



Budget Work Session
March 23, 2022
1:30PM

1. Call to Order Mayor Ed Hooks
2. Welcome City Manager Chris Rollins
3. Presentation of Budget Requests Department Heads
 - a. Finance – Director Daphna Schwartz
 - b. Police – Chief Terrance Caldwell
 - c. Recreation & Parks – Director Aaron Davis
4. Break (20 minutes)
**Light refreshments will be provided.*
5. Continued Presentation of Budget Requests Department Heads
 - a. Information Technology – Director Kirk Montgomery
 - b. Engineering – Franz Holt, City Engineer
 - c. Water Resources Recovery Facility – Director Dennis Hodge
 - d. Utilities Administration & Engineering – Director Kyle Smith
6. Adjournment Mayor



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 |

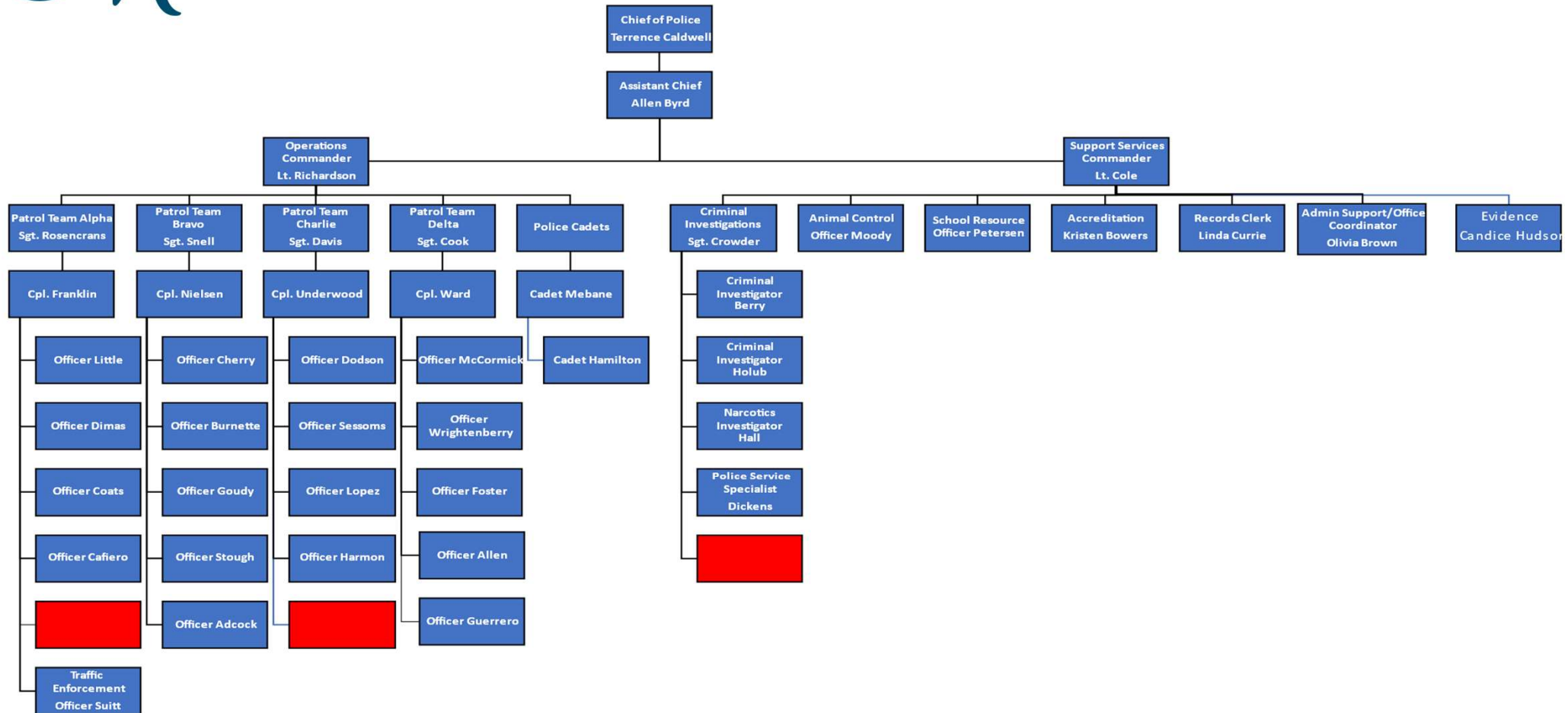


POLICE

BUDGET REQUEST 2022-2023



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 21-22

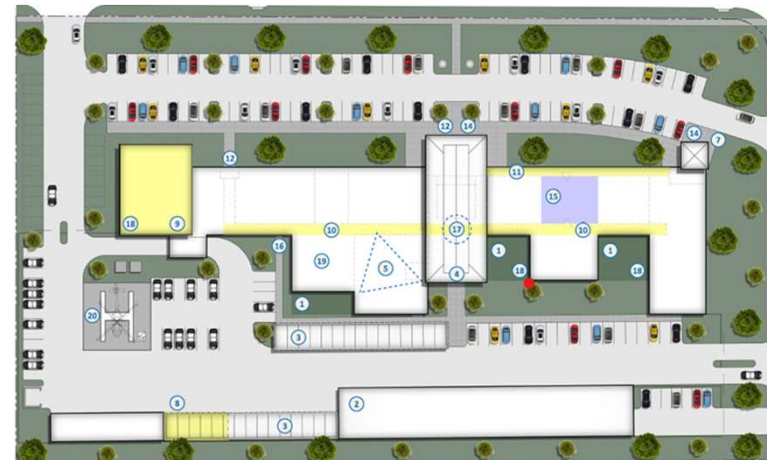
- Reaccreditation – Virtual On-Site, Award-March
- Personnel – 5 New Positions
- Vehicles – 5 New / 3 Replacement
- RR fundraiser (childhood cancer)
- Toy Drive
- Bike Rodeo
- Car Show
- Trunk or Treat





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> | |

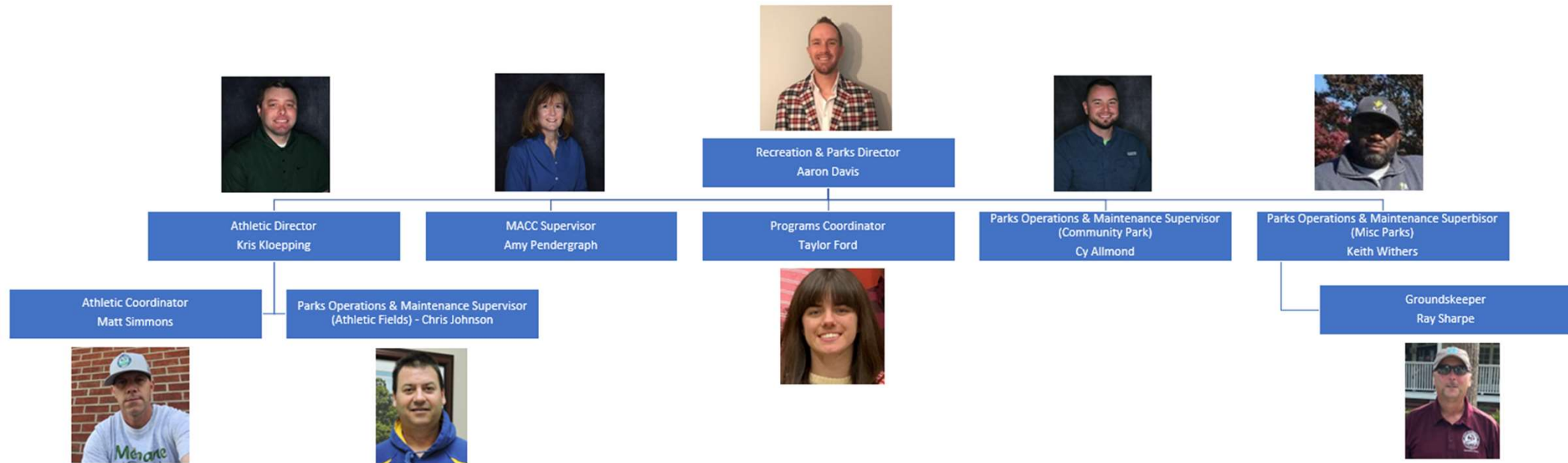


RECREATION & PARKS

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.





