



Council Meeting Agenda  
May 6, 2024  
6:00PM

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1. Call to Order ..... Mayor Ed Hooks
2. Invocation..... Pastor John Mark Hamilton, Grace Church of Alamance
3. Recognitions ..... Mayor
  - a. Mebane Citizen Academy Graduates
  - b. Eagle Scout Christopher Schild
  - c. Proclamation- Public Works Week, May 19<sup>th</sup> -25<sup>th</sup>
4. Public Comments ..... Mayor
5. Consent Agenda-
  - a. Approval of Minutes- April 8, 2024- Regular Meeting
  - b. Voluntary Contiguous Annexation Petition- Meritage Homes of the Carolinas, Inc.- Oakwood Subdivision
  - c. Final Plat Approval- Bowman Place, Ph. S-4
  - d. Final Plat Approval- Meadows, Ph. 5
  - e. FY 23-24 Third Quarter Financial Report
  - f. DMDC Third Quarter Report
  - g. Resolution to Establish a Special Revenue Fund for Occupancy Tax
6. **Public Hearings-**
  - a. Rezoning- 1233 S. Third Street- R-20 to R-12  
Whitt Real Estate, LLC ..... Ashley Ownbey, Development Director
  - b. Social District Ordinance ..... Erin Nettles, Representative for DMDC
  - c. Preliminary Resolution in Support of Financing for  
Lake Michael Dam Spillway Project ..... (TO BE RE-ADVERTISED)
7. Voluntary Annexation Agreement- 207 & 211 Mattress  
Factory Road ..... Lawson Brown, City Attorney
8. City Manager Executive Search Initial Meeting ..... Mr. Brown  
Steve Straus, President, and Co-Founder  
Developmental Associates
9. City Manager’s Recommended Budget FY 2024-25 ..... Chris Rollins, City Manager
10. American Rescue Plan (ARP) Asset Inventory and  
Assessment (AIA) Grant for Sewer Condition Assessment ..... Kyle Smith, Utilities Director
11. Adjournment ..... Mayor



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## AGENDA ITEM #3A

### Mebane Citizens Academy Graduate Recognition

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#### Meeting Date

May 6, 2024

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#### Presenter

Daphna Schwartz, Finance Director

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#### Public Hearing

Yes  No

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#### Summary

The Mebane Citizens Academy graduating classes of 2020 and 2024 will receive their certificates of completion.

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#### Background

A partnership between the Mebane Women's Club and the City of Mebane makes the Mebane Citizens Academy possible. Citizens Academy classes are held from September to April, and they include presentations from all City departments and a tour of City facilities. Enrollees must attend five out of seven sessions to graduate and become an official "Mebanite."

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#### Financial Impact

None. Sponsored by the Mebane Women's Club.

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#### Recommendation

Recognition of the Mebane Citizens Academy graduates.

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#### Suggested Motion

N/A

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#### Attachments

None



**National Public Works Week Proclamation**

**May 19–25, 2024**

**“Advancing Quality of Life for All”**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Mebane; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Mebane to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Ed Hooks, do hereby designate the week May 19–25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City.

Adopted this 6<sup>th</sup> day of May 2024.

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Ed Hooks, Mayor

[SEAL]



The Mebane City Council met for its regular monthly meeting at 6:00 p.m., Monday, April 8, 2024 in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 E. Washington Street.

Councilmembers Present:

Mayor Ed Hooks  
Mayor Pro-Tem Tim Bradley  
Councilmember Katie Burkholder  
Councilmember Sean Ewing  
Councilmember Montrena Hadley  
Councilmember Jonathan White

Also Present:

Chris Rollins, City Manager  
Preston Mitchell, Assistant City Manager  
Lawson Brown, City Attorney  
Stephanie Shaw, City Clerk  
Ashley Ownbey, Development Director  
Beatrice Hunter, Human Resources Director

Mayor Hooks called the meeting to order. Reverend Josh Barfield from the Church of the Resurrection gave the invocation.

Mayor Hooks recognized Amy Pendergraph with a resolution honoring her for 30 years of service to the City of Mebane. Ms. Pendergraph received a standing ovation from the Council and those in attendance.

**RESOLUTION HONORING AMY PENDERGRAPH  
ON THE OCCASION OF HER RETIREMENT**

**WHEREAS**, Amy has dedicated twenty-nine years of exceptional service to the Mebane Arts & Community Center (MACC) and the City of Mebane, inspiring a sense of community through her unwavering commitment to the citizens of Mebane and visitors alike; and

**WHEREAS**, her vision led to the establishment of the Go-Getters, a once flourishing senior adult social group, and Vet Connect at the MACC, demonstrating her dedication and support for veterans within our community; and

**WHEREAS**, Amy played a key role in initiating and managing the MACC's story walk, bringing literature and leisure together for the enjoyment of our citizens: and

**WHEREAS**, Amy has provided vital support to many prominent events, including the City's 4th of July celebration, Christmas Parade, Mebane Dogwood Festival, Musical Chairs- Clay Street Afterwork, and Winter Wonderland, bringing joy, spirit, and unity to the residents of Mebane; and

**WHEREAS**, Amy has collaborated closely with numerous businesses to ensure that the MACC served as a secure and hospitable venue for countless trainings, meetings, and other functions over the years, thereby strengthening the success and professional development in our city; and

**WHEREAS**, she has been the invaluable bridge between the City and Mebfit, ensuring that the program was securely situated in a clean and inviting space for conducting classes, guaranteeing that all participants and instructors were well taken care of; and

**WHEREAS**, since her first day of service on May 1, 1995, Amy has served on various committees and boards including the Mebane Business Association (as President), the City of Mebane United Way Campaign (as co-chair), and the Arts Council as a Community at Large Board Member; and

**WHEREAS**, Amy has been a beacon of positivity and warmth at the MACC, her wonderful personality and smiling face have made a lasting impression that will be deeply missed by all those whom she has worked and connected with during her tenure; and

**NOW THEREFORE BE IT RESOLVED**, that on behalf of the citizens of Mebane, I, the Mayor, do hereby extend this Resolution of Recognition to Amy for her extraordinary service, deep commitment to our community, and for her role in enhancing life in Mebane. We offer best wishes for a long, happy, and healthy retirement.

Adopted this 8<sup>th</sup> day of April 2024.

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Ed Hooks, Mayor

Mayor Hooks recognized Holly Clayton with a resolution honoring her for 25 years of service to the City of Mebane. Ms. Clayton received a standing ovation from the Council and those in attendance.

**RESOLUTION HONORING HOLLY CLAYTON  
ON THE OCCASION OF HER RETIREMENT**

**WHEREAS**, the City of Mebane is proud to recognize Holly Clayton for her dedication to the beautification of Mebane's public spaces, enriching the lives of all Mebane residents and visitors with her diligent devotion to the aesthetic enrichment of our surroundings for the last 25 years; and

**WHEREAS**, through her exemplary service, Holly has maintained the highest standards of excellence in the management and supervision of the city's landscape maintenance crew, ensuring impeccable appearance and upkeep of planting, mowing, pruning, weed control, and general maintenance activities; and

**WHEREAS**, her attention to detail, unparalleled work ethic, and hands-on leadership style have been instrumental in creating clean, attractive, and vibrant green spaces throughout our city, including the beautiful butterfly garden flourishing on Corregidor Street; and

**WHEREAS**, Holly is respected for her pleasant yet straightforward demeanor, providing a personal level of patience and understanding to community members, particularly families seeking information about Mebane's cemeteries, as well as maintaining an example of respect and dignity in every interaction; and

**WHEREAS**, Holly's unique humor and commitment to excellence have become an integral part of her legacy, with her well-known insistence that each task, including the upkeep of her city vehicle, is performed to her exacting standards; and

**WHEREAS**, Holly, recognized as a spitfire with a heart of gold, has devoted her professional career to ensuring that "Mebane looks like Mebane," a phrase that speaks volumes to her impact on our city's charm and character; and

**WHEREAS**, upon the occasion of Holly's retirement, it is appropriate to honor her for her significant contributions to the City of Mebane.

**NOW, THEREFORE**, I, Ed Hooks, Mayor of the City of Mebane, on behalf of the Mebane City Council and all citizens, do hereby extend this resolution of recognition to Holly as an enthusiastic expression of our gratitude for her unwavering service to our community. We offer best wishes for a long, happy and healthy retirement.

Adopted this 8<sup>th</sup> day of April 2024.

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Ed Hooks, Mayor

During the Public Comment Period, Doug Christenson, 906 Hillman Lane, stated that he is a Mebane resident and downtown Mebane merchant. He spoke in favor of the proposed Mebane downtown social district.

Mayor Hooks gave an overview of the Consent Agenda as follows:

- a. Approval of Minutes-

- i. January 8, 2024 Regular Meeting
- ii. March 4, 2024 Regular Meeting
- iii. March 14, 2024 Special Meeting- Budget Work Session
- iv. March 21, 2024 Special Meeting- Budget Work Session
- b. Final Plat Approval- North First Street Townes
- c. Final Plat Reapproval- Oakwood, Ph. 1A
- d. Budget Ordinance Amendment- Downtown Revitalization Grant
- e. Budget Ordinance Amendment- Insurance Proceeds
- f. Budget Ordinance Amendment- One NC Fund Grant
- g. ARP Policy Adoption
- h. Proclamation- Litter Sweep in City of Mebane- April 13-27<sup>th</sup>, 2024

Mr. White made a motion, seconded by Mr. Ewing, to approve the Consent Agenda as presented. The motion carried unanimously.

**Item d.**

BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2023 as duly adopted on June 5, 2023, is hereby amended as follows:

ARTICLE I			
APPROPRIATIONS	Current Budget	Change	Revised Budget
General Fund - Public Facilities	\$ 1,316,138	\$ 100,000	\$ 1,416,138

ARTICLE II			
REVENUES	Current Budget	Change	Revised Budget
General Fund - All Other Revenues	\$ 1,446,230	\$ 100,000	\$ 1,546,230

This the 8th day of April, 2024.

**Item e.**

BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2023 as duly adopted on June 5, 2023, is hereby amended as follows:

ARTICLE I			
APPROPRIATIONS	Current Budget	Change	Revised Budget
General Fund - Inspections	\$ 972,574	\$ 29,700	\$ 1,002,274

ARTICLE II			
REVENUES	Current Budget	Change	Revised Budget
General Fund - All Other Revenues	\$ 1,446,230	\$ 29,700	\$ 1,475,930

This the 8th day of April, 2024.

**Item f.**

BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2023 as duly adopted on June 5, 2023, is hereby amended as follows:

ARTICLE I

APPROPRIATIONS	Current Budget	Change	Revised Budget
General Fund - Economic Development	\$ 900,214	\$ 180,000	\$ 1,080,214

ARTICLE II

REVENUES	Current Budget	Change	Revised Budget
General Fund - All Other Revenues	\$ 1,446,230	\$ 180,000	\$ 1,626,230

This the 8th day of April, 2024.

A Quasi-judicial Board of Adjustment Public Hearing was held on a request from Jay Starnes for a variance from the maximum number of wall signs allowed per façade to allow for a primary wall sign for a business without an independent façade.

Clerk Shaw swore in the following:

Jay Starnes, Applicant, Owner of Pig Pin by Fat Man  
Ashley Ownbey, Mebane Development Director  
Preston Mitchell, Mebane Assistant City Manager  
Franz Holt, Mebane City Engineer  
Carl Bradley, resident, 4610 Mebane Rogers Road

Mayor Hooks stated that he has not spoken with the applicant, nor does he vote on the matter unless there is a tie. Mr. Ewing stated that he has spoken with the applicant and city staff but has not decided on the matter. Mr. White stated he has not spoken with the applicant or staff and he has not made a decision on the matter. Mr. Bradley stated he has not had any conversations with the applicant, nor has he decided on the matter. Ms. Hadley and Ms. Burkholder both stated that they have not spoken with the applicant or city staff and they have not made a decision on the matter.

Ms. Ownbey gave an overview of the request. Per Section 6-7.7 (N) of the Mebane Unified Development Ordinance (UDO), one primary wall sign is allowed “per building or unit façade.” In addition to the primary sign, two secondary signs are allowed for building facades of more than 75 linear feet. The business, “Pig Pin by Fat Man,” occupies a restaurant space inside of Buffalo Lanes that has historically been incidental to the bowling center. Buffalo Lanes already has a primary sign and two secondary signs. The applicant is proposing to place a 40 square foot sign between the existing secondary signs. The primary sign for Buffalo Lanes measures approximately 139 square feet. The basis for a variance is established by state law and is also echoed in our local ordinance and the board of adjustment is granted the authority to vary provisions of our zoning ordinance provided that unnecessary hardship results from the strict application of the regulation. The hardship results from conditions that are peculiar to the property, it is not a result of actions taken by the applicant or property owner and the requested variance is consistent with the spirit, purpose, and intent of the regulation. Ms. Ownbey shared a rendering of the proposed signage and the proposed location on the building façade.

Mr. Starnes requested that the Council approve his variance request recognizing the hardship as presented.

Carl Bradley spoke highly of Mr. Starnes's business and encouraged the Council to approve the variance as he feels the sign is very much needed so folks know the restaurant is located in the building.

Mr. Bradley made a motion, seconded by Mr. White, to close the public hearing. The motion carried unanimously. Mr. Bradley made a motion, seconded by Mr. Ewing, to approve the variance request as presented due to the hardship of the two preexisting signs on the building. Ms. Burkholder said she would add that based on the square footage of the restaurant within the bowling alley building, it makes sense that the restaurant should have proper representation through signage on the exterior of the building. Mr. Bradley agreed to the amendment to the motion by Ms. Burkholder. The motion carried unanimously.

Mr. Starnes commended Ms. Ownbey for the work done related to his variance request.

A Public Hearing was held on a request from Kiewit Infrastructure South Co. to adopt an ordinance to extend the corporate limits. Mr. Brown presented the request. He stated that this is a voluntary contiguous annexation of +/- 28.123 acres on Industrial Drive in Orange County. An Industrial facility is planned for this property. At last month's meeting, the Council accepted the annexation petition and the certificate of sufficiency. No one from the public spoke concerning the request. Ms. Burkholder made a motion, seconded by Mr. Ewing, to close the public hearing. The motion carried unanimously. Mr. White made a motion, seconded by Ms. Burkholder, to adopt the ordinance to extend the corporate limits to include the +/- 28.123 acres. The motion carried unanimously.

A Public Hearing was held on a request from the Holland family to adopt an ordinance to extend the corporate limits. Mr. Brown presented the request. He stated that this is a voluntary contiguous annexation of +/- 12.01 acres on Bowman Road in Orange County. A proposed residential subdivision is planned for this property. At the February 5, 2024, Council Meeting, the Council accepted the petition for annexation and the Clerk's certificate of sufficiency and adopted a Resolution setting a date of Public Hearing for March 4, 2024, continued until April 8, 2024. Mr. Brown explained that this property is also subject to another public hearing tonight for zoning for townhouses.

Mr. Mitchell stated that the applicant has requested that the two public hearings be combined, the annexation and rezoning requests. Mr. Brown said upon proper motion of the Council, the hearings could be combined but with separate votes with the annexation vote first.

Mr. White made a motion, seconded by Ms. Burkholder, to combine both public hearings which pertain to the same piece of property. The motion carried unanimously.

Ms. Ownbey gave an overview of the rezoning request. She stated that Bowman Rd 1, LLC is requesting to establish R-8 (CD) zoning on two properties totaling +/- 12.01 acres at 7515 Bowman Road, located outside of the Mebane Extraterritorial Jurisdiction (ETJ) in Orange County, as such annexation is required before the Council can act on the rezoning. This conditional rezoning is for the development of 89 townhomes. The properties are currently zoned AR, Agricultural Residential, by Orange County. Bowman Road 1, LLC, has the properties under contract to purchase, contingent upon approval of the conditional rezoning. The site is located in an industrial growth strategy area as identified in Mebane by Design, Mebane's Comprehensive Land Development Plan. Within the City's comprehensive plan there is some provision within this



growth strategy area that multi-family or workforce housing can be developed in the industrial growth strategy.

The site-specific plan includes the following on-site amenities and dedications:

- A 10' wide multi-use path along the property's frontage on Bowman Road connecting to the multi-use path by the Meadowstone Townhomes development.
- All internal roads within the development will include 5' wide sidewalks on one side of the streets.
- The development will include a pickleball court, a gathering pavilion, and a dog park as private recreational amenities.

There are also additional conditions associated with the zoning district primarily related to setbacks. The applicant is requesting for an 8-foot side yard for end units, the UDO requires 15 feet and a 10-foot side street setback for end units. Additionally, the applicant is requesting a 15-foot rear setback the UDO requires 20 feet. As by the UDO, the applicant is requesting to provide a payment in lieu for the remaining 2.38 acres to be required as public recreation and that amount is just over \$54,000. Article 7 of the UDO allows for staff to consider the requirement for left and right turn lanes and in consultation with the NCDOT that would be a requirement of this development at the entrance on Bowman Road.

Amanda Hodierne, the attorney representing the contract purchaser and applicant Bowman Road 1, LLC, gave a PowerPoint presentation reiterating the information shared by Ms. Ownbey regarding the conditional rezoning request and the annexation request as shared by Mr. Brown. Ms. Hodierne shared a slide that showed how the proposed development will fit in with the Meadows community that is currently being developed to the west of the subject property. She highlighted several objectives from Mebane by Design with which the proposed plan is consistent including housing, open space, multi-modal improvements, etc. She shared the following site plan features:

- Increased Setback off Bowman Road (30 feet)
- 4.17 acres of open space and recreational amenities (3.15 excess acres)
- Shade Pavilion/Gathering Space
- Dog Park
- Pickleball Court
- Multi Use Path and Sidewalks
- Public Streets
- Meeting 20-foot separation Between Buildings
- Only 8' side yards are adjacent to Open Space
- Rear Setbacks abut open space and perimeter buffers

There was a discussion about the individual lot setbacks and the perimeter setbacks. Mr. Bradley stated he has a problem going against the setbacks when they are set in the zoning orders. Mr. White questioned why the developer did not go with a 20-foot setback everywhere except the one pinch point as shown on the site plan. Ms. Hodierne stated that was due to the function of the wider road corridors to provide public streets within the development.

Ms. Hodierne shared renderings of the proposed home styles and the following building commitments:

- All homes shall have a covered front porch/alcove.
- All homes shall have projecting eaves.
- Townhome building shall feature an articulated roofline through the use of gables, dormers and height variations.

- The front façade of each home shall feature some mix of building materials to include, minimal maintenance siding, masonry, stone, or board and batten.
- Each home shall have a garage.
- Garage doors shall feature decorative paneling.

Ms. Hodierne, on behalf of the applicant, voluntarily offered a condition of a privacy screening wall between the back patios of each townhome to provide separation between the side-to-side neighbors.

Aden Stoltzfus, PE with Stoltzfuz Engineering, stated that they tried to match the Meadowstone development setbacks. Ms. Ownbey said the approved rear setback for Meadowstone was 15 feet.

There was considerable discussion regarding the setback condition and the precedent being set when Council approves such conditions.

Cliff Minsley, 3301 Atlantic Avenue, Raleigh, introduced himself as the applicant and stated that he and his business partner Dwayne Dixon have been working for months on this project and they are excited about the development. He said they do have a cross-connection if there is a development to the east that they have provided for intentionally. He stated the setbacks were chosen as shown to try to provide amenities that would positively impact the community and be used favorably.

No one from the public spoke on either public hearing request. Mr. Ewing made a motion, seconded by Mr. White, to close the public hearings. The motion carried unanimously.

Ms. Burkholder made a motion, seconded by Mr. White, to adopt the ordinance to extend the corporate limits to include the +/- 12.01 acres. The motion carried unanimously.

Mr. White stated that he is not a big fan of amending the setback requirements but he is not sure he is prepared to make a motion to deny but requested that staff look at whether the UDO requirements are what we want them to be for something like this because if we want the UDO to be a certain way it should be unusual that we just change all those numbers and not be common practice.

Mr. Ewing made a motion, seconded by Ms. Burkholder, to approve the R-8 (CD) zoning as presented with the offered condition of the privacy screening partitions between each side-by-side unit and a motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*. Specifically, the request:

- Is for properties within the City's G-2 Industrial (Part of BEDD) and proposes workforce housing (Mebane CLP, p. 76); and
- Provides a greenway and open space in a developing area, connecting to other locations, consistent with Open Space and Natural Resource Protection Goal 4.3 (p. 17, 89, & 90).

The motion passed with a 4 to 1 vote. Ayes- Ewing, Burkholder, White and Hadley. Nays- Bradley.

A Public Hearing was held on a request from Hendon Tiller Mebane 3.0, LLC for approval to revise the conditions for the +/- 6.19-acre property located on Wilson Road and Forest Oaks zoned B-2 (CD) to allow for a farm supplies and equipment retail use. Ms. Ownbey gave an overview of the request. She said the request is to amend a conditional zoning district that the Council approved approximately one year ago. The request includes three lots that total just over six acres. The existing zoning is B-2 conditional district and there are no changes to that basic zoning label, however, there are revised conditions associated with this request. The property was annexed after the original approval.

The property is currently forested and includes a stormwater pond and a gravel parking lot primarily used by Chick-fil-A. Surrounding uses include restaurants, retail, medical offices, and a fitness gym, along with other professional services and also single-family residential. The site is located within a secondary growth strategy area identified in Mebane By Design, the City's Comprehensive Land Development Plan and this growth strategy area does allow for commercial Uses. The primary reason the request is being returned to the Council is because of the loss of connection that would have been served by the extension of Wilson Road to the stub the NCDOT has created at the current traffic signal for the Walmart shopping center. Ms. Ownbey shared a slide produced by the City Engineer showing the approximate acreage that would be required to realize the connection. As was a condition of the original approval by Council if this connection was not possible, that being that the applicant was not able to acquire the right of way from a separate property owner, the applicant would return to the Planning Board and Council after completing a traffic impact analysis. The traffic impact analysis has been reviewed by city staff, the City's third-party reviewer, and NCDOT which includes a recommendation for a left-bound or left-turning lane on Forest Oaks Lane, in addition to some requirements related to the site driveways and consideration of multimodal improvements. Additionally, with the loss of the extension of Wilson Road, there have been some amendments to the original site-specific plan that staff wishes to highlight:

Amendments to the original site-specific plan:

- Reduced curb and gutter on Forest Oaks Lane
- Addition of crosswalks at the intersection of Wilson Road and Forest Oaks Lane and at a mid-block location on Wilson Road
- Minor modification to the parking lot layout
- Lot 5 to be subdivided into new Lot 5 and Lot 7
- Garden Center replaced with Live Goods Center

Proposed Conditions:

- Stormwater pond constructed for a 100-year storm event.
- Outdoor display area equal to 16.22% of total site area.

Nathan Duggins, an attorney with Tuggle Duggins, representing the applicant, stated that a neighborhood meeting was held on February 29th via Zoom, and three attendees, including Jared Schumann, participated in the virtual meeting. He said Mr. Shulman lives on Forest Oaks Lane and expressed concern about water runoff from the proposed project. Mr. Duggins said he felt Mr. Schumann's concerns had been addressed. He said Mr. Schumann also shared traffic safety concerns. Mr. Duggins said they spoke with NCDOT and NCDOT is looking to see whether they can make any safety improvements in that area.

Mark Tiller, property owner/applicant, addressed Mr. Bradley's question about what steps were taken to acquire the right-of-way. Mr. Tiller explained that after many meetings with Mr. Shields, the right-of-way property owner, they could not come to an agreement. Mr. Tiller said all discussions with Mr. Shields had been that the developer would pave the extension of the road and Mr. Shields would dedicate the right-of-way which is what had taken place in the past with Mr. Spears and with the Verizon and Aspen Dental developments but instead of dedicating or donating the right-of-way Mr. Shields now wants the developer to acquire/purchase the right of way.

Mr. White asked what price Mr. Shields is proposing for the right-of-way. Mr. Tiller stated that Mr. Shields had "thrown out" a number of \$600,00 for the entire property and the right-of-way would be one-third of the entire property, so approximately \$200,000 would be the cost of acquiring the right-of-way.

Mr. Bradley and Mr. White stated that it was their understanding that an MOU was in place based on Mr. Tiller's comment made at a past meeting held approximately a year ago for the conditional rezoning hearing.

Mr. Duggins came forward stating that his client does not have the capacity to make the deal happen. He stated that he felt the confusion was that in the past the other property owner(s) along this same road from Wendy's down donated the right-of-way property with the agreement that the developers would build the road. He said his client was willing to pay for the extension of the road but wanted the right-of-way acres donated.

Tom Boney, owner/editor of Alamance News, asked for clarification about the extension of Wilson Road being a city-adopted long-term plan and whether the extension of that road could be considered a public purpose for the benefit of adjoining property owners as opposed to just a pending question on the Tractor Supply item. Mr. Brown said that Mr. Duggins's client has indicated that they have a plan without the extension of Wilson Road and that is the request before the Council. There was additional discussion regarding Mr. Sheild's properties being land-locked without the extension of Wilson Road and it was determined that is not the case, he has a current driveway.

After considerable discussion, Mr. White made a motion, seconded by Ms. Burkholder, to close the public hearing. The motion carried unanimously.

The Council asked if the staff felt discussions with Mr. Shields would help. Mr. Rollins shared that he has spoken with Mr. Shields recently and based on their conversation it was clear that Mr. Shields was not willing to donate the land, he feels he should be paid for his land.

Mr. White made a motion, seconded by Mr. Ewing, to table the vote on the request until the June 3, 2024, Council meeting to allow more time for negotiations. The motion carried unanimously.

Mayor Hooks called for a break at 7:40 p.m. Mayor Hooks called the meeting back to order at 7:49 p.m.

A Public Hearing was held on a request for Council's consideration for the adoption of an Ordinance Creating and Levying a Municipal Room Occupancy Tax and a Resolution Joining the Alamance County Municipal Tourism Development Authority. Mr. Brown gave an overview of the request, sharing that this item was on the agenda last month and advertised for a public hearing tonight. The General Assembly enacted Senate Bill 154, an act to make various occupancy tax changes (Session Law 2023-144) which authorized the municipalities of Mebane, Burlington, Elon, and Graham to levy room occupancy taxes and to create the Alamance County Municipal Tourism Authority to administer the same. The City of Burlington pursuant to the statute established the Authority which the City of Mebane can join. The City now has authority by state statute to levy an occupancy tax (Senate Bill 154, Session Law 2023-144), through the Municipal Tourism Development Authority at a rate of three percent (3%). Staff recommends the City's participation in the Municipal Tourism Authority and the adoption of the room occupancy tax of three percent (3%).

No one from the public spoke concerning the request. Mr. White made a motion, seconded by Mr. Ewing, to close the public hearing. The motion carried unanimously. Mr. Bradley made a motion, seconded by Mr. Ewing, for the City to adopt an Ordinance Creating and Levying a 3% Municipal Room Occupancy Tax and a Resolution Joining the Alamance County Municipal Tourism Development Authority. The motion carried unanimously.

**A RESOLUTION  
JOINING THE ALAMANCE COUNTY MUNICIPAL TOURISM DEVELOPMENT AUTHORITY**

WHEREAS, the North Carolina General Assembly has ratified Senate Bill 154, An Act to Make Various Occupancy Tax Changes, which has been designated Session Law 2023-144 (“the Act”); and

WHEREAS the Act authorized the municipalities of Burlington, Elon, Graham, and Mebane to levy room occupancy taxes and to create the Alamance County Municipal Tourism Development Authority to promote travel and tourism within the aforementioned municipalities in Alamance County; and

WHEREAS, on January 2, 2024, the Burlington City council adopted a resolution pursuant to Sections 26.2(a) and 26.3 of the Act creating the Alamance Municipal Tourism Development Authority (“Creating Resolution”, a copy of which resolution is attached hereto).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mebane, North Carolina that:

**Section 1. Joinder.**

Pursuant to Section 26.2(a)(i) of the Act, the City of Mebane hereby joins the Alamance County Municipal Tourism Development Authority.

**Section 2. Effective Date.**

This Resolution shall become effective upon its adoption and after the adoption of a local occupancy tax levy.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Ed Hooks, Mayor  
City of Mebane

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw  
City Clerk

A Public Hearing was held on a request for adoption of a Resolution for the City of Mebane to Apply for FY 2023-2024 CDBG-Infrastructure Funding. Ashley Ownbey, City of Mebane Development Director, gave a brief overview of the request. She stated that the City has been engaged with Withers Ravenel, the Piedmont Triad Regional Council (PTRC), and two community volunteers to organize a door-to-door survey of residents in the northern part of Mebane to explore sewer service needs and eligibility for CDBG-I funding. She then introduced Cindy Szwarcop, AICP with Withers Ravenel.

Ms. Szwarcop read aloud the following statement:

This public hearing on April 8th 2024, will provide an explanation and description of the 2023/2024 North Carolina Department of Environmental Quality (DEQ) Community Development Block – Infrastructure Grant (CDBG-I).

We are present to discuss the purpose of the public hearing for the City of Mebane’s CDBG-I funding application. The purpose of the public hearing is to obtain citizen’s views and to allow response from the public to funding proposals and answer any questions posed by citizens.

This public hearing will cover the City of Mebane’s community development needs, development of the proposed activities, and a review of program compliance before the submission of the City of Mebane’s CDBG-I funding application to state of the North Carolina.

The City of Mebane proposes to request funding from NCDEQ'S CDBG-I program for the Landi Lane Sewer Extension Project. The proposed project will meet the following community and housing needs of the City of Mebane by providing sewer service to a low-moderate income community that has experienced septic issues.

The purpose of the CDBG-I grant program is to improve the quality of life for low to moderate income people by providing a safe, clean environment and clean drinking water through water and sewer infrastructure improvements and extensions of service.

- To benefit a residential area where at least 51% of the beneficiaries are low to moderate income as defined by the United States Department of Housing and Urban Development.
- To perform eligible activities.
- To minimize displacement, and
- Provide displacement assistance as necessary.

For the fiscal year of 2023/2024 the CDBG-I funding available is expected to be \$11.3 million. The maximum available grant is \$3.0 million over a 3-year period. Applications for funding will be received April 30<sup>th</sup>, 2024.

The CDBG program is able to fund a wide variety of community development activities. The State of North Carolina has chosen to fund several activities: water and sewer infrastructure, neighborhood revitalization, COVID-19 related projects, and economic development projects that lead to job creation or retention.

The infrastructure program, or CDBG-I program can fund a range of water and sewer infrastructure activities, including, but not limited to the, following:

Water:

- Projects that resolve water loss in distribution systems.
- Projects that extend public water to areas with contaminated wells.
- Projects that extend water lines to areas with dry wells.
- Projects that assist with low water pressure in public water systems.
- Projects that regionalize two or more water systems.
- Project that rehabilitate or replace a water treatment plant.

Wastewater:

- Projects that resolve inflow and infiltration to collection systems and surcharges from pumps stations and manholes.
- Projects that extend public sewer to areas with failed septic tanks.
- Projects that rehabilitate a wastewater treatment plant to allow for greater efficiency/compliance with regulations.

The City of Mebane is seeking an amount in CDBG-I funds not to exceed \$3 million for the Landi Lane Sewer Extension Project. The purpose of the City's request is to extend sewer service to the following areas: Landi Lane, Blue Heron Lane, NC Hwy 119 North, and Heron Cove Trail.

Landi Lane as well as other adjacent areas are included within the Mebane service limits as identified on the 2016 Long Range Utility Plan. Extension of water and/or sewer service to this area would be in accordance with Mebane's extension policy.

A total of 100% of the CDBG- I funding will be used to benefit Low to Moderate Income (LMI) people. The project area in the City has been determined to have Income Survey Area data of 58% LMI. The project area includes Landi Lane, Blue Heron Lane, NC Hwy 119 North, and Heron Cove Trail.

The range of activities covered by the CDBG-I funds for the Landi Lane Sewer Extension Project includes:

- Construction.
- Environmental Review
- Engineering Design

- Construction Administration and observation.
- Legal activities.
- Surveying.
- Grant Administration.

If City is awarded a CDBG-I grant, the City is required to adhere to federal procurement requirements and other federal regulations which include:

- American with Disabilities Act/Section 504 Survey
- Davis-Bacon & Related Labor Acts
- Adoption/Submittal of a Citizen's Participation Plan
- Adoption/Submittal of an Equal Opportunity Plan
- Adoption/Submittal of a Fair Housing Plan
- Adoption/Submittal of a Language Access Plan
- Adoption/Submittal of a Relocation Assistance Plan
- Adoption/Submittal of a Section 3 Plan
- Excess Force Provision

The State of North Carolina requires that if the City receives CDBG grant funding that the City will certify that they will comply with the requirements of the general displacement and relocation policy for CDBG grant funding. This policy assists low to moderate income people with costs associated with relocation or displacement, should such relocation become necessary due to the project activities. CDBG funds can be used for those costs, if necessary. No displacement and relocation will occur as a result of the proposed CDBG grant activity.

In the last 10 years, the City of Mebane has not applied for CDBG funding. Between 1990 and 2015 the City applied for and received funding for at least six (6) CDBG projects.

The City will submit its CDBG-I application for the Landi Lane Sewer Extension Project on April 30<sup>th</sup> 2024. The CDBG-I application will be available for review during normal business hours at 106 East Washington Street. Additional information is available from Ashley Ownbey, Development Director, 919-563-9990.

Should you have any complaints or grievances regarding the subject public hearing, they should be addressed to the addressee mentioned above within fifteen (15) business days and a written response to the written complaints and/or grievances will be sent by the City within fifteen (15) business days, where practicable.

We open the floor for comments and questions about the CDBG program, and about the proposed project.

Councilmember Ewing clarified that at this time the City is only applying for the funds, no funding has been granted yet. Ms. Szwarcop replied, that is correct. Councilmember Ewing then commended the Mayor, city staff and outside organizations for their work.

Councilmember White questioned if the grant is an "all or nothing" grant. Ms. Szwarcop stated that the City could receive up to \$3 million and that is the amount being applied for. Councilmember White questioned the timeline for how long it would be before hearing back. Ms. Szwarcop stated less than 6 months.

Assistant City Manager Preston Mitchell thanked Councilmember Ewing for his kind words but stressed that without all of the hard work done by the two community volunteers, Evon Connally and Genice Akins, the City would not have arrived at this point in the project. City Manager Chris Rollins followed up Mr. Mitchell's comments thanking Ms. Connally and Ms. Akins.

Tom Boney, Owner/Editor of The Alamance News, questioned if the area is in the City limits. Mayor Hooks replied no. Mr. Boney then asked how the City is eligible to apply for the grant if the area lies outside of the City limits. Mr. Mitchell replied that the area is located within the City's Extra-Territorial Jurisdiction (ETJ). Mr. Boney then questioned if the estimated cost of the project is \$3 million. Franz Holt, City Engineer,

replied, that is correct. Mr. Boney questioned if the City does not receive the entire amount, by applying is the City committing to “fill the gap” with funds to complete the project. Mr. Mitchell said the City’s making no commitment as of this time but to use a number if they award the City \$2.9 Million out of \$3 million, obviously, that would be something the Council could consider.

Councilmember White made a motion, seconded by Councilmember Burkholder, to close the public hearing. The motion carried unanimously.

Councilmember Ewing made a motion, seconded by Councilmember Burkholder, to adopt a resolution for the City of Mebane to submit an application to the State of North Carolina for a grant to aid in the sewer extension project in a defined project area that includes Landi Lane, Blue Heron Lane, Heron Cove Trail, and NC Hwy 119 North. The motion carried unanimously.

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD Small Cities (States) CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and

WHEREAS, The City of Mebane has need for and intends to implement a construction project described as the Landi Lane Sewer Extension Project, and

WHEREAS, The City of Mebane intends to request State grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MEBANE:**

That the City of Mebane, the **Applicant**, will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Chris Rollins, City Manager, the **Authorized Representative**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **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 the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8<sup>th</sup> day of April at Mebane, North Carolina.

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
(Title)

Ms. Hunter shared that effective FY 2023-2024, the Council approved for the City to conduct a compensation study on 1/3 of its positions each year. The study ensures that salaries and salary ranges are competitive with the regional labor market to meet the City’s current and future business needs to attract and retain well-qualified, high-performing employees. The last compensation study was conducted FY 2021-2022 and included all staff. She introduced DeLane Huneycutt, Compensation and Classification Consultant.



Ms. Huneycutt presented the study findings and salary recommendations resulting from the compensation study analysis via a PowerPoint presentation. The study findings resulted in proposed salary increases for 21 out of 41 full-time employees. The cost to implement the study is \$40,067. If adopted, it would be implemented with the budget on July 1<sup>st</sup>.

Mr. Boney asked for clarification regarding the number of employees above the market rate. Ms. Huneycutt provided clarification. Mr. Boney then asked if any Mebane employees left Mebane for other cities. Ms. Huneycutt replied that was not information she had.

Alex Colville, 419 N. First Street, Mebane, asked if Ms. Huneycutt looked at Mebane's policies or procedures for hiring at the minimum rate. Ms. Huneycutt replied, no.

Mr. White made a motion, seconded by Ms. Hadley, to approve the compensation study recommendations and implementation costs, effective July 1, 2024. The motion carried unanimously.

Ms. Ownbey stated due to application deadlines for the previously presented CDBG-I Funding, the minutes would need to be approved sooner than the May meeting, therefore they will be prepared for Council's review and approval at the upcoming April 11<sup>th</sup> Special Meeting.

Ms. Ownbey presented a request for the awarding of Downtown Exterior Improvements Grant (DEIG) funds for \$2,476.56 to the qualifying applicant, Meghan Wagner, owner of The Go Girl Shoppe, 200 N. Third Street, to install three electrical boxes to the exterior of the building to aide in outdoor seating and other outdoor events. If these funds are awarded, \$43,673.44 will remain in the DEIG pool.

Mr. Bradley made a motion, seconded by Ms. Burkholder, to award \$2,476.56 in Downtown Exterior Improvement Grants to the applicant for the project described in the qualifying application. The motion carried unanimously.

Barbara Hollerand, DMDC Executive Director, explained that the nonprofit Downtown Mebane Development Corporation, which manages the Mebane Main Street program, is interested in creating a Downtown Social District. She gave a detailed presentation via the attached PowerPoint.

Mr. Brown stated should the Council desire to proceed, a Public Hearing would be required to adopt a Social District Ordinance. It was discussed a public hearing on the matter would be advertised to be held in May. No formal action was taken.

David A. Hyder, Senior Principal with Stantec, presented findings from the FY25 Water and Wastewater System Development Fee Study via a PowerPoint presentation. Mr. Hyder gave a detailed explanation of the methodology used to determine how the fees are set which is outlined by legislation, along with an overview of the current fees and proposed increase in fees. The Water and Wastewater System Development Fee report will be posted to the City's website for public comment for 45 days. Comments received from the public will be considered and adjustments made as necessary. The system development fees would then be set with the budget or in the City's fee schedule, adopted with the annual budget ordinance. The City is required to update the analysis at least once every 5 years.

Mr. Bradley made a motion, seconded by Ms. Burkholder, to accept the Stantec Water and Wastewater System Development Fee Study and to post it on the City of Mebane website for a period not shorter than 45 calendar days for public comment. The motion carried unanimously.

Mr. Brown presented a request for approval of the City purchasing a vacant lot at Water Works Road and Tate Avenue- Corregidor Street. April M. Snipes contacted staff as to the City's interest

in the property located North of the Public Works Facility. Staff believes that there is a need for additional land at the Public Works Facility. Ms. Snipes has offered to sell the vacant lot at Water Works Road and Tate Avenue- Corregidor Street for \$18,000. Staff recommends the purchase of the property in accordance with the Offer to Purchase and Contract- Vacant Lot/Land, pending the due diligence (phase 1 environmental, title examination, etc.).

Mr. White made a motion, seconded by Ms. Burkholder, to approve the City's purchase of the property located at Water Works Road and Tate Avenue- Corregidor Street pursuant to the terms of the Offer to Purchase and Contract, provided that the normal due diligence is satisfactory to staff, and that staff be authorized to take the necessary action to purchase the same. The motion carried unanimously.

Mark Reich, Engineer with AWCK, Inc., presented a request for approval of Change Order No. 1 for \$100,000 to Hollins Construction Services, Inc. and for the adoption of a budget ordinance amendment appropriating \$100,000 from fund balance to contract line item. Mr. Reich explained that the Council awarded a contract to Hollins Construction Services, Inc. in the amount of \$597,169.00 for the construction of a sidewalk and trail from Lake Michael Way to existing sidewalk west of Kayak Court on September 8, 2023. The contract is a unit price contract and significant undercut excavation is being required to construct the sidewalk and trail. The original construction contract included 3-line items, geotextile fabric, shallow undercut, and Class IV Subgrade Stabilization. The total amount of the 3-line items in the contract is \$14,460.00. Based on quantities installed to date and additional quantities required to construct the curb and gutter, sidewalk and trail is anticipated to be an additional \$100,000.

Mr. White made a motion, seconded by Mr. Ewing, to approve Change Order No. 1 in the amount of \$100,000 to Hollins Construction Services, Inc. and a motion to adopt a budget ordinance amendment appropriating \$100,000 from fund balance to contract line item. The motion carried unanimously.

Mr. Brown stated that Chris Rollins, the current City Manager, has given notice of his retirement, effective July 23, 2024. State law and the City Charter require the appointment of a manager by the City Council. The Council must decide on the selection process. The Council may adopt its own procedure, starting with a job description and direct that the same, once adopted, be posted on the various job posing sites, such as the NC League of Municipalities, etc. Thereafter, the Council would evaluate the applicants and meet in multiple closed sessions to discuss and make decisions. Generally, the final "x" number of applicants would be interviewed in closed sessions by the Council. A second option for the Council is the selection of an outside consultant to recommend a job description, hold the required public input sessions, post the position on known sites, help with the screening, interviewing, and evaluation of the applicants, meet with the Council to further evaluate applicants, and present the final evaluated applicants to the Council for consideration. This process would also require the Council to interview the final applicants in closed session(s). Under either process, the Council would need to vote on the employment of the new manager and the details of the compensation package. Both procedures will require multiple closed Council sessions.

Mr. White made a motion, seconded by Mr. Ewing, to employ Development Associates, LLC to undertake and manage the City manager selection process under a written agreement, in form and substance satisfactory to City staff, that the process begins immediately and that the present manager be authorized and directed to execute such agreement and a further motion that the process be undertaken consistent with such agreement and as the law provides. The motion carried unanimously.

There being no further business, the meeting was adjourned at 9:15 p.m.

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Ed Hooks, Mayor

ATTEST:

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Stephanie W. Shaw, City Clerk

DRAFT

**SOCIAL DISTRICT**  
**DOWNTOWN MEBANE**



# What is a Social District?

A social district is a defined area in which a person 21 years or older may responsibly consume alcoholic beverages, indoor or outdoor, sold by an ABC Permittee located within the designated social district.



# Enabling Legislation

## **NC House Bill 890**

- Oct. 2021 – Allows local governments in North Carolina to create social districts.

## **NC House Bill 211**

- July 2022 – Clarifies the requirements and rules for social districts.



# Social Districts in North Carolina

Asheboro	Hickory	Oxford
<b>Burlington</b>	High Point	Pilot Mountain
Cary	Huntersville	<b>Raleigh</b>
Charlotte	Kannapolis	Rutherfordton
Claremont	Lenoir	Salisbury
Cornelius	Lexington	Selma
Davidson	Madison	Statesville
<b>Durham</b>	Manteo	Sylva
<b>Elon</b>	Monroe	Tarboro
Fayetteville	Mooresville	Thomasville
Fuquay-Varina	Mount Airy	Washington
Garner	New Bern	Wendell
Gastonia	Newton	Whiteville
<b>Greensboro</b>	North Wilkesboro	Wilson
Greenville	Norwood	<i>(with more on the way)</i>



# Social District Requirements

- **District must be clearly defined**
  - Signage must include the geographic area of the district, days/hours the district is in effect, phone number for police.
- **Only ABC Permittees with onsite consumption permits inside the district are able to sell beverages in the district.**
  - No convenience stores, “brown bagging,” bringing from home, etc.
  - Special event, one-time use permits for vendors
- **Cups must be 16 oz. or less, include the social district logo, name of business where purchased, date/time of purchase, and have “Drink Responsibly – Be 21” printed on them.**
- **Beverages may NOT leave the district.**





# Businesses Decide on Participation

- Every business in the district has the choice to **opt-in** or **opt-out** of the district
- OPT-IN –alcoholic beverages allowed in the business
- OPT-OUT –alcoholic beverages NOT ALLOWED in the business
- ABC Permittees – have the option of serving beverages that can be taken out of their businesses and into the district.
- Businesses’ preferences would be indicated by a decal on the front window/door.



# Social Districts Summary

- ✓ Only beverages sold by ABC Permittees for onsite consumption in the district are allowed to be consumed in the social district.
- ✓ Beverages purchased in social district must be consumed inside district boundaries and hours.
- ✓ Must use specially branded cups with social district logo and purchase location.

**CANNOT** consume beverages purchased from anywhere outside of the social district in the social district.

**CANNOT** consume alcoholic beverages outside of the designated social district boundaries.

**CANNOT** consume alcoholic beverages outside of designated social district hours.



# Social District Strengths

## A Tool for Economic Development

- Main interest group pushing for social districts was the NC Retail Merchants Association
- Economic spark for small businesses
- Spurs revitalization efforts by making Downtown more attractive to new businesses and restaurants
- Creates an instant entertainment destination
- Adds vibrancy and vitality to Downtown
- Enhances Downtown events



# Social District Considerations

- Increasing police foot patrol within district
- Increasing the number of recycling and trash receptacles within district
- Data tracking (revenue, foot traffic, new businesses, incidents)



# Mebane's Social District Strategy

- **Step 1** – Research
- **Step 2** – Determine the goals for a social district
- **Step 3** – Visit with ABC permittees in proposed district
- **Step 4** – Meet with City management and Police Department
- **Step 5** – Educate Downtown community
- **Step 6** – Present proposal to City Council
- **Step 7** – Establish the Social District



# Mebane's Social District Strategy

## Step 1 – Research

- Feedback from other cities with districts
- Visit established social districts (look at signs, cups, decals)
- Set up one-on-one meetings with City Council members to discuss proposal



# Mebane's Social District Strategy

## **Step 2 – Determine the goals for a social district**

- This helps establish district boundaries, days, times
- Complement Downtown events
- Encourage foot traffic Downtown
- Encourage new development



# Mebane's Social District Strategy

## Step 3 – Visit with ABC Permittees in proposed district

- Explain the rules/liability
- Share benefits of a social district
- Gauge interest in participation





# Mebane's Social District Strategy

## Step 4 – Meet with City Management and Police Department

- Discuss proposed social district concept, area, days, hours
  - **Proposed days/hours: Thursday-Sunday, 11 a.m. – 10 p.m.**
- Discuss HB 211, other NC cities with social districts
- Discuss pros and cons, address misconceptions
- Encourage conversations with similar cities with social districts
- Schedule follow-up meetings to hear concerns



# Mebane's Social District Strategy

## Step 5 – Educate Community

- Focused on business/property owners Downtown
- Went door-to-door
- Shared information in Downtown Mebane Facebook group
- Held information sessions with Burlington's Main Street director
- Included pros and cons (to get in front of common misconceptions)



# Mebane's Social District Strategy

## **Step 6 – Present Proposal for City Council discussion**

- Review of social district proposal at public meeting
- Downtown businesses and ABC permittees participation for Q&A
- Adoption ordinance to be considered at a future meeting



# Mebane's Social District Strategy

## Step 7 – Establish the Social District

- Inform Downtown businesses/property owners
- Publicize through news release, social media
- Determine participation level for each business in social district
- Create final logos, QR codes
- Order and distribute decals
- Create sign design, determine sizes, locations and quantities
- Create webpage
- Create required maintenance plan
- File with the ABC Commission of NC
- Plan a launch date/event!



# Proposed Social District Boundaries



- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1. Martinho's Bakery & Deli | 7. Clay Street Tavern               |
| 2. Junction on 70           | 8. Trackside Bottle Shop            |
| 3. Bright Penny Brewing     | 9. Crafted: The Art of the Taco     |
| 4. Whiskey Sowers           | 10. 2 Twelve Seasonal Kitchen & Bar |
| 5. Hyperion Bar & Lounge    | 11. Stumblin' Pig                   |
| 6. Wooden Nickel            | 12. Go Girl Shoppe                  |

— Social District Boundaries

# ABC Permittees

■ Park



Learn More



# Social District Branding

## District Logo



## Cup Logo



# Social District Branding

## Window Decals



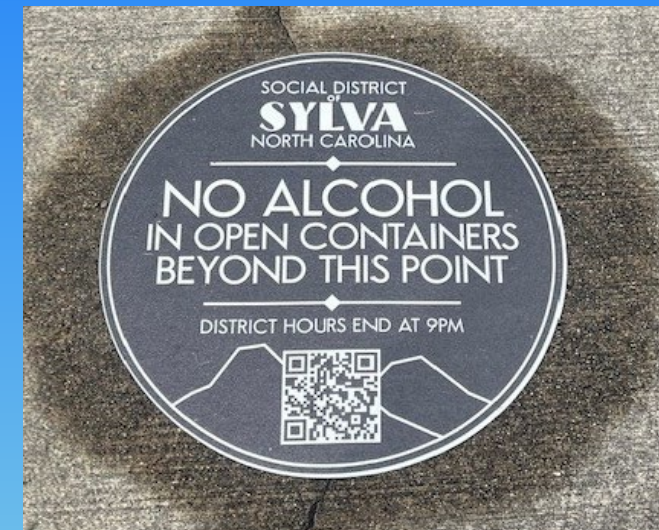
# Sign Examples (Burlington)

- Map signs – largest, in highest foot traffic areas, includes all information
- QR code signs – entry/exit points, basic information, QR code to map/rules
- Sidewalk decals – entry/exit points, QR code to map/rules





# Sign Examples (Silva)



# Questions?





## AGENDA ITEM #5B

### Petition for Voluntary Contiguous Annexation- Meritage Homes of the Carolinas, Inc.- Oakwood Subdivision

#### Meeting Date

May 6, 2024

#### Presenter

Lawson Brown, City Attorney

#### Public Hearing

Yes  No

#### Summary

Staff received a petition requesting voluntary contiguous annexation from Meritage Homes of the Carolinas, Inc.

#### Background

The applicant is requesting that the described property be annexed into Mebane's Corporate Limits. This is a contiguous annexation containing approximately +/- 53.3497 acres located in Orange County off E. Washington Street and Mattress Factory Road. A residential subdivision is planned for this property.

#### Financial Impact

The property will be added to the ad valorem tax base of the City once the property is annexed.

#### Recommendation

Staff recommends the Council's acceptance of the petition, the Clerk's Certificate of Sufficiency, and to adopt a Resolution setting a date of public hearing for June 3, 2024.

#### Suggested Motion

I make a motion to accept the petition, the Clerk's Certificate of Sufficiency, and to adopt a Resolution setting a date of public hearing for June 3, 2024.

#### Attachments

1. Petition
2. Clerk's Certificate of Sufficiency
3. Map
4. Resolution



# PETITION REQUESTING A CONTIGUOUS ANNEXATION

## Annexation Process – Approximately a 2 Month Process

1<sup>st</sup> Month- Submit a Petition for Annexation to the City Council, the Clerk reports to City Council the Sufficiency of the Annexation and the City Council adopts a Resolution to set a Public Hearing

2<sup>nd</sup> Month- A Public Hearing is held and normally that same night, the City Council will adopt an Ordinance to set the effective date as the same or the Council will deny the request

Date: 3/18/24

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is contiguous to the City of Mebane and the boundaries of such territory are as follows:

*Please include a Description of Boundaries Metes and Bounds Description on separate paper in WORD format.*

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

Name Individual or Company	Address	Vested Rights (Yes or No)	Signature	Print Name of Signatory
1. Meritage Homes of the Carolinas, Inc.	18655 North Claret Dr., Ste 400 Scottsdale, AZ 85255	Yes		Scott Roylance
2.				
3.				

- Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars).
- This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.

CERTIFICATE OF SUFFICIENCY

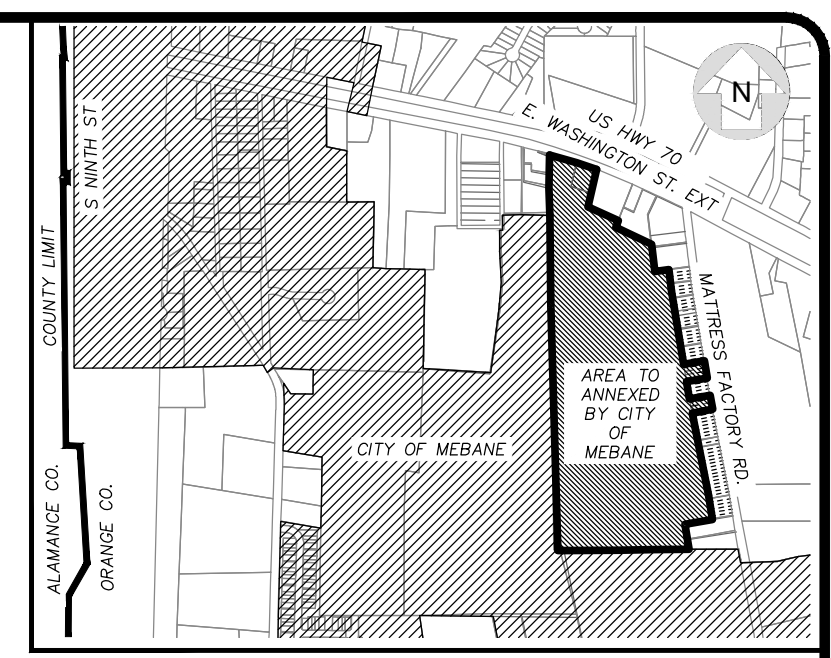
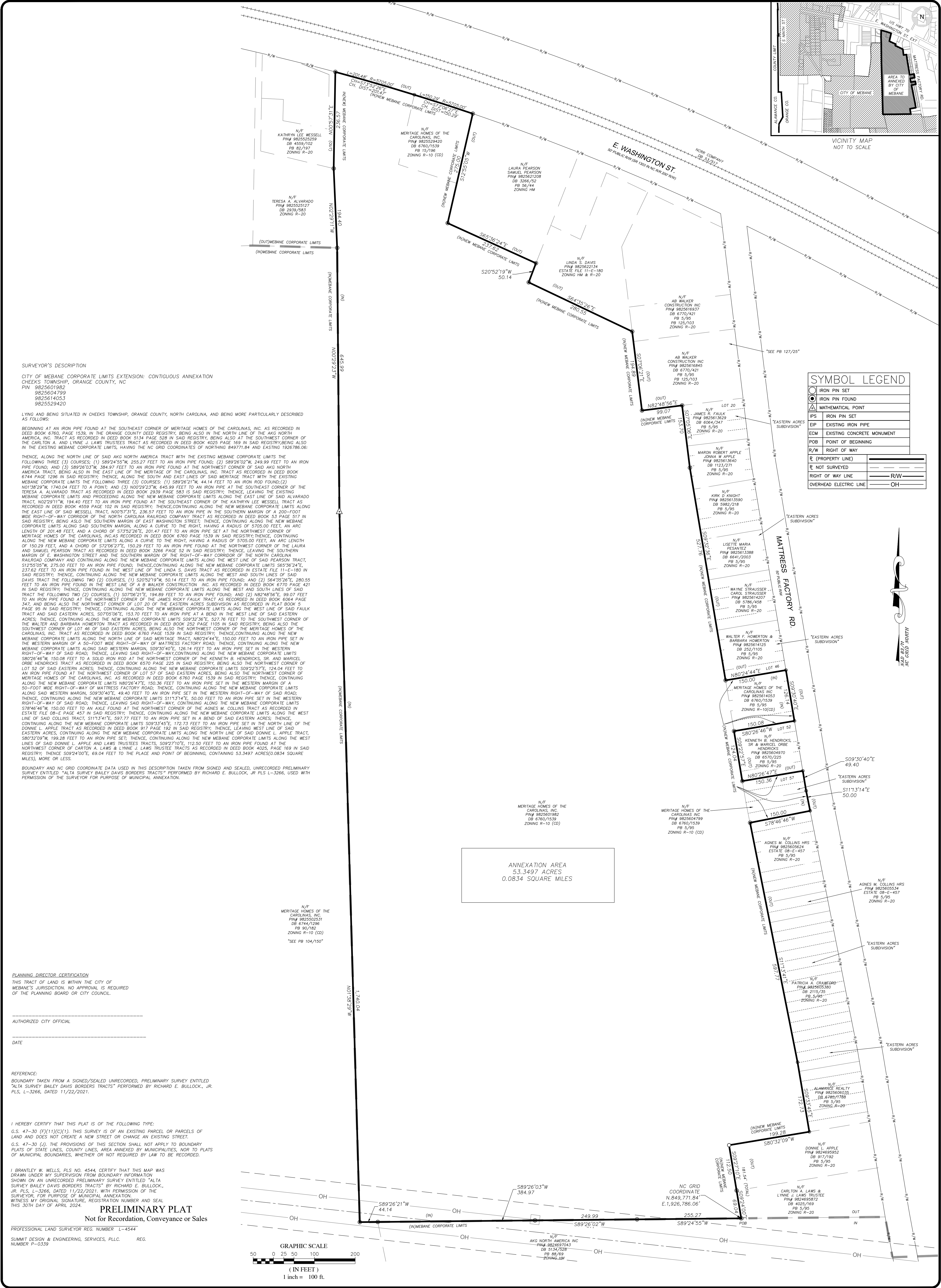
To the City Council of the City of Mebane, North Carolina:

I, Stephanie W. Shaw, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Mebane, this 6<sup>th</sup> day of May 2024.



Stephanie W. Shaw  
Stephanie W. Shaw, City Clerk



SYMBOL LEGEND table with columns for symbols and descriptions: IRON PIN SET, IRON PIN FOUND, MATHEMATICAL POINT, IRON PIN SET, EXISTING IRON PIPE, EXISTING CONCRETE MONUMENT, POINT OF BEGINNING, RIGHT OF WAY, PROPERTY LINE, NOT SURVEYED, RIGHT OF WAY LINE, OVERHEAD ELECTRIC LINE.

SURVEYOR'S DESCRIPTION

CITY OF MEBANE CORPORATE LIMITS EXTENSION: CONTIGUOUS ANNEXATION
CHECKS TOWNSHIP, ORANGE COUNTY, NC
PIN 9825601982
9825604799
9825614053
9825529420

LYING AND BEING SITUATED IN CHECKS TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON PIPE FOUND AT THE SOUTHWEST CORNER OF MERITAGE HOMES OF THE CAROLINAS, INC. AS RECORDED IN DEED BOOK 6760, PAGE 1539, IN THE ORANGE COUNTY DEED REGISTRY...
THEN, ALONG THE NORTH LINE OF SAID AKG NORTH AMERICA TRACT WITH THE EXISTING MEBANE CORPORATE LIMITS THE FOLLOWING THREE (3) COURSES: (1) 589'24'55\"/>

ANNEXATION AREA
53.3497 ACRES
0.0834 SQUARE MILES

PLANNING DIRECTOR CERTIFICATION

THIS TRACT OF LAND IS WITHIN THE CITY OF MEBANE'S JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL.

AUTHORIZED CITY OFFICIAL

DATE

REFERENCE

BOUNDARY TAKEN FROM A SIGNED/SEALED UNRECORDED, PRELIMINARY SURVEY ENTITLED 'ALTA SURVEY BAILEY DAVIS BORDERS TRACTS' PERFORMED BY RICHARD E. BULLOCK, JR. PLS. L-3266, DATED 11/22/2021.

