



City of Mebane Fiscal Year 2021-2022 Budget

Budget Message Section



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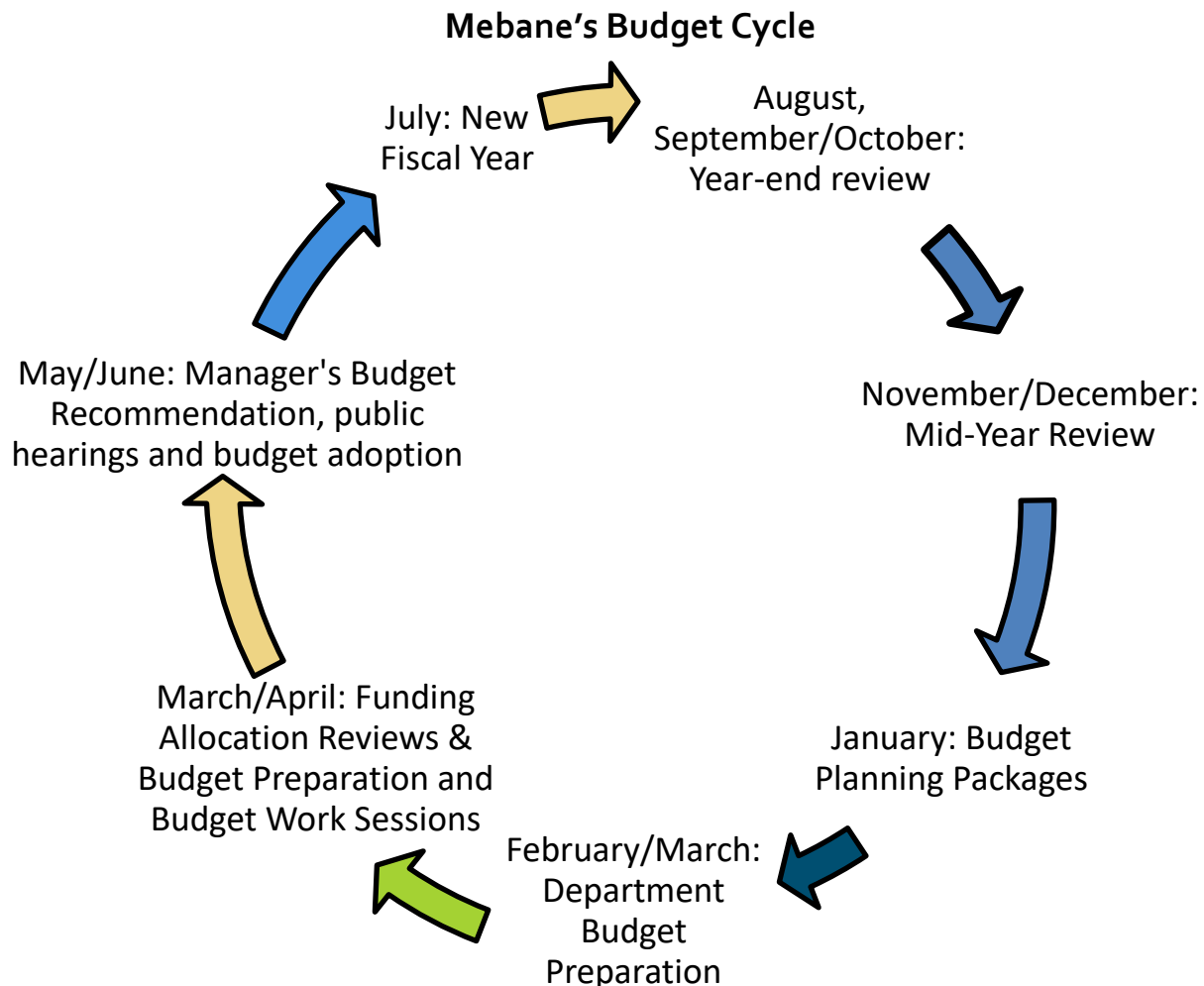
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BUDGET DEVELOPMENT

Budgeting is a year-round activity in most municipalities. We are either preparing to start a new budget, analyzing, generating reports and amending the current budget or reporting on the most recent budget year. Most of the time we are doing all these activities simultaneously. Preparations for the FY21-22 budget began in January 2021 with the budget kick-off which included instructions to department heads regarding how to submit budget requests and an overview of the budget calendar. In February, department heads submitted their budget requests and in March each department head met with the Manager, Assistant Manager, Finance Director, HR Director and finance staff to review their requests.

The first budget work session on March 23 allowed department heads to present their personnel and capital requests directly to the City Council. The second budget work session held on April 13, focused on the operating budget and provided more details on personnel and capital requests. The City Manager will present his recommended budget to the City Council on May 3. On June 7, a public hearing will be held as required by General Statute 159.12 (b). Also, on June 7, the Council will meet again and possibly approve the FY21-22 budget.





BUDGET CALENDAR

January 15, 2021	Personnel and Capital Requests Due from Department Heads
February 19, 2021	Department Budget Worksheets Due from Department Heads
March 1-10, 2021	Department Meetings with the City Manager
March 23, 2021	First Budget Work Session
April 13, 2021	Second Budget Work Session
May 3, 2021	Manger's Recommended Budget
June 7, 2021	Public Hearing and Budget Adoption



BUDGET MESSAGE

May 3, 2021

Mayor and City Councilmembers
City of Mebane, North Carolina

Dear Mayor and Councilmembers,

This time last year the future was uncertain, and the fiscal year (FY) 20-21 budget reflected the times. The FY20-21 budget was conservative and focused on continuing projects that were already started, taking care of current employees, but not adding to the workforce, and not raising taxes or utility rates. This approach to the COVID pandemic put the City in a good position to face revenue decreases that were forecasted for local governments not only statewide, but nationwide.

Fortunately, Mebane is not like most municipalities. The City is uniquely located between two metropolitan areas, the Triangle and the Triad. Mebane has and continues to lead the area in industrial recruitment and new homebuilding. In FY19-20, 504 building permits were issued, as of the writing of this message, 600 building permits have been issued thus far in FY20-21. This trend is expected to continue as we are growing like other fringe cities in the Triangle. The trend of increased retail spending is expected to continue and grow stronger as the population of Mebane grows. Economic development continues to be strong as evidenced by continued interest in local industrial sites. The residential and industrial sector continues to demonstrate growth, with the latter potentially increasing explicitly beyond the number and size of recent years. Interest in the commercial and downtown sector could result in these categories of development creating stand-alone projects versus recent mixed used approaches.

Figures reveal the COVID-19 Pandemic economic impact of 2020 and first quarter of 2021 was not as extensive within the Burlington Metro area because of Mebane's continued construction growth (and Lab Corp's COVID testing expansion). Therefore, Mebane was less impacted financially by the pandemic as revenues have continued to come in strong throughout FY20-21 and are expected to exceed budgeted revenues by approximately \$900,000. However, the City was impacted by the pandemic since FY20-21 was a "hold the line" year, and as a result no positions were added, and capital purchases and new projects were delayed. As many individuals can relate, Mebane lost a year regarding those specific needs. Therefore, it is very important that FY21-22 be a year to take great strides forward by adding positions in both the General and Water & Sewer Fund along with restarting capital purchases and capital projects.

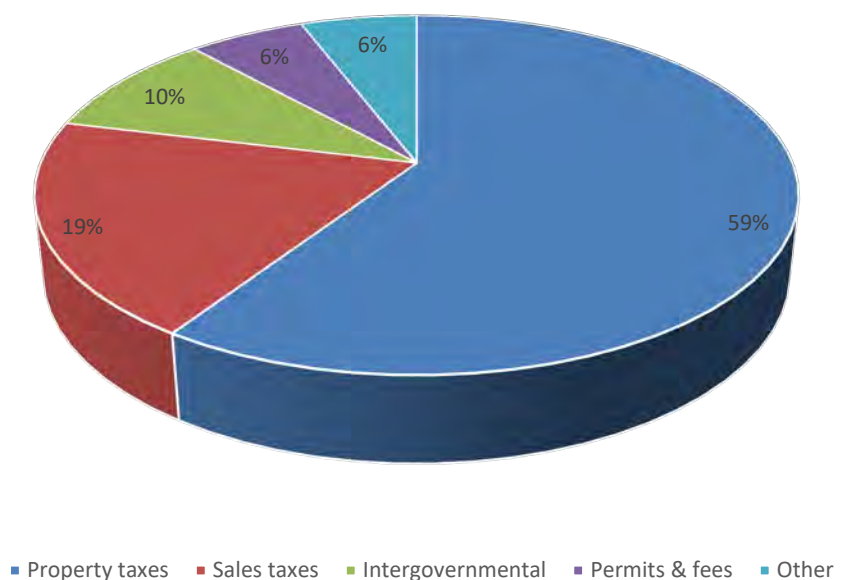
General Fund Overview

The General Fund is used to account for our general government resources which are not legally required to be accounted for in another fund. In the 2018-2019 budget a separate capital fund was created to account for large capital items. The FY21-22 budget will merge these capital items back into the General Fund. The FY21-22 recommended General Fund budget totals \$25,445,340, a 1.7% increase over the FY20-21 revised budget. The supporting revenues are estimated to be \$22,131,296, an 18.6% increase over the FY20-21 revised budget. This increase is due to growth, the Orange County revaluation, and proposing to maintain the current \$0.47 tax rate. The budget is balanced by appropriating fund balance of \$1,950,000 and debt proceeds of \$1,364,044. In this revaluation year for Orange County, the revenue-neutral property tax rate is \$.4692/\$100, less than an eighth of a cent decrease from last year's \$.47 tax rate. Please see the Orange County Revaluation Revenue Neutral Memo on page 17 for further details. Maintaining the current tax rate of \$.47/\$100, will allow Mebane to hire the new positions and expend capital needed this year so we can continue to provide excellent service and amenities to our growing population.

Revenues & Other Financing Sources

The General Fund's primary sources of revenue include property taxes, sales taxes, intergovernmental revenues, and permits and fees. Property and sales taxes make up approximately 79% of all revenues. This year, we are predicting an increase in total revenues due to the resurgence of the economy, full built-out growth beginning to be listed upon property tax listings, the Orange County revaluation and maintaining the current tax rate at \$.47/\$100. Mebane also expects to receive a building re-use grant in the amount of \$480,000 for Universal Preserv-A-Chem, which accounts for the increase in the miscellaneous revenue line. Additionally, the planning fees and fire inspection fees for buildings contain increases (see the Fee Schedule on page 26 of the Budget Summary Section). The following table compares General Fund revenues for the three years from 2020 to 2022. It is important to note, appropriated fund balance has decreased by 56% from the revised FY20-21 budget and includes some funding for items not completed within the current FY. Debt proceeds have decreased as well and will be used to fund eight police vehicles (\$461,756), composing five for new hires and three replacements, a side-arm garbage truck (\$320,000), and a

Chart 1
General Fund Revenues



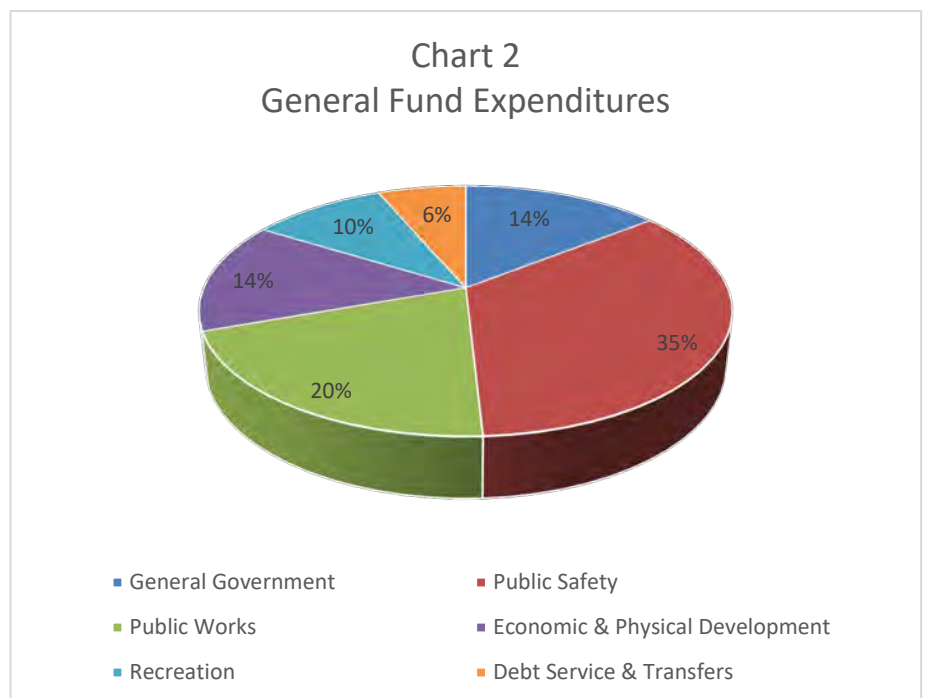
fire engine (\$582,288). It is important to note, only \$430,500 of the budgeted debt proceeds in FY20-21 were issued. A swap loader truck and brush truck were purchased. The remaining debt proceeds were for the Holt Street Greenway, Lake Michael Dam and Cates Farm Park, which have all been delayed.

Table 1

General Fund Revenues	2020 Actual	2021 Orig Budget	2021 Revised Budget	2022 Projected	% Change
Revenues					
Property taxes.....	\$ 11,375,989	\$ 11,492,912	\$ 11,492,912	\$ 13,092,594	13.9%
Sales taxes.....	3,574,012	3,190,243	3,460,843	4,302,700	24.3%
Privilege licenses.....	955	1,000	1,000	1,000	0.0%
Unrestricted intergovernmental.....	1,834,820	1,638,000	1,638,000	1,635,100	-0.2%
Restricted intergovernmental.....	829,221	457,150	497,150	466,550	-6.2%
Permits & fees.....	811,186	881,798	881,798	1,335,652	51.5%
Sales & services.....	630,808	625,000	625,000	750,100	20.0%
Investment earnings.....	153,113	20,000	20,000	20,000	0.0%
Miscellaneous.....	449,237	47,600	47,600	527,600	1008.4%
Total revenues.....	<u>19,659,341</u>	<u>18,353,703</u>	<u>18,664,303</u>	<u>22,131,296</u>	18.6%
Other financing sources					
Debt proceeds.....	-	1,939,070	1,939,070	1,364,044	-29.7%
Appropriated fund balance.....	-	2,072,527	4,427,317	1,950,000	-56.0%
Total other financing sources.....	-	<u>4,011,597</u>	<u>6,366,387</u>	<u>3,314,044</u>	-47.9%
Total revenues & other financing sources...	<u>\$ 19,659,341</u>	<u>\$ 22,365,300</u>	<u>\$ 25,030,690</u>	<u>\$ 25,445,340</u>	1.7%

Expenditures & Other Financing Uses

General Fund budget requests this year were extensive, primarily due to FY20-21 being a lost year (regarding personnel, capital, and new projects) and growth. Staff are beginning to experience the strain of keeping up with our quickly expanding City. Department heads requested a total of 21 full-time positions and four restructures to existing positions. To fund all these positions without using fund balance the tax rate would need to be raised over \$.03 cents to account for the \$789,207 shortfall, as one penny on the tax rate is estimated to bring in \$244,980. For example, a home with an assessed value



of \$200,000 has a current property tax bill of \$940; if the rate is raised \$.03 cents, the bill will go up to \$1,000. Therefore, my recommendation is to fund ten full-time positions and three restructures (as shown in Table 2) with no tax increase and by using fund balance of \$1,950,000. For more details, please see page 50 in the Budget Summary Section.

Table 2

Department	Personnel Request	Position	Total Salary & Benefits	Computer, Phone, Radio	Car, etc.	Other Costs	Total Per Position	No. Requested	Total Budget Request
Requested and Recommended Positions									
Administration	New	Public Information Officer (PIO)	88,907	9,550	-	3,000	101,457	1	101,457
Administration	New	Human Resources Consultant*	67,769	1,604	-	434	69,807	1	69,807
Finance	New	Accountant **	85,211	2,200	-	740	88,151	1	88,151
Finance	Restructure	Accounting Supervisor	4,360	540	-	-	4,900	1	4,900
Police	New	Police Investigator	70,171	3,540	45,200	8,200	127,111	1	127,111
Police	New	Police Patrol***	31,922	2,000	59,508	18,000	111,430	4	445,722
Fire	New	Fire Inspector I	70,171	2,640	-	4,500	77,311	1	77,311
Public Works	new	Maintenance Worker II	57,018	-	-	1,200	58,218	1	58,218
Public Works	Restructure	Streets Supervisor	3,117	-	-	-	3,117	1	3,117
Sanitation	Restructure	Sanitation Operations Supervisor	2,710	-	-	-	2,710	1	2,710
Total Requested and Recommended Positions			481,356	22,074	104,708	36,074	644,212	13.0	978,504
Requested positions not recommended									
Finance	New	Accounting Manager	97,358	2,700	-	780	100,838	1	100,838
Finance	New	Accounting Tech	55,784	1,500	-	500	57,784	1	57,784
Information Technology	New	Geographic Information System (GIS) Analyst	78,767	4,500	-	4,540	87,807	1	87,807
Fire	New	Firefighters (6 months)	34,637	-	-	13,400	48,037	6	288,224
Planning	New	Main Street Coordinator	89,634	2,740	-	8,050	100,424	1	100,424
Planning	New	Office Administrator	30,823	2,740	-	900	34,463	1	34,463
Recreation & Parks	New	Parks Operations and Maintenance Supervisor (Trails)	61,981	1,500	30,000	5,750	99,231	1	99,231
Recreation & Parks	Restructure	Special Event and Marketing Specialist	9,436	8,000	-	3,000	20,436	1	20,436
Total Requested positions not recommended			458,420	23,680	30,000	36,920	549,020	13	789,207

* HR Consultant Salary is reduced by the FY21 Administration budget for part-time salaries (\$12,840).

**Accountant is recommended in place of the Accounting Manager.

***Police Patrol reflect start dates as of January 1, 2022.

Department heads also submitted significant and multiple capital requests that indicate end of life equipment, vehicles needing replacement, and aging infrastructure requiring substantial repair, as well as the need for a new Police Station and an additional Fire Station. To fund all these requests, except the new stations, we would need to increase the property tax a minimum of \$1,520,000. With one penny on the tax rate estimated to bring in \$244,980 the tax rate would have to increase by 6.2 cents to meet the rest of the requests.

To keep the tax rate at 47 cents, I am recommending that \$1,520,000 in non-personnel requests be delayed, and to fund the remaining \$3,756,779 of requests with revenues, appropriated fund balance of \$1,950,000, and debt proceeds in the amount of \$1,364,044. The debt proceeds will fund all vehicle purchases which include eight police vehicles (five for new hires and three replacements) for \$461,756, one side-arm garbage truck for \$320,000, and a fire engine for \$582,288. Interest rates are still low and, in a year, when the City is catching up for a lost year regarding capital, it makes sense to take advantage of the current market environment. The stations requested in the budget will also need to be funded with debt proceeds. Since the sites for these stations have yet to be identified, and because both projects will span over multiple budget years, I am not recommending funding them through the yearly budget ordinance. Both projects should be accounted for in a multi-year Capital Project Ordinance and therefore, staff will bring these

projects to Council for approval during the FY21-22 budget year once potential sites are determined. This is also the case for the Holt Street Greenway project. A full list of requests is shown in Table 3.

Appropriating \$1,950,000 in fund balance may take the fund balance below the minimum policy threshold of 50% of expenditures. Based on a worst-case scenario, the fund balance percentage could reach 37% by June 30, 2022. As previously discussed, this recommendation is a result of trying to recapture the lost year of personnel, capital, and new projects. Also, our typical General Fund – Fund Balance end of year appropriation typically is lower than originally budgeted. However, this is well above the statutory requirement of 8% and still leaves the City in a stable financial position. Additionally, rating agencies require a fund balance between 15% and 30% of expenditures to receive a top rating. Chart 3 shows this expected impact on the fund balance as a percentage of total expenditures.

Chart 3

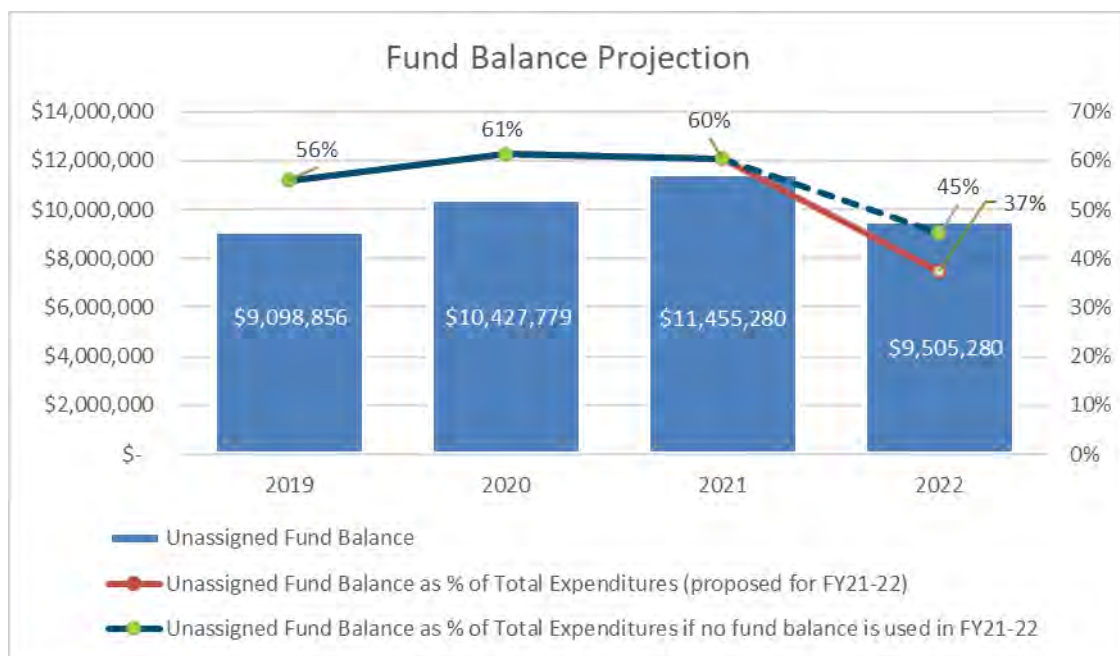


Table 3

Requests Included in the Manager's Budget		Requests Not Included in the Manager's Budget	
Police Equipment	\$ 84,020	Classroom @ Training Tower	\$ 275,000
Police Vehicles (5 new hires, 3 replacement)	461,756	Fieldale Rd. Widening & Resurfacing	365,000
Police radio upgrades	58,800	Pickleball courts (2)	30,000
New Fire Engine	582,288	Playground and shade	80,000
Hurst Tool	10,950	Basketball Parking	75,000
Public Works Equipment Shed	70,000	Tennis Parking	50,000
Public Works fence and gate relocation	150,000	Volleyball Courts	30,000
Public Works mower, paint stripping equipment & p	35,000	Stormwater Management	50,000
Railroad Fence	70,000	Lake Michael pier replacement	75,000
Sidearm automated garbage truck	320,000	Tennis Building	170,000
Servers	50,000	Regrading Open Space	50,000
Firewall replacement and switches	122,000	Macc Baseball/Softball Updates	80,000
Card readers and cameras for server room security	25,000	Cameras for Ball Fields	30,000
Police Department IT Connection	22,000	Christmas Decorations	50,000
Human Resources Benefit Software	16,000	Amphitheater @ Community Park	110,000
Tyler Time & Attendance Software	15,939	Total	\$ 1,520,000
		Requests recommended for Capital Project Ordinances in FY22 *	
Council Chambers AV upgrade	60,000	New Police Station	\$ 16,500,000
S 4th Street Sidewalk	84,900	New Fire Station	4,500,000
Crawford St. Sidewalk	20,000	Holt Street Greenway	900,000
Third-Fifth St. Connector	20,000	Total	\$ 21,900,000
S 1st Street Sidewalk	62,200	*Capital Project Ordinances will be brought to the Council for approval in FY22 as this action is separate from the annual budget ordinance.	
Lebanon Rd./Lake Michael Connector	165,000		
Parking lot camera Phase 3	15,000		
Recreation and Parks Master Plan	100,000		
Ball field Landscaping	12,500		
Ball field painting and fence upgrades	10,000		
Recreation and Parks Small Projects	42,926		
Two electronic score tables for MACC 1 and 2	27,000		
Basketball court	70,000		
New Lights	186,000		
Lake Michael swing sets	35,000		
Blue Lights for Parks	25,000		
Fairway Mower	37,500		
Façade Grant	50,000		
Giles Pocket Park	15,000		
Street Resurfacing	625,000		
Total	\$ 3,756,779		

Table 4, shown below, lists the General Fund expenditures by type and compares the 2021-2022 Recommended Budget to the 2020-2021 Revised Budget. The 6.5% increase in personnel is due to a 2% cost of living adjustment, merit increases, a 1.2% increase in the retirement rate, and the addition of ten new positions and three restructures. The 5.4% increase in operating expenditure is due to a combination of growth and repairs & maintenance. The 18.9% decrease in capital between the FY20-21 revised budget and the FY21-22 recommended budget is due to increase in the FY20-21 budget to purchase 7.8 acres of land contiguous to the new Community Park for \$535,000. After adjusting for this unexpected item, the capital budget is decreasing by 5.4% (\$163,318) from the FY20-21 revised budget. The General Fund Department Budget Summary starts on page 55 of the Budget Section and provides detailed descriptions of each department's supporting revenues, recommended budget, and budget highlights. Appendix A provides line-item details.