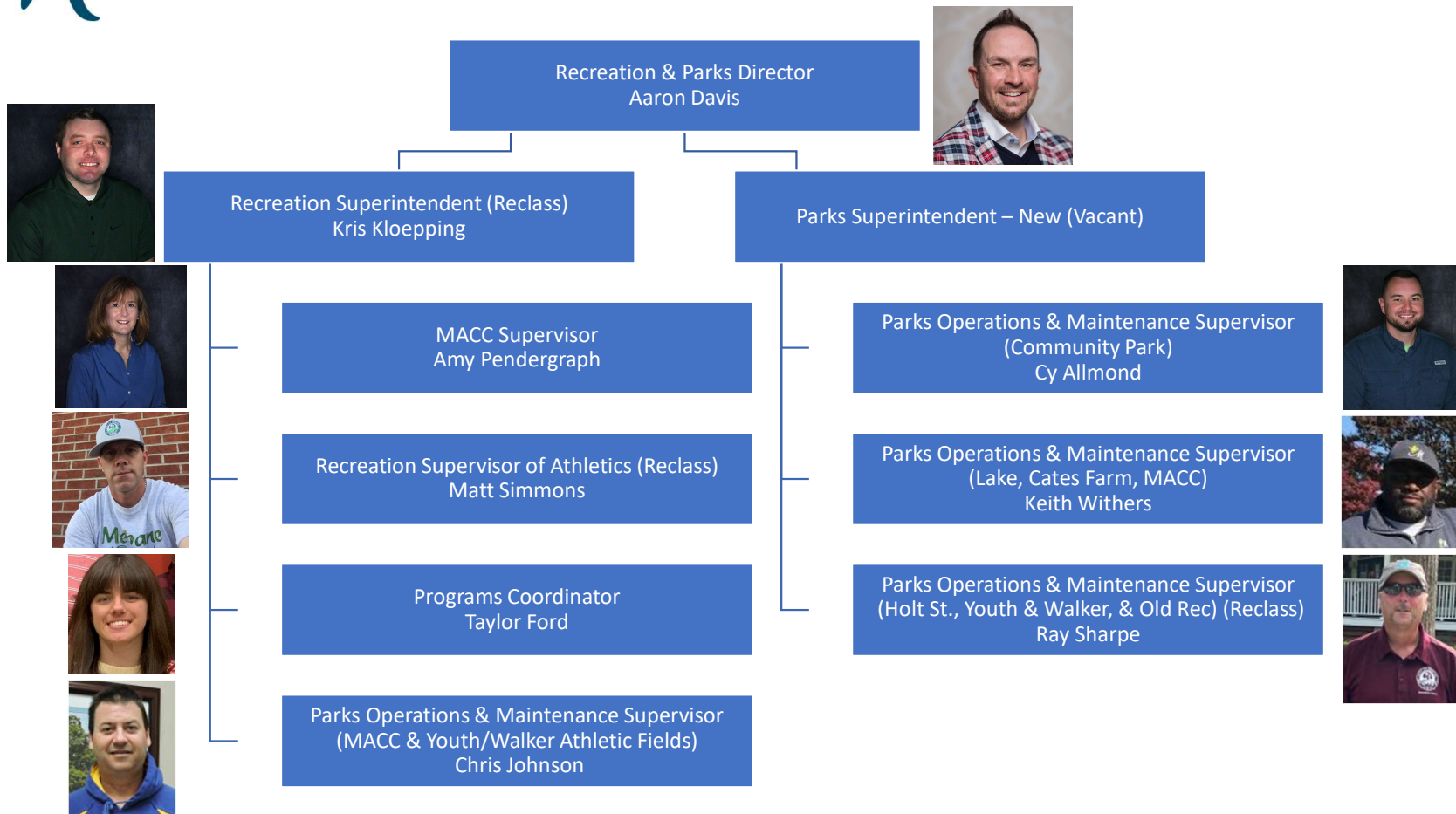
PERSONNEL REQUESTS

***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 | 1 | |
| Position Rank (1 = most important/mission critical) | 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 Job Title | Recreation and Parks Department | 7/1/2022 Date Required |
| Recreation Division/Group | Athletic Director/Rec Superintendent Reports To | Reclass (Promotion) 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? _____ |

