



The Mebane City Council met for a Special Meeting at 1:30 p.m. on Wednesday, March 23, 2022 at the Municipal Building located at 106 E. Washington Street for the purpose of an initial budget work session.

Councilmembers Present:

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

Also Present:

Chris Rollins, City Manager
Preston Mitchell, Assistant City Manager
Lawson Brown, City Attorney
Daphna Schwartz, Finance Director
Stephanie Shaw, City Clerk
Terrence Caldwell, Police Chief
Aaron Davis, Recreation and Parks Director
Kirk Montgomery, IT Director
Franz Holt, AWCK, City Engineer
Dennis Hodge, WRRF Director
Kyle Smith, Utilities Director

Mayor Hooks called the meeting to order at 1:30pm. Mr. Rollins gave opening remarks.

The following Department Heads presented their departments budget requests for FY 2022/2023 as shown on the attached PowerPoint, overviewing current year highlights, goals, personnel requests, capital improvement project requests, and operating expenditure requests:

- Finance- Daphna Schwartz, Finance Director
- Police- Terrence Caldwell, Police Chief
- Recreation and Parks- Aaron Davis, Recreation and Parks Director

Mayor Hooks called for a brief break at 3:23 p.m. and called the work session back to order at 3:46 p.m.

The PowerPoint presentations continued with the following Department Heads presenting:

- IT- Kirk Montgomery, IT Director
- Engineering- Franz Holt, City Engineer
- Water Resources and Recovery Facility (WRRF)- Dennis Hodge, WRRF Director
- Utilities- Kyle Smith, Utilities Director

There was discussion among Council and staff throughout the work session. No formal action was taken.

There being no further business, the meeting was adjourned at 5:24 p.m.

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk



FINANCE

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART



Finance Director
Daphna Schwartz



Accounting Supervisor
Karen Louis



Accountant
Mary Reynolds



Accountant
Misty Stewart



Utility Billing Specialist
Jan Walker



Accounting Technician
Lauren Capps



Customer Service
Representative
VACANT



HIGHLIGHTS OF FY 21-22

- Expanded staff
- Improved efficiencies through process improvement in the following areas:
 - Budget
 - Payroll
 - Accounts Payable
 - Accounts Receivable
 - Online forms
- Begin rolling out electronic vendor payments and back-up payment options






GOALS FOR FY 22-23

- Create a revenue manual
- Update the standard operating procedures manual
- Update and modernize policies
- Ramp up electronic vendor payments
- Roll out Waterscope to all utility customers





“SUCCESSFUL PEOPLE ARE NOT GIFTED;
THEY JUST WORK HARD, THEN SUCCEED
ON PURPOSE.” – G.K. NIELSON

“NO ONE BUILDS A LEGACY STANDING STILL.”
– OSCAR AULIQ-ICE

“ACTION IS THE FOUNDATIONAL
KEY TO ALL SUCCESS.” – PABLO
PICASSO



QUESTIONS?

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Department: 4400 - Finance			
100-4400-020	SALARIES & WAGES	397,190.00	433,924.00
100-4400-030	PART-TIME SALARIES	11,517.00	12,208.00
100-4400-039	LONGEVITY CONTRIBUTION	6,936.00	7,495.00
100-4400-046	CELL PHONE STIPEND	1,080.00	2,160.00
100-4400-050	FICA	32,671.00	33,769.00
100-4400-060	GROUP INSURANCE CONTRIBUTION	67,828.00	81,394.00
100-4400-070	RETIREMENT CONTRIBUTION	90,814.00	100,114.00
100-4400-071	401K CONTRIBUTION	20,782.00	23,174.00
100-4400-099	INDIRECT TO UTILITY (CONTRA)	-206,196.00	-205,821.00
100-4400-100	PROFESSIONAL SERVICES	72,000.00	81,950.00
100-4400-110	TELEPHONE & POSTAGE	16,187.00	13,733.00
100-4400-140	SCHOOLS & CONFERENCES	11,696.00	14,525.00
100-4400-160	EQUIPMENT MAINTENANCE & REPAIRS	500.00	0.00
100-4400-260	ADVERTISING	1,000.00	1,000.00
100-4400-270	TAX COLLECTION FEE	94,850.00	100,000.00
100-4400-330	DEPARTMENTAL SUPPLIES	21,100.00	10,600.00
100-4400-340	TECHNOLOGY SERVICES & SUPPLIES	46,727.00	23,881.00
100-4400-342	TECHNOLOGY LICENSES	0.00	21,000.00
100-4400-390	SMALL EQUIPMENT	7,612.00	0.00
100-4400-391	SMALL EQUIPMENT MAINTENANCE & REPAIRS	0.00	4,900.00
100-4400-450	MISCELLANEOUS	11,651.00	0.00
100-4400-530	DUES & SUBSCRIPTIONS	3,107.00	3,140.00
100-4400-730	CAPITAL OUTLAY - OTHER	6,660.00	0.00
Total Department: 4400 - Finance:		715,712.00	763,146.00

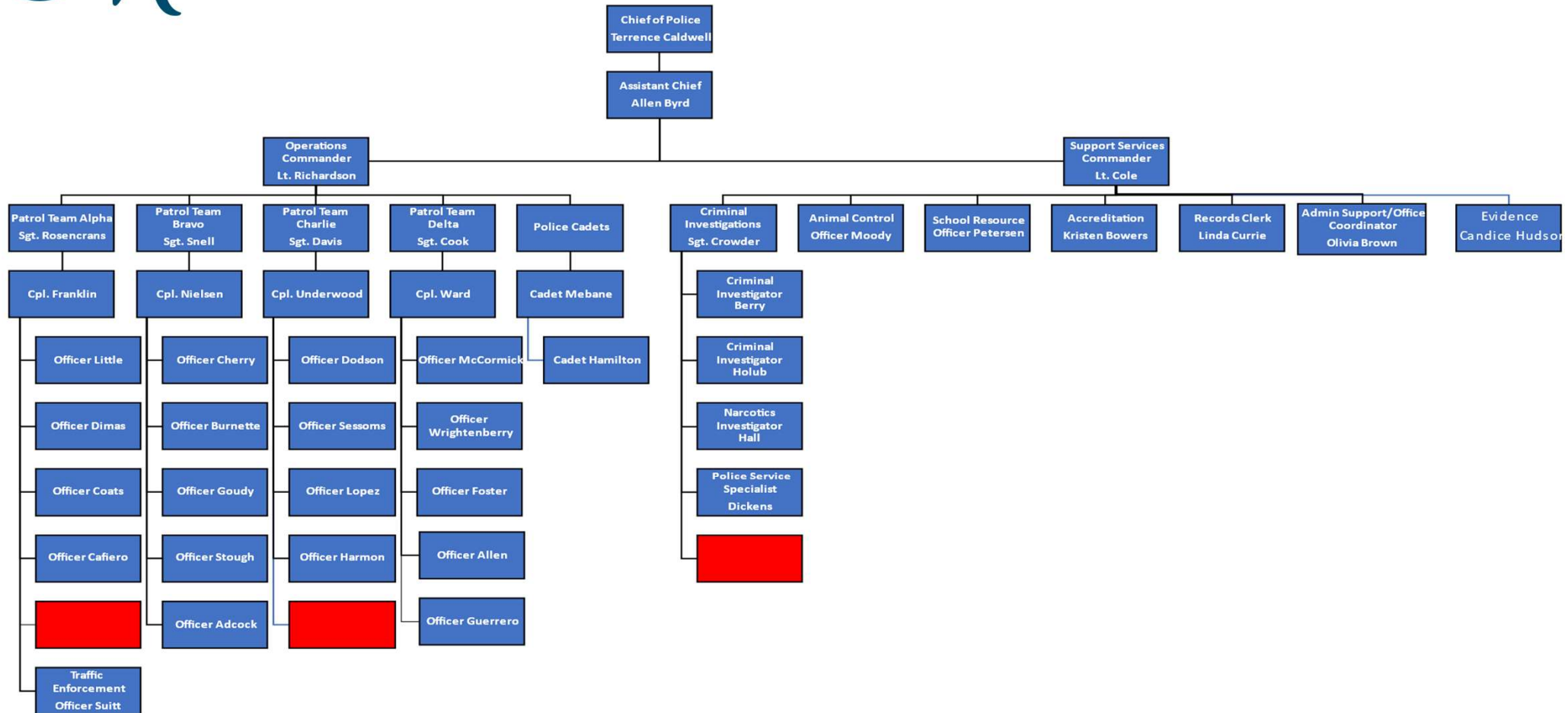


POLICE

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

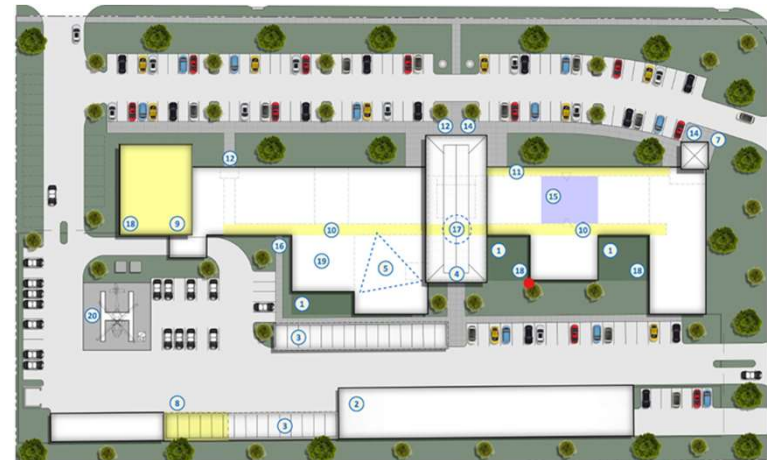
- Reaccreditation – Virtual On-Site, Award-March
- Personnel – 5 New Positions
- Vehicles – 5 New / 3 Replacement
- RR fundraiser (childhood cancer)
- Toy Drive
- Bike Rodeo
- Car Show
- Trunk or Treat





GOALS FOR FY 22-23

- Land Acquisition for New Facility
- Return to Proactive Community Oriented Policing
- Citizen's Police Academy





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	Facility/Land	\$1,750,000	\$7,750,000	\$7,000,00
2	Vehicle(s)	\$260,006	\$171,362	\$176,503
3	HVAC		\$40,000	
4	Roof Repair			\$300,000



REQUESTED OPERATING EXPENDITURES

Line Item	FY 22 Budget	Requested FY 23 Budget	Increase Amount
Fuel	\$100,000	\$133,600	\$33,600
Small Equipment	\$0	\$3,300	\$3,300





The members of the Police Department thank you for your unwavering support and vigilance that has helped distinguish Mebane as one of the greatest places to live, work, and visit. Collaborative relationships, coupled with high standards of excellence and integrity in policing, have kept our community strong. It is with gratitude and pride that we present to you the 2022-23 Budget Request.



QUESTIONS?