Table 4

General Fund Expenditures by Type	2020 Actual	2021 Budget	2021 Revised Budget	Manager's Recommended	% Change
Personnel.....	\$ 9,588,495	\$ 11,548,267	\$ 11,511,667	\$ 12,264,488	6.5%
Operating.....	\$ 6,380,392	\$ 7,077,602	\$ 8,124,263	\$ 8,564,071	5.4%
Capital.....	\$ 1,572,926	\$ 2,039,768	\$ 3,695,097	\$ 2,996,779	-18.9%
Debt Service.....	1,536,937	1,699,663	1,699,663	1,620,002	-4.7%
Transfers.....	-	-	-	-	N/A
Totals.....	<u>\$ 19,078,750</u>	<u>\$ 22,365,300</u>	<u>\$ 25,030,690</u>	<u>\$ 25,445,340</u>	1.7%

Outside Agencies

Outside agencies are a minor part of the budget appropriations; however, these agencies provide essential services and quality of life value for the citizens of Mebane.

- The Mebane Historical Museum has long been funded by the City to operate the museum and keep a cultural record of the City's history. A 3% increase is included in the budget.
- The Alamance County Arts Council provides the City with several performances each year as well as public art sculptures. The Council requested the same amount as last year.
- The volunteer Train Group continues upgrading the Tommy Long Train Collection and has become a top-rated attraction. No increase was requested this year.
- The Alamance County Transportation Authority (ACTA) provides medical and human service transportation to Mebane residents. They offered a wealth of data supporting their request that shows increasing service provision to Mebane residents. ACTA did not request an increase this year.
- Finally, United Way provides 211 services to our citizens who have emergency needs for housing, food, utilities, mental health issues, and other household needs. The 211 service, which connects people with these needs to appropriate agencies for assistance, is being widely used during the coronavirus crisis. The agency requested \$5,000, which I am recommending.

Table 5

Agency	FY 21 Revised Budget	FY22 Requested	Recommended
Mebane Historical Museum Subsidy.....	\$ 38,540	\$ 39,700	\$ 39,700
Tommy Long Train Display.....	10,027	10,000	10,000
Alamance County Arts Council.....	10,000	10,000	10,000
ACTA Subsidy.....	6,500	6,500	6,500
United Way 211.....	<u>2,500</u>	<u>5,000</u>	<u>5,000</u>
Total.....	<u>67,567</u>	<u>71,200</u>	<u>71,200</u>

The Utility Fund

The Utility Fund is an enterprise fund designed to be a self-supporting operation that sells water & sewer services to the public for a fee. Utility operations are budgeted across two funds which are the annual enterprise fund, and capital reserve fund. The capital reserve fund accounts for the new system development fees instituted three years ago. The recommended budget for the enterprise fund for FY2022

is \$10,378,152, a 12.2% increase over the 2020-2021 revised budget, primarily due to a 10% increase in water and sewer rates. The recommended budget for the capital reserve fund is \$1,109,500, a 70% increase over the 2020-2021 revised budget due to increasing construction cost estimates.

Table 6

Water and Sewer Fund	2020 Actual	2021 Orig Budget	2021 Revised Budget	2022 Projected	% Change
Revenues					
Sales and Services.....	\$ 6,094,286	\$ 6,046,729	\$ 6,046,729	\$ 7,585,200	25.4%
Connection Fees.....	-	-	-	-	N/A
Intergovernmental.....	265,028	336,855	336,855	250,545	(25.6%)
Permits and Fees.....	159,837	71,550	71,550	78,500	9.7%
Investment Earnings.....	79,501	30,000	30,000	20,000	(33.3%)
Miscellaneous.....	202,073	187,500	187,500	187,500	0.0%
Total revenues.....	6,800,725	6,672,634	6,672,634	8,121,745	21.7%
Other financing sources					
Transfers in	527,920	175,000	175,000	500,000	185.7%
Debt proceeds	-	-	-	123,000	N/A
Appropriated fund balance.....	-	1,973,366	2,403,420	1,633,407	(32.0%)
Total revenues & other financing sources.....	\$ 7,328,645	\$ 8,821,000	\$ 9,251,054	\$ 10,378,152	12.2%

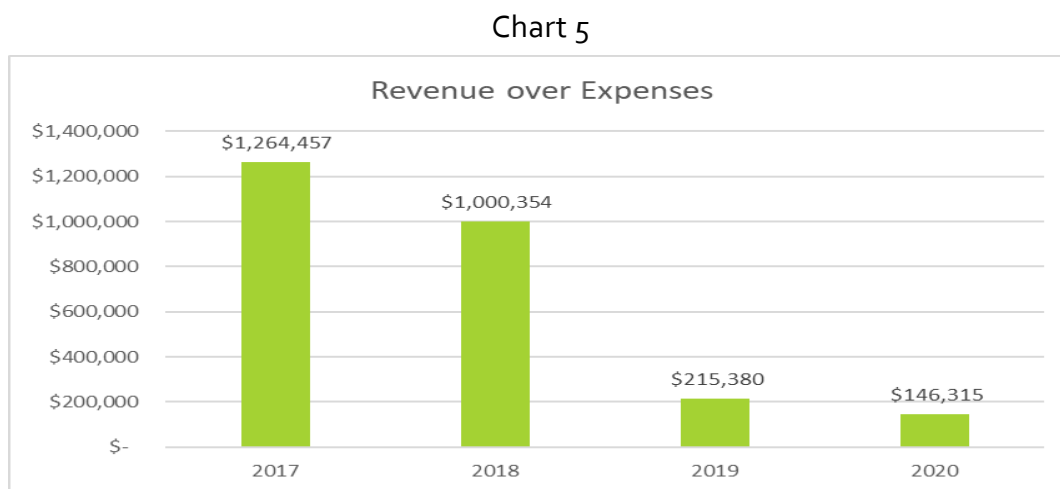
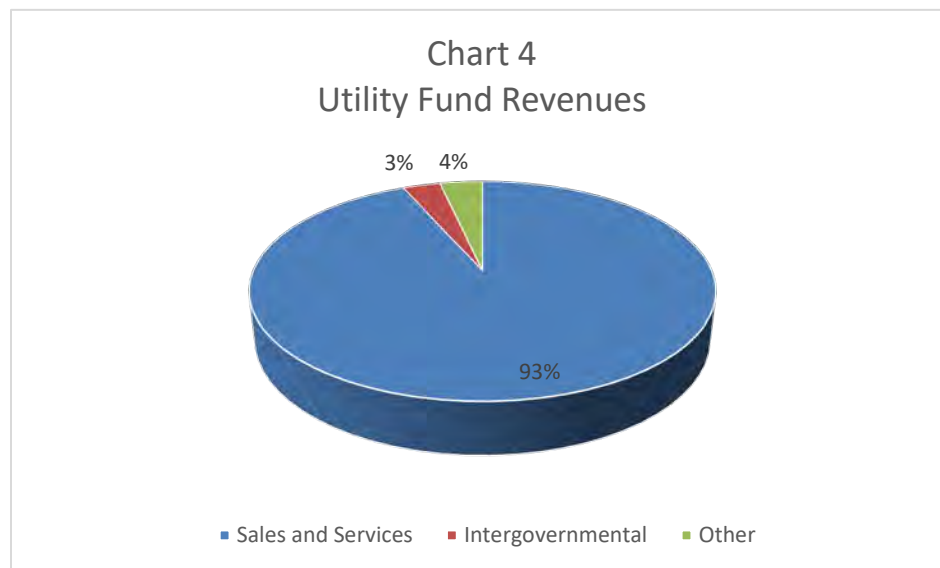
Revenues & Other Financing Sources

The Utility Funds' primary sources of revenue include water & sewer sales, system development fees, reconnection fees, and intergovernmental revenue. We are currently working on revising our system development fees, however, the current fees are reflected in the FY21-22 budget. Total revenues are estimated to grow by \$1,449,111 (21.7%) over this year. System development fees are providing \$457,000 in new revenue. Appropriated fund balance totals \$1,633,407, a reduction of \$770,013 (32.0%) in the projected use of fund balance from last fiscal year. The proposed fee schedule can be found in the Budget Summary Section on page 26.

Proposed Fee Increase

Background

The recommended budget includes the previously discussed 10% rate increase on water and sewer. As you may recall, the City completed a Water and Sewer Rate Analysis in 2018 that suggested a 5-year graduated increase in rates to offset rising maintenance costs and anticipated infrastructure expansion costs associated with the Long-Range Utility Plan (LRUP). The City also completed a system development fee analysis to replace the previous water & sewer connection fees collected by the City, per state law requirements. The City implemented the system development fees and a 5% water and sewer rate increase in 2019. The City did not implement the second or third year of the 5-year scheduled increases in water and sewer rates in budget years 2019-2020 or 2020-2021 due to the COVID pandemic. Therefore, the Utility Fund's excess revenues over expenses declined substantially as seen in Chart 5 below.



Water Resource and Recovery Facility (WRRF)

During this past year, estimates of the cost of the Water Resource and Recovery Facility (WRRF) renovation increased substantially. With the \$7.35 million renovation set to begin this fall, and the \$9.29 million 0.5 million gallon per day expansion set to begin in FY22-23, rates need to be raised for the next several years.

Previous methodology used to determine the rate increase included (1) the costs of water production and distribution; (2) sewer collection and treatment; and (3) capital costs of the Long-Range Utility Plan. However, the necessity of the forthcoming WRRF renovation resulted in the need of a designated utility rate increase in FY 21-22 and 22-23. With the addition of the increased cost for the WRRF renovation and two future expansions, the phased rate increases, coupled with the use of system development fees, should reset the Utility Fund's imbalance and start building needed reserves.

The combination of phased rate increase, along with improving operational efficiency, reducing water loss, and reducing inflow and infiltration, will support growth and provide funds for debt service on the WRRF related projects discussed at the April 2021 budget work session.

Table 7

Water & Sewer Rates	FY21	Proposed FY22
Inside water (per 1,000 gallon)	\$6.11	\$6.72
Inside sewer (per 1,000 gallon)	\$6.56	\$7.22
Outside water (per 1,000 gallon)	\$12.22	\$13.44
Outside sewer (per 1,000 gallon)	\$13.12	\$14.43

Utility Capital Reserve Fund

This fund is used to account for system development fees. The estimated revenues for FY21-22 are \$1,109,500 which is an increase of 70% over the FY21 revised budget. Growth projections support this estimate. I recommend transferring \$500,000 from this fund to the Utility Fund to support capital expenditures. Actual revenues transferred to the Utility Fund in FY20 was \$527,920.

Table 8

Utility Capital Reserve Fund	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Revenues						
System Development Fees.....	\$ 902,521	\$ 650,000	\$ 650,000	\$ 872,796	\$ 1,107,000	70.3%
Interest Earnings.....	9,701	2,500	2,500	-	2,500	0.0%
Total revenues.....	912,222	652,500	652,500	872,796	1,109,500	70.0%
Other financing sources						
Transfers in.....	-	-	-	-	-	N/A
Appropriated fund balance.....	-	-	-	-	-	N/A
Total revenues & other financing sources.....	912,222	652,500	652,500	872,796	1,109,500	70.0%
Expenditures						
Transfers Out.....	\$ 527,920	\$ 175,000	\$ 175,000	\$ 175,000	\$ 500,000	185.7%
Utility Capital Reserve.....	-	477,500	477,500	477,500	609,500	27.6%
Total Expenditures.....	527,920	652,500	652,500	652,500	1,109,500	

Expenditures & Other Financing Uses Budget Overview

The combined budget for the Utility Fund, is proposed at \$10,378,152, a 12.2% increase from the 2020-2021 revised budget.

Table 9

Expenditure Type	2020 Actual	2021 Budget	2021 Revised Budget	Manager's Recommended	% Change
Personnel.....	\$ 2,316,312	\$ 2,677,802	\$ 2,677,802	\$ 3,044,962	13.7%
Operating.....	\$ 3,181,177	\$ 3,268,502	\$ 3,367,272	\$ 4,143,171	23.0%
Capital.....	\$ 1,511,395	\$ 1,725,770	\$ 2,057,054	\$ 1,558,983	-24.2%
Debt Service.....	851,748	1,148,926	1,148,926	1,631,036	42.0%
Totals.....	<u>\$ 7,860,632</u>	<u>\$ 8,821,000</u>	<u>\$ 9,251,054</u>	<u>\$ 10,378,152</u>	12.2%

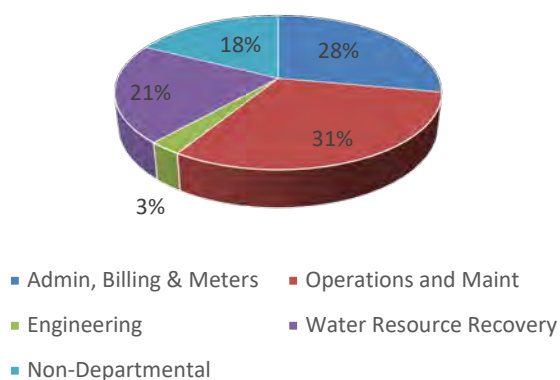
Personnel costs are increasing by 13.70%, due to the 2% cost of living adjustment, merit increases, a 1.2% increase in the retirement rate as well as two new positions. There were only two positions requested. Detailed information regarding the positions can be found on page 50 of the Budget Summary Section.

Table 10

Department	Personnel Request	Position	Total Salary & Benefits	Computer, Phone, Radio	Car, etc.	Other Costs	Total Per Position	No. Requested	Total Budget Request
Requested and Recommended Positions									
Utilities	New	Equipment Operator I	52,717	500		1,990	55,207	1	55,207
Utilities	New	Maintenance Crew Leader	70,024	2,500	32,000	5,990	110,514	1	110,514
Total Requested and Recommended Positions			122,741	3,000	32,000	7,980	165,721	2	165,721

The budget also includes \$708,191 in administrative cost allocations for General Fund staff time spent on management, contract review, capital planning, purchasing, and accounting for utility projects and functions. The retirement contribution rates to N.C. Local Government Retirement System continues to increase to sustain the health of the statewide system, according to the State Treasurer. For group insurance benefits, we are proposing the same coverage levels as in 2020-2021.

Chart 6
Utility Fund Expenditures



There is a 23.0% increase in operating costs and a similar decrease in capital costs. This is due to moving the budget for repairs and maintenance (\$742,500) to the operating line. The 2021-2022 budget will get the meter replacement project completed for residential meters.

All departmental requests were funded except the request for \$1,700,000 for inflow & infiltration work. I hope to propose the use of Mebane's share of the American Rescue Plan allocation for this important infrastructure project. The list

of requests is in Table 11. A summary of departmental budgets can be found starting on page 72 in the Budget Section and the line-item budget can be found in Appendix B.

Table 11

Requests Included in the Manager's Budget		Requests Not Included in the Manager's Budget	
WRRF Repairs & Maintenance	\$ 100,000	Inflow & Infiltration	\$ 1,700,000
Aeration Basin Electrical Upgrade	46,665		
Meter changeout	500,000		
New Meters	200,000		
Water line replacements	150,000		
GKN Pump Station re-route and re-design	62,500		
Pick-up Trucks (3 replacement, 1 for new hire)	123,000		
SCADA for Lake Michael & Richmond Hill PS	16,600		
Graham Water Plant Capital	131,000		
John Deere Gator	20,000		
Graham Waste Water Plant Capital	48,218		
Oversizing Reimbursements	286,000		
Water repairs and maintenance	150,000		
Sewer repairs and maintenance	150,000		
Pump station repairs and maintenance	150,000		
Rte.119 and Mebane Oaks Rd. utility relocations	105,000		
Total	\$ 2,238,983	Total	\$ 1,700,000

Debt service will increase 42% due to financing the pick-up trucks for the utility department (three replacement and one for the new Crew Leader) as well as the beginning of debt service payments on the WRRF renovation project.

Conclusion

The City of Mebane continues its efforts to provide efficient and effective government services for its residents. The City has weathered the pandemic well and is ready to set the foundation for a prosperous future and prepare for our population growth that is coming within the next decade.

As required by N.C. general statutes, please accept this document as my recommendation for the FY2021-2022 Budget and FY2022-26 Capital Improvement Plan located on page 78. I am proposing that you set a public hearing at our regular meeting on June 7, 2021 to consider the budget ordinance that will guide the City over the next fiscal year, while setting a five-year plan for major capital outlays.

Respectfully submitted,

Chris Rollins
City Manager

Daphna Schwartz
Finance Director



REVENUE NEUTRAL MEMO

To: Chris Rollins, City Manager
From: Daphna Schwartz, Finance Director
Date: April 27, 2021

The City of Mebane annual budget's largest revenue source is property tax. Alamance and Orange Counties are responsible for valuing property. The City contracts with the Counties to bill and collect property taxes. At least every eight years, a county must revalue property. 2021 is a revaluation year for Orange County. Below is a discussion about the effects of the revaluation and related matters.

Revaluation

Counties must conduct reappraisals of real property at least every eight years. Orange County is currently using a four-year cycle (2013, 2017, 2021). Notices of the new values were mailed out in January of 2021; appeals are on-going, and the County is still trying to get information from non-listers. Early indications from the tax department were that Mebane area properties would see an increase. The most recent numbers from the County still support this expectation.

The Tax Rate

Below you will find the revenue neutral tax rate calculation for the City's based on the 4-year revaluation cycle using the template produced by the NC State Treasurer's office. As you can see, the natural growth rate generated from the 4-year cycle is 4.13%. When calculating the assessed value as of June 30, 2022, \$103,233,000 was deducted for new growth per Mebane's Orange County tax scroll.

Under the bold line in the calculation shown below, the rate produced without considering the natural growth rate would produce a tax rate of \$.45. This is not the revenue neutral tax rate. The revenue neutral tax rate is \$.4692, which considers the 4.13% natural growth rate. Since the revenue neutral rate for the City's 2021-2022 budget is \$.4692 which is less than a tenth of a percent. Therefore, it makes sense to keep the tax rate at \$.47 cents/\$100.

Neutral Property Tax Increase (Decrease)				City of Mebane			
Revaluations as of:							
January 1, 2021 and 2017							
Fiscal year		Assessed Valuation as of June 30	Annexation (Deannexation)		Total Adjusted for Annexation or Deannexation	Valuation Increase (Decrease)	Percentage change
2021-22		2,503,084,598	-	21-22	2,503,084,598		
				20-21	2,399,883,214		
	Revaluation						
2020-21	1/1/2021	2,399,883,214	13,771,788	20-21	2,386,111,426	90,887,232	3.96%
				19-20	2,295,224,194		
2019-20		2,295,224,194	2,768,881	19-20	2,292,455,313	110,579,274	5.07%
				18-19	2,181,876,039		
2018-19		2,181,876,039		18-19	2,181,876,039	71,203,014	3.37%
				17-18	2,110,673,025		
2017-18	Revaluation	2,110,673,025					
	1/1/2017						4.13%
							Average growth %
							Doesn't include
							revaluation increase
							(decrease)
Last year prior to revaluation						Tax rate	Estimated tax levy
2020-21		2,399,883,214				0.004700	112,795
First year of revaluation						Tax rate to produce equivalent levy	
2021-22		2,503,084,598				0.0045	112,795
Increase (decrease) tax rate for average growth rate						Revenue neutral tax rate, to be included in budget ordinance, adjusted for growth	
2021-22		2,503,084,598				0.004692	117,457
						Increase (Decrease) in Tax Levy	4,663
						Average Percentage Increase (Decrease)	4.13%

General Information on the Revenue Neutral Tax Calculation

When there is a revaluation, the unit of government must include a revenue neutral rate in their budget message. This rate does not have to be adopted, but it must be presented. The State Treasurer's office has created a template to use in calculating a revenue neutral rate. The calculation generates a natural growth percentage based on the annual growth each year over the time period from the last revaluation. The way the revenue neutral calculation works generates a tax rate that will give the government the revenue that correlates to the natural growth. In theory, the rate is fair to all in that the government gets some new revenue, but taxpayers in whole are only paying what they would have if it had not been a revaluation year. Even if revaluation results in no net gain, there will be taxpayers that will have increased values and taxpayers that have decreased values – everyone will not go up or down the at the exact same percentage. In other words, a revenue neutral rate will result in more taxes for some, pretty much the same taxes for some and less taxes for some.

Since the revenue neutral calculation is comparing the revaluation to the prior year, it would not calculate correctly if new growth were not removed from the calculation. For example, if a tract of land were purchased in December of 2019 it would be part of the January 1, 2020 valuation. Let us assume there were no structures on the land and the valuation on January 1, 2020 was \$100,000. The owner of the land would owe property taxes of \$470 in 2020 with a \$.47 tax rate. During calendar year 2020, the owner of the land builds a house on the land that is completed before the end of the calendar year. On January 1, 2021, the revaluation year, the land is revalued at \$104,000 and the house is valued at \$300,000. So, if the tax rate remains at \$.47, the owner will owe \$1,898.80; \$488.80 for the land and \$1,410 for the house.

This is a revaluation year, so the revenue neutral tax rate needs to be calculated. For the land, the revenue neutral rate is \$.4519, since that is the rate that will compute a \$470 tax bill for the land: the same tax bill as 2020. However, the house did not exist on January 1, 2020, so it was not included in the tax revenue for the City in 2020, so it needs to be eliminated from the revenue neutral calculation.

The revenue neutral calculation does not factor real growth or decline in the revaluation year. The assumption is that the average growth is more accurate than what occurs in one year. In a decline year, this is a help to the government unit in justifying a higher rate; but in a growth year, the revenue neutral calculation can hurt the government in that it creates less revenue than would have been generated if the growth were fully realized. In years other than revaluation years, growth and losses are incorporated into the budget process. The revenue generated from the tax levy is included in the revenue projections, which are then paired with the expenditure requests. At that point, the revenues and expenditures are adjusted until a balanced budget is achieved. In many budgets, the tax rate remains unchanged from year to year and the ups and downs of changes in the tax base are used or absorbed by the expenditures. The real growth or decline is a large factor of the annual budget process.

BUDGET SUMMARY SECTION





BUDGET HIGHLIGHTS

- The City-Wide FY21-22 recommended budget is \$36,932,992 which is a 5.7% increase as compared to the current revised FY20-21 budget of \$34,934,244. This is primarily due to debt service in the Water & Sewer fund increasing due to the WRRF renovation project.
- The Fiscal Year 21-22 was prepared with the tax rate of \$.47 per \$100 assessed valuation. The revenue neutral rate is \$.4692.
- The Fiscal Year 21-22 budget reflects a 10% increase to both water and sewer rates. This is to fund the WRRF expansion.
- The Fiscal Year 21-22 expenditures include funding for a total of 156 full-time positions in both funds.
- The Fiscal Year 21-22 includes a 2% cost of living adjustment for all full-time employees and regular part-time employees. Merit pay is also included for full-time employees.
- A summary breakdown of the Fiscal Year 2021-2022 budget is as follows:

General Fund Budget	\$25,445,340
Water & Sewer Fund Budget	\$10,378,152
Utility Capital Reserve Fund Budget	\$ 1,109,500
Total	\$36,932,992
Less Interfund payments and transfers	\$ 1,208,191

- The Fee Schedule is in the Budget Summary Section on page 26.



