIONAL CONDUCT, adopted in accordance with NC General Statute 89C-20 (Board Rules for Professional Engineers, etc.)</p> <p>(f) A licensee shall solicit or accept work only on the basis of qualifications and:</p> <ul style="list-style-type: none"> <li>(1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies;</li> <li>(2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered;</li> <li>(3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.);</li> </ul> <p>...</p>

# Fiscal Sustainability Plan Certification

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Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject projects to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publically owned treatment works<sup>1</sup>. Note that FSPs are not required for new treatment works. If that is the case, this certification must still be provided with the appropriate box checked at the bottom of the form.

An FSP must only cover the functional components related to the funded project. If an applicant has an Asset Management Plan, this certification must still be provided as an assurance that the AMP will be updated to include the funded project.

The following items constitute an FSP.

1. An inventory of critical assets that are part of the treatment works;
2. An evaluation of the condition and performance of inventoried assets or asset groupings;
3. A certification that the assistance recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;
4. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Signing this form indicates that the above steps will be undertaken by the conclusion of the project. Note also that ***this form serves as certification for item number 3*** therefore it should be included in the owner's FSP materials.

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Please check the appropriate box and return this certification to the Division of Water Infrastructure (DWI). The final project disbursement will not be processed until this certification form is completed and received in the DWI office.

- This project meets the criteria for requiring an FSP, and the items listed above will be implemented upon the completion of the project.
- This project does not require an FSP because the treatment works are not being repaired, replaced or expanded by the loan.

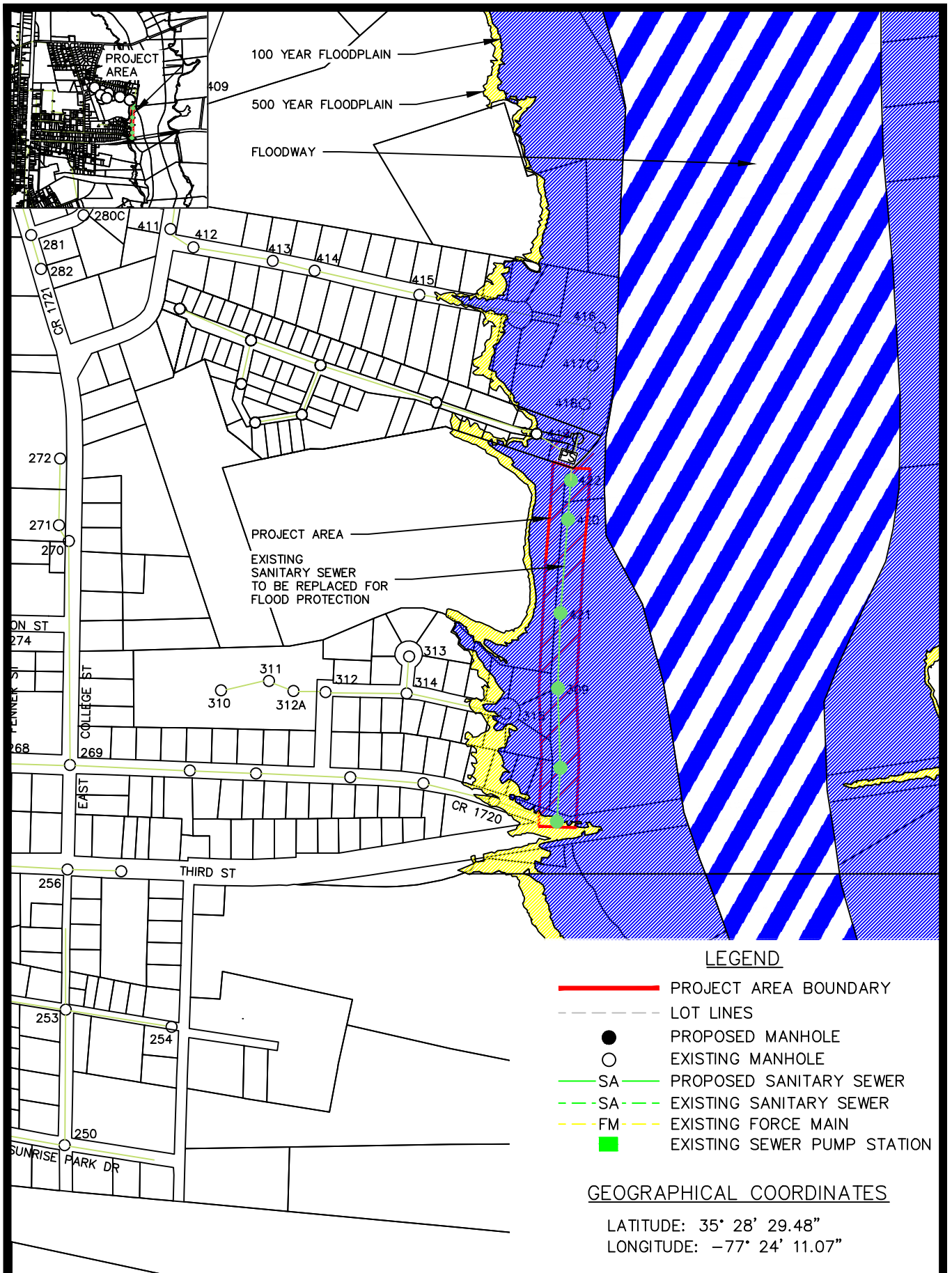
Town of Ayden – Ivory Mewborn, Mayor  
Project Owner/Applicant:

SRF-W-0012  
Project Number:

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Signature of Authorized Representative

1. From the Code of Federal Regulations : The term "treatment works" means any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature to implement section 1281 of this title, or necessary to recycle or reuse water at the most economical cost over the estimated life of the works, including intercepting sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment, and their appurtenances...



APPLICATION MAP  
 TOWN OF AYDEN  
 2023 DWI CWSRF APPLICATION  
 SWIFT CREEK SANITARY SEWER



McDAVID ASSOCIATES, INC.  
 Engineers • Planners • Land Surveyors  
 3714 North Main Street, Farmville, NC 27828  
 Telephone: (252) 753-2139

Scale : 1" = 500' | DWG Name.: Appl Map 230913.dwg  
 File Path : W:\D8xx\_gen\D84x\_eng\D847\_LD\2023-0343-0326

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

Applicant: Town of Ayden

Project Number: SRF-W-0012

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

Ivory Mewborn  
Mayor, Town of Ayden

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)



**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](mailto:DEQ.DWI.FundingOffer@deq.nc.gov).

**RECIPIENT: Town of Ayden**

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**PROJECT NUMBER: SRF-W-0012**

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**FEDERAL IDENTIFICATION NUMBER: 56-6001170**

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**UNIQUE ENTITY ID: DSLEBXEFVN56**



JOSH STEIN  
Governor  
D. REID WILSON  
Secretary  
SHADI ESKAF  
Director

December 11, 2025

The Honorable Ivory Mewborn, Mayor  
Town of Ayden  
P.O. Box 219  
Ayden, North Carolina 28513

SUBJECT: Funding Offer  
Project No. SRF-W-0012  
2023 Swift Creek Sanitary Sewer

Dear Mayor Mewborn:

The Town of Ayden 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 items below via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

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)
5. Professional Engineering Services Procurement Form
6. Fiscal Sustainability Plan (due by final disbursement)

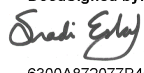
The Site Certification and the Professional Engineering Services Procurement Form are due before disbursements begin.



Disbursement requests are to be submitted via the DWI EBS System Log-in located at <https://www.ebs.nc.gov/logon/index.html>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience. The link to the online portal and a list of frequently asked questions can also be accessed from the Division's *I Have Funding* webpage at <https://www.deq.nc.gov/construction-disbursement-funds>.

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 Cassidy Kurtz at [cassidy.kurtz@deq.nc.gov](mailto:cassidy.kurtz@deq.nc.gov) or (919)707.3886.

Sincerely,

DocuSigned by:  
  
6300A872077B4C5...

Shadi Eskaf, Director  
Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document (two copies)  
Assurances & Conditions  
Federal ID and UEID Number Request Memo  
Resolution to Accept Funding Offer (suggested format)  
Sales-Tax Certification Form  
Disbursement Request Form  
Fiscal Sustainability Plan Certification  
Professional Engineering Services Procurement Form  
Site Certification

cc: Mayor Mewborn, Town of Ayden ([mayormewborn@ayden.com](mailto:mayormewborn@ayden.com))  
Stephen Smith, Town of Ayden ([ssmith@ayden.com](mailto:ssmith@ayden.com))  
Richard Moore, PE, McDavid Associates, Inc. ([rbm@mc david-inc.com](mailto:rbm@mc david-inc.com))  
Mark Hubbard (Via DocuSign)  
Cassidy Kurtz (Via DocuSign)  
Michelle McKay (Via DocuSign)  
DWI Administrative Unit (Via DocuSign)  
Anita Spencer (Via DocuSign)  
[DEQ.DWI.FundingOffer@deq.nc.gov](mailto:DEQ.DWI.FundingOffer@deq.nc.gov)  
FILE: SRF Project File (**COM\_LOX**)  
Agreement ID#: 2000075024



**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 Ayden  
P.O. Box 219  
Ayden, North Carolina 28513

**Project Number(s): SRF-W-0012**

**Assistance Listing Number: 66.458**  
**Unique Entity ID Number: DSLEBXEFVN56**

**Funding Program**

	<input type="checkbox"/>	<b>Additional Amount for Funding Increases</b>	<b>Previous Total</b>	<b>Total Offered</b>
<b>Drinking Water</b>	<input type="checkbox"/>			
<b>Stormwater</b>	<input type="checkbox"/>			
<b>Wastewater</b>	<input checked="" type="checkbox"/>			
State Revolving Fund-Repayable Loan	<input type="checkbox"/>			
State Revolving Fund-Principal Forgiveness	<input checked="" type="checkbox"/>			\$500,000
State Reserve Loan	<input type="checkbox"/>			
State Reserve Grant	<input type="checkbox"/>			
State Reserve Earmark (S.L. 2023-134)*	<input type="checkbox"/>			
American Rescue Plan Act - <i>Choose an item.</i>	<input type="checkbox"/>			

**Project Description:**

2023 Swift Creek Sanitary Sewer

**Total Financial Assistance Offer:** **\$500,000**  
**Total Project Cost:** \$500,000  
**Estimated Closing Fee\*\*:** \$10,000  
*For Loans*  
**Interest Rate:** 0% Per Annum  
**Maximum Loan Term:** 20 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.

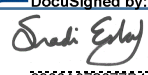
Pursuant to North Carolina General Statute 159G:

- 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...  
 Signature 12/19/2025  
Date

On Behalf of: Town of Ayden  
 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

**APPLICABLE STANDARD CONDITIONS\*****Project Applicant: Town of Ayden****Project Numbers: SRF-W-0012**

1. **Social Authorities:** Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, The Age Discrimination Act of 1975, Section 13 of the Federal Water Pollution Control Act Amendments of 1972, and Equal Employment Opportunity (Executive Order No 11246, as amended) which prohibits activities that are intentionally discriminatory and/or have a discriminatory effect based on race, color, religion, sex, sexual orientation, gender identity, or national origin.
2. **Environmental Authorities:** National Environmental Act, National Historic Preservation Act, Archeological and Historic Preservation Act, Protection of Wetlands, Flood Plain Management, Farmland Protection Policy Act, Coastal Zone Management Act, Coastal Barriers Resources Act, Wild and Scenic Rivers Act, Endangered Species Act, Essential Fish Habitat and the Safe Drinking Water Act applicability will be determined upon submittal of an Environmental Information Document (EID) during the Engineering Report review process.
3. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification form provided by DEQ.
4. Specific MBE/WBE (DBE) forms and instructions are provided that are to be included in the contract specifications. These forms will assist with documenting positive efforts made by recipients, their consultants and contractors to utilize disadvantaged businesses enterprises. Such efforts should allow DBEs the maximum feasible opportunity to compete for subagreements and subcontracts to be performed. Documentation of efforts made to utilize DBE firms must be maintained by all recipients, and construction contractors, and made available upon request.
5. Debarment and Suspension, Executive Order No. 12549: Subrecipients shall fully comply with Subpart C of 2 CFR Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business with Other Persons," as implemented and supplemented by 2 CFR Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Subrecipients may access suspension and debarment information at: <http://www.sam.gov>. This system allows subrecipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance.
6. The construction contract(s) requires the contractor to adhere to Davis Bacon and Related Acts Provisions and Procedures as listed in the Code of Federal Regulations Chapter 29 Part 5 Section 5 (29 CFR 5.5). Public Law pertaining to this is also enacted in Title 40, United States Code, Subtitle II Section 3141 through Section 3148.
7. As required by H.R. 3547, "Consolidated Appropriations Act, 2014" Section 436, Division G, Title IV, this project is subject to American Iron and Steel provisions. The State provides detailed requirements to be included in the construction contract specifications.
8. Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject projects to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publicly owned treatment works. Note that FSPs are not required for new treatment works. The certification provided must be submitted regarding compliance with this section of the Act.
9. Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with Federal engineering procurement guidelines. The State provides a certification form that must be completed prior to receiving funds for any engineering services covered under this funding offer.

10. Pursuant to 2 C.F.R. § 200.216, subrecipients cannot obligate SRF funds to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services (as described in Public Law 115-232, Section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.
11. Payment of the sums specified herein are subject to and contingent upon the availability, allocation, and appropriation of funds to the Department of Environmental Quality by the State or Federal government.

*\*Note: 1 does not require anything to be submitted. 8 and 9 apply to the CWSRF only. Details on all of these conditions can be found the EPA Cross-Cutter handbook.*

## **ASSURANCES**

**Project Applicant: Town of Ayden**

**Project Numbers: SRF-W-0012**

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 SRF 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 SRF Guidance will be complete. These Assurances, likewise, incorporate the most recent version of the SRF Guidance, and the Applicant hereby certifies by accepting this Funding Award Offer that it will adhere to the subsequent steps in the SRF 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 SRF funds loaned shall 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 loan funds contained in this Funding Offer require 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](mailto:DEQ.DWI.FundingOffer@deq.nc.gov).

**RECIPIENT:**

---

**PROJECT NUMBER:**

---

**FEDERAL IDENTIFICATION NUMBER:**

---

**UNIQUE ENTITY ID:**

(Suggested Format)

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a (State Revolving Loan, State Grant, or State Bond Loan) in the amount of \$ \_\_\_\_\_ for the construction of (project description), and

**WHEREAS,** the (unit of government) intends to construct said project in accordance with the approved plans and specifications,

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

That (unit of government) does hereby accept the (State Revolving Loan, Grant, or State Bond Loan) offer of \$ \_\_\_\_\_.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the (loan or grant) offer, Section II - Assurances 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 such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That (unit of government) has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

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: \_\_\_\_\_

<i>CONSTRUCTION</i> <small>(Rename as appropriate)</small>	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									
<i>ENGINEERING</i> <small>(Rename as appropriate)</small>	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									
<i>OTHER COSTS</i> <small>(Rename as Appropriate)</small>	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									
<i>PAY REQUEST TOTALS</i>	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. Grant Percentage for SRP Projects: \_\_\_\_\_ %  
 - 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 Title Signature of Authorized Representative Date

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.

## Fiscal Sustainability Plan Certification

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Section 603(d)(1)(E) of the Federal Water Pollution Control Act requires subject projects to develop and implement a Fiscal Sustainability Plan (FSP) for projects that involve the repair, replacement or expansion of publically owned treatment works<sup>1</sup>. Note that FSPs are not required for new treatment works. If that is the case, this certification must still be provided with the appropriate box checked at the bottom of the form.

An FSP must only cover the functional components related to the funded project. If an applicant has an Asset Management Plan, this certification must still be provided as an assurance that the AMP will be updated to include the funded project.