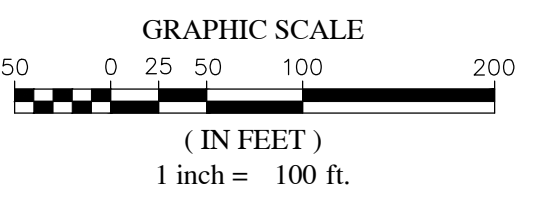
I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE:

C.S. 47-30 (1)(1)(C) THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
C.S. 47-30 (I), THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREA ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED.

I, BRANTLEY W. WELLS, PLS. NO. 4544, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM BOUNDARY INFORMATION SHOWN ON AN UNRECORDED PRELIMINARY SURVEY ENTITLED 'ALTA SURVEY BAILEY DAVIS BORDERS TRACTS' BY RICHARD E. BULLOCK, JR. PLS. L-3266, DATED 11/22/2021, WITH PERMISSION OF THE SURVEYOR, FOR PURPOSE OF MUNICIPAL ANNEXATION.

PRELIMINARY PLAT
Not for Recordation, Conveyance or Sales

PROFESSIONAL LAND SURVEYOR REG. NUMBER L-4544
SUMMIT DESIGN & ENGINEERING, SERVICES, PLLC. REG. NUMBER P-0339



PROJECT NO.
19-0139
DRAWING NAME
19-0139\_ANNEX
SHEET 1 OF 1

PROJECT ENGINEER: WW
SURVEY PROJECT MGR: RAH
DRAWN BY: RAH
SURVEYED BY: BULLOCK
CHECKED BY: WHM

FINAL PLAT OF CONTIGUOUS VOLUNTARY ANNEXATION FOR
CITY OF MEBANE CORPORATE
LIMITS EXTENSION
CHECKS TWP., ORANGE CO., NORTH CAROLINA
PROPERTY AS DESCRIBED IN DEED BOOK 6760 PAGE 1539
STANDING IN THE NAME OF
MERITAGE HOMES OF THE CAROLINAS, INC.

SUMMIT DESIGN AND ENGINEERING SERVICES logo and contact information: License #: P-0339, 320 Executive Court, Hillsborough, NC 27278-8551, Voice: (919) 732-3883, Fax: (919) 732-6676, www.summitdce.com

COPYRIGHT © 2024 SUMMIT DESIGN AND ENGINEERING SERVICES
DRAWING ALTERATION IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY PART OF THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO OBTAIN THE ORIGINAL SEAL AND NOTATION ALTERED BY FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS.

Table with 4 columns: REVISIONS, DATE, BY. Contains a grid for tracking changes.

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON  
QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31**

Annexation 169

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mebane, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Glendel Stephenson Municipal Building at 6:00 p.m. on June 3, 2024.

Section 2. The area proposed for annexation is described as follows:

LYING AND BEING SITUATED IN CHEEKS TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON PIPE FOUND AT THE SOUTHEAST CORNER OF MERITAGE HOMES OF THE CAROLINAS, INC. AS RECORDED IN DEED BOOK 6760, PAGE 1539, IN THE ORANGE COUNTY DEED REGISTRY, BEING ALSO IN THE NORTH LINE OF THE AKG NORTH AMERICA, INC. TRACT AS RECORDED IN DEED BOOK 5134 PAGE 528 IN SAID REGISTRY, BEING ALSO AT THE SOUTHWEST CORNER OF THE CARLTON A. AND LYNNE J. LAWS TRUSTEES TRACT AS RECORDED IN DEED BOOK 4025 PAGE 169 IN SAID REGISTRY, BEING ALSO IN THE EXISTING MEBANE CORPORATE LIMITS, HAVING THE NC GRID COORDINATES OF NORTHING 849771.84 AND EASTING 1926786.06:

THENCE, ALONG THE NORTH LINE OF SAID AKG NORTH AMERICA TRACT WITH THE EXISTING MEBANE CORPORATE LIMITS THE FOLLOWING THREE (3) COURSES; (1) S89°24'55"W, 255.27 FEET TO AN IRON PIPE FOUND; (2) S89°26'02"W, 249.99 FEET TO AN IRON PIPE FOUND; AND (3) S89°26'03"W, 384.97 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF SAID AKG NORTH AMERICA TRACT, BEING ALSO IN THE EAST LINE OF THE MERITAGE OF THE CAROLINAS, INC. TRACT AS RECORDED IN DEED BOOK 6744 PAGE 1296 IN SAID REGISTRY; THENCE, ALONG THE SOUTH AND EAST LINES OF SAID MERITAGE TRACT WITH THE EXISTING MEBANE CORPORATE LIMITS THE FOLLOWING THREE (3) COURSES: (1) S89°26'21"W, 44.14 FEET TO AN IRON ROD FOUND; (2) N01°38'29"W, 1740.04 FEET TO A POINT; AND (3) N00°29'23"W, 645.99 FEET TO AN IRON PIPE AT THE SOUTHEAST CORNER OF THE TERESA A. ALVARADO TRACT AS RECORDED IN DEED BOOK 2939 PAGE 583 IN SAID REGISTRY; THENCE, LEAVING THE EXISTING MEBANE CORPORATE LIMITS AND PROCEEDING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE EAST LINE OF SAID ALVARADO TRACT, N02°29'11"W, 194.40 FEET TO AN IRON PIPE FOUND AT THE SOUTHEAST CORNER OF THE KATHRYN LEE WESSELL TRACT AS RECORDED IN DEED BOOK 4559 PAGE 102 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE EAST LINE OF SAID WESSELL TRACT, N00°57'31"E, 236.57 FEET TO AN IRON PIPE IN THE SOUTHERN MARGIN OF A 200-FOOT WIDE RIGHT-OF-WAY CORRIDOR OF THE NORTH CAROLINA RAILROAD COMPANY TRACT AS RECORDED IN DEED BOOK 53 PAGE 517 IN SAID REGISTRY, BEING ALSO THE SOUTHERN MARGIN OF EAST WASHINGTON STREET; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG SAID SOUTHERN MARGIN, ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 5705.00 FEET, AN ARC LENGTH OF 201.48 FEET, AND A CHORD OF S73°52'26"E, 201.47 FEET TO AN IRON PIPE SET AT THE NORTHWEST CORNER OF MERITAGE HOMES OF THE CAROLINAS, INC. AS RECORDED IN DEED BOOK 6760 PAGE 1539 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG A CURVE TO THE RIGHT, HAVING A RADIUS OF 5705.00 FEET, AN ARC LENGTH OF 150.29 FEET, AND A CHORD OF S72°06'27"E, 150.29 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF THE LAURA AND SAMUEL PEARSON TRACT AS RECORDED IN DEED BOOK 3266 PAGE 52 IN SAID REGISTRY; THENCE, LEAVING THE SOUTHERN MARGIN OF E. WASHINGTON STREET AND THE SOUTHERN MARGIN OF THE RIGHT-OF-WAY CORRIDOR OF THE NORTH CAROLINA RAILROAD COMPANY AND CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST LINE OF SAID PEARSON TRACT, S12°55'05"W, 275.00 FEET TO AN IRON PIPE FOUND; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S65°36'24"E, 237.62 FEET

TO AN IRON PIPE FOUND IN THE WEST LINE OF THE LINDA S. DAVIS TRACT AS RECORDED IN ESTATE FILE 11-E-180 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST AND SOUTH LINES OF SAID DAVIS TRACT THE FOLLOWING TWO (2) COURSES, (1) S20°52'19"W, 50.14 FEET TO AN IRON PIPE FOUND; AND (2) S64°35'26"E, 280.55 FEET TO AN IRON PIPE FOUND IN THE WEST LINE OF A B WALKER CONSTRUCTION INC. AS RECORDED IN DEED BOOK 6770 PAGE 421 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST AND SOUTH LINES OF SAID TRACT THE FOLLOWING TWO (2) COURSES, (1) S07°06'21"E, 194.89 FEET TO AN IRON PIPE FOUND; AND (2) N82°48'56"E, 99.07 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF THE JAMES RICKY FAULK TRACT AS RECORDED IN DEED BOOK 6064 PAGE 347, AND BEING ALSO THE NORTHWEST CORNER OF LOT 20 OF THE EASTERN ACRES SUBDIVISION AS RECORDED IN PLAT BOOK 5 PAGE 95 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST LINE OF SAID FAULK TRACT AND SAID EASTERN ACRES, S07°05'06"E, 153.70 FEET TO AN IRON PIPE AT A BEND IN THE WEST LINE OF SAID EASTERN ACRES; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S09°32'36"E, 527.76 FEET TO THE SOUTHWEST CORNER OF THE WALTER AND BARBARA HOWERTON TRACT AS RECORDED IN DEED BOOK 252 PAGE 1105 IN SAID REGISTRY, BEING ALSO THE SOUTHWEST CORNER OF LOT 46 OF SAID EASTERN ACRES, BEING ALSO THE NORTHWEST CORNER OF THE MERITAGE HOMES OF THE CAROLINAS, INC. TRACT AS RECORDED IN DEED BOOK 6760 PAGE 1539 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE NORTH LINE OF SAID MERITAGE TRACT, N80°24'44"E, 150.00 FEET TO AN IRON PIPE SET IN THE WESTERN MARGIN OF A 50-FOOT WIDE RIGHT-OF-WAY OF MATTRESS FACTORY ROAD; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG SAID WESTERN MARGIN, S09°30'40"E, 126.14 FEET TO AN IRON PIPE SET IN THE WESTERN RIGHT-OF-WAY OF SAID ROAD; THENCE, LEAVING SAID RIGHT-OF-WAY, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S80°26'46"W, 150.08 FEET TO A SOLID IRON ROD AT THE NORTHWEST CORNER OF THE KENNETH B. HENDRICKS, SR. AND MARICEL ORBE HENDRICKS TRACT AS RECORDED IN DEED BOOK 6570 PAGE 225 IN SAID REGISTRY, BEING ALSO THE NORTHWEST CORNER OF LOT 52 OF SAID EASTERN ACRES; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S09°22'57"E, 124.04 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF LOT 57 OF SAID EASTERN ACRES, BEING ALSO THE NORTHWEST CORNER OF MERITAGE HOMES OF THE CAROLINAS, INC. AS RECORDED IN DEED BOOK 6760 PAGE 1539 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS N80°26'47"E, 150.36 FEET TO AN IRON PIPE SET IN THE WESTERN MARGIN OF A 50-FOOT WIDE RIGHT-OF-WAY OF MATTRESS FACTORY ROAD; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG SAID WESTERN MARGIN, S09°30'40"E, 49.40 FEET TO AN IRON PIPE SET IN THE WESTERN RIGHT-OF-WAY OF SAID ROAD; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S11°13'14"E, 50.00 FEET TO AN IRON PIPE SET IN THE WESTERN RIGHT-OF-WAY OF SAID ROAD; THENCE, LEAVING SAID RIGHT-OF-WAY, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S78°46'46"W, 150.00 FEET TO AN AXLE FOUND AT THE NORTHWEST CORNER OF THE AGNES M. COLLINS TRACT AS RECORDED IN ESTATE FILE 08-E PAGE 457 IN SAID REGISTRY; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST LINE OF SAID COLLINS TRACT, S11°13'41"E, 597.77 FEET TO AN IRON PIPE SET IN A BEND OF SAID EASTERN ACRES; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS S09°33'45"E, 172.73 FEET TO AN IRON PIPE SET IN THE NORTH LINE OF THE DONNIE L. APPLE TRACT AS RECORDED IN DEED BOOK 917 PAGE 192 IN SAID REGISTRY; THENCE, LEAVING WEST LINE OF SAID EASTERN ACRES, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE NORTH LINE OF SAID DONNIE L. APPLE TRACT, S80°32'09"W, 199.28 FEET TO AN IRON PIPE SET; THENCE, CONTINUING ALONG THE NEW MEBANE CORPORATE LIMITS ALONG THE WEST LINES OF SAID DONNIE L. APPLE AND LAWS TRUSTEES TRACTS, S09°27'10"E, 112.50 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF CARTON A. LAWS & LYNNE J. LAWS TRUSTEE TRACTS AS RECORDED IN DEED BOOK 4025, PAGE 169 IN SAID REGISTRY; THENCE S09°24'00"E, 69.04 FEET TO THE PLACE AND POINT OF BEGINNING, CONTAINING 53.3497 ACRES(0.0834 SQUARE MILES), MORE OR LESS.

BOUNDARY AND NC GRID COORDINATE DATA USED IN THIS DESCRIPTION TAKEN FROM SIGNED AND SEALED, UNRECORDED PRELIMINARY SURVEY ENTITLED "ALTA SURVEY BAILEY DAVIS BORDERS TRACTS" PERFORMED BY RICHARD E. BULLOCK, JR PLS L-3266, USED WITH PERMISSION OF THE SURVEYOR FOR PURPOSE OF MUNICIPAL ANNEXATION.



Section 3. Notice of the public hearing shall be published once in the Alamance News and News of Orange, newspapers having general circulation in the City of Mebane, at least ten (10) days prior to the date of the public hearing.

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Ed Hooks, Mayor

ATTEST:

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Stephanie W. Shaw, City Clerk



# AGENDA ITEM #5C

SUB 24-06

Final Subdivision Plat  
Bowman Place, Phase S-4

### Presenter

Ashley Ownbey, Development Director

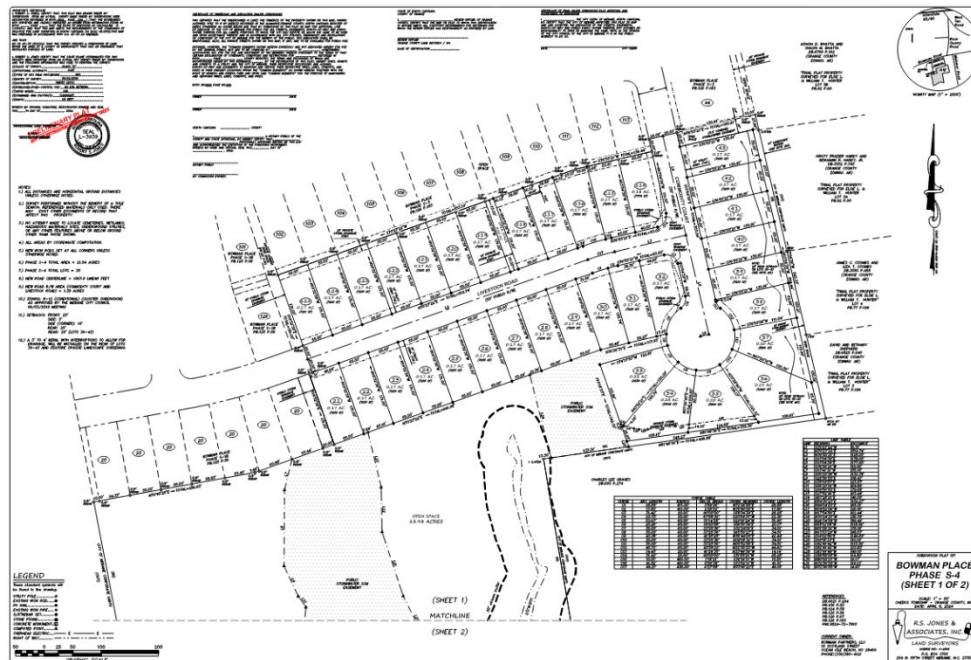
### Applicant

Bowman Partners, LLC  
15 Scotland Street  
Ocean Isle Beach, NC 28469

### Public Hearing

Yes  No

## Final Plat



### Property

Bowman Place,  
Orange County  
GPIN 9824727810

### Proposed Zoning

N/A

### Current Zoning

R-12 (CD)

### Size

+/-21.54 acres

### Surrounding Zoning

R-12 (CD) & Orange  
County AR

### Surrounding Land Uses

Residential,  
Agricultural, Vacant

### Utilities

Extended at  
developer's expense.

### Floodplain

No

### Watershed

No

### City Limits

Yes

---

**Summary**

Bowman Partners, LLC, is requesting approval of the Final Plat for Phase S-4 of the Bowman Place Subdivision (approved for conditional rezoning as a cluster subdivision by City Council 06/03/19). The Final Plat will include a total area of +/- 21.54 acres featuring 35 single-family lots, +/- 13.98 acres of open space, and +/-1.38 acres and +/- 1,068 linear feet of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the Final Plat and the applicant has revised the plat to reflect comments. All infrastructure must be completed and approved to meet the City of Mebane specifications. All infrastructure not completed shall be bonded or a letter of credit provided prior to recordation.

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**Financial Impact**

The developer has extended utilities at his own expense.

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**Recommendation**

Staff recommends approval of the Final Plat.

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**Suggested Motion**

Motion to approve the final plat as presented.

---

**Attachments**

1. Final Plat

**SURVEYOR'S CERTIFICATE**  
 I, ROBERT S. JONES, CERTIFY THAT THIS PLAN WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. DEED DESCRIPTIONS RECORDED IN BOOK 866L, PAGE 234-235, THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 866L, PAGE 234-235, THAT THE RATE OF PRECISION AS CALCULATED IS 1:10000; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 36.1600). THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

AND THAT:  
 NC GS 47-30 (1)(1)(iv) THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

I, ROBERT S. JONES CERTIFY THAT THE STATE PLANE COORDINATES FOR THIS PROJECT WERE PRODUCED FROM AN ACTUAL GPS SURVEY UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

(1) CLASS OF SURVEY: CLASS "A"  
 (2) POSITIONAL ACCURACY: 0.06"  
 (3) TYPE OF GPS FIELD PROCEDURE: YES  
 (4) DATE OF SURVEY: 06/12/2019  
 (5) DATUM/EPOCH: NAD83 (2011)  
 (6) PUBLISHED/FIXED-CONTROL USE: NC RTK NETWORK  
 (7) OS/SD MODEL: 128  
 (8) COMBINED GRID FACTOR(S): 0.9999427  
 (9) UNITS: US FEET

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS \_\_\_\_\_TH DAY OF \_\_\_\_\_, 2024.

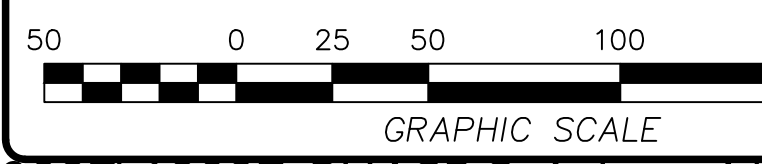
**PROFESSIONAL LAND SURVEYOR**  
 STATE OF NORTH CAROLINA  
 REGISTRATION NUMBER  
 L-3939  
 ROBERT S. JONES

- NOTES:**
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
  - SURVEY PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH. REFERENCED MATERIALS ONLY USED. THERE MAY EXIST OTHER DOCUMENTS OF RECORD THAT AFFECT THIS PROPERTY.
  - NO ATTEMPT MADE TO LOCATE CEMETERIES, WETLANDS, HAZARDOUS MATERIALS SITES, UNDERGROUND UTILITIES, OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.
  - ALL AREAS BY COORDINATE COMPUTATION.
  - NEW IRON RODS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
  - PHASE S-4 TOTAL AREA = 21.54 ACRES
  - PHASE S-4 TOTAL LOTS = 35
  - NEW ROAD CENTERLINE = 1067.9 LINEAR FEET
  - NEW ROAD R/W AREA (COMMODITY COURT AND LIVESTOCK ROAD) = 1.38 ACRES
  - ZONING: R-12 (CONDITIONAL) (CLUSTER SUBDIVISION) AS APPROVED BY THE MEBANE CITY COUNCIL 06/03/2019 MEETING
  - SETBACKS: FRONT: 20'  
 SIDE: 5'  
 SIDE (CORNER): 10'  
 REAR: 20'  
 REAR: 25' (LOTS 36-43)
  - A 3' TO 4' BERM, WITH INTERRUPTIONS TO ALLOW FOR DRAINAGE, WILL BE INSTALLED ON THE REAR OF LOTS 36-43 AND FEATURE OPAQUE LANDSCAPE SCREENING.

**LEGEND**

These standard symbols will be found in the drawing.

UTILITY POLE.....  
 EXISTING IRON ROD.....  
 PK NAIL.....  
 EXISTING IRON PIPE.....  
 5/8" REBAR SET.....  
 STONE FOUND.....  
 CONCRETE MONUMENT.....  
 COMPUTED POINT.....  
 OVERHEAD ELECTRIC.....  
 RIGHT OF WAY.....



**CERTIFICATE OF OWNERSHIP AND DEDICATION (MAJOR SUBDIVISION)**  
 THIS CERTIFIES THAT THE UNDERSIGNED IS (ARE) THE OWNER(S) OF THE PROPERTY SHOWN ON THIS MAP, HAVING ACQUIRED TITLE TO IT BY DEED(S) RECORDED IN THE ALAMANCE/ORANGE COUNTY, NORTH CAROLINA REGISTER OF DEEDS OTHERWISE AS SHOWN BELOW AND THAT BY SUBMISSION OF THIS PLAT OR MAP FOR APPROVAL I/WE DO DEDICATE TO THE CITY OF MEBANE FOR PUBLIC USE ALL STREETS, EASEMENTS, RIGHTS-OF-WAY AND PARKS SHOWN THEREON FOR ALL LEGAL PURPOSES TO WHICH THE CITY MAY DEVOTE OR ALLOW THE SAME TO BE USED AND UPON ACCEPTANCE THEREOF AND IN ACCORDANCE WITH ALL CITY POLICIES, ORDINANCES AND REGULATIONS OR CONDITIONS OF THE CITY OF MEBANE FOR THE BENEFIT OF THE PUBLIC THIS DEDICATION SHALL BE IRREVOCABLE. ALSO, ALL PRIVATE STREETS SHOWN ON THIS MAP, IF ANY, ARE TO BE AVAILABLE FOR PUBLIC USE.

PROVIDED, HOWEVER, THE "COMMON ELEMENTS" SHOWN HEREON EXPRESSLY ARE NOT DEDICATED HEREBY FOR USE BY THE GENERAL PUBLIC, BUT ARE TO BE CONVEYED TO THE COUNTY REGISTRY TO THE TOWN OF THAT CERTAIN DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE RECORD IN BOOK \_\_\_\_\_ OF THE COUNTY REGISTRY TO THE TOWN OF \_\_\_\_\_ BY THE RECORDED INSTRUMENT.

ASSOCIATION, INC. FOR THE USE AND ENJOYMENT OF THE MEMBERS THEREOF PURSUANT TO THE TERMS OF THAT CERTAIN DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE RECORD IN BOOK \_\_\_\_\_ OF THE COUNTY REGISTRY TO THE TOWN OF \_\_\_\_\_ BY THE RECORDED INSTRUMENT.

INCORPORATED HEREIN BY THIS REFERENCE. BY THE RECORDED INSTRUMENT OF THIS PLAT, HEREBY GIVES, GRANTS AND CONVEYS TO A UTILITY AND THE CITY OF MEBANE, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, RIGHTS-OF-WAY AND EASEMENTS TO MAINTAIN AND SERVICE THEIR RESPECTIVE WIRES, LINES, CONDUITS, AND PIPES IN THEIR PRESENT LOCATIONS WITHIN THE "COMMON ELEMENTS" AS SHOWN HEREON TOGETHER WITH THE RIGHT OF ACCESS AND EGRESS OVER AND UPON SAID "COMMON ELEMENTS" FOR THE PURPOSE OF MAINTAINING AND SERVING WIRES, LINES, CONDUITS, AND PIPES.

BOOK NO. 662L PAGE NO. 294

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

NORTH CAROLINA \_\_\_\_\_ COUNTY \_\_\_\_\_

COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY, A NOTARY PUBLIC OF THE STATE OF NORTH CAROLINA, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF NORTH CAROLINA  
 COUNTY OF ORANGE

REVIEW OFFICER OF ORANGE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

REVIEW OFFICER \_\_\_\_\_ ORANGE COUNTY LAND RECORDS / GIS  
 DATE OF CERTIFICATION: \_\_\_\_\_

CERTIFICATE OF FINAL MAJOR SUBDIVISION PLAT APPROVAL AND ACCEPTANCE OF DEDICATION

I, \_\_\_\_\_ THE CITY CLERK OF MEBANE, NORTH CAROLINA, DO CERTIFY THAT THE CITY OF MEBANE APPROVED THIS PLAT OR MAP AND ACCEPTED THE DEDICATION OF THE STREETS, EASEMENTS, RIGHTS-OF-WAY AND PUBLIC PARKS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME, UNLESS IN THE OPINION OF THE CITY COUNCIL OF THE CITY OF MEBANE IT IS IN THE PUBLIC INTEREST TO DO SO.

DATE \_\_\_\_\_ CITY CLERK \_\_\_\_\_

ASHISH D. BHATTA AND SHASHI M. BHATTA  
 DB.6799 P.162  
 (ORANGE COUNTY ZONING: AR)

"FINAL PLAT PROPERTY SURVEYED FOR ELSIE L. & WILLIAM T. HUNTER"  
 LOT 5B  
 PB.92 P.90

KRISTY FRAZIER HARDY AND BENJAMIN R. HARDY, JR.  
 DB.3052 P.345  
 (ORANGE COUNTY ZONING: AR)

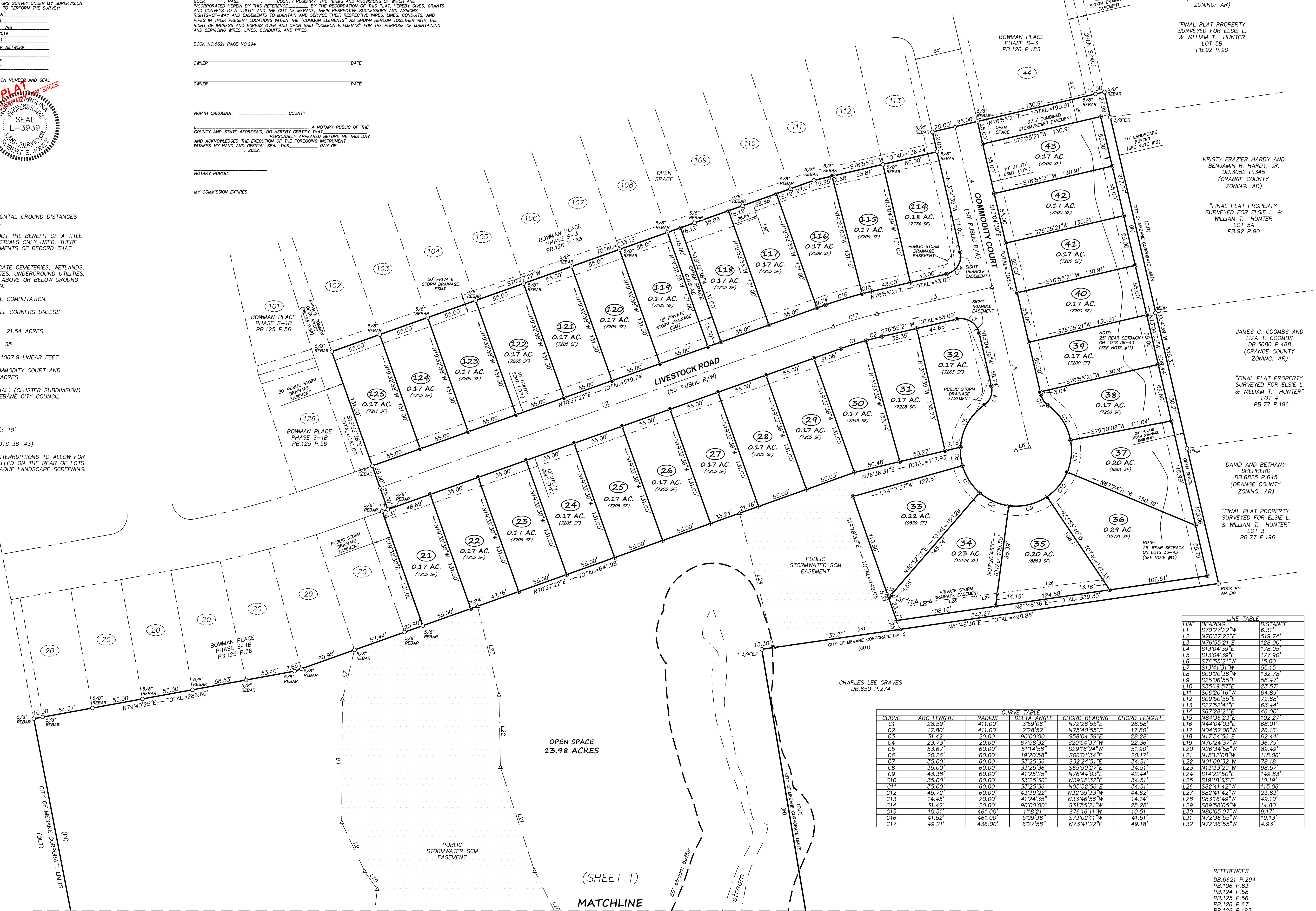
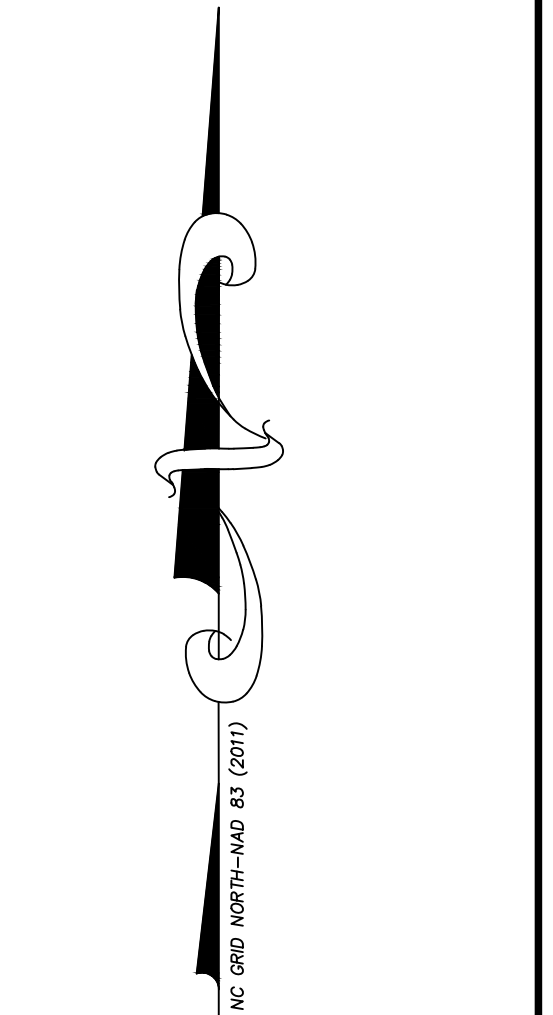
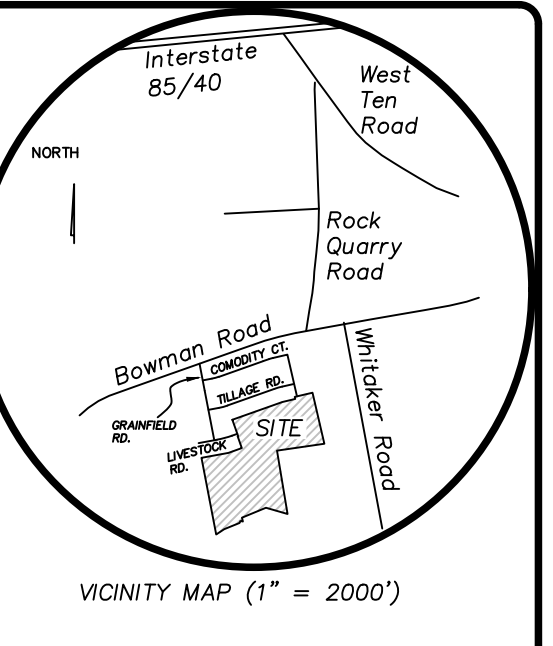
"FINAL PLAT PROPERTY SURVEYED FOR ELSIE L. & WILLIAM T. HUNTER"  
 LOT 5A  
 PB.92 P.90

JAMES C. COOMBS AND LIZA T. COOMBS  
 DB.3080 P.488  
 (ORANGE COUNTY ZONING: AR)

"FINAL PLAT PROPERTY SURVEYED FOR ELSIE L. & WILLIAM T. HUNTER"  
 LOT 4  
 PB.77 P.196

DAVID AND BETHANY SHEPHERD  
 DB.6825 P.645  
 (ORANGE COUNTY ZONING: AR)

"FINAL PLAT PROPERTY SURVEYED FOR ELSIE L. & WILLIAM T. HUNTER"  
 LOT 3  
 PB.77 P.196



**CURVE TABLE**

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	28.59'	411.00'	3.59°06'	N72°26'55"E	28.58'
C2	17.80'	411.00'	2.28°52'	N75°04'55"E	17.80'
C3	31.42'	20.00'	90°00'00"	S58°04'39"E	28.28'
C4	23.73'	20.00'	67°58'32"	S20°54'37"W	22.36'
C5	53.67'	60.00'	51°14'58"	S29°16'24"W	51.90'
C6	20.26'	60.00'	19°20'56"	S06°01'54"E	20.17'
C7	35.00'	60.00'	33°25'56"	S32°24'51"E	34.51'
C8	35.00'	60.00'	33°25'56"	S65°50'27"E	34.51'
C9	43.58'	60.00'	41°29'29"	N76°44'03"E	42.44'
C10	35.00'	60.00'	33°25'56"	N39°18'32"E	34.51'
C11	35.00'	60.00'	33°25'56"	N05°52'56"E	34.51'
C12	45.72'	60.00'	43°39'22"	N32°39'33"W	44.62'
C13	14.43'	20.00'	41°24'35"	N33°46'56"W	14.14'
C14	31.42'	20.00'	90°00'00"	S31°55'21"W	28.28'
C15	10.51'	461.00'	1°18'21"	S76°16'11"W	10.51'
C16	41.52'	461.00'	5°09'58"	S73°02'11"W	41.51'
C17	49.21'	436.00'	6°27'58"	N73°41'22"E	49.18'

**LINE BEARING TABLE**

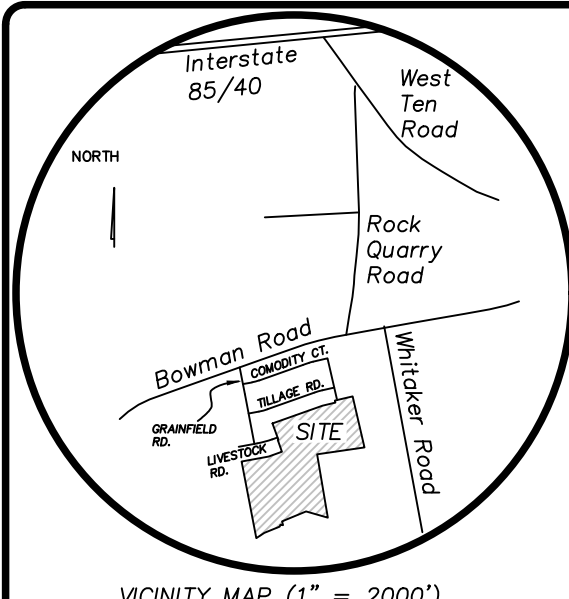
LINE	BEARING	LINE TABLE	DISTANCE
L1	S70°27'22"W	6.31'	6.31'
L2	N70°27'22"E	519.74'	519.74'
L3	S76°55'21"E	128.00'	128.00'
L4	S13°04'39"E	178.05'	178.05'
L5	S13°04'39"E	177.90'	177.90'
L6	S76°55'21"W	15.00'	15.00'
L7	S13°41'31"W	55.15'	55.15'
L8	S00°20'36"W	132.78'	132.78'
L9	S25°06'55"E	58.47'	58.47'
L10	S35°19'51"E	23.57'	23.57'
L11	S06°20'16"W	64.89'	64.89'
L12	S09°50'55"E	79.68'	79.68'
L13	S2°52'41"E	63.44'	63.44'
L14	S67°28'21"E	46.00'	46.00'
L15	N84°36'23"E	102.27'	102.27'
L16	N44°04'03"E	68.01'	68.01'
L17	N05°52'06"W	28.16'	28.16'
L18	N17°54'56"E	62.44'	62.44'
L19	N70°24'37"W	36.79'	36.79'
L20	N26°34'58"W	69.49'	69.49'
L21	N18°12'08"W	118.06'	118.06'
L22	N01°09'32"W	78.18'	78.18'
L23	N13°33'29"W	98.57'	98.57'
L24	S14°22'50"E	149.83'	149.83'
L25	S19°18'33"E	10.19'	10.19'
L26	S82°41'42"W	115.06'	115.06'
L27	S82°41'42"W	23.83'	23.83'
L28	S89°16'48"W	49.10'	49.10'
L29	S89°58'05"W	14.80'	14.80'
L30	N80°05'07"W	9.17'	9.17'
L31	N72°36'55"W	13.13'	13.13'
L32	N72°36'55"W	4.93'	4.93'

SUBDIVISION PLAT OF:  
**BOWMAN PLACE PHASE S-4 (SHEET 1 OF 2)**

SCALE: 1" = 50'  
 CHECKS TOWNSHIP - ORANGE COUNTY, NC  
 DATE: APRIL 8, 2024

**R.S. JONES & ASSOCIATES, INC.**  
 LAND SURVEYORS  
 LICENSE NO.: 0-2665  
 P.O. BOX 1700  
 204 N. FIFTH STREET MEBANE, NC 27302  
 PH: (919)563-3623

(SHEET 1)  
 MATCHLINE  
 (SHEET 2)



VICINITY MAP (1" = 2000')

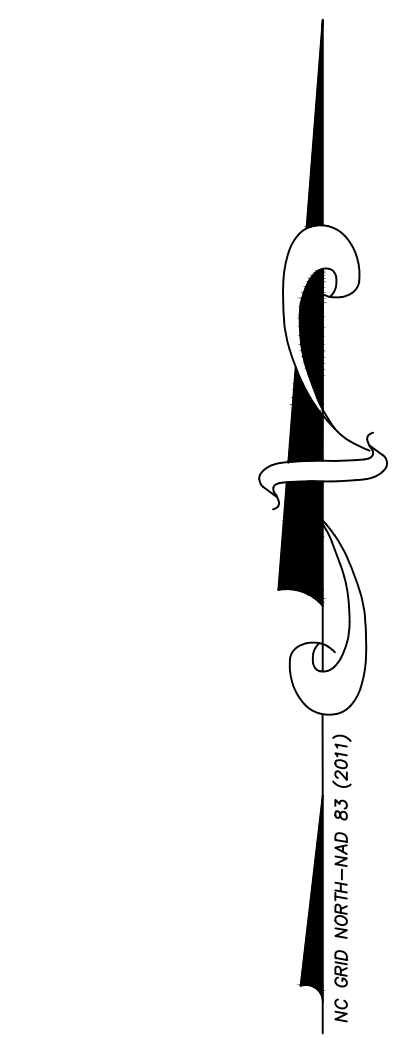
**SURVEYOR'S CERTIFICATE**  
 I, ROBERT S. JONES, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. DEED DESCRIPTION RECORDED IN BOOK 6621, PAGE 224, THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 6621, PAGE 224, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10000. AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 N.C.A.C. 36.1600). THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

AND THAT:  
 NC GS 47-30 (9/11)(c) THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

I, ROBERT S. JONES, CERTIFY THAT THE STATE PLANE COORDINATES FOR THIS PROJECT WERE PRODUCED FROM AN ACTUAL GPS SURVEY UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: CLASS "A"
- (2) POSITIONAL ACCURACY: 0.08"
- (3) TYPE OF GPS FIELD PROCEDURE: URS
- (4) DATE OF SURVEY: 06/12/2019
- (5) DATUM/EPOCH: NAD83 (2011)
- (6) PUBLISHED/ADJUDICATED CONTROL USE: NC RTK NETWORK
- (7) TIE/DIM MODEL: 128
- (8) COMBINED GRID FACTOR(S): 0.9999427
- (9) UNITS: US FEET

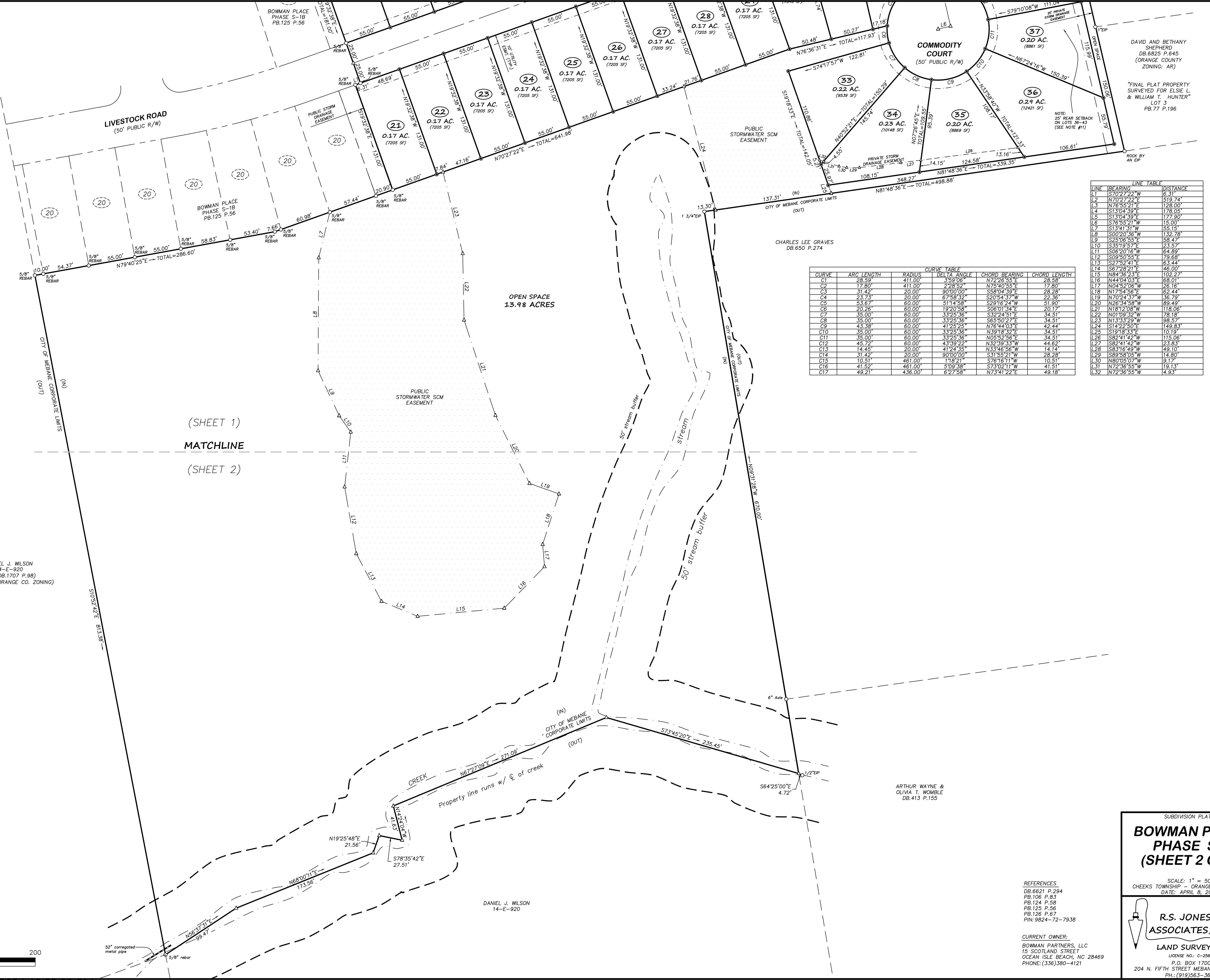
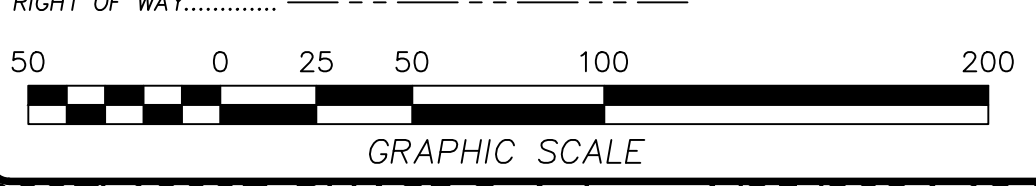
WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS \_\_\_\_\_ TH DAY OF \_\_\_\_\_ 2023.



DANIEL J. WILSON  
 14-E-920  
 (SEE DB.1707 P.98)  
 (ZONED AR ORANGE CO. ZONING)

**LEGEND**

- These standard symbols will be found in the drawing.
- UTILITY POLE.....
  - EXISTING IRON ROD.....
  - PK NAIL.....
  - EXISTING IRON PIPE.....
  - 5/8" REBAR SET.....
  - STONE FOUND.....
  - CONCRETE MONUMENT.....
  - COMPUTED POINT.....
  - OVERHEAD ELECTRIC.....
  - RIGHT OF WAY.....



CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	28.59'	411.00'	3°59'06"	N72°26'55"E	28.58'
C2	17.80'	411.00'	2°28'52"	N75°40'55"E	17.80'
C3	31.42'	20.00'	90°00'00"	S58°04'39"E	28.28'
C4	23.73'	20.00'	67°58'32"	S20°54'37"W	22.36'
C5	53.67'	60.00'	51°14'58"	S29°16'24"W	51.90'
C6	20.26'	60.00'	19°20'58"	S06°01'54"E	20.17'
C7	35.00'	60.00'	33°25'36"	S32°24'51"E	34.51'
C8	35.00'	60.00'	33°25'36"	S65°50'27"E	34.51'
C9	43.38'	60.00'	41°25'25"	N76°44'03"E	42.44'
C10	35.00'	60.00'	33°25'36"	N39°18'32"E	34.51'
C11	35.00'	60.00'	33°25'36"	N05°52'56"E	34.51'
C12	45.72'	60.00'	43°39'22"	N32°39'33"W	44.62'
C13	14.45'	20.00'	41°24'35"	N33°46'56"W	14.14'
C14	31.42'	20.00'	90°00'00"	S31°55'21"W	28.28'
C15	10.51'	461.00'	1°18'21"	S76°16'11"W	10.51'
C16	41.52'	461.00'	5°09'38"	S73°02'11"W	41.51'
C17	49.21'	436.00'	6°27'58"	N73°41'22"E	49.18'

LINE	BEARING	DISTANCE
L1	S70°27'22"W	6.31'
L2	N70°27'22"E	519.74'
L3	N76°55'21"E	178.00'
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L6	S76°55'21"W	15.00'
L7	S13°41'31"W	55.19'
L8	S00°20'36"W	132.78'
L9	S25°06'55"E	58.47'
L10	S35°19'57"E	23.57'
L11	S06°20'16"W	64.89'
L12	S09°50'55"E	79.68'
L13	S27°52'41"E	63.44'
L14	S8°28'21"E	46.00'
L15	N84°36'23"E	102.27'
L16	N44°04'03"E	68.01'
L17	N04°52'06"W	26.16'
L18	N17°54'56"E	62.44'
L19	N70°24'37"W	36.79'
L20	N26°34'58"W	89.49'
L21	N18°12'08"W	118.06'
L22	N01°09'32"W	78.18'
L23	N13°33'29"W	98.57'
L24	S14°22'50"E	149.83'
L25	S19°18'33"E	101.19'
L26	S82°41'42"W	115.06'
L27	S82°41'42"W	23.83'
L28	S83°16'49"W	49.10'
L29	S89°58'05"W	14.80'
L30	N80°05'07"W	9.17'
L31	N72°36'55"W	19.13'
L32	N72°36'55"W	4.93'

SUBDIVISION PLAT OF:  
**BOWMAN PLACE PHASE S-4 (SHEET 2 OF 2)**

SCALE: 1" = 50'  
 CHECKS TOWNSHIP - ORANGE COUNTY, NC  
 DATE: APRIL 8, 2024

**R.S. JONES & ASSOCIATES, INC.**  
 LAND SURVEYORS  
 LICENSE NO.: 6-2665  
 P.O. BOX 1700  
 204 N. FIFTH STREET MEbane, N.C. 27302  
 PH.: (919)563-3623

REFERENCES  
 DB.6621 P.294  
 PB.106 P.83  
 PB.124 P.58  
 PB.125 P.56  
 PB.126 P.67  
 PIN: 9824-72-7938

CURRENT OWNER:  
 BOWMAN PARTNERS, LLC  
 15 SCOTLAND STREET  
 OCEAN ISLE BEACH, NC 28469  
 PHONE: (336)360-4121



# AGENDA ITEM #5D

SUB 24-05

Final Subdivision Plat  
The Meadows, Phase 5

### Presenter

Ashley Ownbey, Development Director

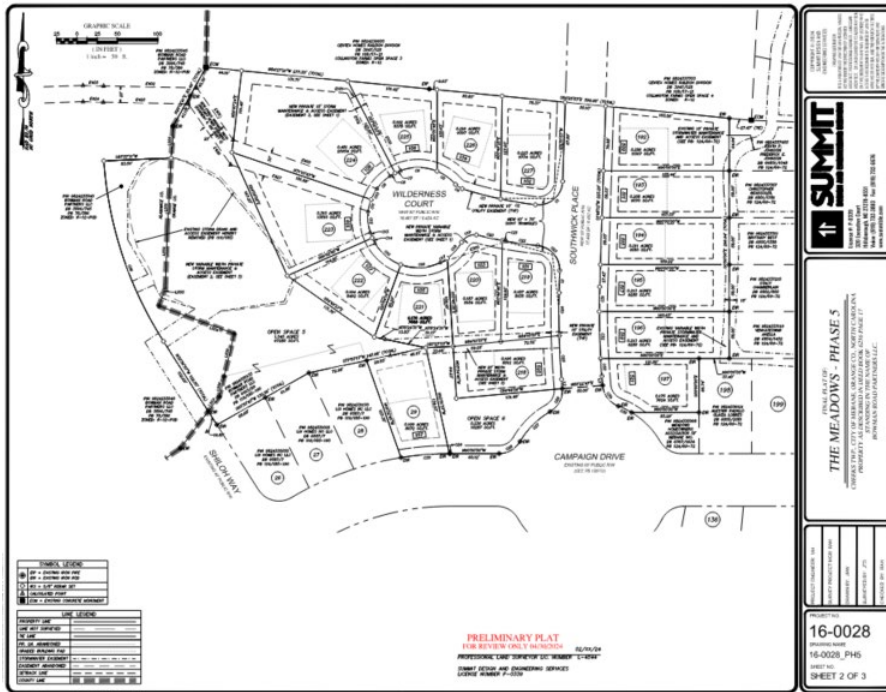
### Applicant

Bowman Road Partners, LLC  
320 Executive Court  
Hillsborough, NC 27278

### Public Hearing

Yes  No

### Final Plat



### Property

The Meadows  
Orange County GPINs  
9824332390; 9824330133  
Alamance County GPIN  
9824233040

### Proposed Zoning

N/A

### Current Zoning

R-12 with SUP

### Size

+/-6.45 acres

### Surrounding Zoning

R-12

### Surrounding Land Uses

Single-Family Residential

### Utilities

Extended at developer's expense.

### Floodplain

No

### Watershed

No

### City Limits

Yes

---

**Summary**

Bowman Road Partners, LLC, is requesting approval of the Final Plat for Phase 5 of The Meadows Subdivision (approved for rezoning and a special use permit as a planned unit development by the City Council on 02/02/16). The Final Plat will include a total area of +/- 6.446 acres featuring 17 single-family lots, +/- 1.781 acres of open space, and +/-0.826 acres and +/- 615 linear feet of dedicated right of way.

The Technical Review Committee (TRC) has reviewed the Final Plat and the applicant has revised the plat to reflect comments. All infrastructure must be completed and approved to meet the City of Mebane specifications. All infrastructure not completed shall be bonded or a letter of credit provided prior to recordation.

---

**Financial Impact**

The developer has extended utilities at his own expense.

---

**Recommendation**

Staff recommends approval of the Final Plat.

---

**Suggested Motion**

Motion to approve the final plat as presented.

---

**Attachments**

1. Final Plat

SURVEYORS NOTES:

NOTE "A"
SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED DURING THIS SURVEY. ALL BUILDINGS, SURFACE AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THE SITE ARE NOT NECESSARILY SHOWN HEREON.

NOTE "B"
THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN ARE BASED ON VISIBLE EVIDENCE AND DRAWINGS PROVIDED TO THE SURVEYOR.

NOTE "C"
ALL DISTANCES ARE HORIZONTAL GROUND AND AREA BY COORDINATE COMPUTATION.

NOTE "D"
THIS SURVEY WAS DONE WITHOUT A TITLE SEARCH AND IS BASED ON REFERENCED INFORMATION. THERE MAY EXIST OTHER DOCUMENTS OF RECORD WHICH COULD AFFECT THIS PROPERTY.

NOTE "E"
EXCEPT AS SPECIFICALLY STATED OR SHOWN, THIS SURVEY DOES NOT REPORT ANY OF THE FOLLOWING: EASEMENTS, OTHER THAN THOSE VISIBLE DURING FIELD EXAMINATION, BUILDING SETBACKS, RESTRICTIVE COVENANTS, ZONING OR LAND USE REGULATIONS AND ANY FACTS WHICH A TITLE SEARCH MAY DISCLOSE.

NOTE "F"
WETLANDS, JURISDICTIONAL WATERS OR OTHER CONDITIONS WHICH MAY BE REGULATED BY FEDERAL OR STATE OR LOCAL AGENCIES WERE NOT INVESTIGATED DURING THIS SURVEY.

NOTE "G"
THIS PROPERTY IS NOT LOCATED IN A HAZARDOUS FLOOD ZONE AS SHOWN ON FEMA FIRM NUMBER 37109B2400L, EFFECTIVE DATE 11/17/2017.

NOTE "H"
NO NCGS MONUMENTS WERE FOUND WITHIN 2000' OF THIS SITE.

NOTE "J"
SEE PLAT "FINAL PLAT OF THE MEADOWS - PHASE 3B" BY BRANTLEY WELLS, PLS, DATED DECEMBER 17, 2021, AND RECORDED IN PB 124/69-72, ORANGE COUNTY.

NOTE "K"
THIS PROPERTY IS WITHIN THE CAPE FEAR RIVER BASIN.

NOTE "L"
ZONING: R-12-PUD
BUILDING FRONT SETBACK: 20 FT (MIN. 25' TO GARAGE)
BUILDING SIDE SETBACK: 15 FT (AGGREGATE)
BUILDING SIDE STREET SETBACK: 18 FT
BUILDING REAR SETBACK: 15 FT

NOTE "M"
THE MULTIUSE PATH IS TO BE CONSTRUCTED TO CITY OF MEBANE STANDARDS AND COVERED BY A PUBLIC EASEMENT.

NOTE "N"
SEE ORANGE COUNTY SOIL & WATER CONSERVATION DISTRICT FOR APPROVED SOIL AND EROSION CONTROL PLAN.

NOTE "P"
POSTHOLE DRAINAGE SHALL BE MAINTAINED AT ALL TIMES IN SWALES AND AWAY FROM BUILDING.

NOTE "R"
ALL STORMWATER MAINTENANCE AND ACCESS EASEMENTS MUST REMAIN UNOBSTRUCTED. NO FENCING ALLOWED IN EASEMENTS UNLESS SHOWN ON APPROVED CONSTRUCTION DOCUMENTS ASSOCIATED WITH THE STORMWATER CONTROL MEASURE.

I, BRANTLEY W. WELLS, N.C.P.L.S.#4544, CERTIFY THAT NC GRID TIE DATA SHOWN ON THIS PLAT WAS OBTAINED FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: "A"
(2) POSITIONAL ACCURACY: 0.07
(3) TYPE OF GPS FIELD PROCEDURE: VRS
(4) DATES OF SURVEY: 05/20/2016
(5) DATUM/EPOCH: 83/11
(6) PUBLISHED/FIXED CONTROL USED: HELD VRS
(7) GEOID MODEL: 2012A
(8) COMBINED GRID FACTOR: 0.9999479262
(9) UNITS: US SURVEY FEET

I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE:

G.S. 47-30 (F)(1)(A). THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

I, BRANTLEY W. WELLS, PLS L-4544, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK/PAGE; (AS NOTED HEREON) OR OTHER REFERENCE SOURCE; (AS NOTED HEREON)); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED IN A BROKEN LINETYPE AS DRAWN FROM INFORMATION IN BOOK/PAGE; (AS NOTED HEREON) OR OTHER REFERENCE SOURCE; (AS NOTED HEREON); THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10000+; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

PRELIMINARY PLAT
FOR REVIEW ONLY 04/30/2024

PROFESSIONAL LAND SURVEYOR LIC. NUMBER L-4544
SUMMIT DESIGN AND ENGINEERING SERVICES
LICENSE NUMBER P-0339

CERTIFICATE OF OF SURVEY AND ACCURACY

I, BRANTLEY W. WELLS, PLS, L-4544, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK XXXX, PAGE XX, ETC.) (OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK XXXX, PAGE XX, ETC.; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH NCGS 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 28TH DAY OF SEPTEMBER, A.D., 2021.

SURVEYOR
L-4544
REGISTRATION NUMBER

CERTIFICATE OF FINAL MAJOR SUBDIVISION PLAT APPROVAL AND ACCEPTANCE OF DEDICATION

I, \_\_\_\_\_ THE CITY CLERK OF MEBANE, NORTH CAROLINA, DO CERTIFY THAT THE CITY OF MEBANE APPROVED THIS PLAT OR MAP AND ACCEPTED THE DEDICATION OF THE STREETS, EASEMENTS, RIGHT-OF-WAY AND PUBLIC PARKS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME, UNTIL IN THE OPINION OF THE CITY COUNCIL OF THE CITY OF MEBANE IT IS IN THE PUBLIC INTEREST TO DO SO.

DATE CITY CLERK

STATE OF NORTH CAROLINA
ALAMANCE COUNTY

I, \_\_\_\_\_ REVIEW OFFICER OF ALAMANCE COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

REVIEW OFFICER DATE OF CERTIFICATION
ALAMANCE COUNTY LAND RECORDS/GIS

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, \_\_\_\_\_ REVIEW OFFICER OF ORANGE COUNTY, CERTIFY THAT THIS MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING FOR WHICH THE REVIEW OFFICER HAS RESPONSIBILITY AS PROVIDED BY LAW.

REVIEW OFFICER DATE OF CERTIFICATION
ORANGE COUNTY LAND RECORDS/GIS

CERTIFICATE OF OWNERSHIP AND DEDICATION

THIS CERTIFIES THAT THE UNDERSIGNED IS (ARE) THE OWNER(S) OF THE PROPERTY SHOWN ON THIS MAP, HAVING ACQUIRED TITLE TO IT BY DEED(S) RECORDED IN THE ALAMANCE/ORANGE COUNTY, NORTH CAROLINA REGISTER OF DEEDS OTHERWISE AS SHOWN BELOW AND THAT BY SUBMISSION OF THIS PLAT OR MAP FOR APPROVAL, I/W/E DO DEDICATE TO THE CITY OF MEBANE FOR PUBLIC USE ALL STREETS, EASEMENTS, RIGHTS-OF-WAY AND PARKS SHOWN THEREON FOR ALL LAWFUL PURPOSES TO WHICH THE CITY MAY DEVOTE OR ALLOW THE SAME TO BE USED AND UPON ACCEPTANCE THEREOF AND IN ACCORDANCE WITH ALL CITY POLICES, ORDINANCES AND REGULATIONS OR CONDITIONS OF THE CITY OF MEBANE FOR THE BENEFIT OF THE PUBLIC, THIS DEDICATION SHALL BE IRREVOCABLE. ALSO, ALL PRIVATE STREETS SHOWN ON THIS MAP, IF ANY, ARE TO BE AVAILABLE FOR PUBLIC USE.