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Department: 5100 - Police			
100-5100-020	SALARIES & WAGES	2,350,034.00	2,855,377.00
100-5100-030	PART-TIME SALARIES	27,678.00	29,339.00
100-5100-035	OVERTIME SALARIES	20,100.00	20,100.00
100-5100-038	TEMPORARY SALARIES	13,000.00	90,000.00
100-5100-039	LONGEVITY CONTRIBUTION	55,630.00	60,114.00
100-5100-044	LEO SEPARATION ALLOWANCE	47,934.00	48,000.00
100-5100-050	FICA	188,327.00	217,589.00
100-5100-060	GROUP INSURANCE CONTRIBUTION	393,151.00	471,781.00
100-5100-070	RETIREMENT CONTRIBUTION	38,089.00	38,089.00
100-5100-071	401K CONTRIBUTION	121,698.00	145,221.00
100-5100-072	LEO RETIREMENT CONTRIBUTION	483,327.00	483,327.00
100-5100-100	PROFESSIONAL SERVICES	124,531.00	127,578.00
100-5100-110	TELEPHONE & POSTAGE	46,768.00	67,188.00
100-5100-130	UTILITIES	13,230.00	13,230.00
100-5100-140	SCHOOLS & CONFERENCES	28,000.00	28,000.00
100-5100-150	BUILDING & GROUNDS MAINTENANCE	32,074.00	31,135.00
100-5100-170	VEHICLE MAINTENANCE & REPAIRS	106,724.43	95,000.00
100-5100-310	FUEL	100,000.00	133,600.00
100-5100-330	DEPARTMENTAL SUPPLIES	44,730.00	78,660.00
100-5100-340	TECHNOLOGY SERVICES & SUPPLIES	98,644.63	85,973.00
100-5100-342	TECHNOLOGY LICENSES	17,266.00	59,399.00
100-5100-360	EMPLOYEE UNIFORMS & ACCESSORIES	66,018.00	69,750.00
100-5100-370	FEDERAL EQUITABLE SHARING EXPEN	44,023.30	0.00
100-5100-390	SMALL EQUIPMENT	32,473.44	5,300.00
100-5100-450	MISCELLANEOUS	20,325.00	0.00
100-5100-451	INVESTIGATIONS	5,000.00	5,000.00
100-5100-456	PUBLIC EDUCATION SUPPLIES & MATERIALS	0.00	5,000.00
100-5100-530	DUES & SUBSCRIPTIONS	7,595.00	4,595.00
100-5100-570	SPECIAL ACTIVITIES	1,500.00	2,000.00
100-5100-683	PET ADOPTION CENTER SUBSIDY	75,870.00	75,870.00
100-5100-720	CAPITAL OUTLAY - BUILDINGS	0.00	1,750,000.00
100-5100-730	CAPITAL OUTLAY - OTHER	76,428.00	0.00
100-5100-740	CAPITAL OUTLAY - VEHICLES	461,756.00	375,000.00
100-5100-746	Vehicles - Federal Equitable Sharing	29,681.00	0.00
100-5100-750	CAPITAL OUTLAY - EQUIPMENT	37,130.00	0.00
100-5100-751	EQUIPMENT - FEDERAL EQUITABLE SHARING	49,210.70	0.00
Total Department: 5100 - Police:		5,257,946.50	7,471,215.00



5-Year Capital Asset Outlay Forecast (>\$25,000)

Police

FY Beginning 2022-23

<u>FY</u>	<u>Rank</u>	<u>Project Title</u>	<u>Requested</u>	<u>Dept Notes</u>
2022-23	1	Police Facility - Land / Planning and Engineering	1,750,000	
	2	Vehicles (4) Replacements	260,006	
	3			
	4			
	5			
		Subtotal 2022-23	<u>2,010,006</u>	
2023-24	1	Police Facility - Planning and Engineering /	7,750,000	
	2	Vehicles (3) Replacement	171,362	
	3	HVAC Replacement	40,000	
	4			
	5			
		Subtotal 2023-24	<u>7,961,362</u>	
2024-25	1	Police Facility - Construction	7,000,000	
	2	Vehicles (3) Replacement	176,503	
	3	Roof Replacement	300,000	
	4			
	5			
		Subtotal 2024-25	<u>7,476,503</u>	
2025-26	1	Vehicles (3) Replacement	181,798	
	2			
	3			
		Subtotal 2025-26	<u>181,798</u>	
2026-2027	1	Vehicles (3) Replacement	187,252	
	2			
		Subtotal 2026-27	<u>187,252</u>	
		5-Year Grand Total	<u><u>\$ 17,816,921</u></u>	

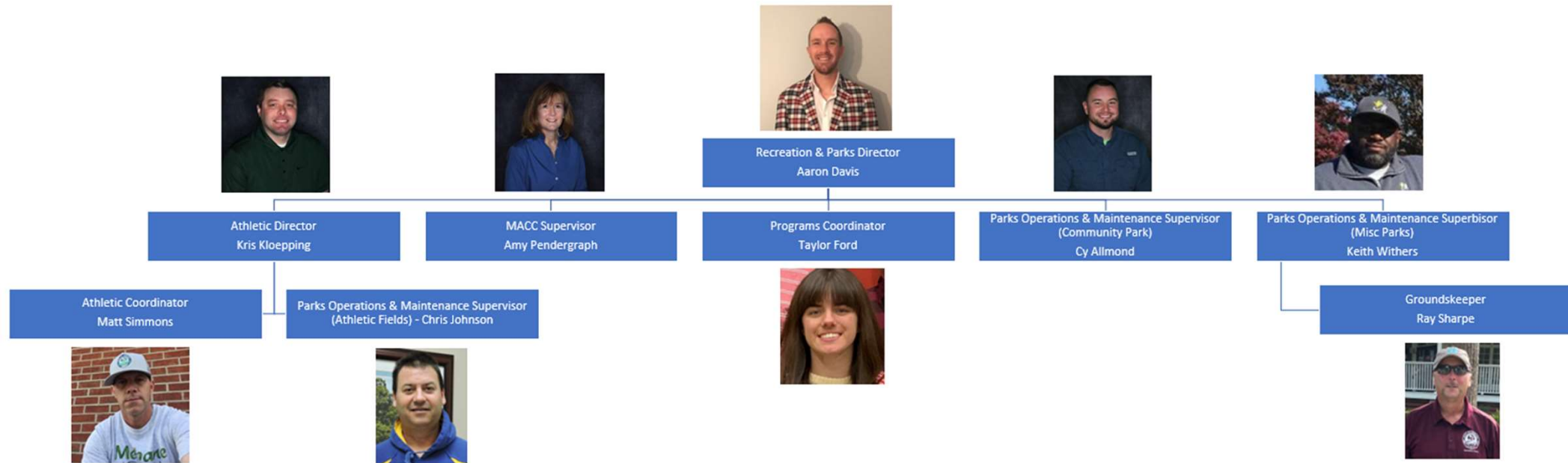


RECREATION & PARKS

BUDGET REQUEST 2022-2023



CURRENT ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

- We have accomplished so much this year, but the best is yet to come.
 - Establishment of RPAC
 - Youth Field Lights
 - Swing Sets at Lake Michael
 - New Halloween Event Downtown
 - New Easter Event Downtown
 - Movies in the Park & Community Park
 - Farmers Market Vendor/Entertainment & Food Truck Recruitment
 - 3 v 3 Basketball Program
- Some of our projects taking form are set to make a big difference on our community!
 - Lake Michael Connector Planning and Permitting
 - Blue Lights at Parks
 - Basketball Court
 - Rec and Parks Master Plan
 - MACC Baseball/Softball Upgrades
 - Mural at Lake Michael Entrance





GOALS FOR FY 22-23

- Increase the number of Programs and Special events in the coming year.
 - Summer Specialty Camps
 - Juneteenth Event Partnership
 - Partnerships w/ Local Organizations
 - Sponsorships included
- Increase partnerships with local organizations and businesses to increase the quality of all events in Mebane.
 - Dogwood Festival - MBA
 - Autumn Festival – Destination Downtown
 - Farmers Market – Healthy Alamance
 - Trail Rangers / TORC
 - Mebane on the Move – Mebane Women's Club
- Complete Projects
 - Community Park/Cates Farm Park
- Correct items that need attention
 - Old Rec - Floor/AC/Entryways/Security/Lights/Roof
- Companion Construction
 - Add new amenities to current facilities
- Continue to serve our community, keep them Happy and Healthy and provide high quality programs, events, and facilities.





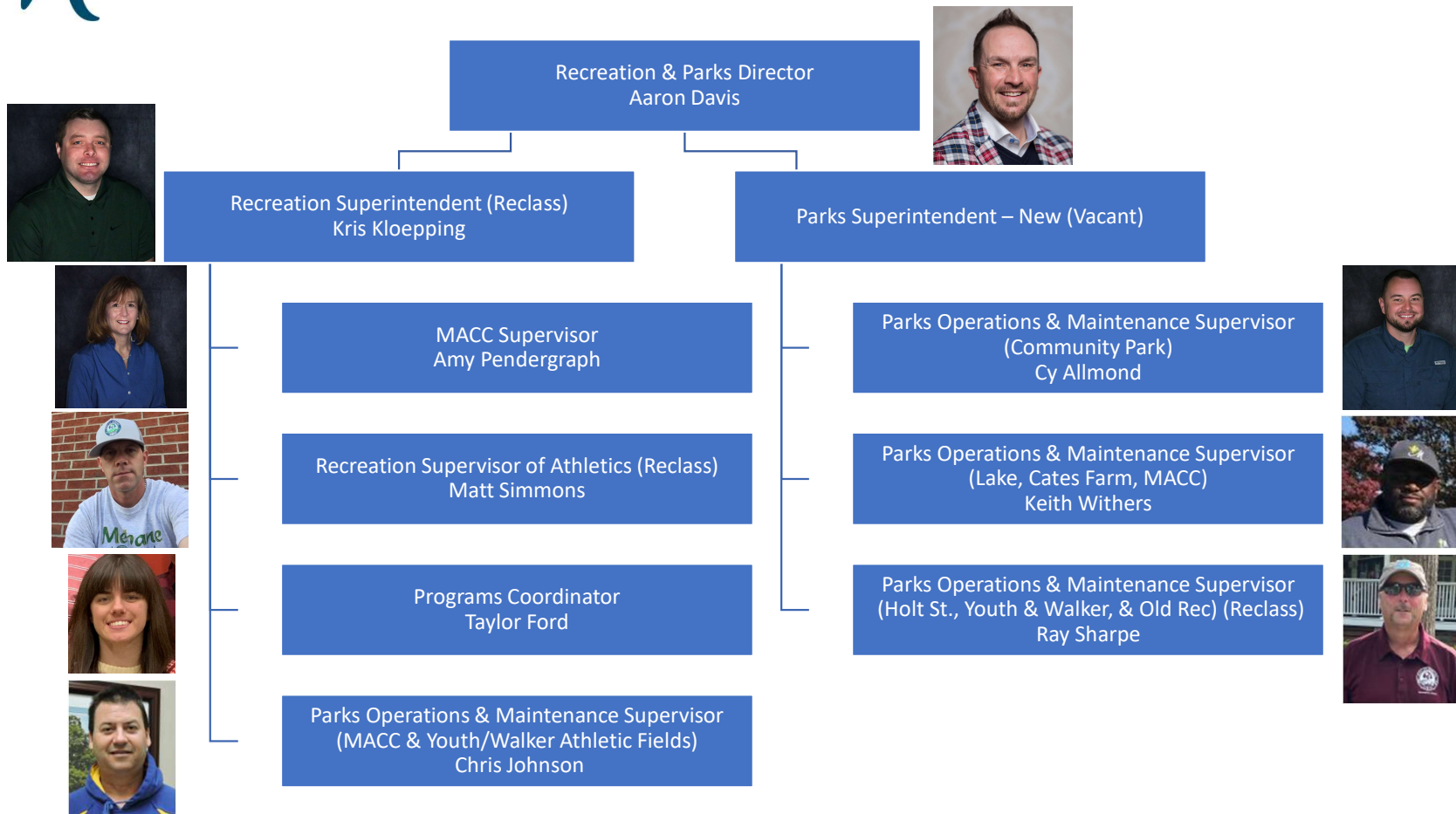
PERSONNEL REQUESTS

***All Budget Impact amounts include benefits and onboarding costs**

Ranking	Position/Title	FY 23 Budget Impact	FY 24 Budget Impact
1	Parks Superintendent (New Position)	\$135,850	\$97,600
2	Recreation Superintendent (Reclass)	\$5,818.64	\$5,818.64
3	Supervisor of Athletics (Promotion/Reclass)	\$3,647.80	\$3,647.80
4	Parks Operations & Maintenance Supervisor (Promotion/Reclass)	\$4,426.02	\$4,426.02