The following items constitute an FSP.

1. An inventory of critical assets that are part of the treatment works;
2. An evaluation of the condition and performance of inventoried assets or asset groupings;
3. A certification that the assistance recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;
4. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Signing this form indicates that the above steps will be undertaken by the conclusion of the project. Note also that ***this form serves as certification for item number 3*** therefore it should be included in the owner's FSP materials.

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Please check the appropriate box and return this certification to the Division of Water Infrastructure (DWI). The final project disbursement will not be processed until this certification form is completed and received in the DWI office.

- This project meets the criteria for requiring an FSP, and the items listed above will be implemented upon the completion of the project.
- This project does not require an FSP because the treatment works are not being repaired, replaced or expanded by the loan.

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Project Owner/Applicant:

---

Project Number:

---

Signature of Authorized Representative

1. From the Code of Federal Regulations : The term "treatment works" means any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature to implement section 1281 of this title, or necessary to recycle or reuse water at the most economical cost over the estimated life of the works, including intercepting sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment, and their appurtenances...

## NC DEQ Division of Water Infrastructure Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving Clean Water State Revolving Fund funding to comply with engineering procurement guidelines. North Carolina Session Law 2021-180 authorizes the Division of Water Infrastructure (Division) to award grant funds from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund for drinking water, wastewater, and stormwater infrastructure projects. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines.

To comply, you must follow North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for disbursement.

**Applicant:** [Click or tap here to enter text.](#)

**Project Name:** [Click or tap here to enter text.](#)

**Division Funding Number:** [Click or tap here to enter text.](#)

---

- 1) List the basic services being provided: (i.e., planning, design, inspection etc.)  
[Click or tap here to enter text.](#)
- 2) Describe the method of announcement for the project.  
[Click or tap here to enter text.](#)
- 3) List the firms the announcement was discussed with or that proposals were received from in order of quality.  
[Click or tap here to enter text.](#)
- 4) Was a contract negotiated with the best qualified firm?  Yes  No (Check one)  
If no, explain why.  
[Click or tap here to enter text.](#)

**NOTE:** Documentation of Qualification-Based-Selection of Engineering Services shall be provided to the Division upon request (to include announcement and qualifications requested).

By signing below, I [Click or tap here to enter text.](#), the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

---

(signed name, title and date)

(DWI staff use only – Check and initial here if debarment status checked and firm is NOT debarred  \_\_\_\_\_)

<p><b>Clean Water Act, Section 602(b)(14)</b></p>	<p>(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services <u>shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).</u></p> <p>From: <a href="#">water resources reform and development act guidance.pdf (epa.gov)</a>  <i>The requirements of 40 U.S.C. 1101 et seq. are:</i></p> <ul style="list-style-type: none"> <li>• <i>Public announcement of the solicitation (e.g., a Request for Qualifications);</i></li> <li>• <i>Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation); o Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);</i></li> <li>• <i>Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;</i></li> <li>• <i>Selection of at least three firms considered to be the most highly qualified to provide the services required; and</i></li> <li>• <i>Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;</i> <ul style="list-style-type: none"> <li>▪ <i>In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.</i></li> </ul> </li> </ul>
<p><b>Uniform Guidance 2 CFR 200.319(b)</b></p>	<p><b>Competition.</b></p> <p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>
<p><b>NC General Statute 143-64.31</b></p>	<p><b>Procurement of Architectural, Engineering, and Surveying Services (NC “Mini-Brooks”)</b></p> <p>...It is the public policy of this State... and Local Governmental Units..., to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services,..., to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. ...</p>

<p><b>NC General Statute 143-64.32</b></p>	<p><b>NOTE: CWSRF and ARPA funding: NCGS 143-64.32 cannot be used to exempt a local government unit from abiding by NCGS 143-63.31. This is because there is no minimum dollar exemption allowed in the Federal Brooks Act, the Clean Water Act Section 602(b)(14), or 2 CFR 200.319.</b></p> <p><b>Written exemption of particular contracts.</b></p> <p>Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)</p>
<p><b>21 NCAC 56.0701(f)</b></p>	<p>SECTION .0700 – RULES OF PROFESSIONAL CONDUCT, adopted in accordance with NC General Statute 89C-20 (Board Rules for Professional Engineers, etc.)</p> <p>(f) A licensee shall solicit or accept work only on the basis of qualifications and:</p> <ul style="list-style-type: none"> <li>(1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies;</li> <li>(2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered;</li> <li>(3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.);</li> </ul> <p>...</p>





# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

## **Agenda Item**

Award of Construction – 2023 Swift Creek Outfall Sewer Replacement

## **Item Explanation**

The Division of Water Infrastructure issued an “Offer and Acceptance” package to the Town for replacement of existing 8” diameter sanitary sewer outfall assets that exist from Pump Station No. 1 to Second Street. Funding offer is a \$500,000 principal forgiveness loan (grant offer).

In accordance with approved funding, McDavid Associates, Inc. prepared bid packages for sanitary sewer replacement activities. Bids were received on December 16, 2025. In support of a recommendation of award, the following exhibits are provided for Board review and consideration:

- Letter of Recommendation of Award
- Resolution Awarding Construction to Allen Grading Company for low bid of \$384,645.00 subject to Memorandum of Negotiation that reduces scope and revises contract value to \$319,365.00.
- Notice of Award
- Memorandum of Negotiation
- Bid tabulation sheet
- Project Map

## **Staff Comments**

Action is to “tentatively” award construction as the funding agency (Division of Water Infrastructure) must issue a concurrence before construction is allowed to begin.

## **Action Requested**

Approve Resolution Adopting Capital Project Budget Ordinance and Tentatively Awarding Construction

**RESOLUTION  
ADOPTING CAPITAL PROJECT BUDGET AND  
TENTATIVELY AWARDING CONSTRUCTION CONTRACT  
2023 SWIFT CREEK SANITARY SEWER  
CONTRACT NO. 8 – SANITARY SEWER SYSTEM IMPROVEMENTS  
DIVISION OF WATER INFRASTRUCTURE CWSRF PROJECT SRF-W-0012  
TOWN OF AYDEN**

**WHEREAS,** the Town of Ayden has been offered a \$500,000 Clean Water State Revolving Fund (CWSRF) principal forgiveness loan (grant) financial assistance award from the Division of Water Infrastructure to replace sanitary sewer collection system assets along Swift Creek (between Pump Station No. 1 and Second Street), and

**WHEREAS,** Plans for construction have been completed and bids for construction were received on December 16, 2025, and

**WHEREAS,** Allen Grading Company submitted the low bid for Contract No. 8 – Sanitary Sewer System Improvements in the amount of \$384,645.00, and

**WHEREAS,** the low bid exceeded available funds, and

**WHEREAS,** the Engineer developed a Memorandum of Negotiation that reduces project scope to adjust construction cost to \$319,365.00, and

**WHEREAS,** The Engineer has prepared a Recommendation of Award for Ayden Board of Commissioners' consideration and approval,

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF AYDEN:**

That the attached budget is hereby approved for the 2023 Swift Creek Sanitary Sewer project.

That Contract No. 8 – Sanitary Sewer System Improvements be tentatively awarded to Allen Grading Company for the low bid amount of \$384,645.00 subject to Memorandum of Negotiation that reduces the construction contract/award value to \$319,365.00, subject to Division of Water Infrastructure approval.

That the Mayor and Town Manager are designated, authorized and directed to execute all documents associated with project implementation within limits of approved budget to include award, construction contract agreement, pay requests, change orders, and close-out forms.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2025 at Ayden, North Carolina.

---

Ivory Mewborn, Mayor  
Town of Ayden

(SEAL)

ATTEST:

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Toni Heffner, Interim Town Clerk

**CAPITAL PROJECT BUDGET ORDINANCE  
TOWN OF AYDEN  
2023 SWIFT CREEK SANITARY SEWER  
CWSRF SRF-W-0012**

	<b>APPLICATION BUDGET</b>	<b>CHANGES</b>	<b>ADOPTED BUDGET</b>
<b>REVENUES</b>			
<b>REVENUES - CWSRF Eligible</b>			
CWSRF Principal Forgiveness Loan	\$ 500,000.00	\$ -	\$ 500,000.00
Local Funds (Closing Fee)	\$ -	\$ 10,000.00	\$ 10,000.00
Sales Tax Refund - Restricted	\$ -	\$ 5,000.00	\$ 5,000.00
<b>TOTAL REVENUES</b>	<b>\$ 500,000.00</b>	<b>\$ 15,000.00</b>	<b># \$ 515,000.00</b>
<b>EXPENSES</b>			
<b>EXPENSES - CWSRF CONSTRUCTION</b>			
<b>Construction</b>			
Contract No. 8 - Sanitary Sewer Improvements	\$ 309,500.00	\$ 9,865.00	\$ 319,365.00
<b>Subtotal - Construction</b>	<b>\$ 309,500.00</b>	<b>\$ 9,865.00</b>	<b>\$ 319,365.00</b>
<b>Non-Construction</b>			
Construction Administration	\$ 35,715.00	\$ -	\$ 35,715.00
Construction Observation	\$ 41,400.00	\$ -	\$ 41,400.00
Basic Engineering Fees (Prior to Construction)	\$ 38,100.00	\$ -	\$ 38,100.00
Additional Services by Engineer	\$ 22,000.00	\$ -	\$ 22,000.00
Reimbursable Expenses to the Engineer	\$ 2,500.00	\$ -	\$ 2,500.00
Permit Application Fees Paid by Owner - Reimbursable	\$ 1,000.00	\$ (1,000.00)	\$ -
<b>Subtotal - Non-Construction</b>	<b>\$ 140,715.00</b>	<b>\$ (1,000.00)</b>	<b>\$ 139,715.00</b>
<b>Contingency</b>			
Contingency	\$ 17,785.00	\$ 1,135.00	\$ 18,920.00
<b>Subtotal - Contingency</b>	<b>\$ 17,785.00</b>	<b>\$ 1,135.00</b>	<b>\$ 18,920.00</b>
<b>TOTAL - CWSRF CONSTRUCTION</b>	<b>\$ 468,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 478,000.00</b>
<b>EXPENSES - ADMINISTRATION</b>			
<b>Administration-Program Management</b>			
Engineering Report	\$ 25,000.00	\$ -	\$ 25,000.00
Environmental Document	\$ 5,000.00	\$ (5,000.00)	\$ -
Legal - Local Attorney	\$ 1,000.00	\$ -	\$ 1,000.00
Loan Administration - Closing Fee (2% Loan)	\$ -	\$ 10,000.00	\$ 10,000.00
Other - Paid by Owner - Reimbursable (i.e. Advertisement)	\$ 1,000.00	\$ -	\$ 1,000.00
Administration Contingency	\$ -	\$ -	\$ -
<b>TOTAL - ADMINISTRATION</b>	<b>\$ 32,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 37,000.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 500,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 515,000.00</b>



# McDAVID ASSOCIATES, INC.

*Engineers • Planners • Land Surveyors*

CORPORATE OFFICE  
(252) 753-2139 • Fax (252) 753-7220  
120 N. Main Street • P.O. Drawer 49  
Farmville, NC 27828

GOLDSBORO OFFICE  
(919) 736-7630 • Fax (919) 735-7351  
109 E. Walnut Street • P.O. Box 1776  
Goldsboro, NC 27533

December 22, 2025

Mr. Stephen Smith, Interim Town Manager  
Town of Ayden  
P.O. Box 219  
Ayden, NC 28513

Subject: Recommendation of Award  
2023 Swift Creek Sanitary Sewer  
Contract No. 8 – Sanitary Sewer System  
Improvements  
Town of Ayden

Dear Stephen:

In reference to the subject project, bids for replacement of existing sanitary sewer outfall lines/manholes along Swift Creek (between Pump Station No. 1 and Second Street) were received on December 16, 2025, in the Courtroom at the Ayden Town Hall. The following represents a summary of all bids received:

Allen Grading Company	\$384,645.00
Military & Federal Construction	\$387,305.00
Tripp Bro's, Inc.	\$452,959.40
Precision Earth & Pipe	\$470,166.85
Moffat Pipe, Inc.	\$847,950.00

A copy of a certified bid tabulation sheet is provided that summarizes all unit pricing. Based on the bids received, Allen Grading Company submitted the low bid in the amount of \$384,645.00. The low bid exceeded available funds. Based on the low bid, McDavid Associates, Inc. prepared a bid negotiation memorandum that reduces project scope.

McDavid Associates, Inc. recommends consideration of award of Contact No. 8 – Sanitary System Improvements to the low bidder, Allen Grading Company, for their low bid amount of \$384,645.00 subject to Memorandum of Negotiation that reduces the contract award value to \$319,365.00.

In support of this Recommendation of Award, the following exhibits are provided for Board consideration.

1. Resolution Approving Capital Project Budget Ordinance and Tentatively Awarding Construction Contract
2. Notice of Award
3. Memorandum of Negotiation
4. Bid Tabulation Sheet
5. Project Map

Upon Board review and approval, please provide our office with a copy of an executed "Resolution Awarding Construction Contract" and signed copies of the "Notice of Award".

Please advise if I may provide any additional information for your review. Please contact me if I may answer any questions.

Sincerely,

McDAVID ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Richard B. Moore". The signature is stylized with a large initial "R" and a long horizontal stroke at the end.

Richard B. Moore, P.E.  
Farmville Office

Enclosures

- Exhibit A: Resolution Amending Capital Project Budget and Awarding Construction
- Exhibit B: Notice of Award
- Exhibit C: Memorandum of Negotiation
- Exhibit D: Bid Tabulation Sheet
- Exhibit E: Project Map

TABULATION SHEET  
 2023 SWIFT CREEK SANITARY SEWER DWM PROJECT: SRF-W-0012  
 CONTRACT NO. 8 - SANITARY SEWER OUTFALL REPLACEMENT  
 DECEMBER 16, 2025 AT 2:00 PM

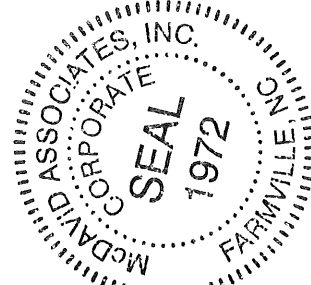
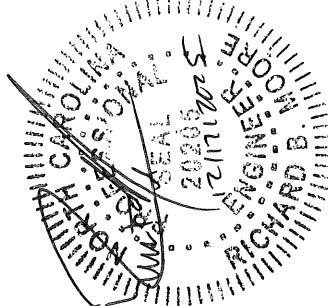
08:39 AM  
 17-Dec-25