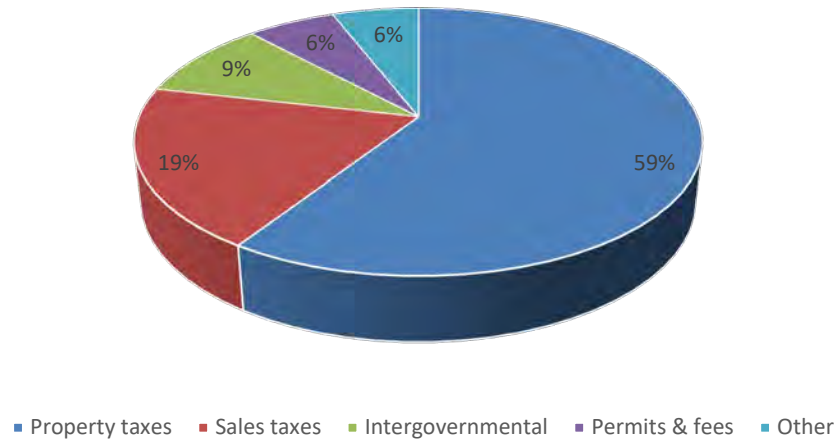
CITY-WIDE SUMMARY

General Fund

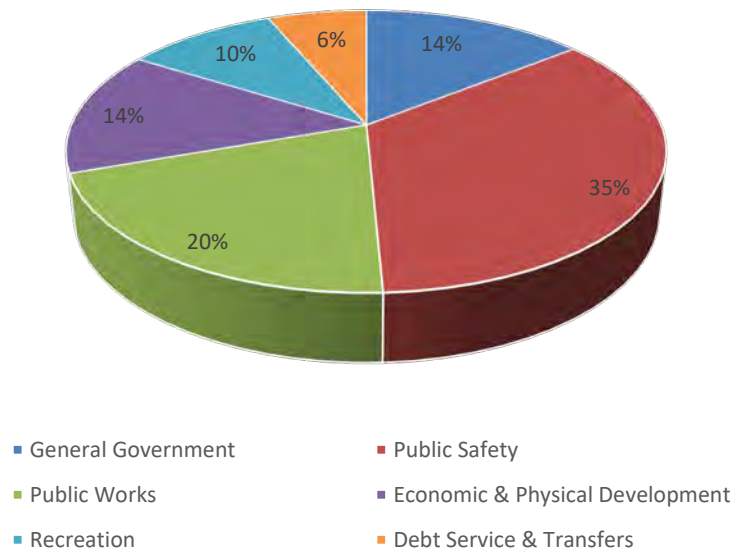
General Fund Revenues	2020 Actual	2021 Orig Budget	2021 Revised Budget	2021 Estimate	2022 Projected	% Change
Revenues						
Property taxes.....	\$ 11,375,989	\$ 11,492,912	\$ 11,492,912	\$ 11,611,665	\$ 13,092,594	13.9%
Sales taxes.....	3,574,012	3,190,243	3,460,843	3,752,700	4,302,700	24.3%
Privilege licenses.....	955	1,000	1,000	1,000	1,000	0.0%
Unrestricted intergovernmental.....	1,834,820	1,638,000	1,638,000	1,624,512	1,635,100	-0.2%
Restricted intergovernmental.....	829,221	457,150	497,150	624,042	466,550	-6.2%
Permits & fees.....	811,186	881,798	881,798	1,238,048	1,335,652	51.5%
Sales & services.....	630,808	625,000	625,000	600,000	750,100	20.0%
Investment earnings.....	153,113	20,000	20,000	30,000	20,000	0.0%
Miscellaneous.....	449,237	47,600	47,600	86,624	527,600	1008.4%
Total revenues.....	<u>19,659,341</u>	<u>18,353,703</u>	<u>18,664,303</u>	<u>19,568,591</u>	<u>22,131,296</u>	18.6%
Other financing sources						
Debt proceeds.....	-	1,939,070	1,939,070	430,500	1,364,044	-29.7%
Appropriated fund balance.....	-	2,072,527	4,427,317	-	1,950,000	-56.0%
Total other financing sources.....	<u>-</u>	<u>4,011,597</u>	<u>6,366,387</u>	<u>430,500</u>	<u>3,314,044</u>	-47.9%
Total revenues & other financing sources...	<u>\$ 19,659,341</u>	<u>\$ 22,365,300</u>	<u>\$ 25,030,690</u>	<u>\$ 19,999,091</u>	<u>\$ 25,445,340</u>	1.7%
General Fund Expenditures by Function						
General Fund Expenditures by Function	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Government.....	\$ 2,265,261	\$ 3,078,709	\$ 3,180,732	\$ 2,416,175	\$ 3,639,890	14.4%
Public Safety.....	6,977,429	7,304,629	7,423,051	7,195,640	8,896,471	19.8%
Public Works.....	4,623,728	5,167,965	6,020,264	3,384,356	5,355,060	-11.0%
Economic & Physical Development.....	2,180,768	2,632,669	2,926,701	2,329,746	3,455,894	18.1%
Recreation.....	1,494,627	2,481,665	3,780,279	2,249,453	2,478,023	-34.4%
Debt Service & Transfers.....	1,536,937	1,699,663	1,699,663	1,396,220	1,620,002	-4.7%
Total.....	<u>\$ 19,078,750</u>	<u>\$ 22,365,300</u>	<u>\$ 25,030,690</u>	<u>\$ 18,971,590</u>	<u>\$ 25,445,340</u>	1.7%
General Fund Expenditures by Type						
General Fund Expenditures by Type	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 9,588,495	\$ 11,548,267	\$ 11,511,667	\$ 10,415,721	\$ 12,264,488	6.5%
Operating.....	6,380,392	7,077,602	8,124,263	5,883,036	8,564,071	5.4%
Capital.....	1,572,926	2,039,768	3,695,097	1,276,613	2,996,779	-18.9%
Debt Service.....	1,536,937	1,699,663	1,699,663	1,396,220	1,620,002	-4.7%
Totals.....	<u>\$ 19,078,750</u>	<u>\$ 22,365,300</u>	<u>\$ 25,030,690</u>	<u>\$ 18,971,590</u>	<u>\$ 25,445,340</u>	1.7%



General Fund Revenues



General Fund Expenditures





Water & Sewer Fund

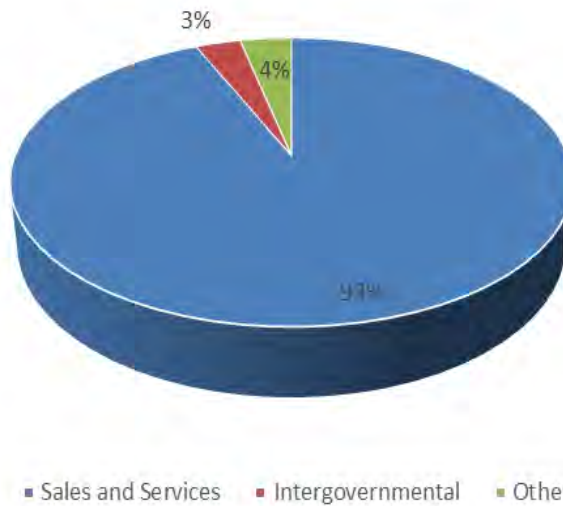
Water and Sewer Fund	2020 Actual	2021 Orig Budget	2021 Revised Budget	2021 Estimate	2022 Projected	% Change
Revenues						
Sales and Services.....	\$ 6,094,286	\$ 6,046,729	\$ 6,046,729	\$ 6,505,000	\$ 7,585,200	25.4%
Connection Fees.....	-	-	-	-	-	N/A
Intergovernmental.....	265,028	336,855	336,855	229,095	250,545	(25.6%)
Permits and Fees.....	159,837	71,550	71,550	80,000	78,500	9.7%
Investment Earnings.....	79,501	30,000	30,000	35,000	20,000	(33.3%)
Miscellaneous.....	202,073	187,500	187,500	192,000	187,500	0.0%
Total revenues.....	<u>6,800,725</u>	<u>6,672,634</u>	<u>6,672,634</u>	<u>7,041,095</u>	<u>8,121,745</u>	21.7%
Other financing sources						
Transfers in	527,920	175,000	175,000	-	500,000	185.7%
Debt proceeds	-	-	-	-	123,000	N/A
Appropriated fund balance.....	-	1,973,366	2,403,420	-	1,633,407	(32.0%)
Total revenues & other financing sources.....	<u>\$ 7,328,645</u>	<u>\$ 8,821,000</u>	<u>\$ 9,251,054</u>	<u>\$ 7,041,095</u>	<u>\$ 10,378,152</u>	12.2%

Expenditures by Function	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Admin, Billing & Meters.....	\$ 2,354,396	\$ 1,964,656	\$ 2,111,130	\$ 1,124,643	\$ 1,866,589	-11.6%
Operations and Maint.....	2,833,111	3,255,755	3,448,633	2,635,969	4,240,479	23.0%
Engineering.....	178,965	300,000	300,000	285,000	285,000	-5.0%
Water Resource Recovery.....	1,631,301	2,089,683	2,180,385	1,849,553	2,163,048	-0.8%
Non-Departmental.....	862,859	1,210,906	1,210,906	911,726	1,823,036	50.6%
Totals.....	<u>\$ 7,860,632</u>	<u>\$ 8,821,000</u>	<u>\$ 9,251,054</u>	<u>\$ 6,806,891</u>	<u>\$ 10,378,152</u>	12.2%

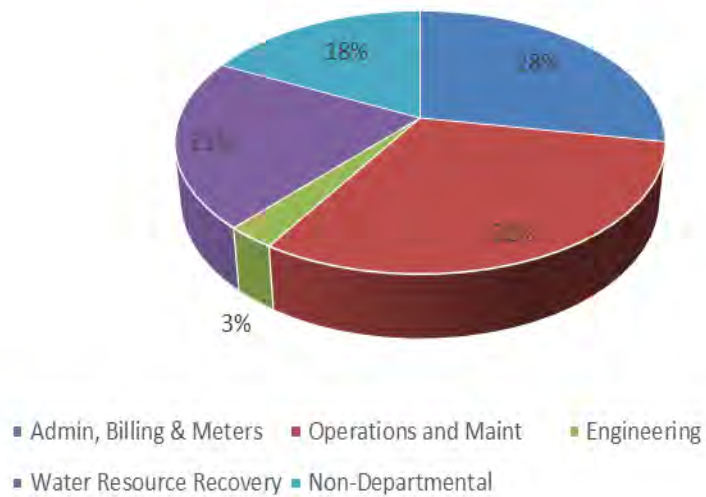
Expenditure Type	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 2,316,312	\$ 2,677,802	\$ 2,677,802	\$ 2,331,679	\$ 3,044,962	13.7%
Operating.....	\$ 3,181,177	\$ 3,268,502	\$ 3,367,272	\$ 3,098,903	\$ 4,143,171	23.0%
Capital.....	\$ 1,511,395	\$ 1,725,770	\$ 2,057,054	\$ 526,583	\$ 1,558,983	-24.2%
Debt Service.....	851,748	1,148,926	1,148,926	849,726	1,631,036	42.0%
Totals.....	<u>\$ 7,860,632</u>	<u>\$ 8,821,000</u>	<u>\$ 9,251,054</u>	<u>\$ 6,806,891</u>	<u>\$ 10,378,152</u>	12.2%



Utility Fund Revenues



Utility Fund Expenditures



FY21-22 PROPOSED FEE SCHEDULE (CHANGES ARE IN RED)**City of Mebane Fee Schedule - Effective July 1, 2021****Contents**

Administration	Copies, sale of Mebane brand items
Cemetery	Plots and staking, 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, 2021***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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Cemetery**Fee Schedule
Effective July 1, 2021***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	\$200
Cost per Grave - Outside City	\$1,500	Cost per Grave - Outside City	\$400
Cremation/Urn Section per Grave- Inside City	\$500	Transfer of Ownership	No Charge
Cremation/Urn Section per Grave- Outside City	\$750	Internment, disinternment, and removal charge	No Charge
Transfer of Ownership	No Charge	Grave Marker Permit Fees	No Charge
Internment, disinternment, and removal charge	No Charge	Marker Installation Fees	No Charge
Grave Marker Permit Fees	No Charge	Street Washing	\$75hr 2hr min
Marker Installation Fees	No Charge		
Street Washing	\$75hr 2hr min		

Memorials

Memorial Bench	\$500	Memorial Brick	\$75
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Privilege License

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

Returned Payment Fee

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

Development Fees

Effective July 1, 2021

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 Certifying acceptance of street - 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-usepath/in street right of way or easement per centerline foot	\$1
Water and Sewer Lines Requiring Permit		Water & Sewer Services	
Review/Inspection/Permitting/ Certifying 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/ Certifying 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
		Driveway Pipe Installation	
		12-inch RCP	\$15 per lf
		15-inch RCP	\$18 per lf
		18-inch RCP	\$22 per lf

Water & Sewer Rates

Inside water (per 1,000 gallon)	\$6.72	Deposit sewer (outside city limits)	\$150
Inside sewer (per 1,000 gallon)	\$7.22	Meter re-read with no city error (per re-read)	\$10
Outside water (per 1,000 gallon)	\$13.44	Cutoff List Fee	\$50
Outside sewer (per 1,000 gallon)	\$14.43	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)	\$57.30	Users Fee - Trash & Recycle pick-up (per month)	\$8
Unmetered residential sewer users- (outside city limits)	\$70.11	Additional Trash Receptacle	\$65
Deposit water (inside city limits)	\$75	Water Shortage Resposne Plan - Excess Users Charge (per event for violation)	\$100
Deposit sewer (inside city limits)	\$75		
Deposit water (outside city limits)	\$150		

Schedule of Water and Sewer Tappage Fees and Meter Charges

Tap Size	Water Tappage Fee		Sewer Tappage Fee		Meter Charge
	Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits	
¾" Water	\$800	\$1,600			\$500
1" Water	\$1,000	\$2,000			\$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".

Water & Sewer System Development Fees†

Customer Type	Equivalent Residential Unit‡	Water Fee	Sewer Fee	Total Fee
Single Family Dwelling Unit (3/4" Meter)	1	\$721	\$2,150	\$2,871
Multi-Family Dwelling Unit (1 and 2 Bedrooms)	0.67	\$481	\$1,433	\$1,914
Multi-Family Dwelling Unit (3+ Bedrooms)	1	\$721	\$2,150	\$2,871
All Other Zoning Categories/Uses - 3/4" Meter	1	\$721	\$2,150	\$2,871
All Other Zoning Categories/Uses - 1" Meter	1.67	\$1,202	\$3,583	\$4,785
All Zoning Categories/Uses - 1.5" Meter	3.33	\$2,404	\$7,166	\$9,570
All Zoning Categories/Uses - 2" Meter	5.33	\$3,846	\$11,465	\$15,311
All Zoning Categories/Uses - 3" Meter	11.67	\$8,413	\$25,080	\$33,493
All Zoning Categories/Uses - 4" Meter	21	\$15,144	\$45,143	\$60,287
All Zoning Categories/Uses - 6" Meter	43.33	\$31,250	\$93,152	\$124,402

†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 approximate multiplier adapted from AWWA Manual of Water Supply Practices-M1, *Principles of Water Rates, Fees, and Charges*.

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.

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

Planning Fees

Effective July 1, 2021

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)	\$50 per property	
Zoning Variance/Appeal Application - Residential	\$300	Floodplain Development Permit	\$300	
Zoning Variance/Appeal Application - Non-Residential	\$400	Buffer Authorization Permit	\$300	
		Subdivision Exempt	\$0	
Technical Review Committee - Site Plan Review	\$300 + Lot Fee	Subdivision, Recombination & Easements	\$50	
Site Plan Lot Fee, Site <2 acres	\$0/lot	Subdivision Plat Fee - 1 to 5 Lots	\$50 + \$25/lot	
Site Plan Lot Fee, Site 2 - 10 acres	\$25/lot	Subdivision Plat Fee - 6 or More Lots	\$300 + \$25/lot	
Site Plan Lot Fee, Site >10 acres	\$50/lot	Plat Review for >3 ReSubmittals	\$100/submittal	
Storm water Control Facilities - Permit Application & Plan Review per facility-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)	\$5000 -\$10,000	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

Fee Schedule			
Inspection Fees			Effective July 1, 2021
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 \$5 per \$1,000	Manufacturing Housing-triple	\$150 plus trades
Greater than \$500,001	\$1,300 plus \$4.00 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
		Insulation - Commercial	\$100 for trip
		Accessory Structures (Screened Porches, Roofs, Covered Decks)	Cost of Construction (plus Trades)
		Decks, Trellises, Pergolas	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.			

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.			

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	

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

Fee Schedule

Fire Inspection Fees

Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Fire Inspections - Buildings			
0 - 2,500 Square Feet	\$60	10,001 - 50,000 Square Feet	\$200
2501 - 5,000 Square Feet	\$125	50,001 - 100,000 Square Feet	\$250
5,001 - 7,500 Square Feet	\$150	Greater than 100,000 Square Feet	\$350
7,501 - 10,000	\$175		

Fire Inspections - Other

Airport/Heliports	\$50	Organic Coatings	\$50
Bowling Pin Refinishing	\$50	Ovens	\$50
Bowling Alley Refinishing	\$50	Pipelines Flammable/Combustible	\$50
Cellulose Nitrate Motion Picture	\$50	Pulverized Particles (Dust)	\$50
Cellulose Nitrate Plastic (Pryoxlyn)	\$50	Repair Garages	\$50
Combustible Fibers	\$50	Tank Vehicle Flammable/Combustible	\$50
Compressed Gases	\$50	Tire Rebuilding Plants	\$50
Crude Oil Production	\$50	Wrecking Yards/Junk Yards/Waste Handling	\$50
Cryogenic Fluids	\$50	Welding/Cutting	\$50
Dry Cleaning Plants (NEW)	\$50	Match Manufacturing	\$50
Flammable Finishes Paint Booths	\$50	Radioactive Materials Storage/Handling	\$100
Fruit Ripening Processes	\$50	Hood Systems Extinguishment	\$100
Fumigation/Thermal Insecticide Fogging	\$50	Ansul Test & Inspection	\$50
High Pile Storage Facilities	\$50	Fire Suppression Systems:	
Liquified Natural Gas 100-500 Gal.	\$50	1 riser	\$150
500-2,000 Gallons	\$50	2 risers	\$300
2,000-30,000 Gallons	\$50	3 or more risers	\$500
Liquified Petroleum Gas	\$50	Fire Alarm Systems:	
Lumber Storage	\$50	1 - 30,000 Sq. ft.	\$150
Magnesium	\$50	30,001 - 80,000 Sq. ft.	\$300
Mechanical Refrigeration	\$50	80,001 Sq. ft and above	\$500
Motion Picture Projection	\$50	Explosives	\$100
Tents	\$50	Return Inspection Fee	\$100
Canopies more than 400 Sq. ft.	\$50		
Fireworks	\$50		

Flammable/Combustible Liquids Installation

Above Ground	\$100	Return Inspection Fee	\$100
Additional Tank	\$50	Removal	\$100
Return Inspection Fee	\$100	Additional Tank	\$50
Underground	\$100	Upgrade Piping	\$50
Additional Tank	\$50	Return Inspection Fee	\$100

**Explosive/Blasting Agents & Ammunition permits will be issued with a valid certificate of insurance stating they are covered for \$1,000,000 of general liability insurance.

Noncompliance w/Fire Code Fee (per Code of Ordinances Article III, Chapter 16, Section 16-65)

1st Re-inspection	\$100	3rd Re-inspection	\$300
2nd Re-inspection	\$200		

Recoupment Charge for False Alarms (per Code of Ordinance Article VI, Chapter 6, Section 6-164)

5 or more in 1 year	\$100	More than 2 in a 7 day period	\$300
2 in a 24 hour period	\$300		

Overcrowding

\$100	per person over posted occupancy certificate
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Fee Schedule

Police

Effective July 1, 2021

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, 2021

Schedule Subject to Change Upon Approval by City Council

Athletics

Camp Fees	Resident	Non-Resident
Basketball Camp	\$45	\$55
Football Camp	\$35	\$45
Lacrosse Camp	\$15	\$15
Tennis Camp	\$35	\$45
Athletic Fees	Resident	Non-Resident
First Child	\$15	\$40
Second Child	\$10	\$35
Third Child	\$5	\$30
Lacrosse Program	\$25	\$25
Middle & High School Tennis Program	\$15	\$40
Adult Tennis Mebane City Tournament	\$15	N/A
Mebane Adult Volleyball League Team Fee	\$200	\$200

Facilities

Walker & Youth Field & Equipment Rentals

Per Hour	\$15	Non-Resident Churches Per Hour (Non-Tournament)	\$15
		Resident Churches Per Weekend (Non-Tournament)/Hour	\$10
Lights per day per field	\$25	Non-Profit Organizations Per Weekend	\$125
		For Profit Organizations Per Weekend	\$250

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	\$200
Non-Resident Per Field Per Hour	\$40	Tourney Rental Both Fields/Day	\$400
Lights per Day	\$25	Tourney Rental Weekend/Field	\$600

Lake Michael Rentals & Fees

John-boat Rental Per Person	\$7/hr or \$15/Day	Single Kayak Rental	\$10/hr
Launch of Boat	\$0	Double Kayak Rental	\$15/hour
Fishing	\$0	Canoe Rental	\$15/hour
Paddle Boat	\$5/hour	Shelter Fee (4-hour block)	\$25
Trail Rental for 5K Race	\$400		

Corrigidor Drive Athletic Complex Rentals

Per Hour Per Field	\$15	Tournament Rental Per Field/day	\$100
Lights per day	\$25	Construction of new lines	\$100
Non-Residents Per Hour Per Field	\$25		

Old Rec Center

	Resident	Non-Resident
Old Rec. Center Basketball Court (Gym) per hour	\$25	\$25

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

Arts & Community Center

Multi-Purpose Room Rental (Including Stage) - For Profit (per event)	\$1,000	Community Meeting Room (Full Area) (per use up to 5 hrs.)	\$150
Multi-Purpose Room Rental (1/2 Area) - Non-Profit (per hr.)	\$50	Community Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Multi-Purpose Room (Full Area)- Non-Profit(up to 5hrs.)	\$300	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)	\$40	Civic Meeting Room (Full Area) (per use up to 5 hrs.)	\$100
Community Meeting Room (1/2 Area) (per use up to 5 hrs.)	\$100	Civic Meeting Room (Full Area) (per hr. over 5 hrs.)	\$25
Community Meeting Room (1/2 Area) (per hr. over 5 hrs.)	\$20		

Additional Items for Facility Rentals

Scoreboard Use per hour (w/staff)	\$5	Paint Field/Application	\$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		

Athletic Uniform Sponsorships

Baseball Team	\$300	Baseball League	\$5,000
Softball Team	\$300	Softball League	\$4,000
T-Ball Team	\$300	T-ball League	\$3,000
Basketball Team	\$200	Basketball League	\$5,000
Football Team	\$2,500	Football League	\$7,500
Tennis League	\$1,000	Lacrosse League	\$750

Summer Sports Camp T-Shirt Sponsors

Basketball Camp	\$1,500	Football Camp	\$1,000
Lacrosse Camp	\$500	Tennis Camp	\$500

Program/Special Event Sponsorship

Clay Street After Work Concert Series

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

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

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

Mebane Farmers Market Sponsor - Limit 5	\$1,000
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Mebane Christmas Parade

Mebane Christmas Parade - Presenting Sponsor - Limit 1	\$5,000
Mebane Christmas Parade - Route Sponsor - Unlimited	\$500

Move in the Park

Movie in the Park Sponsorship - Limit 1 / Movie	\$500
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Athletic Celebrations

Baseball/Softball Opening Night Celebration - Limit 2	\$500 or In Kind
Mid Season Madness Basketball Celebration - Limit 2	\$500 or In Kind
Grow Golf Now Season Sponsor (2 per year)	\$1,500

Park, Facility & Trail Sponsorships

Coming Soon in 2022	
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Water Resources Recovery Facility