PROPOSED ORGANIZATIONAL CHART





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	Lake Michael/Lebanon Road Connector	\$111,000	\$0.00	\$0.00
2	Lake Michael Trail Completion	\$45,000	\$0.00	\$0.00
3	Community Park Fiddler Stage	\$75,000	\$0.00	\$0.00
4	Old Rec Building Improvements	\$180,000	\$0.00	\$000
5	John Deere Tractor	\$28,000	\$1,000	\$2,000
6	Maintenance Work Truck	\$35,000	\$1,500	\$1,500
7	Fitness Court Shade Structure	\$55,000	\$0.00	\$0.00
8	C.P. Woodlawn Rd. Entrance & Parking	\$400,000	\$0.00	\$0.00



CAPITAL REQUESTS

(\$5,000 - \$24,999)

Ranking	Item	FY 23 Budget Impact
1	CPL Minor Repairs (various locations)	\$30,000
2	MACC Repairs / Upgrades	\$32,500
3	Giles St. Park Equipment	\$20,000
4	Security Cameras at various locations	\$28,500
5	New Projector & Rear Projection Screen at MACC	\$13,000
6	Walker Field Light Fix	\$24,900
7	Christmas Decorations	\$40,000



FEE CHANGES

Fee	Current Rate	Proposed Rate	Projected Annual Impact
Youth Tennis Clinics	0	\$15/\$40	\$1,500
Adult Tennis Nights	0	\$15/\$40	\$600
Score Table Rental	0	\$200/\$350	\$750
Food Truck @ Event	0	\$50	\$500
MACC Kitchen	\$40	\$50	\$500
MACC Multi/Gym	\$300/5hrs	\$500/5hrs	\$6,000
Business Booth @ Event	\$0	\$50	\$500
Half Day Youth Camps	\$0	\$50/week (M-TH)	\$4,000
Basketball Court Rental	\$0	\$25/Hr. or \$100/Day	?
Basketball Tournament Rental	\$0	\$200/Day	?
Christmas Parade Business Entry	\$0	\$75	\$3,000
Christmas Parade Walkers 25-50/51+	\$0	\$15/\$25	\$500



PROJECTED REVENUES

Line Item	FY 21 Actual	FY 22 (1/7/22)	FY 22 Projection	Projected FY 23 Budget	Increase Amount
Facility Rentals	\$48,113	\$43,015	\$60,000	\$70,000	\$10,000
Event Fees	\$0	\$2,590	\$2,590	\$7,000	\$4,410
Athletic Fees	\$18,740	\$11,425	\$20,000	\$21,000	\$1,000
Camp Fees	\$10,105	\$545	\$12,500	\$13,000	\$500
Lake Michael Fees	\$0	\$0	\$1,500	\$5,000	\$3,500
Misc Rec Fees	\$3,960	\$800	\$1,500	\$2,000	\$500
Total	\$80,918	\$58,375	\$98,090	\$118,000	\$19,910



Thank You!



Questions?

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Department: 6200 - Recreation and Parks			
100-6200-020	SALARIES & WAGES	496,390.00	671,190.00
100-6200-030	PART-TIME SALARIES	110,711.00	158,505.00
100-6200-039	LONGEVITY CONTRIBUTION	15,885.00	35,547.00
100-6200-045	CAR ALLOWANCE	3,672.00	3,692.00
100-6200-046	CELL PHONE STIPEND	540.00	540.00
100-6200-050	FICA	50,757.00	53,196.00
100-6200-060	GROUP INSURANCE CONTRIBUTION	103,292.00	134,162.00
100-6200-070	RETIREMENT CONTRIBUTION	120,899.00	160,288.00
100-6200-071	401K CONTRIBUTION	27,715.00	37,104.00
100-6200-100	PROFESSIONAL SERVICES	105,100.00	25,000.00
100-6200-110	TELEPHONE & POSTAGE	23,250.00	21,480.00
100-6200-120	BANK CHARGES	0.00	2,040.00
100-6200-130	UTILITIES	89,500.00	99,300.00
100-6200-131	BALLFIELD LIGHTS	30,250.00	40,800.00
100-6200-140	SCHOOLS & CONFERENCES	9,500.00	14,150.00
100-6200-150	BUILDING & GROUNDS MAINTENANCE	184,495.79	264,300.00
100-6200-160	EQUIPMENT MAINTENANCE & REPAIRS	16,500.00	14,000.00
100-6200-170	VEHICLE MAINTENANCE & REPAIRS	10,250.00	12,500.00
100-6200-265	SOCIAL MEDIA & MARKETING	21,500.00	24,700.00
100-6200-310	FUEL	15,150.00	16,500.00
100-6200-330	DEPARTMENTAL SUPPLIES	38,000.00	44,151.00
100-6200-332	ATHLETIC PROGRAMS	72,450.00	85,500.00
100-6200-340	TECHNOLOGY SERVICES & SUPPLIES	35,947.96	0.00
100-6200-342	TECHNOLOGY LICENSES	0.00	11,725.00
100-6200-360	EMPLOYEE UNIFORMS & ACCESSORIES	5,800.00	5,650.00
100-6200-390	SMALL EQUIPMENT	30,680.90	47,800.00
100-6200-450	MISCELLANEOUS	44,395.00	0.00
100-6200-530	DUES & SUBSCRIPTIONS	8,736.00	3,730.00
100-6200-570	SPECIAL ACTIVITIES	79,250.00	125,000.00
100-6200-571	CAMPS	11,230.76	19,400.00
100-6200-572	SPORTS HALL OF FAME GALA	11,814.67	0.00
100-6200-720	CAPITAL OUTLAY - BUILDINGS	23,100.00	371,400.00
100-6200-721	CAPITAL OUTLAY - MACC RENOVATIO	100,457.78	0.00
100-6200-730	CAPITAL OUTLAY - OTHER	46,824.54	630,500.00
100-6200-737	CAPITAL - FIRST STREET POCKET P	101,266.55	0.00
100-6200-738	CAPITAL OUTLAY - CATES FARM PARK	6,994.00	0.00
100-6200-739	CAPITAL OUTLAY - LAKE MICHAEL	15,542.80	0.00
100-6200-740	CAPITAL OUTLAY - VEHICLES	0.00	35,000.00
100-6200-744	LEBANON RD/LAKE MICHAEL CONNECTOR	165,000.00	0.00
100-6200-745	YOUTH/WALKER & OLD REC UPDATES	347,500.00	0.00
100-6200-750	CAPITAL OUTLAY - EQUIPMENT	60,000.00	126,500.00
Total Department: 6200 - Recreation and Parks:		2,640,347.75	3,295,350.00



5-Year Capital Asset Outlay Forecast (>\$25,000)

Recreation & Parks

FY Beginning 2022-23

<u>FY</u>	<u>Rank</u>	<u>Project Title</u>	<u>Requested</u>	<u>Dept Notes</u>
2022-23	1	Lake Michael Lebanon Road Connector construction (Grit Trail/Greenway with small section of sidewalk)	\$111,000	Preliminary Engineering Design occurring for the connector (Phase 1) in FY 21-22 at \$36,000 of appropriated \$165,000.
	2	Lake Michael remaining trail preliminary engineering design transfer to Phase 2 CPO	\$45,000	Non-Lebanon Road Connector trail
	3	Community Park Fiddler Stage	\$75,000	Full funding of project at the Community Park / Seeking 25k donation from MBA
	4	Old Rec Building Improvements	\$180,000	Floor in Train Room \$25,000, AC in Gym \$80,000, Roof \$50,000, and Humidify Control in Museum \$25,000
	5	John Deere Compact Tractor	\$28,000	For Community Park use, John 2038R Tractor
	6	Maintenance Truck	\$35,000	Maintenance Truck for potential new Parks Superintendent
	7	Shade Cover for Fitness Court	\$55,000	Three posts, plus installation. This is a custom design due to the three post shade that must be used.
	8	Woodlawn Entrance to Parking lot to Community Park	\$400,000	Create additional parking. Includes paving and storm water requirements.
Subtotal 2022-23			929,000	
2023-24	1	Pickle Ball Courts Preliminary Engineering Design	TBD	Cost is TBD because engineering design is being performed, and the Recreation and Parks Master Plan will determine the location.
	2	MACC Roof Restoration + New Lights throughout the building	\$328,000	Quote is \$168K now for the Roof & \$160K for lights
	3	Community Park Gravel Lot (near pump station) paving (plus curb & gutter)	\$130,000	Improvements to current parking location.
	4	Youth Walker Field Repurpose Preliminary Engineering Design	TBD	Cost is TBD because engineering design is being performed.
	5	Repave Old Rec Parking Lot	TBD	Cost is TBD because engineering design is being performed.
	6	Lake Michael Building Renovation/Removal based on assessment	TBD	Cost is TBD because engineering design is being performed.
Subtotal 2023-24			TBD	

2024-25	1	Repave MACC Parking Lot	TBD	Cost is TBD because engineering design is being performed.
	2	Lake Michael remaining trail construction	TBD	Cost is TBD because engineering design is being performed.
	3	Umbrella Type Shade for Farmers Market Preliminary Engineering Design	TBD	Cost is TBD because engineering design is being performed.
	4	Community Park Expansion Engineering Design (based on master plan)	TBD	Cost is TBD because engineering design is being performed.
Subtotal 2024-25			TBD	
2025-26	1	Youth Walker Field Repurpose/Office & Storage Building/Basketball Court Parking Construction	TBD	Cost is TBD because engineering design is being performed.
	2	Lake Michael Pier Replacements	\$150,000	EZ dock system like the new docks near the boat house
Subtotal 2025-26			150,000+	
2026-2027	1	Preliminary engineering designs-and possible construction based on master plan; such pickle ball courts, sand volleyball courts, and others developed from parks and rec master plan update.	TBD	Cost is TBD because engineering design is being performed, and the Recreation and Parks Master Plan will determine the location.
Subtotal 2026-27			TBD	
5-Year Grand Total			\$1,645,000 +	

New Position Request Form

Parks Superintendent Job Title	Recreation and Parks Department	10/1/2021 Date Required
Parks Division/Group	Recreation and Parks Director Reports To	NEW New or Reclass?
1 Position Rank (1 = most important/mission critical)	2 Total Positions Requested	

Primary Duties/Job Description
 This position would be in charge of overseeing the day to day maintenance of all parks and recreation facilities including the operations park maintenance supervisors. This position would also be in charge of overseeing small and large projects once approved by the Recreation and Parks Director. The position would create maintenance plans for each park and building and see them through. This position would also help each of our current Parks Operations Maintenance Supervisors with various tasks and projects.