Item	Description	Unit	Qty	Allen Grading Company Goldsboro, NC		Military & Federal Construction Co., Inc. Jacksonville, NC		Tripp Bro's, Inc. Ayden, NC		Precision Earth & Pipe Raleigh, NC		Moffat Pipe, Inc. Wake Forest, NC	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Base Bid Items</b>													
<b>Section A - Sanitary Sewer Collection Lines</b>													
1	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (0'-6" depth)	LF	44	\$105.00	\$4,620.00	\$238.00	\$10,472.00	\$220.85	\$9,717.40	\$146.50	\$6,446.00	\$280.00	\$12,320.00
2	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (6'-8" depth)	LF	125	\$110.00	\$13,750.00	\$104.00	\$13,000.00	\$179.70	\$22,462.50	\$151.75	\$18,968.75	\$290.00	\$36,250.00
3	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (8'-10" depth)	LF	810	\$130.00	\$105,300.00	\$116.00	\$93,960.00	\$188.85	\$151,348.50	\$193.50	\$156,735.00	\$300.00	\$243,000.00
4	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (10'-12" depth)	LF	410	\$160.00	\$65,600.00	\$125.00	\$51,250.00	\$207.35	\$85,013.50	\$225.50	\$92,455.00	\$310.00	\$127,100.00
<b>Section B - Manholes</b>													
5	PRECAST CONCRETE MANHOLE (8'-10" depth)	EA	5	\$12,500.00	\$62,500.00	\$10,041.00	\$50,205.00	\$11,895.00	\$59,475.00	\$8,950.50	\$44,752.50	\$26,000.00	\$130,000.00
6	PRECAST CONCRETE MANHOLE (10'-12" depth)	EA	1	\$14,500.00	\$14,500.00	\$10,412.00	\$10,412.00	\$40,285.00	\$40,285.00	\$12,371.10	\$12,371.10	\$28,500.00	\$28,500.00
7	WATERTIGHT MANHOLE INSERTS	EA	1	\$2,000.00	\$2,000.00	\$206.00	\$206.00	\$531.00	\$531.00	\$1,741.50	\$1,741.50	\$330.00	\$330.00
<b>Section C - Miscellaneous Items</b>													
8	CORE AND BOOT EXISTING MANHOLE	EA	1	\$4,000.00	\$4,000.00	\$1,895.00	\$1,895.00	\$6,620.00	\$6,620.00	\$1,612.50	\$1,612.50	\$11,800.00	\$11,800.00
9	REPLACE EXISTING 4" DIP OR PVC SANITARY SEWER SERVICE	EA	1	\$9,500.00	\$9,500.00	\$3,665.00	\$3,665.00	\$7,350.00	\$7,350.00	\$4,547.25	\$4,547.25	\$45,000.00	\$45,000.00
10	BORROW backfill	CY	1,200	\$65.00	\$78,000.00	\$81.00	\$109,200.00	\$37.25	\$44,700.00	\$86.75	\$116,100.00	\$120.00	\$144,000.00
11	BREAK, REMOVE, & REPLACE EXISTING 6" CONCRETE DRIVEWAY	SY	120	\$150.00	\$18,000.00	\$272.00	\$32,640.00	\$164.45	\$19,734.00	\$95.50	\$10,260.00	\$450.00	\$54,000.00
12	CLASS 1 RIP RAP	SY	75	\$65.00	\$4,875.00	\$112.00	\$8,400.00	\$52.30	\$3,922.50	\$29.03	\$2,177.25	\$182.00	\$13,650.00
13	SOIL TESTING AND INSPECTION ALLOWANCE	AL	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<b>TOTAL BID</b>					\$394,945.00		\$387,305.00		\$452,959.40		\$470,166.85		\$847,950.00

\*Precision Earth & Pipe, Inc. had a total of \$2,176.88 for Bid Item 12. The correct calculation is \$2,177.25.

I, Richard B. Moore, certify that this Tabulation Sheet is correct to the best of my knowledge and belief.

*Richard B. Moore*  
 Richard B. Moore, P.E.  
 Date: 12/17/2025



**Memorandum of Bid Negotiation**  
**Contract No. 8 – Sanitary Sewer Improvements**  
**2023 Swift Creek Sanitary Sewer**  
**Low Bidder – Allen Grading Company**  
**Town of Ayden**

Owner: Town of Ayden  
Contractor: Allen Grading Company  
Project Engineer: McDavid Associates, Inc.  
Contract: Contract No. 8 – Sanitary Sewer Improvements  
Project: 2023 Swift Creek Sanitary Sewer; CWSRF SRF-W-0012  
Bid Amount: \$384,645.00  
Bid Date: December 16, 2025  
Brief Description of Contract as Bid:

Base Bid Project consisted of the following:

- Replacement of approximately 1,389 LF of 8” diameter sanitary sewer collection lines
- 7 new 4’ diameter precast manholes
- Miscellaneous Construction
- Allowances

The Owner and Contractor acknowledge and agree that the bid received on the above project has resulted in the project budget being exceeded and that a contract cannot be awarded based on the amount of the low bid received. This memorandum documents that all parties to Contract No. 8 entered into and completed negotiations in order to arrive at a mutually acceptable amount on which Contract No. 8 is to be awarded. It is hereby agreed that the terms and conditions as stated in this document shall be binding on all parties and it shall become a part of the terms and conditions of Contract No. 8.

Construction bids were opened on December 16, 2025. In accordance with the contract document, negotiations have been made to adjust construction elements. Negotiations have resulted in reasonable changes to final plans. The following is a general description of changes in the terms/provisions of the contract and are hereby incorporated into a proposed contract award:

1. Removal of proposed 406 LF of 8” sanitary sewer replacement (from Manhole No. 208 to Manhole 2008).
2. Removal of replacement of Manhole No. 208.

**TOTAL DEDUCT:   -\$65,280.00**  
**REVISED BID NEGOTIATION CONTRACT AMOUNT:   \$319,365.00**

Please see attached Bid Negotiation tabulation Part A and Part B for detailed add/deduct information.

**WE AGREE TO THE TERMS AND CONDITIONS OF THIS DOCUMENT:**

**OWNER: TOWN OF AYDEN**

\_\_\_\_\_  
Ivory Mewborn  
Mayor

\_\_\_\_\_  
Date

**CONTRACTOR: ALLEN GRADING COMPANY**

\_\_\_\_\_  
Date

**ENGINEER: MCDAVID ASSOCIATES, INC.**

\_\_\_\_\_  
Richard B. Moore, P.E.  
Engineer

\_\_\_\_\_  
Date

PART A – UNIT PRICE ADJUSTMENTS

Attachment - Bid Negotiation - Part A, Unit Price Changes  
2023 SWIFT CREEK SANITARY SEWER  
CONTRACT NO. 8 - SANITARY SEWER IMPROVEMENTS  
TOWN OF AYDEN

Item	Description	Unit	Contract As Per Bid			Adds/Deducts		Contract As Per Bid Neg Part A	
			Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>Base Bid Items</b>									
<b>Section A - Ssnitary Sewer Collection Lines</b>									
1	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (0'-6' depth)	LF	44	\$105.00	\$4,620.00		\$0.00	\$105.00	\$4,620.00
2	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (6'-8' depth)	LF	125	\$110.00	\$13,750.00		\$0.00	\$110.00	\$13,750.00
3	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (8'-10' depth)	LF	810	\$130.00	\$105,300.00		\$0.00	\$130.00	\$105,300.00
4	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (10'-12' depth)	LF	410	\$160.00	\$65,600.00		\$0.00	\$160.00	\$65,600.00
<b>Section B - Manholes</b>									
5	PRECAST CONCRETE MANHOLE (8'-10' depth)	EA	5	\$12,500.00	\$62,500.00		\$0.00	\$12,500.00	\$62,500.00
6	PRECAST CONCRETE MANHOLE (10'-12' depth)	EA	1	\$14,500.00	\$14,500.00		\$0.00	\$14,500.00	\$14,500.00
7	WATERTIGHT MANHOLE INSERTS	EA	1	\$2,000.00	\$2,000.00		\$0.00	\$2,000.00	\$2,000.00
<b>Section C - Miscellaneous Items</b>									
8	CORE AND BOOT EXISTING MANHOLE	EA	1	\$4,000.00	\$4,000.00		\$0.00	\$4,000.00	\$4,000.00
9	REPLACE EXISTING 4" DIP OR PVC SANITARY SEWER SERVICE	EA	1	\$9,500.00	\$9,500.00		\$0.00	\$9,500.00	\$9,500.00
10	BORROW backfill	CY	1,200	\$65.00	\$78,000.00		\$0.00	\$65.00	\$78,000.00
11	BREAK, REMOVE, & REPLACE EXISTING 6" CONCRETE DRIVEWAY	SY	120	\$150.00	\$18,000.00		\$0.00	\$150.00	\$18,000.00
12	CLASS 1 RIP RAP	SY	75	\$65.00	\$4,875.00		\$0.00	\$65.00	\$4,875.00
13	SOIL TESTING AND INSPECTION ALLOWANCE	AL	1	\$2,000.00	\$2,000.00		\$0.00	\$2,000.00	\$2,000.00
Total					\$384,645.00		\$0.00	\$384,645.00	

PART B – QUANTITY ADJUSTMENTS

Attachment - Bid Negotiation - Part B, Quantity Changes  
 2023 SWIFT CREEK SANITARY SEWER  
 CONTRACT NO. 8 - SANITARY SEWER IMPROVEMENTS  
 TOWN OF AYDEN

Item	Description	Unit	Contract As Per Bid Neg Part A			Adds/Deducts		Contract As Per Bid Negotiation	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount
<b>Base Bid Items</b>									
<b>Section A - Ssnitary Sewer Collection Lines</b>									
1	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (0'-6' depth)	LF	44	\$105.00	\$4,620.00	0	\$0.00	44	\$4,620.00
2	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (6'-8' depth)	LF	125	\$110.00	\$13,750.00	0	\$0.00	125	\$13,750.00
3	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (8'-10' depth)	LF	810	\$130.00	\$105,300.00	(406)	-\$52,780.00	404	\$52,520.00
4	8" PVC (SDR-26) PIPE FOR SAN SEW & BEDDING (10'-12' depth)	LF	410	\$160.00	\$65,600.00	0	\$0.00	410	\$65,600.00
<b>Section B - Manholes</b>									
5	PRECAST CONCRETE MANHOLE (8'-10' depth)	EA	5	\$12,500.00	\$62,500.00	(1)	-\$12,500.00	4	\$50,000.00
6	PRECAST CONCRETE MANHOLE (10'-12' depth)	EA	1	\$14,500.00	\$14,500.00	0	\$0.00	1	\$14,500.00
7	WATERTIGHT MANHOLE INSERTS	EA	1	\$2,000.00	\$2,000.00	0	\$0.00	1	\$2,000.00
<b>Section C - Miscellaneous Items</b>									
8	CORE AND BOOT EXISTING MANHOLE	EA	1	\$4,000.00	\$4,000.00	0	\$0.00	1	\$4,000.00
9	REPLACE EXISTING 4" DIP OR PVC SANITARY SEWER SERVICE	EA	1	\$9,500.00	\$9,500.00	0	\$0.00	1	\$9,500.00
10	BORROW backfill	CY	1,200	\$65.00	\$78,000.00	0	\$0.00	1,200	\$78,000.00
11	BREAK, REMOVE, & REPLACE EXISTING 6" CONCRETE DRIVEWAY	SY	120	\$150.00	\$18,000.00	0	\$0.00	120	\$18,000.00
12	CLASS 1 RIP RAP	SY	75	\$65.00	\$4,875.00	0	\$0.00	75	\$4,875.00
13	SOIL TESTING AND INSPECTION ALLOWANCE	AL	1	\$2,000.00	\$2,000.00	0	\$0.00	1	\$2,000.00
<b>Total</b>					\$384,645.00		(\$65,280.00)		\$319,365.00

SECTION 00511  
NOTICE OF AWARD

To: Mr. Dustin Allen, President  
Allen Grading Company, Inc.  
340 Arrington Bridge Road  
Goldsboro, NC 27530

PROJECT Description: 2023 Swift Creek Sanitary Sewer  
Contract No. 8 - Sanitary Sewer Outfall Replacement

The OWNER has considered the BID submitted by you for the above described WORK in response to its ADVERTISEMENT FOR BIDS and INFORMATION FOR BIDDERS.

You are hereby notified that your BID has been accepted for items in the amount of Three Hundred Eighty Four Thousand Six Hundred Forty Five and 00/100 Dollars (\$384,645.00), subject to Memorandum of Negotiation that reduces the contract award value to Three Hundred Nineteen Thousand Three Hundred Sixty Five and 00/100 Dollars (\$319,365.00).

You are required by the INFORMATION FOR BIDDERS to execute the AGREEMENT and furnish the required CONTRACTOR'S PERFORMANCE BOND, PAYMENT BOND and certificates of insurance within twenty (20) calendar days from the date of this Notice to you.

If you fail to execute said AGREEMENT and to furnish said BONDS within twenty (20) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

OWNER:  
Town of Ayden  
By \_\_\_\_\_  
Name Ivory Mewborn  
Title Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CONTRACTOR:

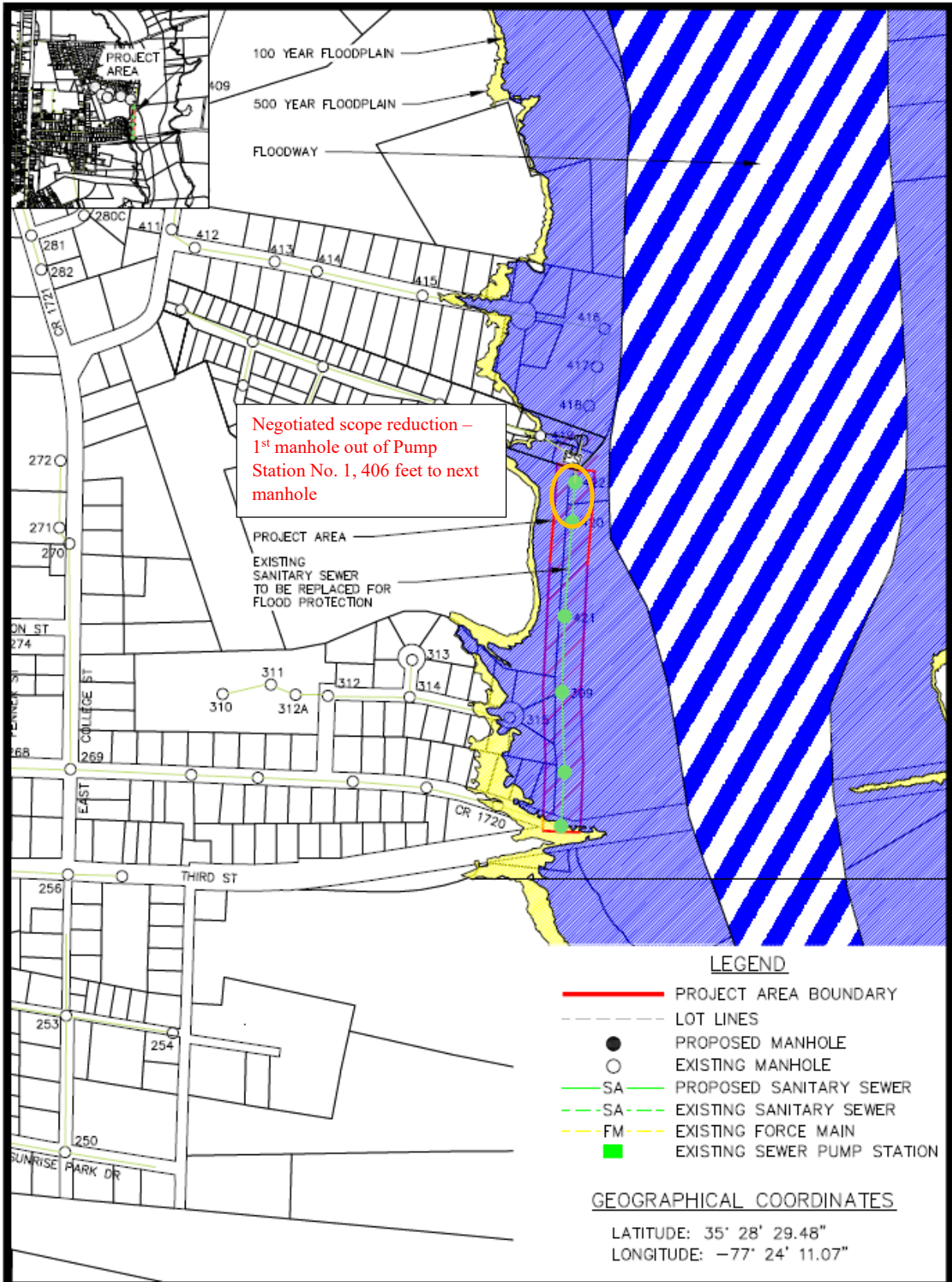
\_\_\_\_\_ Allen Grading Company, Inc. \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