Fee Schedule Effective July 1, 2021

Schedule Subject to Change Upon Approval by City Council

Wastewater Treatment Plant Analytical Costs

pH	\$5	Cadmium (Cd)	10 -\$18
Biochemical Oxygen Demand	\$14 -\$25	Chromium (Cr)	\$10 -\$18
Total Suspended Solids (TSS)	\$8 -\$15	Copper (Cu)	\$10 -\$18
Ammonia Nitrogen as Nitrogen (NH ₃ -N)	\$10 -\$15	Lead (Pb)	\$10 -\$18
Total Phosphorus (TP)	\$8 -\$15	Nickel (Ni)	\$10 -\$18
Chemical Oxygen Demand (COD)	\$11 -\$22	Zinc (Zn)	\$10 -\$18
Oil & Grease (O&G)	\$50	Aluminum (Al)	\$10 -\$18
Mercury (Hg)	\$15 -\$25	Fluoride	\$10 -\$20
Total Kjeldahl Nitrogen (TKN)	\$25	Silver (Ag)	\$18
Nitrate Nitrite (NO ₃ NO ₂)	\$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
BOD ₅	>250	\$0.25
COD	>750	\$0.09
TSS	>250	\$0.34
NH ₃ as N	>15	\$0.85
Phosphorus	>7	\$0.66
Oil & Grease	>100	\$0.25



ANNUAL OPERATING CAPITAL OUTLAY

General Fund

Requests Included in the Manager's Budget		Requests Not Included in the Manager's Budget	
Police Equipment	\$ 84,020	Classroom @ Training Tower	\$ 275,000
Police Vehicles (5 new hires, 3 replacement)	461,756	Fieldale Rd. Widening & Resurfacing	365,000
Police radio upgrades	58,800	Pickleball courts (2)	30,000
New Fire Engine	582,288	Playground and shade	80,000
Hurst Tool	10,950	Basketball Parking	75,000
Public Works Equipment Shed	70,000	Tennis Parking	50,000
Public Works fence and gate relocation	150,000	Volleyball Courts	30,000
Public Works mower, paint stripping equipment & p	35,000	Stormwater Management	50,000
Railroad Fence	70,000	Lake Michael pier replacement	75,000
Sidearm automated garbage truck	320,000	Tennis Building	170,000
Servers	50,000	Regrading Open Space	50,000
Firewall replacement and switches	122,000	Macc Baseball/Softball Updates	80,000
Card readers and cameras for server room security	25,000	Cameras for Ball Fields	30,000
Police Department IT Connection	22,000	Christmas Decorations	50,000
Human Resources Benefit Software	16,000	Amphitheater @ Community Park	110,000
Tyler Time & Attendance Software	15,939	Total	\$ 1,520,000
		Requests recommended for Capital Project Ordinances in FY22 *	
Council Chambers AV upgrade	60,000	New Police Station	\$ 16,500,000
S 4th Street Sidewalk	84,900	New Fire Station	4,500,000
Crawford St. Sidewalk	20,000	Holt Street Greenway	900,000
Third-Fifth St. Connector	20,000	Total	\$ 21,900,000
S 1st Street Sidewalk	62,200	*Capital Project Ordinances will be brought to the Council for approval in FY22 as this action is separate from the annual budget ordinance.	
Lebanon Rd./Lake Michael Connector	165,000		
Parking lot camera Phase 3	15,000		
Recreation and Parks Master Plan	100,000		
Ball field Landscaping	12,500		
Ball field painting and fence upgrades	10,000		
Recreation and Parks Small Projects	42,926		
Two electronic score tables for MACC 1 and 2	27,000		
Basketball court	70,000		
New Lights	186,000		
Lake Michael swing sets	35,000		
Blue Lights for Parks	25,000		
Fairway Mower	37,500		
Façade Grant	50,000		
Giles Pocket Park	15,000		
Street Resurfacing	625,000		
Total	\$ 3,756,779		



Water & Sewer Fund

Requests Included in the Manager's Budget		Requests Not Included in the Manager's Budget	
WRRF Repairs & Maintenance	\$ 100,000	Inflow & Infiltration	\$ 1,700,000
Aeration Basin Electrical Upgrade	46,665		
Meter changeout	500,000		
New Meters	200,000		
Water line replacements	150,000		
GKN Pump Station re-route and re-design	62,500		
Pick-up Trucks (3 replacement, 1 for new hire)	123,000		
SCADA for Lake Michael & Richmond Hill PS	16,600		
Graham Water Plant Capital	131,000		
John Deere Gator	20,000		
Graham Waste Water Plant Capital	48,218		
Oversizing Reimbursements	286,000		
Water repairs and maintenance	150,000		
Sewer repairs and maintenance	150,000		
Pump station repairs and maintenance	150,000		
Rte.119 and Mebane Oaks Rd. utility relocations	105,000		
Total	\$ 2,238,983	Total	\$ 1,700,000



DEBT SCHEDULE

City of Mebane										
Budget - Debt Service Summary										
2021-2022										
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	\$ 4,275,333	\$ 388,667	\$ 103,793	\$ 492,460	Oct/April	2.45%	4/15/2032
2014 Fire Station # 3	1/23/2014	BB&T	\$ 2,600,000	\$ 1,386,667	\$ 173,333	\$ 38,151	\$ 211,484	July/Jun	2.84%	6/30/2029
2008 City Hall and Recreation Center	6/27/2008	Bank of America	\$ 3,200,000	\$ 426,667	\$ 213,333	\$ 13,141	\$ 226,475	Dec/June	3.52%	6/27/2023
Total - General Fund			\$ 10,464,000	\$ 6,088,667	\$ 775,333	\$ 155,085	\$ 930,419			
Graham-Mebane Sewer Capacity Agreement	5/1/2017	Graham	\$ 2,682,464	\$ 1,882,464	\$ 200,000	\$ -	\$ 200,000	Annual	0.00%	7/10/2036
Graham-Mebane Water Capacity Agreement	2/1/2014	Graham	\$ 2,548,070	\$ 1,783,652	\$ 127,403	\$ -	\$ 127,403	Annual	0.00%	9/1/2034
2014 G-M Water Plant Upgrade & Sewer Line Ext.	5/19/2014	Carolina Bank	\$ 4,668,000	\$ 3,015,000	\$ 302,000	\$ 74,464	\$ 376,464	July/Jun	2.60%	7/15/2029
2009 Sewer E-SRF-T	10/30/2009	DENR-DWQ	\$ 96,113.00	\$ 38,445	\$ 4,806	\$ -	\$ 4,806	Annual	0.00%	5/1/2029
2008 Sewer Pump Stations	5/24/2007	BB&T	\$ 2,000,000	\$ 1,333,333	\$ 133,333	\$ 3,850	\$ 137,183	Nov/May	3.85%	5/24/2022
Total - Combined Enterprise Fund			\$ 11,994,647	\$ 8,052,894	\$ 767,542	\$ 78,314	\$ 845,856			
Total 2021-2022 Debt Service					\$ 1,542,875	\$ 233,400	\$ 1,776,275			
Proposed FY22 Debt*										
WRRF Renovation	TBD	TBD	\$ 7,350,000	\$ 7,350,000	\$ 735,000	\$ 181,188	\$ 916,188	TBD	Est. 4%	2031
Total Current and Proposed Debt					\$ 2,277,875	\$ 414,588	\$ 2,692,463			

*Proposed debt shows the estimated yearly payment over the life of the debt. Payments may vary year to year due to timing and debt structuring.

City of Mebane
Budget - Debt Service Summary - Vehicles
2021-2022

Description	Origination Date	Lender	Original Amount	Beginning Balance	Required Principal	Required Interest	Total Payment	Payment Period	Interest Rate	Payoff Date
2020 Public Works Vehicles	2/28/2020	US Bank	\$ 430,500	\$ 387,450	\$ 86,100	\$ 4,988	\$ 91,088	Aug/Feb	1.363%	8/28/2025
2019 Police Vehicles	4/16/2019	First Bank	\$ 266,468	\$ 159,881	\$ 53,294	\$ 3,835	\$ 57,128	Oct/April	2.580%	4/16/2024
2019 Police Radios	5/9/2019	First Bank	\$ 469,000	\$ 234,500	\$ 93,800	\$ 6,468	\$ 100,268	Nov/May	3.020%	11/9/2023
2018 Fire Radios	4/27/2018	BB&T	\$ 431,873	\$ 129,562	\$ 86,375	\$ 1,997	\$ 88,372	Oct/April	1.850%	6/30/2023
2017 Fire Truck	5/25/2017	PEMC REDLG	\$ 468,330	\$ 280,998	\$ 46,833	\$ -	\$ 46,833	Annual	0.000%	8/1/2026
2014 Fire Trucks and Station 3 Equipment	1/23/2014	PEMC	\$ 1,268,000	\$ 281,778	\$ 140,889	\$ -	\$ 140,889	Annual	0.00%	1/6/2023
Total - General Fund			\$ 3,334,171	\$ 1,474,169	\$ 507,290	\$ 17,288	\$ 524,578			
Proposed FY22 Debt General Fund*										
2021 Fire Truck	TBD	TBD	\$ 582,288	\$ 582,288	\$ 58,288	\$ 7,842	\$ 66,130	TBD	2.500%	2031
2021 Police Vehicles	TBD	TBD	\$ 461,756	\$ 461,756	\$ 46,176	\$ 6,584	\$ 52,760	TBD	2.500%	2031
Side-Arm Garbage Truck	TBD	TBD	\$ 320,000	\$ 320,000	\$ 32,000	\$ 4,563	\$ 36,563	TBD	2.500%	2031
Total Proposed Debt			\$ 1,364,044	\$ 1,364,044	\$ 136,464	\$ 18,989	\$ 155,453			
Total Current and Proposed General Fund Debt			\$ 4,698,215	\$ 2,838,213	\$ 643,754	\$ 36,277	\$ 680,031			
No Current Enterprise Fund Debt										
Proposed FY22 Debt Utility Fund*										
2021 Pick-Up Trucks	TBD	TBD	\$ 123,000	\$ 123,000	\$ 32,000	\$ 4,563	\$ 36,563	TBD	2.500%	2026
Total - Current and Proposed Utility Fund Debt			\$ 123,000	\$ 123,000	\$ 32,000	\$ 4,563	\$ 36,563			
Total - Combined			\$ 8,032,386	\$ 4,312,381	\$ 1,151,044	\$ 53,565	\$ 1,204,609			
Total 2020-2021 Current Debt Service					\$ 507,290	\$ 17,288	\$ 524,578			
Total 2020-2021 Current and Proposed Debt Service					\$ 1,658,334	\$ 70,853	\$ 1,729,187			
*Proposed debt shows the estimated yearly payment over the life of the debt. Payments may vary year to year due to timing and debt structuring.										



HISTORICAL SUMMARY OF PROPERTY TAX INFORMATION

City of Mebane					
Budget - Historical Summary of Property Tax Information					
2021 - 2022					
Measure	Fiscal Year				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021*
Assessed Valuation	\$ 1,919,098,280	\$ 2,110,673,025	\$ 2,181,876,039	\$ 2,295,224,194	\$ 2,399,883,214
Property Tax Levy	\$ 9,288,710	\$ 9,815,332	\$ 10,383,208	\$ 10,854,564	\$ 11,279,451
Property Tax Rate	\$ 0.49	\$ 0.47	\$ 0.47	\$ 0.47	\$ 0.47
Amount Collected (Budgeted)	\$ 9,244,828	\$ 9,785,748	\$ 10,326,956	\$ 10,817,844	\$ 11,248,912
Tax Collection Rate	99.5%	99.7%	99.5%	99.7%	99.7%
Notes:	Information for fiscal years prior to 2021 are from the City's audited Comprehensive Annual Financial Report.				
	*Information for fiscal year 2021 is a budget estimate.				
	Tax rates are expressed in dollars per \$100 of valuation.				
	Each 1 cent added to the tax rate generates approximately \$244,980.				



UTILITY RATES INFORMATION COMPARISON

City of Mebane										
Local Utility Comparison										
Inside City limits Residential Rate										
Service	Water	Sewer	Combined							
Provider	Bill	Bill	Bill							
	(6,000 gal)	(6,000 gal)	(6,000 gal)							
Burlington	\$ 25.20	\$ 30.96	\$ 56.16							
Graham	\$ 28.86	\$ 35.82	\$ 64.68							
Mebane current	\$ 36.66	\$ 39.36	\$ 76.02							
Mebane proposed	\$ 40.32	\$ 43.32	\$ 83.64							
Elon	\$ 33.36	\$ 61.56	\$ 94.92							
Gibsonville	\$ 28.32	\$ 72.44	\$ 100.76							
Alamance (Village)	\$ 51.20	\$ 58.50	\$ 109.70							
Haw River	\$ 42.00	\$ 70.26	\$ 112.26							
Swepsonville	\$ 61.34	\$ 61.34	\$ 122.68							
Durham	\$ 63.12	\$ 87.12	\$ 150.24							
Green Level	\$ 56.94	\$ 116.76	\$ 173.70							
OWASA	\$ 111.36	\$ 118.74	\$ 230.10							
Hillsborough	\$ 138.90	\$ 205.38	\$ 344.28							
Orange-Alamance	\$ 34.08	N/A								
Ossipee	\$ 69.68	N/A								
Notes:										
Information from the January 1, 2021 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 and Ossipee do not provide sewer service.										
5,000 gallons a month is considered an average statewide residential user; Mebane residents average closer to 5,800										
gallons a month; 6,000 gallons have been used for this comparison.										
Service	Service	Average	Poverty	Median	Water	Sewer	Combined	Operating	# of	System
Provider	Populatio	Household	Rate	Household	as a %	as a %	as a %	Ratio	Accoun	Operating
		Size		Income	of M	of MH	of MH			Revenues
Alamance (Village)	1,100	2.48	35.00%	\$ 77,000	0.07%	0.08%	0.14%	0.68	450	\$ 348,161
Haw River	2,421	2.60	6.59%	\$ 40,560	0.10%	0.17%	0.28%	0.92	995	\$ 2,002,545
Graham	14,308	2.30	25.88%	\$ 36,310	0.08%	0.10%	0.18%	1.00	5,474	\$ 7,040,864
Mebane	15,284	2.59	11.18%	\$ 64,726	0.06%	0.06%	0.12%	1.06	5,524	\$ 7,644,617
OWASA	83,300	2.45	19.49%	\$ 73,614	0.15%	0.16%	0.31%	1.08	21,000	\$ 36,306,194
Elon	11,400	2.40	22.66%	\$ 65,313	0.05%	0.09%	0.15%	1.10	2,730	\$ 3,786,957
Swepsonville	2,145	2.44	2.74%	\$ 64,559	0.10%	0.10%	0.19%	1.12	1,145	\$ 1,192,390
Durham	262,725	2.36	15.88%	\$ 58,905	0.11%	0.15%	0.26%	1.13	88,716	\$ 103,000,000
Burlington	52,034	2.37	20.33%	\$ 43,225	0.06%	0.07%	0.13%	1.15	23,900	\$ 30,034,324
Gibsonville	7,129	2.86	10.84%	\$ 66,761	0.04%	0.11%	0.15%	1.17	3,974	\$ 3,753,789
Hillsborough	16,697	2.46	12.18%	\$ 64,598	0.22%	0.32%	0.53%	1.34	6,422	\$ 10,722,494
Orange-Alamance	8,943	2.49	13.70%	\$ 71,723	0.05%	N/A	0.05%	unknown	3,604	unknown
Ossipee	2,390	2.62	9.11%	\$ 47,500	0.15%	N/A	0.15%	0.81	159	\$ 105,917
Green Level	No data was provided.									
Information from the January 1, 2021 Rate Dashboards of the UNC School of Government Environmental Finance Center.										



SUMMARY OF FULL-TIME POSITIONS

General Fund

Department	Personnel Request	Position	Total Salary & Benefits	Computer, Phone, Radio	Car, etc.	Other Costs	Total Per Position	No. Requested	Total Budget Request
Requested and Recommended Positions									
Administration	New	Public Information Officer (PIO)	88,907	9,550	-	3,000	101,457	1	101,457
Administration	New	Human Resources Consultant*	67,769	1,604	-	434	69,807	1	69,807
Finance	New	Accountant **	85,211	2,200	-	740	88,151	1	88,151
Finance	Restructure	Accounting Supervisor	4,360	540	-	-	4,900	1	4,900
Police	New	Police Investigator	70,171	3,540	45,200	8,200	127,111	1	127,111
Police	New	Police Patrol***	31,922	2,000	59,508	18,000	111,430	4	445,722
Fire	New	Fire Inspector I	70,171	2,640	-	4,500	77,311	1	77,311
Public Works	new	Maintenance Worker II	57,018	-	-	1,200	58,218	1	58,218
Public Works	Restructure	Streets Supervisor	3,117	-	-	-	3,117	1	3,117
Sanitation	Restructure	Sanitation Operations Supervisor	2,710	-	-	-	2,710	1	2,710
Total Requested and Recommended Positions			481,356	22,074	104,708	36,074	644,212	13.0	978,504
Requested positions not recommended									
Finance	New	Accounting Manager	97,358	2,700	-	780	100,838	1	100,838
Finance	New	Accounting Tech	55,784	1,500	-	500	57,784	1	57,784
Information Technology	New	Geographic Information System (GIS) Analyst	78,767	4,500	-	4,540	87,807	1	87,807
Fire	New	Firefighters (6 months)	34,637	-	-	13,400	48,037	6	288,224
Planning	New	Main Street Coordinator	89,634	2,740	-	8,050	100,424	1	100,424
Planning	New	Office Administrator	30,823	2,740	-	900	34,463	1	34,463
Recreation & Parks	New	Parks Operations and Maintenance Supervisor (Trails)	61,981	1,500	30,000	5,750	99,231	1	99,231
Recreation & Parks	Restructure	Special Event and Marketing Specialist	9,436	8,000	-	3,000	20,436	1	20,436
Total Requested positions not recommended			458,420	23,680	30,000	36,920	549,020	13	789,207

* HR Consultant Salary is reduced by the FY21 Administration budget for part-time salaries (\$12,840).

**Accountant is recommended in place of the Accounting Manager.

***Police Patrol reflect start dates as of January 1, 2022.

Water & Sewer Fund

Department	Personnel Request	Position	Total Salary & Benefits	Computer, Phone, Radio	Car, etc.	Other Costs	Total Per Position	No. Requested	Total Budget Request
Requested and Recommended Positions									
Utilities	New	Equipment Operator I	52,717	500	-	1,990	55,207	1	55,207
Utilities	New	Maintenance Crew Leader	70,024	2,500	32,000	5,990	110,514	1	110,514
Total Requested and Recommended Positions			122,741	3,000	32,000	7,980	165,721	2	165,721



City of Mebane			
Budget - Summary of Full-Time Positions			
2021-2022			
		Current	Proposed
		2020-	2021-
General Fund		2021	2022
Administration			
	City Manager	1	1
	Assistant City Manager	1	1
	City Attorney	1	1
	City Clerk	1	1
	Public Information Officer	0	1
	Human Resources Director	1	1
	Human Resources Consultant	0	1
		<u>5</u>	<u>7</u>
Finance			
	Finance Director	1	1
	Accountant	1	2
	Accounting Payroll/Specialist	1	0
	Accounting Supervisor	0	1
	Accounting Technician	2	2
		<u>5</u>	<u>6</u>
Information Technology			
	Information Technology Director	1	1
	Information Technology Specialist	1	1
		<u>2</u>	<u>2</u>
Police Administration			
	Police Chief	1	1
	Assistant Police Chief	1	1
	Police Lieutenant	2	2
	Police Sergeant	5	5
	Police Corporal	4	4
	Police Investigator	3	4
	Police Officer K-9	1	1
	Police Officer	18	22

	Police Cadet	2	2
	Police Accreditation Manager	1	1
	Administrative Support Specialist	2	2
	Evidence Technician	1	1
		<u>41</u>	<u>46</u>
Fire			
	Fire Chief	1	1
	Deputy Fire Marshal	1	1
	Fire Captain/Training	1	1
	Fire Captain/Shift	3	3
	Fire Inspector I	0	1
	Fire Lieutenant	5	5
	Fire Engineer	9	9
	Firefighter	7	7
	Fire Safety Educator	1	1
	Administrative Support Specialist	1	1
		<u>29</u>	<u>30</u>
Planning			
	Development Director	1	1
	Planner	2	2
		<u>3</u>	<u>3</u>
Inspections			
	Inspections Director	1	1
	Building Inspector II	1	1
	Building Inspector I	2	2
	Permit Specialist	1	1
	Code Enforcement Officer	1	1
		<u>6</u>	<u>6</u>
Public Works			
	Public Works Director	1	1
	Streets Supervisor	0	1
	Administrative Support Specialist	1	1
	Automotive Mechanic Supervisor	1	1
	Automotive Mechanic	1	1
	Ground Crew Supervisor	1	1
	Maintenance Worker II	5	5
		<u>10</u>	<u>11</u>
Public Facilities			
	Grounds Crew Supervisor	1	1
	Groundskeeper	3	3
	Building Maintenance Coordinator	1	1

		<u>5</u>	<u>5</u>
Sanitation			
	Sanitation Supervisor	0	1
	Sanitation Equipment Operator	6	5
	Sanitation Worker	2	2
		<u>8</u>	<u>8</u>
Recreation & Parks			
	Recreation & Parks Director	1	1
	Athletic Director	1	1
	Parks Operations & Maintenance Supervisor	3	3
	Recreation Athletic Program Coordinator	1	1
	Arts & Community Center Supervisor	1	1
	Office Assistant	1	1
	Groundskeeper	1	1
		<u>9</u>	<u>9</u>
General Fund Total		123	133
		Current	Proposed
		2020-	2021-
		2021	2022
Water & Sewer Fund			
Utility Administration & Billing			
	Utility Billing & Collections Specialist	1	1
Utility Operations & Maintenance			
	Utilities Director	1	1
	Utilities Mechanic I	2	2
	Utilities Maintenance Crew Leader	1	2
	Meter Reader Technician	1	1
	Equipment Operator II	2	2
	Equipment Operator I	4	5
	Maintenance Worker II	1	1
	Utilities Location Technician	1	1
		<u>13</u>	<u>15</u>
Water Resources Recovery Facility			
	Wastewater Treatment Plant Director	1	1
	Lead Wastewater Plant Operator	1	1
	Compliance Manager	1	1
	Laboratory Technician	1	1
	Wastewater Treatment Plant Operator	2	2
	Utility System Mechanic I	1	1
		<u>7</u>	<u>7</u>
Water & Sewer Fund Total		21	23
City of Mebane Total		144	156

BUDGET SECTION



GENERAL FUND DEPARTMENT BUDGET

GENERAL FUND

CITY COUNCIL

FY22 Manager's Recommended Budget

City Council

The City Council is the governing body of the City of Mebane, and consists of the mayor and five other councilmembers.

The City Council's budget includes a 2% COLA and stipend for each member along with budget for supplies, dues and meeting expenses, with a slight increase in dues and subscriptions for 2022.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues..	\$ 82,395	\$ 83,539	\$ 83,539	\$ 79,011	\$ 85,390	2.2%
Totals.....	<u>\$ 82,395</u>	<u>\$ 83,539</u>	<u>\$ 83,539</u>	<u>\$ 79,011</u>	<u>\$ 85,390</u>	2.2%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 63,477	\$ 60,245	\$ 60,245	\$ 60,245	\$ 61,442	2.0%
Operating.....	18,918	23,294	23,294	18,766	23,948	2.8%
Capital.....	-	-	-	-	-	NA
Totals.....	<u>\$ 82,395</u>	<u>\$ 83,539</u>	<u>\$ 83,539</u>	<u>\$ 79,011</u>	<u>\$ 85,390</u>	2.2%

ADMINISTRATION

FY22 Manager's Recommended Budget

Administration

Administration includes the City Manager and Assistant Manager, City Clerk, City Attorney and Human Resources.

The personnel budget for Administration includes an allowance for a 2% cost of living increase, an increase in the retirement contribution rate, and the addition of the Public Information Officer and HR Consultant positions netted with an allocation (\$305,344) of administrative costs to the Utility Fund for the administrative staff's time spent on utility-related projects and administrative support. The operating budget includes continued funding for risk management, safety initiatives and employee benefits administration along with costs associated with the two added positions, the new diversity and inclusion initiative, and an increase in various line items. Capital is requested for HR benefit software.