Explanation of change / Reasons additional position is needed
 We need to begin planning for our future, and that future is NOW! This position will help free the Director up to do more long range planning, budgeting, big projects, and deal with the public on a day to day basis. This year, we would like to add two superintendents to the department will help all positions in the Recreation and Parks Department become more efficient and effective. These higher level positions will start a top down approach to management and get our department the skilled supervisors we need to effectively continue to thrive while we grow as a community. This specific position would be a new position directly supervised by the Recreation and Parks Director. This position will also in responsible for overseeing the maintenance plans for the Old Rec and MACC, along with meeting with prospective contractors to receive bids on jobs.

Special Skills or Qualifications required
 Project management, turf/grass identification and maintenance knowledge, ability to operate heavy machinery, leadership, supervisor experience, skilled in many different aspects of maintenance and knowledgeable of municipal government budgeting

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

New Position Request Form

Recreation Superintendent Job Title	Recreation and Parks Department	7/1/2022 Date Required
Recreation Division/Group	Aaron Davis Reports To	Reclass New or Reclass?
2 Position Rank (1 = most important/mission critical)	1 Total Positions Requested	

Primary Duties/Job Description
 This position would be similar to the Athletic Director position, however, the position would have the addition of directly Supervising the Program Coordinator and MACC Supervisor positions along with the positions they already supervise. The majority of website, civic rec, and other tech updates will fall under this position as well.

Explanation of change / Reasons additional position is needed
 We need to begin planning for our future, and that future is NOW! This position will help free the Director up to do more long range planning, budgeting, big projects, and deal with the public on a day to day basis. To remain consistent with our approach of adding a Parks Superintendent to our organizational chart. The addition of a Recreation Superintendent will create a great structure to help us become efficient and effective and provide the best services to our community. This would be a re-classification for our Athletic Director to Recreation Superintendent, a new position that would oversee the Recreation side of our department. These higher level positions will start a top down approach to management and get our department the skilled supervisors we need to effectively continue to thrive while we grow as a community.

Special Skills or Qualifications required
 Supervisory, Budget, Management, Leadership, Kindness, Customer Service Based, Technology educated.

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

New Position Request Form

Recreation Supervisor of Athletics	Recreation and Parks	7/1/2022
Job Title	Department	Date Required

Recreation	Athletic Director/Rec Superintendent	Reclass (Promotion)
Division/Group	Reports To	New or Reclass?

3	1
Position Rank (1 = most important/mission critical)	Total Positions Requested

Primary Duties/Job Description

This reclass/promotion would change the scope of work for our current Athletic Programs Coordinator who currently takes care of many of the day-to-day game related tasks in Athletics. The change would increase the amount of interaction with coaches, officials, and administrative duties. This position would be in charge of utilizing Civic Rec on a day-to-day basis and keeping track of rentals and registrations. The biggest change for this promotion would be scheduling all p/t leaders for athletics.

Explanation of change / Reasons additional position is needed

With the reclassification of our Athletic Director to Recreation Superintendent (if approved), there will be a need for this position to have more responsibility on a daily basis. While the Recreation Superintendent will still be helping with some of the needs in Athletics, it is important that the job duties assigned to Athletics are appropriate. Based on the jobs description, I am recommending that the Athletic Coordinator be promoted to Recreation Supervisor of Athletics.

Special Skills or Qualifications required

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

New Position Request Form

Parks Operations Maintenance Supervisor <small>Job Title</small>	Recreation and Parks <small>Department</small>	7/1/2022 <small>Date Required</small>
Parks <small>Division/Group</small>	Parks Superintendent or Recreation and Parks Director <small>Reports To</small>	Reclass <small>New or Reclass?</small>
4 <small>Position Rank (1 = most important/mission critical)</small>	1 <small>Total Positions Requested</small>	

Primary Duties/Job Description
 The primary duties of this position are to keep our parks and facilities aesthetically pleasing and safe for our citizens.

Explanation of change / Reasons additional position is needed
 The reasons for this promotion is to create consistency between all the Maintenance Supervisors and to spread the duties more evenly between leaders that take care of our parks. Currently, based on our orgnaizations structure, we have only one Groundskeeper that is supervised by a Parks Operations Maintenance Supervisor (POMS). The other two POMS do not have employees only have p/t leaders working for them on a seasonal/summer basis. The Parks division will become more efficient and effective in terms of daily maintennce and overall project management if we complete this promotion. Duties will be split in the more effective way to increase the aestehtics and safety in the parks for our citizens.

Special Skills or Qualifications required

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

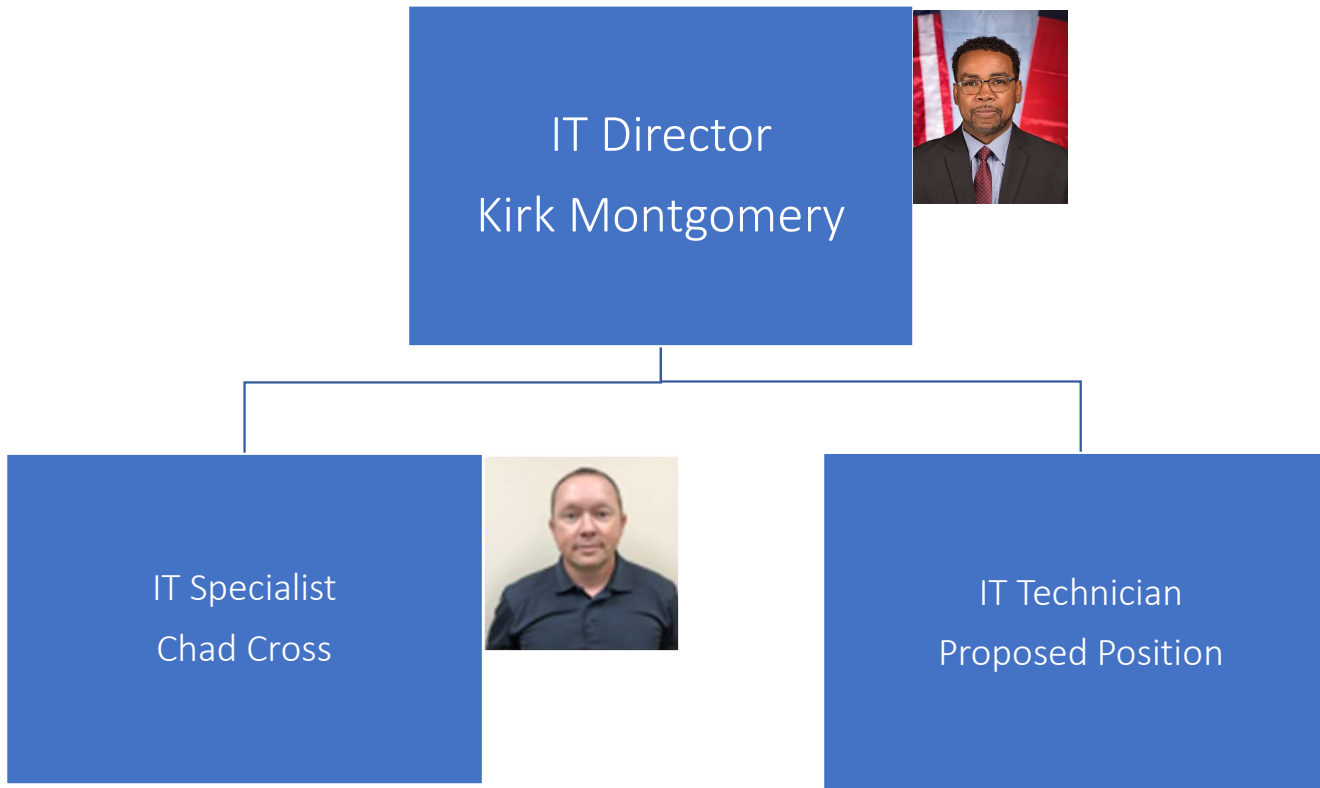


INFORMATION TECHNOLOGY

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

Items that we have accomplished.

- Laserfiche Scanning and Document Management
- Installed new network equipment (Firewalls and switches)
- Installed centralized door systems for City Hall, PD, and Inspections/Planning
- AV upgrade for Council Chambers begins in April
- Installed Free Wi-Fi at the Youth-Walker and Holt Street Parks for citizens
- Backup/ Failovers for other depts.





GOALS FOR FY 22-23

- Fire station door reader upgrades.
 - Continuing the centralization of system access.
- Wireless access points upgrade
 - Replacing out of date hardware
- Laserfiche contract management.
 - Scanning documents for additional departments
 - Workflow setup





PERSONNEL REQUESTS

Ranking	Position/Title	FY 23 Budget Impact	FY 24 Budget Impact
1	IT Technician	\$82,455	\$78,816



CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	Fire Station Door Upgrades	\$30,000		



CAPITAL REQUESTS

(\$5,000 - \$24,999)

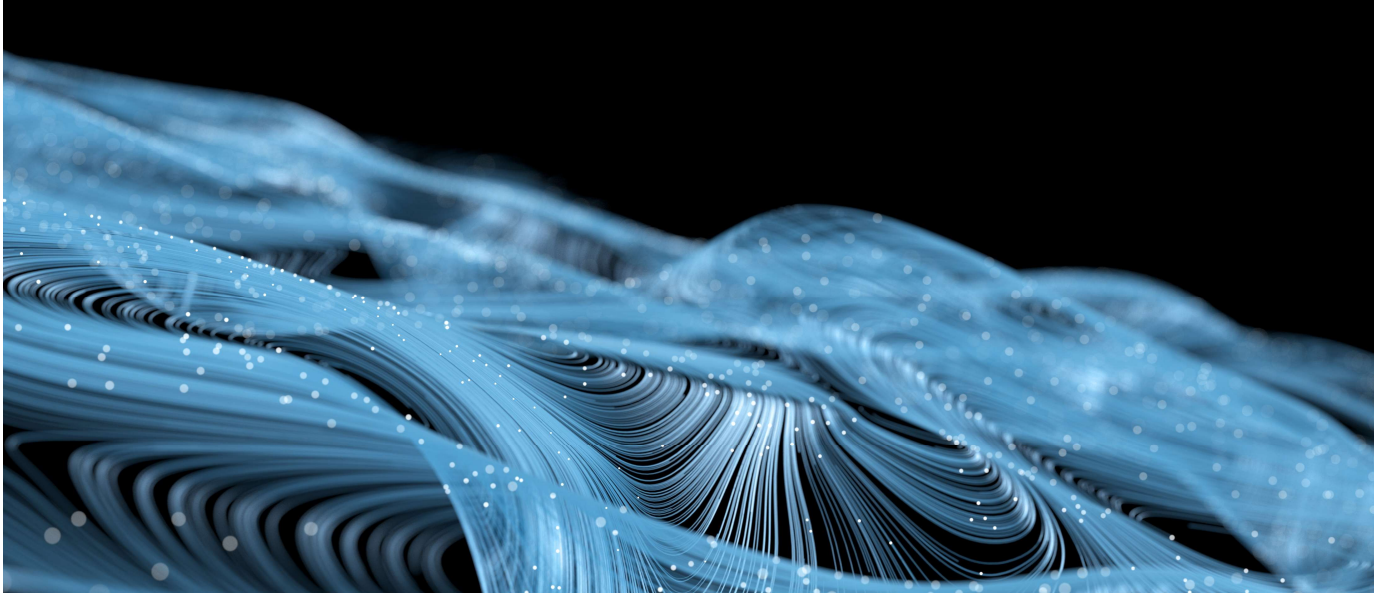
Ranking	Item	FY 23 Budget Impact
1	Meraki Access Points	\$22,300
2	Network Switches	\$10,000



REQUESTED OPERATING EXPENDITURES

Line Item	FY 22 Budget	Requested FY 23 Budget	Increase Amount
Professional Services	\$52,500	\$101,000	\$48,500

- Laserfiche Scanning project
- Laserfiche Administrator
- GIS consultant
- Special Project Consultant



We get **IT** done.