END OF SECTION



APPLICATION MAP  
TOWN OF AYDEN  
2023 DWI CWSRF APPLICATION  
SWIFT CREEK SANITARY SEWER

**McDAVID ASSOCIATES, INC.**  
Engineers • Planners • Land Surveyors  
3714 North Main Street, Farmville, NC 27828  
Telephone: (252) 753-2139

Scale : 1" = 500'  
DWG Name.: Appl Map 230913.dwg  
File Path : W:\DBxx\_gen\084x\_eng\0847\_LD\2023-0343-0326



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

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**Agenda Item**

Staff Departmental Reports

**Item Explanation**

**Staff Comments**

**Action Requested**

## MEMORANDUM

**TO: STEPHEN SMITH, INTERIM TOWN MANAGER**  
**FROM: OPERATIONS CENTER**  
**CC: BOARD OF COMMISSIONERS**  
**DATE: 1/1/2026**  
**SUBJECT: PUBLIC WORKS AND UTILITIES MONTHLY REPORT**

### Electric Department

- Repaired area light at 596 Old Snow Hill
- Removed service and area light at 4151 Jolly Rd.
- Started installation of new underground primary in Eastridge Subdivision Phase IV
- Installed new transformer bank at 3933 Lee St.
- Trimmed trees at 5292 Ayden Golf Club
- Replaced 3-phase service at 7178 NC 11S Carolina Catfish Plant
- Removed vegetation at transformer enclosure at 5732 WW Gaskins rd.
- Straightened leaning pole at 4289 High St.
- Replaced lift pole at 4265 High St.
- Installed new underground services at 1019 and 1020 Queensland
- Trimmed trees at 352 Thrower St
- Repaired underground primary wire at 4218 N Edge Rd.
- Replaced single phase pole at 425 West Barwick
- Installed underground service at 3945 Lee St.
- Disconnected service for repair at 5188 Weyerhaeuser Rd.
- Repaired service wire at 4263 N Edge Rd.
- Connected permanent service at 1004 Queensland
- Connected permanent service at 1010 Queensland
- Repaired area light at 4157 East Ave
- Repaired light at 534 3<sup>rd</sup> St.
- Disconnected area light at 4315 Emma Cannon rd.
- Replaced area light at 5675 Gum Swamp with new LED light
- Disconnected temp service at 1270 Rex Smith Ln
- Repaired light at 128 Snow Hill
- Repaired light at 3947 George Dr
- Replaced damaged service wire at 4036 Verna
- Repaired street light at 3849 Country Aire Dr.
- Repaired street light at 4211 Colonial St.
- Installed temp service at 433 Pepperbush Ct.
- Connected permanent service at 1030 Seven Iron Dr.
- Repaired street light at 420 swift Creek run
- Worked on cameras for PD
- Installed area light at 5162 Rountree Rd.
- Cleared brush at 5411 Bill Jones rd.

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## Water/Sewer

Dec 1

- MRT'S and NRWASA samples
- Checked wells

Dec 2

- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- Pulled pump 1 at lift station 18
- Josh Rountree, David Jones, William Proctor at continued education course in Raleigh.

Dec 3

- Dug up and cut roots out of sewer lateral at 721 Second St
- Work orders

Dec 4

- Work orders
- Water sample at 337 Thrower St

Dec 5

- Flushed hydrant at Grain Court
- Shut water off at 303 Garris St due to broken water line on customer side.
- Pulled pumps at lift stations 9 and 10
- Pulled pump 1 at lift station 18

Dec 6

- Repaired water leak on 1" galvanized water line in front of 234 Fourth St

Dec 8

- Checked wells
- MRT'S and NRWASA samples

Dec 9

- Nitrate/Nitride water samples at all 3 wells
- 4 bacti samples
- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- Worked on organizing 3 bay building

Dec 10

- 3 bacti samples
- Worked on organizing and cleaning 3 bay

Dec 11

- Repaired 6" water main in intersection of Sunny Ln and Northeast College St

Dec 12

- Pulled pumps at lift stations 9 and 10
- Locates

Dec 13

- Repaired water main leak on Snow Hill St

Dec 14

- Replaced 2" x 3/4" tap saddle on water main at 4427 Queen St

Dec 15

- Checked wells
- MRT'S and NRWASA samples

Dec 16

- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- Locate and turn water main valves
- Repair water main in intersection of Snow Hill St and Second St
- Installed water meter and check valve at 4061 Regina Ln

Dec 17

- Locate and turn water main valves
- Raised concrete valve box collars around valve box

Dec 18

- Installed water meter, module, and check valve at 276 Michael Ct
- Installed water meter, module, and check valve at 433 Pepperbush CT
- Pulled water meter at horse lot at end of Edge Rd

Dec 19

- Installed concrete valve box collars
- Located and turned water main valves

Dec 22

- Checked all lift stations
- Pulled pumps at lift stations 9 and 10
- Cleaned basket at lift station 10
- MRT'S and NRWASA samples
- Checked wells

Dec 23

- Located and turned water main valves
- Replaced broken valve box
- Installed concrete valve box collars
- Dug up and replaced 3ft section of sewer lateral at 4327 Montague Ave

Dec 29

- MRT'S and NRWASA samples
  - Drawdowns at all 3 wells
  - Water samples at wells
  - Locates
  - Pulled both pumps at lift station 16
  - Locate and turn water main valves
-

## Streets/Sanitation

- Fixed leaning speed limit sign and replaced pole on stop sign in Country Club Creek
- Leaf truck and kboom did the main streets before holiday after the routes were done (Second, Third, and Lee)
- Cut rights-of-way and weed-eated around poles and ditch in front of Allen Dr.
- Storm drain repair on Terrace Dr.
- Cleaned and straightened up the tool and chemical sheds
- Opened graves
- Filling in potholes behind Quilt Lizzy
- Pull weeds and weed-eated grass by fence line and in the middle where flowers are (Roundabout)
- Cleaned Community Building: leaf removal, trimming bushes, cut grass and weed-eated
- Cleaned Library: leaf removal, trimming bushes, cut grass and weed-eated

**MEMORANDUM**

**TO: Stephen Smith, Interim Town Manager**

**FROM: David Dempsey, Chief of Police**

**CC: Board of Commissioners**

**DATE: January 01, 2026**

**SUBJECT: POLICE DEPARTMENT MONTHLY REPORTS –**

<b>Date</b>	<b>Incident Type</b>	<b>Location</b>	<b>Suspect</b>	<b>Ward</b>
12/02/2025	Stalking	MLk/6th St.	Megan Dixon	1
12/04/2025	Discharge Weapon Town Limits	Magellan Ct	Unknown	5
12/07/2025	Assault with Deadly Weapon	4506 Johnson Circle	Dashayla Latham	5
12/08/2025	Larceny	170 Third St	Unk	1
12/09/2025	Assault	4357 Lee St	Brandon Lymon	1
12/09/2025	Larceny	138 Third St	Travonte Ruffin	1
12/11/2025	Possess Marijuana	Mcdonalds PVA	Quinton Moye	4
12/11/2025	Assault	662 Hill Road Circle	Unknown	3
12/11/2025	Death Investigation	4235 Lee St		2
12/12/2025	Larceny	4283 Legacy Parkway 2	Mary Brown	3
12/13/2025	DWI	Snowhill/Washington	Nery Jordan Ramos	4
12/13/2025	Larceny	4151 Jolly Rd	Unknown	3
12/16/2025	Trafficking Cocaine			999
12/16/2025	Obtain Property by False Pretenses	Medlin Chevrolet	Unknown	4
12/17/2025	Larceny	633 Club Dr	Juvenile	2
12/17/2025	Larceny	363 Second St	Unknown	3
12/17/2025	Communicating threats	Subway	Unknown	3
12/18/2025	Damage to Property	4211 MLK	Unknown	1
12/202/2025	Possess Drug Paraphernalia	BoJangles PVA	Amanda Howard	3

12/23/2025	Trespass	330 Allen Dr	Tyler Locke	5
12/24/2025	Possess SCH II	Ormond St	Patrick Person	5
12/25/2025	Possess Marijuana	King St	Jannie Moseley	5
12/25/2025	Larceny	HandyMart	Unknown	4
12/26/2025	Shoplifting	Maxway	Unknown	4
12/29/2025	PWISD Marijuana	Cardinal Pointe PVA	Tivontrey Long	3
12/29/2025	Larceny	4141 Jolly Rd	Unknown	3
12/30/2025	Littering	Sumrell Hardee Rd	Nicholas Woodruff	3

## MEMORANDUM

**TO: STEPHEN SMITH, INTERIM MANAGER**

**FROM: Thomas Duncan**

**CC: BOARD OF COMMISSIONERS**

**DATE: 1-12-26**

**SUBJECT: “Arts and Recreation” MONTHLY REPORT: January**

### Meetings & Special Events

- December 6, 2025: Ayden Arts and Recreation, in partnership with the Ayden Library, hosted Breakfast with Santa. Approximately 70 individuals attended the event.
- December 9, 2025: Attended the Town of Ayden Employee Christmas Luncheon.
- December 10, 2025: Arts and Recreation Board members approved the minutes from the previous board meeting.
- December 12, 2025: Senior field trip to Yoder’s as part of the annual Christmas celebration.
- December 16, 2025: Attended the Arts and Recreation Board Members Christmas Dinner.
- December 18, 2025: Senior field trip to Mike’s Farm for a holiday outing

### Sports and Programs

#### Youth Basketball

Youth Basketball participation totaled 199 participants, organized as follows:

- 4 teams – 5–6 year old Co-Ed Division
- 3 teams – 7–9 year old Girls Division
- 8 teams – 7–9 year old Boys Division
- 3 teams – 10–12 year old Girls Division
- 6 teams – 10–12 year old Boys Division
- 3 teams – 13–15 year old Co-Ed Division

#### Adult Volleyball

Adult Volleyball participation totaled 208 participants, with teams divided into the following leagues:

- 8 teams – Recreation League
- 12 teams – Intermediate League
- 4 teams – Competitive League

**MEMORANDUM**

**TO: STEPHEN SMITH, INTERIM TOWN MANAGER**

**FROM:**

**CC: BOARD OF COMMISSIONERS**

**DATE: December 31, 2025**

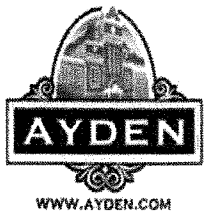
**SUBJECT: PLANNING DEPARTMENT MONTHLY REPORT**

- **Zoning Compliance Certificates from December 1<sup>st</sup>– December 31<sup>st</sup>**

Straightway Holiness Church – Counseling Office – 4102 West Ave.  
Shreeji Property of Ayden, llc – change of owner/use – 156 Third St.  
Grover Gaming – construction trailer – 128 Pepsi Way.  
Tonnia Pollard – enclose structure – 4109 Tonnia Ln.  
Luke & Camryn Stalnaker– privacy fence – 1051 Queensland Ln.  
Caviness & Cates Builders– new single family residence – 986 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 980 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 974 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 964 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 960 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 914 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 908 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 925 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 981 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 987 Rialto Ln.  
Caviness & Cates Builders– new single family residence – 4206 Tinsley Ct.  
Reggie Spain Homes– new single family residence – 4032 Regina Ln.  
Reggie Spain Homes– new single family residence – 823 Mulligan Dr.  
D.R. Horton, Inc. – new single family residence – 1003 Queensland Ln.  
D.R. Horton, Inc. – new single family residence – 1002 Queensland Ln.  
D.R. Horton, Inc. – new single family residence – 1228 Queensland Ln.  
D.R. Horton, Inc. – new single family residence – 1222 Queensland Ln.  
Signs Now – wall sign – 512 Second St.  
Superior Fence & Rail – privacy fence – 3952 Ayden Golf Club Rd.

- **The following Code Enforcement activities took place from October 1<sup>st</sup>– October 31<sup>st</sup>**

<b>Address</b>	<b>Violation</b>	<b>Action Taken</b>
639 Club Drive	CONDEMNATION	LETTER
426 Thad Little Road	HOUSE REPAIRS	LETTER
4418 S Joyner Street	HOUSE REPAIRS	LETTER
329 Jackson Street	HOUSE REPAIRS	SPOKE WITH OWNER
489 Sixth Street	JUNK VEHICLE	ONGOING



## Town of Ayden Finance Manager- Summary of Activity from 12/1/25

### In Person Meetings:

Board of Commissioners Meeting 12/8/25  
Staff Holiday Social 12/9/25  
Board Holiday Social 12/16/25  
Rural Fire Board 12/15/25  
Southern Bank 12/22/25

### Webinars/Online/Conference Call Meetings:

Electricities, Town of Ayden AMI Update Call 12/17/25  
Ayden, UFS w Electricities Financial Projection Progress Meeting 12/10/25  
P4 Ayden/Electricities Discussion 12/16/25  
Technology Business Review with CWIT Support 12/17/25, CWIT Support 12/18/25

### Trainings:

NCLM Elect4ed Official Training Academy and Rules of Procedure 12/3/25  
NCCMT Training 12/11/25

### Misc:

Auditors- Becky Garland and Jacon Trip Patel, Audit submitted 12/31/25  
Gov.Deals.com-  
Sam.Gov/Grants.Gov/DOJ.Gov  
Payroll: 12/3/25, 12/17/25, 12/31/25  
Departmental Report for CIVIC  
Cemetery – Multiple interactions with Public, Funeral Home Directors/Monument  
Companies/Staff Confirmations/Transfer of Deeds  
360 Credit Card Management  
Handled Multiple Customer Complaints and Situations  
CDBG/DWI Grant work as requested/needed - Bank/Requisitions/Payments/Deposit/Pick up  
Checks  
Southern Bank- Positive Pay, ACH, Payroll, Corrections, Check Scan Issues, Deposit and PP  
Threshold Increase