	2020	2021	2021 Revised	2021	Manager's	
Revenues	Actual	Budget	Budget	Estimated	Recommended	% Change
General Revenues.....	\$ 850,174	\$ 1,163,700	\$ 1,158,700	\$ 952,770	\$ 1,157,512	(0.1%)
Totals.....	<u>\$ 850,174</u>	<u>\$ 1,163,700</u>	<u>\$ 1,158,700</u>	<u>\$ 952,770</u>	<u>\$ 1,157,512</u>	(0.1%)
Expenditures	Actual	Budget	Budget	Estimated	Recommended	% Change
Personnel.....	\$ 678,558	\$ 976,410	\$ 976,410	\$ 797,411	\$ 939,198	(3.8%)
Operating.....	171,616	187,290	182,290	155,359	202,314	11.0%
Capital.....	-	-	-	-	16,000	N/A
Totals.....	<u>\$ 850,174</u>	<u>\$ 1,163,700</u>	<u>\$ 1,158,700</u>	<u>\$ 952,770</u>	<u>\$ 1,157,512</u>	(0.1%)

FINANCE

FY22 Manager's Recommended Budget Finance

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 2022 personnel budget includes a 2% allowance for a cost of living, an increase in the retirement rate, as well as a reclassification of one Accountant position and the addition of an Accountant position netted with an allocation (\$206,196) of administrative costs to the Utility Fund for the Finance staff's time spent on utility-related projects and administrative support. The operating budget includes the continued contract with Alamance and Orange Counties for tax collection (which increases as taxes increase) and reflects various rate increases to other line items. The capital request is for time and attendance software to make the payroll process more efficient and paperless.

	2020	2021	2021 Revised	2021	Manager's	%
Revenues	Actual	Budget	Budget	Estimated	Recommended	Change
General Revenues.....	\$ 491,000	\$ 604,386	\$ 604,386	\$ 539,025	\$ 732,375	21.2%
Totals.....	\$ 491,000	\$ 604,386	\$ 604,386	\$ 539,025	\$ 732,375	21.2%
	2020	2021	2021 Revised	2021	Manager's	%
Expenditures	Actual	Budget	Budget	Estimated	Recommended	Change
Personnel.....	\$ 279,101	\$ 346,936	\$ 346,936	\$ 321,452	\$ 434,060	25.1%
Operating.....	211,899	257,450	257,450	217,573	282,376	9.7%
Capital.....	-	-	-	-	15,939	N/A
Totals.....	\$ 491,000	\$ 604,386	\$ 604,386	\$ 539,025	\$ 732,375	21.2%

INFORMATION TECHNOLOGY

FY22 Manager's Recommended Budget Information Technology (IT)

The IT Department has two employees and is responsible for management and maintenance of the citywide network of servers, computers and peripherals.

The 2022 budget includes a 2% cost of living adjustment, an increase in the retirement rate netted with an allocation (\$79,942) of administrative costs to the Utility Fund for the IT staff's time spent on utility-related projects and administrative support. The operating budget for 2022 provides for the continuation of work to secure the city's growing network, including firewalls, backups and other disaster recovery measures, along with cybercrime measures and consolidating backup charges from other departments into the IT budget. As the number of users in the network increases, so do annual charges and backup fees. The capital line includes servers \$50,000, firewall replacement \$122,000, Council chambers AV upgrade \$60,000, card readers and cameras \$25,000 and police department IT connection \$22,000.

	2020	2021	2021 Revised	2021	Manager's	%
Revenues	Actual	Budget	Budget	Estimated	Recommended	Change
General Revenues...	\$269,855	\$ 409,775	\$ 506,771	\$ 306,976	\$ 758,084	49.6%
Totals.....	<u>\$269,855</u>	<u>\$ 409,775</u>	<u>\$ 506,771</u>	<u>\$ 306,976</u>	<u>\$ 758,084</u>	49.6%

	2020	2021	2021 Revised	2021	Manager's	%
Expenditures	Actual	Budget	Budget	Estimated	Recommended	Change
Personnel.....	\$103,025	\$ 172,861	\$ 172,861	\$ 145,238	\$ 181,064	4.7%
Operating.....	161,790	236,914	311,910	139,738	298,020	(4.5%)
Capital.....	<u>5,040</u>	<u>-</u>	<u>22,000</u>	<u>22,000</u>	<u>279,000</u>	1168.2%
Totals.....	<u>\$269,855</u>	<u>\$ 409,775</u>	<u>\$ 506,771</u>	<u>\$ 306,976</u>	<u>\$ 758,084</u>	49.6%

ECONOMIC DEVELOPMENT

FY22 Manager's Recommended Budget

Economic Development

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 2022 budget for Economic Development provides for the continuation of existing agreements like Cambro (\$135,000), Morinaga (\$144,000), Lidl (\$225,000), Lotus (\$273,400), Universal Preserv-A-Chem (\$505,000), Airgas (\$94,000) and ABB (\$239,400).

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 516,446	\$ 1,021,800	\$ 996,800	\$ 890,445	\$ 1,215,800	22.0%
Grants/Intergov.....	180,000	-	-	-	480,000	N/A
Totals.....	<u>\$ 696,446</u>	<u>\$ 1,021,800</u>	<u>\$ 996,800</u>	<u>\$ 890,445</u>	<u>\$ 1,695,800</u>	70.1%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating.....	696,446	1,021,800	996,800	890,445	1,695,800	70.1%
Capital.....	-	-	-	-	-	N/A
Totals.....	<u>\$ 696,446</u>	<u>\$ 1,021,800</u>	<u>\$ 996,800</u>	<u>\$ 890,445</u>	<u>\$ 1,695,800</u>	70.1%

POLICE

FY22 Manager's Recommended Budget

Police

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 Police personnel budget for 2022 includes a 2% cost of living adjustment, an increase in the retirement rate, one new investigator and four new patrol positions. The patrol positions are budgeted to start on January 1, 2022. Operating cost increases are primarily due to equipment for the five new positions. The increase in capital costs is due to the purchase of three replacement vehicles and five new vehicles for the new positions.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 3,896,455	\$ 4,350,405	\$ 4,414,319	\$ 4,191,255	\$ 4,589,580	4.0%
Grants/Intergov.....	93,033	-	20,396	82,310	24,400	19.6%
Proceeds from Debt.	-	-	-	-	461,756	N/A
Totals.....	<u>\$ 3,989,488</u>	<u>\$ 4,350,405</u>	<u>\$ 4,434,715</u>	<u>\$ 4,273,565</u>	<u>\$ 5,075,736</u>	14.5%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	2022 Manager's	% Change
Personnel.....	\$ 3,149,666	\$ 3,487,691	\$ 3,487,691	\$ 3,370,132	\$ 3,747,316	7.4%
Operating.....	602,725	684,190	720,626	711,436	782,644	8.6%
Capital.....	<u>237,097</u>	<u>178,524</u>	<u>226,398</u>	<u>191,997</u>	<u>545,776</u>	141.1%
Totals.....	<u>\$ 3,989,488</u>	<u>\$ 4,350,405</u>	<u>\$ 4,434,715</u>	<u>\$ 4,273,565</u>	<u>\$ 5,075,736</u>	14.5%

FIRE

FY22 Manager's Recommended Budget

Fire

The Fire Department coordinates career and volunteer staff at three stations for providing suppression and life safety services to the City, including first responder services.

The Fire personnel budget for 2022 includes a 2% cost of living adjustment, an increase in the retirement rate, and one new investigator position. Operating cost increases are primarily due to radio upgrades. The capital costs are for an eDraulic Hurst tool (Jaws of Life) and a fire engine.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 2,449,483	\$ 2,450,224	\$ 2,484,336	\$ 2,419,801	\$ 2,607,476	6.4%
Debt Proceeds.....	\$ -	\$ -	\$ -	\$ -	\$ 582,288	N/A
Grants/Intergov.....	55,087	44,000	44,000	44,000	44,000	0.0%
Permits/Inspections.....	4,450	4,000	4,000	5,100	5,000	25.0%
Fire District Taxes.....	478,922	456,000	456,000	453,174	523,170	14.7%
Totals.....	<u>\$ 2,987,941</u>	<u>\$ 2,954,224</u>	<u>\$ 2,988,336</u>	<u>\$ 2,922,075</u>	<u>\$ 3,761,934</u>	27.3%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 2,446,590	\$ 2,585,262	\$ 2,568,262	\$ 2,517,901	\$ 2,734,507	5.8%
Operating.....	391,695	368,962	420,074	404,174	434,189	17.7%
Capital.....	149,656	-	-	-	593,238	N/A
Totals.....	<u>\$ 2,987,941</u>	<u>\$ 2,954,224</u>	<u>\$ 2,988,336</u>	<u>\$ 2,922,075</u>	<u>\$ 3,761,934</u>	27.3%

PLANNING

FY22 Manager's Recommended Budget Planning

The Planning Department provides long- and short-range planning and review, to provide for the orderly and safe growth of the City.

The Planning personnel budget for 2022 includes a 2% cost of living adjustment, and an increase in the retirement rate. Operating decreases in 2022 are due to carryover and one time expenses in the 2021 budget. No capital was requested.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 451,807	\$ 475,246	\$ 486,279	\$ 351,445	\$ 381,770	(21.5%)
Grants/Intergov.....	-	-	40,000	-	-	(100.0%)
Permits & Fees.....	117,260	86,418	86,418	91,425	151,352	75.1%
Totals.....	<u>\$ 569,067</u>	<u>\$ 561,664</u>	<u>\$ 612,697</u>	<u>\$ 442,870</u>	<u>\$ 533,122</u>	(13.0%)
Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$230,629	\$356,466	\$ 356,466	\$ 261,547	\$ 364,405	2.2%
Operating.....	85,125	205,198	256,231	181,323	168,717	(34.2%)
Capital.....	253,313	-	-	-	-	N/A
Totals.....	<u>\$ 569,067</u>	<u>\$ 561,664</u>	<u>\$ 612,697</u>	<u>\$ 442,870</u>	<u>\$ 533,122</u>	(13.0%)

DOWNTOWN DEVELOPMENT

The Downtown Development Department provides support to the North Carolina Main Street - Downtown Associate Community program. This department was established in fiscal year 2021.

Operating increases reflect the Main Street Coordinator position being moved from personnel to operating (\$60,000), a facade and art grant program (\$50,000), graphic design and printing services (\$10,000), on-call engineering and design services (\$10,000), billboard campaign (\$11,000), conference and training (\$5,000), and additional services necessary for continued participation in the Main Street program.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ 151,810	406.0%
Grants/Intergov.....	-	-	-	-	-	N/A
Totals.....	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 15,000</u>	<u>\$ 151,810</u>	406.0%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ -	(100.0%)
Operating.....	-	-	-	-	151,810	N/A
Capital.....	-	-	-	-	-	N/A
Totals.....	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 15,000</u>	<u>\$ 151,810</u>	406.0%

INSPECTIONS

FY22 Manager's Recommended Budget

Inspections

The Inspections Department provides permitting and code enforcement for safe growth of the City.

The Personnel budget for 2022 includes a 2% cost of living adjustment and a rate increase for retirement. The Operating budget for 2022 includes an increase for staff training and vehicle maintenance. No capital outlay is requested.

	2020	2021	2021 Revised	2021	Manager's	%
Revenues	Actual	Budget	Budget	Estimated	Recommended	Change
General Revenues.....	\$ (163,097)	\$ 168,705	\$ 205,801	\$ (356,212)	\$ (214,378)	(204.2%)
Permits & Fees.....	600,524	450,000	650,903	907,143	844,040	29.7%
Totals.....	<u>\$ 437,427</u>	<u>\$ 618,705</u>	<u>\$ 856,704</u>	<u>\$ 550,931</u>	<u>\$ 629,662</u>	(26.5%)

	2020	2021	2021 Revised	2021	2022	%
Expenditures*	Actual	Budget	Budget	Estimated	Manager's	Change
Personnel.....	\$ 407,858	\$ 554,761	\$ 554,761	\$ 482,437	\$ 569,162	2.6%
Operating.....	29,569	52,600	52,600	33,201	60,500	15.0%
Capital.....	-	11,344	249,343	35,293	-	(100.0%)
Totals.....	<u>\$ 437,427</u>	<u>\$ 618,705</u>	<u>\$ 856,704</u>	<u>\$ 550,931</u>	<u>\$ 629,662</u>	(26.5%)

*Expenditures do not reflect indirect administrative costs of the department.

ENGINEERING

FY22 Manager's Recommended Budget

Engineering

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.

The Operating budget for 2022 will remain relatively the same as 2021.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 393,217	\$ 310,601	\$ 310,601	\$ 208,767	\$ 169,540	(45.4%)
Permits & Fees.....	84,611	119,899	119,899	221,733	275,960	130.2%
Totals.....	<u>\$ 477,828</u>	<u>\$ 430,500</u>	<u>\$ 430,500</u>	<u>\$ 430,500</u>	<u>\$ 445,500</u>	3.5%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating.....	477,828	430,500	430,500	430,500	445,500	3.5%
Capital.....	-	-	-	-	-	N/A
Totals.....	<u>\$ 477,828</u>	<u>\$ 430,500</u>	<u>\$ 430,500</u>	<u>\$ 430,500</u>	<u>\$ 445,500</u>	3.5%

PUBLIC WORKS

FY22 Manager's Recommended Budget

Public Works

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.

increase due to the addition of a Public Works Maintenance Worker II position and the reclassification of a position to Public Works Streets Supervisor as well as a 2% cost of living increase and an increase in the retirement rate. Operating expenses in 2022 reflect an overall decrease due to one time expenses in 2021 such as additional street repaving and the purchase of a dual wall tank. Capital funding in 2022 includes the relocation of the public works fence and gate \$150,000, a shed \$70,000, a mower, paint stripping machine and pipe laser \$35,000, the S. 4th Street sidewalk \$84,900, S. 1st Street sidewalk \$62,200, and design for the Crawford St. sidewalk and Third-Fifth St. connector for \$20,000 each.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues....	\$ 2,274,813	\$ 2,484,613	\$ 3,077,922	\$ 959,221	\$ 2,342,106	(23.9%)
Grants/Intergov.....	360,334	365,000	365,000	360,334	365,000	0.0%
Permits & Fees.....	29,000	20,000	20,000	21,000	20,000	0.0%
Totals.....	<u>\$ 2,664,147</u>	<u>\$ 2,869,613</u>	<u>\$ 3,462,922</u>	<u>\$ 1,340,555</u>	<u>\$ 2,727,106</u>	(21.2%)

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	2022 Manager's	% Change
Personnel.....	\$ 685,473	\$ 897,873	\$ 887,273	\$ 731,204	\$ 1,001,989	12.9%
Operating.....	1,588,206	1,206,740	1,610,649	489,351	1,283,017	(20.3%)
Capital.....	390,468	765,000	965,000	120,000	442,100	(54.2%)
Totals.....	<u>\$ 2,664,147</u>	<u>\$ 2,869,613</u>	<u>\$ 3,462,922</u>	<u>\$ 1,340,555</u>	<u>\$ 2,727,106</u>	(21.2%)

PUBLIC FACILITIES

FY22 Manager's Recommended Budget

Public Facilities

The Public Facilities budget provides for citywide maintenance and upkeep of City property including the Mebane Library, City Hall, cemeteries, and the Veteran's Garden.

The 2022 personnel budget includes a 2% cost of living adjustment and an increase in the retirement rate. The 2022 operating budget is decreasing overall due to the one-time cost of a space study and CARES Act funding in the 2021 budget. The capital request is to build Giles Pocket Park \$15,000 and install a railroad fence \$70,000.

	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Revenues						
General Revenues.....	\$ 883,134	\$ 1,011,593	\$ 1,250,583	\$ 652,213	\$ 868,478	(30.6%)
Grants/Intergov.....	-	-	-	178,225	-	N/A
Totals.....	<u>\$ 883,134</u>	<u>\$ 1,011,593</u>	<u>\$ 1,250,583</u>	<u>\$ 830,438</u>	<u>\$ 868,478</u>	(30.6%)

	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Expenditures						
Personnel.....	\$ 311,378	\$ 362,293	\$ 362,293	\$ 362,293	\$ 387,578	7.0%
Operating.....	360,644	444,300	679,131	468,145	395,900	(41.7%)
Capital.....	<u>211,112</u>	<u>205,000</u>	<u>209,159</u>	<u>-</u>	<u>85,000</u>	(59.4%)
Totals.....	<u>\$ 883,134</u>	<u>\$ 1,011,593</u>	<u>\$ 1,250,583</u>	<u>\$ 830,438</u>	<u>\$ 868,478</u>	(30.6%)

SANITATION

FY22 Manager's Recommended Budget

Sanitation

The Sanitation division provides for weekly garbage, recycling and yard waste pickup for residents within the City.

Sanitation's personnel budget provides for a 2% cost of living adjustment and an increase in the retirement rates as well as the reclassification of a position to a Sanitation Operations Supervisor. The operating budget increase is largely due to the increase in tipping fees due to growth and vehicle maintenance. Capital outlay includes a side-arm garbage truck \$320,000.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 598,133	\$ 811,759	\$ 831,759	\$ 733,363	\$ 849,377	2.1%
Debt Proceeds.....	\$ -	\$ -	\$ -	\$ -	\$ 320,000	N/A
Grants/Intergov.....	10,481	10,000	10,000	10,000	10,000	0.0%
Sales & Service.....	467,833	465,000	465,000	470,000	580,100	24.8%
Totals.....	<u>\$ 1,076,447</u>	<u>\$ 1,286,759</u>	<u>\$ 1,306,759</u>	<u>\$ 1,213,363</u>	<u>\$ 1,759,477</u>	34.6%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 427,211	\$ 524,159	\$ 524,159	\$ 460,363	\$ 543,777	3.7%
Operating.....	638,009	762,600	782,600	753,000	895,700	14.5%
Capital.....	11,227	-	-	-	320,000	N/A
Totals.....	<u>\$ 1,076,447</u>	<u>\$ 1,286,759</u>	<u>\$ 1,306,759</u>	<u>\$ 1,213,363</u>	<u>\$ 1,759,477</u>	34.6%

RECREATION & PARKS

FY22 Manager's Recommended Budget Recreation

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.

The 2022 personnel budget includes increases in part-time salaries, a 2% cost of living adjustment and a rate increase for retirement. Operations has decreased primarily due to net changes in building and grounds maintenance and schools and conferences. Capital has a net decrease due to the purchase of land included in the 2021 budget and smaller capital outlay items included in the 2022 budget such as ball field landscaping, cameras, and scoreboards.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 1,415,039	\$2,396,215	\$ 3,694,829	\$2,194,003	\$ 2,392,573	(35.2%)
Grants/Intergov.....	-	5,450	5,450	5,450	5,450	0.0%
Sales & Service.....	79,588	80,000	80,000	50,000	80,000	0.0%
Totals.....	<u>\$ 1,494,627</u>	<u>\$2,481,665</u>	<u>\$ 3,780,279</u>	<u>\$2,249,453</u>	<u>\$ 2,478,023</u>	(34.4%)

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 703,227	\$ 928,541	\$ 889,541	\$ 767,066	\$ 970,361	9.1%
Operating.....	476,387	673,224	867,541	575,064	866,736	(0.1%)
Capital.....	<u>315,013</u>	<u>879,900</u>	<u>2,023,197</u>	<u>907,323</u>	<u>640,926</u>	(68.3%)
Totals.....	<u>\$ 1,494,627</u>	<u>\$2,481,665</u>	<u>\$ 3,780,279</u>	<u>\$2,249,453</u>	<u>\$ 2,478,023</u>	(34.4%)

NON-DEPARTMENTAL

FY22 Manager's Recommended Budget

Non-Departmental

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.

Personnel costs for Non-Departmental include retiree health and unemployment benefits, with the increase reflecting both rate changes and anticipated retirements in 2022. Continuing operating costs include allocations to nonprofits with slight increases in the allocation to United Way and the Mebane Historical Museum. New debt includes a fire engine, police vehicles, and a side-arm garbage truck.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
General Revenues.....	\$ 2,108,774	\$ 2,516,972	\$ 2,526,999	\$ 1,934,613	\$ 2,526,531	(0.0%)
Totals.....	<u>\$ 2,108,774</u>	<u>\$ 2,516,972</u>	<u>\$ 2,526,999</u>	<u>\$ 1,934,613</u>	<u>\$ 2,526,531</u>	(0.0%)

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 102,302	\$ 294,769	\$ 294,769	\$ 123,432	\$ 329,629	11.8%
Operating.....	469,535	522,540	532,567	414,961	576,900	8.3%
Debt Service.....	1,536,937	1,699,663	1,699,663	1,396,220	1,620,002	(4.7%)
Transfers.....	-	-	-	-	-	N/A
Totals.....	<u>\$ 2,108,774</u>	<u>\$ 2,516,972</u>	<u>\$ 2,526,999</u>	<u>\$ 1,934,613</u>	<u>\$ 2,526,531</u>	(0.0%)

WATER & SEWER FUND DEPARTMENT BUDGET

UTILITY ADMINISTRATION

FY22 Manager's Recommended Budget

Utility Administration

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.

The Personnel budget includes a 2% cost of living allowance, an increase in the retirement rate, and a continued allocation (\$708,191) of administrative costs to the Utility Fund for administrative staff's time spent on utility-related projects and administrative support. Operating expenses are increasing with growing fees for credit cards and online services as more customers choose online services. The capital budget includes new meters \$200,000 for growth, and the meter replacement program \$500,000.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Utility Revenues.....	\$2,354,396	\$1,964,656	\$2,111,130	\$1,124,643	\$1,866,589	(11.6%)
Totals.....	<u>\$2,354,396</u>	<u>\$1,964,656</u>	<u>\$2,111,130</u>	<u>\$1,124,643</u>	<u>\$1,866,589</u>	(11.6%)

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$677,261	\$861,386	\$861,386	\$684,694	\$961,389	11.6%
Operating.....	677,744	172,900	184,773	187,216	205,200	11.1%
Capital.....	<u>999,391</u>	<u>930,370</u>	<u>1,064,971</u>	<u>252,733</u>	<u>700,000</u>	(34.3%)
Totals.....	<u>\$2,354,396</u>	<u>\$1,964,656</u>	<u>\$2,111,130</u>	<u>\$1,124,643</u>	<u>\$1,866,589</u>	(11.6%)

UTILITY OPERATIONS & MAINTENANCE

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.

The personnel budget for 2022 includes a 2% allowance for cost of living increases and a rise in the City's retirement rate, as well as two new positions, Equipment Operator I and Maintenance Crew Leader. The Operating budget has a large increase and capital has a large decrease due to moving the infrastructure repairs and maintenance budget from the capital line to the operating line. Capital spending includes four pick-up trucks (three replacement and one for the new Crew Leader) \$123,000, Graham water plant capital \$131,000, water line replacements \$150,000, a John Deere gator \$20,000, oversized reimbursements \$286,000, GKN reroute \$37,500, and SCADA for Lake Michael and Richmond Hill pump stations \$16,600.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Utility Revenues..	\$ 2,833,111	\$ 3,255,755	\$ 3,448,633	\$2,635,969	\$ 4,240,479	23.0%
Totals.....	<u>\$ 2,833,111</u>	<u>\$ 3,255,755</u>	<u>\$ 3,448,633</u>	<u>\$2,635,969</u>	<u>\$ 4,240,479</u>	23.0%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 933,976	\$ 958,805	\$ 958,805	\$ 942,188	\$ 1,182,934	23.4%
Operating.....	1,493,522	1,732,050	1,776,797	1,534,306	2,293,445	29.1%
Capital.....	405,613	564,900	713,031	159,475	764,100	7.2%
Totals.....	<u>\$ 2,833,111</u>	<u>\$ 3,255,755</u>	<u>\$ 3,448,633</u>	<u>\$2,635,969</u>	<u>\$ 4,240,479</u>	23.0%

UTILITY ENGINEERING

FY22 Manager's Recommended Budget

Utility Engineering

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.

Technical review and construction inspection on development projects account for a majority of the engineering costs.

	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Revenues						
Utility Revenues.....	\$ 178,965	\$300,000	\$ 300,000	\$285,000	\$ 285,000	(5.0%)
Totals.....	<u>\$ 178,965</u>	<u>\$300,000</u>	<u>\$ 300,000</u>	<u>\$285,000</u>	<u>\$ 285,000</u>	(5.0%)
	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Expenditures						
Personnel.....	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating.....	178,965	300,000	300,000	285,000	285,000	(5.0%)
Capital.....	-	-	-	-	-	N/A
Totals.....	<u>\$ 178,965</u>	<u>\$300,000</u>	<u>\$ 300,000</u>	<u>\$285,000</u>	<u>\$ 285,000</u>	(5.0%)

WATER RESOURCE RECOVERY FACILITY (WRRF)

FY22 Manager's Recommended Budget

Water Resources Recovery Facility (WRRF)

This division operates and maintains the WRRF in order to remove nutrients from the city's wastewater to return it to the environment.