QUESTIONS?

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Department: 4800 - IT			
100-4800-020	SALARIES & WAGES	166,823.00	231,104.00
100-4800-030	PART-TIME SALARIES	14,126.00	5,434.00
100-4800-039	LONGEVITY CONTRIBUTION	5,834.00	13,289.00
100-4800-046	CELL PHONE STIPEND	1,080.00	1,620.00
100-4800-050	FICA	13,600.00	18,696.00
100-4800-060	GROUP INSURANCE CONTRIBUTION	22,178.00	36,826.00
100-4800-070	RETIREMENT CONTRIBUTION	37,731.00	55,565.00
100-4800-071	401K CONTRIBUTION	8,634.00	12,831.00
100-4800-099	INDIRECT TO UTILITY (CONTRA)	-79,942.00	-90,844.00
100-4800-100	PROFESSIONAL SERVICES	43,500.00	101,000.00
100-4800-110	TELEPHONE & POSTAGE	2,300.00	3,000.00
100-4800-140	SCHOOLS & CONFERENCES	7,200.00	8,200.00
100-4800-160	EQUIPMENT MAINTENANCE & REPAIRS	5,000.00	10,500.00
100-4800-170	VEHICLE MAINTENANCE & REPAIRS	100.00	1,000.00
100-4800-310	FUEL	200.00	500.00
100-4800-330	DEPARTMENTAL SUPPLIES	1,500.00	8,090.00
100-4800-340	TECHNOLOGY SERVICES & SUPPLIES	28,886.00	103,150.00
100-4800-341	TELECOMMUNICATIONS	54,769.00	71,125.00
100-4800-342	TECHNOLOGY LICENSES	0.00	24,141.00
100-4800-350	SOFTWARE LICENSING AND MAINT	25,475.00	125,909.00
100-4800-390	SMALL EQUIPMENT	24,993.87	65,090.00
100-4800-391	SMALL EQUIPMENT MAINTENANCE	0.00	30,000.00
100-4800-450	MISCELLANEOUS	146,768.00	0.00
100-4800-530	DUES & SUBSCRIPTIONS	600.00	700.00
100-4800-730	CAPITAL OUTLAY - OTHER	0.00	30,000.00
100-4800-750	CAPITAL OUTLAY - EQUIPMENT	257,570.00	69,300.00
Total Department: 4800 - IT:		788,925.87	936,226.00



5-Year Capital Asset Outlay Forecast (>\$25,000)

IT Department
FY Beginning 2022-23

<u>FY</u>	<u>Rank</u>	<u>Project Title</u>	<u>Requested</u>	<u>Dept Notes</u>
2022-23	1	Upgrade door systems at Firestations	30,000	We have replaced the system at City Hall, Planning Inspections to be uniformed across the board. This will eliminate the need for multiple platforms to control the doors at the city locations.
	2			
	3			
	Subtotal 2022-23			<u>30,000</u>
2023-24	1			
	2			
	3			
	Subtotal 2023-24			<u>-</u>
2024-25	1			
	2			
	3			
	Subtotal 2024-25			<u>-</u>
2025-26	1			
	2			
	3			
	Subtotal 2025-26			<u>-</u>
2026-2027	1			
	2			
	3			
	Subtotal 2026-27			<u>-</u>
5-Year Grand Total			<u><u>\$ 30,000</u></u>	

New Position Request Form

IT Technician Job Title	Information Technology Department	7/1/2022 Date Required
Information Technology Division/Group	Kirk Montgomery Reports To	New New or Reclass?
1 Position Rank (1 = most important/mission critical)	1 Total Positions Requested	

Primary Duties/Job Description
 The Information Technology Technician performs computer installation tasks including thorough knowledge of computer software and hardware and a variety of internet applications, networks, and operating systems. This position requires a motivated self-starter who can effectively address technical needs and problems of end users in a caring and understanding manner.

Explanation of change / Reasons additional position is needed
 The IT Technician is needed due to the growing needs of the City. We are expanding and the IT needs are growing at a rapid pace. The IT Technician position will be able to offset some of the responsibilities of the MSP and support the IT Specialist. Maintaining working components through repair or replacement of computer equipment. Assisting call-ins or live chat of customers with technical difficulties. Assisting customers and staff with hardware and software challenges. Work with MSP on networking issues as needed.

Special Skills or Qualifications required
 Demonstrate proficiency in the knowledge of computer hardware, operating systems, networks, and peripherals. This employee is responsible for: support of computer equipment and software, including 24-hour on-call support of critical systems; maintains local area networks (hardline and wireless); installs and maintains PC systems (including application software and hardware); trains employees in the use of hardware and software; evaluates and recommends microcomputer software packages and hardware systems to management; provides assistance and technical support to users of personal computers related to software, components, and peripherals; performs minor in-house repairs on PCs & servers or returns to vendor for major malfunctions; works with fellow staff to address technical problems and service users; work in conjunction with IT Specialist and vendor engineers to implement and manage current systems; and performs other duties as required.

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

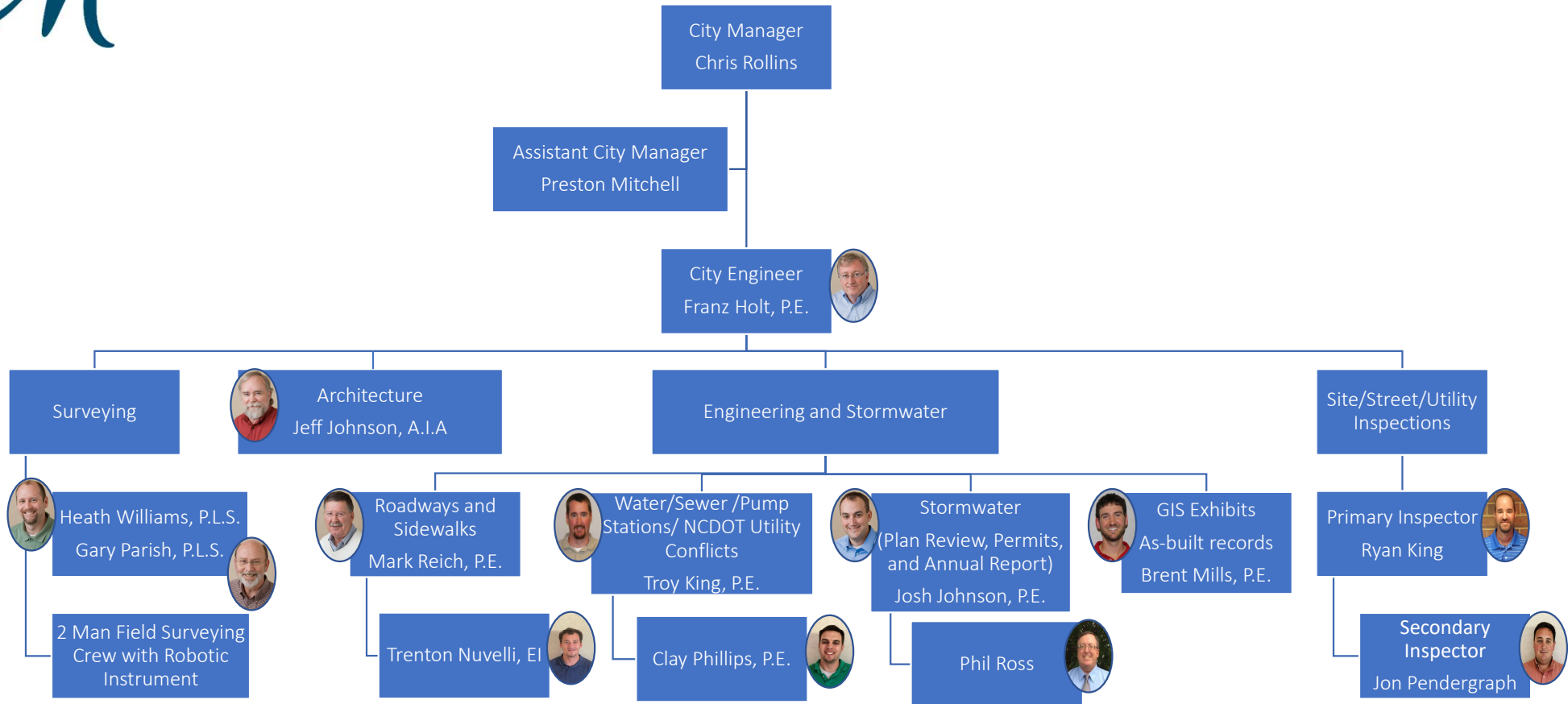


Engineering Department

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART





What the Engineering Dept. Works On

- Assist City Departments with their Planning, Design, and Construction Services needs
- Residential, Commercial, and Industrial - Plan Review, Permitting, and Construction Inspection
- Long Range Planning for Water and Sewer needs
- Policy Development - Water, Sewer, Streets, and Stormwater
- Update City Standards, Base Utility Map, and As-built Record Keeping
- Annual Street Repair and Resurfacing Contract
- Stormwater Program - State Compliance Reporting, Permitting, Review and Inspection





Projected FY22 Revenue from Engineering Construction Plan Review and Inspection Fees

FY21-22	Collected Fees	Anticipated Fees	Totals
First 6 Months	\$126,527		
Expected by FY end		\$390,031	
Total			\$516,558

Anticipated Revenue by type:

	General Engineering	Utility Engineering
Revenue Totals	\$257,310	\$259,248



Projected FY23 Revenue from Engineering Construction Plan Review and Inspection Fees

Project	Lots/Units/Sites	FY 23 Estimated Fees
Residential Single Family & Multi-Family	865 lots/units	\$511,800
Commercial/Institutional/Industrial	5 sites	\$100,000
Grand Total		611,800



FEE CHANGES (Proposed New)

Preliminary Site or Subdivision Plan Review	Current Rate	Proposed Rate	Projected Annual Impact
Residential Single Family or Multi-Family	None	\$25/lot or unit	\$25,000
Commercial/Office/Institutional	None	\$10/100 Sq. Ft.	\$10,000
Industrial	None	\$10/1,000 Sq. Ft.	\$10,000



Budget Request

Line Item	FY 22 Budget	Projected FY 23 Budget	Increase Amount
Utility Engineering	\$325,000	\$285,000	\$-40,000
General Engineering	\$445,500	\$445,500	\$0



Goals:

The remainder of 2021-2022 and carrying into 2022-2023

1. Reduce the number of **Site Plan Re-submittals** through design meetings with developers and engineers.
2. Reduce the number of **Site Re-inspections** through the encouragement of pretesting with contractors and charging additional fees.
3. Complete the update for the **Long Range Utility Plan** (expanded areas).
4. Complete the **Flow Reduction Study** for Wastewater to Graham.
5. Complete the **Transfer of 200,000 gallons per day** of wastewater to Graham.
6. Complete planned **Paving, Sidewalk, and Multi-use path** projects. (Resurfacing and Repair, WRRF/Public Works driveway, 1st Street, Lake Michael Lebanon Road Trail Connector, and Holt St. Greenway).
7. Assist with the completion of **Active Recreation** projects (BB Court and Cates Farm playground).
8. Assist with **Municipal and Economic Development Projects**.
9. Assist with planning/coordination of **Major Infrastructure** projects (Water Resource Recovery Facility - Renovation and Expansions, Elevated Water Storage Tank, and Lake Michael Dam spillway replacement).