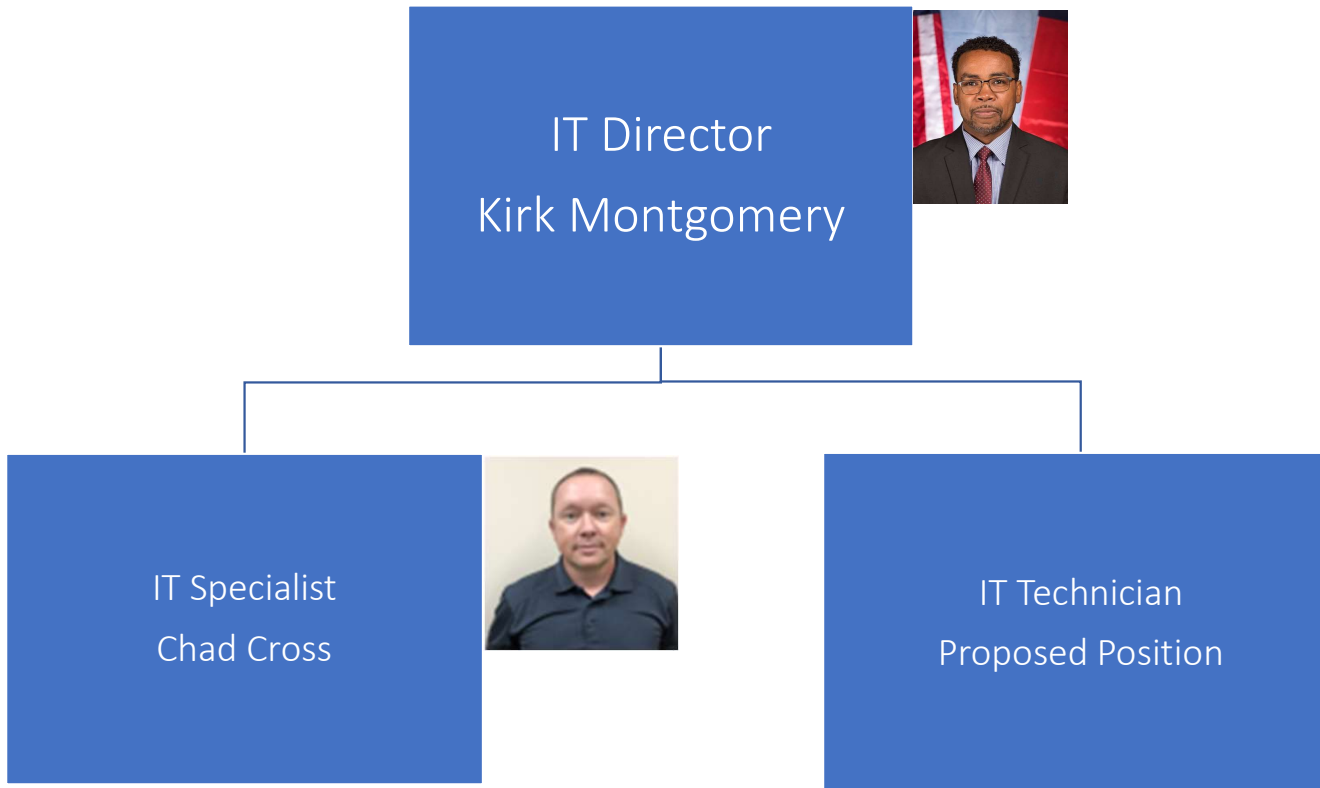


INFORMATION TECHNOLOGY

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)