The WRRF budget for 2022 includes a 2% allowance for cost of living increases and an increase in the retirement rate. Costs associated with an increased flow load to the plant and supervisory control and data acquisition (SCADA) services \$31,315, and repairs and maintenance moving from the capital line to the operating line \$100,000 account for the increase in the operating line. Capital costs for 2022 are shared costs for upgrades to Graham's Water Plant \$48,218 and an aeration basin electrical upgrade \$46,665.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Utility Revenues.....	\$ 1,631,301	\$ 2,089,683	\$ 2,180,385	\$ 1,849,553	\$ 2,163,048	(0.8%)
Totals.....	<u>\$ 1,631,301</u>	<u>\$ 2,089,683</u>	<u>\$ 2,180,385</u>	<u>\$ 1,849,553</u>	<u>\$ 2,163,048</u>	(0.8%)

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ 705,075	\$ 857,611	\$ 857,611	\$ 704,797	\$ 900,639	5.0%
Operating.....	819,835	1,001,572	1,043,722	1,030,381	1,167,526	11.9%
Capital.....	106,391	230,500	279,052	114,375	94,883	(66.0%)
Totals.....	<u>\$ 1,631,301</u>	<u>\$ 2,089,683</u>	<u>\$ 2,180,385</u>	<u>\$ 1,849,553</u>	<u>\$ 2,163,048</u>	(0.8%)

UTILITY NON-DEPARTMENTAL

FY22 Manager's Recommended Budget

Utility Non-Departmental

The Non-Departmental division includes debt service, liability insurance and transfers.

The Non-Departmental budget for 2022 includes closing costs for financing in the operating line and new debt service for the WRRF renovation project and for three replacement and one new pick-up truck in the debt service line.

Revenues	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Utility Revenues.....	\$ 862,859	\$1,210,906	\$ 1,210,906	\$ 911,726	\$ 1,823,036	50.6%
Totals.....	<u>\$ 862,859</u>	<u>\$1,210,906</u>	<u>\$ 1,210,906</u>	<u>\$ 911,726</u>	<u>\$ 1,823,036</u>	50.6%

Expenditures	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	Manager's Recommended	% Change
Personnel.....	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Operating.....	11,111	61,980	61,980	62,000	192,000	209.8%
Capital.....	-	-	-	-	-	N/A
Debt Service.....	851,748	1,148,926	1,148,926	849,726	1,631,036	42.0%
Transfers.....	-	-	-	-	-	N/A
Total.....	<u>\$ 862,859</u>	<u>\$1,210,906</u>	<u>\$ 1,210,906</u>	<u>\$ 911,726</u>	<u>\$ 1,823,036</u>	50.6%

UTILITY CAPITAL RESERVE FUND BUDGET

City of Mebane

FY22 Manager's Recommended Budget

Utility Capital Reserve Fund

The Utility Capital Reserve Fund is used to account for system development fees. The budget for FY22 proposes to transfer \$500,000 to the Utility Fund for capital expenditures.

	2020 Actual	2021 Budget	2021 Revised Budget	2021 Estimated	2022 Manager's Recommended	% Change
Revenues						
System Development Fees.....	\$ 902,521	\$ 650,000	\$ 650,000	\$ 872,796	\$ 1,107,000	70.3%
Interest Earnings.....	9,701	2,500	2,500	-	2,500	0.0%
Total revenues.....	912,222	652,500	652,500	872,796	1,109,500	70.0%
Other financing sources						
Transfers in.....	-	-	-	-	-	N/A
Appropriated fund balance.....	-	-	-	-	-	N/A
Total revenues & other financing sources.....	912,222	652,500	652,500	872,796	1,109,500	70.0%
Expenditures						
Transfers Out.....	\$ 527,920	\$ 175,000	\$ 175,000	\$ 175,000	\$ 500,000	185.7%
Utility Capital Reserve.....	-	477,500	477,500	477,500	609,500	27.6%
Total Expenditures.....	527,920	652,500	652,500	652,500	1,109,500	

FY 2022 – 2026 Capital Improvement Plan



2022 – 2026 CAPITAL IMPROVEMENT PLAN

May 3, 2021

Mayor and City Councilmembers
City of Mebane, North Carolina

Dear Mayor and Councilmembers,

The Capital Improvement Plan (CIP) for 2022-2026 is a robust appraisal of the significant needs requested by the City's department heads for the next five years. While this document is annually adopted as part of the budget process, it serves as guide that is annually adjusted as financial/economic considerations dictate. As highlighted in the budget message for 21-2022, the next five years will be pivotal in carrying out the vision of the City Council.

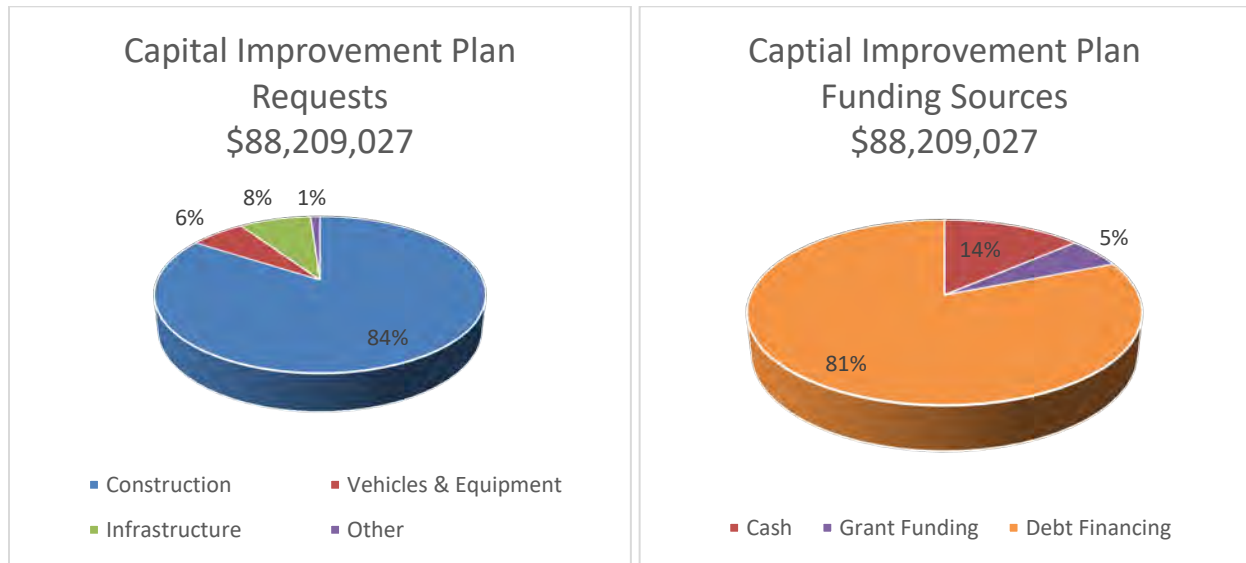
OVERVIEW

The plan identifies needs in the amount of \$88.2 million, with General Fund needs of \$60.3 million and Utility Fund needs of \$27.9 million. Over \$12.0 million of the projects will be funded by general fund revenues and utility fund revenues (12.9%). Most of the remaining \$76.2 million in projects will be funded by some sort of financing which might include a bond referendum, a limited obligation bond, or installment purchase agreements (bank loans). The grant funding represents what the City is expecting to receive from the American Rescue Plan. The City will be unable to fund these kinds of projected needs at the current tax rate. Staff is presently examining a variety of approaches and funding methods for debt financing to allow for the debt financing row of Table 1 to be economically feasible. Eventually, the City may have to consider different avenues than we have recently pursued in the past such as revenue bonds for water & sewer projects and limited obligation bonds for general fund projects. The primary security for revenue bonds is the revenue generated by the water & sewer fund. This allows for multiple projects to be funded concurrently without leveraging capital assets. Limited obligation bonds is a form of installment financing that is advantageous when the borrowing amount exceeds \$10,000,000 in one calendar year.

Table 1

General & Utility Fund CIP Summary FY22-26

<u>Project Budget</u>	<u>Total</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
General Fund.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000
Utility Fund.....	27,891,500	1,246,500	14,485,500	6,127,500	3,452,000	2,580,000
Total.....	\$ 88,209,027	\$ 6,420,644	\$ 39,799,113	\$ 8,841,457	\$ 13,226,813	\$ 19,921,000
<u>Funding Source</u>						
Cash.....	\$ 11,969,983	\$ 2,683,600	\$ 4,309,113	\$ 1,831,457	\$ 2,434,813	\$ 711,000
Grant Funding.....	4,760,000	-	3,150,000	1,610,000	-	-
Debt Financing.....	71,479,044	3,737,044	32,340,000	5,400,000	10,792,000	19,210,000
Total.....	\$ 88,209,027	\$ 6,420,644	\$ 39,799,113	\$ 8,841,457	\$ 13,226,813	\$ 19,921,000

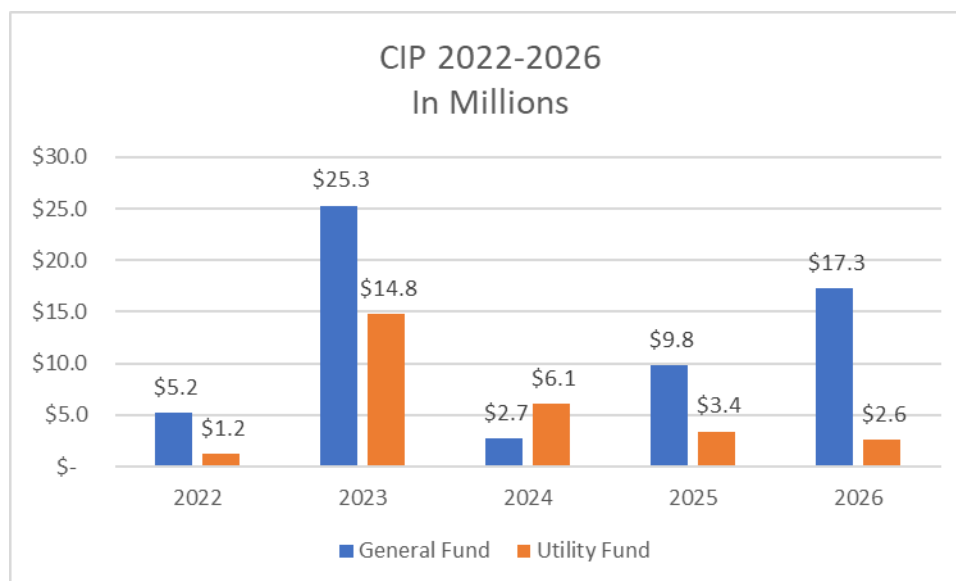


The CIP for 2022-2026 is composed of various projects with significant details to provide the reader with a basis for decision-making. Each department head completed a CIP Project Worksheet for any qualifying capital improvement. A capital improvement for the purpose of this plan, is defined as any expenditure for vehicles, equipment, buildings, infrastructure, and land acquisition, in which the cost exceeds \$100,000 and the estimated useful life is greater than 1 year. Summary schedules of the total CIP for 2022-2026 are provided in Appendix A.

THE CIP AS A PLANNING TOOL

The 5-Year CIP is a planning tool designed to aid the City Council in building, acquiring and replacing the City's capital assets. The plan is updated annually to ensure that it is based on the most accurate information available and is reflective of the current and projected economic environment. Adoption of the 5-Year CIP by the City Council does not constitute a commitment to fund an item. Rather, adoption signifies an intention to pursue the projects during the ensuing years. The theme of the project remains the focus so specifics will and can be adjusted, for example the incorporation of technological improvements. Especially for the requested facilities, the adoption of the CIP allows both the Council and staff to thoughtfully plan for the

projects leading up to a planned year of design followed by construction, along with the appropriate financing.



THE CURRENT YEAR OF THE CIP – 2021-2022

MANAGER RECOMMENDATION – 2021-2022

For the first year of this plan (2021-2022), the capital funding requests over \$100,000 submitted by department heads total \$8.6 million, including \$5.6 million in needs for the General Fund and \$3.0 million in Utility Fund requests. Included in the 2021-2022 recommended budget is \$3.3 million of these requested needs. Additionally, in FY21-22, staff plans to request that Council establish three new capital project ordinances for a new police station (\$16.5 million), Fire Station 4 (\$4.5 million), and the Holt Street Greenway (\$900,000). Furthermore, staff plans to request the Council approve using the American Rescue Plan funding to address inflow and infiltration projects, \$1.7 million of which were requested but not funded in FY22. If the requests are approved, only \$445,000 of the \$8.6 million in requests will remain unfunded. The \$445,000 consists of a tennis building (\$170,000), and a classroom at the Training Tower (\$275,000). The training tower was moved to FY22-23, and the tennis building was moved to FY23-24 in the CIP. A better understanding of Youth Walker Park future plans, that will be a component of the of Recreation & Parks Master Plan Update, needs to be achieved before new permanent construction of a tennis building is authorized. A site plan for the Public Works Complex is currently being planned and needs to be completed before the construction of the latter occurs to ensure the WRRF future expansions have sufficient space.

GENERAL FUND

The following General Fund table shows the recommended CIP and indicates which items were requested in FY21-22 by the department head and moved to FY22-23 or FY23-24.

General Fund Recommended CIP Budget- Detailed List - CIP 2022-2026

Capital Outlay	Total	2022	2023	2024	2025	2026
Information Technology						
Network Firewall Replacement.....	\$ 122,000	\$ 122,000	\$ -	\$ -	\$ -	\$ -
Fiber Infrastructure.....	400,000	-	100,000	100,000	100,000	100,000
Police						
Police Station.....	16,500,000	1,750,000	14,750,000	-	-	-
Police Vehicles.....	461,756	461,756	-	-	-	-
Fire						
Classroom at Training Tower*.....	275,000	-	275,000	-	-	-
Station 4.....	4,500,000	500,000	4,000,000	-	-	-
Station 5.....	5,500,000	-	-	500,000	5,000,000	-
Replace Fire Engine.....	2,362,288	582,288	580,000	1,200,000	-	-
Replace Aerial Truck.....	1,800,000	-	-	-	-	1,800,000
Planning						
BPAC Sidewalks and Trails.....	3,316,370	187,100	659,500	183,957	1,844,813	441,000
Holt Street Greenway	900,000	900,000	-	-	-	-
Public Works - Sanitation						
Automated Garbage Truck.....	650,000	320,000	-	-	330,000	-
Rear Load Garbage Truck.....	180,000	-	180,000	-	-	-
Recreation & Parks						
Lebanon Rd./Lake Michael Connector.....	165,000	165,000	-	-	-	-
Youth/Walker Field Lighting.....	186,000	186,000	-	-	-	-
Tennis Building w/ Bathrooms*.....	170,000	-	-	170,000	-	-
MACC/Old Rec Repave.....	325,000	-	325,000	-	-	-
Lake Michael Trail Extension.....	444,113	-	444,113	-	-	-
Lake Michael Dam Repairs (Phase #3).....	4,000,000	-	4,000,000	-	-	-
Community Park Back Entrance.....	350,000	-	-	350,000	-	-
Amphitheater @ Community Park.....	110,000	-	-	110,000	-	-
Senior Game Commons Area.....	100,000	-	-	100,000	-	-
Community Park Health Pavilion.....	2,500,000	-	-	-	2,500,000	-
MACC Red Cross Updates & Pool.....	5,000,000	-	-	-	-	5,000,000
Park South of 40/85.....	10,000,000	-	-	-	-	10,000,000
Total.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000
Funding Sources						
Cash.....	\$ 7,953,483	\$ 1,560,100	\$ 2,563,613	\$ 1,013,957	\$ 2,274,813	\$ 541,000
Debt	52,364,044	3,614,044	22,750,000	1,700,000	7,500,000	16,800,000
Total.....	\$ 60,317,527	\$ 5,174,144	\$ 25,313,613	\$ 2,713,957	\$ 9,774,813	\$ 17,341,000

* Department requested in FY22, moved to FY23 or FY24.

UTILITY FUND

Utility Fund Recommended CIP Budget - Detailed List - CIP 2022-2026

Project Budget	Total	2022	2023	2024	2025	2026
Water Distribution						
Water Line Repair and Maintenance.....	\$ 790,000	\$ 150,000	\$ 150,000	\$ 160,000	\$ 160,000	\$ 170,000
Water Line Replacements.....	468,000	150,000	123,000	195,000	-	-
Elevated Storage Tank.....	4,000,000	-	300,000	3,700,000	-	-
Old Hillsborough Road Loop.....	525,000	-	-	-	525,000	-
Gravelly Hill Force Main.....	479,500	-	-	-	479,500	-
Highway 70 Water Main.....	710,000	-	-	-	-	710,000
Vehicles.....	123,000	123,000	-	-	-	-
St Andrews Water Connector.....	700,000	-	-	-	-	700,000
Sewer Mains						
Sewer Equipment Replacement.....	630,000	-	110,000	70,000	450,000	-
Inflow & Infiltration - 5th Street Outfall and Manhole Rehab*...	1,700,000	-	1,700,000	-	-	-
Inflow & Infiltration - 3rd Street Outfall and Manhole Rehab.....	1,450,000	-	1,450,000	-	-	-
Inflow & Infiltration - WRRF Outfall and Manhole Rehab.....	1,940,000	-	-	1,940,000	-	-
Inflow & Infiltration - Other.....	1,050,000	-	-	-	550,000	500,000
Sewer Lift Stations						
Arbor Creek Outfall - Design and Construction.....	700,000	-	-	62,500	637,500	-
GKN Pump Station Re-Route.....	1,400,000	37,500	1,362,500	-	-	-
Third Street Outfall.....	650,000	-	-	-	650,000	-
Walmart Pump Station Decommissioning.....	500,000	-	-	-	-	500,000
Oversize Reimbursements	286,000	286,000	-	-	-	-
Meters						
Meter Changeout Project.....	500,000	500,000	-	-	-	-
Water Resource Recovery Facility						
WRRF Expansion Project - 0.5 MGD	9,290,000	-	9,290,000	-	-	-
Total.....	\$ 27,891,500	\$ 1,246,500	\$ 14,485,500	\$ 6,127,500	\$ 3,452,000	\$ 2,580,000
Funding Source						
Debt.....	\$ 19,115,000	\$ 123,000	\$ 9,590,000	\$ 3,700,000	\$ 3,292,000	\$ 2,410,000
Grants.....	4,760,000	-	3,150,000	1,610,000	-	-
Cash.....	4,016,500	1,123,500	1,745,500	817,500	160,000	170,000
Total.....	\$ 27,891,500	\$ 1,246,500	\$ 14,485,500	\$ 6,127,500	\$ 3,452,000	\$ 2,580,000

* Department requested in FY22, moved to FY23.

CONCLUSION

The CIP is a plan designed to address our capital improvement listings and has been prepared with the goals of the City Council in mind. Mebane is growing and must plan for more residents, industries, and commercial businesses in a Positively Charming and financially thoughtful way.

Respectfully submitted,

Chris Rollins
City Manager

Daphna Schwartz
Finance Director

Appendix A: General Fund Departments



Description	FY20 Actuals	FY 21 Original Budget	FY21 Revised Budget	FY22 Recommended Budget	% Change from FY21 Revised Budget	Variance Explanations
General Fund						
Council						
Salaries & Wages	\$ 4,542	\$ -	\$ -	\$ -	N/A	Payroll accrual in FY20, now booked to PT Salaries.
Part-Time Salaries	54,500	54,500	54,500	55,612	2.0%	
FICA	4,170	4,170	4,170	4,255	2.0%	
Group Insurance Contribution	265	1,575	1,575	1,575	0.0%	
Subtotal Salaries	63,477	60,245	60,245	61,442	0	
Schools & Conferences	1,333	4,500	4,500	4,500	0.0%	
Departmental Supplies	320	1,350	1,350	1,350	0.0%	
Technology Supplies Equip				-	N/A	
Dues & Subscriptions	17,265	17,444	17,444	18,098	3.7%	All dues have increased: NC League of Municipalities \$345, PTRC \$100, and NC School of Government \$99.
Subtotal Operating	18,918	23,294	23,294	23,948	2.8%	
Total Council	\$ 82,395	\$ 83,539	\$ 83,539	\$ 85,390	2.2%	
Administration						
Salaries & Wages	670,685	865,864	865,864	853,279	(1.5%)	Includes HR Consultant at \$43,905 and Public Information Officer at \$60,000 coupled with the retirement of the City Manager and a new Assistant City Manager
Part-time Salaries	-	12,840	12,840	-	(100.0%)	Part time salary budget in FY21 was used to offset the addition of the HR Consultant
Longevity Contribution	29,431	26,366	26,366	19,239	(27.0%)	FY22 budget decrease is due to the retirement of a long-term employee.
Car Allowance	-	-	-	3,672	N/A	Assistant City Manager
Cell Phone Stipend	1,980	2,160	2,160	1,620	(25.0%)	
FICA	47,052	60,703	60,703	65,176	7.4%	
Group Insurance Contribution	44,976	59,329	59,329	77,391	30.4%	Increase due to two new employees.
Retirement Contribution	135,273	184,245	184,245	181,052	(1.7%)	
401K Retirement Contribution	33,578	44,612	44,612	43,112	(3.4%)	
Utility Contra	(284,417)	(279,709)	(279,709)	(305,344)	9.2%	
Subtotal Salaries	678,558	976,410	976,410	939,198	-3.8%	
Professional Services	127,553	146,735	141,735	137,272	(3.1%)	
Telephone & Postage	1,185	2,400	2,400	2,380	(0.8%)	
Schools & Conferences	3,940	6,501	6,501	12,107	86.2%	ICMA and City County Management Conferences \$3,756; NCSHRM & NCIPMA Conferences \$1,700
Vehicle Maintenance & Repairs	149	-	-	350	N/A	
Advertising	1,885	2,000	2,000	2,500	25.0%	Projected increase in public hearings
Vehicle Fuel	154	-	-	350	N/A	
Departmental Supplies	15,800	12,450	12,450	20,100	61.4%	Increases: Marketing materials \$700, Employment ads \$1,500, supplies for new hires
Train Collection Expenses		-	-	-	N/A	
Technology Services & Supplies	3,487	4,604	4,604	12,868	179.5%	5% increase in Microsoft 365 licenses, computers and licenses for new hires
Wellness Program Expenses	-	-	-	-	N/A	
Small Equipment	4,592	-	-	-	N/A	
Misc. Contracted Services	9,492	7,700	7,700	8,700	13.0%	Election expenses increased \$1,000
Dues & Subscriptions	3,379	4,900	4,900	5,687	16.1%	Local HR Association membership for new hire \$125, National HR Association \$114, Risk Management Association \$50
Subtotal Operating	171,616	187,290	182,290	202,314	11.0%	
Capital Outlay - Other Improvements	-	-	-	16,000	N/A	HR Benefits Software
Capital Outlay - Vehicles				-		
Capital Outlay - Equipment				-		
Subtotal Capital	-	-	-	16,000	N/A	
Total Administration	\$ 850,174	\$ 1,163,700	\$ 1,158,700	\$ 1,157,512	-0.1%	