2025 Reflection of Successes: Billing Cycle 4-2, Water AMI position, Audit submitted on time



Town of Ayden

# My Budget Report

## Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 10 - General Fund</b>							
<b>Revenue</b>							
<a href="#">10-3100-1200</a>	VEHICLE TAXES	287,004.00	287,004.00	0.00	106,884.88	-180,119.12	37.24 %
<a href="#">10-3100-1250</a>	MUNI VEHICLE FEE	19,671.00	19,671.00	0.00	7,295.00	-12,376.00	37.09 %
<a href="#">10-3100-1700</a>	TAX PENALTIES	5,500.00	5,500.00	0.00	2,010.32	-3,489.68	36.55 %
<a href="#">10-3100-1800</a>	TAX INTEREST	4,000.00	4,000.00	0.00	1,757.97	-2,242.03	43.95 %
<a href="#">10-3100-1900</a>	PRIOR YEARS PROPERTY TAXES	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
<a href="#">10-3100-2016</a>	2016 REAL PROPERTY TAXES	0.00	0.00	0.00	207.64	207.64	0.00 %
<a href="#">10-3100-2017</a>	2017 REAL PROPERTY TAXES	0.00	0.00	0.00	48.01	48.01	0.00 %
<a href="#">10-3100-2018</a>	2018 REAL PROPERTY TAXES	0.00	0.00	0.00	19.44	19.44	0.00 %
<a href="#">10-3100-2019</a>	2019 REAL PROPERTY TAXES	0.00	0.00	0.00	19.44	19.44	0.00 %
<a href="#">10-3100-2020</a>	2020 REAL PROPERTY TAXES	0.00	0.00	0.00	19.44	19.44	0.00 %
<a href="#">10-3100-2021</a>	2021 REAL PROPERTY TAXES	0.00	0.00	0.00	239.14	239.14	0.00 %
<a href="#">10-3100-2022</a>	2022 REAL PROPERTY TAXES	0.00	0.00	0.00	87.79	87.79	0.00 %
<a href="#">10-3100-2023</a>	2023 REAL PROPERTY TAXES	0.00	0.00	0.00	140.03	140.03	0.00 %
<a href="#">10-3100-2024</a>	2024 REAL PROPERTY TAXES	15,000.00	15,000.00	0.00	3,306.67	-11,693.33	22.04 %
<a href="#">10-3100-2025</a>	2025 REAL PROPERTY TAXES	2,510,347.00	2,510,347.00	0.00	1,740,624.62	-769,722.38	69.34 %
<a href="#">10-3231-3900</a>	1% SALES TAX ARTICLE 39	545,690.00	545,690.00	0.00	248,742.05	-296,947.95	45.58 %
<a href="#">10-3232-4000</a>	1/2% SALES TAX ARTICLE 40	341,450.00	341,450.00	0.00	131,839.55	-209,610.45	38.61 %
<a href="#">10-3233-4200</a>	1/2% SALES TAX ARTICLE 42	288,919.00	288,919.00	0.00	124,008.36	-164,910.64	42.92 %
<a href="#">10-3234-4400</a>	HOLD HARMLESS SALES TAX	346,703.00	346,703.00	0.00	126,022.64	-220,680.36	36.35 %
<a href="#">10-3300-3100</a>	UTILITIES SALES DISTRIBUTIONS	382,271.00	382,271.00	0.00	87,084.88	-295,186.12	22.78 %
<a href="#">10-3300-3110</a>	BEER AND WINE TAX	24,000.00	24,000.00	0.00	0.00	-24,000.00	0.00 %
<a href="#">10-3300-3120</a>	CELL TOWER RENTAL FEES	98,000.00	98,000.00	0.00	0.00	-98,000.00	0.00 %
<a href="#">10-3300-3130</a>	CABLE TV FRANCHISE TAX	40,800.00	40,800.00	0.00	12,926.42	-27,873.58	31.68 %
<a href="#">10-3300-3140</a>	SOLID WASTE DISPOSAL TAX	4,198.00	4,198.00	0.00	929.59	-3,268.41	22.14 %
<a href="#">10-3300-3311</a>	PIPED NATURAL GAS	2,276.00	2,276.00	0.00	2,756.85	480.85	121.13 %
<a href="#">10-3300-4000</a>	SRO POLICE OFFICER PMT	180,000.00	180,000.00	0.00	0.00	-180,000.00	0.00 %
<a href="#">10-3300-5000</a>	RURAL FIRE / EMS LEASE PMT	18,919.00	18,919.00	0.00	0.00	-18,919.00	0.00 %
<a href="#">10-3327-2130</a>	CITATIONS	50.00	50.00	0.00	0.00	-50.00	0.00 %
<a href="#">10-3400-1000</a>	POWELL BILL	155,000.00	155,000.00	0.00	104,145.16	-50,854.84	67.19 %
<a href="#">10-3400-2000</a>	LOCAL & STATE GRANTS	25,000.00	25,000.00	3,000.00	3,000.00	-22,000.00	12.00 %
<a href="#">10-3474-2000</a>	CEMETERY SALES	500.00	500.00	0.00	0.00	-500.00	0.00 %
<a href="#">10-3500-1000</a>	COURT FACILITIES FEES	3,000.00	3,000.00	114.50	928.48	-2,071.52	30.95 %
<a href="#">10-3500-2000</a>	PLANNING FEES/PERMITS	7,000.00	7,000.00	0.00	885.00	-6,115.00	12.64 %
<a href="#">10-3500-3000</a>	CODE ENFORCEMENT FEES	25,000.00	25,000.00	0.00	19,332.01	-5,667.99	77.33 %
<a href="#">10-3600-1000</a>	GARBAGE COLLECTION FEES	494,127.00	494,127.00	43,131.00	256,667.00	-237,460.00	51.94 %
<a href="#">10-3600-2100</a>	OPENING & CLOSINGS	18,000.00	18,000.00	2,695.00	14,150.00	-3,850.00	78.61 %
<a href="#">10-3600-3000</a>	RECREATION ACTIVITY FEES	70,000.00	70,000.00	0.00	44,213.49	-25,786.51	63.16 %
<a href="#">10-3600-3200</a>	LIBRARY DONATIONS/BOOK SALES	1,250.00	1,250.00	632.00	4,499.30	3,249.30	359.94 %
<a href="#">10-3600-4000</a>	COMM FACILITIES RENTAL FEES	10,000.00	10,000.00	35.00	3,425.00	-6,575.00	34.25 %
<a href="#">10-3700-1000</a>	INVESTMENT EARNINGS	40,000.00	40,000.00	0.00	25,638.96	-14,361.04	64.10 %
<a href="#">10-3800-1000</a>	MISCELLANEOUS REVENUES	35,000.00	35,000.00	620.00	-388.79	-35,388.79	1.11 %
<a href="#">10-3800-1200</a>	FINGERPRINTING - PD	10,000.00	10,000.00	3,920.00	11,200.00	1,200.00	112.00 %
<a href="#">10-3800-2100</a>	SALE OF FIXED ASSETS - GF	199,457.00	199,457.00	0.00	0.00	-199,457.00	0.00 %
<a href="#">10-3800-4000</a>	SHOP WITH A COP DONATIONS	8,000.00	8,000.00	500.00	5,550.00	-2,450.00	69.38 %
<a href="#">10-3800-9999</a>	OVER/SHORT	150.00	150.00	40.00	-95.10	-245.10	63.40 %
<a href="#">10-3900-1000</a>	INTRAGOV'T UTIL FRAN TAX PMT	550,000.00	550,000.00	0.00	0.00	-550,000.00	0.00 %
<a href="#">10-3900-2000</a>	INTRAGOV'T PILO TAXES - ELEC UTIL	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
<a href="#">10-3900-2100</a>	INTRAGOV'T - PILOT -HOUSING AUT	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
<a href="#">10-3900-9000</a>	FUND BALANCE APPROPRIATED	5,056.00	5,056.00	0.00	0.00	-5,056.00	0.00 %
	<b>Revenue Total:</b>	<b>6,834,338.00</b>	<b>6,834,338.00</b>	<b>54,687.50</b>	<b>3,090,121.24</b>	<b>-3,744,216.76</b>	<b>45.21%</b>