PROVIDED, HOWEVER, THE "COMMON ELEMENTS" SHOWN HEREON EXPRESSLY ARE NOT DEDICATED HEREBY FOR USE BY THE GENERAL PUBLIC, BUT ARE TO BE CONVEYED

BY BOWMAN ROAD PARTNERS TO THE MEADOWS HOMEOWNERS ASSOCIATION, INC. FOR THE USE AND ENJOYMENT OF THE MEMBERS THEREOF PURSUANT TO THE TERMS OF THAT CERTAIN DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE MEADOWS, RECORDED IN BOOK 6367, PAGE 212-249, ORANGE COUNTY REGISTRY, THE TERMS AND PROVISIONS OF WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE.

BY THE RECORDATION OF THIS PLAT, HEREBY GIVES, GRANTS AND CONVEYS TO A UTILITY AND THE CITY OF MEBANE, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, RIGHTS-OF-WAY AND EASEMENTS TO MAINTAIN AND SERVICE THEIR RESPECTIVE WIRES, LINES, CONDUITS, AND PIPES IN THEIR PRESENT LOCATIONS WITHIN THE "COMMON ELEMENTS" AS SHOWN HEREON TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER AND UPON SAID "COMMON ELEMENTS" FOR THE PURPOSE OF MAINTAINING AND SERVICING WIRES, LINES, CONDUITS, AND PIPES.

BOOK NUMBER PAGE NUMBER

SIGNATURE(S)

COUNTY, NORTH CAROLINA

I CERTIFY THAT THE FOLLOWING PERSON(S) PERSONALLY APPEARED BEFORE ME THIS DAY, EACH ACKNOWLEDGING TO ME THAT HE OR SHE SIGNED THE FOREGOING DOCUMENT:

NAME(S) OF PRINCIPAL(S)

DATE:

OFFICIAL SIGNATURE OF NOTARY

NAME NOTARY PUBLIC NOTARY'S PRINTED

MY COMMISSION EXPIRES:

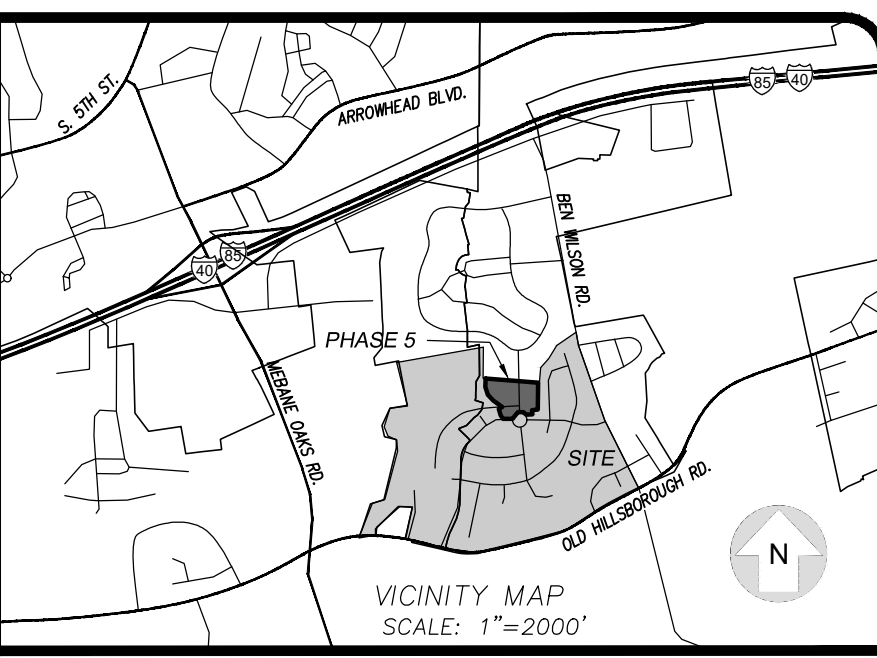
CERTIFICATE OF PURPOSE OF PLAT

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

SURVEYOR

DATE

SITE SUMMARY
DESCRIPTION UNITS AREA (ACRES)
PARCEL AREA 1 6.446 AC
LOTS 17 3.839 AC
OPEN SPACE = (OS) 2 1.781 AC
ROADS: 2 0.826 AC
SOUTHWICK PLACE 350 LF 0.402 AC
WILDERNESS COURT 265 LF 0.424 AC
TOTAL DEDICATED TO PUBLIC RW 0.826 AC



CURVE'S LOCATED ON WILDERNESS COURT & SOUTHWICK PLACE

CURVE TABLE
CURVE # RADIUS LENGTH DELTA TANGENT CHORD BEARING CHORD
C1 30.00' 49.64' 94°48'06" 32.63' N49°16'00"E 44.17'

CURVE TABLE
CURVE # RADIUS LENGTH DELTA TANGENT CHORD BEARING CHORD
C21 525.00' 5.44' 0°35'36" 2.72' S79°43'16"E 5.44'

LINE TABLE
LINE # BEARING DISTANCE
E300 N72°13'43"E 86.36'

LINES LOCATED ON SOUTHWICK PLACE

LINE TABLE
LINE # BEARING DISTANCE
L1 S01°47'04"W 27.32'

EASEMENT 2

LINE TABLE
LINE # BEARING DISTANCE
E200 S66°02'45"W 109.84'

EASEMENT 3

LINE TABLE
LINE # BEARING DISTANCE
E100 N27°16'23"W 107.41'

CURVE TABLE
CURVE # RADIUS LENGTH DELTA TANGENT CHORD BEARING CHORD
C19 18.00' 21.61' 68°47'24" 12.32' S63°29'26"W 20.34'

EASEMENT 4

LINE TABLE
LINE # BEARING DISTANCE
E400 N71°15'43"W 187.87'

LINE TABLE
LINE # BEARING DISTANCE
E430 N29°12'41"E 1.47'

PROPERTY LINE LOCATED BETWEEN ORANGE COUNTY & ALAMANCE COUNTY

LINE TABLE
LINE # BEARING DISTANCE
L500 N03°13'01"E 39.31'

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SUMMIT DESIGN AND ENGINEERING SERVICES
DRAWING ALTERATION
IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS.

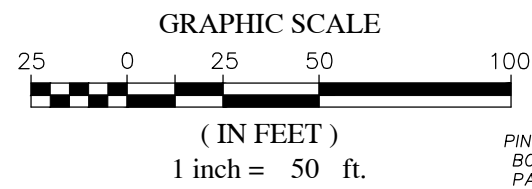
SUMMIT DESIGN AND ENGINEERING SERVICES
License #: P-0339
320 Executive Court
Hillsborough, NC 27278-8551
Voice: (919) 732-3883 Fax: (919) 732-6676
www.summitde.net

FINAL PLAT OF:
THE MEADOWS - PHASE 5
CHEEKS TWP., CITY OF MEBANE, ORANGE CO., NORTH CAROLINA
PROPERTY AS DESCRIBED IN DEED BOOK 6256 PAGE 17
STANDING IN THE NAME OF
BOWMAN ROAD PARTNERS LLC.

PROJECT ENGINEER: MH
SURVEY PROJECT MGR: RAH
DRAWN BY: JRW
SURVEYED BY: JTD
CHECKED BY: RAH

PROJECT NO.
16-0028
DRAWING NAME
16-0028\_PH5
SHEET NO.
SHEET 1 OF 3





PIN 9824233040  
 BOWMAN ROAD PARTNERS LLC  
 DB 3566/745  
 PB 78/386  
 ZONED: R-12-PUD

PIN 9824239930  
 CENTEX HOMES RALEIGH DIVISION  
 DB 3947/128  
 PB 108/17-21  
 COLLINGTON FARMS OPEN SPACE 3  
 ZONED: R-12

PIN 9824337703  
 CENTEX HOMES RALEIGH DIVISION  
 DB 3947/128  
 PB 108/17-21  
 COLLINGTON FARMS OPEN SPACE 4  
 ZONED: R-12

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FINAL PLAT OF:  
**THE MEADOWS - PHASE 5**  
 CHEEKS TWP., CITY OF MEbane, ORANGE CO., NORTH CAROLINA  
 PROPERTY AS DESCRIBED IN DEED BOOK 6256 PAGE 17  
 STANDING IN THE NAME OF  
 BOWMAN ROAD PARTNERS LLC.

PROJECT ENGINEER: MH
SURVEY PROJECT MGR: RAH
DRAWN BY: JRW
SURVEYED BY: JTD
CHECKED BY: RAH

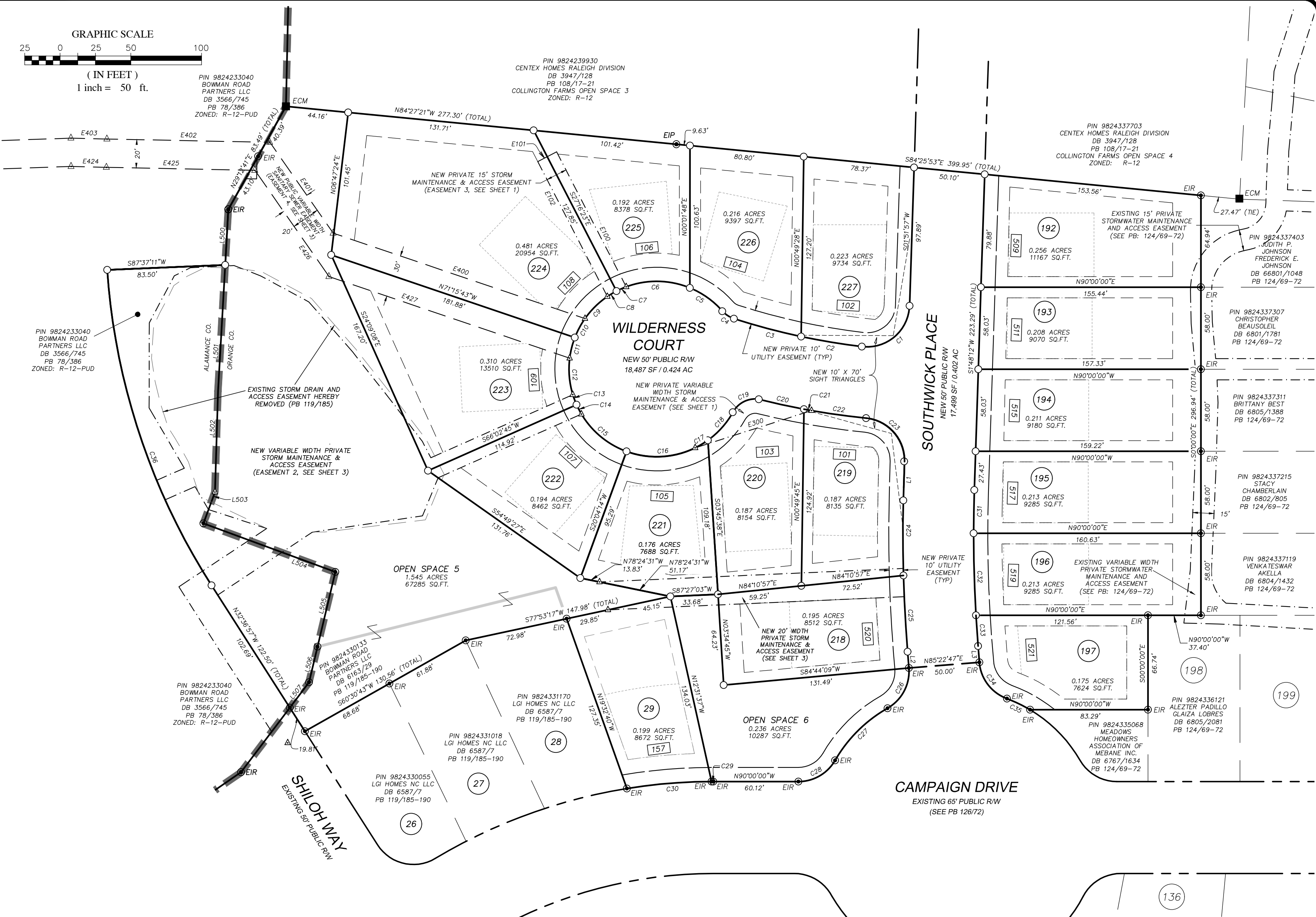
PROJECT NO.  
**16-0028**  
 DRAWING NAME  
**16-0028\_PH5**  
 SHEET NO.  
**SHEET 2 OF 3**

SYMBOL LEGEND

⊙	EIP = EXISTING IRON PIPE
⊘	EIR = EXISTING IRON ROD
○	IRS = 5/8" REBAR SET
△	CALCULATED POINT
■	ECM = EXISTING CONCRETE MONUMENT

LINE LEGEND

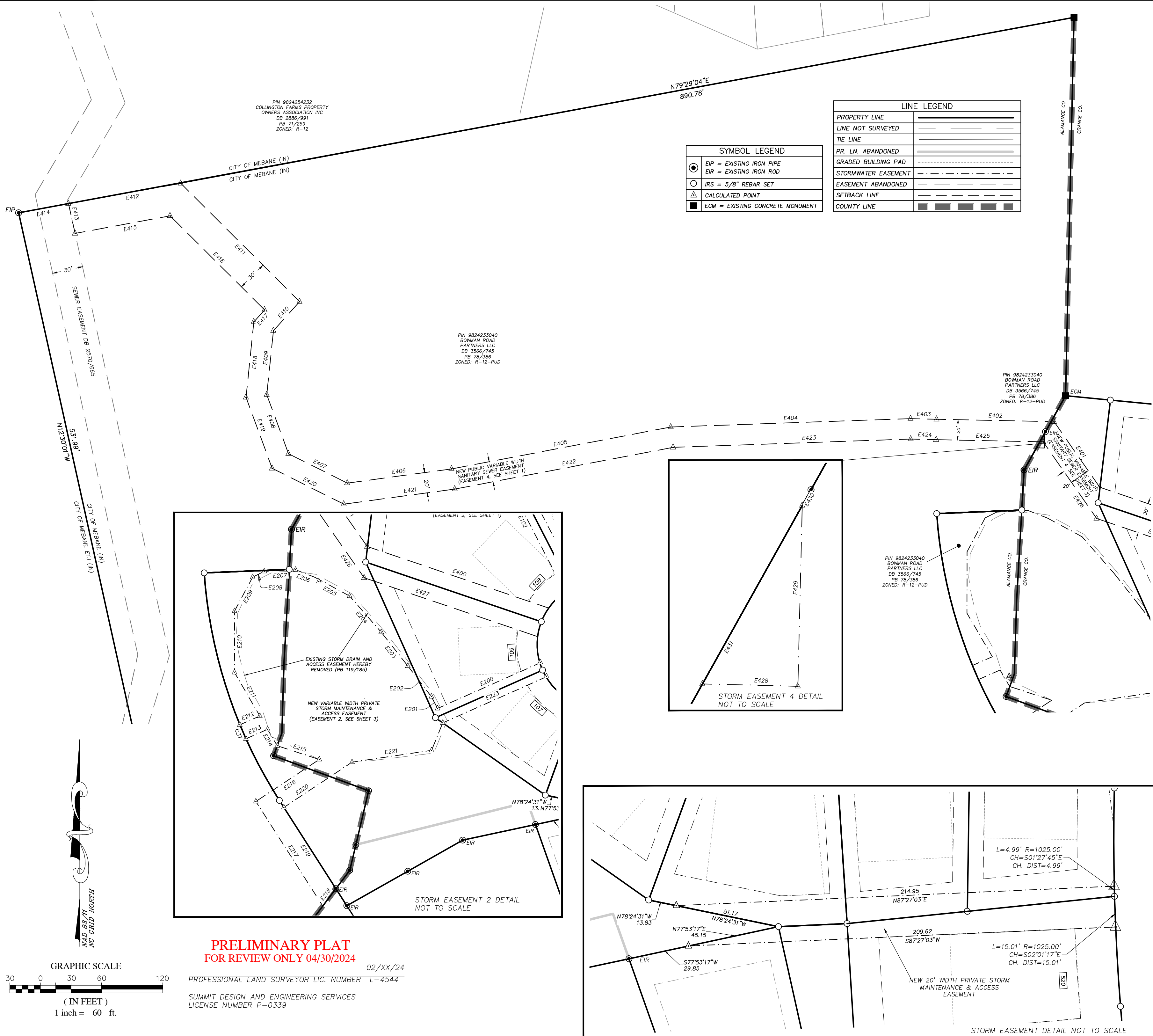
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- - -	LINE NOT SURVEYED
- · - · -	TIE LINE
- - -	PR. LN. ABANDONED
▨	GRADED BUILDING PAD
▨	STORMWATER EASEMENT
▨	EASEMENT ABANDONED
▨	SETBACK LINE
▨	COUNTY LINE



**PRELIMINARY PLAT**  
 FOR REVIEW ONLY 04/30/2024  
 PROFESSIONAL LAND SURVEYOR LIC. NUMBER L-4544  
 SUMMIT DESIGN AND ENGINEERING SERVICES  
 LICENSE NUMBER P-0339

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PIN 9824254232  
COLLINGTON FARMS PROPERTY OWNERS ASSOCIATION INC  
DB 2886/991  
PB 71/259  
ZONED: R-12

PIN 9824233040  
BOWMAN ROAD PARTNERS LLC  
DB 3566/745  
PB 78/386  
ZONED: R-12-PUD

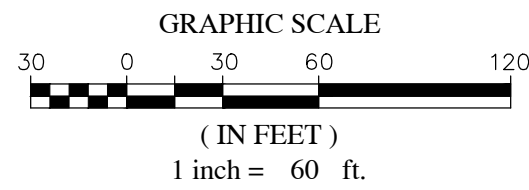
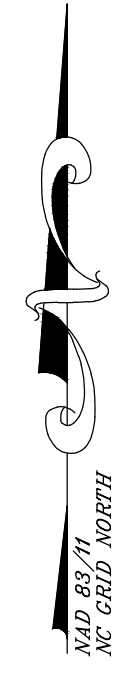
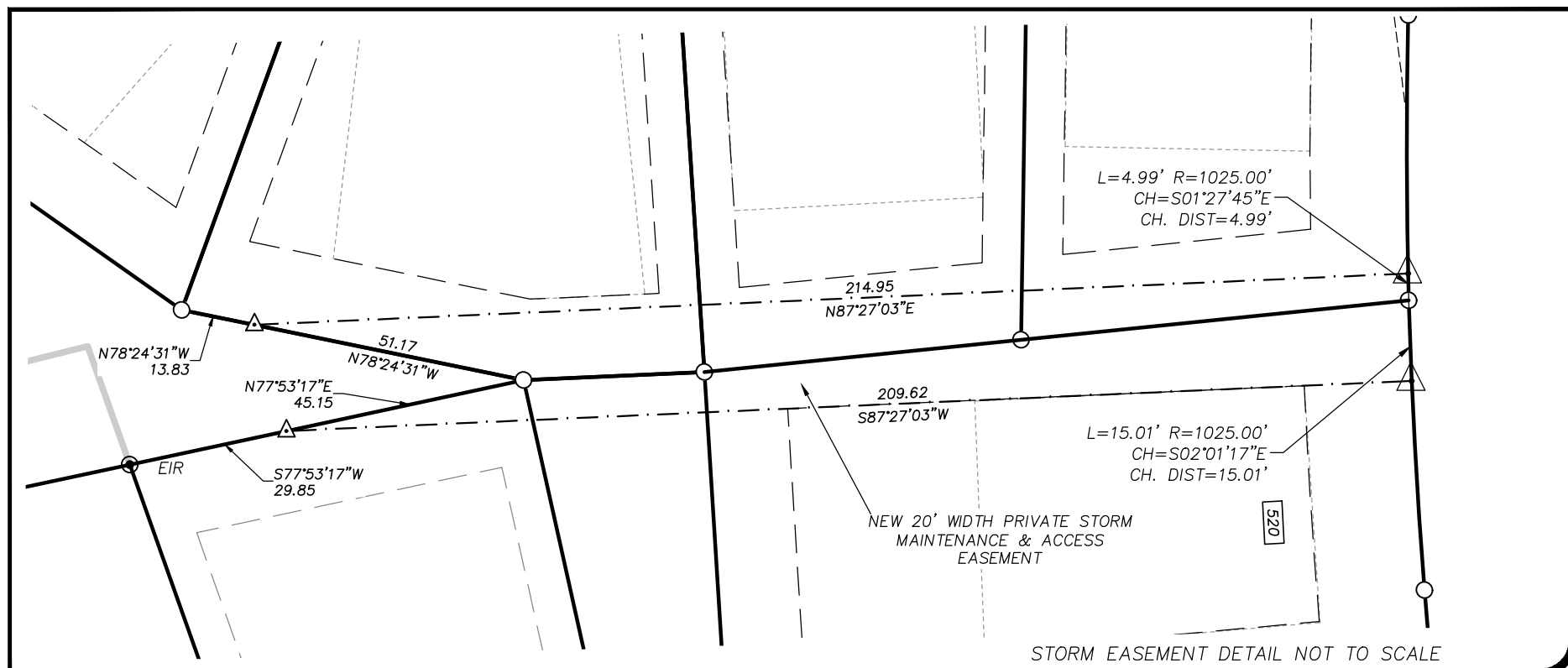
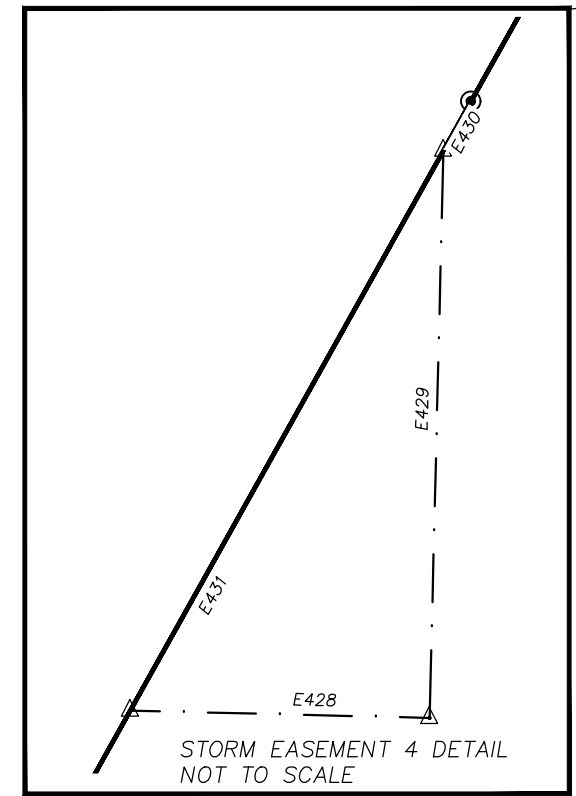
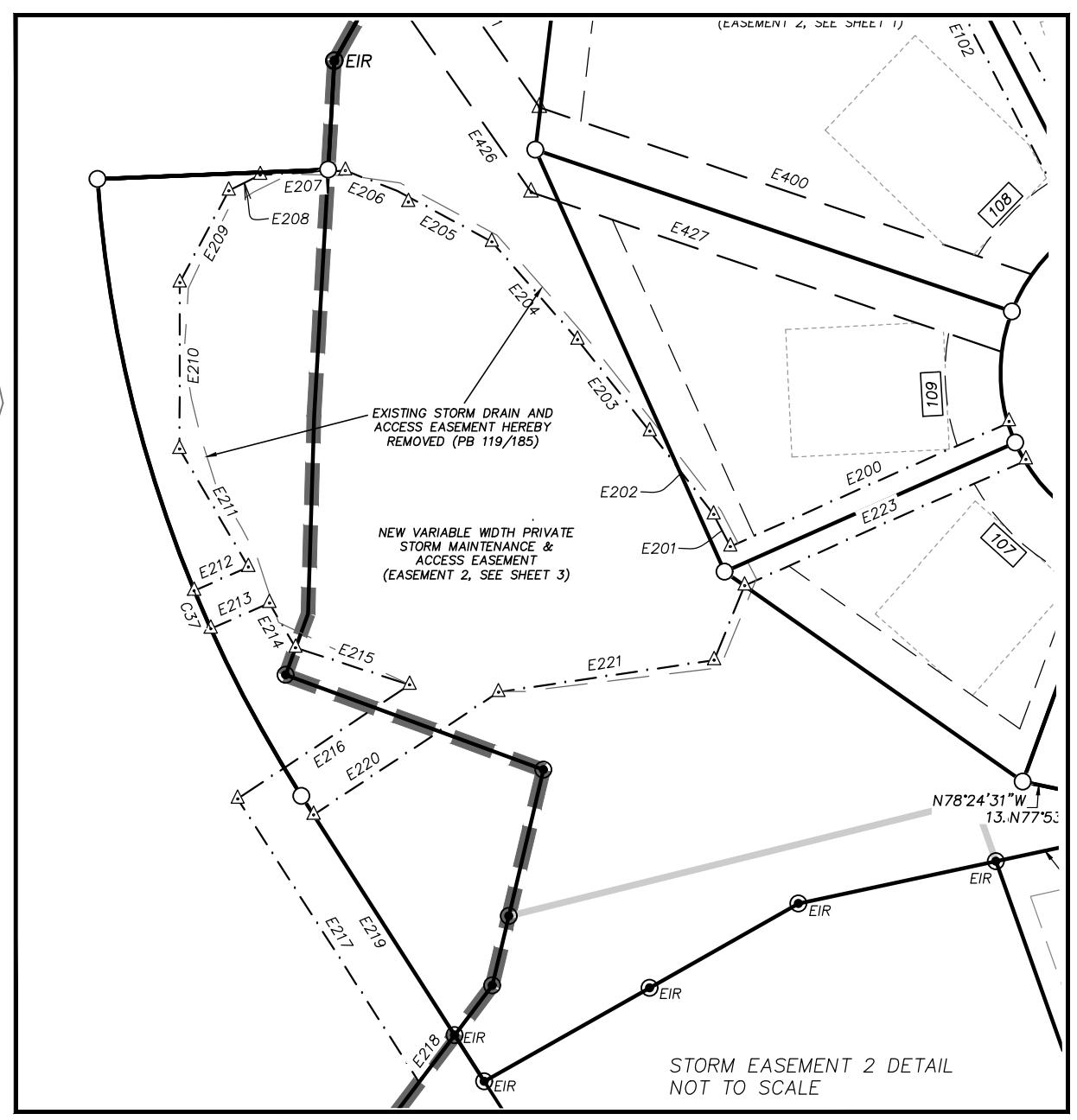
PIN 9824233040  
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**SYMBOL LEGEND**

	EIP = EXISTING IRON PIPE
	EIR = EXISTING IRON ROD
	IRS = 5/8" REBAR SET
	CALCULATED POINT
	ECM = EXISTING CONCRETE MONUMENT

**LINE LEGEND**

	PROPERTY LINE
	LINE NOT SURVEYED
	TIE LINE
	PR. LN. ABANDONED
	GRADED BUILDING PAD
	STORMWATER EASEMENT
	EASEMENT ABANDONED
	SETBACK LINE
	COUNTY LINE



**PRELIMINARY PLAT FOR REVIEW ONLY 04/30/2024**

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LICENSE NUMBER P-0339

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FINAL PLAT OF:  
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CHECKS TWP., CITY OF MEBANE, ORANGE CO., NORTH CAROLINA  
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STANDING IN THE NAME OF  
BOWMAN ROAD PARTNERS LLC.

PROJECT ENGINEER: MH
SURVEY PROJECT MGR: RAH
DRAWN BY: JRW
SURVEYED BY: JTD
CHECKED BY: RAH

PROJECT NO.  
**16-0028**  
DRAWING NAME  
**16-0028\_PH5**  
SHEET NO.  
**SHEET 3 OF 3**



---

## AGENDA ITEM #5E

### Third Quarter Financial Report – January 1, 2024 – March 31, 2024

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#### Meeting Date

May 6, 2024

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#### Presenter

Daphna, Schwartz, Finance Director

---

#### Public Hearing

Yes  No

---

#### Summary

Municipal finance officers in North Carolina must report financial information, including encumbrances, to the governing body throughout the fiscal year. The City of Mebane meets this requirement with quarterly reports.

---

#### Background

This report displays the first three quarters of the FY23-24 fiscal year that ended March 31, 2024.

**General Fund:** Sales tax revenue and building permit fees are tracking at approximately \$102,000 and \$280,130, respectively, less than expected at this point in the year. The Utility Franchise Tax and other property taxes are also trending down. However, interest income is coming in strong and is trending \$437,661 higher than expected. The future of interest rates is uncertain, so whereas interest is making up for a shortfall in some revenue sources, it should not be counted upon due to volatility. Expenditures and encumbrances are approximately \$2 million less than expected at this time of the year.

**Utility Fund:** Engineering construction fees are \$184,303 less than expected. However, actual charges for services collections are \$356,489 higher than expected at this point in the year. Expenditures and encumbrances are approximately \$1.3 million less than expected at the end of the 3<sup>rd</sup> quarter.

**Utility Reserve Fund:** Actual revenue collections are \$188,749, below what is expected. Interest income is \$108,354 higher than expected.

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#### Financial Impact

None.

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#### Recommendation

Staff recommends that the Council accept the report.

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#### Suggested Motion

Motion to accept the Fiscal Year 2023-2024 Third Quarter Financial Report.

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#### Attachments

1. Fiscal Year 2023-2024 Third Quarter Financial Report

**General Fund  
FY23-24  
Third Quarter Financial Report**

<b>Revenue</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>
3000 - Property Taxes	\$ 16,130,684	\$ 16,130,684	\$ 15,723,321	\$ 15,723,321
3100 - Other Taxes and Licenses	900	900	-	-
3215 - Restricted Federal Intergovernmental	-	-	17,595	17,595
3220 - Unrestricted State Intergovernmental	8,433,800	8,433,800	4,207,233	4,207,233
3225 - Restricted State Intergovernmental	556,300	736,300	766,027	766,027
3230 - Unrestricted Local Intergovernmental	496,000	496,000	190,865	190,865
3235 - Restricted Local Intergovernmental	335,150	335,150	330,617	330,617
3400 - Permits and Fees	1,919,910	1,919,910	926,555	926,555
3500 - Sales and Services	816,388	816,388	628,474	628,474
3700 - Investment earnings	20,000	20,000	457,661	457,661
3800 - Miscellaneous Revenues	48,000	227,700	708,102	708,102
8500 - Proceeds of Debt	1,270,062	3,355,939	2,097,500	2,097,500
9000 - Appropriated Fund Balance	2,797,463	5,886,231	-	-
<b>Total Revenue</b>	<b>\$ 32,824,657</b>	<b>\$ 38,359,002</b>	<b>\$ 26,053,951</b>	<b>\$ 26,053,951</b>
<b>Expenditures</b>				
4100 - City Council	71,870	71,870	47,027	47,027
4200 - Administration	1,426,869	1,430,254	949,801	1,025,451
4400 - Finance	748,626	748,626	537,764	545,510
4800 - IT	1,663,401	1,713,081	954,314	1,384,987
4900 - Economic Development	900,214	1,080,214	610,421	615,421
5100 - Police	6,878,989	6,932,195	4,391,385	4,560,494
5300 - Fire	4,971,465	7,230,682	4,029,844	5,687,472
5400 - Planning	597,343	606,259	248,453	286,126
5440 - Inspections	961,283	1,002,274	632,321	642,865
5480 - Engineering	445,500	445,500	321,056	445,500
5500 - Public Works	3,304,438	3,818,955	1,443,180	2,626,620
5700 - Public Facilities	1,271,578	1,416,138	642,411	788,010
5800 - Sanitation	2,178,668	2,575,978	1,818,027	2,202,164
6200 - Recreation and Parks	3,093,729	3,863,497	1,711,032	2,424,218
9000 - Non-Departmental	2,274,872	3,387,665	1,929,579	2,030,291
9001 - Debt Service	2,035,812	2,035,812	1,397,299	1,397,299
<b>Total Expenditures</b>	<b>\$ 32,824,657</b>	<b>\$ 38,359,002</b>	<b>\$ 21,663,914</b>	<b>\$ 26,709,453</b>
<b>General Fund Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,390,037</b>	<b>\$ (655,502)</b>

**Utility Fund  
FY23-24  
Third Quarter Financial Report**

<b>Revenue</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>
3700 - Investment earnings	\$ 20,000	\$ 20,000	\$ 174,428	\$ 174,428
3800 - Miscellaneous Revenues	-	300,000	-	-
5010 - Enterprise Charges for Services	8,738,194	8,738,194	6,910,133	6,910,133
5020 - Enterprise Other Operating Revenues	669,400	669,400	270,230	270,230
5500 - Enterprise Nonoperating Revenues and 1	214,500	214,500	2,852	2,852
9000 - Appropriated Fund Balance	2,248,925	2,525,795	-	-
<b>Total Revenue</b>	<b>\$ 11,891,019</b>	<b>\$ 12,467,889</b>	<b>\$ 7,357,643</b>	<b>\$ 7,357,643</b>
<b>Expenditures</b>				
8100 - Admin, Meters and Billing	1,613,720	1,627,360	933,894	989,417
8200 - Utility Maintenance	5,854,953	6,246,616	2,450,843	3,232,769
8280 - Engineering	285,000	288,971	207,512	288,145
8300 - Water Resource Recovery Facility	2,633,578	2,666,173	1,530,772	1,906,879
9300 - Utility Non-Departmental	1,503,768	1,638,769	1,621,558	1,622,858
<b>Total Expenditures</b>	<b>\$ 11,891,019</b>	<b>\$ 12,467,889</b>	<b>\$ 6,744,580</b>	<b>\$ 8,040,068</b>
<b>Utility Fund Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 613,063</b>	<b>\$ (682,425)</b>

**Utility Capital Reserve Fund  
FY23-24  
Third Quarter Financial Report**

<b>Revenue</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>YTD Activity</b>	<b>YTD Activity + Encumbrances</b>
3700 - Investment earnings	3,000	3,000	111,354	111,354
5500 - Enterprise Nonoperating Revenues	1,670,000	1,670,000	1,063,751	1,063,751
<b>Total Revenue</b>	<b>1,673,000</b>	<b>1,673,000</b>	<b>1,175,105</b>	<b>1,175,105</b>
<b>Expenditures</b>				
8900 - Utility Capital Reserve	1,673,000	1,673,000	-	-
<b>Utility Capital Reserve Fund Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>1,175,105</b>	<b>1,175,105</b>



## **Downtown Mebane Development Corporation Quarterly Report: 3<sup>rd</sup> Quarter FY 23-24**

### **Highlights of the quarter included:**

#### **Organizational Structure and Development**

- Held the second annual DMDC board of directors retreat in January.
- Completed the annual program assessment for the state Main Street office.
- Attended the annual NC Main Street conference in Goldsboro.
- Adopted an officer vacancies policy.
- Sent out 2023 charitable donation letters for program donors.
- Conducted monthly board meetings, special board meetings and executive committee meetings.
- Transitioned the contract scope with Small Town Soul to a monthly retainer for marketing, website design and promotion.
- Transitioned the monthly Downtown businesses meeting to a quarterly session to be held in February/May/ August/November with a focus on long-term planning.
- Continued bimonthly networking meetings with Main Street program directors in Burlington and Elon.
- Conducted recruitment for DMDC board members to fill vacancies. Held interviews with five candidates before voting in three new members.
- Posted executive director position on NC Main Street website and other job listings.

#### **Branding & Marketing**

- Updated the events section of the Downtown Mebane webpage to add the 2024 festivals and retail events.
- Participated in another installment of the City's *Mebane on the Mic* podcast in January.
- Purchased grant-funded display advertising in the February and March editions of *Our State* magazine as well as digital ads on the newsletter and online edition.
- Ended the quarter with 2,100 total Facebook followers.
- Celebrated the program's first in-kind business sponsorships by 5<sup>th</sup> & Washington and Carreno Developers and added sponsor recognitions on the Downtown Mebane website.

#### **Initiatives, Events & Promotions**

- Supported Downtown events including:
  - Cupid Shuffle
  - Springo Bingo

- Eggstravaganza and Bunny Hop
- Mebane Historical Museum events
- Mebane Train Display events
- Advocacy efforts by DMDC this quarter included:
  - Participated in a kickoff planning event for the Walk to End Alzheimer's fundraiser in September.
  - Continued disseminating information to Downtown businesses and property owners from the City on infrastructure projects affecting the district.
  - Promoted the City's Downtown Exterior Improvement Grant program with Downtown businesses.
  - Facilitated a Downtown events meeting with businesses and City staff.
  - Worked with Cone Health to secure a location on a Downtown building for installation of an automated external defibrillator, or AED.
  - Worked with the City to market available properties to potential new businesses.
- Initiatives by DMDC this quarter included:
  - Drafted a Mayor's proclamation to recognize Martinho's Bakery and Deli's 33 years in business.
  - Wrapped up the Corbett Family Holiday Tree Display on Jan. 7 with a children's tea party. More than 200 community members attended the display during its three-week exhibition.
  - Continued planning for the Downtown Mebane social district by meeting with City elected officials, City staff, Downtown businesses and property owners.
  - On the City's behalf, completed an application for \$10,000 in grant funding from the Alamance County Visitors Bureau to continue the contract on the Downtown Mebane billboard on I-40/I-85 at Exit 154. Grant funding was approved for the project in January.
  - Partnered with the City in planning a Downtown public spaces proposal including new street furniture through a legislative appropriation secured by Sen. Amy Galey for Downtown Mebane revitalization projects.
  - Continued the popular social media series with DMDC's Sugaree Thornton that pairs a historic building photo with its present-day architectural view.
  - Met with artist Max Dowdle to discuss Mebane's participation in the Legacy NC's 100 murals in 100 counties as the Alamance host community.
  - Participated in the City's Citizen's Academy series by presenting a talk on the Mebane Main Street program and opportunities for community engagement.





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## AGENDA ITEM #5G

### Resolution to Establish a Special Revenue Fund for Occupancy Tax

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#### Meeting Date

May 6, 2024

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#### Presenter

Daphna Schwartz, Finance Director

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#### Public Hearing

Yes  No

---

#### Summary

This item recommends establishing a Special Revenue Fund to segregate Occupancy Tax revenue from the city's other revenues.

---

#### Background

The General Assembly enacted Senate Bill 154, an act to make various occupancy tax changes (Session Law 2023-144), which authorized the municipalities of Mebane, Burlington, Elon, and Graham to levy room occupancy taxes and to create the Alamance County Municipal Tourism Authority to administer the same. The City of Burlington, pursuant to the statute, established the Authority which the City of Mebane has joined. The City Council levied an occupancy tax of three percent (3%) effective July 1, 2024.

---

#### Financial Impact

A Special Revenue Fund will allow the City to segregate Occupancy Tax revenue, of which two-thirds must be spent promoting travel and tourism and the remaining one-third on tourism-related expenditures.

---

#### Recommendation

Staff recommends the approval of the Special Revenue Fund for Occupancy Tax.

---

#### Suggested Motion

I move that the City adopt a resolution establishing a Special Revenue Fund for Occupancy Tax effective July 1, 2024.

---

#### Attachments

1. Special Revenue Fund for Occupancy Tax Resolution



## SPECIAL REVENUE FUND FOR OCCUPANCY TAX RESOLUTION

**WHEREAS**, the City Council of the City of Mebane (City) passed an Ordinance creating and levying a 3% municipal room and occupancy tax (Tax); and,

**WHEREAS**, the City will segregate the Tax proceeds into a special revenue fund; and,

**WHEREAS**, the cost to the City of administering and collecting the tax may be paid with the Tax proceeds; and,

**WHEREAS**, the City shall use at least two-thirds of the Tax proceeds to promote travel and tourism and the remaining one-third for tourism-related expenditures.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEBANE THAT:**

**Section 1.** The City Council hereby creates a Special Revenue Fund to segregate and expend Tax proceeds in accordance with G.S. 160A-215.

**Section 2.** This Fund shall remain operational as long as the Tax is levied.

**Section 3.** The City Council shall annually appropriate the Special Revenue Fund budget as part of the City Budget Ordinance.

**Section 4.** This Resolution shall become effective for the fiscal year 2024-2025 beginning July 1, 2024.

Adopted this 6th day of May 2024.

I certify as follows: that the foregoing special revenue fund resolution was properly adopted at a meeting of the City Council of the City of Mebane, North Carolina; that this meeting was properly called and held on May 6, 2024; that a quorum was present and acting throughout this meeting; and that this Resolution has not been modified or amended and remains in full effect as of today.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

[SEAL]

\_\_\_\_\_  
City Clerk

City of Mebane, North Carolina



# AGENDA ITEM #6A

RZ 24-03

General Rezoning – 1233 S. Third Street (GPIN: 9814474216)

### Presenter

Ashley Ownbey, Development Director

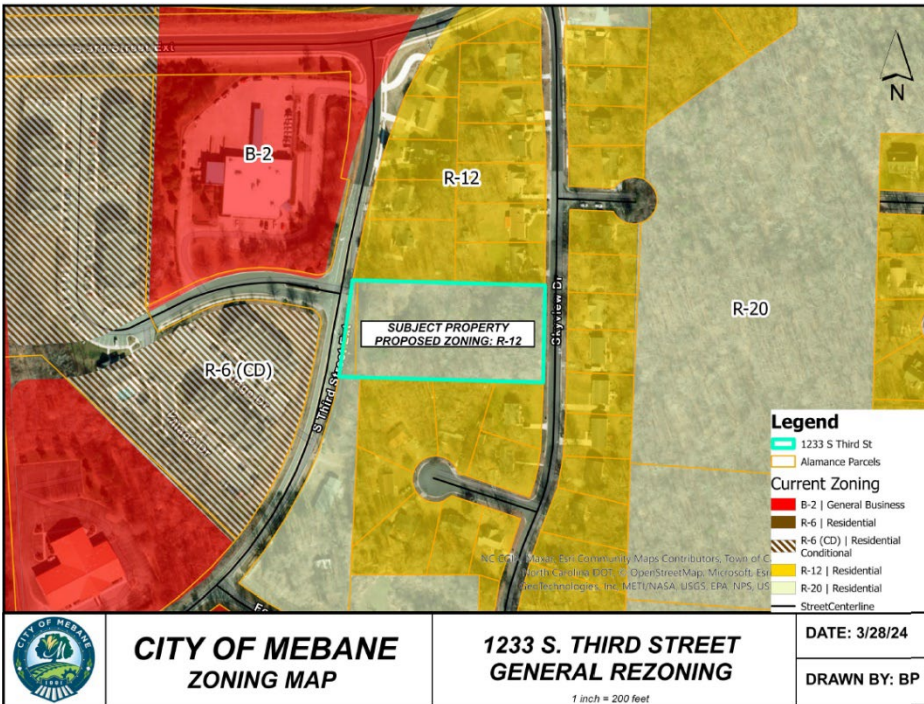
### Applicant

Jenny W. Whitt of Whitt Real Estate, LLC  
2228 Rock Bridge Dr.  
Mebane, NC 27302

### Public Hearing

Yes  No

## Zoning Map



### Property

1233 S. Third Street  
Alamance County GPIN: 9814474216

### Proposed Zoning

R-12

### Current Zoning

R-20

### Size

+/-2.16 acres

### Surrounding Zoning

R-12, R-20, R-6(CD), B-2

### Surrounding Land Uses

Single-Family Residential, Multi-Family Residential, Post Office

### Utilities

Yes

### Floodplain

No

### Watershed

No

### City Limits

Yes

---

### Summary

Jenny W. Whitt of Whitt Real Estate, LLC is requesting approval to rezone one parcel, totaling +/- 2.16-acres and located at 1233 S. Third Street (GPIN: 9814474216), from R-20 to R-12. The property is located in the Mebane City Limits in Alamance County and includes frontages on S. Third Street and Skyview Drive. Adjacent properties are zoned R-12, Residential District, and R-20, Residential District. Properties across S. Third Street are zoned R-6 (CD), Residential Conditional District, and B-2, General Business District. Surrounding land uses are largely single-family residential. A multi-family development and post office are located on the other side of S. Third Street.

The subject property is located in the Secondary Growth Area, as identified in *Mebane By Design*, the City's Comprehensive Land Development Plan. The proposed rezoning is consistent with the guidance provided in *Mebane By Design*. The proposed rezoning will continue the surrounding R-12 zoning and will be compatible with the existing residential uses. In preliminary review, Planning staff have confirmed that enough lot area and lot width exist to allow for six, single-family lots. The current zoning would permit four, single-family lots.

Prior to subdivision or development of the property, the subdivider and/or developer is responsible for:

- Submitting a preliminary site plan, construction drawings, and minor subdivision plat (in that order) for review and approval by the Mebane Technical Review Committee (TRC).
- Installing water and sewer taps and addressing existing drainage concerns as determined on the approved construction drawings.
- Recording the subdivision plat, upon final approval by City staff and completion of the work listed in the second bullet point.
- Applying for building permits for the individual lots and paying the associated permit fees and water and sewer system development fees for each new home.

These items are reviewed in more detail in the City Engineer's Technical Memorandum, which is included as Attachment 4.

A project report has not been provided for this general rezoning due to the simplicity of the request.

---

### Financial Impact

The developer will be required to make all of the improvements at their own expense.

---

### Suggested Motion

1. Motion to approve the R-12 zoning as presented.
2. Motion to find that **the application is consistent** with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*. Specifically, the request:
  - Is for a property within the City's G-4 Secondary Growth Area and is generally residential in nature (Mebane CLP, p. 66).

**OR**

3. Motion to **deny** the R-12 rezoning as presented due to a lack of
  - a. Harmony with the surrounding zoning or land use

**OR**

  - b. Consistency with the objectives and goals in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*.

---

**Attachments**

1. Preliminary Presentation Slides
2. Zoning Amendment Application
3. Zoning Map
4. Technical Memorandum – City Engineering Review
  - a. Exhibit A – Skyview Drive Storm Drainage Overview
  - b. Exhibit B – 1228 Skyview Drive Video
  - c. Exhibit C – 1228 Skyview Drive Approximate Current Drainage Infrastructure

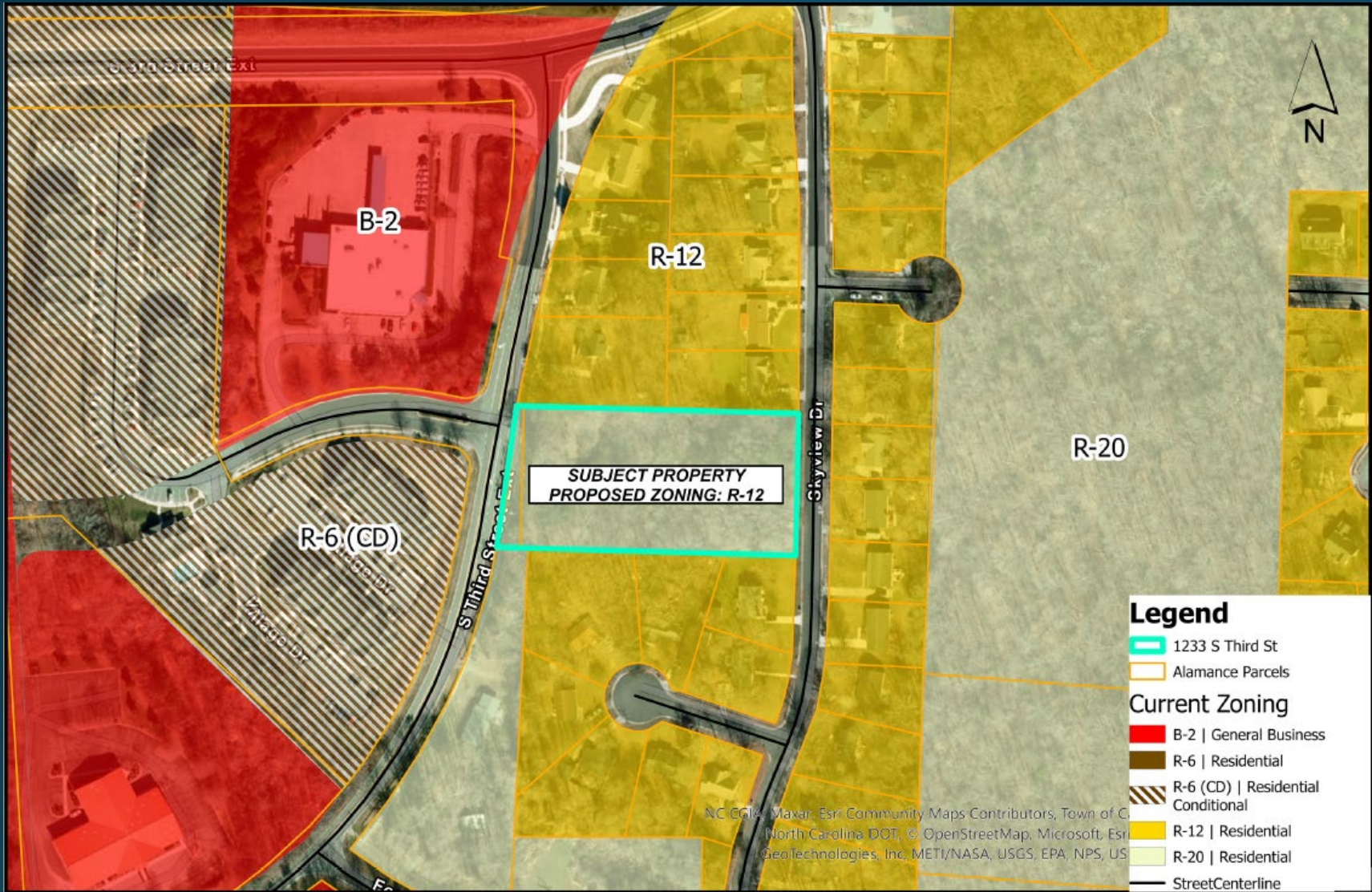


Ashley Ownbey, Development Director

Rezoning Request: R-20 to R-12

by Jenny W. Whitt of Whitt Real Estate, LLC





# 1233 S. Third Street General Rezoning Request

- Request by Jenny W. Whitt of Whitt Real Estate, LLC
- Parcel totaling +/- 2.16 acres
- Existing zoning: R-20
- Requested zoning: R-12



## CITY OF MEBANE ZONING MAP

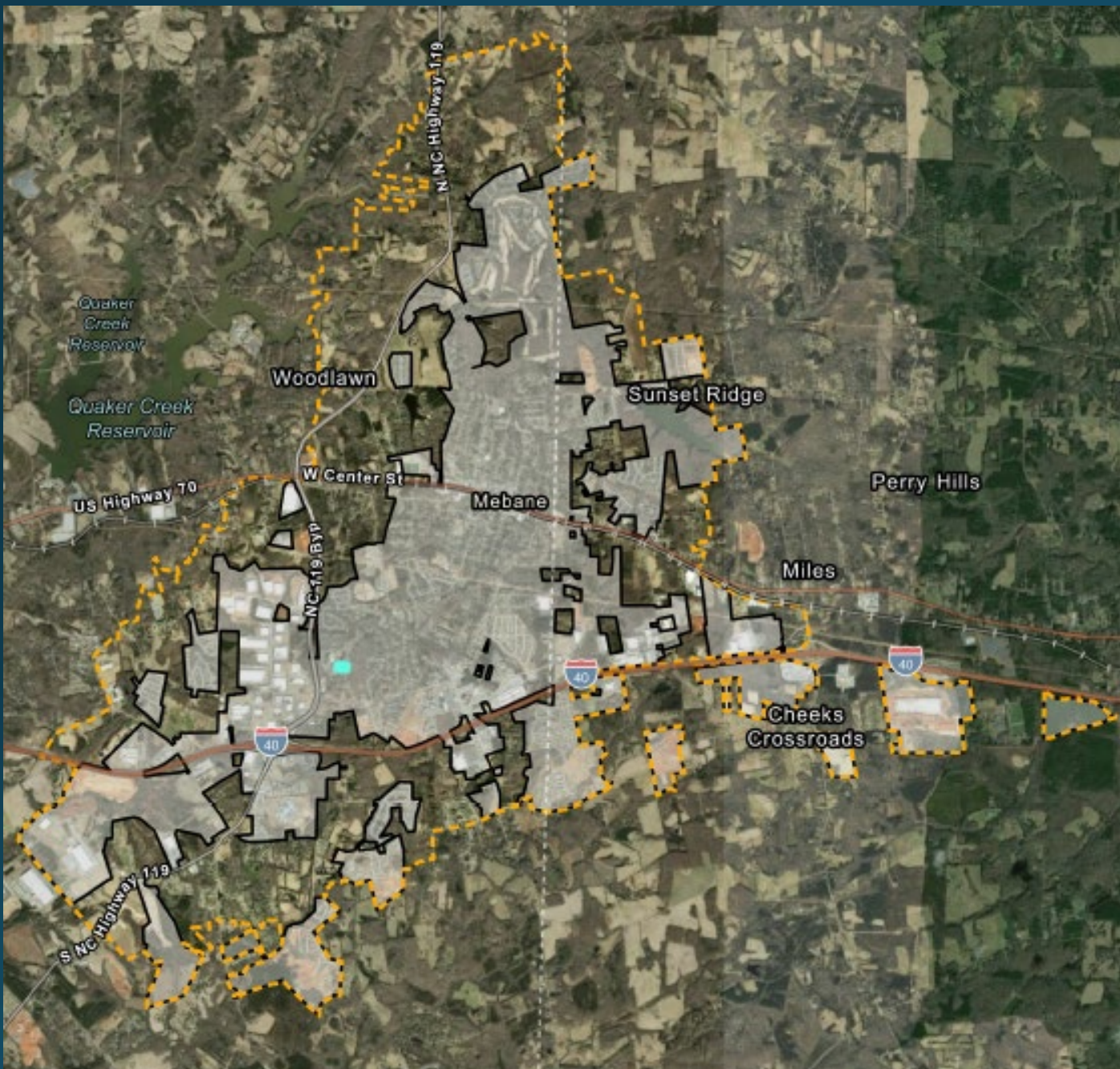
## 1233 S. THIRD STREET GENERAL REZONING

1 inch = 200 feet

DATE: 3/28/24

DRAWN BY: BP



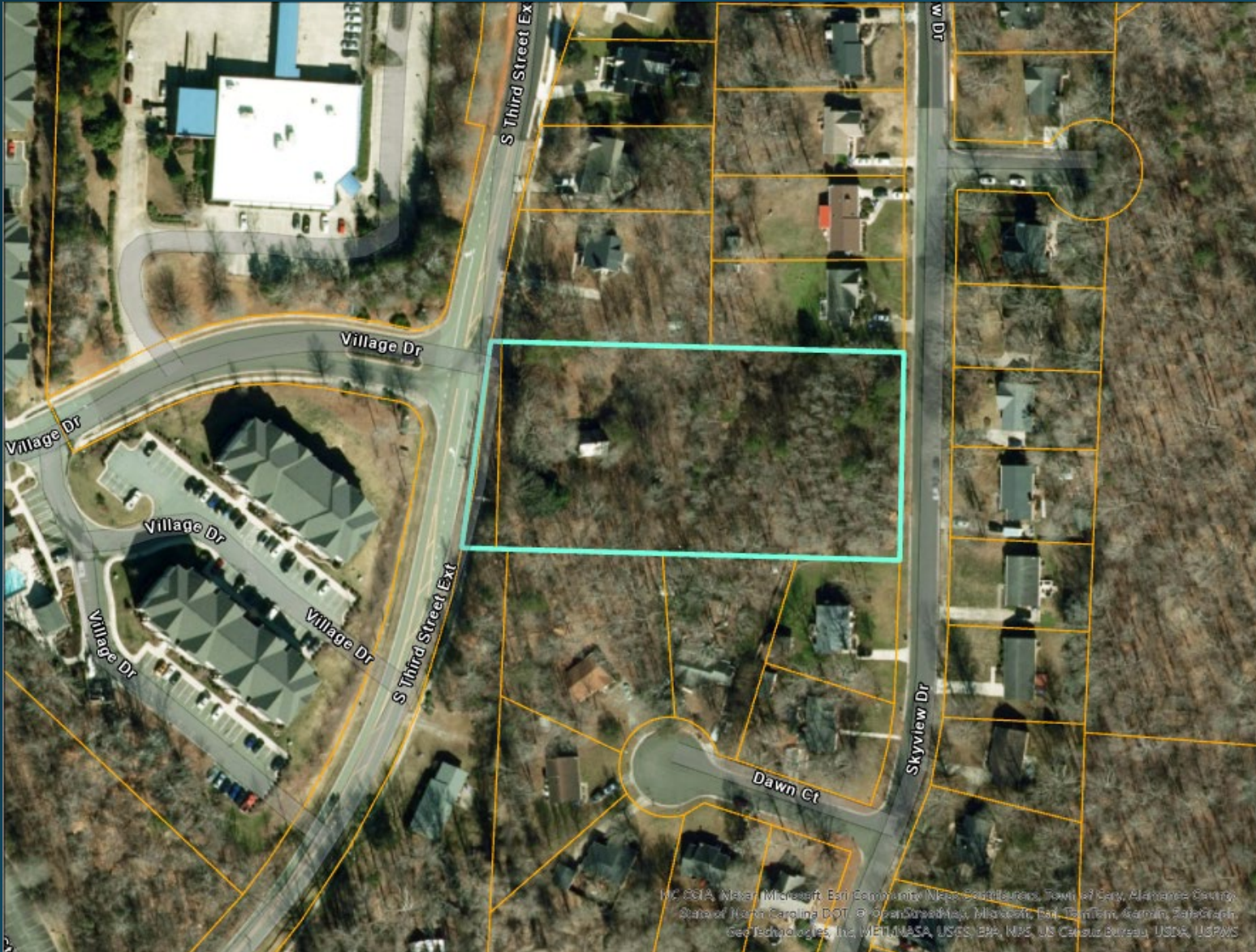


## 1233 S. Third Street General Rezoning Request

- Mebane City Limits
- City utilities available







## 1233 S. Third Street General Rezoning Request

- Single-family residential
- Surrounding uses include:
  - Single-family residential
  - Multi-family residential
  - Post office

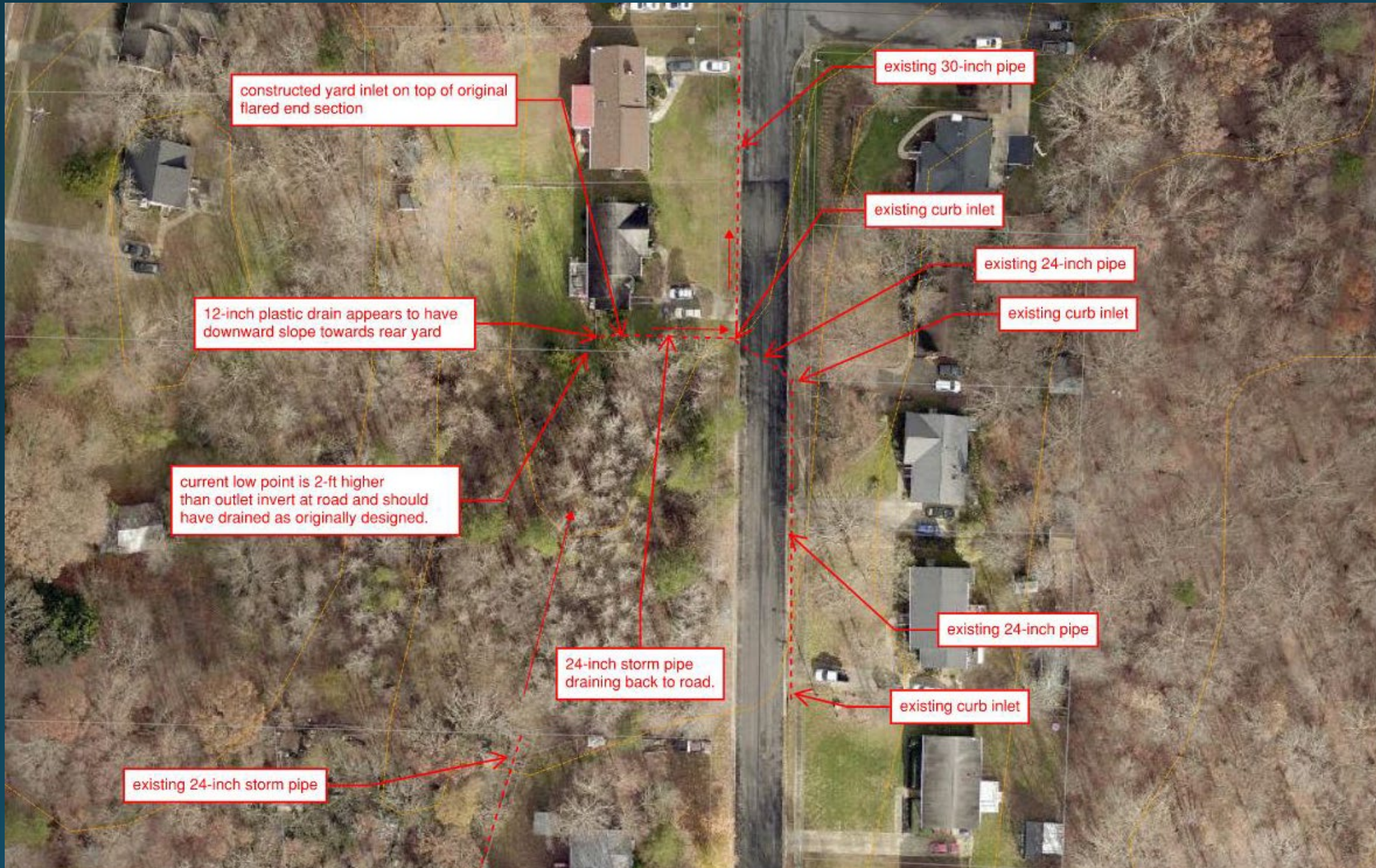


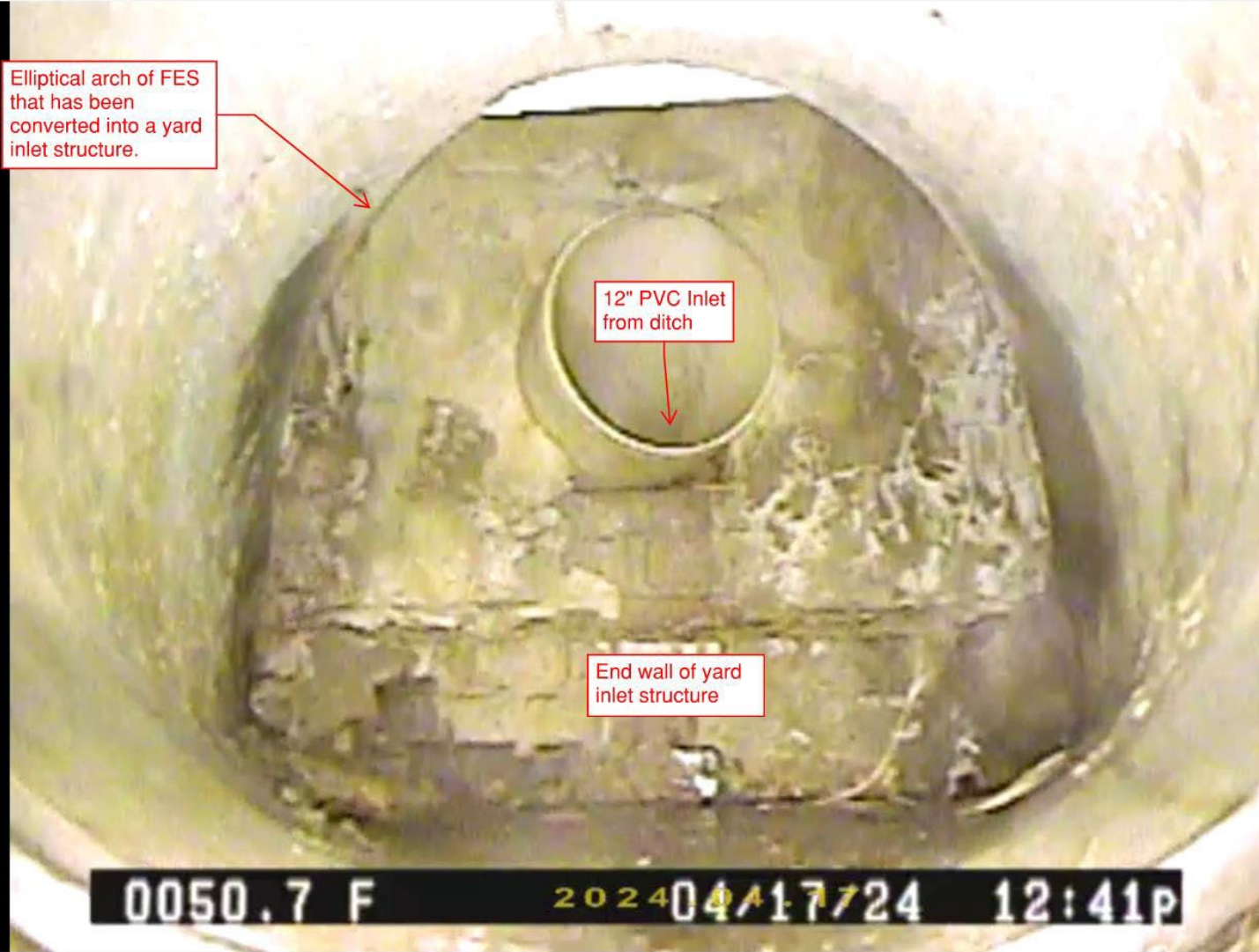


# 1233 S. Third Street General Rezoning Request

- *Mebane By Design* G-4 Secondary Growth Strategy Area







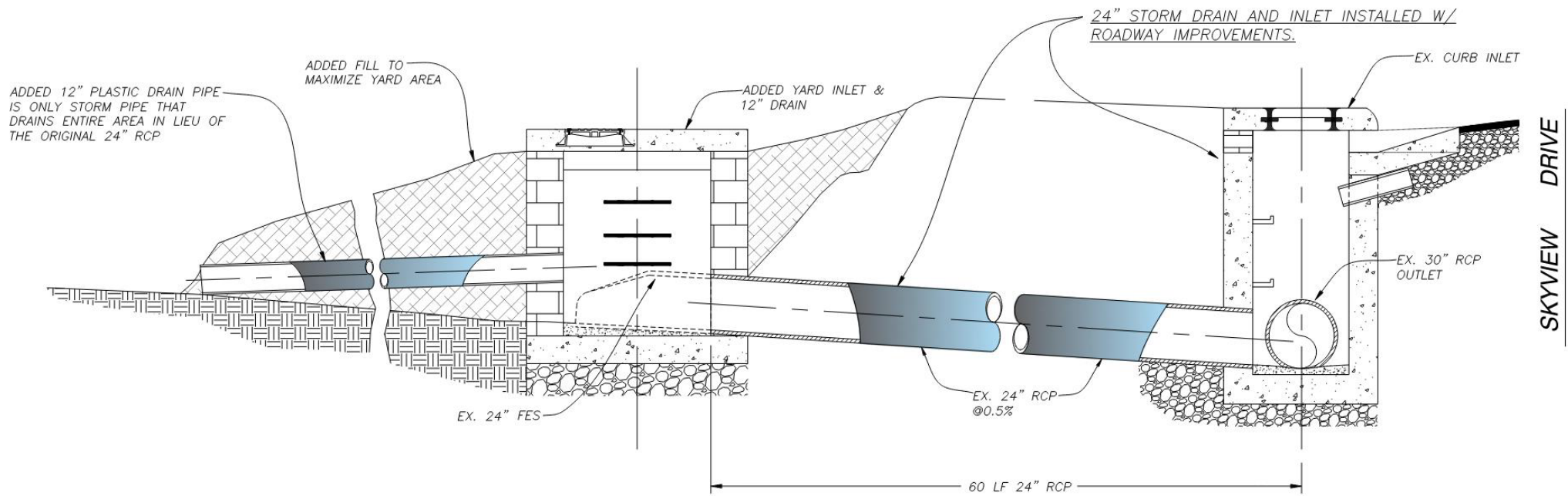
Elliptical arch of FES that has been converted into a yard inlet structure.