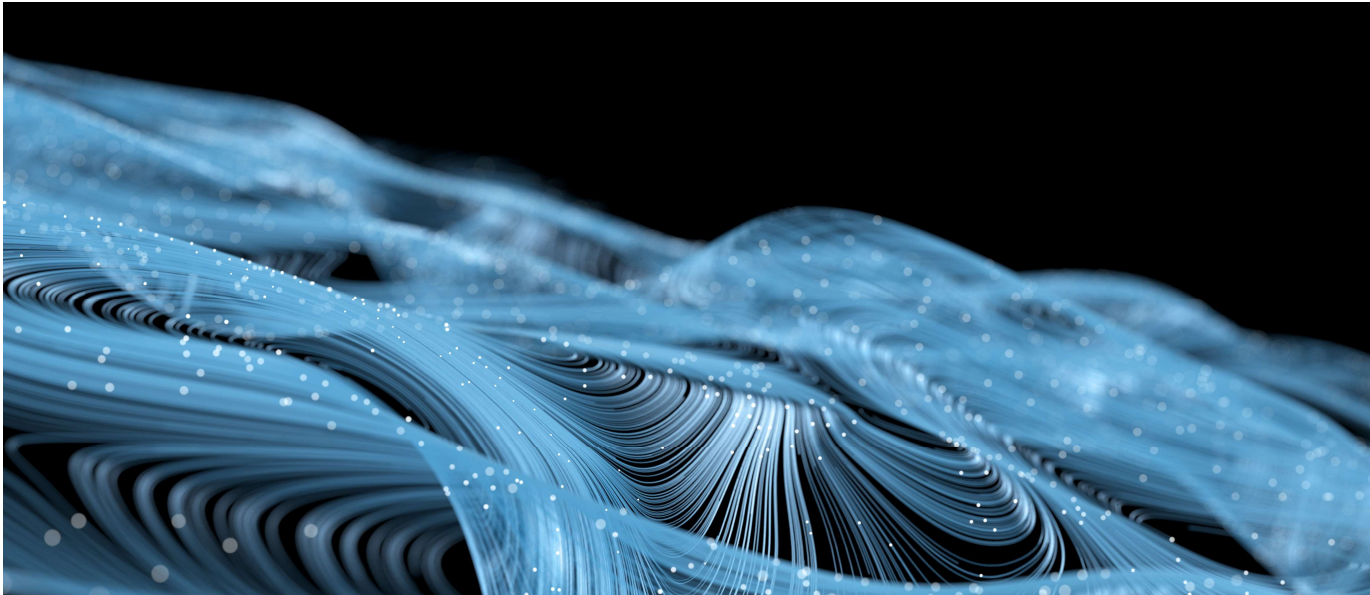
| Ranking | Item | FY 23 Budget Impact |
|---------|----------------------|---------------------|
| 1 | Meraki Access Points | \$22,300 |
| 2 | Network Switches | \$10,000 |



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 | | | 30,000 |
| 2023-24 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | Subtotal 2023-24 | | | - |
| 2024-25 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | Subtotal 2024-25 | | | - |
| 2025-26 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | Subtotal 2025-26 | | | - |
| 2026-2027 | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | Subtotal 2026-27 | | | - |
| 5-Year Grand Total | | | \$ 30,000 | |

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 | 1 | |
| Position Rank (1 = most important/mission critical) | 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? _____ |