QUESTIONS?

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Department: 5480 - Engineering			
100-5480-101	PROFESSIONAL SERVICES - POWELL BILL	95,000.00	95,000.00
100-5480-102	CITY ENGINEER	90,000.00	90,000.00
100-5480-103	TECHNICAL REVIEW	31,000.00	31,000.00
100-5480-104	CONSTRUCTION INSPECTION	108,000.00	108,000.00
100-5480-105	DEPT ENGINEERING SERVICES	51,500.00	51,500.00
100-5480-106	STORMWATER ENGINEERING	70,000.00	70,000.00
	Total Department: 5480 - Engineering:	445,500.00	445,500.00



Mebane, NC

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Fund: 300 - Utility Fund			
Expense			
Department: 8280 - Engineering			
300-8280-102	CITY ENGINEER	134,000.00	94,000.00
300-8280-103	TECHNICAL REVIEW	28,000.00	28,000.00
300-8280-104	CONSTRUCTION INSPECTION	130,000.00	130,000.00
300-8280-105	DEPT ENGINEERING SERVICES	33,000.00	33,000.00
Total Department: 8280 - Engineering :		325,000.00	285,000.00
Total Expense:		325,000.00	285,000.00
Total Fund: 300 - Utility Fund:		325,000.00	285,000.00
Report Total:		325,000.00	285,000.00

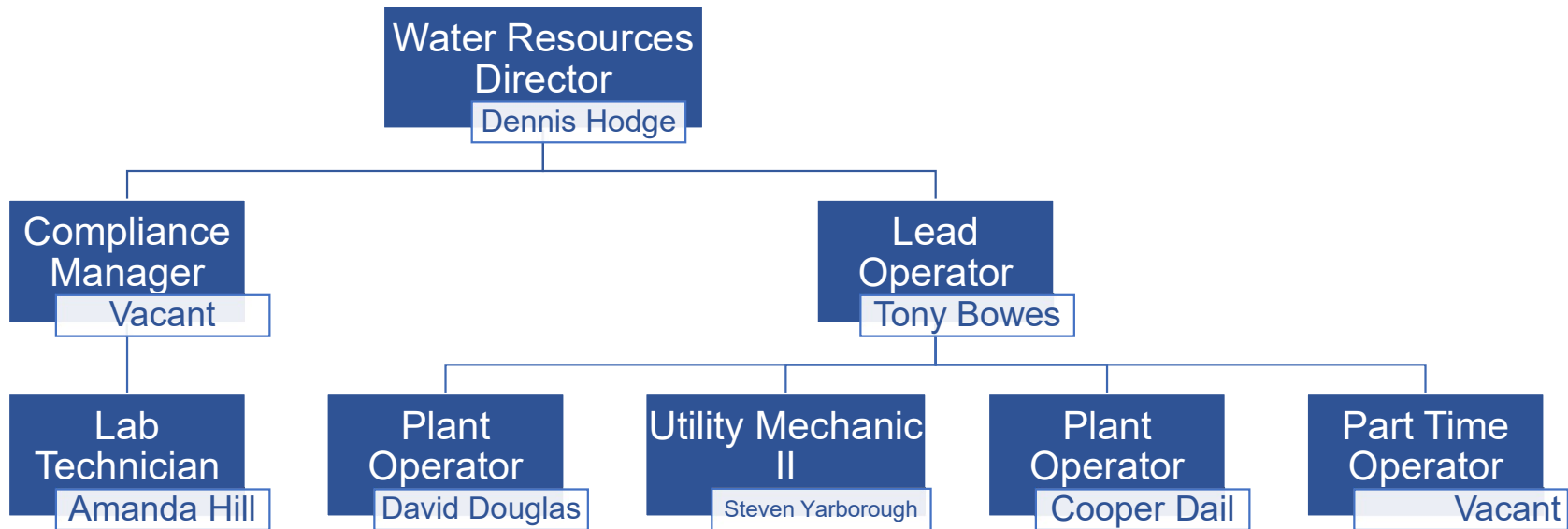


Water Resources Recovery Facility

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

- WRRF Expansion to 4.0 MGD- Design & Engineering
- Submitted NC SRF funding request for the WRRF Expansion
- WRRF Renovation Upgrade Started
- Mobile Organic Biofilm (MOB) pilot
- Completed two projects approved in the CIP:
 - Valve actuators installed
 - On-line Monitoring Equipment installed
- Completion of Biological Wastewater Operator certification classes



GOALS FOR FY 22-23

- “Don’t get by, get better”
- operate better and more efficiently
- Research innovative treatment technologies
- Staff wastewater certifications
- Employee meetings
- WRRF renovation
- WRRF 4.0 MGD expansion
- Additional staffing



PERSONNEL REQUESTS

***All Budget Impact amounts include benefits and onboarding costs**

Ranking	Position/Title	FY 23 Budget Impact	FY 24 Budget Impact
1	Reclass Lab Technician position to Laboratory Supervisor position	\$15,039	\$15,941
2	Wastewater Treatment Plant Operator	\$62,400	\$68,078



CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	City of Graham WWTP Capital Improvements	\$52,000	\$55,000	\$58,000
2	Upgrade Aeration Basin Electrical System	\$50,000		
3	Xylem Influent Monitoring	\$26,198		



CAPITAL REQUESTS

(\$5,000 - \$24,999)

Ranking	Item	FY 23 Budget Impact
1	John Deere Gator	\$12,980





Find the good & give it back

- Clean water & beneficial biosolids are reclaimed daily by Mebane WRRF
- We protect the environment by continually improving as operators and enhancing the operations at the WRRF



QUESTIONS?



Mebane, NC

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Fund: 300 - Utility Fund			
Expense			
Department: 8300 - Water Resource Recovery Facility			
300-8300-020	SALARIES & WAGES	570,390.00	797,889.00
300-8300-030	PART-TIME SALARIES	12,240.00	12,974.00
300-8300-035	OVERTIME SALARIES	18,920.00	22,046.00
300-8300-039	LONGEVITY CONTRIBUTION	13,618.00	16,509.00
300-8300-045	CAR ALLOWANCE	3,672.00	3,692.00
300-8300-046	CELL PHONE STIPEND	1,080.00	2,520.00
300-8300-050	FICA	45,382.00	64,980.00
300-8300-060	GROUP INSURANCE CONTRIBUTION	79,341.00	122,441.00
300-8300-070	RETIREMENT CONTRIBUTION	126,946.00	182,836.00
300-8300-071	401K CONTRIBUTION	29,050.00	41,822.00
300-8300-100	PROFESSIONAL SERVICES	10,000.00	10,000.00
300-8300-110	TELEPHONE & POSTAGE	7,671.00	8,264.00
300-8300-130	UTILITIES	178,980.00	192,660.00
300-8300-140	SCHOOLS & CONFERENCES	3,200.00	4,400.00
300-8300-150	BUILDINGS & GROUNDS MAINTENANCE	32,730.00	32,565.00
300-8300-160	EQUIPMENT MAINTENANCE & REPAIRS	168,675.00	195,600.00
300-8300-170	VEHICLE MAINTENANCE & REPAIRS	950.00	1,000.00
300-8300-260	ADVERTISING	100.00	100.00
300-8300-310	FUEL	3,100.00	7,176.00
300-8300-330	DEPARTMENTAL SUPPLIES	41,740.00	42,164.00
300-8300-332	CHEMICALS	95,000.00	0.00
300-8300-336	CHEMICALS	0.00	134,716.00
300-8300-340	TECHNOLOGY SERVICES & SUPPLIES	2,300.00	7,000.00
300-8300-350	SOFTWARE LICENSING	1,400.00	10,000.00
300-8300-360	EMPLOYEE UNIFORMS & ACCESSORIES	4,400.00	4,192.00
300-8300-390	SMALL EQUIPMENT	16,800.00	24,400.00
300-8300-391	SMALL EQUIPMENT MAINTENANCE	0.00	600.00
300-8300-420	MATERIAL HAULING & DISPOSAL	0.00	473,704.00
300-8300-450	MISCELLANEOUS	505,565.00	0.00
300-8300-452	LABORATORY SERVICES	31,100.00	36,120.00
300-8300-454	SCADA SERVICES	31,200.00	42,233.00
300-8300-530	DUES & SUBSCRIPTIONS	12,490.00	13,503.00
300-8300-730	CAPITAL OUTLAY - OTHER	151,108.00	52,000.00
300-8300-740	CAPITAL OUTLAY - VEHICLES	0.00	11,700.00
300-8300-750	CAPITAL OUTLAY - EQUIPMENT	25,950.00	76,198.00
Total Department: 8300 - Water Resource Recovery Facility:		2,225,098.00	2,648,004.00
Total Expense:		2,225,098.00	2,648,004.00
Total Fund: 300 - Utility Fund:		2,225,098.00	2,648,004.00
Report Total:		2,225,098.00	2,648,004.00



5-Year Capital Asset Outlay Forecast (>\$25,000)

Water Resource Recovery Facility

FY Beginning 2022-23

<u>FY</u>	<u>Rank</u>	<u>Project Title</u>	<u>Requested</u>	<u>Dept Notes</u>
2022-23	1	City of Graham WWTP Capital Improvements	52,000	Mebanes estimated 21% of Graham's Cost
	2	Aeration Basins Electrical Upgrade	50,000	Update electrical feed that was installed in 1993
	3	Xylem Influent In-Line Monitoring	26,198	Monitoring pollutants coming into plant.
	4			
	5			
		Subtotal 2022-23	128,198	
2023-24	1	WRRF 1.5 MGD Expansion - Construction	47,000,000	Expansion for Mebane's increasing population and growth
	2	City of Graham WWTP Capital Improvements	55,000	Mebane's estimated 21% of Graham's Cost(approximately 5% increase over FY23)
	3	WRRF Flood Wall	1,300,000	To protect the WRRF from potential flood events
	4			
	5			
		Subtotal 2023-24	48,355,000	
2024-25	1	City of Graham WWTP Capital Improvements	58,000	Mebane's estimated 21% of Graham's cost (approximately 5% increase over FY24)
	2			
	3			
	4			
	5			
		Subtotal 2024-25	58,000	

2025-26	1	Rotary Drum Thickener (RDT) Rebuild	100,000	Rebuild 30 year old Backup RDT
	2	City of Graham WWTP Capital Improvements	61,000	Mebane's estimated 21% of Graham's Cost (approximately 5% increase over FY25)
	3	2008 Ford Escape Replacement	30,000	Mileage >126,000(FY22)
	4			
	5			
		Subtotal 2025-26	<u>191,000</u>	
2026-27	1	City of Graham WWTP Capital Improvements	64,000	Mebane's estimated 21% of Graham's Cost(approximately 5% increase over FY26)
	2			
	3			
	4			
	5			
		Subtotal 2026-27	<u>64,000</u>	
		5-Year Grand Total	<u><u>\$ 48,796,198</u></u>	

Reclass Position Request Form

Laboratory Supervisor <small>Job Title</small>	Water Resources Recovery Facility <small>Department</small>	ASAP <small>Date Required</small>
WRRF <small>Division/Group</small>	Dennis Hodge <small>Reports To</small>	Reclassification <small>New or Reclass?</small>
1 <small>Position Rank (1 = most important/mission critical)</small>	1 <small>Total Positions Requested</small>	

Primary Duties/Job Description
 Supervises the general operation of Mebane's State Certified wastewater laboratory and assists with the administration of Mebane's industrial pretreatment program. A person in this job is designated as Lab Supervisor by the State (NC DEQ DWR WW/GW Lab Certification) and is responsible for maintaining State lab certification through participation PT (Performance Testing) studies.