12" PVC Inlet from ditch

End wall of yard inlet structure

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alley, williams, carmen & king, inc.  
 ENGINEERS, ARCHITECTS & SURVEYORS  
 740 chapel hill road      p.o. box 1179  
 burlington, n.c. 27215      336/226-5534  
 Firm's Engineering License No. F-0203

**APPROX. CURRENT DRAINAGE  
 INFRASTRUCTURE**

STORM DRAINAGE IMPROVEMENTS FOR PROPERTY AT

**1228 SKYVIEW DRIVE**

ALAMANCE COUNTY  
 MEBANE, NC

SHEET NO.:

**1**

SCALE: NTS      DATE: 4/23/2024      DWG. BY: CBS/FKH      PROJECT NO.: 17010E      OF 1





# Applicant Presentation



**Notes:**

- 1) No title search was performed by this firm during the course of this survey.
- 2) The property shown hereon is subject to all easements of record affecting same.
- 3) This firm makes no guarantee as to the existence or location of any burial sites, underground improvements, or utilities across this property. Any underground utilities or improvements shown hereon have been located from visible evidence and available information.
- 4) No internal inspection of this property was made by this firm during the course of this survey.
- 5) Areas are calculated by coordinate geometry.
- 6) No geodetic monuments were found within 2000' of the subject property.

- ⊕ Calculated Point (OP)
- ⊕ PK Nail (Found)
- ⊕ PK Nail (Set)

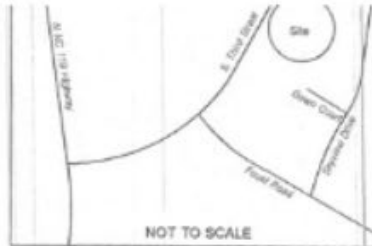
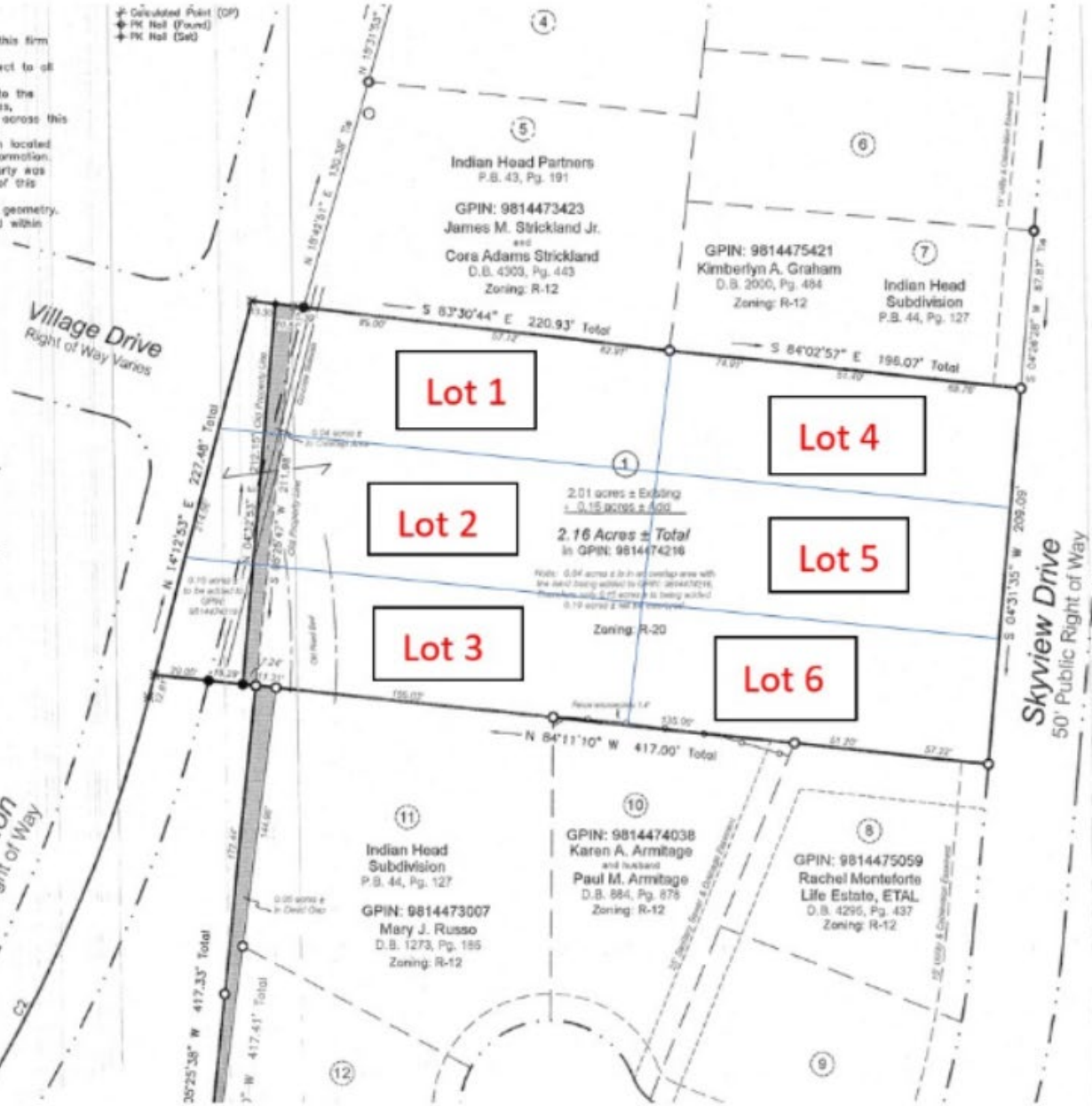
**CERTIFICATION**

to certify that this plat was drawn under an actual survey made under in (deed description recorded in Book 251 Book 4163, Page 139); that the lot surveyed are clearly indicated as information found in Book, Page; that precision as calculated is 1:10,000; that prepared in accordance with G.S. needed; that the survey is of another sort or the recombination of existing set-ordered survey, or other exception of subdivision.

original signature, registration number  
 24th day of November, A.D., 2022.  
 and Surveyor L-4498



**Third Street Extension**  
 S.R. 1962 60' Public Right of Way



**Parcel Information:**

GPIN: 9814474216  
 Owner: Whit Real Estate LLC  
 Property Address: 1233 S. Third Street  
 Mebane, NC 27302  
 Deed Reference: D.B. 4394, Pg. 251  
 Zoning: R-20

GPIN: 9814461824  
 Owner: Jermine Markus Kee and wife Mara Jarise Kee  
 Property Address: 1234 S. Third Street  
 Mebane, NC 27302  
 Deed Reference: D.B. 4103, Pg. 139  
 Plat Reference: P.B. 55, Pg. 79  
 Zoning: R-20

**Certificate of Exemption**

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book 4394, Page 251 Book 4163, Page 139, and that said property qualifies as an exemption to the definition of a subdivision in accordance with the provisions of NCOS 160A-376. I (We) do hereby dedicate to public use as easements forever, all areas, if any, shown or indicated on the face of this plat. Furthermore, I (We) understand that exemption from the plat preparation provisions of the City of Mebane Unified Development Ordinance does not exempt the use of the property or building development on the property from meeting all applicable requirements of the City of Mebane Unified Development Ordinance.

Owner	Date
Owner	Date
Owner	Date
Zoning Administrator	Date





## APPLICATION FOR A ZONING AMENDMENT

Application is hereby made for an amendment to the Mebane Zoning Ordinance as follows:

Name of Applicant: Jenny W. Whitt for Whitt Real Estate, LLC

Address of Applicant: 2228 Rock Bridge Dr. Mebane, NC 27302

Address and brief description of property to be rezoned: \_\_\_\_\_

1233 S. Third St. Mebane, NC 27302 2.16 acres with road frontage on Third and Skyview

Applicant's interest in property: (Owned, leased or otherwise) Owned

\*Do you have any conflicts of interest with: Elected/Appointed Officials, Staff, etc.?

Yes \_\_\_ Explain: \_\_\_\_\_ No

Type of re-zoning requested: R-20 to R-12

Sketch attached: Yes  No \_\_\_\_\_

Reason for the requested re-zoning: Would like to subdivide property into 6 equal sized parcels.  
3 parcels fronting Third St. and 3 parcels fronting Skyview

Signed: Jenny W. Whitt

Date: 03 / 20 / 2024

Action by Planning Board: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

Zoning Map Corrected: \_\_\_\_\_

The following items should be included with the application for rezoning when it is returned:

1. Tax Map showing the area that is to be considered for rezoning.
2. Names and addresses of all adjoining property owners within a 300' radius (Include those that are across the street).
3. \$300.00 Fee to cover administrative costs.
4. The information is due 15 working days prior to the Planning Board meeting. The Planning Board meets the 2<sup>nd</sup> Monday of each month at 6:30 p.m. Then the request goes to the City Council for a Public Hearing the following month. The City Council meets the 1<sup>st</sup> Monday of each month at 6:00 p.m.



# Signature Certificate

Reference number: 8BA4K-LQMO-JUP6U-WEXUF

## Signer

## Timestamp

## Signature

**Jenny Whitt**

Email: whittrealestatelc@gmail.com

Sent:

20 Mar 2024 14:26:44 UTC

Signed:

20 Mar 2024 14:26:44 UTC



IP address: 71.77.178.64

Location: Mebane, United States

Document completed by all parties on:

20 Mar 2024 14:26:44 UTC

Page 1 of 1



**Signed with PandaDoc**

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.



**Notes:**

- 1) No title search was performed by this firm during the course of this survey.
- 2) The property shown hereon is subject to all easements of record affecting same.
- 3) This firm makes no guarantee as to the existence or location of any burial sites, underground improvements, or utilities across this property. Any underground utilities or improvements shown hereon have been located from visible evidence and available information.
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- Calculated Point (GPI)
- PK Nail (Found)
- PK Nail (Set)

Village Drive  
Right of Way Varies

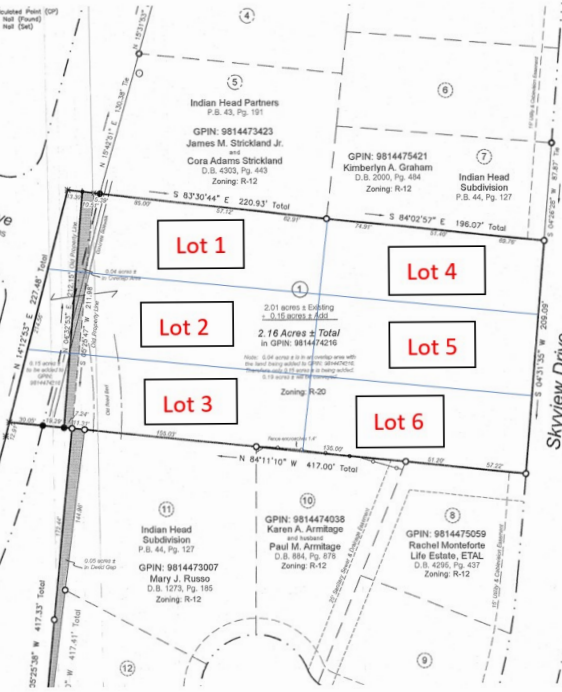
**CERTIFICATION**

I do hereby certify that this plot was drawn under and from an actual survey made under and in (detailed description recorded in Book 251 Book 4163, Page 139); that the lot surveyed are clearly indicated as information found in Book, Page; that precision as calculated is 1:10,000; that prepared in accordance with G.S. that the survey is of another kind - ordered survey, or other exception from subdivision.

My registration number is 2891, City of Henderson, N.C. 2022.  
and Surveyor License No. L-4498



Third Street Extension  
S.R. 1982 80' Public Right of Way

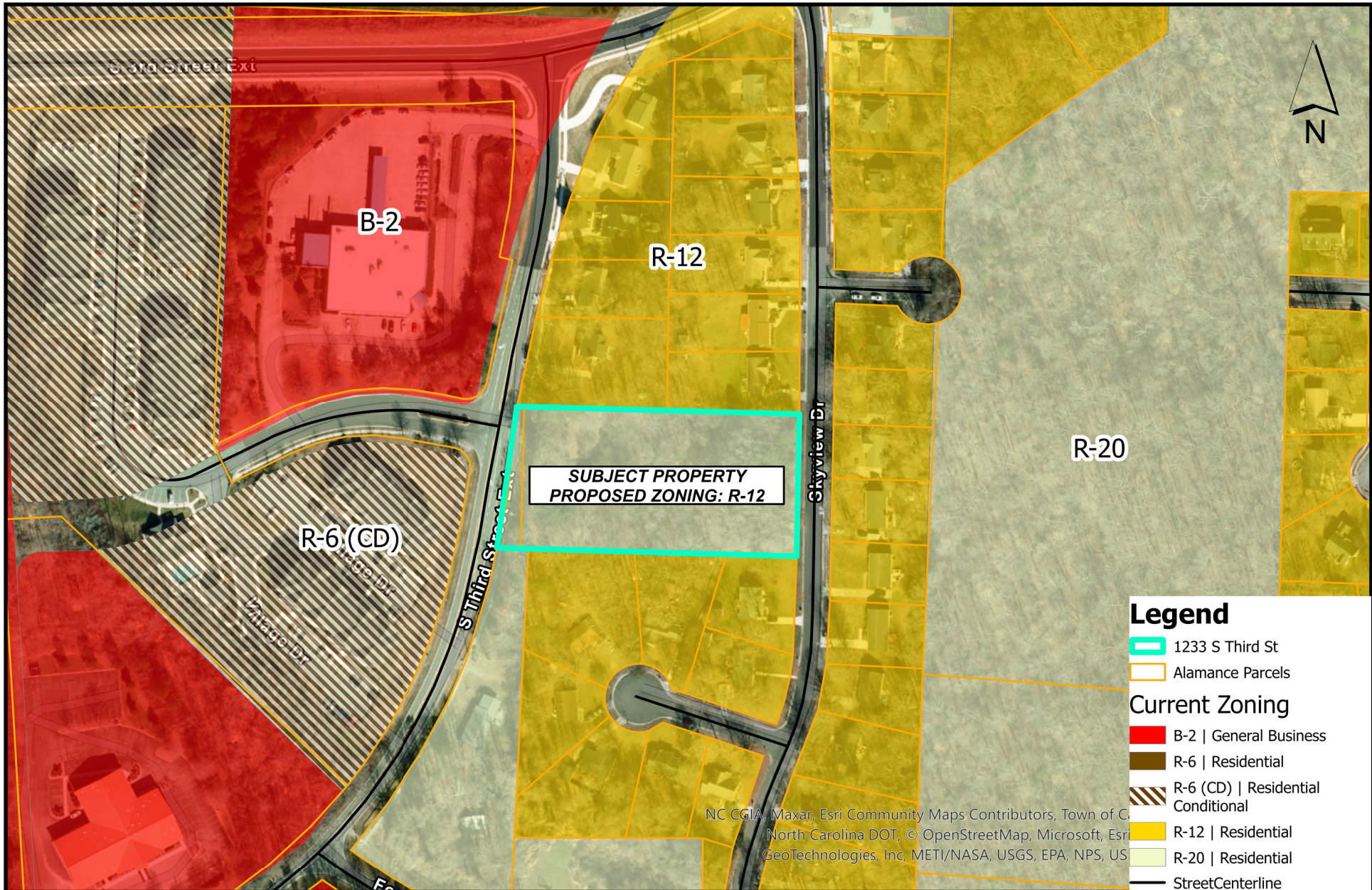


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Owner	Date
Owner	Date
Owner	Date
Zoning Administrator	Date



- Legend**
- 1233 S Third St
  - Alamance Parcels
- Current Zoning**
- B-2 | General Business
  - R-6 | Residential
  - R-6 (CD) | Residential Conditional
  - R-12 | Residential
  - R-20 | Residential
  - StreetCenterline

NC CGIA, Maxar, Esri Community Maps Contributors, Town of C...  
 North Carolina DOT, © OpenStreetMap, Microsoft, Esri...  
 GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US...



**CITY OF MEBANE  
 ZONING MAP**

**1233 S. THIRD STREET  
 GENERAL REZONING**

1 inch = 200 feet

**DATE: 3/28/24**

**DRAWN BY: BP**



## Technical Memo

To: Ashley Ownbey, Development Director  
From: Franz Holt, City Engineer  
Date: 4-23-24

Subject: 1233 S. Third Street

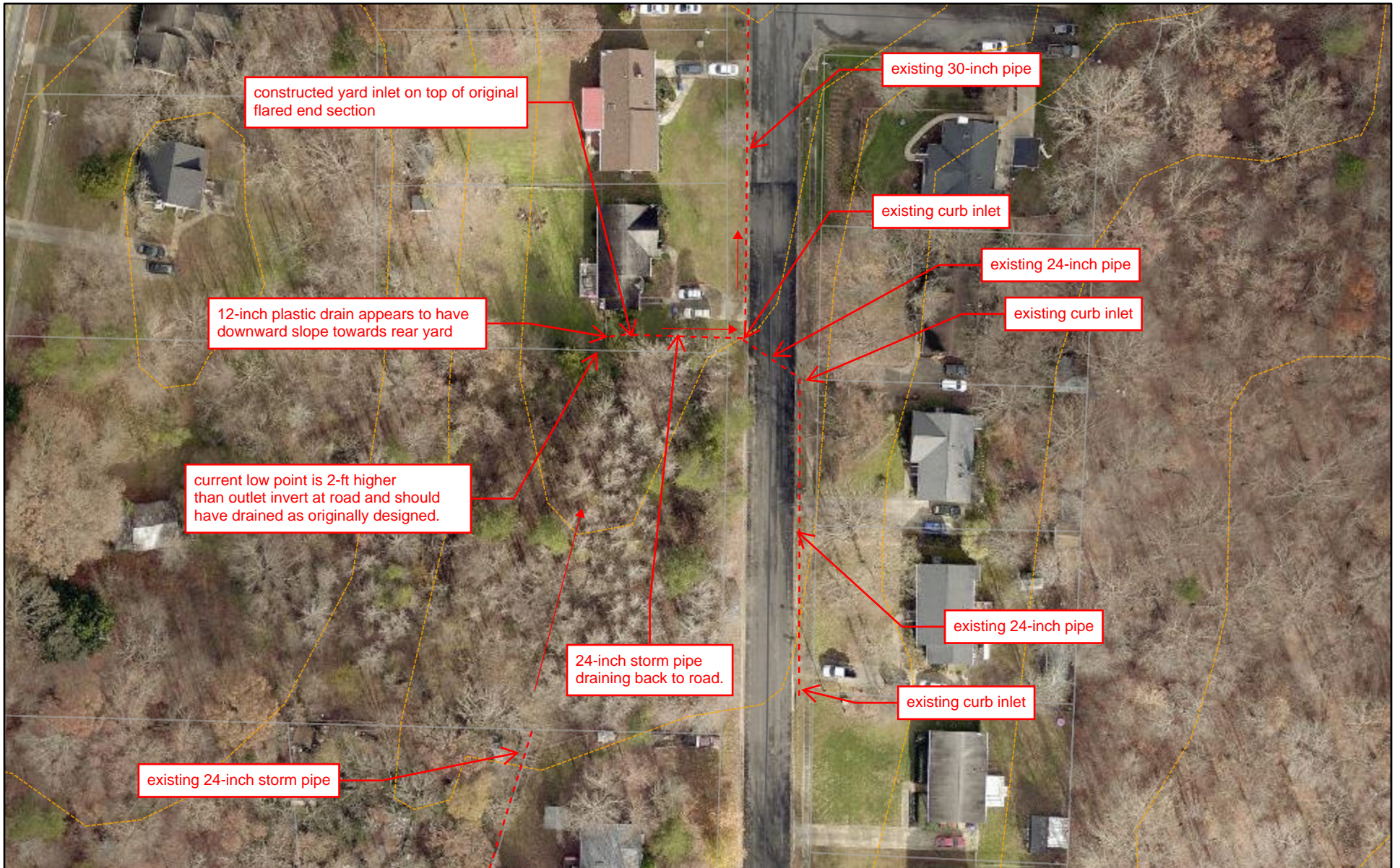
The subject property owned by Whitt Real Estate LLC is proposed to be rezoned from R-20 to R-12 for a potential subdivision. The engineering department has reviewed the proposed rezoning request. Our comments are as follows:

1. A preliminary site plan shall be submitted by the developer to the Planning Department for TRC review. The plan shall include how the proposed new lots will be served with water, sewer, and related storm drainage improvements. In addition, if mass grading is proposed a preliminary grading plan shall be provided for review.
2. Once approved, site construction drawings shall be submitted providing more detail on how the water, sewer, and storm drainage will be constructed with a grading plan (if mass grading). After the TRC has approved the construction drawings, a subdivision plat can be reviewed. The plat cannot be recorded until necessary work has been completed.
3. A storm water permit is required with new development when exceeding one acre disturbance as well as a land disturbance permit from the NCDEQ Land Quality Section. Typically, R-12 development would meet low density requirements (24% or less built upon area) not requiring storm water control measures (i.e., treatment with detention). However, evidence shown to date demonstrates the need for corrective measures to the receiving storm pipe located at 1228 Skyview Drive.
4. A NCDOT encroachment agreement is needed for the water and sewer taps on S. Third Street.
5. New driveway connections must be made in accordance with NCDOT and the City of Mebane requirements.
6. All water and sewer taps are the responsibility of the developer of the property to install and must be installed before a subdivision plat is recorded.
7. Water and Sewer System Development Fees are due prior to the release of any building permits.

The subject property has a 24-inch storm drainage pipe which discharges from Dawn Court onto the low portion of the property. Downstream from the proposed development is a modified drainage pipe system which includes a receiving 24-inch concrete flared end section which has been modified from the original construction to now include a yard inlet with a 12-inch pipe acting as the main receiving pipe. This change significantly reduces the ability to drain the area and should be corrected. Attached are exhibits related to the area storm drainage as it currently exists.

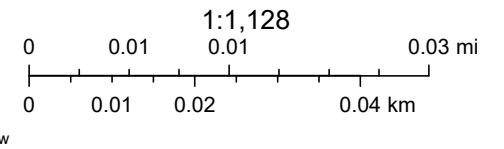
**Prior to subdividing the property an engineered solution must be in place that addresses all related matters.**

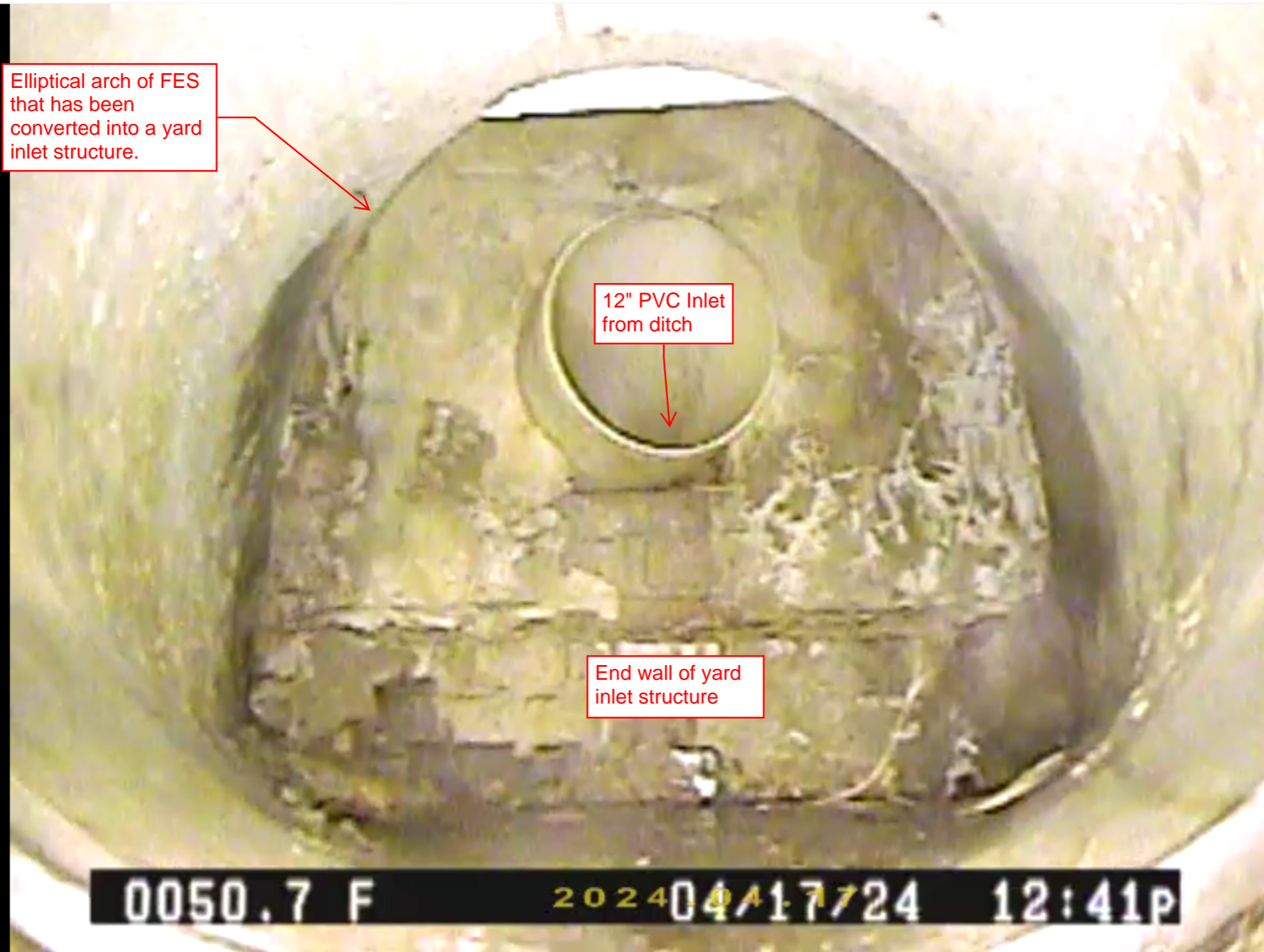
# ArcGIS Web Map



4/19/2024, 7:45:46 AM

- City Limits
- Mebane Centerlines
- 5ft Contours, Alamance County
- Alamance County Parcels
- NCDOT Centerlines
- Local



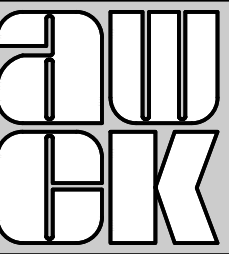
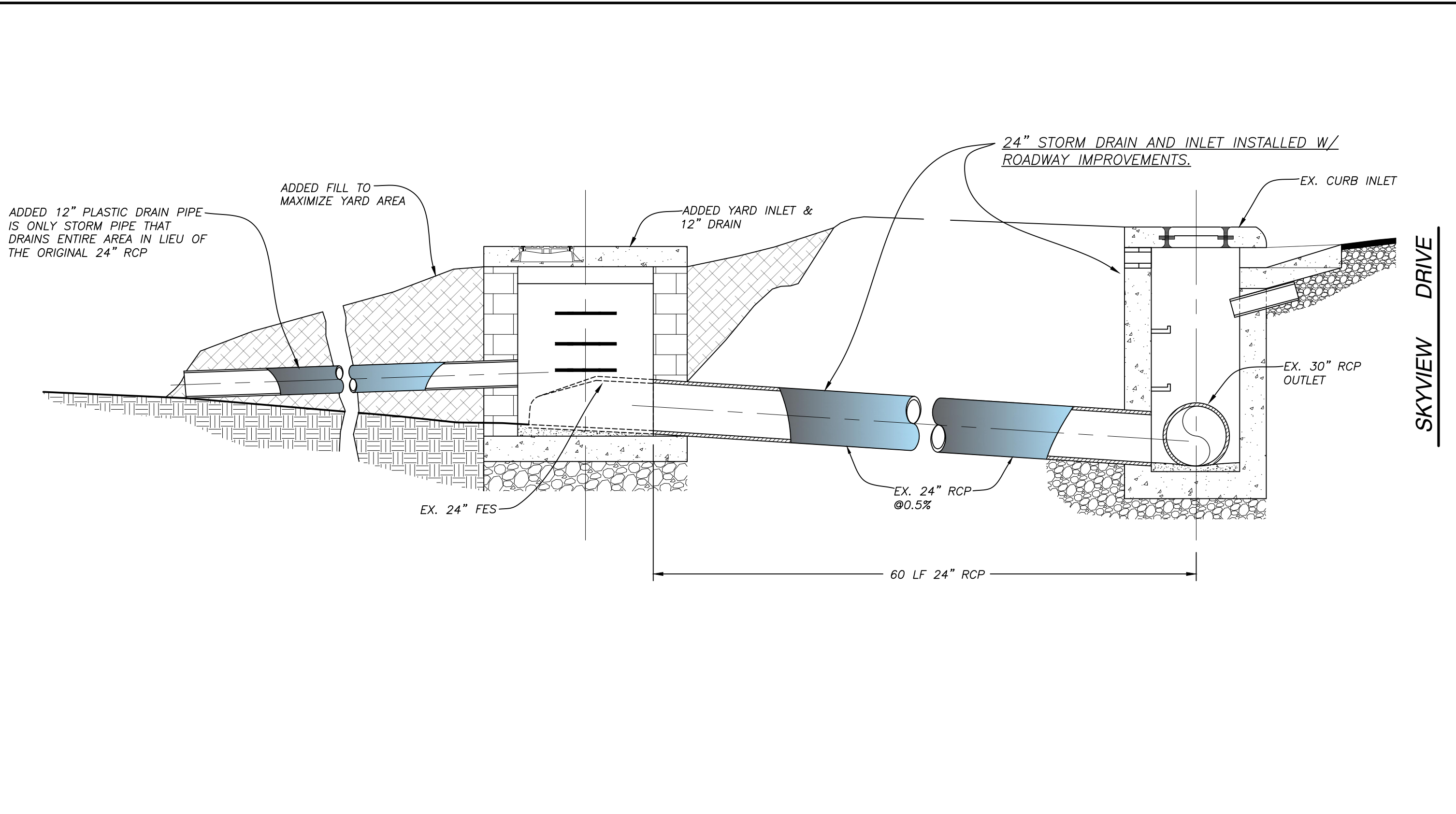


Elliptical arch of FES that has been converted into a yard inlet structure.

12" PVC Inlet from ditch

End wall of yard inlet structure

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 Firm's Engineering License No. F-0203

**APPROX. CURRENT DRAINAGE  
 INFRASTRUCTURE**

STORM DRAINAGE IMPROVEMENTS FOR PROPERTY AT  
**1228 SKYVIEW DRIVE**  
 ALAMANCE COUNTY  
 MEBANE, NC

SCALE: NTS      DATE: 4/23/2024      DWG. BY CBS/FKH      PROJECT NO.: 17010E

SHEET NO.:  
**1**  
 OF 1



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## AGENDA ITEM #6B

### Downtown Mebane Social District Proposed Ordinance

---

#### Meeting Date

May 6, 2024

---

#### Presenter

Erin Nettles, Representing DMDC

---

#### Public Hearing

Yes  No

---

#### Summary

The nonprofit Downtown Mebane Development Corporation, which manages the Mebane Main Street program, is presenting a proposal for creating a Downtown social district that conforms with state law. This proposal would allow ABC permittees within the district to serve alcoholic beverages to responsible adults 21 years or older for consumption within the district, including on sidewalks and in participating businesses.

---

#### Background

In July 2023, Downtown Mebane became the 70<sup>th</sup> designated Main Street America program in North Carolina. Part of the DMDC's vision is that "Downtown serves as the center for community engagement and is rich with diverse small businesses, nightlife and dining options for a positively charming experience."

In October 2021 and July 2022, the North Carolina General Assembly passed legislation that allowed municipalities to create social districts that adhered to specific requirements. During the last two years, more than 50 communities in the state have adopted ordinances to create these entertainment districts that have supported downtown revitalization efforts and provided additional economic development opportunities for downtowns of all sizes.

DMDC has researched the feasibility and benefits of creating a social district and has determined that Downtown Mebane has the business and public support needed for a successful program.

The Downtown Mebane Development Corporation presented a proposal for a Downtown Mebane Social District to the City Council on April 8, 2024. A public hearing to consider adoption of an ordinance to approve the social district was advertised for May 6, 2024.

---

#### Financial Impact

The Public Works department would have modest increased costs for additional trash collection if the social district was approved, but the specific financial impacts are not known at this time.

Other costs for implementation of the social district including beverage cups, educational materials and signage will be the responsibility of the Downtown Mebane Development Corporation and participating businesses.

---

#### Recommendation

The DMDC recommends the adoption of the Social District Ordinance.



### **Suggested Motion**

I move that the City adopt the Social District Ordinance, a new Chapter 23 of the Municipal Code of Ordinances, as presented to include the mapping of the social district, said Ordinance to be effective on \_\_\_\_\_,2024.

---

### **Attachments**

1. Proposed Social District Ordinance
2. Social District Map
3. Social District Management and Maintenance Plan
4. Downtown Mebane Social District PowerPoint Presentation

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEBANE, ADDING CHAPTER 23, SOCIAL DISTRICT BY CREATING A NEW DOWNTOWN SOCIAL DISTRICT, OF THE CODE OF ORDINANCES OF THE CITY OF MEBANE, NORTH CAROLINA**

WHEREAS, the North Carolina General Assembly enacted legislation in 2021 (North Carolina General Statute §18B-300.1) allowing municipalities to designate social districts within their jurisdiction to allow alcoholic beverages sold by licensed permittees to be consumed within the district, outside of the establishment where the beverage was purchased; and

WHEREAS, the City of Mebane believes that a social district is a valuable tool to increase economic activity and the vibrancy of downtown Mebane.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mebane, North Carolina that:

Section 1. A new Chapter 23 Downtown Social District, be created as follows:

**DOWNTOWN SOCIAL DISTRICT**

Sec. 23-1. Definitions

The following words, terms, and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning:

*Customer* means a person who lawfully purchases an alcoholic beverage from a permittee that is in the social district.

*Liquor* means "spirituous liquor," defined by G.S. §18B-101.

*Malt Beverages* means beer, lager, malt liquor, ale, etc., as defined by G.S. §18B-101.

*Mixed-use Development* means an integrated development containing both residential and nonresidential uses and adhering to a comprehensive plan and located on a single tract of land or on two or more parcels of land which may be separated only by a privately maintained street or other right-of-way, or which may be contained in a single building.

*Multi-Tenant Establishment* means a building or structure, or multiple buildings and structures on the same property or within the same planned development project, that may be subject to a common declaration of restrictive covenants administered by a common property owners' association provided that the same are under common ownership, control, or property owners' association governance, that contains or contains multiple businesses that sell food, goods, services, or a combination of food, goods, and services, which include or are connected by common areas. The term multi-tenant establishment consists of a mixed-use development.

*Non-Permittee Business* is a business located in a social district and does not hold any North Carolina Alcoholic Beverage Control Commission (ABC) permit.

*Open Container* means a container for one of the alcoholic beverages sold by a permittee whose container has a broken seal or a container other than the manufacturer's unopened original container.

*Permittee* means a person holding any of the following ABC permits:

- i. An on-premises malt beverage permit issued pursuant to G.S. §18B-1001(1).
- ii. An on-premises unfortified wine permit issued pursuant to G.S. §18B-1001(3).
- iii. An on-premises fortified wine permit issued pursuant to G.S. §18B-1001(5).
- iv. A mixed beverages permit issued pursuant to G.S. §18B-1001(10).
- v. A wine shop permit issued pursuant to G.S. §18B-1001(16).
- vi. A distillery permit issued pursuant to G.S. §18B-100(5).

*Public Street* means any highway, road, street, avenue, boulevard, alley, parking lot, or another way within and under the control of the City or State and open to public use, including the sidewalks of any such street.

*Person* means an individual, firm, partnership, association, corporation, limited liability company, other organization or group, or other combination of individuals acting as a unit.

*Premises* means a fixed permanent establishment, including all areas inside or outside the licensed establishment, where the permittee has control through a lease, deed, or other legal processes.

*Social District* is defined as an outdoor area set by ordinance where alcoholic beverages sold by an establishment licensed for the sale of alcoholic beverages for on-premises consumption may be consumed in accordance with G.S. §18B-904.17 or other applicable State law. A social district may include both indoor and outdoor areas of businesses within the defined area during the days and hours established for the social district. A social district may include privately owned property, permittees, non-permittee businesses, multi-tenant establishments, public streets, crosswalks, or parking areas, whether or not the streets or parking areas are closed to vehicle traffic.

*Wine* means "fortified or unfortified wine," defined by G.S. §18B-101.

#### Sec. 23-2. Downtown Social District

- a. The social district established by the City Council pursuant to G.S. §18B-904.17 is described herein and shown on the attached map, showing the same, along with the days and hours of operation. To the extent required by applicable State law, any portion of a social district described within this Section that overlaps with premises subject to a permit for on-premises consumption of alcohol issued by the North Carolina Alcoholic Beverage Control Commission for a special event shall be suspended during the event to the extent the social district and the permitted premises are in conflict.

1. The days and hours of operation for this social district shall be Thursday to Sunday, from 11 a.m. to 10 p.m.

b. Sale of Open Containers of Alcoholic Beverages

It shall be unlawful for a permittee located in a social district to sell open containers of alcoholic beverages and allow customers to exit its licensed premises to the social district unless the permittee meets the following requirements:

1. The permittee is located in an ABC-approved and the City of Mebane- approved social district.
2. The permittee shall only sell an open container of an alcoholic beverage (malt beverage, fortified wine, or liquor) for consumption in the social district and off the premises of the permittee in a container that meets all of the following requirements:
  - a) The container clearly identifies the permittee from which the alcoholic beverage was purchased;
  - b) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed;
  - c) The container is not comprised of glass;
  - d) The container displays, in no less than 12-point font, the statement, "Drink Responsibly- Be 21;" and
  - e) The container shall not hold more than 16 fluid ounces.
3. Nothing in this section shall be construed to authorize the sale and delivery of alcoholic beverage drinks in excess of the limitation set forth in G.S. § 18B- 1010.

c. Consumption in Public

Except as permitted herein, no person shall consume any beer, wine, or liquor or upon or within the limits of any public street or sidewalk in the city.

d. Possession of Open Container in Public

Except as permitted hereto, no person shall consume any beer, wine, or liquor within the limits of any public street or sidewalk in the City.

e. Container Disposal

It shall be unlawful for any person to drop, throw, cast, or deposit any used malt beverage, wine, or liquor container upon any public street or sidewalk or upon the private business premises of another without permission of the owner or person in control of such premises.

f. Responsibilities of Non-Permittee Businesses in Social Districts

Any non-permittee business that is part of the social district and allows customers to bring alcoholic beverages onto its premises is not responsible for enforcement of G.S. §18B but must comply with the following requirements:

1. Clearly, post signage at any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point,
2. Post the uniform signage provided to the non-permittee business indicating that customers may bring alcoholic beverages onto the premises of the non-permittee business during the days and hours that the social district is active; and
3. Allow law enforcement officers access to the areas of the premises accessible by customers during the days and hours the social district is active.

g. Requirements for Possession and Consumption of Open Containers of Alcoholic Beverages in the Social District.

Except where otherwise allowed by local ordinance, it shall be unlawful to possess or consume an open container of an alcoholic beverage in a social district during the hours established for the social district unless:

1. The alcoholic beverage is purchased from a permittee located in the social district;
2. The customer-purchased open container of alcoholic beverage is in a container meeting the requirements set forth in Sec. b, except for open containers sold by a permittee for consumption on the permittee's premises;
3. The person does not possess at one-time open containers of alcoholic beverages in the social district in excess of the number of alcoholic beverages that may be sold and delivered by a retail permittee as set forth in G.S. §18B-1010;
4. The person does not enter the premises of a non-permittee business in the social district with an open container of an alcoholic beverage unless the non-permitted business has displayed the uniform sign for the social district as herein provided; and
5. The person disposes of any open container of an alcoholic beverage purchased from a permittee in the person's possession prior to exiting the social district unless the person is reentering the licensed premises of the permittee where the alcoholic beverage was purchased.

Notwithstanding G.S. §18B-300 and G.S. §18B-301, a permittee or non-permittee business may allow a customer to possess and consume on the business's premises alcoholic beverages purchased from a permittee in the social district.

h. Multi-Tenant Establishments

Permittees and non-permittee businesses in a multi-tenant establishment located within a social district may participate in the social district regardless of whether the multi-tenant establishment has a common area entertainment ABC permit.

i. Consumption and Possession of Alcoholic Beverages On City Property Or Public Vehicular Areas.

Except as provided by this temporary downtown social district, it shall be unlawful for any pedestrian to consume malt beverages or unfortified wine, liquor, or mixed beverage on any City street, and it shall be unlawful for any person to possess an open container of malt beverages or unfortified wine or liquor on any property owned, occupied, or controlled by the City. It shall also be unlawful to possess malt beverages and unfortified wine, liquor, or mixed beverage on any street, alley, or parking lot which is temporarily closed to regular traffic for a special event unless the City Manager or designee approves the permit in accordance with the policies set forth in City Council's Special Event Policy closing the street, alley, or parking lot makes other provisions for the possession of malt beverages or unfortified wine. An open container is one whose seal has been broken or a container other than the manufacturer's unopened original container.

Notwithstanding the above, the provisions of this section shall not be applicable to any streets or sidewalks located within a social district during the hours of operation of the social district. The provisions of the section shall remain applicable for any property owned, occupied, or controlled by the City that is located within a social district unless that property has been designated by the City as eligible for the consumption of alcohol under the rules of the social district and applicable State law.

j. Exceptions

Any public, community-sponsored function or activity being conducted on public streets, alleys, or parking lots that are temporarily closed to regular traffic or other city-owned parks and facilities located within the Downtown Social District, as defined herein upon approval of a special events permit pursuant to City policies and all applicable ABC regulations.

Sec. 23-3. Enforcement

Any person who violates this Article, and any person who aids, abets, encourages, assists in, or contributes to such violation, shall be guilty of a misdemeanor as provided in G.S. § 14-4 and, upon conviction, shall be subject to a maximum fine of \$500.00 per occurrence, imprisonment, or both.

Sec. 23-4. Severability

If any provision of this section is declared invalid or unconstitutional for any reason, the remaining provisions shall be severable and shall continue in full force and effect.

Section 2. It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance shall become effective on \_\_\_\_\_, and be made part of the Code or Ordinances, City of Mebane, North Carolina, and the section of this ordinance may be renumbered to accomplish such intention.

Section 3. To the extent that this Chapter conflicts with Section 22-1 (b) and (c), this Chapter 23 shall control as to the defined social district only. Otherwise, Section 22-1 shall control.

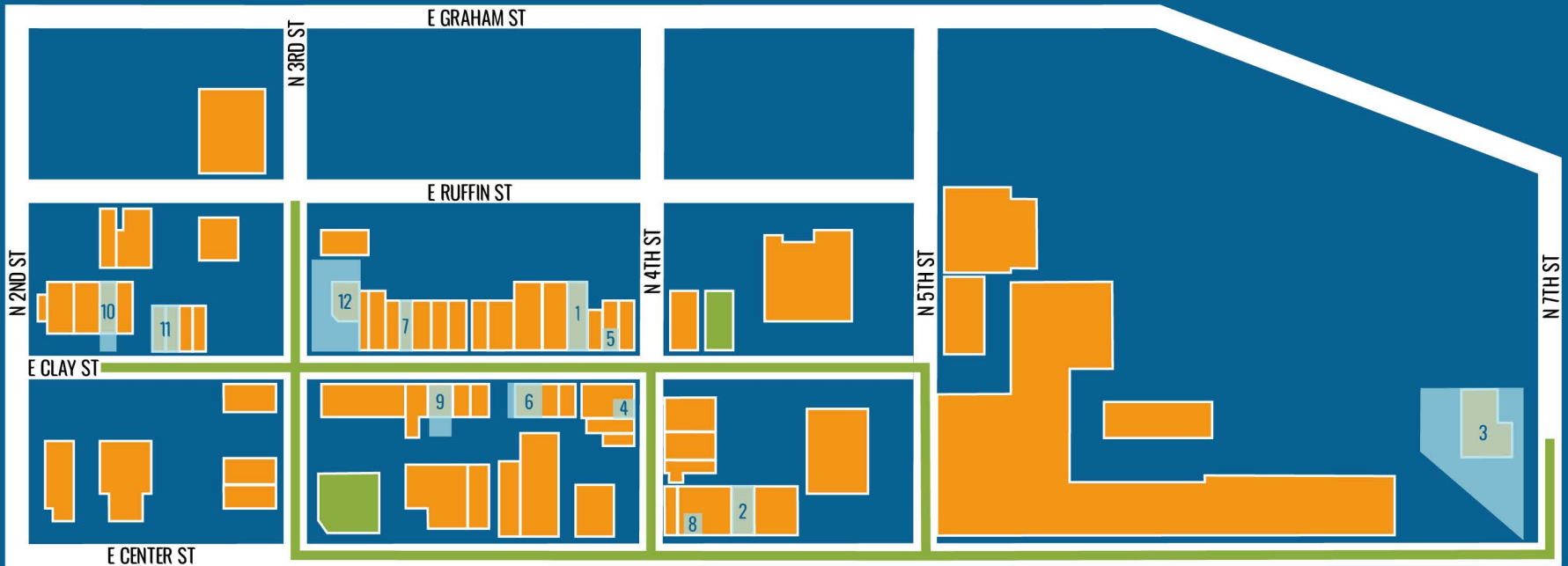
Adopted this \_\_\_\_\_ day of May 2024.

\_\_\_\_\_  
Ed Hooks, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

DRAFT



**SOCIAL DISTRICT**  
DOWNTOWN MEBANE

- |                            |                                     |
|----------------------------|-------------------------------------|
| 1. Martino's Bakery & Deli | 7. Clay Street Tavern               |
| 2. Junction on 70          | 8. Trackside Bottle Shop            |
| 3. Bright Penny Brewing    | 9. Crafted: The Art of the Taco     |
| 4. Whiskey Sowers          | 10. 2 Twelve Seasonal Kitchen & Bar |
| 5. Hyperion Bar & Lounge   | 11. Stumblin' Pig                   |
| 6. Wooden Nickel           | 12. Go Girl Shoppe                  |

— Social District Boundaries

# ABC Permittees

■ Park



Learn More





## Social District Management & Maintenance Plan

### Public Waste Management:

- Department: Mebane Public Works
- Contact: Chuck Smith – Public Works Director & Leon Eakes – Sanitation Operations Supervisor: 919-563-3401
- Schedule
  - Downtown public street receptacles are collected on Monday and Friday. Recycling receptacles are collected bi-weekly on Wednesday.
  - No increase in the current downtown collection schedule and operation is expected.

Note: Sanitation & Recycling receptacles will increase.

### Security and Public Safety:

- Department: Mebane Police Department
- Contact: (919) 563-9031, or <https://cityofmebanenc.gov/contact/>
- Emergency Contact: 911
- Schedule:
  - Directed Patrols as needed in the in the downtown area (1 officer)
    - **NOTE:** Directed patrols will be implemented during the initial phase for the first few months to assess staffing requirements for the social district. These patrols will align with the operating hours of the district, allowing for a comprehensive analysis
  - Off-duty supplemental officers (1 officer): Extra duty assignment approved by the Chief of Police to work overtime shifts, as filled by off-duty officers, nights and weekends
    - **NOTE:** Supplemental officer assignments do not ensure full coverage for every timeslot, however, the Mebane Police Department is confident in its ability to secure supplemental support. Moreover, we will conduct an analysis of how the utilization of supplemental officers affects overtime budgets. If there are significant increases, we would request that the cost during peak hours be covered by business owners.

### Downtown Management:

- Organization: Downtown Mebane Development Corporation (DMDC)
- Contact: Barbara Hollerand – Executive Director [mainstreet@cityofmebane.com](mailto:mainstreet@cityofmebane.com)
- Schedule:
  - Monday – Friday, DMDC Executive Director is on duty in the downtown.
  - Approach: Manage business participation, marketing, branding, and liaison between City Departments, Alcohol Law Enforcement (ALE), businesses, and residents

### District Boundaries:

- See attached social district map

**SOCIAL DISTRICT**  
**DOWNTOWN MEBANE**



# What is a Social District?

A social district is a defined area in which a person 21 years or older may responsibly consume alcoholic beverages, indoor or outdoor, sold by an ABC Permittee located within the designated social district.



# Enabling Legislation

## **NC House Bill 890**

- Oct. 2021 – Allows local governments in North Carolina to create social districts.

## **NC House Bill 211**

- July 2022 – Clarifies the requirements and rules for social districts.



# Social Districts in North Carolina

Asheboro	Hickory	Oxford
<b>Burlington</b>	High Point	Pilot Mountain
Cary	Huntersville	<b>Raleigh</b>
Charlotte	Kannapolis	Rutherfordton
Claremont	Lenoir	Salisbury
Cornelius	Lexington	Selma
Davidson	Madison	Statesville
<b>Durham</b>	Manteo	Sylva
<b>Elon</b>	Monroe	Tarboro
Fayetteville	Mooresville	Thomasville
Fuquay-Varina	Mount Airy	Washington
Garner	New Bern	Wendell
Gastonia	Newton	Whiteville
<b>Greensboro</b>	North Wilkesboro	Wilson
Greenville	Norwood	<i>(with more on the way)</i>



# Social District Requirements

- **District must be clearly defined**
  - Signage must include the geographic area of the district, days/hours the district is in effect, phone number for police.
- **Only ABC Permittees with onsite consumption permits inside the district are able to sell beverages in the district.**
  - No convenience stores, “brown bagging,” bringing from home, etc.
  - Special event, one-time use permits for vendors
- **Cups must be 16 oz. or less, include the social district logo, name of business where purchased, date/time of purchase, and have “Drink Responsibly – Be 21” printed on them.**
- **Beverages may NOT leave the district.**



# Businesses Decide on Participation

- Every business in the district has the choice to **opt-in** or **opt-out** of the district
- OPT-IN –alcoholic beverages allowed in the business
- OPT-OUT –alcoholic beverages NOT ALLOWED in the business
- ABC Permittees – have the option of serving beverages that can be taken out of their businesses and into the district.
- Businesses’ preferences would be indicated by a decal on the front window/door.



# Social Districts Summary

- ✓ Only beverages sold by ABC Permittees for onsite consumption in the district are allowed to be consumed in the social district.
- ✓ Beverages purchased in social district must be consumed inside district boundaries and hours.
- ✓ Must use specially branded cups with social district logo and purchase location.