<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Finance						
Salaries & Wages	296,453	323,451	323,451	408,628	26.3%	Accountant position: \$56,744 and Accounting Supervisor reclassification \$3,210
Part-Time Salaries	-	11,460	11,460	11,517	0.5%	
Longevity Contribution	8,129	9,068	9,068	6,936	(23.5%)	Long-time employee retired.
Cell Phone Stipend	90	540	540	1,080	100.0%	Cell stipend for Accounting Supervisor
FICA	22,507	26,356	26,356	32,671	24.0%	
Group Insurance Contribution	43,162	57,173	57,173	67,828	18.6%	Increase due to a new employee.
Retirement Contribution	59,071	71,032	71,032	90,814	27.8%	
401K Retirement Contribution	14,779	16,626	16,626	20,782	25.0%	
Utility Contra	(165,090)	(168,770)	(168,770)	(206,196)	22.2%	
Subtotal Personnel	279,101	346,936	346,936	434,060	25.1%	
Professional Services	66,780	67,000	67,000	72,000	7.5%	Audit and actuary increases
Telephone & Postage	19,028	20,000	20,000	22,200	11.0%	Additional customers & phone rate increase
Schools & Conferences	1,424	8,600	8,600	11,696	36.0%	Additional Tyler Training for new employees
Equipment Maintenance & Repairs		500	500	500	0.0%	
Advertising	203	1,000	1,000	1,000	0.0%	
Tax Collection Fee	76,497	88,390	88,390	94,850	7.3%	
Departmental Supplies	7,656	20,000	20,000	21,100	5.5%	
Technology Services & Supplies	28,343	32,020	32,020	36,660	14.5%	Computer for the new hire
Small Equipment	1,630	7,400	7,400	7,612	2.9%	
Misc. Contracted Services	10,098	10,500	10,500	11,651	11.0%	Shred Event
					52.3%	GFOA rate increase, NCACPA \$255 and AICPA \$425, APA \$297
Dues & Subscriptions	240	2,040	2,040	3,107		
Subtotal Operating	211,899	257,450	257,450	282,376	9.7%	
Capital Outlay - Other Improvements	-	-	-	15,939	N/A	Tyler Time and Attendance Module
Subtotal Capital	-	-	-	15,939	N/A	
Total Finance	\$ 491,000	\$ 604,386	\$ 604,386	\$ 732,375	21.2%	
Information Technology (IT)						
Salaries & Wages	98,101	163,627	163,627	166,823	2.0%	
Part-Time Salaries	9,075	-	-	5,126	N/A	
Longevity Contribution	2,473	4,691	4,691	5,834	24.4%	Additional employee eligible
Cell Phone Stipend	405	1,080	1,080	1,080	0.0%	
FICA	8,332	12,959	12,959	13,600	4.9%	
Group Insurance Contribution	8,682	21,335	21,335	22,178	4.0%	
Retirement Contribution	19,323	34,757	34,757	37,731	8.6%	
401K Retirement Contribution	4,776	8,416	8,416	8,634	2.6%	
Utility Contra	(48,142)	(74,004)	(74,004)	(79,942)	8.0%	
Subtotal Personnel	103,025	172,861	172,861	181,064	4.7%	
Professional Services	-	15,000	40,000	52,500	31.3%	Laserfiche consultant, special projects consultant and GIS
Telephone and Postage	456	1,000	1,000	1,000	0.0%	
						NCLGISA Conference for 2 employees \$2,400, Active Directory and Cybersecurity Training for IT Specialist \$2,800, Management Training for IT Director \$2,000
Schools and Conferences	1,034	4,350	4,350	7,200	65.5%	Labor & equipment for new hardware upgrade
Equipment Maintenance & Repairs	4,212	3,500	3,500	5,000	42.9%	Additional supplies are needed to run the department.
Departmental Supplies	553	1,000	1,000	1,500	50.0%	FY21 budget includes Laserfiche Document Management System and SANS at \$50,000 total.
Technology Supplies and Services	10,000	3,000	52,996	26,886	(49.3%)	
TWC Telecommunications	43,393	54,744	54,744	54,769	0.0%	
Software Licensing and Maint	2,100	14,100	14,100	13,245	(6.1%)	
Small Equipment	3,513	21,300	21,300	10,600	(50.2%)	FY21 budget includes \$5,000 for new computers and UPS for backup servers \$2,500
Misc. Contracted Services	96,469	118,920	118,920	125,320	5.4%	
Dues & Subscriptions	60	-	-	-	N/A	
Subtotal Operating	161,790	236,914	311,910	298,020	-4.5%	
Capital Outlay - Other	5,040	-	-	-	N/A	
						FY22 budget includes \$22,000 for Police IT Connection, \$50,000 Fire Department upgrade, \$122,000 Network Firewalls and Routers, \$25,000 server room security and \$60,000 AV upgrade in Council Chambers
Capital Outlay - Equipment	-	-	22,000	279,000	1168.2%	
Subtotal Capital	5,040	-	22,000	279,000	1168.2%	
Total IT	269,855	409,775	506,771	758,084	49.6%	
Economic Development						
Professional Services	-	10,000	10,000	60,000	500.0%	Signage for industrial parks
Industrial Development	676,446	991,800	966,800	1,615,800	67.1%	State Building Reuse Grant \$480,000
Alamance County Chamber of Commerce	20,000	20,000	20,000	20,000	0.0%	
Subtotal Operating	696,446	1,021,800	996,800	1,695,800	70.1%	
Subtotal Capital	-	-	-	-	N/A	
Total Econ Dev't	\$ 696,446	\$ 1,021,800	\$ 996,800	\$ 1,695,800	70.1%	

<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Police						
Salaries & Wages	2,008,615	2,202,560	2,202,560	2,358,382	7.1%	Additional Police Investigator \$45,673 and 6 months of 4 police patrol positions at \$41,426
Part-time Salaries	22,100	27,000	27,000	27,678	2.5%	
Overtime Salaries	15,927	20,000	20,000	20,100	0.5%	
Temporary Salaries	48,724	13,000	13,000	13,000	0.0%	
Longevity Contribution	44,380	49,131	49,131	55,630	13.2%	Increase in tenure.
LEO Separation Allowance	-	40,000	40,000	47,934	19.8%	Increase due to retirements.
FICA	159,202	176,844	176,844	188,327	6.5%	
Group Insurance Contribution	335,443	368,024	368,024	393,151	6.8%	
Retirement Contribution	33,737	30,473	30,473	38,089	25.0%	Increase in retirement rate.
401K Retirement Contribution	100,717	113,584	113,584	121,698	7.1%	
LEO Retirement Contribution	380,821	447,075	447,075	483,327	8.1%	
Subtotal Personnel	3,149,666	3,487,691	3,487,691	3,747,316	7.4%	
Professional Services	118,797	100,523	100,523	100,523	0.0%	
Telephone & Postage	26,411	39,269	39,269	46,768	19.1%	Recurring cost of additional 19 Jetpacks from the previous fiscal year.
Utilities	11,294	12,600	12,600	13,230	5.0%	
Schools & Conferences	9,292	27,000	27,000	28,000	3.7%	
Building & Grounds Maintenance	8,009	16,000	16,000	16,000	0.0%	
Vehicle Maintenance & Repairs	75,139	76,183	78,051	78,051	0.0%	
Vehicle Fuel	74,436	75,000	75,000	100,000	33.3%	Fuel has increased due to additional vehicles for new hires.
Departmental Supplies	42,543	79,217	81,760	89,760	9.8%	
Technology Services & Supplies	60,682	88,803	89,691	93,233	3.9%	
Uniforms & Accessories	34,561	40,030	50,771	66,018	30.0%	Increase is due to uniforms for new hires.
Federal Equitable Sharing Expense	37,589	-	20,396	20,396	0.0%	
Misc. Contracted Services	21,402	45,695	45,695	46,795	2.4%	
Vice Investigations	-	5,000	5,000	5,000	0.0%	
Dues & Subscriptions	2,055	3,000	3,000	3,000	0.0%	
Pet Adoption Center Subsidy	80,390	75,870	75,870	75,870	0.0%	
Subtotal Operating	602,725	684,190	720,626	782,644	8.6%	
Capital Outlay - Other	-	-	-	142,820	N/A	Equipment for new hires \$84,020 and radio upgrades \$58,800
Capital Outlay - Vehicles	191,157	178,524	188,612	461,756	144.8%	Eight vehicles: Five vehicles for new hires and three replacement vehicles.
Capital Outlay - Federal Equitable	45,940	-	37,786	-	(100.0%)	
Subtotal Capital	237,097	178,524	226,398	604,576	167.0%	
Total Police	\$ 3,989,488	\$ 4,350,405	\$ 4,434,715	\$ 5,134,536	15.8%	
Fire						
Salaries & Wages	1,463,124	1,529,391	1,512,391	1,607,605	6.3%	Additional Fire Inspector at \$45,673.
Part-time Salaries & Wages	42,498	60,000	60,000	61,506	2.5%	
Overtime Salaries	71,734	60,000	60,000	60,300	0.5%	
Longevity Contribution	36,428	39,239	39,239	45,808	16.7%	Increasing tenure.
Volunteer Reimbursements	26,478	25,000	25,000	25,000	0.0%	
Cell Phone Stipend	3,420	3,780	3,780	4,320	14.3%	New position cell stipend.
FICA	124,472	131,382	131,382	136,074	3.6%	
Group Insurance Contribution	244,407	260,727	260,727	274,738	5.4%	
Fraternal Insurance Contribution	5,165	6,000	6,000	6,000	0.0%	
Retirement Contribution	304,392	336,312	336,312	375,281	11.6%	Increase in the retirement rate, plus the new position.
401K Retirement Contribution	74,385	81,431	81,431	85,876	5.5%	
Fire Retirement Contribution	4,000	4,000	4,000	4,000	0.0%	
Pension Expense	46,087	48,000	48,000	48,000	0.0%	
Subtotal Personnel	2,446,590	2,585,262	2,568,262	2,734,507	6.5%	
Professional Services	12,741	14,735	14,735	14,735	0.0%	
Telephone & Postage	16,325	16,080	16,080	17,320	7.7%	
Utilities	29,081	30,000	30,000	29,850	(0.5%)	
Schools & Conferences	15,240	20,000	20,000	20,000	0.0%	
Building & Grounds Maintenance	41,043	21,700	21,700	18,200	(16.1%)	FY21 budget had ceiling fans and hood compliance costs of \$8,200.
Equipment Maintenance & Repairs	16,336	8,000	8,000	8,000	0.0%	
Vehicle Maintenance & Repairs	54,990	50,000	73,000	73,350	0.5%	
Vehicle Fuel	27,394	29,000	29,000	29,000	0.0%	
Departmental Supplies	36,377	40,000	37,220	36,000	(3.3%)	
EMT Equipment	8,257	9,000	9,000	9,400	4.4%	
Technology Services & Supplies	7,675	5,950	22,950	6,750	(70.6%)	FY21 budget was increased by \$17,000 to cover one-time scanning costs.
Uniforms & Accessories	65,610	66,780	66,780	57,500	(13.9%)	FY21 included Phase I Turnout Gear.
Small Equipment	28,752	17,222	35,314	67,684	91.7%	FY22 includes mandatory upgrades for the radio system at \$54,000
Misc. Contracted Services	18,156	25,580	25,580	31,485	23.1%	
Dues & Subscriptions	9,994	10,715	10,715	10,715	0.0%	FY22 includes an increase in footage of hose at \$6,000.
Christmas Party	3,724	4,200	-	4,200	N/A	
Subtotal Operating	391,695	368,962	420,074	434,189	3.4%	
Capital Outlay - Vehicles	127,368	-	-	582,288	N/A	New Engine
Capital Outlay - Machinery & Equipment	22,289	-	-	10,950	N/A	Hurst Tool (Jaws of Life)
Subtotal Capital	149,656	-	-	593,238	N/A	
Total Fire	\$ 2,987,941	\$ 2,954,224	\$ 2,988,336	\$ 3,761,934	25.9%	

Description	FY20 Actuals	FY 21 Original Budget	FY21 Revised Budget	FY22 Recommended Budget	% Change from FY21 Revised Budget	Variance Explanations
Planning						
Salaries & Wages	181,017	236,947	236,947	241,498	1.9%	
Part-time Salaries	-	-	-	25,534	N/A	
Overtime wages	4,653	5,000	5,000	5,025	0.5%	
Longevity Contribution	3,937	4,666	4,666	4,738	1.5%	
Cell Phone Stipend	90	540	540	1,080	100.0%	Additional employee is receiving a stipend.
FICA	14,103	18,907	18,907	21,230	12.3%	
Group Insurance Contribution	18,092	27,149	27,149	28,628	5.4%	
Retirement Contribution	35,360	50,926	50,926	52,775	3.6%	
401K Retirement Contribution	8,893	12,331	12,331	12,563	1.9%	
Utility Contra	(35,516)	-	-	(28,666)	N/A	
Subtotal Personnel	230,629	356,466	356,466	364,405	2.2%	
Professional Services	29,108	135,200	152,787	115,700	(24.3%)	Decrease is due to the completion of several projects in FY21 such as Orange Co. Buckhorn, Lowes Blvd and scanning services.
Telephone & Postage	5,086	7,630	7,630	5,430	(28.8%)	Verizon charges have decreased.
Schools & Conferences	4,374	7,000	6,000	6,000	0.0%	
Building & Grounds Maintenance	945	850	1,850	1,300	(29.7%)	Warren Hay project completed.
Advertising	8,432	12,500	12,500	11,000	(12.0%)	UDO and Bike/Ped advertising expenses are expected to decrease.
Departmental Supplies	4,171	19,800	19,800	9,900	(50.0%)	New file archives at \$10,000 were budgeted in FY21.
Technology Services & Supplies	17,084	9,708	43,154	4,800	(88.9%)	FY21 included \$30,000 in GIS funding that has been moved to the IT budget.
Uniforms & Accessories	573	500	500	500	0.0%	
Misc. Contracted Services	7,444	4,015	4,015	5,217	29.9%	Increase in the janitorial costs for the expanded building.
Dues & Subscriptions	7,884	7,995	7,995	8,870	10.9%	Two additional memberships for APA/AICP \$1,084 and NCAPA dues \$450
Subtotal Operating	85,125	205,198	256,231	168,717	-34.2%	
Capital Outlay - Other Expenditures	253,313	-	-	-	N/A	
Subtotal Capital	253,313	-	-	-	N/A	
Total Planning	\$ 569,067	\$ 561,664	\$ 612,697	\$ 533,122	-13.0%	
Downtown Development						
Salaries & Wages	-	-	30,000	-	(100.0%)	Budget was moved to professional services.
Subtotal Personnel	-	-	30,000	-	-100.0%	
Professional Services	-	-	-	80,000	N/A	Main Street Coordinator \$60,000, graphic design and printing services \$10,000 and on call engineering \$10,000
Telephone & Postage	-	-	-	1,810	N/A	
Schools & Conferences	-	-	-	5,000	N/A	Maint Street Conference and Maint Street Trainings
Advertising	-	-	-	11,000	N/A	Billboard Campaign with \$6,000 grant
Departmental Supplies	-	-	-	3,000	N/A	Office supplies
Uniforms & Accessories	-	-	-	500	N/A	
Downtown Façade City Grant	-	-	-	50,000	N/A	
Dues & Subscriptions	-	-	-	500	N/A	
Subtotal Operating	-	-	-	151,810	N/A	
Subtotal Capital	-	-	-	-	N/A	
Total Downtown Development	\$ -	\$ -	\$ 30,000	\$ 151,810	406.0%	
Description	FY20 Actuals	FY 21 Original Budget	FY21 Revised Budget	FY22 Recommended Budget	% Change from FY21 Revised Budget	Variance Explanations
Inspections						
Salaries & Wages	275931	366,410	366,410	\$ 372,422	1.6%	
Part-time Salaries	7338	5,000	5,000	5,126	2.5%	
Overtime wages	3673	5,000	5,000	5,025	0.5%	
Longevity Contribution	4942	5,792	5,792	5,964	3.0%	
Cell Phone Stipend	1215	2,660	2,660	2,660	0.0%	
FICA	20593	29,824	29,824	29,723	(0.3%)	
Group Insurance Contribution	42261	56,900	56,900	59,277	4.2%	
Retirement Contribution	54595	77,893	77,893	83,781	7.6%	
401K Retirement Contribution	13788	18,860	18,860	19,172	1.7%	
Utility Contra	-16478	(13,578)	(13,578)	(13,988)	3.0%	
Subtotal Personnel	407,858	554,761	554,761	569,162	2.6%	
Professional Services	522	-	-	3,000	N/A	
Telephone & Postage	1,270	1,000	1,000	1,080	8.0%	
Schools & Conferences	5,635	6,100	6,100	8,750	43.4%	New code books at \$2,400
Vehicle Maintenance & Repairs	2,250	3,400	3,400	4,100	20.6%	Vehicles are getting older and costs are increasing.
Vehicle Fuel	3,028	3,500	3,500	3,500	0.0%	
Departmental Supplies	3,241	3,000	3,000	3,650	21.7%	New flashlights
Technology Services & Supplies	10,356	11,400	11,400	11,400	0.0%	
Uniforms & Accessories	830	1,000	1,000	1,300	30.0%	Code enforcement uniforms.
Misc. Contracted Services	2,212	22,700	22,700	23,120	1.9%	
Dues & Subscriptions	225	500	500	600	20.0%	Adding two memberships.
Subtotal Operating	29,569	52,600	52,600	60,500	15.0%	
Capital Outlay - Other Expenditures	-	11,344	11,344	-	(100.0%)	
Capital Outlay - Buildings	-	-	213,000	-	(100.0%)	FY21 Building Expansion
Capital Outlay - Vehicles	-	-	24,999	-	(100.0%)	
Subtotal Capital	-	11,344	249,343	-	-100.0%	
Total Inspections	\$ 437,427	\$ 618,705	\$ 856,704	\$ 629,662	-26.5%	

Description	FY20 Actuals	FY 21 Original Budget	FY21 Revised Budget	FY22 Recommended Budget	% Change from FY21 Revised Budget	Variance Explanations
Engineering						
Professional Services - Powell Bill	112,967	75,000	80,000	\$ 95,000	18.8%	Anticipated increase in paving.
City Engineer	107,011	120,000	90,000	90,000	0.0%	
Technical Review	41,884	41,000	31,000	31,000	0.0%	
Construction Inspection	64,459	73,000	108,000	108,000	0.0%	
Misc. Engineering Services	151,507	51,500	51,500	51,500	0.0%	
Stormwater Engineering	-	70,000	70,000	70,000	0.0%	
Subtotal Operating	477,828	430,500	430,500	445,500	3.5%	
Total Engineering - General Fund	\$ 477,828	\$ 430,500	\$ 430,500	\$ 445,500	3.5%	
Public Works						
Salaries & Wages	446,914	574,748	564,148	\$ 638,379	13.2%	Increase due to a new position: Maintenance Worker II \$35,000
Part-time Salaries	16,946	28,920	28,920	37,031	28.0%	Increase in part-time hours
Overtime Wages	15,027	20,000	20,000	21,100	5.5%	
Longevity Contribution	11,442	13,031	13,031	11,030	(15.4%)	Decrease due to a long tenured employee retiring.
Cell Phone Stipend	585	2,280	2,280	2,280	0.0%	
Fica	37,170	48,882	48,882	54,127	10.7%	
Group Insurance Contribution	92,960	121,545	121,545	132,020	8.6%	
Retirement Contribution	88,651	125,507	125,507	146,545	16.8%	Increase in retirement rate and new hire.
401K Retirement Contribution	22,218	30,389	30,389	33,534	10.3%	
Utility Contra	(46,440)	(67,429)	(67,429)	(74,056)	9.8%	
Subtotal Personnel	685,473	897,873	887,273	1,001,989	12.9%	
Professional Services	2,521	-	-	-	N/A	
Professional Services II	-	-	-	-	N/A	
Telephone & Postage	6,563	11,850	11,850	11,900	0.4%	
Utilities	164,990	194,320	194,320	188,645	(2.9%)	
Schools & Conferences	1,697	2,000	2,000	2,000	0.0%	
Building & Grounds Maintenance	18,679	25,000	26,952	36,200	34.3%	Tree trimming budget increase of \$5,000 and electrical maintenance increased \$4,000
Sidewalk Maintenance & Repair	51,602	91,500	68,232	91,500	34.1%	Restored to original FY21 budget.
Storm Sewer & Driveway Pipe Maintenance	12,127	30,500	30,500	30,500	0.0%	
Street Maintenance & Repair	1,220,897	676,100	1,048,726	716,306	(31.7%)	All street maintenance and repair has been moved to this line item. It was previously in the capital fund.
Equipment Maintenance & Rep	9,437	17,300	17,300	17,300	0.0%	
Vehicle Maintenance & Repair	13,849	29,500	29,500	34,300	16.3%	Aging fleet.
Vehicle Fuel	21,219	35,000	35,000	35,000	0.0%	
Departmental Supplies	29,066	34,500	34,500	38,600	11.9%	Increases in several supply lines.
Technology Services & Supplies	14,966	21,350	33,949	33,000	(2.8%)	
Uniforms & Accessories	13,521	22,400	22,400	23,600	5.4%	
Small Equipment	-	-	-	-	N/A	
Misc. Contracted Services	7,072	13,250	53,250	21,996	(58.7%)	FY21 includes \$40,000 for moving a fuel tank (DOT reimbursed)
Dues & Subscriptions	-	2,170	2,170	2,170	0.0%	
Subtotal Operating	1,588,206	1,206,740	1,610,649	1,283,017	-20.3%	
Capital Outlay - Other Improvements	-	335,000	415,000	407,100	(1.9%)	Improvements include an equipment shed \$70,000, fence & gate relocation \$150,000, S. 4th Street sidewalk \$84,900, S. 1st Street sidewalk \$62,000, and design for the Crawford St. sidewalk, and Third-Fifth St. connector for \$20,000 each.
Capital Outlay - Vehicles	361,041	430,000	550,000	-	(100.0%)	
Capital Outlay - Equipment	29,427	-	-	35,000	N/A	Mower, paint stripping equipment and pipe laser
Subtotal Capital	390,468	765,000	965,000	442,100	-54.2%	
Total Public Works	\$ 2,664,147	\$ 2,869,613	\$ 3,462,922	\$ 2,727,106	-21.2%	
Public Facilities						
Salaries & Wages	187,483	214,318	214,318	219,305	2.3%	
Part-time Salaries & Wages	24,207	30,920	30,920	31,696	2.5%	
Overtime Wages	758	2,000	2,000	2,010	0.5%	
Longevity Contribution	7,474	5,149	5,149	5,240	1.8%	
Cell Phone Stipend	585	1,080	1,080	1,080	0.0%	
FICA	16,829	19,390	19,390	20,457	5.5%	
Group Insurance Contribution	42,190	44,100	44,100	45,008	2.1%	
Retirement Contribution	37,200	49,285	49,285	53,447	4.4%	
401K Retirement Contribution	9,314	11,073	11,073	11,335	2.4%	
Utility Contra	(14,662)	(15,022)	(15,022)	-	(100.0%)	
Subtotal Personnel	311,378	362,293	362,293	387,578	7.0%	
Professional Services	-	110,000	110,000	10,000	(90.9%)	FY21 budget had the City-wide space study at \$110,000
Utilities	20,690	26,000	25,500	26,000	2.0%	
Building Maintenance	21,986	29,200	29,400	29,200	(0.7%)	
Lake & Marina Maint & Ops	65,975	60,000	60,000	63,000	5.0%	
Library Maint & Repairs	85,245	97,800	106,300	90,000	(15.3%)	FY21 budget had a privacy fence replacement at \$6,200 and the cost of painting the 2nd floor at \$8,500
Grounds Maintenance	41,917	47,000	46,800	50,000	6.8%	
Vehicle Fuel	458	300	800	900	12.5%	Increasing fuel costs
Departmental Supplies	14,237	10,500	10,500	15,000	42.9%	Increase for Christmas Decorations \$4,500
Signage and Branding	46,833	-	48,106	48,100	(0.0%)	
Technology Supplies and Services	-	2,000	2,000	2,000	0.0%	
Uniforms and Accessories	395	200	200	400	100.0%	Replacement uniforms
CARES Act Coronavirus Relief Funds	18,245	-	178,225	-	(100.0%)	
Facility Rental	4,800	4,800	4,800	4,800	0.0%	
Misc. Contracted Services	39,863	56,500	56,500	56,500	0.0%	
Subtotal Operating	360,644	444,300	679,131	395,900	-41.7%	
Capital Outlay - Land	193,022	-	-	-	N/A	
Capital Outlay - Building	-	-	-	-	N/A	
Capital Outlay - Other Improvements	-	205,000	209,159	85,000	(59.4%)	Railroad fence \$70,000 and Giles Pocket Park \$15,000
Capital Outlay - Equipment	-	-	-	-		
Capital Outlay - Art	18,090	-	-	-		
Subtotal Capital	211,112	205,000	209,159	85,000	-59.4%	
Total Public Facilities	\$ 883,134	\$ 1,011,593	\$ 1,250,583	\$ 868,478	-30.6%	