Explanation of change / Reasons additional position is needed
 Restructuring of the WRRF Laboratory Operations with the reclassification of the present Lab Technician Position into the Laboratory Supervisor to meet the NC DEQ requirements as a result of the Compliance Manager position becoming vacant & no applicants.

Special Skills or Qualifications required
 Graduation from an accredited college or university with a Bachelor's or Associates (2 yr) degree in Chemistry, Biology, Environmental Science or related field and 2 – 5 years practical lab experience in a municipal or commercial laboratory; OR equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

New Position Request Form

Wastewater Plant Operator Job Title	Wastewater Plant Operator Department	7/1/2022 Date Required
WWTP Operations Division/Group	Lead WW Operator/ WW Director Reports To	New New or Reclass?
2 Position Rank (1 = most important/mission critical)	1 Total Positions Requested	

Primary Duties/Job Description
 Performs responsible manual and technical work monitoring, operating, and maintaining the City's wastewater treatment plant. Emphasis of work is on making hourly rounds of the plant, maintaining records, performing tests, documenting and/or repairing any noted malfunctions, troubleshooting mechanical problems, process sampling, and performing related wastewater treatment plant tasks. Work is performed under supervision.

Explanation of change or reasons additional position is needed. Please include any revenue changes that could support your request.
 An overall increase in average daily plant flows as well as an increase in frequency and impact of rain events necessitates additional staffing in facility operations. An effective wastewater plant operator requires knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant and the ability to detect and troubleshoot operational and/or mechanical equipment issues in order to maintain compliance with state and federal regulations.

Special Skills or Qualifications required
 Completion of high school or GED equivalency supplemented with additional vocation training in mechanics, electronics, or chemistry. Grade II Wastewater Operator certification, or ability to obtain within two years. Valid NC Drivers License. Visual acuity for visual inspection of small parts. Ability to exert ≥ 100 pounds of force occasionally, and/or ≥ 50 pounds of force frequently, and/or ≥ 20 pounds of force constantly to move objects.

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____

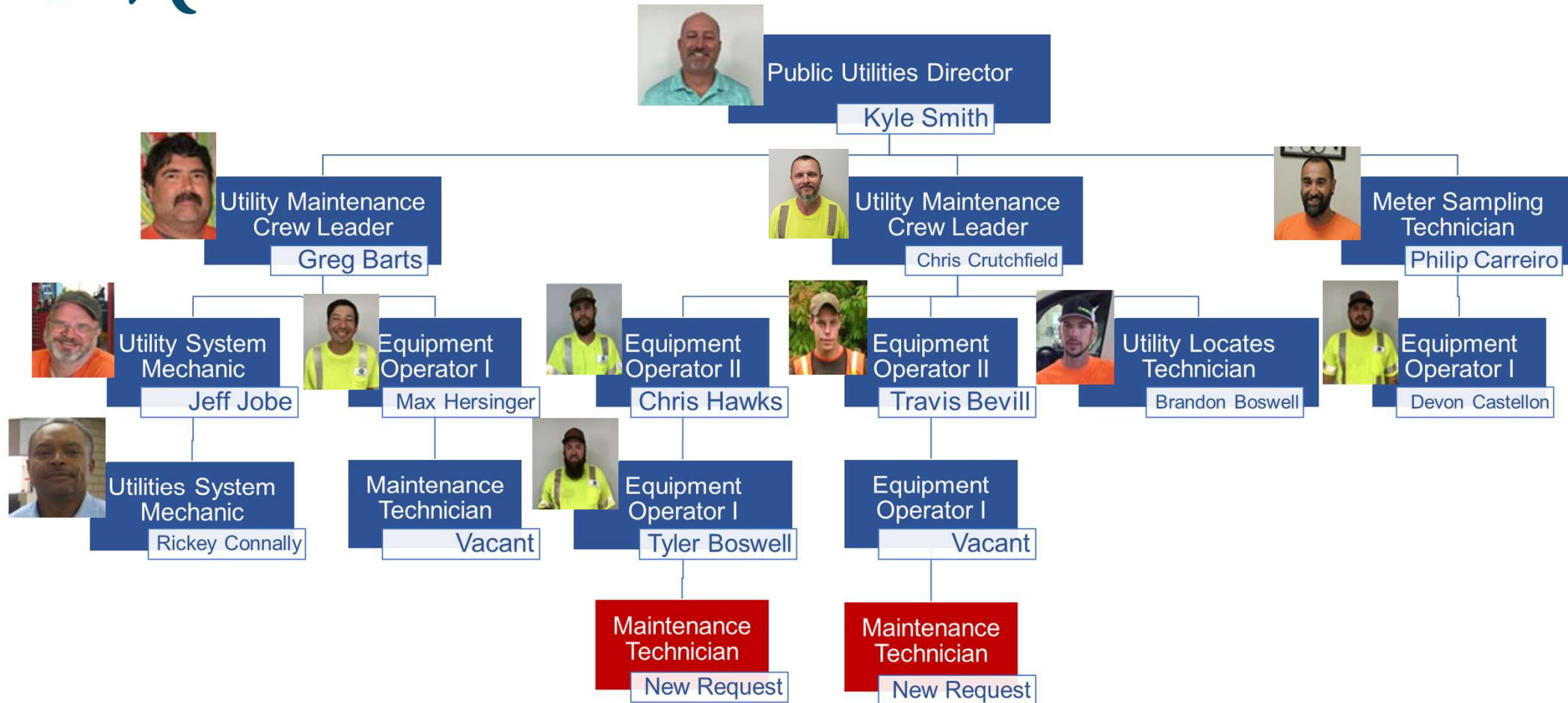


PUBLIC UTILITIES

BUDGET REQUEST 2022-2023



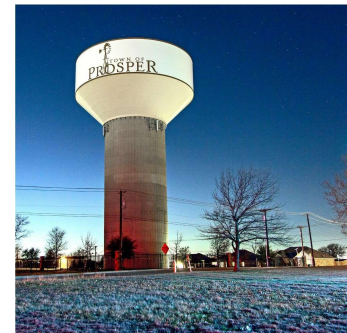
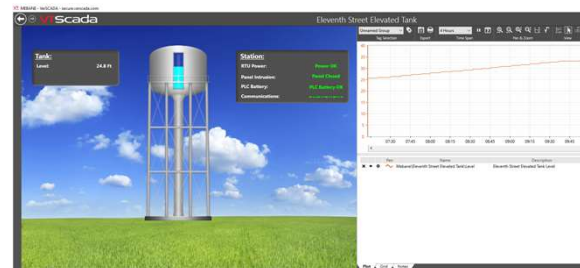
ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

- Meter change out project
- SCADA
- New trucks
- GKN force main preliminary design
- McKinley Street water main
- Backflow testing
- 1 MG elevated storage tank siting plan





GOALS FOR FY 22-23

- Design and engineer new 1 MG elevated storage tank.
- Start construction on GKN Force Main relocation.
- Complete design of Jones Road Outfall.
- Roll out WaterScope access for all Mebane Water Customers.
- Continue 2-Port fire hydrant replacement.
- Continue meter setter upgrades.



PERSONNEL REQUESTS

***All Budget Impact amounts include benefits and onboarding costs**

Ranking	Position/Title	FY 23 Budget Impact	FY 24 Budget Impact
1	Maintenance Technician – 2 positions (cost reflects per position)	\$53,980	\$50,890
	Total Impact	\$107,960	\$101,780



CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	I & I Repair – Outfall Sliplining	\$1,700,000	\$1,450,000	\$1,939,850
2	Elevated Storage Tank	\$185,000	\$1,358,183	
3	Jones Road Outfall	\$112,500	\$887,500	
4	Outfall Tractor Replacement	\$60,000		
5	Oversize Reimbursement	\$200,000		
6	City of Graham WTP Capital Improvements	\$200,000	\$200,000	\$200,000



CAPITAL REQUESTS

(\$5,000 - \$24,999)

Ranking	Item	FY 23 Budget Impact
1	Sewer Camera Upgrade	\$20,000





FEE CHANGES

Fee	Current Rate	Proposed Rate	Projected Annual Impact
Inside Water (per 1,000 gallons)*	\$6.72	\$7.13	\$211,900
Outside Water (per 1,000 gallons)*	\$13.44	\$14.26	
Inside Sewer (per 1,000 gallons)*	\$7.22	\$7.66	\$232,656
Outside Sewer (per 1,000 gallons)*	\$14.43	\$15.30	
Bulk Water Deposit	\$0	\$75	\$0
Bulk Water Purchase (per 1,000 gallons)	\$6.72	Current Inside Water Rate	This amount will vary depending on usage.

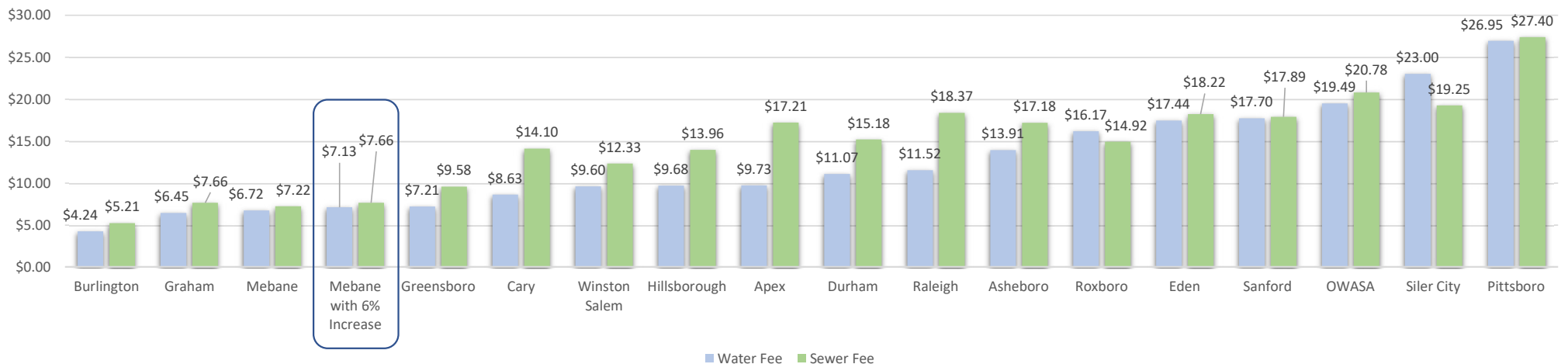
*Proposed water and sewer rates reflect a 6% increase.