**CANNOT** consume beverages purchased from anywhere outside of the social district in the social district.

**CANNOT** consume alcoholic beverages outside of the designated social district boundaries.

**CANNOT** consume alcoholic beverages outside of designated social district hours.





# Social District Strengths

## A Tool for Economic Development

- Main interest group pushing for social districts was the NC Retail Merchants Association
- Economic spark for small businesses
- Spurs revitalization efforts by making Downtown more attractive to new businesses and restaurants
- Creates an instant entertainment destination
- Adds vibrancy and vitality to Downtown
- Enhances Downtown events



# Social District Considerations

- Increasing police foot patrol within district
- Increasing the number of recycling and trash receptacles within district
- Data tracking (revenue, foot traffic, new businesses, incidents)



# Mebane's Social District Strategy

- **Step 1** – Research
- **Step 2** – Determine the goals for a social district
- **Step 3** – Visit with ABC permittees in proposed district
- **Step 4** – Meet with City management and Police Department
- **Step 5** – Educate Downtown community
- **Step 6** – Present proposal to City Council
- **Step 7** – Establish the Social District



# Mebane's Social District Strategy

## Step 1 – Research

- Feedback from other cities with districts
- Visit established social districts (look at signs, cups, decals)
- Set up one-on-one meetings with City Council members to discuss proposal



# Mebane's Social District Strategy

## **Step 2 – Determine the goals for a social district**

- This helps establish district boundaries, days, times
- Complement Downtown events
- Encourage foot traffic Downtown
- Encourage new development



# Mebane's Social District Strategy

## Step 3 – Visit with ABC Permittees in proposed district

- Explain the rules/liability
- Share benefits of a social district
- Gauge interest in participation



# Mebane's Social District Strategy

## Step 4 – Meet with City Management and Police Department

- Discuss proposed social district concept, area, days, hours
  - **Proposed days/hours: Thursday-Sunday, 11 a.m. – 10 p.m.**
- Discuss HB 211, other NC cities with social districts
- Discuss pros and cons, address misconceptions
- Encourage conversations with similar cities with social districts
- Schedule follow-up meetings to hear concerns



# Mebane's Social District Strategy

## Step 5 – Educate Community

- Focused on business/property owners Downtown
- Went door-to-door
- Shared information in Downtown Mebane Facebook group
- Held information sessions with Burlington's Main Street director
- Included pros and cons (to get in front of common misconceptions)





# Mebane's Social District Strategy

## **Step 6 – Present Proposal for City Council discussion**

- Review of social district proposal at public meeting
- Downtown businesses and ABC permittees participation for Q&A
- Adoption ordinance to be considered at a future meeting



# Mebane's Social District Strategy

## Step 7 – Establish the Social District

- Inform Downtown businesses/property owners
- Publicize through news release, social media
- Determine participation level for each business in social district
- Create final logos, QR codes
- Order and distribute decals
- Create sign design, determine sizes, locations and quantities
- Create webpage
- Create required maintenance plan
- File with the ABC Commission of NC
- Plan a launch date/event!



# Proposed Social District Boundaries



- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1. Martinho's Bakery & Deli | 7. Clay Street Tavern               |
| 2. Junction on 70           | 8. Trackside Bottle Shop            |
| 3. Bright Penny Brewing     | 9. Crafted:The Art of the Taco      |
| 4. Whiskey Sowers           | 10. 2 Twelve Seasonal Kitchen & Bar |
| 5. Hyperion Bar & Lounge    | 11. Stumblin' Pig                   |
| 6. Wooden Nickel            | 12. Go Girl Shoppe                  |

— Social District Boundaries

# ABC Permittees

■ Park



Learn More



# Social District Branding

## District Logo



## Cup Logo



# Social District Branding

## Window Decals

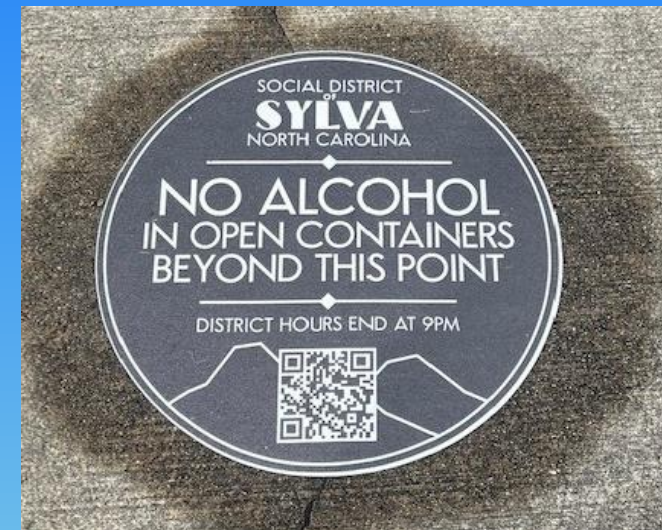
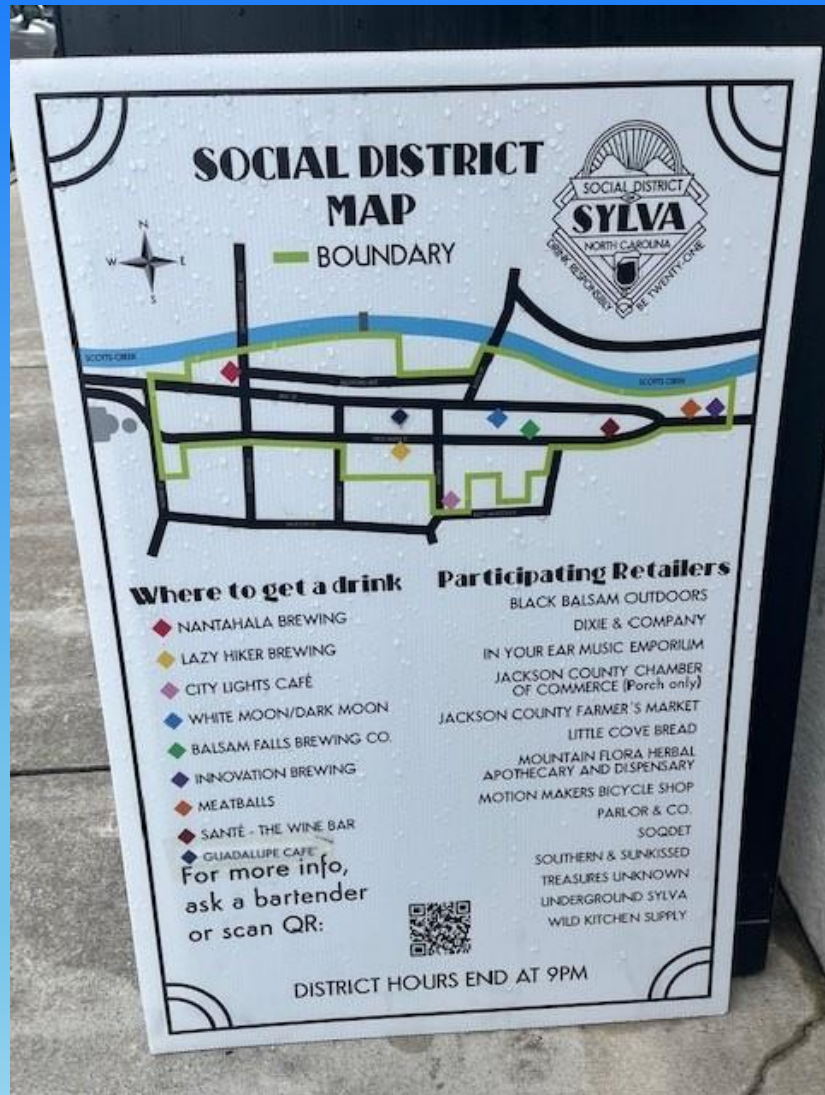


# Sign Examples (Burlington)

- Map signs – largest, in highest foot traffic areas, includes all information
- QR code signs – entry/exit points, basic information, QR code to map/rules
- Sidewalk decals – entry/exit points, QR code to map/rules



# Sign Examples (Silva)



# Questions?







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## AGENDA ITEM #7

### Voluntary Annexation Agreement- 207 & 211 Mattress Factory Road

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#### Meeting Date

May 6, 2024

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#### Presenter

Lawson Brown, City Attorney

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#### Public Hearing

Yes  No

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#### Summary

AB Walker Construction, Inc., owner of 207 Mattress Factory Road and 211 Mattress Factory Road, has requested annexation into the City for the foregoing property and, by City policy, has signed an annexation agreement and a petition for annexation.

---

#### Background

The properties at 207 Mattress Factory Road and 211 Mattress Factory Road are in the Mebane Extraterritorial Jurisdiction in Orange County, and City water is currently available to serve the properties. The properties do not have access to City general fund services, being located outside the City's corporate limits. The owner desires to build a house on each individual property and to avail the property of City water services. Per the City, Voluntary Annexation Policy, adopted June 6, 2022, (Section F, subsection 2) property owners desiring to avail themselves of utility service may apply for annexation which the City will consider on a case-by-case basis. In order to be considered for annexation under the policy, the applicants must sign an annexation application or petition and an agreement to be annexed in the future if the City desires. Generally, the City would request the individual property to be annexed if City utility services were available to the property; however, the City has the flexibility to defer the annexation of individual properties. Furthermore, the City may request annexation of the individual properties, in the future, if the City determines that it is in the best interest of the City to do so. The purpose of the policy is for the City to be able to extend its corporate limits and provide municipal services on a consistent basis. In the event that the City does not desire immediate annexation of an individual property, the policy provides that the annexation agreement be recorded in the public registry to provide notice to all persons who may purchase the property in the future. If an individual property is not annexed into the City, City policy provides for the individual property owner to pay the outside-the-City rate for utility services.

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#### Financial Impact

N/A

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#### Recommendation

Staff recommends that the Council accept the petition but defer annexation provided that the owners of the property record the City's signed standard Annexation Agreement per the June 6, 2022, policy. Staff further recommends that City utility services be made available to the individual property.

---

**Suggested Motion**

I move that the City accept the petition for annexation and the annexation agreement for the properties at 207 Mattress Factory Road and 211 Mattress Factory Road but defer annexation until the future per the City's policy and upon recordation of the signed annexation agreement. I further move that the City allow access to the City utility services per the Voluntary Annexation Policy.

---

**Attachments**

1. Petition for Annexation and Annexation Agreement
2. Annexation Policy adopted by Council June 6, 2022

STATE OF NORTH CAROLINA  
COUNTY OF Orange

PETITION FOR ANNEXATION OF PROPERTY TO  
THE CITY OF MEBANE, NORTH CAROLINA

PART 1. The undersigned, being all the owners of the real property described in this application (Attachment A, hereinto "the Property") respectfully requests the annexation of said property into the City of Mebane ("City"), North Carolina. The petitioners understand and agree that all utilities within the annexed area shall be installed according to the City Ordinances and Policies and any utilities that must be extended to the annexed area are the responsibility of the undersigned or successive property owners. The property to be annexed is:

- A. \_\_\_\_\_ CONTIGUOUS AND/OR INFILL to the present corporate limits of the City, North Carolina pursuant to N.C.G.S. §160A-31 et seq., or
- B.  NON-CONTIGUOUS to the municipal limits of the City, North Carolina, not closer to the limits of any other municipality and is located within three (3) miles of the municipal limits of the City, North Carolina pursuant to N.C.G.S. § 160A-58.1 et seq.

The Property to be annexed is more particularly described in Attachment "A" and said Attachment "A" is expressly made a part hereof.

PART 2. This Petition for Annexation is made pursuant to an agreement with the City whereby the Petitioner(s) are being allowed to extend City water and/or sewer service to the described property.

PART 3. In consideration of said agreements, Petitioner(s) agree that this Petition for Annexation shall be irrevocable in perpetuity, notwithstanding that all or a portion of the described properties may be conveyed to third parties. Petitioner(s) agree that any such conveyances shall be made subject to the terms of the Annexation Agreement incorporated in the deed duly executed and recorded in the county in which the property is located.

PART 4. North Carolina General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S. 160D-102 and 100(d) for properties subject to the petition. Do you declare vested rights for the property subject to this petition? YES \_\_\_\_\_ NO .

If yes, please submit proof that vested rights have been granted by governing board.

I HEREBY DECLARE that my failure to disclose the existence of a vested right terminates any vested right previously acquired for this property.

Signed this 26<sup>th</sup> day of January, 2024, by the owners of the property described in Attachment "A".

AB Walker Construction Inc.

Owner

Owner

Adam B. Walker

Owner

Adam B. Walker

Owner

(Corporate Name)

AB Walker Construction Inc.

By: Adam B. Walker

President

ATTEST: Michelle Walker

Secretary

Michelle Walker

Adam B. Walker

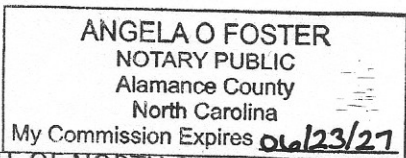
(CORPORATE SEAL)

STATE OF NORTH CAROLINA

COUNTY OF Orange

I, Angela O. Foster, a Notary Public of said County and State, hereby certify that Owner(s) Adam B. Walker personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 26 day of January, 2024.



Angela O Foster  
Notary Public

My Commission Expires: June 23, 2027

STATE OF NORTH CAROLINA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of said County and State, hereby certify that Owner(s) \_\_\_\_\_ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

My Commission Expires: \_\_\_\_\_

\*\*\*\*\*

STATE OF NORTH CAROLINA  
COUNTY OF Orange

I, Angela O. Foster, Notary Public of said County and State, do hereby certify that Adam B. Walker personally came before me this day and acknowledged that he/she is the President of AB Walker Construction, Inc. a corporation corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he/she signed the foregoing instrument in it name on its behalf as its act.

Witness my hand and official stamp or seal, this the 26 day of January, 2024.

ANGELA O FOSTER  
NOTARY PUBLIC  
Alamance County  
North Carolina  
My Commission Expires 06/23/27

Angela O Foster  
Notary Public

My Commission Expires: June 23, 2027

\*\*\*\*\*

Received by the City Clerk of Mebane, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE OF CITY CLERK:

\_\_\_\_\_

NORTH CAROLINA  
COUNTY OF Orange

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, by and between AB Walker Construction Inc. Property Owner(s), hereinafter referred to as "Owner(s)," and the CITY OF MEBANE, a municipal corporation of the State of North Carolina, hereinafter referred to as "City."

RECITALS:

- A. The Owner is seized of fee simple title to certain real property located outside the corporate limits of the City, identified on the attached Exhibit "A" which is incorporated by reference (herein the "Property").
- B. The Owner desires to have the City provide water and/or sewer service to the Property.
- C. The City is willing to provide water and/or sewer service to the Owner pursuant to City policies.

NOW, THEREFORE, the Owner, in consideration of the mutual covenants contained herein, hereby declares and agrees that the Property is and shall be held, transferred, sold and conveyed subject to covenants and agreements hereinafter set forth which shall run with the land and be binding on future owners.

- 1. The City shall provide water and/or sewer to the Owner under terms, conditions and restrictions of the North Carolina General Statues and the City Ordinances and policies.
- 2. The Owner agrees and hereby covenants to annex the Property into the City at a time that shall be determined by the City Council of the City, pursuant to City Ordinances and policies.
- 3. The Owner agrees that, following a thirty (30) day notice from the City, the water and/or sewer service shall be terminated by the City if the Owner shall fail to perform the above covenants or agreements as they become due.
- 4. The Owner agrees and hereby covenants and agrees that the Property shall be annexed into the City at a time that shall be determined by the City Council. The Owner agrees that a valid petition for annexation has been executed and attached hereto as Exhibit "B" and that the said petition shall remain effective in perpetuity. All subsequent owners, by the acceptance of a deed to the Property described in the petition's Attachment "B", and for the consideration of being served water and/or sewer service

the subsequent owner acknowledges this equitable servitude on the Property described in Attachment "A" and further hereby, by said acceptance, consent to and ratifies the Petition of Annexation given to the City upon execution of this Agreement.

- 5. This designation "Owner" as used herein, shall include the parties, heirs, successors and assigns and shall include singular, plural, masculine, feminine or neuter as required by the context.

IN WITNESS WHEREOF, the Owner has hereunto set his hand and seal or if a corporation or other legal entity has caused this instrument to be signed in its entity name by its duly authorized officers or managers and its seal to be hereunto affixed by authority of its governing group, (Board of Directors) and the City, pursuant to authority duly given, has caused this instrument to be executed on its behalf by its Mayor and to be attested by its City Clerk and its corporate seal hereto affixed, the day and year first above written.

AB Walker Construction Inc. (SEAL)  
Company Name Owner

BY: Adam B. Walker Adam B Walker (SEAL)  
President or Manager Owner

ATTEST: Michelle Walker (SEAL)  
Secretary Michelle Walker Owner

(CORPORATE SEAL)

CITY OF MEBANE

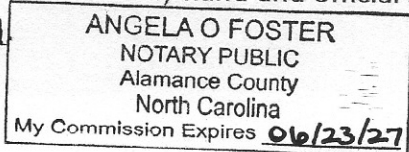
ATTEST: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Assistant City Manager

STATE OF NORTH CAROLINA  
COUNTY OF Orange

I, Angela O. Foster a Notary Public of said County or State, hereby certify that Owner(s) Adam B. Walker personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 26 day of January, 2024.



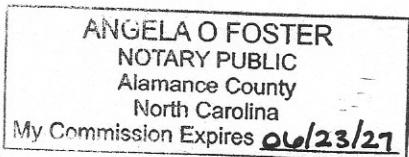
Angela O Foster  
Notary Public

My Commission Expires: June 23, 2027

STATE OF NORTH CAROLINA  
COUNTY OF Orange

I, Angela O. Foster, a Notary Public of said County or State, hereby certify that Adam B Walker personally came before me this day that he/she is the President of AB Walker Construction a Corporation corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he/she signed the foregoing instrument in its name on its behalf as its act.

Witness my hand and official stamp or seal, this the 26 day of January 2024.



Angela O Foster  
Notary Public

My Commission Expires: June 23, 2027

STATE OF NORTH CAROLINA  
ALAMANCE COUNTY

I, \_\_\_\_\_, a Notary Public of said County and State, hereby certify that \_\_\_\_\_, Assistant Manager of the City of Mebane and \_\_\_\_\_, City Clerk personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

Witness my hand and notarial seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

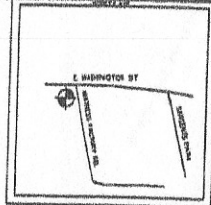


**Certificate of Survey and Assurances**  
 I, James H. Love, Professional Land Surveyor No. 14217, certify that this plat was drawn under my supervision from an actual survey made under my personal observation and that the boundaries, lot areas, and other data shown hereon are true and correct to the best of my knowledge and belief. I further certify that the boundaries, lot areas, and other data shown hereon are true and correct to the best of my knowledge and belief. I further certify that the boundaries, lot areas, and other data shown hereon are true and correct to the best of my knowledge and belief.

DB 6770 PG 421  
 PLAT BOOK 127 PG 25  
 PLAT BOOK 125 PG 103

SUBJECT PARCELS ARE NOT LOCATED WITHIN AN IDENTIFIED SPECIAL FLOOD HAZARD AREA AS DENOTED ON FIRM 3710922500L, PANEL 9823 WITH AN EFFECTIVE DATE OF 11/17/17.

**LEGEND**  
 Existing Iron Pipe (Symbol)  
 Mathematical Point (Symbol)  
 New Iron Pipe (Symbol)



**Certificate of Purpose of Plat**  
 I, James H. Love, Professional Land Surveyor No. 14217, certify that one or more of the following as indicated on this plat:  
 a. That the survey creates a subdivision of land within the use of a county or municipality but has an ordinance that regulates parcels of land.  
 b. That the survey is located in a portion of a county or municipality that is unincorporated as to an ordinance that regulates parcels of land.  
 c. Any one of the following:  
 1. That the survey is of an existing parcel or parcels of land and does not create a new street or change an existing street.  
 2. That the survey is of an existing building or other structure, or natural feature, such as a water course.  
 3. That the survey is a control corner.  
 4. That the survey is of another category, such as the reestablishment of existing parcels, a geodetic survey, or similar situation to the definition of subdivision.  
 d. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a), through (c), above.

James H. Love Professional Land Surveyor L-14217

**Review Officer**  
 State of North Carolina  
 County of Orange

I, James R. Faulk, Review Officer of Orange County certify that the map or plat to which this certification is affixed meets all statutory requirements for recording, for which the Review Officer has responsibility as provided by law.

James R. Faulk Review Officer Orange County

**Certificate of Exemption**

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book          Page          and that said property qualifies as an exemption to the definition of a subdivision in accordance with the provisions of NCOS 1600-802. I (We) do hereby dedicate to public use as easements forever, all areas, if any, shown or indicated on the face of this plat. Furthermore, I (We) understand that exemption from the plat preparation provisions of the City of Mebane Unified Development Ordinance does not exempt the use of the property or building development on the property from meeting all applicable requirements of the City of Mebane Unified Development Ordinance.

Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

LINDA S. DAVIS  
 DB 125 PG 1367  
 ZONED: R-20

MERITAGE HOMES OF THE CAROLINAS INC.  
 DB 6760 PG 1539  
 ZONED: R-10

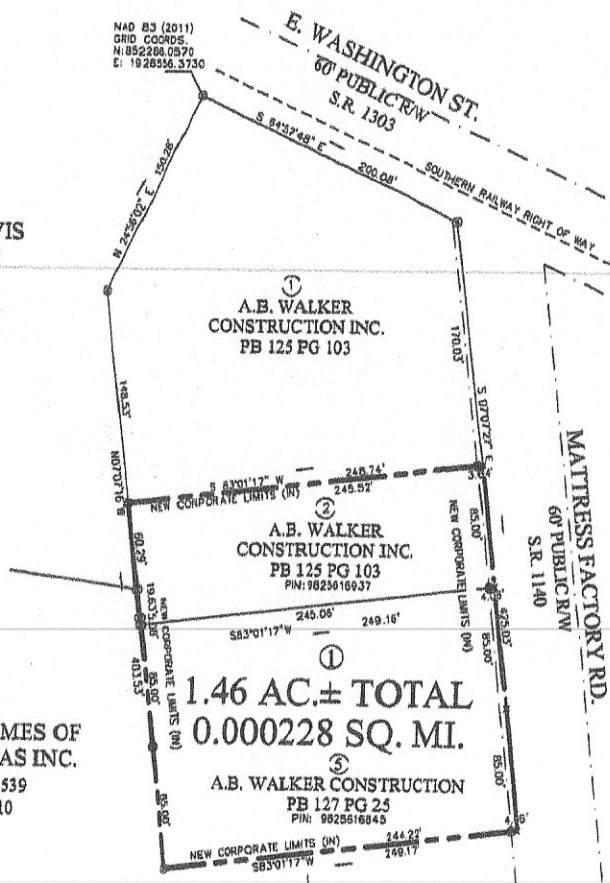
A.B. WALKER CONSTRUCTION INC.  
 PB 125 PG 103

A.B. WALKER CONSTRUCTION INC.  
 PB 125 PG 103  
 PIN: 9825616937

1.46 AC. ± TOTAL  
 0.000228 SQ. MI.

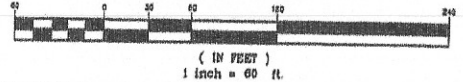
A.B. WALKER CONSTRUCTION  
 PB 127 PG 25  
 PIN: 9825616845

JAMES R. FAULK  
 DB 6064 PG 347  
 ZONED: R-20



ZONING: R-20 RESIDENTIAL  
 FRONT YARD: 30'  
 SIDE YARD: 10'  
 CORNER YARD: 15'  
 REAR YARD: 20'  
 MINIMUM LOT SIZE IN R-20 IS 20,000 SQ. FT. FOR LOTS WITH PUBLIC WATER, BUT NOT PUBLIC SEWER.  
 TOTAL PROPOSED LOTS: 1

FINAL PLAT  
 NON-CONTIGUOUS  
 CORPORATE LIMITS  
 EXTENSION  
 CITY OF MEBANE  
 CHEEKS TOWNSHIP  
 ORANGE COUNTY, NORTH CAROLINA  
 GRAPHIC SCALE



**CAROLINA CORNERSTONE SURVEYING, INC.**  
 3028-D ROCK HILL ROAD  
 BURLINGTON, NORTH CAROLINA  
 (336) 222-1816 (336) 215-2539  
 BUSINESS LIC: C-4662 WWW.CAROLINACORNERSTONE.COM

SCALE: 1" = 60'      DATE: 01/23/24

SURVEY BY: DEK      DWG BY: JHL      APP'D BY: JHL

JOB# 220709ANNEXATION



# CITY of MEBANE

<b>POLICY STATEMENT</b>	
<b>SUBJECT: Voluntary Annexation Policy</b>	PAGE 1 OF 5
	EFFECTIVE: June 6, 2022
	SUPERSEDES: Previous Annexation Policies
	PREPARED BY: Chris Rollins, City Manager
	ADOPTED BY COUNCIL: DATE: June 6, 2022

**BACKGROUND INFORMATION:** The City regularly receives requests from developers and individual property owners requesting voluntary annexation into the City of Mebane corporate limits. This general policy addresses voluntary annexation only and the statutory authority is defined within North Carolina General Statutes 160A (Article 4 Corporate Limits and Article 4A, Extension of Corporate Limits).

GENERAL POLICY STATEMENT:

The intent of the policy is to provide a mechanism by which the City can plan and extend its corporate limits and municipal services provided to citizens residing within said corporate limits in an efficient and effective matter via voluntary annexation. This will allow long range planning via various other municipal mechanisms and policies to allow an orderly extension of City services. To the extent that this policy conflicts with any other related policies of the City, this policy shall be controlling as it supersedes existing policies. It also complies with statutory and judicial opinions for municipal service requirements.

Typically, voluntary annexation occurs when a party desires to obtain access to City general services and/or utility service(s). For the purpose of this policy, and per NC General Statutes related to voluntary annexation, it is assumed that the party is either requesting some level of the referenced City services and is submitting a voluntary annexation petition to obtain access to general fund services (for example – garbage collection, but not use of parks & recreation services) and/or utility service(s) as defined via the City Water and Wastewater System Extension and Connection Policies. Similar to the City Water and Wastewater System Extension and Connection Policies – General Policy Statement C – “The City Council has the right to approve or deny proposed

connection or extension to its water or wastewater system based on the City's best interest", this policy details further that the City Council has the right to accept or deny voluntary annexation and/or require property owners to enter into a written agreement with the City for voluntary annexation at such future date as the City Council determines that it is in the best interest of the City and the City can provide a majority of consistent city services to the property. The petition for annexation of property to the City is attached hereto as Exhibit A.

A. CONTIGUOUS AND/OR INFILL VOLUNTARY ANNEXATION WITH PROPERTY SUBDIVISION:

1. It is the intent of the City of Mebane to require voluntary annexation for contiguous and infill properties seeking the referenced City services. Contiguous is defined as sharing a common boundary composed of more than just a survey stake connection. Infill is defined as sharing a common boundary composed of two or more common boundaries.
2. City staff must determine that a majority of consistent city services can be provided.
3. Building permits can be issued once City Council votes to receive the annexation petition and other City requirements have been fulfilled.

B. CONTIGUOUS AND/OR INFILL VOLUNTARY ANNEXATION WITHOUT PROPERTY SUBDIVISION:

1. It is the intent of the City of Mebane to require voluntary annexation for contiguous and infill properties seeking the referenced City services. Contiguous is defined as sharing a common boundary composed of more than just a survey stake connection. Infill is defined as sharing a common boundary composed of two or more common boundaries.
2. City staff must determine that a majority of consistent city services can be provided.
3. Building permits can be issued once City Council votes to receive the annexation petition and other City requirements have been fulfilled.
4. If determined acceptable for voluntary annexation recording via County Register of Deeds Office, the presently recorded metes & bounds are acceptable to meet voluntary annexation petition requirements in lieu of updated surveys for same said properties (without property subdivision). Annexation plats are required to be submitted as dictated in North Carolina General Statute 47-30

C. NONCONTIGUOUS VOLUNTARY ANNEXATION WITH PROPERTY SUBDIVISION:

1. It is the intent of the City of Mebane to require voluntary annexation for noncontiguous properties that will be subdivided seeking the referenced city services. Noncontiguous is defined as not sharing a common boundary composed of more than just a survey stake

connection. Subdivision or subdivided is defined as a property that has been or will be subdivided into one or more properties consistent with the City's Unified Development Ordinance.

2. City staff must determine that a majority of consistent city services can be provided.
3. Building permits can be issued once City Council votes to receive the annexation petition and other City requirements have been fulfilled.

#### D. NONCONTIGUOUS VOLUNTARY ANNEXATION WITHOUT PROPERTY SUBDIVISION:

1. It is the intent of the City to require voluntary annexation for noncontiguous properties that will not be subdivided if a majority of consistent city services can be provided efficiently and effectively. Noncontiguous is defined as not sharing a common boundary composed of more than just a survey stake connection. Subdivision or subdivided is defined as a property that has been or will be subdivided into one or more properties consistent with the City's Unified Development Ordinance.
2. City staff must determine that a majority of consistent city services can be provided.
3. If determined a majority of consistent City services cannot be provided and the definitions of D(1) are met, the City Manager will recommend if any City services should be offered without immediate voluntary annexation and require the property owner(s) to enter into a written agreement with the City for annexation as such future date as the City Council determines that it is in the best interest of the City and the City can provide a majority of consistent city services to the property.
  - a. This written agreement will be required to be added as a property deed restriction to ensure it is binding for future action.
    - i. See Section F of this policy.
  - b. Building permits can be issued once City Council votes to receive the referenced written agreement regarding future voluntary annexation is recorded in general and included as a property deed restriction.
4. If determined acceptable for voluntary annexation recording via County Register of Deeds Office, the presently recorded metes and bounds are acceptable to meet voluntary annexation petition requirements in lieu of updated surveys for same said properties (without property subdivision). Annexation plats are required to be submitted as allowed in North Carolina General Statue 47-30

E. NON-CITY APPROVED/HISTORICALLY SUBDIVIED NEIGHBORHOODS VOLUNTARY ANNEXATION WITHOUT PROPERTY SUBDIVISION:

1. It is the intent of the City to only require voluntary annexation for existing neighborhoods not previously approved by the City or those where the neighborhood creation pre-dates their inclusion within the City jurisdiction when either the majority of the total properties located within the neighborhood or the majority of the residents within the neighborhood submit documented requests/interests in voluntary annexation. Majority is defined as 50% plus to ensure city services can be efficiently and effectively provided.
2. This section does not apply to throughfare (US/NC routes and major City collector routes) frontage properties/sites.
3. Properties within neighborhoods not meeting the majority definition for voluntary annexation and desiring connection to utility municipal service are referred to Section F of this policy.

F. REQUIREMENT OF PROPERTY OWNERS TO ENTER INTO A WRITTEN AGREEMENT WITH THE CITY FOR ANNEXATION AS SUCH FUTURE DATE AS THE CITY COUNCIL DETERMINES THAT IS IN THE BEST INTEREST OF THE CITY AND THE CITY CAN PROVIDE A MAJORITY OF CONSISTENT CITY SERVICES TO THE PROPERTY.

1. It is the intent of the City of Mebane to require property owners connecting to water and/or sewer connection services to request either immediate voluntary annexation or enter into a written agreement with the City for annexation as such future dates as the City Council determines that is in the best interest of the City.
2. The City Manager will make a recommendation to City Council to not require immediate voluntary annexation in situations where it is determined a majority of consistent City services cannot be provided to the property(s), neighborhood, and recommends immediate connection to City water and/or sewer after said written agreement is recorded (in general and as property deed restriction).
3. The written agreement with the City for annexation as such future date as the City Council determines shall be recorded in general and as a property deed restriction upon said and/or all property deeds to ensure it is binding for future action.
4. The property and customers will be charged outside City utility rates until annexed into the City corporate limits.
5. Building permits can be issued once the written agreement has been recorded in the Registry and as a property deed restriction and other City requirements have been fulfilled.

- a. Exhibit B attached to this policy provides a template for the written agreement. The City Attorney is authorized to adjust this template as it is recognized it will require updates and changes.

#### G. COMMUNITY DEVELOPMENT PROJECTS

1. Similar to the City Water and Wastewater System Extension and Connection Policies – General Policy Statement F (1) – regarding “Certain community development projects are exempt from assessment provisions”, this policy details further to the City Council the right to not require voluntary annexation related to certain community development projects.
2. The City Manager will provide a recommendation to City Council regarding community development project exemptions.



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## AGENDA ITEM #8

### City Manager Executive Search Initial Meeting

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#### Meeting Date

May 6, 2024

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#### Presenter

Lawson Brown, City Attorney

Steve Straus, PhD, President, and Co-Founder  
Developmental Associates

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#### Public Hearing

Yes  No

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#### Summary

Steve Straus will give an overview of the executive search process and timeline and begin the initial steps of the process.

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#### Background

At the April meeting, the Council approved employing Development Associates, LLC to undertake and manage the City Manager selection process under a written agreement, in form and substance satisfactory to City staff. The agreement has been executed and the executive search process will soon be underway.

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#### Financial Impact

The agreement amount for the executive search will not exceed \$28,750.00.

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#### Recommendation

N/A

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#### Suggested Motion

N/A

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#### Attachments

1. Developmental Associates, LLC Proposal for Mebane City Manager



**COVER LETTER INFORMATION:**

**Incorporation:** As a predominantly female owned enterprise Developmental Associates is a *HUB certified* LLC (S) Corporation. ***We are the only local government search firm located in North Carolina.***

**Lead Consultant:** Stephen Straus, Ph.D.

April 1, 2024

Mayor Ed Hooks and the Mebane City Council  
City of Mebane  
106 E. Washington Street  
Mebane, NC 27302

Dear Mayor Hooks and City Council Members:

Thank you for requesting our proposal for City Manager!

**We think that our objective approach to assessment will provide you with a much firmer foundation for win-win decisions than the traditional search process.** As a recent example, in 2021 we helped the Savannah City Council which has dealt with significant cleavages, to come to a unanimous vote to hire their new City Manager. We were able to achieve this outcome when the Council had fired two national search firms who had been unsuccessful in their efforts. <https://www.wtoc.com/2021/07/23/savannah-interim-city-manager-announces-resignation/#:~:text=SAVANNAH%2C%20Ga>. We have listed Savannah Mayor Johnson as one of our references.

As you review our proposal, you will note that Developmental Associates is not a traditional “headhunting” firm. Instead, we rely on more objective, systematic, and accurate methods to recruit, screen, and evaluate candidates that we call *Talent Identification and Assessment*. A recent article citing our work was published in *Supply and Demand Chain Magazine*.

<https://mail.google.com/mail/u/0/#inbox/FMfcgxwHNVvtbGIHfHMfNCGHBPqTDnG>

*In short, we provide you with much more detailed and in-depth information about the candidates than our competitors. **Our mission is to enable you to make the most informed decisions possible.***



Our approach has three goals with respect to recruitment, screening, and selection.

1. Recruit high quality and diverse candidates
2. Employ a multi-method screening approach to get you the best data on your top candidates
3. Apply skill-based assessments and Emotional Intelligence testing to provide you with a comprehensive assessment that goes beyond the traditional interview-only approach.

**Goal #1: Recruit high quality and diverse candidates:**

<ul style="list-style-type: none"> <li>• We <b>target individuals</b> with whom we have worked directly. Having worked with thousands of managers through our consulting and training, we are well connected to leading local government candidates in the region.</li> </ul>	<ul style="list-style-type: none"> <li>• We make <b>individual contacts through social media</b>. We maintain lists of hundreds of local government candidates that we can contact through email blasts, Facebook, and LinkedIn notices.</li> </ul>
<ul style="list-style-type: none"> <li>• We know how to make the best use of the most widely referenced <b>professional journals and websites</b>. We can enhance the information provided to those sites by relying on a comprehensive study of the position and the organization that enables us to craft attractive, realistic, and comprehensive postings.</li> </ul>	<ul style="list-style-type: none"> <li>• We have established a <b>national network</b> through our contract with NEOGOV, the number one HR application to governments nationwide. This service enables us to provide recruitment and applicant tracking solutions on a national level.</li> </ul>

**OUTCOME:** We have placed candidates with our North Carolina clients from a variety of locations, such as Georgia, California, Arizona, New York, Illinois, Florida, and Massachusetts. *Furthermore, no one knows North Carolina better than we do.*

Moreover, our success in hiring diverse candidates was on display this year in the following article by the *Raleigh News and Observer* about Durham City and County.

<https://www.newsobserver.com/news/local/counties/durham-county/article272513298.html#storylink=moresection>

We have helped Durham City and County hire women of color for the following positions:

- Durham City Manager
- Durham County Manager
- Durham County Attorney
- Durham Police Chief

**Goal #2: Employ a multi-method screening approach to get you the best data on your top candidates:**

<ul style="list-style-type: none"> <li>• We develop a customized application that candidates must complete on-line. This application would be tailored to the specific challenges facing the County. In comparison to the traditional cover letter and resume, we are then able to match candidates with the specific needs of the County. Moreover, we are then able to make “apples-to-apples” comparisons of candidates rather than trying to piece together disparate information from resumes that are each designed differently.</li> </ul>	<ul style="list-style-type: none"> <li>• We conduct intensive interviews with each of the top candidates (up to 15). We conduct these interviews using structured questions based on the needs of the County along with a detailed scoring system. The responses of each candidate are recorded and available to you for review.</li> </ul>
<ul style="list-style-type: none"> <li>• We also administer on-line surveys requiring short essay answers from candidates. These questions generally focus on how candidates have managed more complex challenges and provides you with an early writing sample prior to further assessment.</li> </ul>	

**OUTCOME: Many clients tell us that they based previous selection decisions on *less* information that we provide through our screening process.**

**Goal #3: Apply skill-based assessments and Emotional Intelligence testing to provide you with a comprehensive assessment that goes beyond the traditional interview-only approach.**

<ul style="list-style-type: none"> <li>• <b>Skill-based exercises are of greater validity (almost twice as accurate) than the traditional interview-driven approach</b> Developmental Associates designs exercises that simulate the responsibilities of the position, such as making budget presentations, developing written project plans, facilitating staff meetings, conducting performance-based role plays, and resolving HR issues to directly observe the candidate skills that interviews cannot elicit.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the skills-based assessments, we administer a psychological inventory called the Emotional Intelligence Inventory (EQi 2.0) – see page 10. This inventory, which is validated for employment, provides us with information on critical skills of the candidate, such as problem solving, assertiveness, interpersonal relations, and teamwork. This inventory is administered independent of the skills exercises; in other words, the psychologist administers the EQ without knowing the other assessment results.</li> </ul>
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**OUTCOME: We provide you with the most in-depth and accurate information possible about the top candidates for this position to enable you to make the most informed decisions possible.** It is **essential** to rely on three common and very comfortable methods as a part of the selection process: 1) reviews of resumes, 2) reference and background checks, and 3) interviews. ***Nevertheless, these are the three least accurate methods for determining the true competencies of candidates and they are the key methods used by our competition!*** One of many reasons for the limitations of these methods is that they rely mostly on indirect or inferential data. For example, resumes tell us what the candidate has done, but not how well he/she has performed. References rely on third-party observations that have often been shown to be unreliable and based more on familiarity than skills assessment. Interviews, when conducted in a systematic and behavioral-based fashion, can reveal certain key attributes: knowledge, verbal communication skills, and judgment (when situational questions are included). *Interviews, however, are not able to directly verify other critical skills, such as budget analysis, conflict resolution, project planning, meeting or group facilitation, leadership style, problem solving, writing, or even presentation skills. These competencies can be directly evaluated using skills-based exercises.*

**Despite the limitations of interviews, they are an essential component of any process.** Any Council, as in Mebane, will want to interview the top 2-3 candidates emerging from our skills-based process. **Other search firms only have expertise in recruitment and screening; they do not have a sophisticated approach to assessing candidates. Beware, particularly, of firms that only provide you with a stock set of interview questions.**

*Instead, Developmental Associates will tailor the interview questions based on two factors:*

- 1. What we have learned about the key challenges (in the job/organizational analysis) facing the next Mebane City Manager.*
- 2. The strengths and weaknesses we have learned about each finalist based on our skills-assessment and Emotional Intelligence testing.*

Moreover, we would provide guidance on best practices for conducting those interviews.

*As you review our proposal, you will observe that our methods do not limit your discretion, instead, they enhance the quality of information you would have at your discretion in making screening, assessment and in final interview decisions.*

Finally, let me share some data with you. ***Ninety-six percent (96.4%) of the over three hundred executives we have placed have either stayed in their position for a minimum of five years or have been promoted to a higher-level position.***

Thank you for considering our services. We would be pleased to partner with the Council to find an outstanding Mebane City Manager.

Sincerely,



Stephen K. Straus, Ph.D.  
President - Developmental Associates, LLC

**PROPOSAL: CITY OF MEBANE  
RECRUITMENT, SCREENING, AND SELECTION PROCESS:  
FOR CITY MANAGER**

**April 1, 2024**

<b><u>SECTION I: PROPOSAL CONTENTS</u></b>	<b><u>PAGES</u></b>
A. Scope of Services	pages 6-9
• Emotional intelligence Factors	page 10
B. Proposed Fees for Services	page 11
<b><u>SECTION II: OVERVIEW OF FIRM</u></b>	
C. Organization and Staffing	<i>pages 12-13</i>
D. Qualifications and Experience	<i>page 14</i>
E. A New Approach to Executive Assessment	<i>pages 14-15</i>
F. References	<i>pages 16-17</i>

*Sample Recruitment Brochure Included*

**HIRE WITH CONFIDENCE PLEDGE**

If Developmental Associates is responsible for recruiting and screening candidates, we guarantee that the client will find a candidate that it can hire with confidence. If the selected candidate does not continue employment for at least *two years* of service, Developmental Associates pledges to provide all of the services originally agreed upon with the client for no additional charge other than expenses, such as conducting additional phone interviews and administering the Emotional Intelligence Inventory (EQi) to candidates approved by the client. Developmental Associates would continue to provide these services until the client selects a candidate it can "hire with confidence". Developmental Associates does not maintain this pledge if it is not responsible for the recruitment and screening for the position, nor if the client fails to secure final interviews, background investigations and final decision within 30 days of the completion of the skills-assessment process.

***The information provided herein by Developmental Associates, LLC. is proprietary and confidential, offered to the recipient solely for the purpose of evaluating its service proposal. This information should not be disclosed to anyone outside the decision-making group without the company's prior authorization.***

Submitted by: Stephen K Straus, President  
Company: Developmental Associates, LLC  
Phone/Fax: (919) 812-0132 (919) 929-6883  
Email Address: skstraus@developmentalassociates.com

**A: SCOPE OF WORK  
MEBANE CITY MANAGER**

**RECRUITMENT AND SELECTION  
Menu of Offerings**

*Directions: Below are the steps identified in the proposed Scope of Services, the dates when we could complete each step. This plan includes three meetings with the Council.*

<b>STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS</b>	<b>PURPOSE OF THE PROPOSED STEPS</b>	<b>TIMELINE (Required meetings in red)</b>
<p><b>Step 1: Conduct job and organizational analyses</b> to identify expectations and competencies for the position by meeting with the following groups:</p> <ul style="list-style-type: none"> <li>▪ The City Council</li> <li>▪ Department Directors</li> <li>▪ Others as requested by the Council.</li> </ul> <p>We can connect with these groups through <b>meetings and surveys</b>.</p>	<ol style="list-style-type: none"> <li>1) Provides a foundation for defining the competencies sought in recruitment and in designing the selection process.</li> <li>2) Builds stakeholder buy-in and perspective into the selection process.</li> <li>3) Conducting a job analysis is essential for legal defensibility.</li> <li>4) Conducting the organizational analyses identifies future challenges for a proactive City Manager.</li> </ol>	<p>Day 1</p>
<p><b>Step 2: Build a candidate profile and post written job advertisements</b> in leading professional journals and websites.</p>	<ol style="list-style-type: none"> <li>1) Written ads for both print and online publications will typically generate the largest number of applications.</li> <li>2) As the employing agency, the City would need to post the ads after they have been developed for any member-based organizations. (DA can also post ads and charge the City back for those fees.)</li> <li>3) If the City would like an electronic brochure, Developmental Associates can also develop that.</li> </ol>	<p>Day 4</p>
<p><b>Step 3: Conduct targeted recruitment of leading candidates.</b></p>	<ol style="list-style-type: none"> <li>1) We have direct access to several thousand local government executives across the country. We will send out a mass email to all these executives, but also make direct contact with a number of those that we think would be a particularly good fit with the City.</li> <li>2) By targeting candidates and making individual contacts, Developmental Associates can supplement the candidate pool with candidates with excellent credentials, especially from NC and the region.</li> </ol>	<p>Through Day 35</p>

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	TIMELINE
<p><b>Step 4: Conduct initial (first) level screen</b> of candidate applications/resumes.</p> <ul style="list-style-type: none"> <li>A media (Google) search (mentions of candidates in the news media) of the top candidates at this stage of the screening process</li> </ul>	<ol style="list-style-type: none"> <li>1) First level screening involves a structured process for evaluating resumes and supporting documents. We require all candidates to post their applications through NEOGOV to ensure they are responding to the specific requirements of the position and not just submitting a general resume.</li> <li>2) The organizational/job analysis provides the basis for developing a structured screening guide to ensure consistent application of the selection criteria to each resume.</li> <li>3) Narrow the field of candidates to a number that can be screened more intensively (through the secondary screening process described below).</li> <li>4) Provides detailed and uniform information to the Council to enable you to make an informed decision about which candidates proceed in the process.</li> </ol>	<p>Day 38 Closed meeting (Personnel matters) with the Council</p>
<p><b>Step 5: Conduct second level screening</b> of candidates for the position. We employ two methods in the secondary screen. To ensure objectivity, a different member of our staff would conduct each method, and we keep a “firewall” between these methods. These methods are as follows:</p> <ul style="list-style-type: none"> <li>Telephone interviews</li> <li>Electronic survey questions (short essays on accomplishments)</li> </ul>	<ol style="list-style-type: none"> <li>1) Such advanced screening methods are useful when there is a large group of qualified candidates, or the City is unfamiliar with many of the candidates.</li> <li>2) The screening method would be driven by the organizational/job analyses (Step 1).</li> <li>3) Upon completion the Council would be ready to identify the finalists (up to 5) to participate in the final assessment process.</li> <li>4) Provides detailed and uniform information to the Council to enable you to make an informed decision about which candidates proceed in the process.</li> </ol>	<p>Day 50 Closed meeting (Personnel matters) with the Council</p>
<p><b>Step 6: Design hiring process.</b></p> <ul style="list-style-type: none"> <li>Develop skill-based exercises, such as budget presentations, simulated meetings, and written assignments.</li> <li>Administer and evaluate the Emotional Intelligence Inventory</li> </ul>	<ol style="list-style-type: none"> <li>1) The hiring process should be valid (job related) to identify the best candidates.</li> <li>2) The hiring process should provide an opportunity to assess the most critical competencies required for the position including the ability of the candidate to meet the primary challenges facing the City and the position.</li> <li>3) The hiring process should assess Emotional Intelligence (EI) as well as Cognitive Intelligence (IQ) and technical skills.</li> </ol>	<p>By Day 50</p>

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	TIMELINE
<p><b>Step 7: Recruit assessors</b> to evaluate the candidates (Assessors can be identified and approved by the Council).</p>	<ol style="list-style-type: none"> <li>1) The types of assessors recruited depend upon the types of exercises the candidates would perform. Assessors might include local community leaders and other City Managers from the Southeast.</li> <li>2) Assessors must complete a Statement of Confidentiality. Moreover, no single assessor will know the overall outcome of the process. That information is provided to the Council only.</li> <li>3) Assessors will be trained on how to apply behavioral-based rating systems when rating candidates.</li> </ol>	<p>By Day 50</p>
<p><b>Step 8: Conduct selection exercises</b> to evaluate the (up to 5) finalists.</p> <p>Analyze EQI in-depth</p>	<ol style="list-style-type: none"> <li>1) The exercises will be assessed in a reliable, and unbiased manner. It is hallmark of Developmental Associates to ensure assessors provide objective behavioral feedback.</li> <li>2) The candidates will be sent preparatory information and given thorough explanations in advance of the process.</li> <li>3) The exercises should enable the City to assess the strengths and weaknesses of each candidate and to determine those candidates that have the skills to fill the position.</li> </ol>	<p>Days 64-65</p>
<p><b>Step 9: Facilitate debrief with the Council.</b></p> <ul style="list-style-type: none"> <li>▪ The Council would receive feedback and be able to ask questions about the performance of the candidates in each exercise.</li> <li>▪ The assessors providing feedback are subject-matter experts – most of whom will be managers in similar jurisdictions.</li> </ul>	<ol style="list-style-type: none"> <li>1) Assists the Council in developing a systematic approach for evaluating the final candidates.</li> <li>2) Provides expertise to the Council in making your final evaluations and hiring decision.</li> <li>3)</li> </ol>	<p>Day 65  Closed meeting (Personnel matters) with the Council</p>
<p><b>Step 10: Facilitate thorough background investigations.</b></p>	<ol style="list-style-type: none"> <li>1) Both legally and due to the sensitive and highly public nature of the position of City Manager, we recommend thorough reference checks and background investigation.</li> <li>2) Someone outside the City should conduct the background investigation to ensure confidentiality.</li> <li>3) We would coordinate the investigations and report detailed findings to the Council.</li> </ol>	

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	
<p><b>Step 11: Provide executive coaching to the successful candidate.</b></p> <ul style="list-style-type: none"> <li>▪ Review the challenges facing the community and organization</li> <li>▪ Analyze the results of the selection process</li> <li>▪ Analyze the findings of the EQi</li> <li>▪ Develop a plan of action</li> <li>▪ Developmental feedback can be provided to internal candidates who are not selected. This includes a review of EQi and skills assessment results</li> </ul>	<ol style="list-style-type: none"> <li>1) The assessment process and the organizational analysis provides rich information suitable for executive coaching.</li> <li>2) The new Manager will be facing exciting but formidable new challenges. He/she can benefit from professional guidance in developing a plan of action to meet those challenges successfully.</li> <li>3) Feedback to internal candidates not selected often helps in their personal development and acceptance of the decision. This also paves the way for greater support of the selected candidate by incumbents.</li> </ol>	TBD



## **A.1: EMOTIONAL INTELLIGENCE FACTORS\***

### **SELF-PERCEPTION REALM**

<b>EQ-i Scale</b>	<b>The EI Competency Assessed by the Scale</b>
1. Emotional Self-Awareness	<i>Ability to be aware of and understand one's feelings and their impact</i>
2. Self-Regard	<i>Ability to respect and accept one's strengths and weaknesses</i>
3. Self-Actualization	<i>Ability to improve oneself and pursue meaningful objectives</i>

### **SELF-EXPRESSION REALM**

<b>EQ-i Scale</b>	<b>The EI Competency Assessed by the Scale</b>
4. Emotional Expression	<i>Ability to express one's feeling verbally and non-verbally</i>
5. Independence	<i>Ability to be self-directed and free of emotional dependency on others</i>
6. Assertiveness	<i>Ability to express feelings, beliefs, and thoughts in a nondestructive way</i>

### **INTERPERSONAL REALM**

<b>EQ-i Scale</b>	<b>The EI Competency Assessed by the Scale</b>
7. Interpersonal Relationships	<i>Ability to develop and maintain mutually satisfying relationships</i>
8. Empathy	<i>Ability to recognize, understand and appreciate the feelings of others</i>
9. Social Responsibility	<i>Ability to contribute to society, one's social group, and to the welfare of others</i>

### **DECISION MAKING REALM**

<b>EQ-i Scale</b>	<b>The EI Competency Assessed by the Scale</b>
10. Impulse Control	<i>Ability to resist or delay and impulse, drive, or temptation to act</i>
11. Reality Testing	<i>Ability to remain objective by seeing things as they really are</i>
12. Problem Solving	<i>Ability to solve problems where emotions are involved</i>

### **STRESS-MANAGEMENT REALM**

<b>EQ-i Scale</b>	<b>The EI Competency Assessed by the Scale</b>
13. Flexibility	<i>Ability to adapt one's feeling, thinking, and behavior to change</i>
14. Stress Tolerance	<i>Ability to effectively cope with stressful or difficult situations</i>
15. Optimism	<i>Ability to remain hopeful and resilient, despite setbacks</i>

EQ-i 2.0, Multi-Health Systems (2011), All Rights Reserved

Adapted from *The EQ Edge*

Steven J. Stein, Ph.D. and Howard E. Book. M.D.

Third Edition (2011)

**B: PROPOSED FEES FOR THIS PROJECT**

<b>BASIC FEE</b>	<b>ADDITIONAL OPTIONS (Including Maximums)</b>
\$24,500	<ul style="list-style-type: none"><li>• EQi- Analysis @ \$350 per candidate (up to 5)</li><li>• Coaching and Feedback @ \$350 for the successful candidate</li></ul>
<b>MAXIMUM TOTAL FEE: \$26,250 does not include the following:</b> <ul style="list-style-type: none"><li>• Additional work requested by the client but not included in this proposal would be billed at \$250 per hour.</li><li>• Background @ approximately \$2250 per candidate*</li><li>• Coaching for internal candidates who apply but are not selected @\$350 each.</li><li>• Out of pocket advertising fees (typically \$1,500-\$2,500)</li></ul>	

**\*This fee would be paid directly to Chief Tom Younce if the client wishes to use his services**

**With our virtual process the client would have no other fees or expenses other than the expenses of bringing the finalists on site for final interviews.**

**Clients are expected to process billing for payment (net 30) at the conclusion of the skills-assessment process.**

Litigation support, expert witness testimony, and depositions would be billed at an hourly rate of \$250.00 per hour unless Developmental Associates is responsible for losing a grievance or legal case. In that event, there would be no charge for litigation support.

## II. OVERVIEW OF FIRM

### C: ORGANIZATION AND STAFFING

**Steve Straus would be the lead consultant on this project.** He would team with Heather Lee, Martha Paige, and Holly Danford-Bishop. This team is diverse in race and gender. Moreover, our team is a mix of practitioners and academicians.

**Steve Straus, Ph.D.** is President and Founder of North Carolina-based Developmental Associates. He earned his Bachelors' Degree from the Wharton School of Business at the University of Pennsylvania, a Master of Public Administration from the University of North Carolina at Chapel Hill and a Ph.D. from Duke University in Political Science. Dr. Straus is a former Assistant City Manager in Southern Pines. Steve has been a long-time member and frequent presenter with the NC City and County Managers Association. For 26 years he has taught in the Master of Public Administrative Programs at NC State University and UNC Chapel Hill and has served on the faculty at the School of Government at UNC-Chapel Hill. He has published in the leading public sector journals.

**Heather Lee, Ph.D.** is a Partner with North Carolina-based Developmental Associates where she has worked since 2004. Heather earned an M.S. and a Ph.D. from North Carolina State University in Industrial/Organizational Psychology. Dr. Lee earned her undergraduate degree in Psychology with a minor in Social Work at Florida State University. Heather, a Certified Senior Professional in Human Resources (SPHR), is an organizational consultant specializing in the nonprofit, governmental, and educational sectors.

Heather has served as a faculty member and Manager at the NC Center for Women in Public Service as well as for the William Peace University Human Resources degree program. She is a former Vice-President for Human Resources with the NC Easter Seals Society. Heather has consulted extensively with local governments and is the co-designer of and a faculty member in the North Carolina Public Managers Program.

**Martha Paige** is the former Morrisville Town Manager. She also served as Assistant Winston-Salem Manager. She is so widely respected by her peers that she served as President of the NC City and County Managers Association.

**Holly Danford-Bishop, Ph.D.** would be the Project Manager. Holly has worked in various capacities with DA since 2013. As Project Manager, Holly works with employers and candidates to make sure their needs are met, questions answered, and excellent customer service is delivered on a consistent basis. She takes the lead in analyzing the qualifications of candidates during the screening processes.

## ROLES IN THIS PROJECT

Lead consultant: Stephen K. Straus, Ph.d.