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	,Favorable (Unfavorable)	Used
<b>Expense</b>							
<u>10-4110-1210</u>	FULL TIME SALARIES	60,780.00	60,780.00	5,000.00	30,649.68	30,130.32	50.43 %
<u>10-4110-1810</u>	SOCIAL SECURITY	4,750.00	4,750.00	382.50	2,344.68	2,405.32	49.36 %
<u>10-4110-1920</u>	PROFESSIONAL SERVICES	60,000.00	60,000.00	2,523.60	39,676.60	20,323.40	66.13 %
<u>10-4110-2600</u>	SUPPLIES	1,000.00	1,000.00	0.00	626.27	373.73	62.63 %
<u>10-4110-3100</u>	TRAVEL-TRAINING	7,000.00	7,000.00	0.00	184.04	6,815.96	2.63 %
<u>10-4110-3580</u>	COMMUNITY APPEARANCE	750.00	750.00	0.00	0.00	750.00	0.00 %
<u>10-4110-4110</u>	RENT OF LAND (PARK LOT)	1,000.00	1,500.00	0.00	1,500.00	0.00	100.00 %
<u>10-4110-4500</u>	PUB OFF LIB/BONDING	6,000.00	6,000.00	0.00	5,146.59	853.41	85.78 %
<u>10-4110-4501</u>	WORKERS COMP	175.00	175.00	0.00	42.00	133.00	24.00 %
<u>10-4110-4910</u>	DUES & SUBSCRIPTIONS	10,000.00	10,000.00	300.00	9,864.50	135.50	98.65 %
<u>10-4110-4990</u>	MISCELLANEOUS	7,000.00	6,500.00	0.00	6,483.30	16.70	99.74 %
<u>10-4110-6100</u>	LOCAL SUPPORT FOR ORG.	750.00	750.00	0.00	0.00	750.00	0.00 %
<u>10-4110-6102</u>	SPECIAL EVENTS	12,000.00	12,000.00	237.79	1,983.29	10,016.71	16.53 %
<u>10-4110-8400</u>	REIMBURSEMENT OF SERVICES	-114,707.00	-114,707.00	0.00	0.00	-114,707.00	0.00 %
<u>10-4120-1210</u>	FULL TIME SALARIES	217,000.00	216,193.00	14,654.76	106,666.77	109,526.23	49.34 %
<u>10-4120-1810</u>	SOCIAL SECURITY	16,900.00	16,900.00	1,053.46	7,723.53	9,176.47	45.70 %
<u>10-4120-1820</u>	RETIREMENT CONTRIBUTION	31,300.00	31,300.00	2,102.97	15,172.72	16,127.28	48.48 %
<u>10-4120-1830</u>	EMPLOYEE GROUP INS	19,200.00	19,200.00	753.28	4,852.80	14,347.20	25.28 %
<u>10-4120-2600</u>	SUPPLIES	1,500.00	1,500.00	316.00	942.42	557.58	62.83 %
<u>10-4120-3100</u>	TRAVEL-TRAINING	7,500.00	7,500.00	0.00	3,232.11	4,267.89	43.09 %
<u>10-4120-3210</u>	TELEPHONE	1,920.00	1,920.00	0.00	380.00	1,540.00	19.79 %
<u>10-4120-3250</u>	POSTAGE	50.00	50.00	0.00	29.04	20.96	58.08 %
<u>10-4120-3910</u>	ADVERTISING	6,000.00	6,000.00	953.09	3,139.69	2,860.31	52.33 %
<u>10-4120-4501</u>	WORKERS COMP	1,000.00	1,807.00	0.00	1,806.17	0.83	99.95 %
<u>10-4120-4910</u>	DUES & SUBSCRIPTIONS	2,000.00	2,000.00	0.00	1,054.52	945.48	52.73 %
<u>10-4120-4990</u>	MISCELLANEOUS	2,500.00	2,500.00	0.00	550.00	1,950.00	22.00 %
<u>10-4120-8400</u>	REIMBURSEMENT OF SERVICES	-205,603.00	-205,603.00	0.00	0.00	-205,603.00	0.00 %
<u>10-4130-1210</u>	FULL TIME SALARIES	185,000.00	185,000.00	23,260.66	102,757.85	82,242.15	55.54 %
<u>10-4130-1810</u>	SOCIAL SECURITY	14,500.00	14,500.00	1,779.43	7,860.93	6,639.07	54.21 %
<u>10-4130-1820</u>	RETIREMENT CONTRIBUTION	27,000.00	27,000.00	3,337.91	14,395.54	12,604.46	53.32 %
<u>10-4130-1830</u>	EMPLOYEE GROUP INS.	19,200.00	19,200.00	1,504.16	9,664.20	9,535.80	50.33 %
<u>10-4130-2600</u>	SUPPLIES	6,000.00	5,895.00	163.95	1,391.12	4,503.88	23.60 %
<u>10-4130-3100</u>	TRAVEL-TRAINING	7,000.00	7,000.00	513.30	4,407.14	2,592.86	62.96 %
<u>10-4130-3210</u>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<u>10-4130-4501</u>	WORKERS COMP	1,200.00	1,305.00	0.00	1,304.66	0.34	99.97 %
<u>10-4130-4910</u>	DUES AND SUBSCRIPTIONS	500.00	500.00	0.00	0.00	500.00	0.00 %
<u>10-4130-4990</u>	MISCELLANEOUS	1,500.00	1,500.00	49.38	490.77	1,009.23	32.72 %
<u>10-4130-5000</u>	CAPITAL OUTLAY	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
<u>10-4130-6000</u>	CONTRACTS	100,000.00	110,087.45	8,583.98	44,248.70	65,838.75	40.19 %
<u>10-4130-8400</u>	REIMBURSEMENT OF SERVICES	-242,955.00	-242,955.00	0.00	0.00	-242,955.00	0.00 %
<u>10-4140-1210</u>	FULL TIME SALARIES	64,000.00	64,000.00	7,871.63	33,974.01	30,025.99	53.08 %
<u>10-4140-1810</u>	SOCIAL SECURITY	5,000.00	5,000.00	493.07	1,894.89	3,105.11	37.90 %
<u>10-4140-1820</u>	RETIREMENT CONTRIBUTION	9,300.00	9,300.00	1,129.58	4,786.53	4,513.47	51.47 %
<u>10-4140-1830</u>	EMPLOYEE GROUP INS.	9,600.00	9,600.00	754.86	4,848.78	4,751.22	50.51 %
<u>10-4140-2600</u>	SUPPLIES	148.00	193.00	0.00	192.58	0.42	99.78 %
<u>10-4140-2601</u>	EMPLOYEE SCREENING	3,050.00	3,050.00	106.27	1,679.83	1,370.17	55.08 %
<u>10-4140-3100</u>	TRAVEL-TRAINING	2,700.00	3,295.00	0.00	1,812.68	1,482.32	55.01 %
<u>10-4140-3210</u>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<u>10-4140-4501</u>	INSURANCE - WORKERS COMP	750.00	750.00	0.00	732.10	17.90	97.61 %
<u>10-4140-4910</u>	DUES AND SUBSCRIPTIONS	300.00	300.00	0.00	75.00	225.00	25.00 %
<u>10-4140-4990</u>	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00 %
<u>10-4140-6000</u>	CONTRACTS	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00 %
<u>10-4140-8400</u>	REIMBURSEMENT OF SERVICES	-65,238.00	-65,238.00	0.00	0.00	-65,238.00	0.00 %
<u>10-4210-3210</u>	TELEPHONE	70,000.00	70,000.00	2,967.35	29,752.26	40,247.74	42.50 %
<u>10-4210-3211</u>	INTERNET	25,000.00	25,000.00	1,459.59	8,722.35	16,277.65	34.89 %
<u>10-4210-3212</u>	WEBSITE	4,500.00	4,500.00	0.00	4,200.00	300.00	93.33 %
<u>10-4210-4990</u>	MISCELLANEOUS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">10-4210-6000</a>	CONTRACTS	285,450.00	285,450.00	11,363.05	194,901.48	90,548.52	68.28 %
<a href="#">10-4210-6001</a>	CONTRACTS - COPIERS	49,000.00	49,000.00	745.40	3,727.00	45,273.00	7.61 %
<a href="#">10-4210-8400</a>	REIMBURSEMENT OF SERVICES	-297,446.00	-297,446.00	0.00	0.00	-297,446.00	0.00 %
<a href="#">10-4250-1210</a>	FULL TIME SALARIES	104,000.00	104,000.00	11,232.57	56,493.08	47,506.92	54.32 %
<a href="#">10-4250-1220</a>	OVERTIME	1,000.00	1,000.00	0.00	154.18	845.82	15.42 %
<a href="#">10-4250-1810</a>	SOCIAL SECURITY	8,400.00	8,400.00	859.29	4,333.50	4,066.50	51.59 %
<a href="#">10-4250-1820</a>	RETIREMENT CONTRIBUTION	15,200.00	15,200.00	1,611.87	7,501.37	7,698.63	49.35 %
<a href="#">10-4250-1830</a>	EMPLOYEE GROUP INS.	19,200.00	19,200.00	1,504.60	9,666.84	9,533.16	50.35 %
<a href="#">10-4250-2120</a>	UNIFORMS	1,800.00	1,800.00	0.00	1,237.35	562.65	68.74 %
<a href="#">10-4250-2505</a>	FUEL	113,400.00	113,400.00	36.90	34,528.34	78,871.66	30.45 %
<a href="#">10-4250-2511</a>	DIESEL	80,000.00	80,000.00	0.00	21,159.73	58,840.27	26.45 %
<a href="#">10-4250-2600</a>	SHOP TOOLS AND SUPPLIES	5,000.00	5,000.00	247.03	1,786.95	3,213.05	35.74 %
<a href="#">10-4250-3100</a>	TRAVEL-TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">10-4250-3210</a>	TELEPHONE	1,440.00	1,440.00	60.00	360.00	1,080.00	25.00 %
<a href="#">10-4250-3520</a>	SHOP EQUIPMENT AND REPAIR	5,000.00	5,000.00	0.00	1,786.22	3,213.78	35.72 %
<a href="#">10-4250-3530</a>	VEHICLES REPAIRS & MAINT	100,000.00	100,000.00	4,435.10	36,474.27	63,525.73	36.47 %
<a href="#">10-4250-4500</a>	GENERAL LIB	36,000.00	36,000.00	0.00	34,000.00	2,000.00	94.44 %
<a href="#">10-4250-4501</a>	WORKERS COMP	3,120.00	3,120.00	0.00	2,161.00	959.00	69.26 %
<a href="#">10-4250-6000</a>	CONTRACTS	17,200.00	17,200.00	1,450.54	8,688.13	8,511.87	50.51 %
<a href="#">10-4250-8400</a>	REIMBURSEMENT OF SERVICES	-200,571.00	-200,571.00	0.00	0.00	-200,571.00	0.00 %
<a href="#">10-4260-1210</a>	FULL TIME SALARIES	101,000.00	101,000.00	11,580.19	54,719.86	46,280.14	54.18 %
<a href="#">10-4260-1220</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">10-4260-1810</a>	SOCIAL SECURITY	8,100.00	8,100.00	885.90	4,186.12	3,913.88	51.68 %
<a href="#">10-4260-1820</a>	RETIREMENT CONTRIBUTION	14,600.00	14,600.00	1,661.77	7,297.68	7,302.32	49.98 %
<a href="#">10-4260-1830</a>	EMPLOYEE GROUP INS.	19,200.00	19,200.00	1,501.02	9,645.36	9,554.64	50.24 %
<a href="#">10-4260-2120</a>	UNIFORMS- SHOES	1,300.00	1,300.00	0.00	503.76	796.24	38.75 %
<a href="#">10-4260-2600</a>	SUPPLIES	18,000.00	18,000.00	702.12	6,738.04	11,261.96	37.43 %
<a href="#">10-4260-3210</a>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<a href="#">10-4260-3300</a>	UTILITIES - PROPANE	20,000.00	20,000.00	2,750.75	3,259.78	16,740.22	16.30 %
<a href="#">10-4260-3301</a>	UTILITIES - ELECTRIC	55,000.00	55,000.00	0.00	14,920.88	40,079.12	27.13 %
<a href="#">10-4260-3510</a>	BLDGS REPAIRS & MAINT	55,000.00	124,550.00	834.22	85,153.13	39,396.87	68.37 %
<a href="#">10-4260-3520</a>	REPAIRS & MAINT - EQUIP	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">10-4260-4500</a>	GENERAL LIB/FIRE	210,000.00	210,000.00	0.00	116,624.13	93,375.87	55.54 %
<a href="#">10-4260-4501</a>	WORKERS COMP	3,600.00	3,600.00	0.00	2,562.50	1,037.50	71.18 %
<a href="#">10-4260-6000</a>	CONTRACTS	55,000.00	55,000.00	1,600.00	36,880.00	18,120.00	67.05 %
<a href="#">10-4260-8400</a>	REIMBURSEMENT OF SERVICES	-200,333.00	-200,333.00	0.00	0.00	-200,333.00	0.00 %
<a href="#">10-4310-1210</a>	FULL TIME SALARIES	1,550,000.00	1,550,000.00	181,914.23	831,462.25	718,537.75	53.64 %
<a href="#">10-4310-1220</a>	OVERTIME	50,000.00	50,000.00	3,514.98	29,026.35	20,973.65	58.05 %
<a href="#">10-4310-1260</a>	PART-TIME SALARIES	30,000.00	30,000.00	220.00	2,724.85	27,275.15	9.08 %
<a href="#">10-4310-1270</a>	LESSOA EXPENSE	60,000.00	60,000.00	4,885.51	29,313.06	30,686.94	48.86 %
<a href="#">10-4310-1330</a>	LEO 401K CONTRIBUTION	0.00	0.00	8,003.72	35,203.69	-35,203.69	0.00 %
<a href="#">10-4310-1810</a>	SOCIAL SECURITY	132,000.00	132,000.00	14,519.04	68,246.69	63,753.31	51.70 %
<a href="#">10-4310-1820</a>	RETIREMENT CONTRIBUTION	246,000.00	246,000.00	29,378.38	129,095.21	116,904.79	52.48 %
<a href="#">10-4310-1821</a>	401K - SUPPLEMENTAL RETIRMENT	73,000.00	73,000.00	0.00	0.00	73,000.00	0.00 %
<a href="#">10-4310-1830</a>	EMPLOYEE GROUP INS.	238,580.00	238,580.00	15,695.76	103,000.92	135,579.08	43.17 %
<a href="#">10-4310-2120</a>	UNIFORMS	18,000.00	18,000.00	996.93	10,585.34	7,414.66	58.81 %
<a href="#">10-4310-2600</a>	SUPPLIES	20,000.00	20,000.00	2,400.22	10,190.51	9,809.49	50.95 %
<a href="#">10-4310-2601</a>	SUPPLIES - COPS PROGRAM	5,000.00	5,000.00	2,970.60	3,991.36	1,008.64	79.83 %
<a href="#">10-4310-3100</a>	TRAVEL-TRAINING	4,300.00	4,300.00	265.20	711.63	3,588.37	16.55 %
<a href="#">10-4310-3210</a>	TELEPHONE PORT/PAGERS	720.00	720.00	0.00	60.00	660.00	8.33 %
<a href="#">10-4310-3250</a>	POSTAGE	75.00	75.00	0.00	22.97	52.03	30.63 %
<a href="#">10-4310-3300</a>	ELEC COST 20% T HALL	7,000.00	7,000.00	0.00	2,079.41	4,920.59	29.71 %
<a href="#">10-4310-3520</a>	EQUIPMENT REPAIRS & MAINT	35,000.00	35,000.00	13.29	9,794.81	25,205.19	27.99 %
<a href="#">10-4310-3980</a>	ANIMAL CONTROL	24,500.00	24,500.00	0.00	15,038.54	9,461.46	61.38 %
<a href="#">10-4310-4210</a>	DCI TERMIAL RENTAL	1,000.00	1,000.00	0.00	300.00	700.00	30.00 %
<a href="#">10-4310-4501</a>	WORKERS COMP	46,000.00	46,000.00	0.00	39,936.92	6,063.08	86.82 %
<a href="#">10-4310-4910</a>	DUES & SUBSCRIPTIONS	800.00	800.00	0.00	0.00	800.00	0.00 %
<a href="#">10-4310-4990</a>	MISCELLANEOUS	8,000.00	8,000.00	256.08	2,639.89	5,360.11	33.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">10-4310-4991</a>	DRUG INTERDICTION	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
<a href="#">10-4310-4992</a>	SHOP W/A COP SUPPLIES	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">10-4310-6000</a>	CONTRACTS	51,500.00	51,500.00	0.00	9,005.00	42,495.00	17.49 %
<a href="#">10-4340-1210</a>	FULL TIME SALARIES	29,000.00	29,000.00	12,842.07	19,264.65	9,735.35	66.43 %
<a href="#">10-4340-1810</a>	SOCIAL SECURITY	2,400.00	2,400.00	1,219.86	1,711.42	688.58	71.31 %
<a href="#">10-4340-1890</a>	VOLUNTEER - CALL PAY	32,500.00	32,500.00	3,100.00	3,370.00	29,130.00	10.37 %
<a href="#">10-4340-2200</a>	FOOD	2,000.00	2,000.00	886.86	1,264.76	735.24	63.24 %
<a href="#">10-4340-2510</a>	MOTOR FUELS & LUBRICANTS	3,600.00	3,600.00	0.00	0.00	3,600.00	0.00 %
<a href="#">10-4340-2600</a>	SUPPLIES	3,750.00	3,750.00	1,832.43	2,076.41	1,673.59	55.37 %
<a href="#">10-4340-2610</a>	EQUIPMENT	17,100.00	17,100.00	0.00	1,900.00	15,200.00	11.11 %
<a href="#">10-4340-3100</a>	TRAVEL	1,500.00	1,500.00	0.00	15.00	1,485.00	1.00 %
<a href="#">10-4340-3110</a>	TRAINING	1,500.00	1,500.00	0.00	164.00	1,336.00	10.93 %
<a href="#">10-4340-3250</a>	POSTAGE	372.00	372.00	163.95	172.79	199.21	46.45 %
<a href="#">10-4340-3300</a>	UTILITIES - PROPANE	5,450.00	5,450.00	345.54	2,369.58	3,080.42	43.48 %
<a href="#">10-4340-3301</a>	UTILITIES - ELECTRIC/WATER	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
<a href="#">10-4340-3520</a>	EQUIPMENT REP & MAINT	25,000.00	25,000.00	4,596.33	7,031.18	17,968.82	28.12 %
<a href="#">10-4340-4500</a>	INSURANCE	16,500.00	16,500.00	0.00	16,482.24	17.76	99.89 %
<a href="#">10-4340-4501</a>	WORKERS COMP	9,500.00	9,500.00	0.00	5,371.65	4,128.35	56.54 %
<a href="#">10-4340-4990</a>	MISCELLANEOUS	3,000.00	3,000.00	317.98	382.54	2,617.46	12.75 %
<a href="#">10-4340-5000</a>	CAPITAL OUTLAY	4,950.00	4,950.00	0.00	0.00	4,950.00	0.00 %
<a href="#">10-4340-6000</a>	CONTRACTS FIRE	4,500.00	4,500.00	354.39	3,481.22	1,018.78	77.36 %
<a href="#">10-4340-6920</a>	GRANT APPROPRIATIONS	15,000.00	17,787.37	0.00	2,687.50	15,099.87	15.11 %
<a href="#">10-4340-7500</a>	CAPITAL LEASES	61,000.00	61,000.00	0.00	0.00	61,000.00	0.00 %
<a href="#">10-4340-7510</a>	DEBT - INTEREST- VEHICLES	9,350.00	9,350.00	0.00	0.00	9,350.00	0.00 %
<a href="#">10-4510-1210</a>	FULL TIME SALARIES	590,042.00	569,703.00	63,806.14	288,630.80	281,072.20	50.66 %
<a href="#">10-4510-1220</a>	OVERTIME	30,000.00	29,700.00	2,086.86	17,772.70	11,927.30	59.84 %
<a href="#">10-4510-1810</a>	SOCIAL SECURITY	48,848.00	48,848.00	5,023.00	23,333.19	25,514.81	47.77 %
<a href="#">10-4510-1820</a>	RETIREMENT CONTRIBUTION	83,660.00	83,660.00	9,455.70	41,621.71	42,038.29	49.75 %
<a href="#">10-4510-1830</a>	EMPLOYEE GROUP INS.	124,800.00	124,800.00	8,781.70	51,870.12	72,929.88	41.56 %
<a href="#">10-4510-2120</a>	UNIFORMS	7,500.00	9,500.00	0.00	8,086.40	1,413.60	85.12 %
<a href="#">10-4510-2311</a>	SAFETY	1,000.00	1,000.00	0.00	999.61	0.39	99.96 %
<a href="#">10-4510-2600</a>	SUPPLIES	32,500.00	32,500.00	1,266.30	30,049.68	2,450.32	92.46 %
<a href="#">10-4510-3100</a>	TRAVEL-TRAINING	3,500.00	3,500.00	0.00	35.88	3,464.12	1.03 %
<a href="#">10-4510-3210</a>	TELEPHONE	720.00	720.00	0.00	0.00	720.00	0.00 %
<a href="#">10-4510-3520</a>	EQUIPMENT REP & MAINT	42,500.00	42,500.00	20,035.16	40,971.63	1,528.37	96.40 %
<a href="#">10-4510-3540</a>	MAINT & REPAIR SYSTEM	30,000.00	30,000.00	0.00	6,090.00	23,910.00	20.30 %
<a href="#">10-4510-3590</a>	CEMETERIES - MAINTENANCE	58,000.00	58,000.00	0.00	21,498.00	36,502.00	37.07 %
<a href="#">10-4510-4500</a>	GEN LIB./AUTO/EQUIP	18,000.00	18,000.00	0.00	16,059.43	1,940.57	89.22 %
<a href="#">10-4510-4501</a>	WORKERS COMP	25,000.00	25,000.00	0.00	17,968.85	7,031.15	71.88 %
<a href="#">10-4510-4990</a>	MISCELLANEOUS	4,000.00	2,000.00	98.87	512.87	1,487.13	25.64 %
<a href="#">10-4511-3590</a>	MAINT & REPAIR OTHER	20,000.00	20,000.00	0.00	1,027.00	18,973.00	5.14 %
<a href="#">10-4511-5911</a>	CURB & GUTTER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<a href="#">10-4511-5912</a>	TRAFFIC CONTROL	2,500.00	3,025.00	0.00	3,018.62	6.38	99.79 %
<a href="#">10-4511-5913</a>	SIDEWALKS	21,000.00	21,000.00	0.00	647.00	20,353.00	3.08 %
<a href="#">10-4511-5914</a>	DRAINAGE & STORM SEWER	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
<a href="#">10-4511-5915</a>	PAVING	67,900.00	67,900.00	0.00	0.00	67,900.00	0.00 %
<a href="#">10-4511-6000</a>	CONTRACTS	3,600.00	3,075.00	0.00	491.25	2,583.75	15.98 %
<a href="#">10-4710-1210</a>	FULL TIME SALARIES	0.00	20,339.00	3,198.30	20,338.79	0.21	100.00 %
<a href="#">10-4710-1220</a>	OVERTIME	0.00	300.00	0.00	299.95	0.05	99.98 %
<a href="#">10-4710-1810</a>	SOCIAL SECURITY	0.00	0.00	244.68	1,578.93	-1,578.93	0.00 %
<a href="#">10-4710-1820</a>	RETIREMENT CONTRIBUTION	0.00	0.00	458.94	2,702.30	-2,702.30	0.00 %
<a href="#">10-4710-1830</a>	EMPLOYEE GROUP INS.	0.00	0.00	252.70	1,627.26	-1,627.26	0.00 %
<a href="#">10-4710-2510</a>	MOTOR FUELS & LUBRICANTS	1,000.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">10-4710-2600</a>	SUPPLIES	15,000.00	13,000.00	0.00	6,730.41	6,269.59	51.77 %
<a href="#">10-4710-3520</a>	EQUIPMENT REP & MAINT	19,000.00	19,000.00	14,554.02	17,565.97	1,434.03	92.45 %
<a href="#">10-4710-4410</a>	LANDFILL FEES / TOWN REFUSE	18,000.00	18,000.00	1,055.70	4,718.31	13,281.69	26.21 %
<a href="#">10-4710-4990</a>	MISCELLANEOUS	750.00	250.00	0.00	0.00	250.00	0.00 %
<a href="#">10-4710-5000</a>	CAPITAL OUTLAY	322,060.00	322,060.00	27,741.55	110,434.62	211,625.38	34.29 %