FEE CHANGES

Fiscal Impacts to Customers with a 6% Rate Increase									
Customer	Consumption		Current Rates			Proposed 6% Rate Increase			
	Water	Sewer	\$6.72	\$7.13	Total Current	\$7.13	\$7.66	Total @ 10%	Difference
Largest User	2241	2157	\$15,059.52	\$15,379.41	\$30,438.93	\$15,978.33	\$16,522.62	\$32,500.95	\$2,062.02
Large Commercial	59	59	\$396.48	\$420.67	\$817.15	\$420.67	\$451.94	\$872.61	\$55.46
Small Commercial	13	13	\$87.36	\$92.69	\$180.05	\$92.69	\$99.58	\$192.27	\$12.22
Resident Using 10	10	10	\$67.20	\$71.30	\$138.50	\$71.30	\$76.60	\$147.90	\$9.40
Resident Using 5	5	5	\$33.60	\$35.65	\$69.25	\$35.65	\$38.30	\$73.95	\$4.70
Resident Using 2	2	2	\$13.44	\$14.26	\$27.70	\$14.26	\$15.32	\$29.58	\$1.88
Resident Using 1	1	1	\$6.72	\$7.13	\$13.85	\$7.13	\$7.66	\$14.79	\$0.94

Water and Sewer Fees At 1,000 Gallons





REQUESTED OPERATING EXPENDITURES

Line Item	FY 22 Budget	Requested FY 23 Budget	Increase Amount
Chemicals	\$130,000.00	\$220,187.20	\$90,187.20



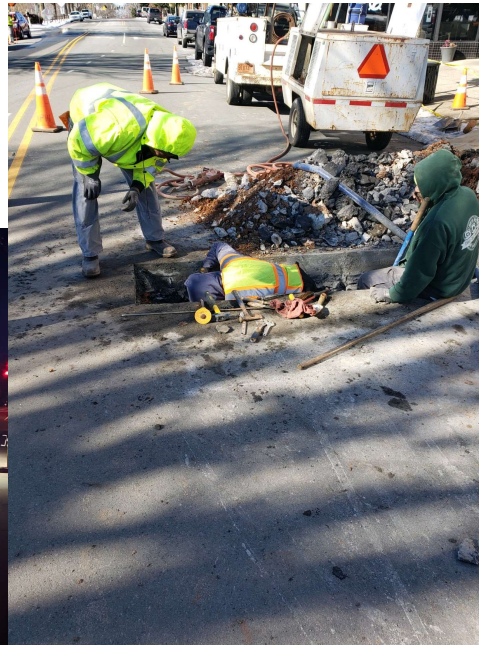


PROJECTED REVENUES

Line Item	FY 22 Budget	Projected FY 23 Budget	Increase Amount
Sewer SDF	\$817,000	\$1,138,000	\$321,000
Sewer Sales	\$3,877,600	\$4,083,451	\$232,700
Water Sales	\$3,531,600	\$4,182,465	\$211,900
Water SDF	\$290,000	\$460,000	\$170,000



Public Utilities mission is to provide the citizens of Mebane with clean, safe reliable water and to collect wastewater in a manner that protects public health and the environment.





QUESTIONS?



Mebane, NC

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Fund: 300 - Utility Fund			
Expense			
Department: 8100 - Admin, Meters and Billing			
300-8100-020	SALARIES & WAGES	181,022.00	195,612.00
300-8100-039	LONGEVITY CONTRIBUTION	1,756.00	1,898.00
300-8100-050	FICA	13,450.00	15,110.00
300-8100-060	GROUP INSURANCE CONTRIBUTION	9,763.00	11,716.00
300-8100-070	RETIREMENT CONTRIBUTION	38,416.00	44,795.00
300-8100-071	401K CONTRIBUTION	8,791.00	10,369.00
300-8100-099	INDIRECT TO UTILITY (CONTRA)	708,191.00	744,976.00
300-8100-110	TELEPHONE & POSTAGE	28,000.00	32,000.00
300-8100-120	BANK CHARGES	75,000.00	289,800.00
300-8100-140	SCHOOLS AND CONFERENCES	0.00	1,000.00
300-8100-160	EQUIPMENT MAINTENANCE & REPAIRS	2,000.00	2,000.00
300-8100-271	UTILITY BILLING SERVICES	0.00	50,500.00
300-8100-330	DEPARTMENTAL SUPPLIES	1,000.00	1,000.00
300-8100-340	TECHNOLOGY SERVICES & SUPPLIES	9,900.00	12,100.00
300-8100-450	MISCELLANEOUS	90,550.00	0.00
300-8100-730	CAPITAL OUTLAY - OTHER	700,000.00	200,000.00
Total Department: 8100 - Admin, Meters and Billing:		1,867,839.00	1,612,876.00
Total Expense:		1,867,839.00	1,612,876.00
Total Fund: 300 - Utility Fund:		1,867,839.00	1,612,876.00
Report Total:		1,867,839.00	1,612,876.00



Mebane, NC

Budget Listing

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Account Number	Account Name	2021-2022 2021-2022 RECOMM	2022-2023 FY 23 DEPT 2
Fund: 300 - Utility Fund			
Expense			
Department: 8200 - Utility Maintenance			
300-8200-020	SALARIES & WAGES	720,860.00	862,822.00
300-8200-030	PART-TIME SALARIES	5,100.00	5,406.00
300-8200-035	OVERTIME SALARIES	49,000.00	60,949.00
300-8200-039	LONGEVITY CONTRIBUTION	14,885.00	16,761.00
300-8200-045	CAR ALLOWANCE	3,672.00	3,692.00
300-8200-046	CELL PHONE STIPEND	1,620.00	540.00
300-8200-050	FICA	55,703.00	67,313.00
300-8200-060	GROUP INSURANCE CONTRIBUTION	139,040.00	187,272.00
300-8200-070	RETIREMENT CONTRIBUTION	157,982.00	214,091.00
300-8200-071	401K CONTRIBUTION	36,152.00	47,027.00
300-8200-100	PROFESSIONAL SERVICES	140,100.00	93,500.00
300-8200-110	TELEPHONE & POSTAGE	13,100.00	12,060.00
300-8200-130	UTILITIES	100,600.00	97,000.00
300-8200-140	SCHOOLS & CONFERENCES	6,000.00	22,000.00
300-8200-150	BUILDING & GROUNDS MAINTENANCE	7,800.00	13,000.00
300-8200-153	STREET MAINTENANCE & REPAIR	25,000.00	20,000.00
300-8200-157	FIRE HYDRANT MAINTENANCE & REPA	42,000.00	35,000.00
300-8200-160	EQUIPMENT MAINTENANCE & REPAIRS	99,462.65	135,000.00
300-8200-161	INFRASTRUCTURE MAINTENANCE & REPA	555,000.00	586,044.00
300-8200-170	VEHICLE MAINTENANCE & REPAIRS	30,500.00	25,000.00
300-8200-260	ADVERTISING	500.00	500.00
300-8200-310	FUEL	22,500.00	22,500.00
300-8200-330	DEPARTMENTAL SUPPLIES	146,101.00	120,000.00
300-8200-332	CHEMICALS	130,000.00	0.00
300-8200-336	CHEMICALS	0.00	220,187.20
300-8200-340	TECHNOLOGY SERVICES & SUPPLIES	23,000.00	9,750.00
300-8200-342	TECHNOLOGY LICENSES	0.00	18,500.00
300-8200-360	EMPLOYEE UNIFORMS & ACCESSORIES	19,700.00	20,700.00
300-8200-390	SMALL EQUIPMENT	5,787.35	9,900.00
300-8200-430	GRAHAM SEWER SERVICES	20,000.00	20,000.00
300-8200-450	MISCELLANEOUS	126,574.34	0.00
300-8200-452	LABORATORY SERVICES	2,640.00	10,000.00
300-8200-454	SCADA SERVICES	7,740.00	24,500.00
300-8200-480	PURCHASE OF WATER	780,000.00	850,000.00
300-8200-530	DUES & SUBSCRIPTIONS	15,565.00	18,030.00
300-8200-710	CAPITAL OUTLAY - LAND	199,177.00	0.00
300-8200-730	CAPITAL OUTLAY - OTHER	857,950.00	2,397,500.00
300-8200-733	CAPITAL OUTLAY - GKN PUMP STATION RE-ROUTE	1,900,000.00	0.00
300-8200-740	CAPITAL OUTLAY - VEHICLES	123,000.00	0.00
300-8200-750	CAPITAL OUTLAY - EQUIPMENT	44,505.66	80,000.00
Total Department: 8200 - Utility Maintenance:		6,628,317.00	6,326,544.20
Total Expense:		6,628,317.00	6,326,544.20
Total Fund: 300 - Utility Fund:		6,628,317.00	6,326,544.20
Report Total:		6,628,317.00	6,326,544.20



5-Year Capital Asset Outlay Forecast (>\$25,000)

Utilities Administration & Engineering

FY Beginning 2022-23

<u>FY</u>	<u>Rank</u>	<u>Project Title</u>	<u>Requested</u>	<u>Dept Notes</u>
2022-23	1	I&I Repair - Outfall Sliplining (5th & Clay St)	1,700,000	
	2	Elevated Storage Tank - Design	185,000	12 Month Design Per Hazen
	3	Jones Road Outfall (Arbor Creek) - Design	112,500	
	4	Outfall Tractor Replacement	60,000	
	5	Oversize Reimbursement	200,000	Oakwood, Buckhorn, Cambridge, Tupelo & Meadowstone
	6	City of Graham WTP Capital Improvements	200,000	
	Subtotal 2022-23			2,457,500
2023-24	1	Truck 5 Replacement	65,000	2007 Ram 3500 with 106,000 miles
	2	I&I Repair - Outfall Sliplining (3rd Street)	1,450,000	
	3	Elevated Storage Tank - Construction	1,358,183	1 MG Tank
	4	Jones Road Outfall (Arbor Creek) - Construction	887,500	
	5	Backhoe Replacement	150,000	
	6	Water Line Replacements	195,000	Replacement of Galvanized Water Mains
	7	City of Graham WTP Capital Improvements	200,000	
Subtotal 2023-24			4,305,683	

2024-25	1	Truck 52 Replacement	32,000	2012 Ram 1500 with 121,000 miles
	2	I&I Repair - Outfall Sliplining (WRRF Outfall)	1,939,850	
	3	Sewer Jetter Replacement	70,000	
	4	Rock Quarry Road Water Loop	595,000	
	5	City of Graham WTP Capital Improvements	200,000	
Subtotal 2024-25			2,836,850	
2025-26	1	Truck 72 Replacement	32,000	2008 Ram 1500 with 106,000 miles
	2	Gravelly Hill Force Main Re-Route	798,000	
	3	Vac Truck Replacement	450,000	2004 Clean Air Sewer Vac
	4	Development Center Drive - Holt Street Loop Connection via West End	1,000,000	
	5	Water Rehab	200,000	Water lining Projects - Downtown & RR Tracks
	6	City of Graham WTP Capital Improvements	200,000	
Subtotal 2025-26			2,680,000	
2026-2027	1	Truck 1 Replacement	35,000	2011 Ram 2500 with 104,000 miles
	2	Hwy70 Water Loop	2,000,000	
	3	Water Rehab	200,000	Water Lining Projects - RR and Interstate Crossings
	4	Mini Excavator Replacement	100,000	
	5	Pump Station Rehab - GE Pump Station	850,000	Upfit & Re-build of GE Pump Station
	6	City of Graham WTP Capital Improvements	200,000	
Subtotal 2026-27			3,385,000	
5-Year Grand Total			\$ 15,665,033	

New Position Request Form

Maintenance Technician Job Title	Public Utilities Department	7/1/2022 Date Required
Water Distribution / Sewer Collections Division/Group	Chris Crutchfield / Kyle Smith Reports To	New New or Reclass?
1	2	

Position Rank (1 = most important/mission critical) Total Positions Requested

Primary Duties/Job Description
Assist water distribution and sewer collections crews for maintenance work, repair work and new service installation.

Explanation of change / Reasons additional position is needed
The water distribution and sewer collections crews currently function as two-man crews. On many jobs and day-to-day maintenance work, two workers aren't enough and other crews are pulled off jobs to assist. A third man on each crew will greatly reduce the need for additional crews responding to the same job, improving overall efficiencies throughout the department.

Special Skills or Qualifications required
High school education and valid drivers license with ability to work on-call nights and weekends.

HR USE ONLY	
Salary Range Anticipated _____	Recommended Grade _____ Step? _____