<b>ROLE</b>	<b>PERSON(S) RESPONSIBLE</b>
Job/Organizational Analysis	Martha Paige
Design of Job Ad	Heather Lee, Ph.D.
Candidate Recruitment	Martha Paige, Heather Lee, and Stephen Straus
Initial Candidate Screening	Holly Danford-Bishop, Ph.D. and Heather Lee
Secondary Candidate Screening	Holly Danford-Bishop and Martha Paige
Assessor Recruitment	Stephen Straus
Exercise Design	Derwick Paige and Andrea Surratt
Candidate Orientation	Stephen Straus
Assessor Training	Stephen Straus
Debrief with the City Council	Stephen Straus and Heather Lee
Initial Negotiation with Finalist	Heather Lee
Coaching of Successful Candidate	Heather Lee

## CONFLICT OF INTEREST STATEMENT

**We have no one on our staff who is associated with the City of Mebane**

## D: QUALIFICATIONS AND EXPERIENCE

### Our Recent Clients

Local governments are quickly recognizing the benefits of the new approach offered by Developmental Associates. During the last five years we have either completed or are in the process of working with the following local governments and universities:

<ul style="list-style-type: none"><li>• The City of Durham, North Carolina</li><li>• Wake County, North Carolina</li><li>• The City of Savannah, Georgia</li><li>• The City of Williamsburg, Virginia</li><li>• The City of Danville, Virginia</li><li>• The City of Suffolk, Virginia</li><li>• The Town of Blacksburg, Virginia</li><li>• The City of Statesboro, Georgia</li><li>• Southampton County, Virginia</li><li>• The City of Greensboro, North Carolina</li><li>• The City of Winston-Salem, North Carolina</li><li>• The City of Fayetteville, North Carolina</li><li>• The Town of Chapel Hill, North Carolina</li><li>• The Town of Duck, North Carolina</li><li>• The Town of Apex, North Carolina</li><li>• The Town of Matthews, North Carolina</li><li>• The Town of Garner, North Carolina</li><li>• Durham County, North Carolina</li><li>• Sampson County, North Carolina</li><li>• The Town of Holly Springs, North Carolina</li><li>• The Town of Wake Forest, North Carolina</li></ul>	<ul style="list-style-type: none"><li>• Duke University</li><li>• NC State University</li><li>• East Carolina University</li><li>• The Town of Wrightsville Beach, North Carolina</li><li>• The Town of Morrisville, North Carolina</li><li>• The Town of Zebulon, North Carolina</li><li>• The Town of Waynesville, North Carolina</li><li>• The University of North Carolina at Chapel Hill</li><li>• UNC School for the Arts</li><li>• The Town of Mills River, North Carolina</li><li>• The City of Asheboro, North Carolina</li><li>• The City of Isle of Palms, South Carolina</li><li>• The City of Sanford, North Carolina</li><li>• Cleveland County, North Carolina</li><li>• Transylvania County, North Carolina</li><li>• Cumberland County, North Carolina</li><li>• The City of Wilson, North Carolina</li><li>• The Town of Stallings, North Carolina</li><li>• The University of North Carolina – Pembroke</li><li>• UNC Charlotte</li><li>• Cit of Lexington, North Carolina</li></ul>
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## E: A NEW APPROACH TO EXECUTIVE ASSESSMENT: TALENT IDENTIFICATION AND ASSESSMENT

### Section II.B: A New Approach to Executive Assessment – Talent Identification and Assessment

These and many other clients are recognizing that Developmental Associates has developed a new, more thorough, accurate, and comprehensive model for executive processes – which we call Talent Identification and Assessment. The old “Search Model” makes three outdated assumptions as follows:

Outdated Search Model	Limitation	DA Talent Identification & Assessment Solution
<p><b>Recruitment Methods:</b> Assumes that the search firm is in close contact with top candidates nationally that will only apply for the position if contacted by the firm.</p>	<p>This model fails to take into account the use of modern technology to recruit.</p> <p><b>Large national firms also tout their staff connections throughout the country claiming their consultants will share prospective candidates with one another – rather than competing with one another.</b></p>	<p>Developmental Associates uses multiple recruitment methods including targeting individuals, placing ads in leading professional websites and journals, relying extensively on social media, and connecting with our national network through NEOGOV – the leading public sector technology solution for recruitment and selection in the United States. Moreover, as a “boutique” firm our consultants all work together on each project.</p>
<p><b>Candidate Screening</b> Other search firms often posture that they know how candidates are actually performing in their current position</p>	<p><b>That is a myth.</b> Knowing a candidate, even befriending a candidate, does not mean that the search firm can actually assess that candidate’s performance in day-to-day activities. The search firm does not directly observe critical competencies, such how effectively the candidate deals with staff, plans, organizes, or deals with conflicts.</p>	<p>Developmental Associates uses an extensive, multi-method screening approach that provides you with a sounder understanding of the skills and competencies of each candidate. Because this process is standardized it enables fair comparisons across candidates.</p>
<p><b>Candidate Assessment:</b> Presumes that candidates can be evaluated comprehensively through interviews.</p>	<p><b>Interviews are a necessary component of any selection process, but they are insufficient to assess overall executive competencies.</b> Interviews when properly constructed and conducted, at best, can only directly determine how well the candidate can communicate, his/her knowledge, and judgment. The interview is too limited to assess other essential management and leadership skills, such as writing, developing budgets, problem solving, dealing with staff, managing projects, and so on. <b>All that can be learned from the interview about these essential skills is what the candidates say they do.</b></p>	<p>We provide intensive assessment of candidate skills that other firms do not offer <i>before</i> the Council begins the interview process. This skill-assessment process enables you to directly observe the skills of candidates performing a variety of executive skills, such as managing staff, budgeting, dealing with the media, making presentations, facilitating staff meetings, and so on.</p>

**F: REFERENCES**

<p><b>Town of Chapel Hill</b>  Town Manager Chris Blue  (919) 968-2743  <a href="mailto:cblue@townofchapelhill.org">cblue@townofchapelhill.org</a>  <i>DA has helped the Town hire several department head positions and also with succession planning. We recently work with the Town to hire Maurice Jones as Manager. We just completed a process in which we helped the Town Council hire a new Town Attorney.</i></p>	<p><b>Durham County</b>  County Manager Kim Sowell  (919) 560-000  <a href="mailto:ksowell@dconc.gov">ksowell@dconc.gov</a>  Also feel free to contact any of the Commissioners such as Chair Howerton whose phone is (919) 560-0026. <i>We helped the County hire several staff including, most recently, the County Manager.</i></p>
<p><b>Wake County</b>  County Manager David Ellis  <a href="mailto:David.Ellis@wakegov.com">David.Ellis@wakegov.com</a>  (919) 856-6160  <i>We worked with Mr. Ellis over the last twelve months to hire two Deputy Managers – the Chief Community Vitality Officer and the Chief Innovation and Information Officer as well as the Human Services Director.</i></p>	<p><b>Town of Apex</b>  HR Director Mary Beth Manville  (919) 249-3420  <a href="mailto:marybeth.manville@apexnc.org">marybeth.manville@apexnc.org</a>  <i>In 2021 we worked with the Town to hire Jason Armstrong, their first African American to hold that position in Apex. We have also helped hire the Assistant Town Manager, DEI Director, Water Resources Director, Deputy Police Chief, Fire Chief, Community Development Director, and Assistant Fire Chief.</i></p>
<p><b>City of Savannah</b>  Mayor Van Johnson  <a href="mailto:MayorJohnson@savannahga.gov">MayorJohnson@savannahga.gov</a>  (912) 651-6444  HR Director Jeff Grant  (912) 541-3218  <a href="mailto:jgrant01@savannahga.gov">jgrant01@savannahga.gov</a>  <i>We have partnered with the City of Savannah to hire their new City Manager. We also assessed candidates for Chief of Police, and helped hire its IT Director, Fire Chief, Assistant Chiefs of Police (2) and Assistant Fire Chief.</i></p>	<p><b>City of Danville, Virginia</b>  Manager Ken Larking  <a href="mailto:klarking@danvilleva.gov">klarking@danvilleva.gov</a>  (434) 799-5100  <i>DA worked with Mr. Larking to hire a Chief of Police in 2017 and a Fire Chief in 2019. We are currently working with Danville to hire an Economic Development Director, a Transit Director and a Planning Director.</i></p>
<p><b>City of Greensboro</b>  Deputy Manager Chris Wilson  (336) 373-2002  <a href="mailto:christian.wilson@greensboro-nc.gov">christian.wilson@greensboro-nc.gov</a>  <i>DA has assisted in Greensboro in hiring several assistant managers, department directors and higher-level staff. We helped hire David Parrish as an Assistant and the Council valued his work enough to appoint him as Manager about three years ago.</i></p>	<p><b>City of Fayetteville</b>  Manager Doug Hewitt  <a href="mailto:dhewett@ci.fay.nc.us">dhewett@ci.fay.nc.us</a>  (910) 309-0284  <i>DA assisted Fayetteville in hiring its Police Chief, Director of Engineering and Infrastructure, and a Human Relations Director. This year we helped them hire an Assistant City Manager and Economic and Community Development Director</i></p>

<p><b>City of Durham</b>  Wanda Page  <a href="mailto:Wanda.page@durhamnc.gov">Wanda.page@durhamnc.gov</a>  (919) 560-4222  <i>DA assisted the City in hiring a Deputy Manager. We have also helped Durham hire other department directors, including two Chiefs of Police. We also worked with the City Council last year to select their Manager, Wanda Page.</i></p>	<p><b>City of Statesboro, Georgia</b>  Mayor Johnathan McCollar  <a href="mailto:jonathan.mccollar@statesboroga.gov">jonathan.mccollar@statesboroga.gov</a>  (912) 764-5468  <i>DA worked with the City of Statesboro to hire a Chief of Police in 2016 and to hire a City Manager in 2019. We also helped the City hire a Human Resources Director in 2019.</i></p>
<p><b>Town of Garner</b>  Interim Manager Jodie Miller  (919) 218-3764  <a href="mailto:jmiller@garnernc.gov">jmiller@garnernc.gov</a>  <i>We have also helped Garner hire the Police Chief, Assistant Manager, and Economic Development Director</i></p>	<p><b>Town of Morrisville</b>  Manager Brandon Zuidema  (919) 463-6150  <a href="mailto:bzuidema@townofmorrisville.org">bzuidema@townofmorrisville.org</a>  <i>DA worked with a split Council to arrive at an enthusiastic and unanimous decision to hire its City Manager – Martha Paige in 2014. We have recently assisted Morrisville in hiring a Finance Director, Chief of Police, Fire Chief and two Assistant Town Managers.</i></p>
<p><b>Town of Duck</b>  Mayor Don Kingston  <a href="mailto:don.kingston@townofduck.com">don.kingston@townofduck.com</a>  (252) 255-1234  <i>DA worked with the Town of Duck to hire its Manager Drew Havens in 2021.</i></p>	<p><b>Town of Southern Pines</b>  Manager Reagan Parsons  (910) 692-7021  <a href="mailto:Parsons@southernpines.net">Parsons@southernpines.net</a>  <i>We have worked with Reagan to hire a number of department directors and assistant managers.</i></p>
<p><b>City of Lexington, NC</b>  Mayor Jason Hayes  <a href="mailto:MayorHayes@lexingtonnc.gov">MayorHayes@lexingtonnc.gov</a>  (336) 243-2489 ext. 2990  <i>We worked with the City to hire Johnnie Taylor as Lexington City Manager. Johnnie is the first African-American Lexington City Manager.</i></p>	<p><b>City of Winston-Salem</b>  Mayor Allen Joines  <a href="mailto:allenj@cityofws.org">allenj@cityofws.org</a>  (336) 727-2058  <i>We recently worked with Mayor Joines and the Council to hire Pat Pate as the new City Manager. We have also worked with Winston-Salem to hire a number of department heads including two police chiefs.</i></p>



# City of Mebane

## Manager's Recommended Budget

### Fiscal Year 2024-2025





BUDGET DEVELOPMENT

BUDGET MESSAGE

BUDGET HIGHLIGHTS

PROPOSED FEE SCHEDULE

PROPOSED CAPITAL OUTLAY

DEBT SCHEDULE

UTILITY OVERSIZING SCHEDULE

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LOCAL UTILITY RATE COMPARISON

SUMMARY OF FULL-TIME POSITIONS

CAPITAL IMPROVEMENT PLAN

DEPARTMENT AND FUND BUDGETS

## BUDGET DEVELOPMENT

The annual operating budget provides a complete financial plan for the fiscal year, including estimates of anticipated revenues, debt proceeds, fund balances appropriated, and proposed appropriations for expenditures by fund. The City operates under an annual budget ordinance adopted by the City Council in accordance with the provisions of N.C.G.S. 159, also known as the Local Government Budget and Fiscal Control Act (LGBFCA). The City Council must adopt a balanced budget before the start of the fiscal year on July 1. The four phases of the budget development process are 1) preparation and requests, 2) adoption, 3) implementation, and 4) summary of transactions.

### Preparation and Requests

Budget development commences with a collaborative kickoff meeting, uniting the City Manager, Finance Director, and Department Heads. This meeting serves as a platform for the Department Heads to receive the city's financial status and crucial instructions regarding submitting their requested budget, emphasizing their integral role in the process. Department Heads are responsible for estimating departmental expenditures and submitting their requests and proposed departmental budgets by early January.

During January and February, the City Manager, Assistant City Manager, Finance Director, and Human Resources Director meet with Department Heads to discuss their budget requests. During this time, the Finance Director develops revenue estimates and meets with the City Manager and Assistant City Manager to discuss budget priorities.

During March and April, Department Heads present their budget requests to the City Council, and the City Manager presents the budget status to receive feedback and direction. The Manager's Recommended Budget is presented to the City Council at their May meeting. Any direction the City Council provides is incorporated into the final budget presented to the City Council at its June meeting.

### Adoption

At their June meeting, the City Council holds a public hearing on the budget and officially adopts it by approving a budget ordinance. The budget ordinance establishes the spending limits for each department in the upcoming fiscal year. The adopted budget document is a guide that provides the City Council and management staff with a mechanism for evaluating budgetary and organizational performance.

### Implementation

Once the budget is adopted, departments can submit requisitions and obtain purchase orders from the Finance department. The purchase orders represent the amount each department spends for a specific item or service to perform town services. The implementation phase may include budget transfers and amendments throughout the fiscal year. Changes in revenues and expenditures can occur that require the budget to be amended or funds to be transferred between accounts to adjust to the changes. Transfers and amendments allow The City Council and the management staff to

proactively address changes in the economy or take advantage of unforeseen opportunities. Budget transfers and amendments must adhere to the balanced budget requirements and impose no additional tax levy liability on citizens.

### Summary of Transactions

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



## BUDGET MESSAGE

May 6, 2024

The Honorable Ed Hooks, Mayor  
Members of the Mebane City Council

Dear Mayor Hooks and Mebane City Council,

The proposed budget for the fiscal year beginning July 1, 2024, has been submitted for your consideration. It has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act (G.S. 159-8(a)). The balanced budget identifies all revenue and expenditure estimates for Fiscal Year (FY) 2024-2025 per G.S. 159-8(b).

Multiple factors influence the annual Fiscal Year 2024-2025 (FY 24-25) budget process, including the condition of the national, state, and local economies and the needs and wants identified in our community by the City Council, their boards and commissions, staff, and citizens. Considering the external effects of the economy and the needs identified for our community, the proposed budget represents a significant amount of careful consideration and study for the City to meet its obligations, fulfill its goals, and remain fiscally healthy.

The City will receive bids on two large capital projects within three months: the Lake Michael dam spillway renovation and the Water Resource Recovery Facility expansion projects. Estimated debt payments for both projects are in the General Fund (spillway renovation) and the Utility Fund (WRRF expansion) FY 24-25 proposed budgets. Engineering estimates and current interest rates were used for the budget; however, soaring inflation and unpredictable interest rates may put these estimates to the test. The City will need yearly water and sewer rate increases to grow and maintain the WRRF and the utility system.

The unknown cost of these two large projects and modest growth in overall revenues have led to scaling back on other capital expenditures and delay in adding new full-time equivalents for the FY 24-25 budget. No property tax increase is recommended. However, a ten percent increase in water and sewer rates is proposed to support the Utility Fund.

In preparing the FY 24-25 Budget, City staff strived to develop a proactive budget to balance improving or maintaining current City programs and services with the challenging economic environment.

## RECOMMENDED BUDGET

<b>FY 24-25 Budget Highlights</b>	
General Fund Expenditures	\$32,572,200
Utility Fund Expenditures	\$14,006,649
Occupancy Tax Special Revenue Fund Expenditures	\$158,550
Utility Capital Reserve Fund Transfers Out	<u>\$5,500,000</u>
Total Expenditures	\$52,237,399
General Capital Reserve Fund Revenue	\$915,864
Utility Capital Reserve Fund Revenue	\$3,512,000
*if SDF revisions are approved	
Property Tax Rate	\$0.37 per \$100 valuation <i>*\$.02 of the \$0.37 is transferred to the General Capital Reserve Fund</i>
Water Rates	<i>Inside City</i> \$8.32 per 1,000 gallons <i>Outside City</i> \$16.64 per \$1,000 gallons
Sewer Rates	<i>Inside City</i> \$8.93 per 1,000 gallons <i>Outside City</i> \$17.86 per 1,000 gallons <i>Water and Sewer Rates are 10% higher than FY 23-24</i>
Garbage/Recycling	\$8 per month per address <i>The rate is unchanged from FY 23-24</i>
Cost of Living Increase	4% <i>FY23-24 COLA was 6%</i>
Health Insurance Increase	3.58% for medical and 7.03% for dental <i>*The increase from FY22-23 to FY23-24 was .016% for medical.</i>
Retirement Rate Increase	General 24.10%; Law Enforcement 25.54% <i>*This is a 0.75% and 1.0% increase over FY 23-24 Retirement rates are set by the N.C. State Treasurer</i>

### General Fund

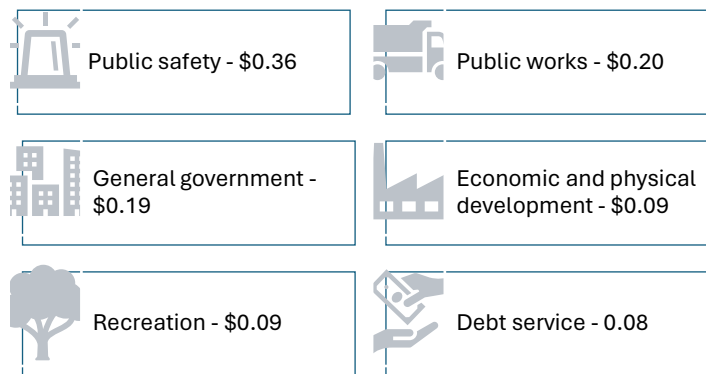
The General Fund accounts for resources not required legally or by sound financial management to be accounted for in other funds. The General Fund includes services that cannot be operated as a business enterprise and rely on property tax and other tax dollars as its primary source of revenue. The FY 24-25 Recommended Budget for the General Fund totals \$32,572,200, which is 1.5 percent lower than the FY 23-24 original budget and 17.8 percent lower than the current (amended) FY 23-24 budget as of April 19, 2024. The FY 23-24 original budget appropriated \$2,797,463 in fund balance, and the amended budget appropriated \$5,886,231. Lower than expected revenues in FY23-24 could result in using a portion of the original fund balance appropriation, and the purchases and projects funded by the amended appropriation may also be

spent by the City in FY23-24.

### General Fund Expenditures

Mebane's population continues to grow rapidly, with the 2020 Census showing a 56.21 percent increase in total population from 2010 to 2020. From 2020 to 2023, the population grew another 19 percent to 19,338. The new growth brings about increasing demands on City services. To keep pace with this demand for current services and deliver new services, the City must provide the necessary resources in the budget. These resources include personnel, supplies, equipment, and investment in facilities and infrastructure, both old and new. The City of Mebane is dedicated to sound financial management and diligently evaluates all expenditures to maintain a responsible budget and to demonstrate good stewardship of public funds. The City's 16 General Fund departments and divisions can be grouped into six primary function areas. Over one-third of every dollar spent in the General Fund goes toward public safety, which includes police and fire services.

### General Fund Function per Property Tax Dollar



\$0.36                      \$0.20                      \$0.19                      \$0.09                      \$0.09                      \$0.08

When general fund expenditures are compared by type, there is a 17.8 percent decrease between the FY24-25 recommended budget and the FY23-24 amended budget. The decrease is largely due to the reduction in capital and transfers. The FY23-24 amended budget includes three fire engines, the Lebanon Rd. sidewalk and trail connector, the Community Park parking lot, and the Ruffin Street parking lot purchase. Capital on this scale is not in the recommended budget for

FY24-25. The transfers in the FY23-24 amended budget include the 2-cent tax transfer to the General Capital Reserve Fund and a transfer to the Holt Street Greenway capital project ordinance. The FY24-25 recommended budget includes the 2-cent tax transfer.

General Fund Expenditures by Type					
Type	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance
Personnel	\$12,666,865	\$16,025,572	\$16,694,987	4.2%	\$669,415
Operating	\$8,428,106	\$11,015,823	\$10,947,374	(0.6%)	(\$68,449)
Capital	\$2,607,308	\$7,063,669	\$1,489,471	(374.2%)	(\$5,574,198)
Transfers out	\$1,786,840	\$2,218,126	\$910,864	(143.5%)	(\$1,307,262)
Debt Service	\$1,779,396	\$2,035,812	\$2,529,504	24.3%	\$493,692
<b>Total</b>	<b>\$27,268,515</b>	<b>\$38,359,002</b>	<b>\$32,572,200</b>	<b>(17.8%)</b>	<b>(\$5,786,802)</b>

General Fund Department Budgets					
Department	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance
Council*	\$86,818	\$71,870	\$74,781	4.1%	\$2,911
Administration	\$1,121,603	\$1,430,254	\$990,167	(44.4%)	(\$440,087)
Human Resources**	\$0	\$0	\$445,644	100.0%	\$445,644
Finance	\$695,697	\$748,626	\$678,093	(10.4%)	(\$70,533)
IT***	\$913,853	\$1,713,081	\$1,715,953	0.2%	\$2,872
Economic Development	\$1,269,188	\$1,080,214	\$900,214	(20.0%)	(\$180,000)
Police	\$5,256,200	\$6,932,195	\$6,680,564	(3.8%)	(\$251,631)
Fire	\$4,216,855	\$7,230,682	\$4,995,471	(44.7%)	(\$2,235,211)
Planning	\$399,695	\$606,259	\$448,505	(35.2%)	(\$157,754)
Main Street Program*	\$142,098	\$0	\$0	0.0%	\$0
Inspections	\$789,871	\$1,002,275	\$985,962	(1.7%)	(\$16,313)
Engineering	\$445,500	\$445,500	\$455,000	2.1%	\$9,500
Public Works****	\$2,913,342	\$3,818,955	\$3,415,555	(11.8%)	(\$403,400)
Public Facilities	\$837,028	\$1,416,138	\$958,574	(47.7%)	(\$457,564)
Sanitation	\$1,754,074	\$2,575,978	\$2,001,909	(28.7%)	(\$574,069)
Recreation and Parks	\$2,269,584	\$3,863,498	\$2,973,274	(29.9%)	(\$890,224)
Non-Departmental	\$2,370,269	\$5,423,477	\$4,852,534	(11.8%)	(\$570,943)
<b>Total</b>	<b>\$25,481,675</b>	<b>\$38,359,002</b>	<b>\$32,572,200</b>	<b>(17.8%)</b>	<b>(\$5,786,802)</b>

\*Some or all expenditures were moved to Non-Departmental in FY 23-24.

\*\* The Human Resources Department was previously part of the Administration Department.

\*\*\* All citywide software license expenditures were moved to the IT department for FY 24-25.

\*\*\*\* Four full-time equivalents were moved from the Public Facilities Department to the Public Works Department.



## General Fund Personnel Highlights

Department Heads requested eleven new positions and fourteen reclassifications for the FY24-25 budget. The positions requested include one Information Technology Specialist, three Police Officers, three Firefighters, one Sanitation Equipment Operator, one Human Resources Consultant, one Parks Operation & Maintenance Crew Leader, and one Recreation Supervisor of Athletics. The Recreation Supervisor of Athletics is a new position; however, it was created by reclassifying one Arts & Community Center Supervisor into a Recreation Supervisor of Athletics and a Recreation Program & Athletic Coordinator. The other reclassification requests include two Police Lieutenants to Police Captains, four Police Lieutenants to Police Sergeants, four Police Corporals to four Police Lieutenants, and three Fire Engineers to Fire Lieutenants.

The Recreation Supervisor for Athletics is the only new position in the Manager's Recommended Budget. The cost impact of this position is minimal since it is part of the reclassification of the Arts & Community Center Supervisor position. All reclassifications are in the Manager's Budget. The remaining requested positions are not in the budget due to very modest general fund revenue increases. Service levels will remain the same or slightly improve in FY24-25.

The budget includes a four percent increase in the cost of living, merit pay, and increases in benefits, as well as retirement costs.

### General Fund Personnel Requests and Budget Recommendation

Department	Type of Request	Position Title	FY25 Cuts	FY24-25 Budget Recommendation
	Additional Position	Information Technology Specialist	93,665	-
<b>IT Total</b>			<b>\$ 93,665</b>	<b>\$ -</b>
	Additional Position	Parks Operation & Maintenance Crew Leader	80,485	-
	Reclassification	Recreation Program & Athletic Coordinator		5,446
	Reclassification	Recreation Supervisor for Athletics		5,446
<b>Recreation and Parks Total</b>			<b>\$ 80,485</b>	<b>\$ 10,892</b>
	Reclassification	Police Captain		7,061
	Reclassification	Police Captain		7,061
	Reclassification	Police Lieutenant		4,383
	Reclassification	Police Lieutenant		4,383
	Reclassification	Police Lieutenant		4,383
	Reclassification	Police Lieutenant		4,383
	Reclassification	Police Sergeant		2,663
	Reclassification	Police Sergeant		2,663
	Reclassification	Police Sergeant		2,663
	Reclassification	Police Sergeant		2,663
	Additional Position	Police Officer	81,727	-
	Additional Position	Police Officer	81,727	-
	Additional Position	Police Officer	81,727	-
<b>Police Total</b>			<b>\$ 245,181</b>	<b>\$ 42,306</b>
	Additional Position	Sanitation Equipment Operator	69,726	-
<b>Sanitation Total</b>			<b>\$ 69,726</b>	<b>-</b>
	Reclassification	Fire Lieutenant	-	4,065
	Reclassification	Fire Lieutenant	-	4,065
	Reclassification	Fire Lieutenant	-	4,065
	Additional Position	Firefighter	73,236	-
	Additional Position	Firefighter	73,236	-
	Additional Position	Firefighter	73,236	-
<b>Fire Total</b>			<b>\$ 219,708</b>	<b>\$ 12,195</b>
	Additional Position	Human Resources Consultant	97,245	-
<b>Human Resources Total</b>			<b>\$ 97,245</b>	<b>\$ -</b>
<b>Grand Total</b>			<b>\$ 806,010</b>	<b>\$ 65,393</b>

## General Fund Capital Highlights

The most significant General Fund capital expense in FY24-25 is the Lake Michael Dam Spillway renovation project. The project is in a Capital Project Ordinance; however, the debt payments are budgeted in the General Fund at an estimated cost of \$555,253 in FY24-25. This budget document's Capital Improvement Plan (CIP) section includes additional information about capital projects. Below are some significant capital projects included in the FY24-25 Recommended Budget. They are all related to General Fund activities and may be included in the General Fund budget or transferred to a capital project ordinance during the year. The plan is to issue \$360,084 of debt to purchase three police replacement vehicles and one bucket truck replacement for the Public Works department. The City's debt schedules are in this budget document.

- *Mebane Arts & Community Center roof renovation - \$423,000*
- *Replace three police vehicles - \$240,084*
- *Old Rec gym floor restoration - \$175,000*
- *Replace a bucket truck for Public Works - \$120,000*
- *Pull-behind leaf vacuum trailer (used) - \$80,000*
- *Asphalt hot box - \$62,000*
- *Dark Fiber setup - \$60,000*
- *Sidewalk – S. Eighth St. to Fifth St. Park via Arrowhead Villas – Construction - \$55,000*

Project Title	FY 24-25	
	FY24-25 Budget Request Cuts	Recommended Budget
Dark Fiber Setup		60,000
Fire Wall Upgrade		42,000
Fat Pipe Implementation	20,000	14,000
City Hall Copier Replacement		8,387
<b>IT Total</b>	<b>\$ 20,000</b>	<b>\$ 124,387</b>
Lake Michael Spillway Renovation		6,273,468
MACC Roof Renovation		423,000
Old Rec Gym Floor Restoration		175,000
Lake Michael Trail Expansion	100,000	
Replacement of Work Truck #50	45,000	
Lebanon Rd. Trail Connector Paving		35,000
Replacement platform and stairs at MACC	16,000	
Community Park Nets and Fence Replacement		18,000
Zero Turn Mower Replacement		15,000
Flag Pole Additions for Community Park and		12,000
Building Storage Renovation for Old Rec	24,500	
<b>Rec &amp; Parks Total</b>	<b>\$ 185,500</b>	<b>\$ 6,951,468</b>
New Patrol Vehicle & Equipment	255,008	
Replace Existing Patrol Vehicles - reduced per	100,027	240,084
Special Event Traffic Control Trailer	25,000	
<b>Police Total</b>	<b>\$ 380,035</b>	<b>\$ 240,084</b>

Project Title	FY 24-25	
	FY24-25 Budget Request Cuts	Recommended Budget
PW-060 Bucket Truck Replacement (2000) Used		120,000
New two bay addition to storage building -	25,000	
Boom mower		25,000
PW& PUD new equipment shelters - design	30,000	
Sidewalk - S. Eighth St. to Fifth St. Park via Arrowhead Villas - Construction		55,000
Asphalt hot box		62,000
John Deere 930 m Zero Turn Mower		15,000
<b>Public Works Total</b>	<b>\$ 55,000</b>	<b>\$ 277,000</b>
Carbon monoxide exhaust system (2 items) -		24,000
Sidewall exhaust fan - garage bay		10,000
Library HVAC RTU #3 unit replacement		18,000
<b>Public Facilities Total</b>	<b>\$ -</b>	<b>\$ 52,000</b>
New Knuckle boom Truck	259,000	
Pull-behind leaf vacuum trailer (Used)		80,000
<b>Sanitation Total</b>	<b>\$ 259,000</b>	<b>\$ 80,000</b>
Plymovent Exhaust Management System Station	150,000	-
Plymovent Exhaust Management System Station	120,000	-
MSA E600+ Thermal Camera - 2 needed		23,000
MSA RescueAire - 2 needed		15,000
Hurst SC 758 E3	11,500	-
<b>Fire Total</b>	<b>\$ 281,500</b>	<b>\$ 38,000</b>
<b>Grand Total</b>	<b>\$ 1,181,035</b>	<b>\$ 7,762,939</b>

## Outside Agencies

Outside agencies are a minor part of the budget appropriations; however, these agencies provide essential services and improved quality of life for the citizens of Mebane. In the past, the General Fund paid these organizations' allocations, which the City Council granted. Due to the nature of the organizations, the Special Revenue Fund for Occupancy Tax will pay part of the allocations for specific agencies, as shown in the table below.

- The City has long funded the Mebane Historical Museum to operate the museum and maintain a cultural record of the City's history. Museum staff requested a \$8,000 increase to help fund operations.
- The Alamance County Arts Council provides the City with Musical Chairs, art exhibits at the MACC, and public art sculptures. The Arts Council did not request an increase.
- The volunteer Train Group continues upgrading the Tommy Long Train Collection, a top-rated attraction. The Group did not request an increase.
- The Alamance County Transportation Authority (ACTA) provides medical and human service transportation to Mebane residents. ACTA did not request an increase.
- United Way provides 211 services to our citizens with emergency needs for housing, food, utilities, mental health issues, and other household needs. No increase was requested.
- The Downtown Mebane Development Corporation's (DMDC) mission is to facilitate the revitalization and preservation of historic Downtown Mebane through an inclusive collaboration and partnership with greater Mebane. The Corporation requested an \$18,000 increase.

Outside Agencies						
Agency	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY24-25	FY24-25	FY24-25 Total Recommended Budget	Percent Change
			Recommended General Fund Budget	Recommended Special Revenue Fund Budget		
Mebane Historical Museum Subsidy	\$39,700	\$43,700	\$43,700	\$8,000	\$51,700	18%
Tommy Long Train Display	\$8,606	\$10,000	\$10,000	\$0	\$10,000	0%
Alamance County Arts Council	\$10,000	\$10,000	\$10,000	\$0	\$10,000	0%
ACTA Subsidy	\$6,500	\$6,500	\$6,500	\$0	\$6,500	0%
United Way 211	\$5,000	\$5,000	\$5,000	\$0	\$5,000	0%
Downtown Mebane Development Corp.	\$100,000	\$100,000	\$100,000	\$18,000	\$118,000	18%
<b>Total</b>	<b>\$169,806</b>	<b>\$175,200</b>	<b>\$175,200</b>	<b>\$26,000</b>	<b>\$201,200</b>	<b>15%</b>

## General Fund Revenues

### Ad Valorem Taxes

Property taxes constitute 51.6% of the City's estimated FY24-25 revenues. The \$16,809,858 estimate includes real property, personal property (registered motor vehicle and non-registered motor vehicle, machinery, and equipment), delinquent taxes expected to be collected, and tax

discounts for early payment. The current tax rate is 0.37 cents per \$100 of taxable property valuation, and no change is in the budget.

Beginning in FY23-24, the Council voted to set aside the equivalent of two cents of collected property tax revenues for future projects, including a new Police Station, Fire Station 4, and recreation projects. The Council created the General Capital Reserve Fund in FY23-24 to segregate the funds for these projects. Two cents of the FY24-25 expected property tax revenue equals \$910,864, the transfer amount to the General Capital Reserve Fund in the current budget recommendation. The estimated General Capital Reserve Fund balance on June 30, 2024 is \$842,751.

#### Local Option Sales Tax

Sales tax represents the City's second-largest revenue source in the General Fund at an estimated \$6,957,734 million (21.4 percent). The State of North Carolina collects and distributes sales tax to the local units on a proportional population basis in Alamance and Orange Counties. Sales tax revenues have slowed during FY23-24, likely due to inflation and rising interest rates. The FY 24-25 sales tax estimate reflects this trend, with a reduction of 2.3 percent as compared to the current budget and a 1.3 percent increase over the end-of-year projections.

#### Fund Balance Appropriation

Fund balance is the amount of assets in excess of liabilities in a given fund. Five components of fund balance are essential to understand, especially when faced with challenges or opportunities that require an appropriation from fund balance. The City Council cannot use the non-spendable and restricted portion of the fund balance for appropriation. The City Council can use the unrestricted portion of the fund balance, which includes the committed, assigned, and unassigned portions of the fund balance, for appropriation. The total fund balance as of June 30, 2023, was \$20,978,011, with \$6,191,378 restricted, \$2,797,463 appropriated for the FY23-24 budget, and \$11,989,170 unrestricted and unappropriated.

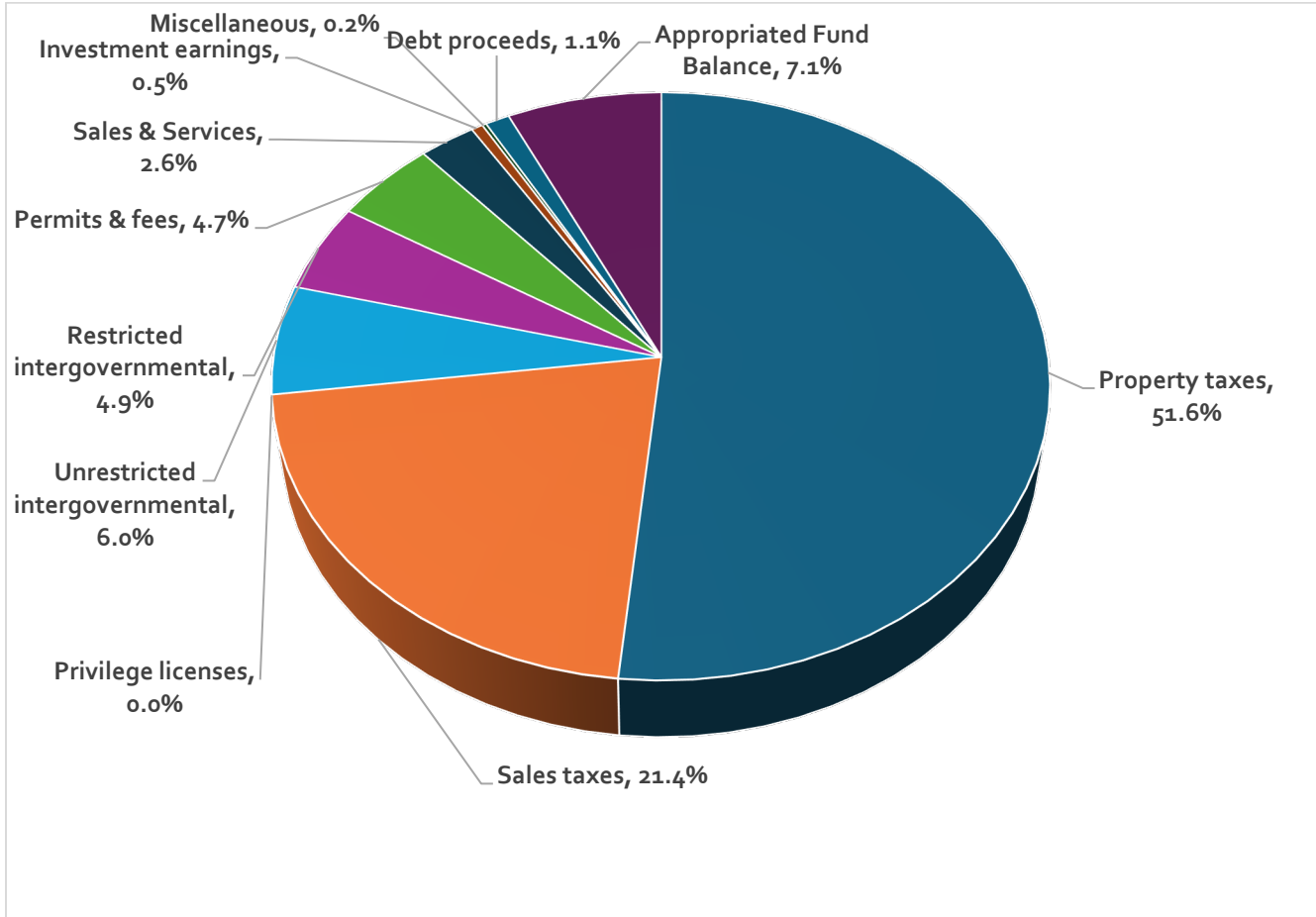
The restricted fund balance includes accounts payable as of June 30, 2023, and \$1,568,430 in purchase orders rolled over to FY23-24 to be paid from the appropriated fund balance. The purchase orders rolled over include debt proceeds received in a prior fiscal year and included in the fund balance for a fire engine for \$583,277. The breakdown of fund balance appropriations during FY23-24 is in the chart below. Many of the purchase orders and projects shown in the chart have been fully expended or started in FY23-24, and therefore, the fund balance may be used due to some revenues coming in under budget.

<b>FY2023-2024</b>	<b>As of 4.26.24</b>	<b>Category Appropriated</b>
<b>Beginning Appropriated Fund Balance</b>	<b>\$ 2,797,463</b>	Assigned - unrestricted
Rollover of FY23 Purchase Orders	985,153	Restricted
Rollover of FY21 PO for Fire Engine to be paid with debt proceeds in fund balance	583,277	Restricted
Carryforward from FY23 for the East Graham Stormwater Project	34,500	Unassigned - unrestricted
Carryforward from FY23 for the Public Works Expansion Study	22,500	Unassigned - unrestricted
Carryforward from FY23 for the Fiddler Stage	2,000	Unassigned - unrestricted
Lebanon Rd. Sidewalk & Trail Connector	222,169	Unassigned - unrestricted
Holt Street Greenway	1,274,946	Unassigned - unrestricted
Ruffin Street Lot	227,500	Unassigned - unrestricted
Community Park parking lot	220,000	Unassigned - unrestricted
Lebanon Rd. Sidewalk & Trail Connector	100,000	Unassigned - unrestricted
<b>Ending Appropriated Fund Balance</b>	<b>\$ 6,469,508</b>	

The City evaluates any decision to use fund balance carefully. Per the City's Fund Balance Policy, the unrestricted fund balance cannot fall below 33% of budgeted expenditures and transfers, which equals \$9,573,383 for FY23-24. We are not expecting the unrestricted fund balance to drop below this amount as of June 30, 2024. Therefore, the FY24-25 recommended budget includes a fund balance appropriation of \$2,300,000. Per discussions at the budget work sessions, city staff has lowered this appropriation from the current FY23-24 use and plans to continue to reduce its initial use in forthcoming budgets.

<b>General Fund Revenues and Other Funding Sources</b>					
	<b>FY 2022-2023 Actual</b>	<b>FY 2023-2024 Amended Budget</b>	<b>FY 2024-2025 Recommended Budget</b>	<b>Percent Change</b>	<b>FY24-25 Variance</b>
<b>Revenues</b>					
Property taxes	\$13,691,894	\$15,579,883	\$16,809,858	7.9%	1,229,975
Sales taxes	\$6,295,278	\$7,107,700	\$6,957,734	(2.2%)	(149,966)
Privilege licenses	\$945	\$900	\$900	0.0%	0
Unrestricted intergovernmental	\$1,939,261	\$1,817,300	\$1,959,150	7.8%	141,850
Restricted intergovernmental	\$1,508,594	\$1,627,101	\$1,587,618	(2.5%)	(39,483)
Permits & fees	\$1,878,503	\$1,919,910	\$1,523,704	(26.0%)	(396,206)
Sales & Services	\$752,683	\$816,338	\$840,136	2.9%	23,798
Investment earnings	\$222,281	\$20,000	\$172,000	760.0%	152,000
Miscellaneous	\$264,941	\$227,700	\$61,016	(273.2%)	(166,684)
<b>Total revenues</b>	<b>\$26,554,380</b>	<b>\$29,116,832</b>	<b>\$29,912,116</b>	<b>2.7%</b>	<b>795,284</b>
<b>Other financing sources</b>					
Transfers in	\$0	\$0	\$0	N/A	0
Debt proceeds	\$916,006	\$2,772,662	\$360,084	(670.0%)	(2,412,578)
IT subscriptions agreement	\$48,129	\$0	\$0	N/A	0
Appropriated Fund Balance	\$0	\$6,469,508	\$2,300,000	(181.3%)	(4,169,508)
<b>Total other financing sources</b>	<b>964,135</b>	<b>\$9,242,170</b>	<b>\$2,660,084</b>	<b>(247.4%)</b>	<b>(6,582,086)</b>
<b>Total revenues &amp; other financing sources</b>	<b>\$27,518,515</b>	<b>\$38,359,002</b>	<b>\$32,572,200</b>	<b>(17.8%)</b>	<b>(5,786,802)</b>

## General Fund Revenues and Other Financing Sources FY24-25



### General Capital Reserve Fund

Beginning in FY23-24, the City Council voted to set aside the equivalent of two cents of collected property tax revenues for future projects, including a new Police Station, Fire Station 4, and recreation projects. The Council created the General Capital Reserve Fund in FY23-24 to segregate the funds for these projects. Two cents of the FY24-25 expected property tax revenue equals \$910,864, the transfer amount to the General Capital Reserve Fund in the current budget recommendation.

General Capital Reserve Fund Revenues and Other Financing Sources					
	FY 2022-2023 Actual*	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance
Transfer from General Fund	\$0	\$840,317	\$910,864	8.4%	\$70,547
Interest Earnings	\$0	\$0	\$5,000	100.0%	\$5,000
<b>Total revenues</b>	<b>\$0</b>	<b>\$840,317</b>	<b>\$915,864</b>	<b>9.0%</b>	<b>\$75,547</b>
<b>Other financing sources (uses)</b>					
Transfers out	\$0	\$0	\$0		\$0
<b>Total revenues &amp; other financing sources (uses)</b>	<b>\$0</b>	<b>\$840,317</b>	<b>\$915,864</b>	<b>9.0%</b>	<b>\$75,547</b>

\* This fund was established in FY 23-24.

## Special Revenue Fund – Occupancy Tax

The City Council passed an ordinance at the April 2024 meeting creating and levying a 3% municipal room and occupancy tax. Two-thirds of the tax revenues, less the cost of administering and collecting the tax, must be spent to promote travel and tourism, and the remaining one-third is for tourism-related expenditures. A separate Special Revenue Fund is the optimal way to separate these tax proceeds. If the City Council passes a resolution at the May 2024 meeting authorizing the creation of a Special Revenue Fund for Occupancy Tax, the recommended budget is in the table below.

Occupancy Tax Special Revenue Fund						
	FY 2022-2023 Actual*	FY 2023-2024 Amended Budget *	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance	
Occupancy Tax Revenues	\$0	\$0	\$158,550	100.0%	\$158,550	
Interest Earnings	\$0	\$0	\$0	0.0%	\$0	
<b>Total revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,550</b>	<b>100.0%</b>	<b>\$158,550</b>	
Expenditures						
Collection fees	\$0	\$0	\$7,550	100%	\$7,550	
Travel and tourism promotion	\$0	\$0	\$100,667	100%	\$100,667	
Tourism-related expenditures	\$0	\$0	\$50,333	100%	\$50,333	
<b>Total expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$158,550</b>	<b>100.0%</b>	<b>\$158,550</b>	

\* FY 24-25 is the first year for this fund.

## Utility Fund

The City of Mebane operates one fund as an enterprise – the Utility Fund. Enterprise funds provide governmental services that can operate similarly to a business and are self-sufficient with user rates that generate all revenues to cover expenditures.

The Utility Fund comprises all revenues and expenditures that result from the City's water and sewer utility operations. Customer fees generate enough income to support the fund entirely. The FY 24-25 Recommended Budget for the Utility Fund totals \$14,006,649, a 12.3 percent increase from the FY 23-24 Amended Budget as of April 19, 2024, and a 17.8 percent increase from the FY 23-24 Original Budget.

### Utility Fund Expenditures and Capital Highlights

The FY 24-25 Utility Fund Budget reflects an overall increase primarily due to an interest-only payment of \$1,219,809 for the Water Resource Recovery Facility Expansion debt. The expansion project will go out to bid on June 14, 2024, with the bid opening scheduled for August 15. A recommendation to award a tentative contract will come before the City Council at the September 9 meeting. Staff will attempt to propose alternatives if bids are too high or interest rates increase. The Local Government Commission (LGC) approval is expected on September 10, and revenue bonds are scheduled to be sold on September 11, pending the Council's and the LGC's approval.

The expected overall cost of the project is \$75,000,000, with construction costs being approximately \$63 to \$64 million. The City has an American Rescue Plan (ARP) grant from the North Carolina Department of Environmental Quality (NCDEQ) for \$11,925,000 and \$5,182,658 in cash from using the ARP funds received directly from the Federal Government for revenue replacement. The remainder to finance is \$57,892,342, which is still a large debt issuance. At an estimated interest rate of 5 percent over a 25-year term, the average annual payment is \$4,088,306 per annum. To reduce this amount, the recommended budget of the Utility Capital Reserve Fund includes a fund balance appropriation of \$5.5 million. The City is in the early stages of working with the NCDEQ to tap into the \$3.0 million NC Budget appropriation for another \$2.1 million to use for the WRRF Expansion, further reducing the amount to finance. Utility capital reserve funds collected in FY23-24 will also be examined for use, as discussed at the April budget work session.

Recommended capital expenditures are 42.5% lower than the amended FY23-24 budget. The amended FY23-24 budget includes over \$300,000 for the West Ten Road Project. The recommended budget is conservative due to the unknown debt schedule for the WRRF Expansion project. Once the construction bid and debt results for the WRRF Expansion project are known, future budgets will revolve around meeting required debt covenants for the revenue bonds while balancing the other needs of the system.

Cost allocations from the General Fund are charged to the Admin, Billing & Meters department in the Utility Fund. Beginning in FY24-25, the Information Technology department in the General Fund manages all software licenses. The software licenses for the Utility Fund are charged back through the Admin, Billing & Meters department rather than spread among the Utility Fund departments, as was the case in past years. This change is why there is a 24.3 percent increase in the Admin, Billing & Meters department and decreases in other departments.

In addition to the WRRF Expansion debt, the recommended budget includes debt proceeds of \$758,750 to fund a Vac truck and a backhoe.

Utility Fund Expenditures by Type					
Type	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance
Personnel	\$2,887,952	\$3,699,890	\$3,856,549	4.2%	\$156,659
Operating	\$3,789,483	\$5,533,919	\$5,602,940	1.2%	\$69,021
Capital	\$1,609,844	\$1,742,711	\$1,222,733	(42.5%)	(\$519,978)
Debt Service	\$1,490,977	\$1,491,369	\$3,324,427	122.9%	\$1,833,058
<b>Total</b>	<b>\$9,778,256</b>	<b>\$12,467,889</b>	<b>\$14,006,649</b>	<b>12.3%</b>	<b>\$1,538,760</b>



Utility Fund Department Budgets					
Department	FY 2022-2023 Actual	FY 2023-2024	FY 2024-2025	Percent Change	FY24-25 Variance
		Amended Budget	Recommended Budget		
Admin, Billing & Meters	\$1,154,877	\$1,627,360	\$2,023,616	24.3%	\$396,256
Operations & Maintenance	\$4,912,775	\$6,246,616	\$5,795,618	(7.8%)	(\$450,998)
Engineering	\$295,063	\$288,971	\$293,000	1.4%	\$4,029
Water Resource Recovery	\$1,895,595	\$2,666,173	\$2,537,388	(5.1%)	(\$128,785)
Non-Departmental	\$1,519,966	\$1,638,769	\$3,357,027	104.9%	\$1,718,258
<b>Total</b>	<b>\$9,778,276</b>	<b>\$12,467,889</b>	<b>\$14,006,649</b>	<b>12.3%</b>	<b>\$1,538,760</b>

### Utility Fund Capital Requests and Budget Recommendation

Project Title	FY 24-25	
	FY24-25 Budget Request Cuts	Recommended Budget
Water Meters		170,000
<b>Utilities Administration Total</b>	<b>\$ -</b>	<b>\$ 170,000</b>
Vac Truck		603,750
Pick-up Truck		50,098
Replacement Backhoe		155,000
Water Rehab		17,000
Utility Oversizing	150,000	-
50% share of capital improvements @ Graham water plant		140,750
Inflow & Infiltration	900,000	-
3rd Pump at N Regional	95,000	-
<b>Utilities Maintenance Total</b>	<b>\$ 1,379,000</b>	<b>\$ 966,598</b>
WRRF Plant Expansion		57,892,342
21.43% share of capital improvements @ Graham WRRF		86,135
Phosphorus analyzer	30,000	-
Rotary Drum Thickener Rehab	100,000	-
<b>WRRF Total</b>	<b>\$ 130,000</b>	<b>\$ 57,978,477</b>
<b>Grand Total</b>	<b>\$ 1,509,000</b>	<b>\$ 59,115,075</b>

### Utility Fund Personnel Highlights

Department Head personnel requests include one new Wastewater Treatment Plan Operator and one reclassification of a Laboratory Supervisor to a Compliance Manager. The reclassification is in the recommended budget. The new position is not in the budget, as we are holding costs down until the cost of the WRRF Expansion Project and debt are determined. The budget includes a four percent cost of living increase, merit pay, and increases in benefits, as well as retirement costs and an increase in the amount charged for General Fund personnel services at the cost of \$41,579.

Department	Type of Request	Position Title	FY25 Cuts	FY24-25 Budget Recommendation
WRRF	Reclassification	Compliance Manager		14,990
WRRF	Additional Position	Wastewater Treatment Plant Opr	68,555	-
<b>WRRF Total</b>			<b>\$ 68,555</b>	<b>\$ 14,990</b>
<b>Grand Total</b>			<b>\$ 68,555</b>	<b>\$ 14,990</b>

### Utility Revenue Funds

Projections for Utility Fund revenues rely on variables such as the size of the customer base and water usage. The FY 24-25 Recommended Budget includes \$10.3 million in revenues from water and sewer charges, an increase of 16.5 percent over the amended budget. The revenue estimate includes new customer growth of approximately 350 residential units and a 10 percent rate increase for water and sewer. The decrease in miscellaneous revenues is due to the Water Asset Inventory and Assessment Grant received in FY 23-24 and a reduction in the sale of fixed assets revenue. The recommended budget includes debt proceeds of \$758,750 to fund a Vac truck and a backhoe.

### Water and Sewer Rates

Sales and services make up 73.5% of the Utility Fund revenues. Therefore, it is prudent to examine rates yearly to ensure they support operations and keep up with the capital needs of the utility system. The Recommended Budget includes a ten percent increase in water and sewer rates. The increase will ensure the fund can cover all debt and maintain the current system. The average customer uses 5,000 gallons of water per month; therefore, the monthly increase for an average customer is \$7.85. The average customer's monthly bill is \$78.40, which will go up to \$86.25.

Water and Sewer Rates					
Fiscal Year	Inside Water	Outside Water	Inside Sewer	Outside Sewer	Increase
FY23-24	\$7.56	\$15.12	\$8.12	\$16.24	6%
FY24-25	\$8.32	\$16.64	\$8.93	\$17.86	10%

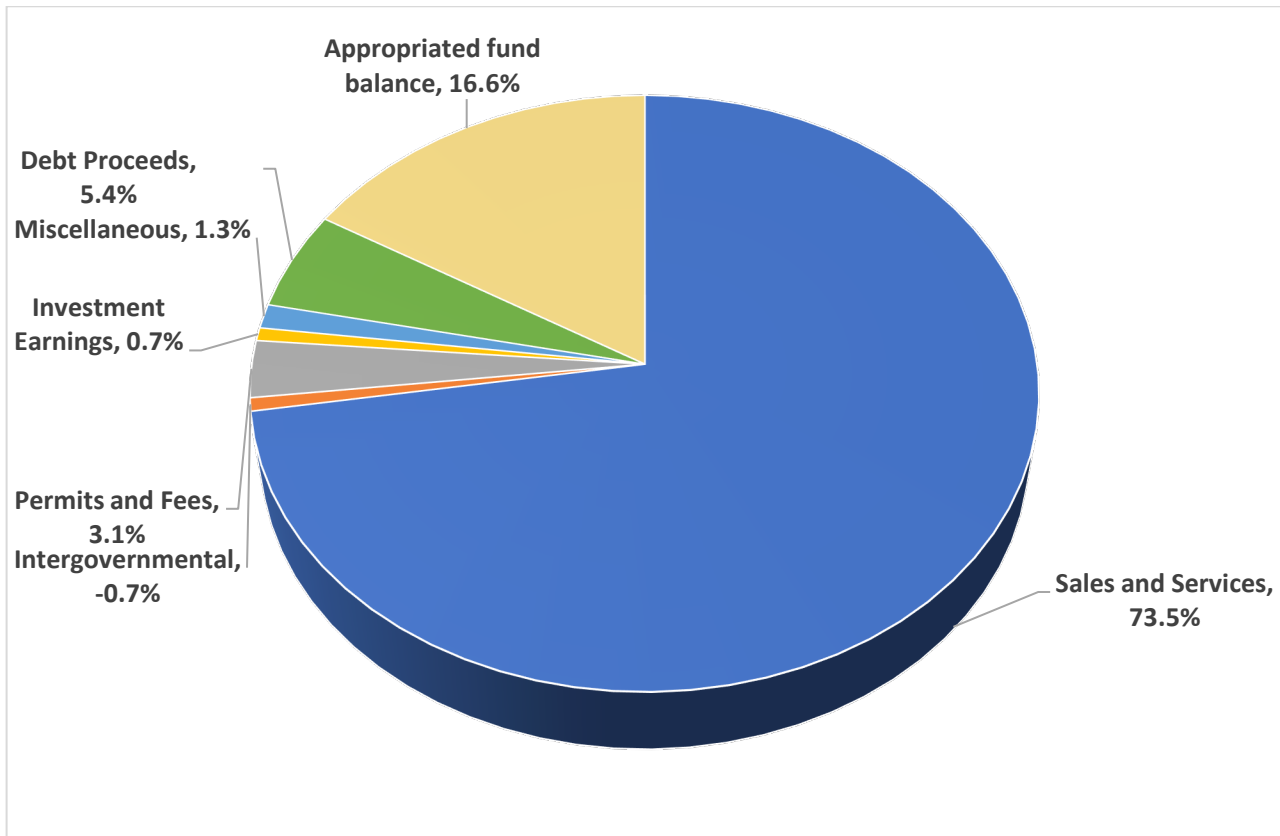
\* Rates are per 1,000 gallons.

### Fund Balance Appropriation

Enterprise funds such as the Utility Fund are operated as a business-type activity and, therefore, do not have a fund balance. The City's fund balance policy states the goal for the Utility Fund is to have an unrestricted net position equal to or greater than 33 percent of annual budgeted expenditures and transfers. Net position as of June 30, 2023 was \$9,120,927. The FY 24-25 recommended budget requires a minimum net position of \$4,622,194. We do not expect the FY 23-24 net position to fall below this minimum threshold. The City evaluates any decision to use fund balance carefully. The Recommended Budget includes a fund balance appropriation of \$2,325,402.

## Utility Fund Revenues and Other Funding Sources FY24-25

Utility Fund Revenues and Other Funding Sources					
	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget	Percent Change	FY24-25 Variance
<b>Revenues</b>					
Sales and Services	\$8,131,646	\$8,844,194	\$10,300,957	16.5%	\$1,456,763
Intergovernmental	(\$99,006)	(\$106,000)	(\$102,000)	(3.8%)	\$4,000
Permits and Fees	\$329,207	\$449,400	\$438,040	(2.6%)	(\$11,360)
Investment Earnings	\$96,147	\$20,000	\$100,000	400.0%	\$80,000
Miscellaneous	\$277,465	\$734,500	\$185,500	(296.0%)	(\$549,000)
<b>Total revenues</b>	<b>\$8,735,459</b>	<b>\$9,942,094</b>	<b>\$10,922,497</b>	<b>9.9%</b>	<b>\$980,403</b>
<b>Other financing sources</b>					
Debt proceeds	\$0	\$0	\$758,750	100.0%	\$758,750
Appropriated fund balance	\$0	\$2,525,795	\$2,325,402	(8.6%)	(\$200,393)
<b>Total other financing sources</b>	<b>\$0</b>	<b>\$2,525,795</b>	<b>\$3,084,152</b>	<b>22.1%</b>	<b>\$558,357</b>
<b>Total revenues &amp; other financing sources (uses)</b>	<b>\$8,735,459</b>	<b>\$12,467,889</b>	<b>\$14,006,649</b>	<b>12.3%</b>	<b>\$1,538,760</b>



### Utility Capital Reserve Fund

This fund accounts for system development fees per state statutes. The recommended budget includes revising system development fees as presented to the City Council in April. The City Council will vote on the proposed fees at their June 2024 meeting. The estimated revenues, including interest earnings, for FY24-25 is \$3,512,000 based upon 350 residential units. Growth projections support this estimate. The budget includes a fund balance appropriation of \$5.5 million for transfer to the WRRF Expansion Project to lower the debt financing required.

Utility Capital Reserve Fund Revenues and Other Financing Sources					
	FY 2022-2023 Actual	FY 2023-2024 Amended Budget	FY 2024-2025 Recommended Budget with SDF revisions	Percent Change with SDF revisions	FY24-25 Variance with SDF revisions
System Development Fees	\$1,434,780	\$1,598,000	\$3,472,000	117.3%	\$1,874,000
Interest Earnings	\$1,293	\$3,000	\$40,000	1233.3%	\$37,000
Appropriated Fund Balance	\$0	\$0	\$5,500,000	100.0%	\$5,500,000
<b>Total revenues and other financing sources</b>	<b>\$1,436,073</b>	<b>\$1,601,000</b>	<b>\$9,012,000</b>	<b>462.9%</b>	<b>\$1,911,000</b>
<b>Other financing uses</b>					
Transfers out (System Development Fees)	(\$199,177)	\$0	(\$5,500,000)	100.0%	(\$5,500,000)
<b>Total other financing uses</b>	<b>(\$199,177)</b>	<b>\$0</b>	<b>(\$5,500,000)</b>	<b>0%</b>	<b>\$0</b>
<b>Total revenues &amp; other financing sources (uses)</b>	<b>\$1,236,896</b>	<b>\$1,601,000</b>	<b>\$3,512,000</b>	<b>119.4%</b>	<b>\$1,911,000</b>

**Conclusion**

In summary, the Recommended Budget is in balance per state statute. While it is typically challenging to fund all the requests made by departments or external agencies, this year was tough with two large capital projects on the horizon, along with inflation and rising interest rates. The budget team, in collaboration with the department heads, carefully considered the impact of each request on the residents of the City and included the requests necessary to maintain the current level of operations before evaluating items for expansion of services. The FY24-25 Budget is fiscally sound and addresses the top priority needs of the City. The City's sound financial practices and conservative budgeting approach have positioned it to continue delivering high-level services to Mebane's residents. This budget reflects our commitment to maintaining and improving our community and positioning Mebane to be financially sound in the future. I recommend this proposed budget for the Fiscal Year 2024-2025 to the Mebane City Council.