<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Sanitation						
Salaries & Wages	269,212	328,675	328,675	337,046	2.5%	
Overtime Wages	558	1,000	1,000	1,005	0.5%	
Longevity Contribution	5,149	5,330	5,330	5,901	10.7%	Increase in tenure
FICA	20,659	25,627	25,627	26,312	2.7%	
Group Insurance Contribution	65,168	77,599	77,599	81,168	4.6%	
Retirement Contribution	53,078	69,178	69,178	75,153	8.6%	
401K Retirement Contribution	13,387	16,750	16,750	17,192	2.6%	
Subtotal Personnel	427,211	524,159	524,159	543,777	3.7%	
Telephone and Postage	2,819	3,400	3,400	3,400	0.0%	
Equipment Maintenance & Repairs	118	2,000	2,000	2,000	0.0%	
Vehicle Maintenance & Repairs	106,636	135,000	171,000	191,500	12.0%	Increase is due to refurbishing an arm truck for \$25,000
Vehicle Fuel	65,060	70,000	70,000	70,000	0.0%	
Departmental Supplies	3,325	11,200	11,200	17,600	57.1%	Increase is due to replacing the liners in downtown cans an replacing cans for \$5,000
Roll-out Garbage Cans	20,738	25,000	25,000	32,000	28.0%	Increase is due to growth
Uniforms	8,154	8,000	8,000	8,500	6.3%	
Landfill Tipping Fees	424,008	498,000	492,000	554,000	12.6%	Increase is due to growth
Misc. Contracted Services	7,151	10,000	-	16,000	N/A	FY21 budget was transferred to vehicle maintenance. The increase is due to E-waste Disposal \$6,000
Dues & Subscriptions	-	-	-	700	N/A	
Subtotal Operating	638,009	762,600	782,600	895,700	14.5%	
Capital Outlay - Other Improvements	11,227	-	-	-	N/A	
Capital Outlay - Vehicles	-	-	-	320,000	N/A	Side-Arm Garbage Truck
Subtotal Capital	11,227	-	-	320,000	N/A	
Total Sanitation	1,076,447	1,286,759	1,306,759	1,759,477	34.6%	
Recreation						
Salaries & Wages	420,531	527,802	482,802	536,890	11.2%	FY21 vacant position is why FY21 revised budget is lower than FY22 recommended.
Part Time Salaries & Wages	59,869	108,000	113,000	110,711	(2.0%)	
Longevity Contribution	12,446	14,511	14,511	15,885	9.5%	
Car Allowance	-	-	1,000	3,672	267.2%	
Cell Phone Stipend	495	540	540	540	0.0%	
FICA	37,778	49,716	49,716	50,757	2.1%	
Group Insurance Contribution	67,305	97,932	97,932	103,292	5.5%	
Retirement Contribution	83,846	103,548	103,548	120,899	16.8%	Increases in the retirement rate
401K Retirement Contribution	20,957	26,492	26,492	27,715	4.6%	
Subtotal Personnel	703,227	928,541	889,541	970,361	9.1%	
Professional Services	18,078	-	-	100,000	N/A	
Telephone & Postage	13,333	17,000	17,000	18,250	7.4%	
Utilities	67,835	104,000	104,000	104,500	0.5%	
Ballfield Lights	18,986	34,250	34,250	35,250	2.9%	
Schools & Conferences	2,915	9,250	4,250	12,000	182.4%	Increase due to conferences for recently hired staff \$3,000, and CPR/First Aid Training for part-time leaders \$1,000
Building & Grounds Maintenance	149,585	160,750	378,067	188,500	(50.1%)	FY21 has \$166,000 for Community Park Lights
Equipment Maintenance & Repairs	6,595	17,900	17,900	18,500	3.4%	
Vehicle Maintenance & Repairs	3,512	12,750	11,750	12,750	8.5%	
Social Media and Marketing	5,629	37,525	37,525	21,500	(42.7%)	Contracted PIO was removed from the budget \$20,000
Vehicle Fuel	8,011	15,800	15,800	12,650	(19.9%)	FY22 Director will receive a car allowance
Departmental Supplies	31,121	46,000	51,000	38,000	(25.5%)	FY21 included supplies for a new hire \$6,000, and Lake Michael supplies \$2,000
Athletic Uniforms & Equipment	20,760	40,000	40,000	52,450	31.1%	FY22 includes an increase of \$19,000 for jerseys and equipment for multiple sports
Technology Services & Supplies	19,530	13,200	15,200	18,000	18.4%	FY22 - increase for key fobs for MACC offices \$3,500
Uniforms & Accessories	4,017	5,300	8,300	5,800	(30.1%)	FY21 includes one-time purchases
Small Equipment	18,639	7,999	7,999	39,600	395.1%	FY22 includes \$5,000 for canoes and kayaks, \$5,000 for MACC chairs, \$7,350 for an X Mark push mower and accessories, and \$14,000 john boats
Misc. Contracted Services	45,528	62,500	62,500	65,500	4.8%	
Dues & Subscriptions	1,896	2,000	2,000	14,236	611.8%	Increase is due to Civic Rec Annual Subscription \$4,500, live streaming subscription for cameras \$2,500, YouTube TV for MACC \$1,000, Adobe \$1,670 and various other subscriptions to social media platforms
Special Activities	32,364	67,700	40,700	89,250	119.3%	Increase due to new programs such as Movies in the Park, classes, Esports \$10,000, Joedell Thompson Event \$4,000, Halloween Event \$3,000
Summer Camps	8,053	9,300	9,300	10,000	7.5%	
Sports Hall of Fame Gala	-	10,000	10,000	10,000	0.0%	
Subtotal Operating	476,387	673,224	867,541	866,736	-0.1%	
Capital Outlay - Land	-	-	535,000	-	(100.0%)	
Capital Outlay - City Park Project	118,981	-	-	-	N/A	Project completed in FY20
Capital Outlay - MACC Renovation	15,219	68,400	68,400	70,000	2.3%	Parking lot camera Phase 3 \$15,000, ball field landscaping \$12,500, ball field painting and fence upgrades \$10,000, fix gym doors \$8,000, laser level ball fields \$7,000, batting cages and bullpens \$6,500, ball field sound system \$6,000, and ball field tables and benches \$5,000
Capital Outlay - Other Improvements	109,135	33,000	176,500	27,000	(84.7%)	Two electronic score tables for MACC 1 and 2
Capital - Fifth Street Pocket Park	-	-	-	-	N/A	
Capital - First St Pocket Park	13,697	-	107,080	-	(100.0%)	
Capital Outlay - Cates Farm Park	3,500	375,000	680,961	15,000	(97.8%)	Cates Farm Project will be moved to a Capital Project Ordinance \$680,961, Trail benches \$5,000, garbage cans \$5,000 and extra signs \$5,000
Capital Outlay - Vehicles	-	-	-	-	N/A	
Capital Outlay - Machinery & Equipment	17,632	43,000	75,500	37,500	(50.3%)	Fairway mower
Capital Outlay - Lebanon Rd./Lake Michael Connector	7,760	-	-	165,000	N/A	
Capital Outlay - Youth/Walker & Old Rec Updates	-	-	-	256,000	N/A	Basket ball court \$70,000 and field lighting \$186,000
Capital Outlay - Blue Lights for Parks	-	-	-	25,000	N/A	Lake Michael, Cates Farm & Community Park
Capital Outlay - Holt Street Greenway	29,089	-	19,256	-	(100.0%)	A Capital Project Ordinance will be created in FY22.
Capital Outlay - Lake Michael	-	360,500	360,500	45,426	(87.4%)	FY22 Swing sets \$35,000 and new windows \$10,426, FY21 Lake Michael Dam project on hold
Subtotal Capital	315,013	879,900	2,023,197	640,926	-68.3%	
Total Recreation	\$ 1,494,627	\$ 2,481,665	\$ 3,780,279	\$ 2,478,023	-34.4%	

<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Non-Departmental						
Group Insurance Contribution	99,023	140,804	140,804	209,629	48.9%	Estimated rate increase and four new retirees
Salaries for potential retirement	-	133,965	133,965	100,000	(25.4%)	Estimate for FY22
Unemployment Insurance Contribution	3,279	20,000	20,000	20,000	0.0%	
Subtotal Personnel	102,302	294,769	294,769	329,629	11.8%	
Website Hosting	5,190	5,000	5,000	5,000	0.0%	
Train Collection Expenses	5,259	-	10,027	10,000	(0.3%)	
Property & General Liability Insurance	403,986	460,000	460,000	500,700	8.8%	
Alamance County Arts Council Subsidy	10,000	10,000	10,000	10,000	0.0%	
ACTA Subsidy	6,500	6,500	6,500	6,500	0.0%	
Mebane Historical Museum Subsidy	37,600	38,540	38,540	39,700	3.0%	
United Way	1,000	2,500	2,500	5,000	100.0%	Increase requested
Subtotal Operating	469,535	522,540	532,567	576,900	8.3%	
Principal - 2008 Issue (Rec & City Hall)	213,333	213,334	213,334	213,334	0.0%	
Principal - 2004 Issue (Library)	76,224			-	N/A	
Principal - Fire Station BB&T	173,333	173,334	173,334	173,334	0.0%	
Principal - Fire Station PEMC	140,889	140,889	140,889	140,889	0.0%	
Principal - New Park	388,667	388,667	388,667	388,667	0.0%	
Principal - Fire Truck	46,833	46,833	46,833	101,833	117.4%	FY22 includes new debt for a Fire Engine
Principal - Fire Radios	86,375	86,375	86,375	86,375	0.0%	
Principal - Police Vehicles	53,294	53,294	53,294	99,470	86.6%	FY22 includes new debt for eight new vehicles
Principal - Police Radios	93,800	93,800	93,800	93,800	0.0%	
Principal - Trail		51,500	51,500	-	(100.0%)	No debt was issued in FY21
Principal - New PW Vehicles		86,000	86,000	118,100	37.3%	FY22 includes new debt for a side-arm garbage truck
Principal - Parks Projects		72,500	72,500	-	(100.0%)	No debt was issued in FY21
Interest - 2008 Issue (Rec & City Hall)	28,156	20,651	20,651	13,142	(36.4%)	
Interest - 2004 Issue (Library)	1,401			-	N/A	
Interest - Fire Station BB&T	47,996	43,074	43,074	38,151	(11.4%)	
Interest - New Park	162,608	149,566	149,566	103,794	(30.6%)	
Interest - Fire Truck		3,596	3,596	9,841	173.7%	FY22 includes new debt for a Fire Engine
Interest - Fire Radios	5,193	5,229	5,229	3,835	(26.7%)	
Interest - Police Vehicles	6,623	9,341	9,341	13,053	39.7%	FY22 includes new debt for eight new vehicles
Interest - Trail		20,600	20,600	-	(100.0%)	
Interest - New PW Vehicles		16,340	16,340	9,551	(41.5%)	
Interest - Parks Projects		24,740	24,740	12,833	(48.1%)	
Interest - Police Radios	12,212	-	-	-	N/A	
Subtotal Debt Service	1,536,937	1,699,663	1,699,663	1,620,002	-4.7%	
Transfer to Capital Fund	-	-	-	-	N/A	Capital Fund will close out at the end of FY21.
Subtotal Transfers Out	-	-	-	-	N/A	
Total Nondepartmental	\$ 2,108,774	\$ 2,516,972	\$ 2,526,999	\$ 2,526,531	0.0%	
Total General Fund Expenses	\$ 19,078,750	\$ 22,365,300	\$ 25,030,690	\$ 25,386,540	1.4%	
Personnel	9,588,495	11,548,267	11,481,667	12,264,488	6.8%	
Operating	6,380,392	7,077,602	8,124,263	8,564,071	5.4%	
Capital	1,572,926	2,039,768	3,695,097	2,937,979	(20.5%)	
Debt Service	1,536,937	1,699,663	1,699,663	1,620,002	(4.7%)	
Transfers	-	-	-	-	N/A	Capital Fund will close out at the end of FY21.
Total General Fund	19,078,750	22,365,300	25,000,690	25,386,540	1.5%	

APPENDIX B: WATER & SEWER FUND DEPARTMENTS



Description	FY20 Actuals	FY 21 Original Budget	FY21 Revised Budget	FY22 Recommended Budget	% Change from FY21 Revised Budget	Variance Explanations
Water and Sewer Fund						
Billing and Metering						
Salaries & Wages	44,867	173,429	173,429	181,022	4.4%	
Longevity Contribution	412	1,748	1,748	1,756	0.5%	
FICA	2,575	13,401	13,401	13,450	0.4%	
Group Insurance Contribution	8,526	9,364	9,364	9,763	4.3%	
Retirement Contribution	8,080	36,174	36,174	38,416	6.2%	
401K Retirement Contribution	2,056	8,758	8,758	8,791	0.4%	
Indirect Contra	610,745	618,512	618,512	708,191	14.5%	Charge from General Fund for administrative overhead
Subtotal Personnel	677,261	861,386	861,386	961,389	11.6%	
Professional Services	48,983	4,500	4,500	-	(100.0%)	
Construction Inspection	8,744	-	-	-	N/A	
Telephone & Postage	23,613	28,200	28,200	28,000	(0.7%)	
Bank Charges	55,004	49,500	49,500	75,000	51.5%	Increase is due to more customers using online payment options
Equipment Maintenance & Repairs	-	2,000	2,000	2,000	0.0%	
Departmental Supplies & Meters	461,847	1,000	1,000	1,000	0.0%	
Technology Services & Supplies	1,920	8,800	8,800	9,900	12.5%	
Misc. Contracted Services	77,783	78,900	90,773	89,300	(1.6%)	
Over - Short	(150)	-	-	-	N/A	
Subtotal Operating	677,744	172,900	184,773	205,200	11.1%	
Capital Outlay - Other	999,391	930,370	1,064,971	700,000	(34.3%)	Meter changeout program \$500,000 and new meters \$200,000
Subtotal Capital	999,391	930,370	1,064,971	700,000	-34.3%	
Total Billing & Metering	\$ 2,354,396	\$ 1,964,656	\$ 2,111,130	\$ 1,866,589	-11.6%	
Utility Maintenance						
Salaries & Wages	594,987	570,645	570,645	720,860	26.3%	Increase due to two new positions: Equipment Operator I \$33,152 and Maintenance Crew Leader \$46,020
Part-time Salaries & Wages	-	5,000	5,000	5,100	2.0%	Decreased due to new positions
Overtime Salaries	32,737	40,000	40,000	49,000	22.5%	Increase due to new positions
Longevity Contribution	12,231	12,638	12,638	14,885	17.8%	Increase due to new positions
Car Allowance	1,130	3,672	3,672	3,672	0.0%	
Cell Phone Stipend	90	540	540	540	0.0%	
FICA	44,025	48,385	48,385	55,703	15.1%	Increase due to new positions
Group Insurance Contribution	106,586	116,770	116,770	139,040	19.1%	Increase due to new positions and expected rate increase
Retirement Contribution	113,599	129,741	129,741	157,982	21.8%	Increase due to new positions and rate increase
401K Retirement Contribution	28,591	31,414	31,414	36,152	15.1%	Increase due to new positions
Subtotal Personnel	933,976	958,805	958,805	1,182,934	23.4%	
Professional Services	69,062	130,000	169,280	130,000	(23.2%)	FY21 increased for engineering study
Telephone & Postage	23,161	20,000	20,000	14,180	(29.1%)	Decrease due to elimination of phone lines (SCADA)
Utilities	88,696	85,600	85,600	100,600	17.5%	Rate increases
Schools & Conferences	5,405	7,000	7,000	6,000	(14.3%)	
Building & Grounds Maintenance	1,840	12,000	12,000	7,500	(37.5%)	FY21 included a shed
Street Maintenance & Repair	15,864	25,000	25,000	25,000	0.0%	
Fire Hydrant Maintenance & Repair	35,052	43,000	43,000	42,000	(2.3%)	
Equipment Maintenance & Repairs	124,018	102,000	107,467	102,000	(5.1%)	
Vehicle Maintenance & Repairs	19,069	30,000	30,000	30,500	1.7%	
Infrastructure - Maintenance & Repairs	-	-	-	555,000	N/A	Line and pump station maintenance & repair \$450,000, and utility relocations \$105,000
Advertising	64	500	500	500	0.0%	
Vehicle Fuel	10,558	25,000	25,000	22,500	(10.0%)	
Departmental Supplies	110,486	130,000	130,000	139,800	7.5%	
Chemicals	95,100	95,000	95,000	130,000	36.8%	Additional chemicals needed at Cambridge and West Ten
Technology Services and Supplies	2,088	22,725	22,725	23,000	1.2%	
Uniforms & Accessories	13,947	15,700	15,700	19,700	25.5%	Increased for new hires
Small Equipment	3,843	2,500	2,500	1,500	(40.0%)	In FY21 a walk behind saw was purchased
Graham Sewer Services	6,012	20,000	20,000	20,000	0.0%	
Contracted Services	76,881	169,700	169,700	128,100	(24.5%)	FY21 had one time expenses of \$60,000
Purchase of Water	780,621	780,000	780,000	780,000	0.0%	
Dues & Subscriptions	11,755	16,325	16,325	15,565	(4.7%)	
Subtotal Operating	1,493,522	1,732,050	1,776,797	2,293,445	29.1%	
Capital Outlay - Other Improvements	242,332	425,000	473,131	604,500	27.8%	FY22 Water Plant Capital \$131,000 and oversize reimbursements \$186,000, water line replacement \$150,000, and GKN reroute \$37,500
Capital Outlay - 119 Bypass Relocations	-	105,000	155,000	-	(100.0%)	
Capital Outlay - Arbor Creek Outfall	-	-	50,000	-		Arbor Creek Outfall
Capital Outlay - Vehicles	-	-	-	123,000	N/A	Three replacement vehicles and one new vehicle for the new Crew Leader
Capital Outlay - Equipment	163,281	34,900	34,900	36,600	4.9%	SCADA for Lake Michael and Richmond Hill Pump Stations \$16,600, and John Deere Gator \$20,000
Subtotal Capital	405,613	564,900	713,031	764,100	7.2%	
Total Utility Maintenance	\$ 2,833,111	\$ 3,255,755	\$ 3,448,633	\$ 4,240,479	23.0%	

<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Engineering						
City Engineer	38,267	21,500	47,500	94,000	97.9%	Increase due to water and sewer planning meetings, construction plan review and preliminary site plan review
Technical Review	26,608	27,500	27,500	28,000	1.8%	
Construction Inspection	55,507	150,000	114,000	130,000	14.0%	Increase due to services inspection and testing Expenditures for FY22 will primarily be construction inspection and city engineer work.
Misc. Engineering Services	58,583	101,000	111,000	33,000	(70.3%)	
Subtotal Operating	178,965	300,000	300,000	285,000	-5.0%	
Total Engineering	\$ 178,965	\$ 300,000	\$ 300,000	\$ 285,000	-5.0%	
Water Resources Recovery Facility (WRRF)						
Salaries & Wages	459,904	542,099	542,099	570,390	5.2%	
Part-Time Salaries	10,167	10,000	10,000	12,240	22.4%	
Overtime Salaries	10,354	18,920	18,920	18,920	0.0%	
Longevity Contribution	10,858	13,364	13,364	13,618	1.9%	
Car Allowance	3,531	3,672	3,672	3,672	0.0%	
Cell Phone Stipend	990	1,080	1,080	1,080	0.0%	
FICA	34,074	45,069	45,069	45,382	0.7%	
Group Insurance Contribution	62,688	76,078	76,078	79,341	4.3%	
Retirement Contribution	90,365	118,610	118,610	126,946	7.0%	
401K Retirement Contribution	22,144	28,719	28,719	29,050	1.2%	
Subtotal Personnel	705,075	857,611	857,611	900,639	5.0%	
Professional Services	5,199	10,000	10,000	10,000	0.0%	
Telephone & Postage	5,378	6,276	6,276	7,671	22.2%	Fats, oil & grease mailing \$1,750
Utilities	162,853	169,500	169,500	178,980	5.6%	
Schools & Conferences	3,712	3,900	3,900	3,200	(17.9%)	Decrease in the number of classes for FY21
Buildings & Grounds Maintenance	7,523	4,750	7,750	7,775	0.3%	
Equipment Maintenance & Repairs	50,453	147,585	139,585	188,800	35.3%	Additional \$100,000 for maintenance needs
Vehicle Maintenance & repair	338	975	975	950	(2.6%)	
Advertising	30	100	100	100	0.0%	
Vehicle Fuel	2,620	3,500	3,500	3,100	(11.4%)	
Departmental Supplies	36,813	42,785	42,785	41,740	(2.4%)	
Chemicals	82,754	88,615	110,615	95,000	(14.1%)	FY21 budget has chemicals for dewatering challenge \$14,048
Technology Supplies & Services	10,960	2,504	2,504	2,300	(8.1%)	
Software License-Utility Cloud	1,257	1,400	1,400	1,400	0.0%	
Uniforms & Accessories	4,063	4,500	4,500	4,400	(2.2%)	
Small Equipment	17,546	4,000	17,150	16,800	(2.0%)	
Contracted Services	379,335	451,450	451,450	530,520	17.5%	Estimated 10-12% organic load increase \$78,000
Laboratory Services	28,177	31,445	31,445	31,100	(1.1%)	
SCADA Services	8,207	15,750	27,750	31,200	12.4%	Additional SCADA service and equipment
Dues & Subscriptions	12,617	12,537	12,537	12,490	(0.4%)	
Subtotal Operating	819,835	1,001,572	1,043,722	1,167,526	11.9%	
Capital Outlay - Other Improvements	79,329	125,000	173,552	94,883	(45.3%)	Graham waste water treatment plant improvements \$94,883 and aeration basin electrical upgrade \$46,665
Capital Outlay - Vehicles	27,062	-	-	-	N/A	
Capital Outlay - Equipment	-	105,500	105,500	-	(100.0%)	
Subtotal Capital	106,391	230,500	279,052	94,883	-66.0%	
Total WRRF	\$ 1,631,301	\$ 2,089,683	\$ 2,180,385	\$ 2,163,048	-0.8%	
Non-Departmental						
Professional Services	-	-	-	130,000	N/A	Closing costs on 0.5 MGD Expansion financing
Property & Liability Insurance	11,111	61,980	61,980	62,000	0.0%	
Subtotal Operating	11,111	61,980	61,980	192,000	209.8%	
Principal - 2007 Issue (SE Pump Station)	133,333	133,334	133,334	133,334	0.0%	
Principal - 2009 Issue (9th St. Sewer)	4,806	4,806	4,806	4,806	0.0%	
Principal - Water Upgrade/Extension	286,000	293,000	293,000	302,000	3.1%	
Water Plant Capacity Payment	127,403	127,403	127,403	127,403	0.0%	
Sewer Capacity Payment	200,000	200,000	200,000	200,000	0.0%	
Principal - WRRF Upgrade FY19	-	187,000	187,000	620,000	231.6%	Increase due to debt payments for the WWRF Renovation Debt for three replacement trucks and one for the new Crew Leader
Principal - Trucks	-	-	-	12,300	N/A	
Interest - Water Upgrade/Expansion	86,605	82,199	82,199	74,464	(9.4%)	
Interest - 2007 Issue (SE Pump Station)	13,601	8,984	8,984	3,850	(57.1%)	
Interest - WRRF Upgrade FY19	-	112,200	112,200	151,125	34.7%	Increase due to debt payments for the WWRF Renovation Debt for three replacement trucks and one for the new Crew Leader
Interest - Trucks	-	-	-	1,754	N/A	
Subtotal Debt	851,748	1,148,926	1,148,926	1,631,036	42.0%	
Transfer to Capital Project Fund	-	-	-	-	N/A	Project fund eliminated
Subtotal Transfers	-	-	-	-	N/A	
Total Non-Departmental	862,859	1,210,906	1,210,906	1,823,036	50.6%	
Utility Fund Total	<u>7,860,632</u>	<u>8,821,000</u>	<u>9,251,054</u>	<u>10,378,152</u>	12.2%	
Salaries & Benefits	2,316,312	2,677,802	2,677,802	3,044,962	13.7%	
Operations	3,181,177	3,268,502	3,367,272	4,143,171	23.0%	
Capital Outlay	1,511,395	1,725,770	2,057,054	1,558,983	(24.2%)	Maintenance and repair items were moved to operating
Debt	851,748	1,148,926	1,148,926	1,631,036	42.0%	
Transfers	-	-	-	-	N/A	
Total Water and Sewer Fund	<u>7,860,632</u>	<u>8,821,000</u>	<u>9,251,054</u>	<u>10,378,152</u>	12.2%	

APPENDIX C: UTILITY CAPITAL RESERVE FUND



<i>Description</i>	<i>FY20 Actuals</i>	<i>FY 21 Original Budget</i>	<i>FY21 Revised Budget</i>	<i>FY22 Recommended Budget</i>	<i>% Change from FY21 Revised Budget</i>	<i>Variance Explanations</i>
Capital Reserve Fund						
System Development Fees - Water	238,192	250,000	250,000	290,000	16.0%	Increase expected due to growth.
System Development Fees - Sewer	664,329	400,000	400,000	817,000	104.3%	Increase expected due to growth.
Interest Earnings	9,701	2,500	2,500	2,500	0.0%	
Total Revenues	\$ 912,222	\$ 652,500	\$ 652,500	\$ 1,109,500	70.0%	

Budget Ordinance

(to be provided on June 7, 2021)