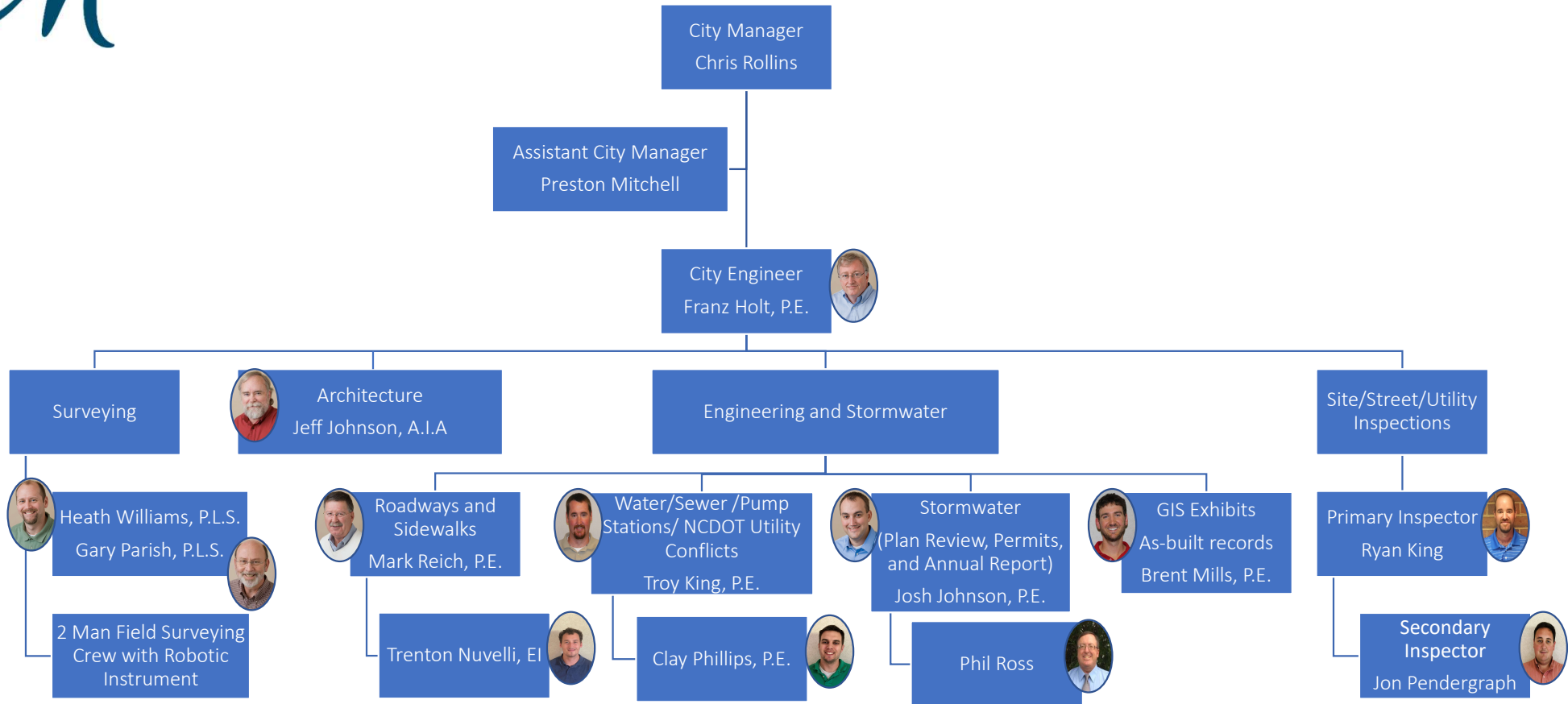


Engineering Department

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 |

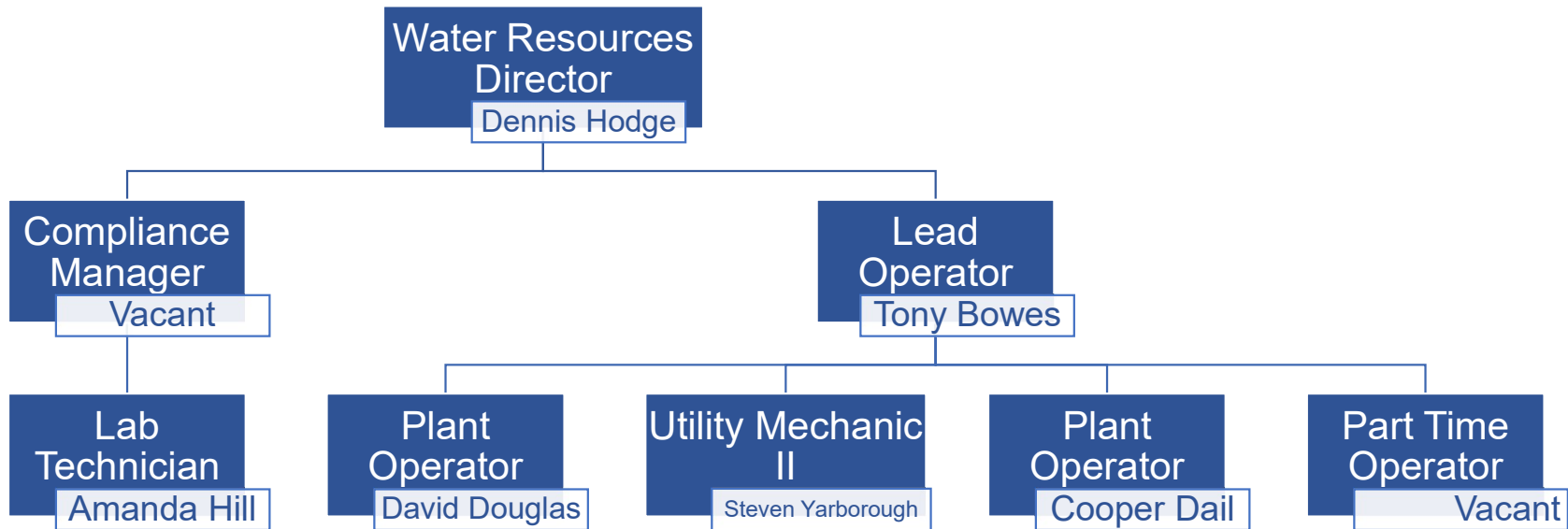


Water Resources Recovery Facility

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 | <u>128,198</u> | |
| 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 | <u>48,355,000</u> | |
| 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 | <u>58,000</u> | |