Respectfully submitted,

Chris Rollins  
City Manager

Preston Mitchell  
Assistant City Manager

Daphna Schwartz  
Finance Director



- The Fiscal Year 24-25 includes the tax rate of \$0.37 per \$100 assessed valuation.
- The Fiscal Year 24-25 budget reflects a 10% increase in water and sewer rates.
- The Fiscal Year 24-25 expenditures include funding for 174 full-time positions in both funds.
- The Fiscal Year 24-25 includes a 4% cost of living adjustment for all full-time and regular part-time employees. Merit pay is included for full-time employees.
- A summary breakdown of the Fiscal Year 2024-2025 budget is as follows:

General Fund	\$32,572,200
Special Revenue Fund (Occupancy Tax)	\$158,550
Utility Fund Budget	\$14,006,649
Utility Fund Capital Reserve Fund transfers out	<u>\$5,500,000</u>
	\$52,237,399
General Fund Capital Reserve Fund Revenue	\$915,864
Utility Fund Capital Reserve Fund Revenue	\$3,512,000

## City of Mebane Fee Schedule - Effective July 1, 2024

### Contents

Administration	Copies, sale of Mebane brand items
Cemetery	Plots and staking
Public Works	Garbage/recycling, street cleaning, memorials
Finance	NSF Fees, ABC Permits
Development Fees	Tap fees, system development fees, water rates
Planning and Inspections	Zoning and plan review fees, construction permits, inspection fees
Fire	Inspections, false alarms, overcrowding
Police	False alarms, document fees
Recreation	Facility rental and activity fees
Water Resource Recovery Facility	Water testing and analysis fees

Administration

Fee Schedule  
Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Document Fees for Public Records

Paper copies cost per page	\$0.10	CD copies (audio minutes request)	No charge
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Fee Schedule

Cemetery

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Mebane Memorial Garden		Oakwood Cemetery	
Cost per Grave - Inside City	\$1,000	Cost per Grave - Inside City	<del>\$200</del> Sold Out
Cost per Grave - Outside City	\$1,500	Cost per Grave - Outside City	<del>\$400</del> Sold Out
Cremation/Urn Section per Grave- Inside City	\$500	Transfer of Ownership	No Charge
Cremation/Urn Section per Grave- Outside City	\$750	Internment, disinterment, and removal charge	No Charge
Transfer of Ownership	No Charge	Grave Marker Permit Fees	No Charge
Internment, disinterment, and removal charge	No Charge	Marker Installation Fees	No Charge
Grave Marker Permit Fees	No Charge		
Marker Installation Fees	No Charge		



Fee Schedule

Public Works

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Garbage/Recycling

Fee per address per month	\$8/month	Trash Cart	Actual cost
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Street Washing

Street Washing	\$75/hr 2hr min
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Memorials

Memorial Bench	\$500 <u>1,250</u>	Memorial Brick	\$75

Privilege License

~~Privilege Licenses were eliminated by the legislature as of 07-01-15, with the exception of Article 15 and 16 regarding ABC licenses and section 39 regarding peddlers.~~

~~On-premises malt beverage \$15~~

~~Off-premises malt beverage \$5~~

~~On-premises unfortified wine, on-premises fortified wine, or both \$15~~

~~Off-premises unfortified wine, off-premises fortified wine, or both \$10~~

~~Tax on additional license – the tax stated above is for the first license issued to a person or business. The tax for each additional license of the same type issued to that person or business for the same year is one hundred ten percent (110%) of the base license tax. The increase applies progressively for each additional license.~~

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Returned Payment Fee

Charge for processing returned checks or returned electronic payments	\$	25
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Fee Schedule

Development Fees

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Engineering Construction Plan Review and Inspection Fees			
Public/Private Streets & Alleys		Public/Private Storm Sewer Lines	
Review/Inspection/Testing/As-built Review & Record Keeping - per centerline foot of street	\$3	Review/Inspect/Certify per centerline foot in public right of way/easement	\$2
Driveway inspections within the street right-of-way per driveway	\$100	Review/Inspection per centerline foot in private drainage easement (residential)	\$1
Sidewalks			
Sidewalk Inspection/Certifying in street right of way (when installed with driveway)	\$100	Review/Inspection/Certifying of public sidewalk/multi-use path/in street right of way or easement per centerline foot	\$1
Water and Sewer Lines (Private or Public)		Water & Sewer Services	
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of water	\$2.50	Main line tap inspection to the right of way for single family property line	\$100, water, \$100 sewer
Review/Inspection/Permitting/Testing/As-built Review & Record Keeping - per centerline foot of sewer	\$2.50	Main line tap inspection to the building for multi-family/commercial/industrial	\$500, water, \$500 sewer
Sewer Pump Stations requiring Permits		Stormwater Management	
Plan Review	\$5,000	Overall plan review for compliance	\$2,500
Inspection	\$5,000	Review/Inspection per device	\$1,500
Preliminary Site or Subdivision Plan Review		Driveway Pipe Installation	
Residential (Single Family and Multi-Family) per lot or unit	\$25	12-inch RCP	<del>\$26.1015</del> per lf
Commercial, Office, or Institutional per 100 sq. ft.	\$10	15-inch RCP	<del>\$32.7518</del> per lf
Industrial per 1000 sq. ft.	\$10	18-inch RCP	<del>\$43.1022</del> per lf

Development Fees

Fee Schedule  
Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Water & Sewer Rates			
Inside water (per 1,000 gallon)	<del>\$7.56</del> \$8.32	Deposit sewer (outside city limits)	\$150
Inside sewer (per 1,000 gallon)	<del>\$8.12</del> \$8.93	Meter re-read with no city error (per re-read)	\$10
Outside water (per 1,000 gallon)	<del>\$15.12</del> \$16.64	Cutoff List Fee	\$50
Outside sewer (per 1,000 gallon)	<del>\$16.24</del> 17.86	Late Fee (added each month after the 20th)	\$10
Metered sewer users not using Mebane water (Multiple of the inside rate)	3.25	Return Check Fee	\$25
Unmetered residential sewer users- (inside city limits)	\$67.43	Water Shortage Response Plan - Excess Users Charge (per event for violation)	\$100
Unmetered residential sewer users- (outside city limits)	\$78.58	Meter installation fee with no city error (each attempt after first installation attempt)	\$50
Deposit water (inside city limits)	\$75	Bulk Water Purchases (per 1,000 gallons)	Current inside water rate
Deposit sewer (inside city limits)	\$75	Deposit Bulk Water	\$75
Deposit water (outside city limits)	\$150		

Schedule of Water and Sewer Tap Fees and Meter Charges

Tap Size	Water Tap Fee		Sewer Tap Fee		Meter Charge
	Inside City Limits	Outside City	Inside City Limits	Outside City Limits	
¾" Water	\$1,500	\$3,000			\$500
1" Water	\$2,000	\$4,000			\$1,000
4" Sewer			\$1,000	\$2,000	

Note: Additional \$500 charge for road bores and pavement cuts.  
Please contact Public Works for meter charge larger than 1".

Fee Schedule

Development Fees

Effective July 1, 2024

Schedule Subject to Change Upon Approval by City Council

Water & Sewer System Development Fees†

Customer Type	Equivalent Residential Unit‡	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 3 BR <del>Mebane WRRF)*</del>	1	<del>\$1,151</del> 1,558	<del>\$2,679</del> 3,936	<del>\$3,830</del> 5,494
Residential Dwelling Unit (3/4" Meter - 2 BR <del>Mebane WRRF)*</del>	0.66	<del>\$760</del> 1,029	<del>\$1,768</del> 2,598	<del>\$2,528</del> 3,627
Residential Dwelling Unit (3/4" Meter - 4 BR <del>Mebane WRRF)*</del>	1.33	<del>\$1,532</del> 2,073	<del>\$3,562</del> 5,234	<del>\$5,094</del> 7,307
Residential Dwelling Unit (3/4" Meter - 5 BR <del>Mebane WRRF)*</del>	1.66	<del>\$1,911</del> 2,587	<del>\$4,447</del> 6,533	<del>\$6,358</del> 9,120
<del>Residential Dwelling Unit (3/4" Meter - 2 BR GRAHAM WWTP)**</del>	<del>1</del>	<del>\$1,151</del>	<del>\$2,679</del>	<del>\$3,830</del>
<del>Residential Dwelling Unit (3/4" Meter - 3 BR GRAHAM WWTP)**</del>	<del>1.5</del>	<del>\$1,727</del>	<del>\$4,018</del>	<del>\$5,745</del>
<del>Residential Dwelling Unit (3/4" Meter - 4 BR GRAHAM WWTP)**</del>	<del>2</del>	<del>\$2,302</del>	<del>\$5,358</del>	<del>\$7,660</del>
<del>Residential Dwelling Unit (3/4" Meter - 5 BR GRAHAM WWTP)**</del>	<del>2.5</del>	<del>\$2,878</del>	<del>\$6,697</del>	<del>\$9,575</del>
All Other Zoning Categories/Uses - 3/4" Meter	1	<del>\$1,151</del> 1,558	<del>\$2,679</del> 3,936	<del>\$3,830</del> 5,494
All Other Zoning Categories/Uses - 1" Meter	1.67	<del>\$1,918</del> 2,597	<del>\$4,466</del> 6,559	<del>\$6,384</del> 9,156
All Zoning Categories/Uses - 1.5" Meter	3.33	<del>\$3,837</del> 5,195	<del>\$8,931</del> 13,119	<del>\$12,768</del> 18,314
All Zoning Categories/Uses - 2" Meter	5.33	<del>\$6,139</del> 8,311	<del>\$14,290</del> 20,990	<del>\$20,429</del> 29,301
All Zoning Categories/Uses - 3" Meter	11.67	<del>\$13,428</del> 18,181	<del>\$31,260</del> 45,916	<del>\$44,688</del> 64,097

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All Zoning Categories/Uses - 4" Meter	21	\$ <del>24,171</del> 32,726	\$ <del>56,267</del> 82,648	\$ <del>80,438</del> 115,374
All Zoning Categories/Uses - 6" Meter	43.33	\$ <del>49,876</del> 67,530	\$ <del>116,107</del> 170,544	\$ <del>165,983</del> 238,074

†Applicable System Development Fee(s) for development requiring smaller or larger water meters will be calculated on a project specific basis using rates and methodology identified in the City's System Development Fee Analysis.

‡Equivalent Residential Unit is an approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

\*80 Water Fees are based on 250 gallons per day per equivalent residential unit, bedroom (min. 2-BR) and tributary to the Mebane-WRRF.

\*Sewer fees are based on 225 gallons per day per equivalent residential unit.

\*\*120 gallons per day per bedroom (min. 2-BR) and tributary to the Graham WWTP.

Any item not included in the above schedule shall be referred to the Utility Director for a specific price determination. See policy for additional information.

## Fee Schedule

Effective July 1, 2024

### Development Fees

*Schedule Subject to Change Upon Approval by City Council*

#### Hydraulic System Modeling Fees

Fire Flow Test Fee	\$1,200 for all requested fire flow test and re-test
Fire Flow Modeling Fee	\$1,200 for flow test, \$500 for first hydrant, and \$250 for each additional

Fire flow modeling is to be completed for all new hydrants in the City of Mebane's water system. Fees are based on the number of new hydrants to be installed. Extensive modeling may require additional modeling fees. See policy for additional information.

#### Hydrant Meter Deposit

3/4" Meter	\$500
1" Meter	\$700
3" Meter	\$1,500

Fee Schedule

Effective July 1, 2024

Planning Fees

Schedule Subject to Change Upon Approval by City Council

Planning & Zoning			
Zoning Verification	\$25	Zoning Permit	\$50
Zoning Reinspection (no charge for 1st inspection)	\$50/visit	Plot Review > 3 Submittals	\$100/submittal
Rezoning Application	\$300 per property	City Right of Way or Easement Encroachment Agreement*	\$100
Special Use Permit Application	\$400 per property	Water Supply Watershed Review (N/A current residential properties)	\$50 per property
Zoning Variance/Appeal Application - <u>Residential</u>	\$300	Floodplain Development Permit	\$400
Zoning Variance/Appeal Application - <u>Non-Residential</u>	\$400	Buffer Authorization Permit	\$300
Technical Review Committee - Site Plan Review	\$300 + <del>Lot</del> Unit Fee	<del>Subdivision, Recombination &amp; Easements Exempt Plats &amp; Easement Plats</del>	\$50
Site Plan Dwelling Unit Fee, Site <2 acres	0/dwelling unit	Subdivision Plat Fee - 1 to 5 Lots	\$50 + \$25/ <del>dwelling unit lot</del>
Site Plan Dwelling Unit Fee, Site 2 - 10 acres	\$25/dwelling unit	Subdivision Plat Fee - 6 or More Lots	\$300 + \$25/ <del>dwelling unit lot</del>
Site Plan Dwelling Unit Fee, Site >10 acres	\$50/dwelling unit	Plat Review for >3 Submittals	\$100/submittal
Storm water Control Facilities - Permit Application & Plan Review per project	\$500 + \$500/Primary Stormwater Control Measure	Construction Plan Review, Residential	\$50/lot
Storm water Control Facilities - Annual Inspection in water supply watershed (20 yr)	\$5,000	Construction Plan Review, Non-Residential	\$300/lot
Wireless Communication Facilities - up to 25 facilities (see UDO Section 4-7.9E & F)	\$100/1-5 facilities	\$50/Facilities 6 - 25	\$500/engineer review

\* Not applicable to existing residences or to properties in the recognized Downtown District.

Fee Schedule  
Effective July 1, 2024

Inspection Fees

*Schedule Subject to Change Upon Approval by City Council*

Sign Permit Fees			
Minimum Permit Fee	\$60	Greater than 300 sq. ft.	\$110
100-300 sq. ft.	\$80		

Building Permits		Other Types of Construction	
Minimum	\$60	Modular Construction	Cost of Construction (plus Trades)
\$5,000 to \$20,000	\$75	Manufacturing Housing - single	\$100 plus trades
\$20,001 to \$50,000	\$5 per \$1,000	Manufacturing Housing double	\$125 plus trades
\$50,001 to \$500,000	\$175 plus \$3 per \$1,000	Manufacturing Housing triple	\$150 plus trades
Greater than \$500,001	\$1,300 plus \$3.25 per \$1,000	Construction Trailers	\$50
Homeowner Recovery Fee	\$10	Travel Trailers & Recreational Vehicles	\$50
Decks with pour Footings	\$100	Insulation - Residential	\$50 one trip
Decks, Trellises, Pergolas	Cost of Construction (plus Trades)	Insulation - Commercial	\$100 for trip
		Insulation - Multi-Family dwellings	\$20 per unit
		Accessory Structures (Screened Porches, Roofs, Covered Decks)	Cost of Construction (plus Trades)
		Swimming Pools	\$100

New construction, alterations, additions and renovations will be calculated on \$70 a sqft to determine value to price permit

\*\* Work commencing prior to obtaining the necessary permits are subject to double permit fees.

\*\* All re-inspection fees shall be paid prior to the next inspection.



Fee Schedule  
Effective July 1, 2024

Inspection Fees

*Schedule Subject to Change Upon Approval by City Council*

Other Services			
Administrative Fees (Amending Information on Permit)	\$50	Commercial Plan Review	
Extra Building Permit Card, Duplicate Certificate of Occupancy	\$10	Less Than 4,000 s.f.	\$125
Stocking Permit	\$50	4,000 to 50,000 s.f.	\$200
Onsite Inspections (Walk Through)	\$50	Greater than 50,000 s.f.	\$300
Temporary Certificate of Occupancy	\$50	Day Care, ABC License Inspection	
Business Occupancy	\$100	First Inspection	\$100
		Each Additional Inspection	\$50

Demolition Permit			
Less than \$1,000	Minimum Fee = \$70		
\$1,000 or more	Minimum Fee plus-\$2 per \$1,000		

\*\* Electrical, mechanical, and plumbing must get separate permits.

Plumbing Permits			
First fixture, including sewer, pits, interceptors or sewer lifts	\$60	Minimum Permit Fee	\$60
Additional fixture per fixture	\$6	Re-Inspection Fee	\$50
Sewer service	\$50		
Water service	\$50		

\*\* The fees prescribed above shall apply to all old work as well as new and to inspections made necessary by moving any house from one location to another or by raising the house and shall apply when it is necessary for any reason to re-rough or replace any fixture or water heater.

\*\* If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

\*\* All Re-Inspection fees must be paid for before the next inspection is done.

Fee Schedule  
Effective July 1, 2024

Inspection Fees

*Schedule Subject to Change Upon Approval by City Council*

Electrical Permits		
	Residential	Commercial
Up to 200 amps	\$80	\$100
201-400 amps	\$90	\$120
Greater than 400 amps	\$110	\$130 + .40 Per Additional Amp
Underground Inspections	\$50	\$50
Additions & Alterations (Based on # boxes added or removed)	First 10 = \$60, Each Additional 10 = \$3	First 10 = \$100, Each Additional 10

\*\* If any person commences any work on a building or service system before obtaining the necessary permits, he or she shall be subject to a double permit fee.

\*\* All Re-Inspection fees must be paid for before the next inspection is done.

Other Electrical			
Minimum Permit Fee	\$60	Solar Installations	\$75
Temporary Power	\$50	HVAC Change Outs	\$75
Saw Service	\$50	Swimming Pools	\$125
Motors up to 4 h.p.	\$20	Motors greater than 4 h.p.	\$20 plus \$.20/h.p.
Low Voltage Residential	\$50	Low Voltage Commercial	\$100

Mechanical Permits	
Minimum Permit Fee	\$60
Residential	
First HVAC Unit	\$75
Each additional HVAC Unit	\$50

Inspection Fees

Fee Schedule  
Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

**Commercial**

Heat Only	1st - \$100, 2nd - \$50
Cooling Only	1st - \$100, 2nd - \$50
Heating & Cooling	1st - \$100, 2nd - \$50
Refrigeration System - Walk-in Cooler or Unit	\$100 First Unit, \$50 Each Additional Unit

**Boilers & Chillers**

Up to 150,000 BTU	\$100
Greater than 150,000 BTU	\$225
Commercial Hood	\$80
Gas Logs	\$50
Gas Piping	\$50
Ductwork Inspection	\$50
Fireplaces	\$50

Fire Inspection Fees

Effective July 1, 2024

Schedule Subject to Change Upon Approval by City Council

Fire Inspections and Permits (Permits issued for a duration of 6 months)			
Airports/Heliports	\$50	Lumber Storage	\$50
Bowling Pin Refinishing	\$50	Magnesium	\$50
Bowling Alley Refinishing	\$50	Mechanical Refrigeration	\$50
Cellulose Nitrate Motion Picture	\$50	Organic Coatings	\$50
Cellulose Nitrate Plastic (Pyroxylin)	\$50	Ovens	\$50
Combustible Fibers	\$50	Pipelines Flammable/Combustible	\$50
Compressed Gases	\$50	Pulverized Particles (Dust)	\$50
Crude Oil Production	\$50	Repair Garages	\$50
Cryogenic Fluids	\$50	Tank Vehicle Flammable/Combustible	\$50
Dry Cleaning Plants (NEW)	\$50	Tire Rebuilding plants	\$50
Flammable Finishes Paint Booths	\$50	Wrecking Yards/Junk Yards/Waste Handling	\$50
Fruit Ripening Processes	\$50	Welding/Cutting	\$50
Fumigation/Thermal Insecticide Fogging	\$50	Match Manufacturing	\$50
High Pile Storage	\$50	Radioactive Materials Storage/Handling	\$100
Liquified Natural Gas 100-500 gal.	\$50	Hood and Ansul Systems	
500-2,000 gal.	\$50	Hood Systems Extinguishment	\$100
2,000-30,000 gal.	\$50	Ansul Test and Inspection	\$50
Entertainment			
Motion Picture Projection	\$50	Fireworks	\$50
Tents	\$50	Explosives/Blasting**	\$100
Canopies more than 400 sq. ft.	\$50	Return Inspection Fee	\$100
Fire Suppression Systems		Fire Alarm Systems	
1 Riser	\$150	1-30,000 sq. ft.	\$150
2 Risers	\$300	30,001-80,000 sq. ft.	\$300
3 Risers or more	\$500	80,000 sq. ft. or more	\$500
Clean Agent Systems	\$200		
Flammable/Combustible Liquids Installation			
Above Ground Tank	\$100	Return Inspection Fee	\$100
Underground Tank	\$100	Tank Removal	\$100
Additional Tank	\$50	Upgrade Piping	\$50
Noncompliance with Fire Code (Code of Ordinances Article III, Chapter 16, Section 16-65)		Recoupment Charge for False Alarms (Code of Ordinances Article VI, Chapter 6, Section 6-164)	
1st Re-inspection	\$100	5 or more in 1 year	\$100
2nd Re-inspection	\$200	2 in a <del>24-hour</del> 24-hour period	\$300
3rd Re-inspection	\$300	More than 2 in a <del>7-day</del> 7-day period	\$300
Overcrowding		Annual Inspection Fees	
Per person over posted occupancy	\$100	0-5,000 sq. ft.	\$50
		5,001-10,000 sq. ft.	\$100
		10,001- 50,000 sq. ft.	\$200
		50,001 - 100,000 sq. ft.	\$300
		100,001-300,000 sq. ft.	\$400
		300,001-500,000	\$500
		Over 500,000	\$600

\*Governments, Non-Profits and foster homes exempt.

\*\*Explosives/Blasting Permits require a valid certificate of insurance for \$1,000,000 of general liability. Permits issued for a 3 month duration.

\*\*\*Apartments will be charged \$50 per building not to exceed \$600.

\*\*\*\*Beginning work or maintaining an operation

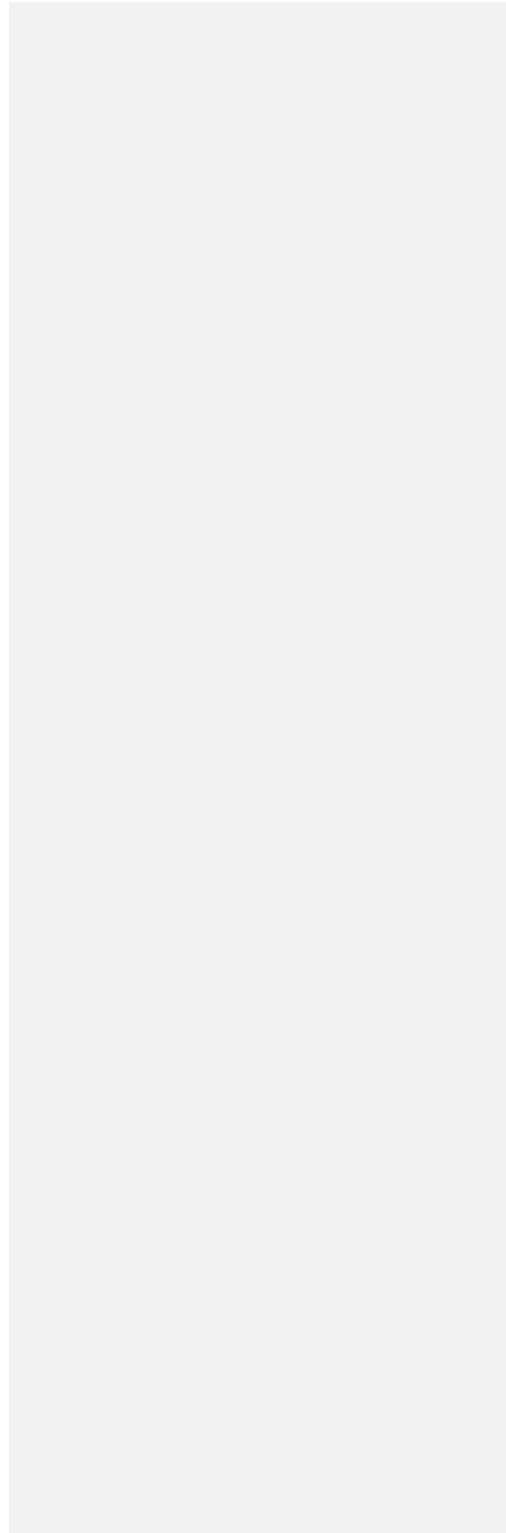
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requiring any permits adopted by the City of Mebane without obtaining the proper permit(s) shall double the permit fee.  
A stop work order shall be issued until payment is received and the permit is issued.

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Police

Fee Schedule  
Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Background and Document Fees

Precious Metals Background Investigation	\$38	Taxi Driver Application	\$10
Precious Metals Background Investigation - Required Photograph	\$10	Accident Report	\$1

Recoupment for False Alarms

5 or more in 1 year	\$100
2 in a 24 hour period	\$100
More than 2 in a 7 day period	\$100

Fee Schedule

Recreation and Parks

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

**Athletics**

Camp Fees	Resident	Non-Resident
Basketball Camp	\$45	\$55
Football Camp	\$45	\$55
Lacrosse Camp	\$35	\$45
Tennis Camp	\$35	\$45
Volleyball Camp	\$35	\$45

Athletic Fees	Resident	Non-Resident
First Child	\$25	\$50
Second Child	\$15	\$45
Third Child	\$10	\$40
Lacrosse Program	\$15	\$40
Pod Programs	\$10	\$20
Esports	\$10	\$10
Middle & High School Tennis Program	\$20	\$50
Youth Tennis Clinics	\$20	\$50
Adult Tennis Nights	\$20	\$50
Adult Tennis Mebane City Tournament	\$20	N/A
Mebane Adult Volleyball League Team Fee	\$200	N/A
Mebane Adult Sand Volleyball League Team Fee	\$100	N/A

**Programs**

3 hours kids camps (Monday - Thursday) per week	\$50
Event tickets per person	\$25
Farmers Market application fee	\$20

**Christmas Parade**

Business Entry	\$100
Walkers, 25-50	\$15
Walker, 51+	\$25

**Facilities**

Walker & Youth Field & Equipment Rentals			
Per Hour - Resident	\$15	Per Hour - Non-resident	\$25
Lights per day per field	\$25		

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Recreation and Parks

Fee Schedule  
Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Walker Field Tennis Court Rentals (Mebane Courts on 2nd Street)

Per Hour 3 Courts	\$15	Tourney Rental 1 Day	\$100
Per Hour All Courts	\$25	Tourney Rental 2 Days	\$175
		Tourney Rental 3 Days	\$225

Mebane Community Park Rentals

Per Hour Per Field - Resident	\$25	Tourney Rental 1 Field/Day	\$400
Non-Resident Per Field Per Hour	\$50	Tourney Rental Both Fields/Day	\$800
Lights per Day	\$25	Tourney Rental Weekend/Field (includes Friday night)	\$1,500

Lake Michael Rentals & Fees

Jon-boat Rental Per Person	\$5/hour	Single Kayak Rental	\$5/hour
Launch of Boat	\$0	Double Kayak Rental	\$5/hour
Fishing	\$0	Canoe Rental	\$5/hour
Paddle Boat	\$5/hour	Shelter Fee (4-hour block)	\$25
Trail Rental for 5K Race	\$400		

Basketball Court Rental

Per hour per court	\$25	Tournament Rental per day	\$200
Per day per court	\$100		

Corregidor Drive Athletic Complex Rentals

Per Hour Per Field	\$25	Tournament Rental Per Field/day	\$250
Lights per day	\$25	Construction of new lines	\$100
Non-Residents Per Hour Per Field	\$50	Entire four field complex	\$750/day

Old Rec Center		Resident	Non-Resident
Old Rec. Center Basketball Court (Gym) per hour		\$25	\$40

Old Rec Center Tennis Court Rentals

Per Hour All Courts	\$15	Tourney Rental 1 Day	\$75
		Tourney Rental 2 Days	\$125
		Tourney Rental 3 Days	\$175

Additional Items for Field Rentals

Staff Supervision	\$25/hour	Field Crew Prep	\$25/hour
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Fee Schedule

Recreation and Parks

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

**Arts & Community Center**

Multi-Purpose Room Rental	\$1,000	Community Meeting Room (Full)	\$150
Multi-Purpose Room Rental (1/2)	\$50	Community Meeting Room (Full)	\$25
Multi-Purpose Room (Full Area)-Non-Profit(up to 5hrs.)	\$500	Civic Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$75
Multi-Purpose Room Rental (Full Area) - Non-Profit (per hr. over 5 hrs.)	\$80	Civic Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20
Multi-Purpose Room Rental - Kitchen Use (per use)	\$50	Civic Meeting Room (Full Area) (per use up to 5 hrs.)	\$100
Community Meeting Room (1/2)	\$100	Civic Meeting Room (Full Area)	\$25
Community Meeting Room (1/2)	\$20	Score Table Rental per day	\$200

**Additional Items for Facility Rentals**

Scoreboard Use per hour*	\$5	Paint Field/Application	\$25
Scorer's Table - full season add on for single court	\$250	Score Table Rental per day two courts	\$400
Scorer's Table - Weekly add on one court	\$100	One-night personal message	\$25
Staff Supervision per hour	\$15	Chalk Field/Application	\$10
New Lines Set Up Fee	\$100	Field Crew Prep per Hour	\$15
Lights per Day	\$25	Wi-Fi Access @ MACC (guest)	\$25/Rental/Day
Camera Streaming Option	\$100/Rental/Day	* We reserve the right to require staff for any event to operate equipment.	

**Athletic Uniform Sponsorships**

Baseball Team	\$500	Baseball Program	\$5,000
Softball Team	\$500	Softball Program	\$4,000
T-Ball Team	\$500	T-ball Program	\$3,000
Basketball Team	\$400	Basketball Program	\$6,000
Football Team	\$3,500	Football Program (All three teams)	\$10,000
Tennis League	\$1,000	Lacrosse League	\$750

**Signage at Ball Fields**

Single Banner	\$500	Two Banners	\$750
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Fee Schedule

Recreation and Parks

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

Program/Special Event Sponsorship			
Business Booth at Events		\$50	
Tent/Table setup at one night sporting events		\$100	
Food Truck at Events		\$50	
Clay St. After Work Concert Series - Presenting Sponsor - Limit 1		\$2,500	
Clay St. After Work Concert Series - Stage Sponsor - Unlimited		\$1,000	
Clay St. After Work Concert Series - Single Concert - Unlimited		\$500	
Mebane 4th of July Celebration - Band & Presenting Sponsor - Limit 1		\$4,000	
Mebane 4th of July Celebration- Food and Beverage Sponsor - Limit 1		\$1,000 or In Kind	
Mebane 4th of July Celebration - Outdoor Sponsorships - Unlimited		\$500	
Mebane Sports Hall of Fame - Presenting Sponsor - Limit 1		\$2,500	
Mebane Sports Hall of Fame - Stage Sponsor - Limit - 4		\$1,000	
Mebane Farmers Market Sponsor - Limit 5		\$1,000	
Mebane Christmas Parade - Presenting Sponsor - Limit 1		\$5,000	
Mebane Christmas Parade -		\$500	
Movie in the Park Sponsorship - Limit 1 / Movie		\$500	
Baseball/Softball Opening Night Celebration -		\$500 or In Kind	
Mid Season Madness Basketball Celebration -		\$500 or In Kind	
Grow Golf Now Season Sponsor (2 per year)		\$1,500	
Juneteenth Sponsorship		\$500	
Christmas Parade - float lineup sponsor		\$1,000	
Santa's Arrival Sponsorship		\$500	
Eggstravaganza Sponsor		\$500	
Spooktacular Sponsorship		\$1,500	
Spooktacular - individual booth		\$500	
Summer Sports Camp T-Shirt Sponsors			
Basketball Camp	\$1,500	Football Camp	\$1,000
Lacrosse Camp	\$500	Tennis Camp	\$500
Facility Sponsorships			
MACC Baseball Field	\$1,000/Yr	Community Park Soccer Field	\$2,500/Yr
MACC Soccer Field	\$1,000/Yr	Both Community Park Soccer	\$4,000/Yr
MACC Baseball Complex	\$3,000/Yr	Both MACC Complex	\$5,000/Yr
MACC Soccer Complex	\$3,000/Yr	All Tennis Courts	\$1,000/Yr

Fee Schedule

Water Resources Recovery Facility

Effective July 1, 2024

*Schedule Subject to Change Upon Approval by City Council*

**Wastewater Treatment Plant Analytical Costs**

pH	\$5	Cadmium (Cd)	\$18
Biochemical Oxygen Demand	\$25	Chromium (Cr)	\$18
Total Suspended Solids (TSS)	\$15	Copper (Cu)	\$18
Ammonia Nitrogen as Nitrogen (NH <sub>3</sub> -N)	\$15	Lead (Pb)	\$18
Total Phosphorus (TP)	\$15	Nickel (Ni)	\$18
Chemical Oxygen Demand (COD)	\$22	Zinc (Zn)	\$18
Oil & Grease (O&G)	\$50	Aluminum (Al)	\$18
Mercury (Hg)	\$25	Fluoride	\$20
Total Kjeldahl Nitrogen (TKN)	\$25	Silver (Ag)	\$18
Nitrate Nitrite (NO <sub>3</sub> NO <sub>2</sub> )	\$15	Selenium (Se)	\$18
Cyanide (CN)	\$30	Fecal Coliform	\$20

**Wastewater Treatment Plant Sampling Cost**

Sampling Technician	\$19.50 per hour (\$58.50 per event)	Program Administration	\$60 per hour (\$90 per event)
Pretreatment Coordinator	\$22 per hour (\$66 per event)	Sampler Rental	\$60 per day

**Surcharges**

Parameter Base Conc.	(mg/l)	Cost per Pound
BOD5	>250	\$0.25
COD	>750	\$0.09
TSS	>250	\$0.34
NH <sub>3</sub> as N	>15	\$0.85
Phosphorus	>7	\$0.66
Oil & Grease	>100	\$0.25



PROPOSED CAPITAL OUTLAY

GENERAL FUND

New or Replacement	Project Title	FY24-25 Budget Request Cuts	FY 24-25 Recommended Budget
New	Dark Fiber Setup		60,000
New	Fire Wall Upgrade		42,000
New	Fat Pipe Implementation	20,000	14,000
Replacement	City Hall Copier Replacement		8,387
<b>IT Total</b>		<b>\$ 20,000</b>	<b>\$ 124,387</b>
Replacement	Lake Michael Spillway Renovation		6,273,468
Replacement	MACC Roof Renovation		423,000
Replacement	Old Rec Gym Floor Restoration		175,000
New	Lake Michael Trail Expansion	100,000	
Replacement	Replacement of Work Truck #50	45,000	
New	Lebanon Rd. Trail Connector Paving		35,000
Replacement	Replacement platform and stairs at MACC	16,000	
Replacement	Community Park Nets and Fence Replacement		18,000
Replacement	Zero Turn Mower Replacement		15,000
New	Flag Pole Additions for Community Park and		12,000
New	Building Storage Renovation for Old Rec	24,500	
<b>Rec &amp; Parks Total</b>		<b>\$ 185,500</b>	<b>\$ 6,951,468</b>
New	New Patrol Vehicle & Equipment	255,008	
Replacement	Replace Existing Patrol Vehicles - reduced per	100,027	240,084
New	Special Event Traffic Control Trailer	25,000	
<b>Police Total</b>		<b>\$ 380,035</b>	<b>\$ 240,084</b>
Replacement	PW-060 Bucket Truck Replacement (2000) Used		120,000
New	New two bay addition to storage building -	25,000	
New	Boom mower		25,000
New	PWD & PUD new equipment shelters - design	30,000	
New	Sidewalk - S. Eighth St. to Fifth St. Park via Arrowhead Villas - Construction		55,000
New	Asphalt hot box		62,000
Replacement	John Deere 930 m Zero Turn Mower		15,000
<b>Public Works Total</b>		<b>\$ 55,000</b>	<b>\$ 277,000</b>
New	Carbon monoxide exhaust system (2 items) -		24,000
New	Sidewall exhaust fan - garage bay		10,000
Replacement	Library HVAC RTU #3 unit replacement		18,000
<b>Public Facilities Total</b>		<b>\$ -</b>	<b>\$ 52,000</b>
New	New Knuckle boom Truck	259,000	
New	Pull-behind leaf vacuum trailer (Used)		80,000
<b>Sanitation Total</b>		<b>\$ 259,000</b>	<b>\$ 80,000</b>
Replacement	Plymovent Exhaust Management System Station	150,000	-
Replacement	Plymovent Exhaust Management System Station	120,000	-
New	MSA E600+ Thermal Camera - 2 needed		23,000
New	MSA RescueAire - 2 needed		15,000
Replacement	Hurst SC 758 E3	11,500	-
<b>Fire Total</b>		<b>\$ 281,500</b>	<b>\$ 38,000</b>
<b>Grand Total</b>		<b>\$ 1,181,035</b>	<b>\$ 7,762,939</b>

## UTILITY FUND

New or Replacement	Project Title	FY24-25 Budget Request Cuts	FY 24-25 Recommended Budget
New	Water Meters		170,000
<b>Utilities Administration Total</b>		<b>\$ -</b>	<b>\$ 170,000</b>
Replacement	Vac Truck		603,750
Replacement	Pick-up Truck		50,098
Replacement	Replacement Backhoe		155,000
Replacement	Water Rehab		17,000
New	Utility Oversizing	150,000	-
New	50% share of capital improvements @ Graham water plant		140,750
Replacement	Inflow & Infiltration	900,000	-
New	3rd Pump at N Regional	95,000	-
<b>Utilities Maintenance Total</b>		<b>\$ 1,379,000</b>	<b>\$ 966,598</b>
New	WRRF Plant Expansion		57,892,342
	21.43% share of capital improvements @ Graham WRRF		86,135
New	Phosphorus analyzer	30,000	-
Replacement	Rotary Drum Thickener Rehab	100,000	-
<b>WRRF Total</b>		<b>\$ 130,000</b>	<b>\$ 57,978,477</b>
<b>Grand Total</b>		<b>\$ 1,509,000</b>	<b>\$ 59,115,075</b>



City of Mebane  
Budget - Debt Service Summary - Non-Vehicle  
2024-2025

Description	Origination Date	Lender	Original Amount	FY Beginning Balance	Required Principal	Required Interest	Total Payment	Payment Period	Interest Rate	Payoff Date
2020 Renegotiated Community (City) Park	8/21/2020	American National	\$ 4,664,000	\$ 3,109,333	\$ 388,668	\$ 74,831	\$ 463,499	Oct/April	2.45%	4/15/2032
2014 Fire Station # 3	1/23/2014	BB&T	\$ 2,600,000	\$ 866,667	\$ 173,334	\$ 23,383	\$ 196,717	July/Jan	2.84%	6/30/2029
Lake Michael Dam Spillway Renovation (proposed)	TBD	TBD	\$ 6,500,000	\$ 6,500,000	\$ 325,000	\$ 230,253	\$ 555,253	TBD	Est. 5.25%	2044
<b>Total - General Fund</b>			<b>\$ 13,764,000</b>	<b>\$ 10,476,000</b>	<b>\$ 887,002</b>	<b>\$ 328,467</b>	<b>\$ 1,215,469</b>			
Graham-Mebane Sewer Capacity Agreement	5/1/2017	Graham	\$ 2,682,464	\$ 1,382,464	\$ 150,000	\$ -	\$ 150,000	Annual	0.00%	7/10/2036
Graham-Mebane Water Capacity Agreement	2/1/2014	Graham	\$ 2,548,070	\$ 1,528,846	\$ 127,403	\$ -	\$ 127,403	Annual	0.00%	9/1/2034
2009 Sewer E-SRF-T	10/30/2009	DENR-DWQ	\$ 96,113.00	\$ 24,028	\$ 4,806	\$ -	\$ 4,806	Annual	0.00%	5/1/2029
Revenue Bonds - Series 2021 (WRRF Renovation & GKN Pump Station Re-route)	9/22/2021	Truist	\$ 13,573,000	\$ 11,929,000	\$ 995,000	\$ 188,358	\$ 1,183,358	Aug/Feb	1.78%	8/1/2036
Revenue Bonds - Series 2023 (Elevated Water Tank)	8/1/2024	Capital One	\$ 8,300,000	\$ 8,300,000	\$ 232,000	\$ 206,696	\$ 438,696	August	4.46%	8/1/2043
Revenue Bonds - Series 2024 (proposed) * (WRRF Expansion)	TBD	TBD	\$ 57,892,342	\$ 57,892,342	\$ -	\$ 1,219,809	\$ 1,219,809	TBD	Est. 4%	2045
<b>Total - Utility Fund</b>			<b>\$ 85,091,989</b>	<b># \$ 81,056,680</b>	<b>\$ 1,509,209</b>	<b>\$ 1,614,863</b>	<b>\$ 3,124,072</b>			
<b>Total Combined</b>			<b>\$ 98,855,989</b>	<b>\$ 91,532,680</b>	<b>\$ 2,396,211</b>	<b>\$ 1,943,330</b>	<b>\$ 4,339,540</b>			

\* Interest only payment.



City of Mebane  
Budget - Debt Service Summary - Vehicles  
2024-2025

Description	Origination Date	Lender	Original Amount	FY Beginning Balance	Required Principal	Required Interest	Total Payment	Payment Period	Interest Rate	Payoff Date
2021 Rolling Stock (Fire Engine 3, Police Vehicles, Garbage Truck)	7/20/2021	Truist	\$ 1,365,000	\$ 691,673	\$ 274,430	\$ 6,898	\$ 281,328	July/Jan	1.070%	7/20/2026
2020 Public Works Vehicles	2/28/2020	US Bank	\$ 430,500	\$ 133,025	\$ 86,100	\$ 1,468	\$ 87,568	Aug/Feb	1.363%	8/28/2025
2017 Fire Truck	5/25/2017	PEMC REDLG	\$ 468,330	\$ 140,499	\$ 46,833	\$ -	\$ 46,833	Annual	0.000%	8/1/2026
FY22-23 Rolling Stock	8/5/2022	US Bank	\$ 916,006	\$ 655,344	\$ 180,235	\$ 18,564	\$ 198,799	Aug/Feb	2.000%	8/1/2027
FY 24 Rolling Stock	8/18/2023	American National Bank	\$ 2,097,500	\$ 1,887,750	\$ 419,500	\$ 89,695	\$ 509,195	Aug/Feb	4.950%	8/18/2028
FY22-23 Fire Engine 4**	TBD	PEMC	\$ 520,000	\$ 520,000	\$ 104,000	\$ 3,141	\$ 107,141	Annual	1.000%	2035
<i>FY24-25 Rolling Stock (proposed)</i>	<i>TBD</i>	<i>TBD</i>	<i>\$ 360,084</i>	<i>\$ 360,084</i>	<i>\$ 72,017</i>	<i>\$ 11,154</i>	<i>\$ 83,171</i>	<i>TBD</i>	<i>Est. 5%</i>	<i>2029</i>
<b>Total - General Fund</b>			<b>\$ 6,157,420</b>	<b>\$ 4,388,374</b>	<b>\$ 1,183,115</b>	<b>\$ 130,920</b>	<b>\$ 1,314,035</b>			
2021 Rolling Stock (Pick-up Trucks)	7/20/2021	Truist	\$ 123,000	\$ 62,250	\$ 24,730	\$ 373	\$ 25,103	July/Jan	1.070%	7/20/2026
<i>FY24-25 Rolling Stock (proposed)</i>	<i>TBD</i>	<i>TBD</i>	<i>\$ 758,750</i>	<i>\$ 758,750</i>	<i>\$ 151,750</i>	<i>\$ 23,502</i>	<i>\$ 175,252</i>	<i>TBD</i>	<i>Est. 5%</i>	<i>2029</i>
<b>Total Utility Fund</b>			<b>\$ 881,750</b>	<b>\$ 821,000</b>	<b>\$ 176,480</b>	<b>\$ 23,875</b>	<b>\$ 200,355</b>			
<b>Total - Combined</b>			<b>\$ 7,039,170</b>	<b>\$ 5,209,375</b>	<b>\$ 1,359,595</b>	<b>\$ 154,795</b>	<b>\$ 1,514,390</b>			

\* Expected delivery is June 2024.

\*\* Expected delivery is December 2025.



City of Mebane  
Budget - Utility Oversizing Schedule  
2024-2025

Description	Date	Developer	Oversizing Amount
Buckhorn Oversizing	FY25	Al Neyer	\$ 15,000.00 *
Tupelo Oversizing	FY26	Lebanon Road 3	\$ 62,175.00 *
Oakwood Oversizing	FY27	Meritage Homes	\$ 125,000.00 *
Cambridge Oversizing	FY28	Desco	\$ 25,000.00 *
Meadowstone Oversizing	FY28	Ben Wilson Road	\$ 10,000.00 *

\* May be paid out over a 10 year period





## City of Mebane Historical Summary of Property Tax Information 2024-2025

Measure	Fiscal Year				
	2020-2021	2021-2022	2022-2023	2023-2024*	2024-2025*
Assessed Valuation	\$ 2,376,227,021	\$ 2,654,716,052	\$ 2,919,403,455	\$ 4,235,266,772	\$ 4,554,320,856
Property Tax Levy	\$ 11,168,267	\$ 12,477,165	\$ 13,721,187	\$ 15,670,487	\$ 16,850,987
Property Tax Rate	\$ 0.47	\$ 0.47	\$ 0.47	\$ 0.37	\$ 0.37
Amount Collected	\$ 11,123,594	\$ 12,460,266	\$ 13,652,870	\$ 15,590,894	\$ 16,769,858
Tax Collection Rate	99.6%	99.9%	99.5%	99.5%	99.5%

Notes: Information for fiscal years prior to 2024 are from the City's audited Comprehensive Annual Financial Report.

\*Information for fiscal year 2023-2024 and 2024-2025 is estimated.

Tax rates are expressed in dollars per \$100 of valuation.

Each 1 cent added to the tax rate generates approximately \$455,432.

The next revaluation for Orange County is January 1, 2025.

The next revaluation for Alamance County is January 1, 2027.



City of Mebane Local Utility Comparison Inside City Limits Residential Rate

Service Provider	Water Bill (5,000 gal)	Sewer Bill (5,000 gal)	Combined Bill (5,000 gal)
Burlington	\$ 22.70	\$ 27.90	\$ 50.60
Durham	\$ 30.32	\$ 42.90	\$ 73.22
Graham	\$ 24.96	\$ 52.43	\$ 77.39
<b>Mebane current</b>	<b>\$ 37.80</b>	<b>\$ 40.60</b>	<b>\$ 78.40</b>
<b>Mebane proposed</b>	<b>\$ 41.60</b>	<b>\$ 44.65</b>	<b>\$ 86.25</b>
Alamance (Village)	\$ 41.60	\$ 48.00	\$ 89.60
Gibsonville	\$ 26.06	\$ 66.56	\$ 92.62
Swepsonville	\$ 52.03	\$ 54.32	\$ 106.35
Elon	\$ 37.44	\$ 69.17	\$ 106.61
Haw River	\$ 41.23	\$ 71.22	\$ 112.45
OWASA	\$ 55.62	\$ 63.11	\$ 118.73
Hillsborough	\$ 53.65	\$ 75.45	\$ 129.10
Orange-Alamance	\$ 46.40	N/A	

**Notes:**

Information from the January 1, 2024 Rate Dashboards of the UNC School of Government Environmental Finance Center, or from the website of each unit of government or directly from the unit of government.

Orange-Alamance does not provide sewer service.

The chart assumes 5,000 gallons is the average monthly usage.

Service Provider	Service Population	Average Household Size	Poverty Rate	Median Household Income	Water as a % of MHI	Sewer as a % of MHI	Combined as a % of MHI	Operating Ratio	# of Accounts	System Operating Revenues
Alamance (Village)	1,100	3.06	3.24%	\$ 87,788	0.05%	0.05%	0.10%	0.75	450	\$ 354,956
Haw River	2,450	2.65	13.22%	\$ 44,191	0.09%	0.16%	0.25%	0.87	1,000	\$ 1,915,372
Graham	17,158	2.35	23.73%	\$ 45,152	0.06%	0.12%	0.17%	1.10	5,791	\$ 8,320,580
OWASA	86,300	2.46	19.65%	\$ 77,037	0.07%	0.08%	0.15%	1.11	21,849	\$ 37,995,260
Burlington	56,691	2.37	17.21%	\$ 47,158	0.05%	0.06%	0.11%	1.20	26,166	\$ 31,819,482
Durham	309,355	2.27	13.54%	\$ 66,623	0.05%	0.06%	0.11%	1.22	94,081	\$ 114,666,950
Gibsonville	7,129	2.72	9.36%	\$ 89,073	0.03%	0.07%	0.10%	1.22	3,974	\$ 4,057,795
Hillsborough	15,238	2.29	7.58%	\$ 77,114	0.07%	0.10%	0.17%	1.26	6,194	\$ 11,045,705
<b>Mebane</b>	<b>18,579</b>	<b>2.54</b>	<b>10.04%</b>	<b>\$ 69,947</b>	<b>0.06%</b>	<b>0.06%</b>	<b>0.12%</b>	<b>1.30</b>	<b>6,686</b>	<b>\$ 9,709,101</b>
Elon	12,752	2.61	24.53%	\$ 68,031	0.06%	0.10%	0.16%	1.33	2,730	\$ 5,221,567
Swepsonville	2,145	2.53	4.86%	\$ 72,171	0.07%	0.08%	0.15%	1.84	1,160	\$ 1,998,417
Orange-Alamance	8,892	2.47	12.56%	\$ 79,205	0.06%	N/A	0.06%	unknown	3,448	unknown

Information from the January 1, 2024 Rate Dashboards of the UNC School of Government Environmental Finance Center.



<b>Summary of Full Time Positions General Fund</b>		<b>Current 2023- 2024</b>	<b>Proposed 2024- 2025</b>
<b>Administration</b>			
	City Manager	1	1
	Assistant City Manager	1	1
	City Attorney	1	1
	City Clerk	1	1
	Public Information Officer	1	1
		<b>5</b>	<b>5</b>
<b>Human Resources</b>			
	Human Resources Director	1	1
	Human Resources Consultant	1	1
		<b>2</b>	<b>2</b>
<b>Finance</b>			
	Finance Director	1	1
	Accountant	2	2
	Accounting Supervisor	1	1
	Accounting Technician I	1	1
	Customer Service Representative	1	1
		<b>6</b>	<b>6</b>
<b>Information Technology</b>			
	Information Technology Director	1	1
	Information Technology Specialist	1	1
		<b>2</b>	<b>2</b>
<b>Police Administration</b>			
	Police Chief	1	1
	Assistant Police Chief	1	1
	Police Captain	0	2
	Police Lieutenant	2	4
	Police Sergeant	5	5
	Police Corporal	4	0
	Police Investigator	4	4
	Police Officer	25	25
	Police Accreditation Manager	1	1
	School Resource Officers	4	4
	Administrative Support Specialist	2	2
	Evidence Technician	1	1
		<b>50</b>	<b>50</b>



Fire

Fire Chief	1	1
Deputy Fire Marshal	1	1
Fire Captain/Training	1	1
Fire Captain/Shift	3	3
Fire Inspector I	1	1
Fire Lieutenant	6	9
Fire Engineer	11	13
Firefighter	10	5
Fire Life Safety Educator	1	1
Administrative Support Specialist	1	1
	<hr/>	<hr/>
	<b>36</b>	<b>36</b>

Planning

Development Director	1	1
Planner	2	2
	<hr/>	<hr/>
	<b>3</b>	<b>3</b>

Inspections

Inspections Director	1	1
Building Inspector II	1	1
Building Inspector 1	2	2
Plan Reviewer	1	1
Permit Specialist	1	1
Code Enforcement Officer	1	1
	<hr/>	<hr/>
	<b>7</b>	<b>7</b>

Public Works\*

Public Works Director	1	1
Streets Maintenance Supervisor	1	1
Administrative Support Specialist	1	1
Automotive Mechanic Supervisor	1	1
Automotive Mechanic	2	2
Equipment Operator I	3	4
Ground Crew Supervisor	1	2
Groundskeeper	0	2
Maintenance Technician	4	4
	<hr/>	<hr/>
	<b>14</b>	<b>18</b>

Public Facilities\*



Grounds Crew Supervisor	1	0
Groundskeeper	2	0
Building Maintenance Coordinator	1	1
Equipment Operator I	1	0
	<b>5</b>	<b>1</b>

Sanitation

Sanitation Supervisor	1	1
Sanitation Equipment Operator	5	5
Sanitation Worker	2	2
	<b>8</b>	<b>8</b>

Recreation & Parks

Recreation & Parks Director	1	1
Parks Superintendent	1	1
Recreation Superintendent	1	1
Athletics Supervisor	1	2
Parks Operations & Maintenance Supervisor	4	4
Recreation Program Coordinator	1	2
Arts & Community Center Supervisor	1	0
	<b>10</b>	<b>11</b>

<b>General Fund Total</b>	<b>148</b>	<b>149</b>
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\* Four full-time equivalents moved from Public Facilities to Public Works.

Summary of Full-Time Positions Utility Fund		Current 2023- 2024	Proposed 2024- 2025
Utility Administration & Billing			
	Utility Billing & Collections Specialist	1	1
Utility Operations & Maintenance			
	Utilities Director	1	1
	Utilities System Mechanic I	2	2
	Utilities Maintenance Crew Leader	2	2
	Meter & Sampling Coordinator	1	1
	Meter Reader Technician	1	1
	Equipment Operator I	4	4
	Equipment Operator II	2	2
	Maintenance Technician	3	3
	Utilities Location Technician	1	1
		<b>17</b>	<b>17</b>



Water Resources Recovery Facility

Laboratory Technician	1	1
Wastewater Treatment Plant Director	1	1
Lead Wastewater Plant Operator	1	1
Laboratory Supervisor	1	0
Compliance Manager	0	1
Wastewater Treatment Plant Operator	2	2
Utility System Mechanic I	1	1
	<u>7</u>	<u>7</u>
<b>Water &amp; Sewer Fund</b>		
<b>Total</b>	<b>25</b>	<b>25</b>
<b>City of Mebane Total</b>	<b>173</b>	<b>174</b>

## SECTION 1: OVERVIEW OF THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) is the planning mechanism by which the City Council allocates limited financial resources to implement long-term goals as defined in the Comprehensive Land Development Plan, Comprehensive Transportation Plan, Bicycle and Pedestrian Transportation Plan, Mebane Downtown Vision Plan, Recreation and Parks Master Plan, Long Range Utility Master Plan, and other similar planning documents. The purpose of the CIP is to forecast and match projected revenues and significant capital needs over five years. Capital planning is an important management tool that strengthens the linkage between community infrastructure needs and the City's financial capacity.

The CIP is a multi-year plan for significant capital expenditures such as the acquisition of land, construction, or considerable renovation of public facilities (i.e., buildings and parks), construction of new transportation infrastructure (i.e., roads, sidewalks, multi-use paths), expansion or significant renovation of water, wastewater, or stormwater infrastructure, capital equipment to support operations or any combination of the above. Projects eligible for inclusion in the CIP have assets greater than \$5,000 and a useful life of over three years.

When identifying new projects, the staff looks to the long-term priorities and direction set by the City Council and submits formal requests through the CIP process. A formal request includes a description of the project, the estimated cost, and an estimate of the recurring expenses associated with a completed project (i.e., additional staff, additional utilities, etc.). The formal request also includes alternative solutions, if any, and a statement on the effect on services and programs if the project does not receive funding.

Once adopted by the City Council, the CIP becomes a statement of City policy regarding the need, priority, timing, and funding of future capital projects. The Capital Improvement Plan is simply that – a plan. Projects and funding mechanisms are subject to change based on new or shifting service needs, unique financing opportunities, emergency needs, or other directives or priorities established by the City Council. Future needs and financial constraints may result in changes in priority over the next five years. Because priorities can change, projects included in outward planning years are not guaranteed funding. The CIP represents the City Administration and City Council's best judgment when adopting the Plan. Priorities established in the CIP subsequently guide decisions made by the City Administration and the various boards and commissions appointed by the City Council.

The capital planning process will begin earlier in future years to make the Plan more feasible in general, especially due to the current environment of high inflation and interest rates. An earlier start will allow staff to incorporate feedback from the City Council on future projects.



## RELATIONSHIP TO THE ANNUAL OPERATING BUDGET

Annual operating funds, such as the General and Utility Funds, are the funding source for some CIP projects. In these cases, these CIP projects become authorized by adopting the Annual Budget Ordinance. Projects funded through debt financing also impact the operating budget through ongoing debt service expenses. Finally, some completed CIP projects will directly affect the operating budget as they will require ongoing expenditures for staff and other operating costs.

## CAPITAL IMPROVEMENT FUNDING

The funding sources used to execute the Plan are as important as the capital projects in the Plan. The City of Mebane funds Capital Improvements using various sources broadly categorized as cash, grants, or debt financing.

Cash, or pay-as-you-go (PAYGO), funds come from tax revenue, development-related fees, program fees, State revenue, and interest earnings. Some sources, such as State revenue from the Powell Bill and certain others, may only be spent to meet particular needs. Other revenue sources are unrestricted. Funding sources for the CIP are as follows:

General Fund: General Fund revenue, such as ad valorem taxes, sales taxes, utility taxes, and other similar revenues, are used to fund City operations and may be used to fund capital projects such as facility improvements, transportation system improvements, and other similar projects. General fund resources are flexible, unrestricted revenue sources compared to other sources.

Utility Fund: The utility fund collects user fees for their operations and then invests a portion of that revenue into capital projects. The City uses these funds only for corresponding enterprise projects.

Water/Sewer Capital Reserve Fees: These fees are charged, based upon a City Council-approved System Development Fee Schedule, to developers of land within the City of Mebane to pay for the capital facility burden created by new development. Revenue from these fees is restricted for capital improvements to the water/sewer system or to fund debt service payments for improvements to these systems.

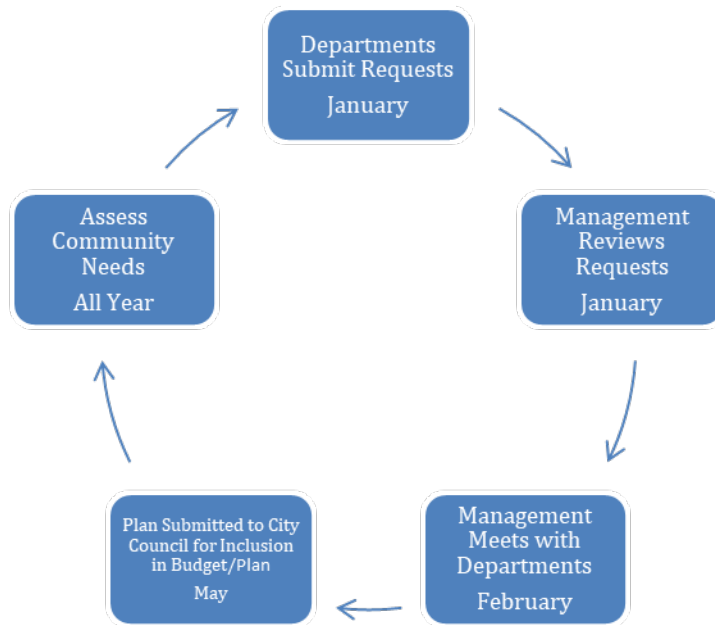
Debt Financing: The City uses several debt mechanisms for debt financing, including revenue bonds and traditional lease-purchase or installment financing. The tool selected varies depending on the funding level needed, the terms offered, and current debt market conditions. The City does not currently have general obligation bonds; however, they require approval by voters and are backed by the City's taxing authority to repay the bonds. Revenue bonds pledge the revenue generated by specific enterprise (water and sewer) charges.

Grants: The City actively seeks local, State, and federal grant opportunities. Grants restrict expenditures to the purpose of the grant and, at times, will require a matching contribution from the City.

Reserve from Prior Years: As projects conclude, unspent budgeted amounts accumulate into reserves available for future projects. Reserves can also build up when the City collects revenue over the amount budgeted.

## The CIP PROCESS

As illustrated below, the process for developing the CIP begins shortly after the beginning of a new fiscal year (July 1) as staff considers unmet capital needs in the recently adopted budget and other emerging needs. For each project, staff in the requesting department complete a CIP project request form and compile supporting documentation. All CIP project requests are due by the beginning of January of each year.



## CIP PRACTICES

Long-Range Cost Estimates: Using the upcoming fiscal year as the base, staff consult the City Engineer to estimate future construction costs better.

Closing Projects: Projects are closed when the approved scope of work is complete. Staff reviews project statuses periodically to identify finished projects that can be closed. If the budget for a completed project has remaining funds, generally, the budget is closed, and the remaining balance accumulates in the fund balance. The accumulated fund balance is available to pay for future projects.

Horizon Issues: The proposed CIP funds projects based on priority. Staff reviews and analyzes the project details supporting these projects and considers them ready to move forward. However, in many situations, the City has identified a future need but has not yet completed a detailed analysis of weighed options or designed a specific facility. These projects include facilities, capital infrastructure, and business systems needed in the future, often beyond the CIP's five-year timeframe.

## PLANNING BY FUND

The following sections present the projects submitted for the five-year planning timeframe under consideration, as well as the proposed funding source.

### GENERAL FUND

Most projects included in the CIP are in the General Fund. This fund generates most revenue through ad valorem taxes, sales taxes, utility taxes, and other similar revenues. Compared to different sources, General Fund resources are largely flexible revenue sources.