My Budget Report

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">10-4710-6000</a>	CONTRACTS	2,000.00	5,500.00	403.12	3,822.16	1,677.84	69.49 %
<a href="#">10-4910-1210</a>	FULL TIME SALARIES	190,000.00	189,628.00	9,155.24	58,053.44	131,574.56	30.61 %
<a href="#">10-4910-1810</a>	SOCIAL SECURITY	15,300.00	15,300.00	699.61	4,436.72	10,863.28	29.00 %
<a href="#">10-4910-1820</a>	RETIREMENT CONTRIBUTION	27,250.00	27,250.00	1,313.82	7,972.28	19,277.72	29.26 %
<a href="#">10-4910-1830</a>	EMPLOYEE GROUP INS.	28,800.00	28,800.00	941.12	8,051.78	20,748.22	27.96 %
<a href="#">10-4910-2120</a>	UNIFORMS	1,000.00	1,000.00	0.00	146.54	853.46	14.65 %
<a href="#">10-4910-2600</a>	SUPPLIES	3,000.00	3,000.00	145.57	1,026.48	1,973.52	34.22 %
<a href="#">10-4910-3100</a>	TRAVEL-TRAINING	4,000.00	4,000.00	0.00	2,380.49	1,619.51	59.51 %
<a href="#">10-4910-3210</a>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<a href="#">10-4910-3910</a>	LEGAL ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00 %
<a href="#">10-4910-4501</a>	WORKERS COMP	1,400.00	1,772.00	0.00	1,770.72	1.28	99.93 %
<a href="#">10-4910-4910</a>	DUES AND SUBSCRIPTIONS	400.00	400.00	0.00	0.00	400.00	0.00 %
<a href="#">10-4910-4930</a>	CODE ENFORCEMENT	45,000.00	45,000.00	0.00	12,775.00	32,225.00	28.39 %
<a href="#">10-4910-4990</a>	MISCELLANEOUS	1,400.00	1,400.00	0.00	967.28	432.72	69.09 %
<a href="#">10-4910-6000</a>	CONTRACTS	8,500.00	8,500.00	0.00	1,236.25	7,263.75	14.54 %
<a href="#">10-4920-1210</a>	FULL TIME SALARIES	98,000.00	98,000.00	10,915.23	52,876.10	45,123.90	53.96 %
<a href="#">10-4920-1810</a>	SOCIAL SECURITY	7,900.00	7,900.00	831.82	4,024.50	3,875.50	50.94 %
<a href="#">10-4920-1820</a>	RETIREMENT CONTRIBUTION	14,000.00	14,000.00	1,566.33	7,326.39	6,673.61	52.33 %
<a href="#">10-4920-1830</a>	EMPLOYEE GROUP INS.	9,600.00	9,600.00	761.24	4,887.06	4,712.94	50.91 %
<a href="#">10-4920-2600</a>	SUPPLIES	1,000.00	1,000.00	13.85	218.51	781.49	21.85 %
<a href="#">10-4920-3100</a>	TRAVEL-TRAINING	6,000.00	6,000.00	58.80	458.54	5,541.46	7.64 %
<a href="#">10-4920-3210</a>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<a href="#">10-4920-3910</a>	LEGAL ADVERTISING	10,000.00	10,000.00	0.00	2,250.00	7,750.00	22.50 %
<a href="#">10-4920-4501</a>	WORKERS COMP	1,300.00	1,300.00	0.00	732.10	567.90	56.32 %
<a href="#">10-4920-4910</a>	DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	0.00	400.00	1,600.00	20.00 %
<a href="#">10-4920-4990</a>	MISCELLANEOUS	1,000.00	1,000.00	50.00	50.00	950.00	5.00 %
<a href="#">10-4920-6000</a>	CONTRACTS	10,000.00	10,000.00	-698.50	3,835.24	6,164.76	38.35 %
<a href="#">10-4920-6100</a>	LOCAL SUPPORT	2,500.00	2,500.00	0.00	713.20	1,786.80	28.53 %
<a href="#">10-4920-6920</a>	GRANT EXPENSES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
<a href="#">10-4920-8400</a>	REIMBURSEMENT OF SERVICES	-116,593.00	-116,593.00	0.00	0.00	-116,593.00	0.00 %
<a href="#">10-6110-1210</a>	FULL TIME SALARIES	71,000.00	71,000.00	8,981.65	39,500.82	31,499.18	55.63 %
<a href="#">10-6110-1260</a>	Salaries Part Time	18,000.00	18,000.00	2,191.42	11,054.91	6,945.09	61.42 %
<a href="#">10-6110-1810</a>	SOCIAL SECURITY	6,500.00	6,500.00	848.64	3,830.92	2,669.08	58.94 %
<a href="#">10-6110-1820</a>	RETIREMENT CONTRIBUTION	9,900.00	9,900.00	1,288.86	5,310.09	4,589.91	53.64 %
<a href="#">10-6110-1830</a>	EMPLOYEE GROUP INS.	9,600.00	9,600.00	757.28	4,863.30	4,736.70	50.66 %
<a href="#">10-6110-2600</a>	SUPPLIES	2,500.00	2,500.00	0.00	763.74	1,736.26	30.55 %
<a href="#">10-6110-2700</a>	SUPPLIES - PROGRAMS	900.00	900.00	0.00	107.64	792.36	11.96 %
<a href="#">10-6110-3105</a>	TRAVEL-TRAINING	2,000.00	2,000.00	0.00	1,746.88	253.12	87.34 %
<a href="#">10-6110-3210</a>	TELEPHONE	720.00	720.00	60.00	360.00	360.00	50.00 %
<a href="#">10-6110-3301</a>	UTILITIES-ELECTRIC	2,700.00	2,700.00	0.00	1,141.08	1,558.92	42.26 %
<a href="#">10-6110-3520</a>	EQUIPMENT REPAIRS	700.00	700.00	0.00	0.00	700.00	0.00 %
<a href="#">10-6110-4501</a>	WORKERS COMP	750.00	750.00	0.00	732.10	17.90	97.61 %
<a href="#">10-6110-4990</a>	MISCELLANEOUS	1,600.00	1,600.00	0.00	750.00	850.00	46.88 %
<a href="#">10-6110-5600</a>	BOOKS	11,000.00	11,000.00	191.59	2,959.44	8,040.56	26.90 %
<a href="#">10-6110-5605</a>	STATE AID EXPENSES	0.00	0.00	270.20	270.20	-270.20	0.00 %
<a href="#">10-6110-6000</a>	CONTRACTS	13,400.00	13,400.00	0.00	5,235.00	8,165.00	39.07 %
<a href="#">10-6110-6920</a>	GRANT APPROPRIATIONS	5,000.00	5,000.00	0.00	-5,000.00	10,000.00	-100.00 %
<a href="#">10-6120-1210</a>	FULL TIME SALARIES	202,000.00	202,000.00	23,810.71	113,119.97	88,880.03	56.00 %
<a href="#">10-6120-1260</a>	PART-TIME SALARIES	70,000.00	70,000.00	1,858.80	46,755.14	23,244.86	66.79 %
<a href="#">10-6120-1810</a>	SOCIAL SECURITY	23,000.00	23,000.00	1,962.60	12,223.42	10,776.58	53.15 %
<a href="#">10-6120-1820</a>	RETIREMENT CONTRIBUTION	29,100.00	29,100.00	3,416.81	15,070.12	14,029.88	51.79 %
<a href="#">10-6120-1830</a>	EMPLOYEE GROUP INS.	28,800.00	28,800.00	2,265.26	14,550.42	14,249.58	50.52 %
<a href="#">10-6120-1990</a>	INSTRUCTOR AND OFFICIAL FEES	68,000.00	68,000.00	0.00	17,167.00	50,833.00	25.25 %
<a href="#">10-6120-2120</a>	UNIFORMS	11,000.00	11,000.00	0.00	3,226.84	7,773.16	29.33 %
<a href="#">10-6120-2310</a>	MISC SUPPLIES-PROGRAM SUP	20,000.00	20,000.00	1,481.62	11,015.01	8,984.99	55.08 %
<a href="#">10-6120-2312</a>	PROGRAM AWARDS	6,500.00	6,500.00	0.00	2,269.37	4,230.63	34.91 %
<a href="#">10-6120-2600</a>	SUPPLIES	30,000.00	30,000.00	1,053.05	10,377.05	19,622.95	34.59 %
<a href="#">10-6120-2650</a>	CONCESSION STAND FOOD	16,000.00	16,000.00	1,367.54	7,050.34	8,949.66	44.06 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">10-6120-3100</a>	TRAVEL-TRAINING	6,000.00	6,000.00	0.00	1,881.90	4,118.10	31.37 %
<a href="#">10-6120-3301</a>	UTILITIES-ELECTRIC	50,000.00	50,000.00	0.00	25,640.58	24,359.42	51.28 %
<a href="#">10-6120-3520</a>	EQUIPMENT REP & MAINT	36,000.00	36,000.00	0.00	20,230.50	15,769.50	56.20 %
<a href="#">10-6120-4501</a>	WORKERS COMP	9,000.00	9,000.00	0.00	4,730.00	4,270.00	52.56 %
<a href="#">10-6120-4910</a>	DUES & SUBSCRIPTIONS	650.00	650.00	0.00	385.00	265.00	59.23 %
<a href="#">10-6120-4990</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	750.00	250.00	75.00 %
<a href="#">10-6120-6000</a>	CONTRACTS	20,554.00	20,554.00	634.56	4,003.94	16,550.06	19.48 %
<a href="#">10-6120-6920</a>	GRANT APPROPRIATIONS	5,000.00	13,612.28	0.00	3,101.20	10,511.08	22.78 %
	<b>Expense Total:</b>	<b>6,834,338.00</b>	<b>6,926,015.10</b>	<b>664,965.70</b>	<b>3,995,933.64</b>	<b>2,930,081.46</b>	<b>57.69%</b>
<b>Fund: 10 - General Fund Surplus (Deficit):</b>		<b>0.00</b>	<b>-91,677.10</b>	<b>-610,278.20</b>	<b>-905,812.40</b>	<b>-814,135.30</b>	<b>988.05%</b>

Fund: 61 - Electric Fund

Revenue

<a href="#">61-3600-5210</a>	PENALTIES / RECONNECT FEES	150,000.00	150,000.00	8,741.23	81,290.10	-68,709.90	54.19 %
<a href="#">61-3600-5220</a>	NEW ACCT CONNECTION FEES	25,000.00	25,000.00	2,560.00	17,320.00	-7,680.00	69.28 %
<a href="#">61-3600-5300</a>	FACILITIES FEES	120,000.00	120,000.00	0.00	50,145.00	-69,855.00	41.79 %
<a href="#">61-3600-5800</a>	SERVICE CHARGES	3,000.00	3,000.00	50.00	2,000.00	-1,000.00	66.67 %
<a href="#">61-3600-8200</a>	NEW SERVICE INSTALLATIONS	175,000.00	175,000.00	101,886.93	233,267.74	58,267.74	133.30 %
<a href="#">61-3700-1000</a>	INVESTMENT EARNINGS	150,000.00	150,000.00	0.00	124,596.75	-25,403.25	83.06 %
<a href="#">61-3720-5100</a>	UTILITY CHARGES	13,300,000.00	13,300,000.00	886,884.42	6,779,470.00	-6,520,530.00	50.97 %
<a href="#">61-3800-1000</a>	MISC RECEIPTS ELECTRIC	2,500.00	2,500.00	0.00	9,381.91	6,881.91	375.28 %
<a href="#">61-3800-1200</a>	Online Credit CardService Fees	60,000.00	60,000.00	0.00	0.00	-60,000.00	0.00 %
<a href="#">61-3800-2000</a>	CATV POLE RENT	12,000.00	12,000.00	0.00	15,575.16	3,575.16	129.79 %
<a href="#">61-3900-2001</a>	RIDER 1 PCA	984,968.00	984,968.00	49,812.88	335,420.01	-649,547.99	34.05 %
<a href="#">61-3900-9000</a>	FUND BALANCE APPROPRIATED	418,314.00	418,314.00	0.00	0.00	-418,314.00	0.00 %
	<b>Revenue Total:</b>	<b>15,400,782.00</b>	<b>15,400,782.00</b>	<b>1,049,935.46</b>	<b>7,648,466.67</b>	<b>-7,752,315.33</b>	<b>49.66%</b>