Project Title	FY24-25					Total	Proposed Funding Source
	Recommended Budget	FY25-26	FY26-27	FY27-28	FY28-29		
Dark Fiber Setup	60,000					\$ 60,000	Cash
Fire Wall Upgrade	42,000					\$ 42,000	Cash
Fat Pipe Implementation	14,000					\$ 14,000	Cash
City Hall Copier Replacement	8,387					\$ 8,387	Cash
<b>IT Total</b>	<b>\$ 124,387</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,387</b>	
Lake Michael Spillway Renovation	6,273,468					\$ 6,273,468	Installment Financing
MACC Roof Renovation	423,000					\$ 423,000	Cash
Old Rec Gym Floor Restoration	175,000					\$ 175,000	Cash
Lake Michael Trail Expansion		100,000	400,000			\$ 500,000	Cash
Replacement of Work Truck #50		45,000				\$ 45,000	Installment Financing
Lebanon Rd. Trail Connector Paving	35,000					\$ 35,000	Cash
Replacement platform and stairs at MACC		16,000				\$ 16,000	Cash
Community Park Nets and Fence Replacement	18,000					\$ 18,000	Cash
Zero Turn Mower Replacement	15,000					\$ 15,000	Cash
Flag Pole Additions for Community Park and	12,000					\$ 12,000	Cash
ATV Vehicle for Greenway and Cates Farm	-	20,000				\$ 20,000	Cash
Shade Structure over Playground @ Old Rec	-	20,000				\$ 20,000	Cash
Replacement Pedal Boats for Lake Michael		30,000				\$ 30,000	Cash
Lake Michael's New Office / Boat House		250,000				\$ 250,000	Cash
Cates Farm Park Playground Phase #2		350,000				\$ 350,000	Cash
MACC Baseball/Softball Scoreboard Replacements			45,000			\$ 45,000	Cash
Community Park Shelter #1			45,000			\$ 45,000	Cash
Old Rec AC for the Gym				125,000		\$ 125,000	Cash
Shade for Farmers Market				750,000		\$ 750,000	Installment Financing
<b>Rec &amp; Parks Total</b>	<b>\$ 6,951,468</b>	<b>\$ 831,000</b>	<b>\$ 490,000</b>	<b>\$ 875,000</b>	<b>\$ -</b>	<b>\$ 9,147,468</b>	

Project Title	FY24-25 Recommended						Total	Proposed Funding Source
	Budget	FY25-26	FY26-27	FY27-28	FY28-29			
Replace Existing Patrol Vehicles - reduced per	240,084	353,715	367,864	382,579	397,882	\$ 1,742,124	Installment Financing	
Special Event Traffic Control Trailer		25,000				\$ 25,000	Cash	
New Police Headquarters Design		888,250				\$ 888,250	General Obligation Bond	
New Police Headquarters Construction			14,630,000			\$ 14,630,000	General Obligation Bond	
Police Department Roof Replacement				287,375		\$ 287,375	Cash	
<b>Police Total</b>	<b>\$ 240,084</b>	<b>\$ 1,266,965</b>	<b>\$ 14,997,864</b>	<b>\$ 669,954</b>	<b>\$ 397,882</b>	<b>\$ 17,572,749</b>		
PW-060 Bucket Truck Replacement (2000) Used	120,000					\$ 120,000	Installment Financing	
New two bay addition to storage building - Boom mower	25,000	25,000				\$ 25,000	Cash	
PWD&PUD new equipment shelters - design		30,000				\$ 30,000	Cash	
Sidewalk - S. Eighth St. to Fifth St. Park via Arrowhead Villas - Construction	55,000					\$ 55,000	Cash	
Asphalt hot box	62,000					\$ 62,000	Cash	
John Deere 930 m Zero Turn Mower	15,000					\$ 15,000	Cash	
Signal Light and Control Box Replacement		50,000				\$ 50,000	Cash	
PW/PUD Office Renovation Construction			160,000			\$ 160,000	Cash	
New two bay addition to storage building - Multi-use path - Third Street to Fifth Street Connector - Construction		300,000		250,000		\$ 250,000	Cash	
Snowplow for Backhoe			20,000			\$ 20,000	Cash	
Tractor			70,000			\$ 70,000	Cash	
Swap Loader w/ dump body, plow, and salt/sand spreader			80,000			\$ 80,000	Cash	
Sidewalk - S. Third Ext. from Corporate Park Drive to Augusta Drive			700,000			\$ 700,000	Cash	
Sidewalk - S. Third St. from Peppertree Dr. to Corregidor St. south side of S. Third St. - design, cost estimate, (easement maps) and DOT permits				50,000		\$ 50,000	Cash	
Sidewalk - S. Third St. at Briarwood Dr. - intersection improvement design, cost estimate, and DOT permits				75,000		\$ 75,000	Cash	
Sidewalk - S. Third Ext. from Augusta Drive to Gibson Rd - construction				350,000		\$ 350,000	Cash	
New equipment shed approx. 50' X300'				600,000		\$ 600,000	Installment Financing	
Sidewalk - S. Third St. from Peppertree Dr. to Corregidor St. south side of S. Third St. - construction and easements					175,000	\$ 175,000	Cash	
Dump Truck - add sand/salt spreader & plow					200,000	\$ 200,000	Installment Financing	
Sidewalk - S. Third St. at Briarwood Dr. - Construction, easements, CEI					350,000	\$ 350,000	Cash	
Salt shed w/ brining station approx. 50' X200'					400,000	\$ 400,000	Installment Financing	
<b>Public Works Total</b>	<b>\$ 277,000</b>	<b>\$ 405,000</b>	<b>\$ 1,280,000</b>	<b>\$ 1,075,000</b>	<b>\$ 1,125,000</b>	<b>\$ 4,162,000</b>		
Carbon monoxide exhaust system (2 items) - Sidewalk exhaust fan - garage bay	24,000	10,000				\$ 24,000	Cash	
Library HVAC RTU #3 unit replacement	18,000					\$ 18,000	Cash	
Mebane Library Roof Replacement		270,000				\$ 270,000	Cash	
<b>Public Facilities Total</b>	<b>\$ 52,000</b>	<b>\$ 270,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 322,000</b>		
New Knuckle boom Truck		259,000				\$ 259,000	Installment Financing	
Pull-behind leaf vacuum trailer (Used)	80,000					\$ 80,000	Cash	
Sanitation transfer station feasibility study and preliminary site design (RFP)		40,000				\$ 40,000	Cash	
Replacement Leaf Vacuum Truck		275,000				\$ 275,000	Installment Financing	
Rear Load Garbage Truck (waiting on updated quote)			210,000			\$ 210,000	Installment Financing	
Replacement Leaf Vacuum Truck			285,000			\$ 285,000	Installment Financing	
Sanitation transfer station construction			500,000			\$ 500,000	Installment Financing	
Knuckle boom Truck				270,000		\$ 270,000	Installment Financing	
Side-load garbage truck					380,000	\$ 380,000	Installment Financing	
<b>Sanitation Total</b>	<b>\$ 80,000</b>	<b>\$ 574,000</b>	<b>\$ 995,000</b>	<b>\$ 270,000</b>	<b>\$ 380,000</b>	<b>\$ 2,299,000</b>		

Project Title	FY24-25 Recommended						Proposed Funding Source
	Budget	FY25-26	FY26-27	FY27-28	FY28-29	Total	
Plymovent Exhaust Management System Station	-	150,000				\$ 150,000	Cash
Plymovent Exhaust Management System Station	-	120,000				\$ 120,000	Cash
MSAE600+ Thermal Camera - 2 needed	23,000					\$ 23,000	Cash
MSA Rescue Aire - 2 needed	15,000					\$ 15,000	Cash
Hurst SC758 E3	-	11,500				\$ 11,500	Cash
Battalion Chief Vehicle		80,000				\$ 80,000	Installment Financing
Fire Station 4 West Design (CPO)		125,000				\$ 125,000	Cash
Replacement Platform Truck		3,000,000				\$ 3,000,000	Installment Financing
Engine			1,000,000			\$ 1,000,000	Installment Financing
Fire Station 4 West Construction (CPO)			7,500,000			\$ 7,500,000	General Obligation Bonds
Administration Vehicle				80,000		\$ 80,000	Installment Financing
Engine 5-East				1,000,000		\$ 1,000,000	Installment Financing
SCBA Replacement					660,000	\$ 660,000	Installment Financing
Quint or Rescue Truck					1,500,000	\$ 1,500,000	Installment Financing
<b>Fire Total</b>	<b>\$ 38,000</b>	<b>\$ 3,486,500</b>	<b>\$ 8,500,000</b>	<b>\$ 1,080,000</b>	<b>\$ 2,160,000</b>	<b>\$ 15,264,500</b>	
<b>Grand Total</b>	<b>\$ 7,762,939</b>	<b>\$ 6,833,465</b>	<b>\$ 26,262,864</b>	<b>\$ 3,969,954</b>	<b>\$ 4,062,882</b>	<b>\$ 48,892,104</b>	

## Utility Fund

The Utility Fund only funds projects related to the water and sewer system.

Project Title	FY24-25 Recommended						Proposed Funding Source
	Budget	FY25-26	FY26-27	FY27-28	FY28-29	Project total	
Water Meters	170,000	180,000	190,000	190,000	200,000	\$ 930,000	Cash
<b>Utilities Administration Total</b>	<b>\$ 170,000</b>	<b>\$ 180,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 200,000</b>	<b>\$ 930,000</b>	
Vac Truck	603,750					\$ 603,750	Installment Financing
Pick-up Truck	50,098	50,000	65,000	80,000	65,000	\$ 310,098	Cash
Replacement Backhoe	155,000					\$ 155,000	Installment Financing
Water Rehab	17,000	250,000			200,000	\$ 467,000	Cash
Utility Oversizing	-	150,000	150,000	150,000	150,000	\$ 600,000	Cash
50% share of capital improvements @ Graham water plant	140,750	57,500	240,000	25,000	1,000,000	\$ 1,463,250	Cash
Inflow & Infiltration	-	500,000	500,000	500,000	500,000	\$ 2,000,000	Cash
Jones Road Outfall		112,500	887,500			\$ 1,000,000	Cash
Bowman - West Ten Road Connector & OAWS Interconnect		692,500	93,750	750,000		\$ 1,536,250	Cash
Replacement Mini-Excavator			120,000			\$ 120,000	Cash
Gravelly Hill Force Main Reroute			798,000			\$ 798,000	Cash
Wal-Mart Pump Station Abandonment				500,000		\$ 500,000	Cash
GE Pump Station and Force Main				1,250,000	2,000,000	\$ 3,250,000	Revenue Bonds
Fieldstone Pump Station Rehab					1,000,000	\$ 1,000,000	Cash
<b>Utilities Maintenance Total</b>	<b>\$ 966,598</b>	<b>\$ 1,812,500</b>	<b>\$ 2,854,250</b>	<b>\$ 3,255,000</b>	<b>\$ 4,915,000</b>	<b>\$ 13,803,348</b>	
WRRF Plant Expansion	57,892,342					\$ 57,892,342	Revenue Bonds
21.43% share of capital improvements @ Graham WRRF	86,135	75,440	465,750	23,575	59,800	\$ 710,700	Cash
Rotary Drum Thickener Rehab	-	100,000				\$ 100,000	Cash
Aeration basin nutrient analyzer		25,000				\$ 25,000	Cash
Polymer skid		35,000				\$ 35,000	Cash
Ford Escape		35,000				\$ 35,000	Cash
Aqua guard influent screen Rehab			100,000			\$ 100,000	Cash
<b>WRRF Total</b>	<b>\$ 57,978,477</b>	<b>\$ 270,440</b>	<b>\$ 565,750</b>	<b>\$ 23,575</b>	<b>\$ 59,800</b>	<b>\$ 1,005,700</b>	
<b>Grand Total</b>	<b>\$ 59,115,075</b>	<b>\$ 2,262,940</b>	<b>\$ 3,610,000</b>	<b>\$ 3,468,575</b>	<b>\$ 5,174,800</b>	<b>\$ 73,631,390</b>	

## GENERAL FUND DEPARTMENT BUDGETS

### CITY COUNCIL

FY 24-25 Manager's Recommended Budget					
<b>City Council</b>					
The City Council is the governing body of the City of Mebane, and consists of the mayor and five other councilmembers. Funding for this line is to support the training and supplies needed to conduct meetings and events.					
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>	
Personnel.....	\$ 58,969	\$ 65,020	\$ 65,021	0.0%	
Operating.....	27,849	6,850	9,760	42.5%	
Capital.....	-	-	-	NA	
Totals.....	<u>\$ 86,818</u>	<u>\$ 71,870</u>	<u>\$ 74,781</u>	4.1%	

### HUMAN RESOURCES

FY 24-25 Manager's Recommended Budget					
<b>Human Resources</b>					
This is the first year Human Resources will not be part of the Administration Department. Human Resources handles recruitment and training of employees, as well as risk					
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>	
Personnel.....	\$ -	\$ -	\$ 237,459	N/A	
Operating.....	-	-	208,185	N/A	
Capital.....	-	-	-	N/A	
Totals.....	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 445,644</u>	N/A	

## ADMINISTRATION

FY 24-25 Manager's Recommended Budget				
<b>Administration</b>				
Administration includes the City Manager and Assistant Manager, City Clerk, City Attorney, and Public Information. Prior to FY24-25, Human Resources was part of the Administration Department.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 871,236	\$ 985,594	\$ 859,011	(14.7%)
Operating.....	199,097	444,660	131,156	(239.0%)
Capital.....	51,270	-	-	N/A
Totals.....	<u>\$ 1,121,603</u>	<u>\$ 1,430,254</u>	<u>\$ 990,167</u>	(30.8%)

## FINANCE

FY 24-25 Manager's Recommended Budget				
<b>Finance</b>				
The Finance Department consists of five employees responsible for all revenue collections and financial reporting for the City. One position, the Utility Billing & Collections Specialist, is funded by the Utility Fund. The Finance Department administers the financial affairs of the City including budget development and execution cash management, accounting, debt administration, payroll, utility billing, and collection, accounts payable and receivable, purchasing, and the sale of surplus property.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 411,866	\$ 471,902	\$ 426,858	(10.6%)
Operating.....	283,831	276,724	251,235	(10.1%)
Capital.....	-	-	-	N/A
Totals.....	<u>\$ 695,697</u>	<u>\$ 748,626</u>	<u>\$ 678,093</u>	(10.4%)

## INFORMATION TECHNOLOGY

FY 24-25 Manager's Recommended Budget				
<b>Information Technology (IT)</b>				
The IT Department has two employees and is responsible for management and maintenance of the citywide network of servers, computers and peripherals. This department assists all other departments about technology related items that are needed, and manages the City wide technology services.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Personnel.....	\$ 196,239	\$ 204,165	\$ 231,048	13.2%
Operating.....	574,313	1,309,742	1,360,519	3.9%
Capital.....	<u>143,301</u>	<u>199,174</u>	<u>124,387</u>	(60.1%)
Totals.....	<u>\$ 913,853</u>	<u>\$ 1,713,081</u>	<u>\$ 1,715,954</u>	0.2%

## ECONOMIC DEVELOPMENT

FY 24-25 Manager's Recommended Budget				
<b>Economic Development</b>				
The Economic Development division provides for the City's efforts to attract desirable new businesses, industries and jobs.				
Incentive payments are triggered by request of companies when they successfully achieve the level of investment and jobs creation specified in their agreements with the City. Aided by revenue sharing with our partners Alamance County, Orange County and the City of Graham, the recommended budget for Economic Development provides for the continuation of existing agreements.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Personnel.....	\$ -	\$ -	\$ -	N/A
Operating.....	1,269,188	1,080,214	900,214	(20.0%)
Capital.....	-	-	-	N/A
Totals.....	<u>\$ 1,269,188</u>	<u>\$ 1,080,214</u>	<u>\$ 900,214</u>	(20.0%)



## POLICE

FY 24-25 Manager's Recommended Budget				
<b>Police</b>				
The Police Department includes the Police Chief and sworn law enforcement officers who, along with their support staff, maintain the safety and peace of the community. The Mebane Police Department is committed to providing the best law enforcement services available for our citizens and visitors.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Personnel.....	\$ 4,070,547	\$ 5,552,423	\$ 5,738,972	3.4%
Operating.....	796,590	905,493	701,508	(29.1%)
Capital.....	<u>389,063</u>	<u>474,279</u>	<u>240,084</u>	(97.5%)
Totals.....	<u>\$ 5,256,200</u>	<u>\$ 6,932,195</u>	<u>\$ 6,680,564</u>	(3.8%)

## FIRE

FY 24-25 Manager's Recommended Budget				
<b>Fire</b>				
The Mebane Fire Department is an organization of dedicated professionals who are committed to serving the community by protecting life and property through prevention, education, emergency medical and fire services. Operating out of three stations, the Department covers a 35 square-mile district with a population of nearly 25,000.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Personnel.....	\$ 3,222,374	\$ 4,104,401	\$ 4,267,077	4.0%
Operating.....	651,621	694,911	690,394	(0.7%)
Capital.....	<u>342,860</u>	<u>2,431,370</u>	<u>38,000</u>	(6298.3%)
Totals.....	<u>\$ 4,216,855</u>	<u>\$ 7,230,682</u>	<u>\$ 4,995,471</u>	(44.7%)

## PLANNING

FY 24-25 Manager's Recommended Budget				
<b>Planning</b>				
The Planning Department provides long- and short-range planning and review, to provide for the orderly and safe growth of the City. Key responsibilities of the department include maintenance and enforcement of the Uniform Development Ordinance (UDO), managing current planning, and providing technical and administrative support to various boards and commissions.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 244,593	\$ 316,469	\$ 311,419	(1.6%)
Operating.....	145,437	289,790	137,086	(111.4%)
Capital.....	9,665	-	-	N/A
Totals.....	<u>\$ 399,695</u>	<u>\$ 606,259</u>	<u>\$ 448,505</u>	(35.2%)

## INSPECTIONS

FY 24-25 Manager's Recommended Budget				
<b>Inspections</b>				
The Inspections Department provides permitting and code enforcement for safe growth of the City. The department analyzes applications for permits, determines associated costs, evaluates construction plans, records data on permits and inspections, and examine residential and commercial structures for compliance with state and local building codes.				
Expenditures*	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 666,956	\$ 819,433	\$ 854,535	4.3%
Operating.....	63,605	116,141	131,427	13.2%
Capital.....	59,310	66,700	-	(100.0%)
Totals.....	<u>\$ 789,871</u>	<u>\$ 1,002,274</u>	<u>\$ 985,962</u>	(1.7%)

## ENGINEERING

FY 24-25 Manager's Recommended Budget				
<b>Engineering</b>				
The Engineering Department consolidates the costs of the General Fund's plan review, construction review, technical review and other engineering services required to provide for the orderly and safe growth of the City. The services include technical review, construction inspections, stormwater engineering, as well as our City Engineer's various services.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ -	\$ -	\$ -	N/A
Operating.....	445,500	445,500	455,000	2.1%
Capital.....	-	-	-	N/A
Totals.....	<u>\$ 445,500</u>	<u>\$ 445,500</u>	<u>\$ 455,000</u>	2.1%

## PUBLIC WORKS

FY 24-25 Manager's Recommended Budget				
<b>Public Works</b>				
The Public Works Department manages and maintains the City's streets, sidewalks, drainage systems and cemeteries, including infrastructure maintenance, landscaping and emergency/inclement weather response. Four full-time equivalents were moved from Public Facilities to this department in FY24-25.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 813,100	\$ 1,073,553	\$ 1,545,667	44.0%
Operating.....	1,281,139	1,572,926	1,592,888	1.3%
Capital.....	<u>819,103</u>	<u>1,172,476</u>	<u>277,000</u>	(323.3%)
Totals.....	<u>\$ 2,913,342</u>	<u>\$ 3,818,955</u>	<u>\$ 3,415,555</u>	(11.8%)

## PUBLIC FACILITIES

FY 24-25 Manager's Recommended Budget				
<b>Public Facilities</b>				
The Public Facilities budget provides for citywide maintenance and upkeep of City buildings including the Mebane Library, and City Hall. Four full-time equivalents were moved from this department to Public Works in FY 24-25.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 392,224	\$ 559,890	\$ 115,604	(384.3%)
Operating.....	290,932	770,439	790,970	2.7%
Capital.....	153,872	85,809	52,000	(65.0%)
Totals.....	<u>\$ 837,028</u>	<u>\$ 1,416,138</u>	<u>\$ 958,574</u>	(47.7%)

## SANITATION

FY 24-25 Manager's Recommended Budget				
<b>Sanitation</b>				
The Sanitation division provides for weekly garbage, recycling and yard waste pickup for residents within the City.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 505,342	\$ 592,234	\$ 668,697	12.9%
Operating.....	932,905	1,064,476	1,253,212	17.7%
Capital.....	315,827	919,268	80,000	(1049.1%)
Totals.....	<u>\$ 1,754,074</u>	<u>\$ 2,575,978</u>	<u>\$ 2,001,909</u>	(28.7%)

## RECREATION & PARKS

FY 24-25 Manager's Recommended Budget				
<b>Recreation</b>				
The Recreation Department provides cultural and recreational opportunities to the residents of the City, including programming and maintenance at the athletic parks, two recreation centers, Lake Michael, Cates Farm and pocket parks throughout the city.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 1,091,685	\$ 1,290,484	\$ 1,373,620	6.4%
Operating.....	853,862	868,416	921,654	6.1%
Capital.....	<u>324,037</u>	<u>1,704,597</u>	<u>678,000</u>	(151.4%)
Totals.....	<u>\$ 2,269,584</u>	<u>\$ 3,863,497</u>	<u>\$ 2,973,274</u>	(29.9%)

## NON-DEPARTMENTAL

FY 24-25 Manager's Recommended Budget				
<b>Non-Departmental</b>				
The Non-Departmental division includes general government expenditures that are not specific to any one functional area. Included in this department are group insurance contributions, outside agencies, property and liability insurance, unemployment insurance, debt payments (both principal and interest), and interfund transfers.				
Expenditures	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended	% Change
Personnel.....	\$ 121,734	\$ 170,173	\$ 170,173	0.0%
Operating.....	611,237	1,095,932	1,241,993	13.3%
Debt Service.....	1,779,396	2,035,812	2,529,504	24.3%
Transfers.....	<u>-</u>	<u>2,115,263</u>	<u>910,864</u>	(132.2%)
Totals.....	<u>\$ 2,512,367</u>	<u>\$ 5,417,180</u>	<u>\$ 4,852,534</u>	(11.6%)

# GENERAL CAPITAL RESERVE FUND

FY 24-25 Manager's Recommended Budget

<b>General Capital Reserve Fund</b>				
The General Capital Reserve Fund is used to account for property tax proceeds set aside for capital projects.				
	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
<b>Revenues</b>				
Interest Earnings.....	-	-	5,000	N/A
Total revenues.....	-	-	5,000	N/A
<b>Other financing sources</b>				
Transfers in.....	-	840,317	910,864	8.4%
Appropriated fund balance.....	-	-	-	N/A
Total revenues & other financing sources...	-	840,317	915,864	9.0%
	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
<b>Transfers and Reserves</b>				
Transfers Out.....	\$ -	\$ -	\$ -	N/A
Utility Capital Reserve.....	-	840,317	915,864	9.0%
Total Expenditures.....	-	840,317	915,864	9.0%

## SPECIAL REVENUE FUND – OCCUPANCY TAX

FY 24-25 Manager's Recommended Budget

<b>Special Revenue Fund</b>					
The Special Revenue Fund segregates the occupancy tax revenues and expenditures from other City revenues and expenditures. The FY 24-25 is the first year of this fund.					
	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended Budget	% Change	
<b>Revenues</b>					
Occupancy Tax Proceeds.....	\$ -	\$ -	\$ 158,550	N/A	
Interest Earnings.....	-	-	-	N/A	
Total revenues.....	-	-	158,550	N/A	
<b>Other financing sources</b>					
Transfers in.....	-	-	-	N/A	
Appropriated fund balance.....	-	-	-	N/A	
Total revenues & other financing sources...	-	-	158,550	N/A	
	FY 22-23 Actuals	FY 23-24 Amended Budget	FY 24-25 Manger's Recommended Budget	% Change	
<b>Expenditures</b>					
Personnel.....	\$ -	\$ -	\$ 68,000	N/A	
Operating.....	-	-	90,550	N/A	
Capital.....	-	-	-		
Totals.....	-	-	158,550	N/A	

## UTILITY FUND DEPARTMENT BUDGETS

### UTILITY ADMINISTRATION

FY 24-25 Manager's Recommended Budget

<b>Utility Administration</b>				
The Utility Administration division includes billing and collections costs, the allocation of administrative costs from the General Fund and replacement and repair of new meters and the extension of other utility infrastructure. Operating costs increased due to IT software licenses being charged in the General Fund and shared as a cost allocation to the Utility Fund.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
Personnel.....	\$ 882,783	\$ 1,005,063	\$ 1,123,246	11.8%
Operating.....	272,094	442,297	730,370	65.1%
Capital.....	<u>197,294</u>	<u>180,000</u>	<u>170,000</u>	(5.6%)
Totals.....	<u>\$ 1,352,171</u>	<u>\$ 1,627,360</u>	<u>\$ 2,023,616</u>	24.3%

### UTILITY OPERATIONS & MAINTENANCE

FY 24-25 Manager's Recommended Budget

<b>Utility Operations &amp; Maintenance</b>				
Utility Operations and Maintenance monitors all pump stations and provides maintenance for the water and sewer systems, including installation of new service and coordinating with Finance for cutoffs for nonpayment.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Personnel.....	\$ 1,268,126	\$ 1,632,736	\$ 1,776,470	8.8%
Operating.....	2,216,195	3,288,619	3,052,550	(7.2%)
Capital.....	<u>1,231,140</u>	<u>1,325,261</u>	<u>966,598</u>	(27.1%)
Totals.....	<u>\$ 4,715,461</u>	<u>\$ 6,246,616</u>	<u>\$ 5,795,618</u>	(7.2%)



## UTILITY ENGINEERING

FY 24-25 Manager's Recommended Budget

<b>Utility Engineering</b>				
The Utility Engineering division consolidates the cost of the City Engineer for utility-related projects including design, review, testing and administrative functions like attending Council meetings.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
Personnel.....	\$ -	\$ -	\$ -	N/A
Operating.....	295,063	288,971	293,000	1.4%
Capital.....	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Totals.....	<u>\$ 295,063</u>	<u>\$ 288,971</u>	<u>\$ 293,000</u>	1.4%

## WATER RESOURCE RECOVERY FACILITY

FY 24-25 Manager's Recommended Budget

<b>Water Resources Recovery Facility (WRRF)</b>				
This division operates and maintains the WRRF in order to remove nutrients from the City's wastewater to return it to the environment.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
Personnel.....	\$ 737,043	\$ 1,062,091	\$ 956,833	(9.9%)
Operating.....	977,142	1,366,632	1,494,420	9.4%
Capital.....	<u>181,410</u>	<u>237,450</u>	<u>86,135</u>	(63.7%)
Totals.....	<u>\$ 1,895,595</u>	<u>\$ 2,666,173</u>	<u>\$ 2,537,388</u>	(4.8%)

## UTILITY NON-DEPARTMENTAL

FY 24-25 Manager's Recommended Budget

<b>Utility Non-Departmental</b>				
The Non-Departmental division includes debt service, liability insurance and transfers.				
<b>Expenditures</b>	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
Operating.....	28,989	12,400	32,600	162.9%
Debt Service.....	1,490,977	1,491,369	3,324,427	122.9%
Transfers.....	<u>1,691,158</u>	<u>135,000</u>	<u>-</u>	(100.0%)
Total.....	<u>\$ 3,211,124</u>	<u>\$ 1,638,769</u>	<u>\$ 3,357,027</u>	104.9%

## UTILITY CAPITAL RESERVE FUND

FY 24-25 Manager's Recommended Budget

<b>Utility Capital Reserve Fund</b>				
The Utility Capital Reserve Fund is used to account for system development fees.				
	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended</b>	<b>% Change</b>
<b>Revenues</b>				
System Development Fees.....	\$ 1,792,107	\$ 1,670,000	\$ 3,472,000	107.9%
Interest Earnings.....	<u>45,370</u>	<u>3,000</u>	<u>40,000</u>	1233.3%
Total revenues.....	<u>1,837,477</u>	<u>1,673,000</u>	<u>3,512,000</u>	109.9%
Appropriated fund balance.....	-	-	5,500,000	N/A
Total revenues & other financing sources...	<u>1,837,477</u>	<u>1,673,000</u>	<u>9,012,000</u>	438.7%
	<b>FY 22-23 Actuals</b>	<b>FY 23-24 Amended Budget</b>	<b>FY 24-25 Manger's Recommended Budget</b>	<b>% Change</b>
<b>Transfers and Reserves</b>				
Transfers Out *.....	\$ -	\$ -	\$ 5,500,000	N/A
Utility Capital Reserve.....	<u>1,837,477</u>	<u>1,673,000</u>	<u>3,512,000</u>	109.9%
Total Transfers and Reserves.....	<u>1,837,477</u>	<u>1,673,000</u>	<u>9,012,000</u>	438.7%

\*Transfer to WRRF Expansion Capital Project.



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## AGENDA ITEM #10

### American Rescue Plan (ARP) Asset Inventory and Assessment (AIA) Grant for Sewer Condition Assessment

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#### Meeting date

May 6, 2024

#### Presenter

Kyle Smith, PE- Utilities Director

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#### Public Hearing

Yes  No

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#### Summary

The City of Mebane applied for an AIA grant to assist with assessing the condition of the sewer system. The City would like to use grant funding to perform closed circuit TV inspections in areas of the sewer system to identify areas of inflow and damaged sewer lines, perform flow monitoring on areas of sewer mains that are suspected to have issues, and perform a pump station basin hydraulic analysis.

In anticipation of receiving grant funds, the City of Mebane solicited statements of qualifications from engineering firms to provide engineering and surveying services for the sewer condition assessment project. The City received two statements of qualifications for this project by the March 29, 2024 due date from Dukes Root Control and Alley Williams Carmen & King, Inc. Alley William Carmen & King, Inc. was selected as the chosen consultant for this project. On April 17, 2024 the City received the official Offer & Acceptance for American Rescue Plan Funding.

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#### Background

According to historical records, the City's first sewer system was completed around 1920 and with the current main outfall line being installed in 1969. From previous investigations conducted by the City and other contractors, City staff knows the original system is primarily VCP which is known to leak around the joints and service connections. These outfall lines are also near streams and other low-lying areas which is a prime candidate for finding inflow and infiltration. The City intends to contract with a qualified consultant to perform the following:

- Grant/Loan Administration
- Providing CCTV investigations
- Reviewing videos and defect data
- Providing mapping of the defected areas
- Providing the City with a listing of defects classified by severity
- Provide flow monitoring
- Perform hydraulic analysis of pump stations and drainage basins pending remaining funds

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#### Financial Impact

The City will receive \$100,000 to complete this project and will not require local funds as a match.

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**Recommendation**

Staff recommends approving the American Rescue Plan Fund Acceptance Resolution.

Staff recommends awarding Alley Williams Carmen & King, Inc. the engineering services for Asset Inventory and Assessment in the amount of \$100,000.

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**Attachments**

1. Offer & Acceptance for American Rescue Plan Funding
2. American Rescue Plan Fund Acceptance Resolution
3. AWCK Scope and Fee Proposal

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director



NORTH CAROLINA  
Environmental Quality

April 17, 2024

Mr. Chris Rollins, City Manager  
City of Mebane  
106 E. Washington St.  
Mebane, NC 27302

SUBJECT: ARPA Funding Offer  
Sewer AIA  
Project No. AIA-W-ARP-0280

Dear Mr. Rollins:

The City of Mebane has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions set forth in the Offer and Acceptance Document. Enclosed are two (2) copies of an offer-and-acceptance document, extending funding in the amount of \$100,000. Funds will not be disbursed unless this offer is accepted.

To ensure the American Rescue Plan Act (ARPA) funds are expended before the federal deadline of December 2026, the Division is requiring execution and return of the enclosed Offer and Acceptance for ARPA Funding agreement **no later than October 31, 2024**. Executed agreements are to be submitted via Laserfiche at the following link:  
<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Upon your acceptance, please submit the following items via email at  
[DEQ.DWI.FundingOffer@deq.nc.gov](mailto:DEQ.DWI.FundingOffer@deq.nc.gov):

1. One (1) copy of the original offer-and-acceptance document, executed by the Authorized Representative for the project, along with the signed "Standard Conditions and Assurances" for ARPA Projects. **Please retain the second copy for your files.**
2. A resolution (sample copy attached), adopted by the governing body, accepting the offer, and making the applicable assurances contained therein.
3. Sales Tax Certification, if applicable (attached).
4. ARPA Engineering Services Procurement Certification (attached).
5. One (1) copy of all executed service agreements and/or contracts.



Once the subject project has commenced, the enclosed “AIA/MRF Disbursement Request Form” must be completed and submitted with all disbursement requests. You are free to reproduce this form should additional copies be needed. Additional information and template forms can be found on DWI’s website under the “I Have Funding – Construction and Disbursement of Funds” page. Disbursement requests should be sent to Shane Beeson your Viable Utility Unit Project Manager, via the Laserfiche link provided above. All funding disbursements must be processed **prior to December 31, 2026**.

As a reminder, a document requesting your federal identification number was included with the Letter of Intent to Fund. You must complete and submit this no later than the time when you choose to submit your first request for disbursement.

Attached is the “Water Infrastructure Grants Legal Requirements Quick Reference Guide” which further explains the ARPA funding agreement requirements.

On behalf of the Department of Environmental Quality, I am pleased to extend this offer of ARPA funds, made available by the North Carolina Fiscal Recovery Fund. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Shane Beeson at [shane.beeson@deq.nc.gov](mailto:shane.beeson@deq.nc.gov) or 919-707-3614.

Sincerely,

DocuSigned by:

Victor A. D'Amato

52CD62E9DA6B44F...

Victor A. D'Amato, PE

Division of Water Infrastructure, NCDEQ

Enclosures: Offer-and-Acceptance Document (two copies)  
Water Infrastructure Grants Legal Requirements Quick Reference Guide  
Resolution by Applicant’s Governing Body to Accept an Offer of Funding  
Sales-Tax Certification Form  
ARPA Engineering Services Procurement Certification  
AIA/MRF Disbursement Request Form

CC: Chris Rollins, [crollins@cityofmebane.com](mailto:crollins@cityofmebane.com)  
Franz Holt, Alley, Williams, Carmen, & King, Inc. (Burlington, NC), [fholt@awck.com](mailto:fholt@awck.com)  
Teresa Tripp (via DocuSign)  
DWI Administrative Unit (via DocuSign)  
Mark Hubbard (via DocuSign)  
Shane Beeson (via DocuSign)  
Matthew Rushing, EI (via DocuSign)  
[DEQ.DWI.FundingOffer@deq.nc.gov](mailto:DEQ.DWI.FundingOffer@deq.nc.gov)  
FILE: ARPA (Agreement Number 2000067352)



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

**Funding Offer and Acceptance**

**Legal Name and Address of Award Recipient**

City of Mebane  
106 E. Washington St.  
Mebane, NC 27302

**Project Number:** AIA-W-ARP-0280

**Recipient's UEID#:** NSCUPKDU84A3

**Funding Program**

Drinking Water <input type="checkbox"/>	Wastewater <input checked="" type="checkbox"/>	Both <input type="checkbox"/>	<b>Total Grant Offered</b>
Distressed <input type="checkbox"/>	Not Distressed <input checked="" type="checkbox"/>		
ARPA Training Grant	<input type="checkbox"/>		
ARPA Asset Inventory & Assessment Grant (AIA)	<input checked="" type="checkbox"/>		<b>\$ 100,000</b>
ARPA Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>		

**Project Description:**

Sewer AIA

**Total Financial Assistance Offer:** **\$100,000**

*\*ARPA-funded projects are exempt from both the grant fee and match requirements.*

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: <i>Victor A. D'Amato</i> -----82CD62E9DA6B44F----- Signature	Signed on behalf of Shadi Eskaf	4/17/2024
		Date

On Behalf of (Applicant):

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 Assurances and the Standard Conditions.

----- Signature	----- Date
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## STANDARD CONDITIONS FOR ARPA GRANTS

1. Acceptance of this Funding Offer does not exempt the Recipient from complying with requirements stated in the U.S. Treasury's [Final Rule](#) for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and the [SLFRF Compliance and Reporting Guidance](#) not explicitly referred to in this document and any future requirements implemented by the U.S Treasury.
2. 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 Recipient 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.
3. 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.
4. 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.
5. Projects with a total cost of \$10,000,000 or more must meet U.S. Treasury requirements for prevailing wage rates, project labor agreements, and related requirements. Recipients can either certify meeting the requirements or provide plans and reports as the [SLFRF Compliance and Reporting Guidance](#) specifies.
6. 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. ARPA-funded projects must also adhere to North Carolina State law, specifically NC General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying (A/E) Services. NCGS 143-64.32 cannot be used to exempt Recipients from a qualification-based selection for A/E. The State provides applicable certification forms that must be completed prior to receiving funds for any engineering services covered under this funding offer.
7. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).
8. Funds made available by the ARPA that are not disbursed to the entity accepting the funds in this document by December 31<sup>st</sup>, 2026, will no longer be available for the project. Unused Federal funds will revert from the State of North Carolina to the U.S. Treasury.

**STANDARD ASSURANCES FOR AIA GRANTS**

1. The Recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
2. The Recipient is responsible for paying for ineligible project costs as determined by the Division.
3. 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 (3) years following completion of the project.
4. All ARPA funds 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 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 and Assurances of this Award. The Recipient agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute. Requests for disbursements must be made using the Division's disbursement form.
5. All funds provided pursuant to North Carolina General Statute 159G must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34, as amended. **The Recipient must 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 any contract(s) and the Recipient is expected to uphold its contract obligations regarding timely payment.
6. The Recipient must provide summaries of project progress every other month during the project or as otherwise directed by the Division.
7. The Recipient must provide a digital copy of the final report in a universally readable format. If a project includes updating or developing a GIS database or shapefiles, at a minimum the current utility service boundaries must be provided as a polygon shapefile, including any service gaps within the boundary.
8. The Recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
9. The Recipient must provide approved minutes or a resolution confirming the final report has been presented to the recipient's governing board.
10. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Assurance Nos. 7, 8, and 9. After receipt of this documentation, the final disbursement request will be processed.

**Acknowledgement of Standard Conditions and Assurances**

The Recipient hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application; and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance will be fulfilled.

.....  
Signature

.....  
Date



## RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$100,000.00 to perform an Asset Inventory and Assessment study detailed in the submitted application, and

WHEREAS, The City of Mebane intends to perform said project in accordance with the agreed scope of work,

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEBANE:**

That the City of Mebane does hereby accept the American Rescue Plan (ARP) offer of \$100,000.00.

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

That Chris Rollins, City Manager, 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 by the Division of Water Infrastructure.

Adopted this the 6<sup>th</sup> day of May 2024.

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Certifying Official

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Official Position



April 29<sup>th</sup>, 2024

Mr. Kyle Smith, P.E.  
Utility Director  
City of Mebane

Subject: Asset Inventory and Assessments Grant  
Drinking Water Distribution System Evaluations

Dear Mr. Smith,

Alley, Williams, Carmen & King, Inc. is pleased to provide the City of Mebane with this letter of agreement to provide engineering and administration services for the City's Asset Inventory and Assessments Grant from NCDEQ-Division of Water Infrastructure. This proposal is to assist the City with evaluating the wastewater collection system for Inflow and Infiltration along with performing partial condition assessment of the wastewater collection system.

#### **Background Information and Scope of Services**

The City of Mebane owns and operates a wastewater collection system that collects sewer from within the City and to areas just outside city limits. The City applied for and was awarded funding for Asset Inventory and Assessment (AIA) for the sewer collection system in the fall of 2022. The AIA application includes engineering evaluations of the sewer collection system as well as performing CCTV investigations of parts of the sewer mains. The goal of the project is to complete an evaluation of the collection system to further understand probable areas of inflow and infiltration. This project will visually inspect the interior of approximately 12,500 feet of sewer main and provide a listing of defects that are observed. Additionally, we anticipate performing hydraulic flow monitoring on portions of the system that are not able to be videoed but are suspected to be allowing large quantities of inflow and infiltration. The final task allows for Pump Station Basin Hydraulic Analysis which could be used to verify the pumping rates at the existing pumps station or a force main analysis of a specific station if a force main is speculated to be the cause of pump rate issues.

AWCK is a full-service architectural and civil engineering based in Burlington, North Carolina that was founded in 1960 and has worked with the City of Mebane for many decades. This time includes decades working with the City of Mebane and its water system. AWCK will assist the City with the NC DWI approved scope that is attached as Exhibit 3.

It should be noted that final engineering design and bid documents are not included within this scope of services but can be provided at a later point through addendum if requested.

#### **Independent Contractor**

Consultant shall at all times remain an "Independent Contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment



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Compensation, FICA, retirement, life and/or medical insurance, and Worker's Compensation Insurance since the Consultant is an Independent Contractor.

**Professional Services**

Alley, Williams, Carmen, & King, Inc. (AWCK) shall perform the professional Consulting Services required under this Agreement in accordance with standard of care, skill, training, diligence and judgment normally provided by competent professionals who perform work of a similar nature, in the same geographical regions as the work described in this Agreement and any Work Authorization. AWCK agrees to correct, at its own expense, any service provided under this Agreement that does not conform to the standard of care herein for a period of one (1) year following the completion of that Service.

**Prohibited Interest**

AWCK affirms that it has neither an interest, nor shall acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services under this Agreement.

**Discrimination Prohibited**

AWCK shall not discriminate against any person in the performance of this Agreement because of race, creed, sex, handicap, color, age, national origin, or familial status.

**Insurance**

AWCK shall maintain for the term of this Agreement insurance policies covering:

- Worker's Compensation and Employer's Liability insurance, statutory limits.
- Comprehensive General Liability insurance, a total of \$2,000,000 each occurrence and \$2,000,000 in aggregate.
- Comprehensive Automobile Liability insurance, a total of \$2,000,000 each occurrence and \$2,000,000 in aggregate.
- Umbrella Liability insurance, a total of \$5,000,000 each occurrence.
- Professional errors and omissions insurance with a per claim limit of not less than \$3,000,000.

Additionally, the City shall be named as an additional insured on Comprehensive General Liability and Comprehensive Automobile Liability, and the policies shall provide that the City shall be given at least thirty (30) days advance written notice in the event of cancellation.

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**Summary of Fees**

We propose to provide the above described services for a fee of \$100,000.00. The individual fees are attached within Exhibit #1 – Scope of Services.

We appreciate the opportunity of submitting this letter of agreement for your review and acceptance. We look forward to working with you and should you have any questions or require additional information, please contact me at 336-226-5534.

Sincerely,

Alley, Williams, Carmen, & King, Inc.



Joshua S. Johnson, P.E.  
Principal Engineer

**The scope of services, terms and conditions of this Letter of Agreement are accepted.**

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**Signature of Authorized Representative**

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**Date**

**This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.**

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**Finance Officer Approval**

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**Date**

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**EXHIBIT – 1**  
**SCOPE OF SERVICES**

**Task 1 –CCTV Sewer Video Project**  
**Task 1 Fixed Fee: \$70,000**

**Task 2 – Flow Monitoring Analysis**  
**Task 2 Fixed Fee: \$25,000**

**Task 3 – Pump Station Basin Hydraulic Analysis**  
**Task 3 Fixed Fee: \$5,000**

**Summary of Tasks/Fees:**

<b>Task 1 –CCTV Sewer Video Project:</b>	<b>\$ 70,000.00</b>
<b>Task 2 – Flow Monitoring Analysis:</b>	<b>\$ 25,000.00</b>
<b><u>Task 3 – Pump Station Basin Hydraulic Analysis:</u></b>	<b><u>\$ 5,000.00</u></b>
<b>Total All Tasks:</b>	<b>\$ 100,000.00</b>

EXHIBIT - 2

HOURLY CHARGE RATE SCHEDULE – January 1, 2023

This information is confidential and is intended for use by the recipient only.

1. **Engineers:**
  - a. EI – Engineering Intern \$ 80.00 - \$130.00/Hr.
  - b. Registered Professional Engineer 100.00 - 160.00/Hr.
  - c. Associate/Registered Professional Engineer 125.00 - 180.00/Hr.
  - d. Principal/Registered Professional Engineer 190.00 - 250.00/Hr.
2. **Architects:**
  - a. Architects in Training \$ 80.00 - \$100.00/Hr.
  - b. Registered Architect 90.00 - 130.00/Hr.
  - c. Associate/Registered Architect 145.00 - 175.00/Hr.
  - d. Principal/Registered Architect 160.00 - 175.00/Hr.
3. **Surveyors:**
  - a. Surveyor in Training \$ 75.00 - \$ 90.00/Hr.
  - b. Registered Land Surveyor 85.00 - 120.00/Hr.
  - c. Associate/Registered Land Surveyor 95.00 - 145.00/Hr.
4. **Technical Staff:**
  - a. Project Manager \$ 90.00 - \$140.00/Hr.
  - b. CADD Designer/Technician 75.00 - 115.00/Hr.
  - c. Stormwater Program Coordinator 75.00 - 105.00/Hr.
5. **Survey Parties:**
  - a. 2-Man Party \$140.00 - \$160.00/Hr.
  - b. 3-Man Party 190.00 - 225.00/Hr.
6. Construction Observer \$ 75.00 - \$125.00/Hr.
7. Clerical \$ 55.00 - \$ 70.00/Hr.
8. Other:
  - a. Employees' overtime (when authorized in advance): 1.50 times Hourly Charge Rate.
  - b. Professional Consultants: 1.10 times the amount billed to AWCK, Inc.
  - c. Printing and Mailing: 1.10 times the amount billed to AWCK, Inc.
  - d. Mileage: Travel to job site No Charge, but time is included from our office to job site and return.
  - e. Overnight or extended travel: 1.10 times the amount billed to AWCK, Inc.
  - f. The above rates are subject to adjustment in accordance with normal salary and rate review practices on an annual basis.
  - g. Where ranges of hourly charge rates are listed, the rate charged will be the actual charge rate associated with the individual performing the services.
  - h. Payment will be made monthly based on invoices submitted by Alley, Williams, Carmen & King, Inc.



**Exhibit 3**  
**Sewer Asset Inventory and Assessment**  
**Preliminary Project Scope and Schedule**  
**City of Mebane**

DATE: February 19, 2024

SUBJECT: Asset Inventory and Assessment (AIA) Grant  
Project No. AIA-W-ARP-0280  
Fall 2022 Application Cycle

**Preliminary Project Scope**

**1. Project Purpose**

The City of Mebane applied for the AIA grant to assist city staff with assessing the condition of the sewer system. The City has conducted smoke testing, inflow and infiltration flow monitoring and desktop analysis of the pump stations to identify areas of concern. The city would like to use this funding to CCTV areas of the sewer system to identify areas of inflow and damaged sewer lines as well as conducting flow monitoring on other outfall sewer mains. According to historical records, the City's first sewer system was completed around 1920 and with the current main outfall line being installed in 1969.

From previous investigations conducted by the city and other contractors, city staff knows the original system is primarily VCP which is known to leak around the joints and service connections. These outfall lines are also near streams and other low-lying areas which is a prime candidate for finding inflow and infiltration. The City intends to contract with a qualified consultant to administer a contract and keep records of CCTV investigations. This selected consultant would be responsible for providing CCTV investigations, reviewing the videos and defect data, and providing mapping of the defected areas. The consultant would also provide the city with a listing of defects, classified by severity, so that order of repairs can be appropriately conducted.

At the completion of the CCTV investigations, the contracted engineering firm will perform flow monitoring on areas of sewer mains that are suspected to have issues and were identified as areas of concern during the desktop analysis of the pump stations. At the completion of the flow monitoring, the city will use the data collected to drive other CCTV projects to identify sections of failing pipes and other areas that need repairs that city staff could accomplish. Larger sections that are identified as good candidates for sewer main rehabilitation projects will be implemented into the capital improvement plan.

Should any funds remain after these two scopes are completed, the City would like to perform hydraulic analysis of the pump stations and their drainage basins to ensure that the stations and gravity systems are operating at optimal capacity. During these projects, NCDWI will be invited to all progress meetings, provide minutes of all meetings, and be provided field reports at the completion of the project. NCDWI will be provided with a copy of the completed Asset Inventory and Assessment report that is provided to the City of Mebane. The City does not intend to purchase any new equipment for this

project and any data that is collected or generated by this project will be the property of the City of Mebane.

**2. Preliminary Project Schedule**

TASK	TENTATIVE DATA
Funded AIA	<b>April 2024</b>
Request for Qualifications	<b>April 2024</b>
Consultant Selections and Meeting	<b>May 2024</b>
CCTV Project Creation	<b>June 2024 – July 2024</b>
CCTV Video Analysis	<b>August 2024 – October 2024</b>
Flow Monitoring Project	<b>October 2024 – December 2024</b>
Pump Station Hydraulic Modeling	<b>January 2025 – March 2025</b>

**3. Cost Estimate:**

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SEWER ASSET INVENTORY AND ASSESSMENT PROJECT  
COST ESTIMATE

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ITEM	DESCRIPTION	TOTAL
1	CCTV Sewer Video Project	\$70,000.00
2	Flow Monitoring Analysis	\$25,000.00
3	Pump Stations Basin Hydraulic Analysis	\$5,000.00
TOTAL:		\$100,000.00



The Planning Board meeting was held at the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, NC 27302 and livestreamed via YouTube. The video can be accessed through the following link: <https://www.youtube.com/watch?v=BW7si2QIIdU>.

**Members Present:**

Edward Tulauskas, Chair  
David Scott  
Gale Pettiford  
Kurt Pearson  
Susan Semonite  
William Chapman

**Members Absent:**

Colin Cannell  
Judy Taylor, Vice Chair  
Keith Hoover

**City Staff Present:**

Ashley Ownbey, Development Director  
Briana Perkins, City Planner  
Chad Cross, IT Specialist

**1. Call to Order**

At 6:30 p.m. Chair Tulauskas called the meeting to order.

**2. Approval of March 11, 2024, Meeting Minutes**

David Scott made a motion to approve the meeting minutes. Kurt Pearson seconded the motion, which passed unanimously.

**3. Request to rezone the +/- 2.16-acre property located at 1233 S. Third Street (GPIN 9814474216), from R-20 to R-12 by Jenny W. Whitt of Whitt Real Estate, LLC.**

Jenny W. Whitt of Whitt Real Estate, LLC is requesting approval to rezone one parcel, totaling +/- 2.16 acres and located at 1233 S. Third Street (GPIN: 9814474216), from R-20 to R-12. The property is located in the Mebane City Limits in Alamance County and includes frontages on S. Third Street and Skyview Drive. The surrounding zoning in the area includes R-12, Residential District, and R-20, Residential District. Properties across S. Third Street are zoned R-6 (CD), Residential Conditional District, and B-2, General Business District. Surrounding land uses are largely single-family residential. A multi-family development and post office are located on the other side of S. Third Street.

The staff report is provided in the meeting agenda packet available [here](#).

Briana Perkins provided a more detailed overview and PowerPoint presentation of the request.

Jenny W. Whitt of Whitt Real Estate, LLC, owner of 1233 S. Third Street, provided some additional information about plans to subdivide the property.



David Scott asked Ms. Whitt what the subdivision would look like with the R-12 zoning as opposed to the current R-20 zoning. Ms. Whitt showed a sketch of a subdivision of six lots with three lots having frontage on S. Third Street, and three lots having frontage on Skyview Drive.

William Chapman asked if Ms. Whitt had an idea of what size homes would be on the lots. Ms. Whitt answered that she did not have that information now and was going through the rezoning process first. She stated the property was not part of the Indian Head Subdivision, which has certain standards, so the homes would only have to adhere to the standards set by the City.

Susan Semonite asked if there was only driveway access from S. Third Street. Ms. Whitt replied that there would be driveway access for lots 1, 2, and 3 from S. Third Street and lots 4, 5, and 6 would have driveways on Skyview Drive. Susan Semonite asked to confirm it would be regular driveways for each property. Ms. Whitt replied that they would be standard driveways. She also provided that each lot would be about 0.36 acres each after subdividing.

Susan Semonite commented that she had seen the property listed for sale. Ms. Whitt replied that the property is listed for sale and that if she could sell it as is, then she would. If not, she would move forward with subdividing the property.

Chairman Tulauskas asked how many lots could be subdivided with the current R-20 zoning. Ms. Whitt replied that four lots are possible with the R-20 zoning and the R-12 zoning would create two additional lots.

Kurt Pearson asked if the applicant was the one purchasing the property. Ms. Whitt replied that she currently owns the lot. Kurt Pearson also asked if there was a proposal provided to the City of what the lots would look like developed. Ashley Ownbey replied that staff had confirmed a subdivision with six lots would meet lot area and lot width requirements of the R-12 zoning district. She also said that the City does not review single-family driveways outside of the connection to the right-of-way. Kurt Pearson asked if the lots in the back would be like flag lots. Ashley Ownbey replied there would be no flag lots since there was direct access to both S. Third Street and Skyview Drive.

Mary Russo, 110 Dawn Court, asked why the zoning was R-20 and was also concerned with clear cutting the land, density, traffic, and noise.

Faye Saunders, 1233 Skyview Drive, was concerned with water runoff after the land was cleared since there was already an issue. Kurt Pearson replied that a concern of water runoff would be considered during the building process and would not be a factor in rezoning the property.

Kim Graham, 1228 Skyview Drive, commented that when she had moved to the neighborhood about 20 years ago the realtors informed her that the lot was not buildable due to the water. She



expressed concerns about the water runoff. Ashley Ownbey replied that Ms. Whitt had brought a similar concern to the attention of the City regarding a drainpipe that appears to not be working properly. Ashley Ownbey also stated that correcting the drainage issues would be required to develop the property. Kim Graham also asked if the City would consider speed bumps if the property was developed to improve safety on Skyview Drive. Kurt Pearson replied that speed bumps would not be considered as part of the rezoning request, and that the neighbors could always approach the City about traffic concerns. Chairman Tulauskas commented that if the property was developed, the required improvements may help the situation with the water runoff.

James Strickland, 1229 S. Third Street, was under the impression that the property did not have full access on S. Third Street and asked if additional land was acquired. Ms. Whitt replied that she had recently purchased more land along S. Third Street to have full frontage on S. Third Street. James Strickland asked if all of the houses would be facing S. Third Street. Ms. Whitt replied that three houses would be facing S. Third Street, and the other three houses would face Skyview Drive.

Jose Santibanez, 5914 Lebanon Road, commented that he did think development would help the property. Jose Santibanez commented that he was also working on rezoning his property.

Jenny Whitt said she would be willing to meet with the neighbors after the meeting to discuss the drainage issues. She indicated she had been in conversation with the City Engineer, Franz Holt, about how to remedy the drainage issue before any new development.

Mary Russo, 110 Dawn Court, asked again why the property was zoned R-20 to begin with. Kurt Pearson replied that the whole area may have started as R-20 and had since changed to R-12 with the subdivision. Mary Russo asked what the R-20 zoning could provide for the property currently. Kurt Pearson replied that it was about the same requirements as R-12 with mainly a difference in the minimum lot size. Susan Semonite commented that both zoning districts are residential, and it was not likely a change to commercial zoning.

James Strickland, 1229 S. Third Street, commented that when the Indian Head Subdivision was originally proposed that the parcel in question could not be purchased by the developer and was left with the R-20 zoning. He also provided that in his research, he had found R-12 very similar to R-20.

Susan Semonite made a motion to approve the request as follows:

*Motion to approve the R-12 zoning as presented.*

*Motion to find that the application is consistent with the objectives and goals in the City's 2017 Comprehensive Land Development Plan Mebane By Design. Specifically, the request:*

- *Is for a property within the City's G-4 Secondary Growth Area and is generally residential in nature (Mebane CLP, p. 66).*



David Scott seconded the motion, which passed unanimously.

Chairman Tulauskas noted that the request will go to the City Council on May 6, 2024, at 6:00 p.m.

#### **4. Review of Amended Rules of Procedure**

Ashley Ownbey provided an overview of the amended Rules of Procedure provided in the meeting agenda packet available [here](#).

Kurt Pearson asked to clarify that a quorum is the majority of the Board's actual membership as described in the section "Meetings." Ashley Ownbey replied that a quorum is currently five, which is a majority of the board's current membership. Five members must be present for the Planning Board to take action on an item. A motion passes with a majority of those present at the meeting. If five members are present, three votes are needed to pass a motion.

Ashley Ownbey asked the Board since the agenda format had changed if the Board would still like to have City Council Actions Update as an agenda item. She said that the City's Public Information Officer summarizes the City Council meetings and that could be emailed to the Board instead of an update during the meeting. Alternatively, she could continue with the update during the meetings. Kurt Pearson replied that he would like to keep the City Council Actions Update at the top of the agenda for meetings. Other board members agreed.

Ashley Ownbey asked the Board about including information for the general public on the Order of Business. Susan Semonite suggested information could be placed at the bottom of the agenda for the public to reference. Chairman Tulauskas agreed that it should be somewhere on the agenda even if it is printed on the back.

Kurt Pearson asked if any member of the Board could put forward a motion to table an item. Ashley Ownbey replied that yes, any member can move to table an item. She said that the State has some restrictions on how long the Planning Board can table an item, which is 30 days, unless the applicant agrees to a different timeline.

Ashley Ownbey provided the Board with an update on recent action by the City Council. She said that the Bowman Road Townhomes was approved with a split vote of 4-1 and included an additional condition of partitions being added between the units in the rear yards. She indicated that there were some questions from the City Council about the setback requirements for townhomes and Planning staff would be researching the item and possibly bringing forward revisions with the third phase of comprehensive updates to the Mebane Unified Development Ordinance (UDO). Lastly, Ashley Ownbey said that the Tractor Supply rezoning was tabled until the City Council's June meeting. She said that City Council questioned the developer's progress on securing land for the



road extension and had asked the developer to continue to discuss the matter with the adjoining property owner.

Kurt Pearson asked if the applicant made it seem like he had tried to purchase the land. Susan Semonite said she had previously asked the question if the land was buildable, and the applicant had said the land was buildable. She said that her understanding was that the applicant and landowner had just not come to an agreement.

David Scott commented that he had also asked in the previous meeting if the applicant was given a price. He said that the applicant did not say during the Planning Board meeting, and after speaking with him outside of the meeting, the applicant had said a price was never given. Kurt Pearson asked if the applicant had even asked for a price. David Scott replied that according to the applicant, he had asked for a price.

Ashley Ownbey said that there was not a particular number given for the price of the land, and there had been some calculations done to estimate the land's value by acre. David Scott commented that knowing the landowner from past development deals, a price was probably not provided.

#### **5. Announcements**

Ashley Ownbey reported that there was one seat on the Board up for appointment, Gale Pettiford's seat representing one of the Alamance County ETJ positions. Applications for the position are due to Alamance County by Friday, May 24, 2024.

David Scott asked if it was just the one seat up for appointment. Ashley Ownbey replied that it was only one seat this year and then four seats next year.

Kurt Pearson said for the record that he would be in support of Gale Pettiford being reappointed to the Planning Board. Susan Semonite commented that she agreed, saying that she thought Gale Pettiford was an outstanding member.

Kurt Pearson asked if the appointment recommendation would be at the next City Council meeting. Ashley Ownbey replied that the applications are due May 24, and the City Council would make their recommendation at their regular meeting on June 3. The Alamance County Board of Commissioners will make the final appointment.

#### **6. Adjournment**

Chair Tulauskas adjourned the meeting at approximately 7:17 p.m.