Expense

<a href="#">61-7210-1210</a>	FULL TIME SALARIES	146,000.00	145,613.00	17,208.05	81,986.69	63,626.31	56.30 %
<a href="#">61-7210-1220</a>	OVERTIME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<a href="#">61-7210-1260</a>	PART-TIME SALARIES	25,000.00	25,000.00	1,776.47	11,368.06	13,631.94	45.47 %
<a href="#">61-7210-1810</a>	SOCIAL SECURITY	16,000.00	16,000.00	1,437.33	7,050.87	8,949.13	44.07 %
<a href="#">61-7210-1820</a>	RETIREMENT CONTRIBUTION	21,000.00	21,000.00	2,469.43	11,075.00	9,925.00	52.74 %
<a href="#">61-7210-1830</a>	EMPLOYEE GROUP INS.	28,800.00	28,800.00	2,238.41	14,654.24	14,145.76	50.88 %
<a href="#">61-7210-2600</a>	SUPPLIES	8,000.00	8,000.00	119.21	1,957.25	6,042.75	24.47 %
<a href="#">61-7210-3100</a>	TRAVEL-TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">61-7210-3250</a>	POSTAGE	31,000.00	31,000.00	1,341.93	9,721.02	21,278.98	31.36 %
<a href="#">61-7210-4501</a>	WORKERS COMP	2,100.00	2,487.00	0.00	2,486.77	0.23	99.99 %
<a href="#">61-7210-4990</a>	MISCELLANEOUS	350.00	350.00	0.00	0.00	350.00	0.00 %
<a href="#">61-7210-6000</a>	CONTRACTS	60,000.00	60,000.00	1,444.49	22,364.09	37,635.91	37.27 %
<a href="#">61-7210-6300</a>	CREDIT CARD ACCEPTANCE	108,000.00	108,000.00	-11,435.33	-32,103.30	140,103.30	-29.73 %
<a href="#">61-7210-8400</a>	REIMBURSEMENT OF SERVICES	991,260.00	991,260.00	0.00	0.00	991,260.00	0.00 %
<a href="#">61-7220-1210</a>	FULL TIME SALARIES	1,139,755.00	1,139,755.00	121,092.05	532,719.72	607,035.28	46.74 %
<a href="#">61-7220-1220</a>	OVERTIME	55,000.00	55,000.00	3,216.92	21,245.49	33,754.51	38.63 %
<a href="#">61-7220-1810</a>	SOCIAL SECURITY	95,100.00	95,100.00	9,459.41	42,076.14	53,023.86	44.24 %
<a href="#">61-7220-1820</a>	RETIREMENT CONTRIBUTION	161,945.00	161,945.00	17,838.32	75,858.02	86,086.98	46.84 %
<a href="#">61-7220-1830</a>	EMPLOYEE GROUP INS.	153,120.00	153,120.00	11,120.84	66,279.30	86,840.70	43.29 %
<a href="#">61-7220-1900</a>	PROFESSIONAL SERVICES	62,000.00	62,000.00	2,137.80	28,582.96	33,417.04	46.10 %
<a href="#">61-7220-2120</a>	UNIFORMS	26,000.00	26,000.00	0.00	18,252.35	7,747.65	70.20 %
<a href="#">61-7220-2311</a>	SAFETY	40,000.00	40,000.00	8,852.46	16,621.67	23,378.33	41.55 %
<a href="#">61-7220-2510</a>	MOTOR FUELS & LUBRICANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
<a href="#">61-7220-2600</a>	SUPPLIES	225,000.00	225,000.00	8,334.94	129,216.49	95,783.51	57.43 %
<a href="#">61-7220-2602</a>	SUBDIVISION SUPPLIES	250,000.00	250,000.00	7,324.92	158,334.22	91,665.78	63.33 %
<a href="#">61-7220-3100</a>	TRAVEL-TRAINING	22,000.00	22,000.00	4,242.47	7,891.04	14,108.96	35.87 %
<a href="#">61-7220-3300</a>	UTILITIES	12,000.00	12,000.00	0.00	1,882.33	10,117.67	15.69 %
<a href="#">61-7220-3310</a>	POWER PURCHASED-ELEC	8,975,955.00	8,975,955.00	677,853.47	3,678,447.97	5,297,507.03	40.98 %
<a href="#">61-7220-3520</a>	EQUIPMENT REP & MAINT	50,000.00	50,000.00	1,928.84	32,633.22	17,366.78	65.27 %
<a href="#">61-7220-3530</a>	GENERATOR O&M	75,000.00	75,000.00	6,910.47	43,324.58	31,675.42	57.77 %
<a href="#">61-7220-3540</a>	MAINT & REPAIR SYSTEM	250,000.00	250,000.00	16,289.04	136,736.82	113,263.18	54.69 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<a href="#">61-7220-3590</a>	TREE TRIMMING R/W MAIN	60,000.00	60,000.00	4,937.80	36,005.53	23,994.47	60.01 %
<a href="#">61-7220-3910</a>	ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<a href="#">61-7220-4500</a>	INSURANCE	69,052.00	69,052.00	0.00	61,808.87	7,243.13	89.51 %
<a href="#">61-7220-4501</a>	WORKERS COMP	50,000.00	50,000.00	0.00	29,590.00	20,410.00	59.18 %
<a href="#">61-7220-4910</a>	DUES & SUBSCRIPTIONS	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
<a href="#">61-7220-4990</a>	MISCELLANEOUS	13,000.00	13,000.00	0.00	5,201.87	7,798.13	40.01 %
<a href="#">61-7220-5000</a>	CAPITAL OUTLAY	670,000.00	1,079,545.71	1,441.62	75,153.92	1,004,391.79	6.96 %
<a href="#">61-7220-6000</a>	CONTRACTS	40,000.00	40,000.00	50.13	250.65	39,749.35	0.63 %
<a href="#">61-7220-7400</a>	CAPITAL SYSTEM IMPROVEMENTS	15,000.00	15,000.00	0.00	10,000.00	5,000.00	66.67 %
<a href="#">61-9100-7100</a>	DEBT PRINCIPAL	165,000.00	165,000.00	0.00	149,999.99	15,000.01	90.91 %
<a href="#">61-9100-7200</a>	DEBT INTEREST	13,000.00	13,000.00	304.53	7,624.53	5,375.47	58.65 %
<a href="#">61-9700-0000</a>	PCA RIDER 1 EXPENSE	609,345.00	609,345.00	0.00	0.00	609,345.00	0.00 %
<a href="#">61-9700-9809</a>	INTRAGOV'T UTIL FRAN TAX PMT	550,000.00	550,000.00	0.00	0.00	550,000.00	0.00 %
<a href="#">61-9700-9810</a>	INTRAGOV'T PILO TAXES - ELEC UTIL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
	<b>Expense Total:</b>	<b>15,400,782.00</b>	<b>15,810,327.71</b>	<b>919,936.02</b>	<b>5,496,298.37</b>	<b>10,314,029.34</b>	<b>34.76%</b>
	<b>Fund: 61 - Electric Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-409,545.71</b>	<b>129,999.44</b>	<b>2,152,168.30</b>	<b>2,561,714.01</b>	<b>-525.50%</b>
<b>Fund: 62 - Water and Sewer Fund</b>							
<b>Revenue</b>							
<a href="#">62-3700-1000</a>	INVESTMENT EARNINGS	30,000.00	30,000.00	0.00	20,299.48	-9,700.52	67.66 %
<a href="#">62-3711-5200</a>	WATER CONNECTION FEES	25,000.00	25,000.00	2,160.00	59,280.00	34,280.00	237.12 %
<a href="#">62-3711-5201</a>	NEW WATER SERVICE INSTALLATIO	0.00	0.00	0.00	3,500.00	3,500.00	0.00 %
<a href="#">62-3711-5300</a>	SEWER CONNECTION FEES	25,000.00	25,000.00	0.00	10,500.00	-14,500.00	42.00 %
<a href="#">62-3711-5301</a>	NEW SEWER SERVICE INSTALLATIO	0.00	0.00	0.00	56,000.00	56,000.00	0.00 %
<a href="#">62-3711-5500</a>	W/S SYSTEMWIDE DEVELOPMENT	38,000.00	38,000.00	0.00	44,000.00	6,000.00	115.79 %
<a href="#">62-3713-5000</a>	WATER CHARGES	1,685,000.00	1,685,000.00	151,126.61	910,530.33	-774,469.67	54.04 %
<a href="#">62-3714-5100</a>	SEWER CHARGES	2,400,000.00	2,400,000.00	242,852.12	1,467,303.04	-932,696.96	61.14 %
<a href="#">62-3800-1000</a>	MISC RECEIPTS-WATER	400.00	400.00	0.00	800.00	400.00	200.00 %
<a href="#">62-3900-9000</a>	FUND BALANCE APPROPRIATED	39,769.00	39,769.00	0.00	0.00	-39,769.00	0.00 %
	<b>Revenue Total:</b>	<b>4,243,169.00</b>	<b>4,243,169.00</b>	<b>396,138.73</b>	<b>2,572,212.85</b>	<b>-1,670,956.15</b>	<b>60.62%</b>
<b>Expense</b>							
<a href="#">62-7130-1210</a>	FULL TIME SALARIES	430,631.00	430,431.00	51,285.63	238,503.68	191,927.32	55.41 %
<a href="#">62-7130-1220</a>	OVERTIME	36,000.00	36,000.00	6,712.17	18,535.16	17,464.84	51.49 %
<a href="#">62-7130-1260</a>	PART TIME SALARIES	0.00	200.00	0.00	199.59	0.41	99.80 %
<a href="#">62-7130-1810</a>	SOCIAL SECURITY	39,400.00	39,400.00	4,428.44	19,576.89	19,823.11	49.69 %
<a href="#">62-7130-1820</a>	RETIREMENT CONTRIBUTION	63,369.00	63,369.00	7,404.61	30,417.50	32,951.50	48.00 %
<a href="#">62-7130-1830</a>	EMPLOYEE GROUP INS.	86,160.00	86,160.00	5,107.95	33,194.42	52,965.58	38.53 %
<a href="#">62-7130-1900</a>	PROFESSIONAL SERVICES	20,000.00	20,000.00	0.00	634.00	19,366.00	3.17 %
<a href="#">62-7130-2120</a>	UNIFORMS	6,500.00	6,500.00	630.21	2,495.76	4,004.24	38.40 %
<a href="#">62-7130-2311</a>	SAFETY	5,000.00	5,000.00	0.00	3,124.47	1,875.53	62.49 %
<a href="#">62-7130-2510</a>	MOTOR FUELS & LUBRICANTS	10,000.00	10,000.00	0.00	30.01	9,969.99	0.30 %
<a href="#">62-7130-2600</a>	SUPPLIES	80,000.00	80,000.00	691.23	26,431.15	53,568.85	33.04 %
<a href="#">62-7130-3100</a>	TRAVEL-TRAINING	9,000.00	9,000.00	316.00	1,271.00	7,729.00	14.12 %
<a href="#">62-7130-3150</a>	PERMITS & FEES	3,900.00	3,900.00	0.00	2,545.00	1,355.00	65.26 %
<a href="#">62-7130-3300</a>	UTILITIES	65,000.00	65,000.00	0.00	10,293.37	54,706.63	15.84 %
<a href="#">62-7130-3520</a>	EQUIPMENT REP & MAINT	41,122.00	41,122.00	4,248.85	11,015.61	30,106.39	26.79 %
<a href="#">62-7130-3540</a>	MAINT & REPAIR SYSTEM	175,000.00	188,573.80	17,163.97	56,504.01	132,069.79	29.96 %
<a href="#">62-7130-4500</a>	AUTO AND G/L INSUR	8,000.00	8,000.00	0.00	7,117.38	882.62	88.97 %
<a href="#">62-7130-4501</a>	WORKERS COMP	22,878.00	22,878.00	0.00	5,720.00	17,158.00	25.00 %
<a href="#">62-7130-4910</a>	DUES & SUBSCRIPTIONS	1,600.00	1,600.00	-450.00	200.00	1,400.00	12.50 %
<a href="#">62-7130-4990</a>	MISCELLANEOUS	14,200.00	14,200.00	72.27	-28,654.57	42,854.57	-201.79 %
<a href="#">62-7130-5000</a>	CAPITAL OUTLAY	156,500.00	259,177.80	0.00	246,175.88	13,001.92	94.98 %
<a href="#">62-7130-6000</a>	CONTRACTS	1,900,000.00	1,900,000.00	47,484.14	707,289.44	1,192,710.56	37.23 %
<a href="#">62-7130-7410</a>	AMI PROJECT	4,509.00	4,509.00	0.00	391.50	4,117.50	8.68 %
<a href="#">62-7130-8000</a>	CAPITAL IMPROVEMENTS PROJ	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
<a href="#">62-7130-8400</a>	REIMBURSEMENT OF SERVICES	430,983.00	430,983.00	0.00	0.00	430,983.00	0.00 %
<a href="#">62-9100-7100</a>	DEBT PRINCIPAL	434,440.00	434,440.00	0.00	0.00	434,440.00	0.00 %

My Budget Report

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>62-9100-7200</u>	DEBT INTEREST	191,477.00	191,477.00	36,295.38	43,978.58	147,498.42	22.97 %
	<b>Expense Total:</b>	<b>4,243,169.00</b>	<b>4,359,420.60</b>	<b>181,390.85</b>	<b>1,436,989.83</b>	<b>2,922,430.77</b>	<b>32.96%</b>
	<b>Fund: 62 - Water and Sewer Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-116,251.60</b>	<b>214,747.88</b>	<b>1,135,223.02</b>	<b>1,251,474.62</b>	<b>-976.52%</b>
<b>Fund: 63 - Stormwater Fund</b>							
<b>Revenue</b>							
<u>63-3713-5000</u>	STORMWATER FEES	175,000.00	175,000.00	18,365.00	106,011.00	-68,989.00	60.58 %
	<b>Revenue Total:</b>	<b>175,000.00</b>	<b>175,000.00</b>	<b>18,365.00</b>	<b>106,011.00</b>	<b>-68,989.00</b>	<b>60.58%</b>
<b>Expense</b>							
<u>63-7501-3150</u>	PERMITS & FEES	1,225.00	1,225.00	0.00	1,056.00	169.00	86.20 %
<u>63-7501-3540</u>	MAINT & REPAIR SYSTEM	137,571.00	137,571.00	19,800.00	31,653.21	105,917.79	23.01 %
<u>63-7501-4990</u>	MISCELLANEOUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<u>63-7501-8400</u>	REIMBURSEMENT OF SERVICES	21,204.00	21,204.00	0.00	0.00	21,204.00	0.00 %
<u>63-9700-9800</u>	CONTINGENCY	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
	<b>Expense Total:</b>	<b>175,000.00</b>	<b>175,000.00</b>	<b>19,800.00</b>	<b>32,709.21</b>	<b>142,290.79</b>	<b>18.69%</b>
	<b>Fund: 63 - Stormwater Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,435.00</b>	<b>73,301.79</b>	<b>73,301.79</b>	<b>0.00%</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-617,474.41</b>	<b>-266,965.88</b>	<b>2,454,880.71</b>	<b>3,072,355.12</b>	<b>-397.57%</b>

### Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 10 - General Fund</b>						
Revenue	6,834,338.00	6,834,338.00	54,687.50	3,090,121.24	-3,744,216.76	45.21%
Expense	6,834,338.00	6,926,015.10	664,965.70	3,995,933.64	2,930,081.46	57.69%
<b>Fund: 10 - General Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-91,677.10</b>	<b>-610,278.20</b>	<b>-905,812.40</b>	<b>-814,135.30</b>	<b>988.05%</b>
<b>Fund: 61 - Electric Fund</b>						
Revenue	15,400,782.00	15,400,782.00	1,049,935.46	7,648,466.67	-7,752,315.33	49.66%
Expense	15,400,782.00	15,810,327.71	919,936.02	5,496,298.37	10,314,029.34	34.76%
<b>Fund: 61 - Electric Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-409,545.71</b>	<b>129,999.44</b>	<b>2,152,168.30</b>	<b>2,561,714.01</b>	<b>-525.50%</b>
<b>Fund: 62 - Water and Sewer Fund</b>						
Revenue	4,243,169.00	4,243,169.00	396,138.73	2,572,212.85	-1,670,956.15	60.62%
Expense	4,243,169.00	4,359,420.60	181,390.85	1,436,989.83	2,922,430.77	32.96%
<b>Fund: 62 - Water and Sewer Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>-116,251.60</b>	<b>214,747.88</b>	<b>1,135,223.02</b>	<b>1,251,474.62</b>	<b>-976.52%</b>
<b>Fund: 63 - Stormwater Fund</b>						
Revenue	175,000.00	175,000.00	18,365.00	106,011.00	-68,989.00	60.58%
Expense	175,000.00	175,000.00	19,800.00	32,709.21	142,290.79	18.69%
<b>Fund: 63 - Stormwater Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,435.00</b>	<b>73,301.79</b>	<b>73,301.79</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-617,474.41</b>	<b>-266,965.88</b>	<b>2,454,880.71</b>	<b>3,072,355.12</b>	<b>-397.57%</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
10 - General Fund	0.00	-91,677.10	-610,278.20	-905,812.40	-814,135.30
61 - Electric Fund	0.00	-409,545.71	129,999.44	2,152,168.30	2,561,714.01
62 - Water and Sewer Fund	0.00	-116,251.60	214,747.88	1,135,223.02	1,251,474.62
63 - Stormwater Fund	0.00	0.00	-1,435.00	73,301.79	73,301.79
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-617,474.41</b>	<b>-266,965.88</b>	<b>2,454,880.71</b>	<b>3,072,355.12</b>

**LIBRARY CIRCULATION REPORT  
December 2025**

**MEMORANDUM**

**TO: STEPHEN SMITH, INTERIM TOWN MANAGER**

**FROM: RACHELLE MONDOVICH, LIBRARY DIRECTOR**

**CC: BOARD OF COMMISSIONERS**

**DATE: JAN 2, 2025**

**SUBJECT: AYDEN LIBRARY MONTHLY REPORT**

- Successful program with Arts & Rec: Santa breakfast.
- Held outreach at senior center.
- Held reading club monthly meeting.
- Meeting with Ayden school librarians.
- Santa pictures at the library for children, pets, and families.
- Had passive programs with coloring sheets for children and photo station.
- Attended the NC Public Library Directors Conference in Winston-Salem.

**LIBRARY CIRCULATION REPORT**  
**December 2025**

ADULT FICTION.....174 (193)  
 ADULT NON-FICTION.....12 (06)

**ADULT TOTAL.....186 (199)**

JUVENILE FICTION.....79 (47)  
 JUVENILE NON-FICTION.....09 (06)

**JUVENILE TOTAL.....88 (53)**

**BOOK TOTAL.....274 (252)**

**EBOOKS**

ADULT FICTION.....164 (158)  
 ADULT NON-FICTION.....57 (71)

**ADULT TOTAL.....221 (229)**

JUVENILE FICTION.....24 (17)  
 JUVENILE NON-FICTION.....01 (03)

**JUVENILE TOTAL.....25 (20)**

**EBOOK TOTAL.....246 (249)**

**GRAND TOTAL.....520 (501)**

LIBRARY PATRONS.....440 (437)

INTENET USERS.....92 (59)\* \*public computers were down for ~2 weeks.

WI-FI USERS.....21 (22)

NEW LIBRARY PATRONS.....10 (14)

REFERENCE QUESTIONS.....31 (27)

COMPUTER HELP.....14 (45)

Last year's numbers are in parenthesis.



# Town of Ayden North Carolina

Governing Board of Ayden  
Meeting Date: January 12, 2026  
Meeting Time: 6:30 PM

## **Agenda Item**

Pursuant to G.S. 143-318.11(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

## **Item Explanation**

Discussions on Project Endurance

## **Staff Comments**

## **Action Requested**