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

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? _____ |

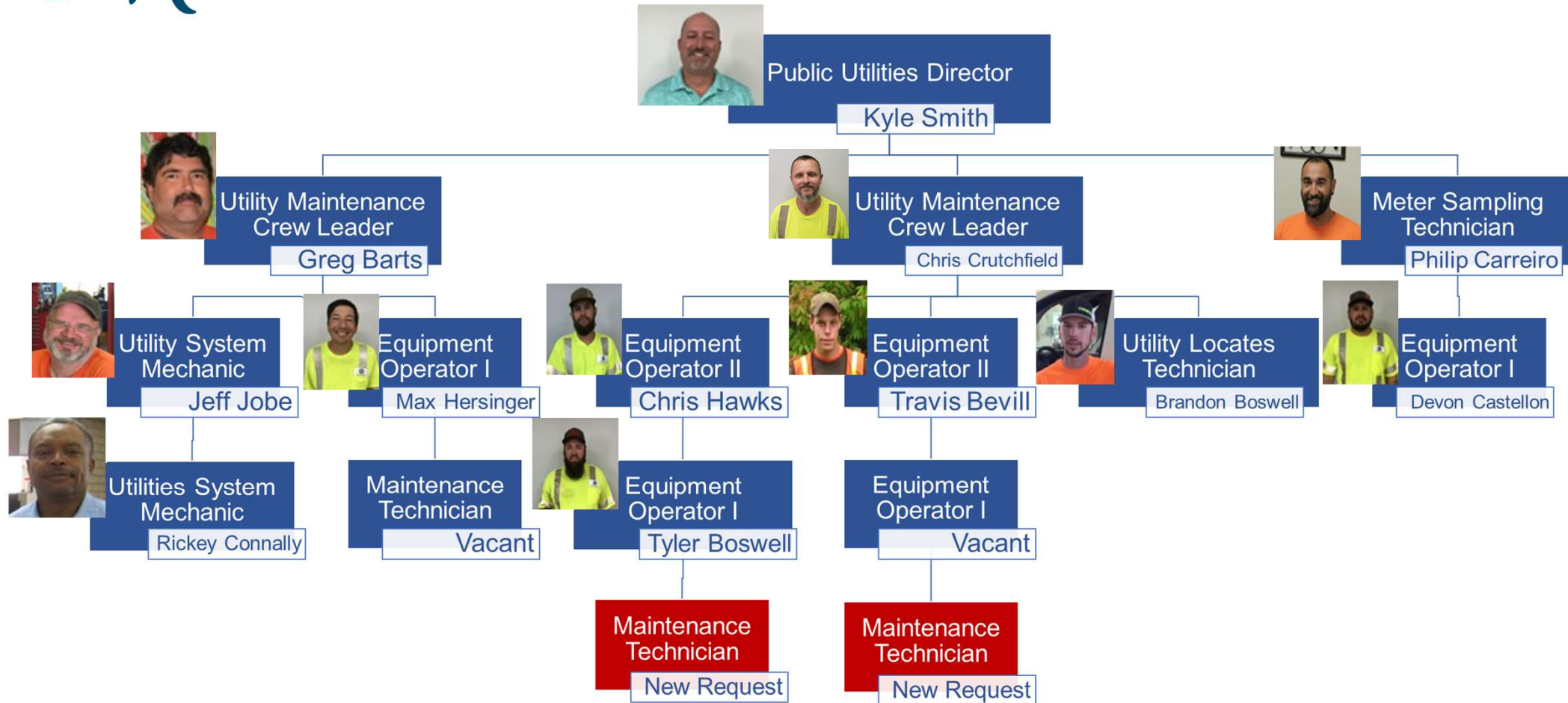


PUBLIC UTILITIES

BUDGET REQUEST 2022-2023



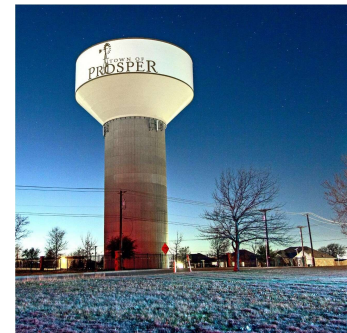
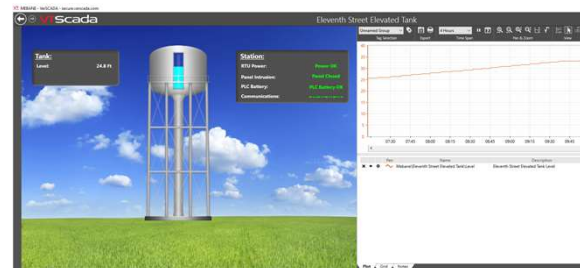
ORGANIZATIONAL CHART





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. |

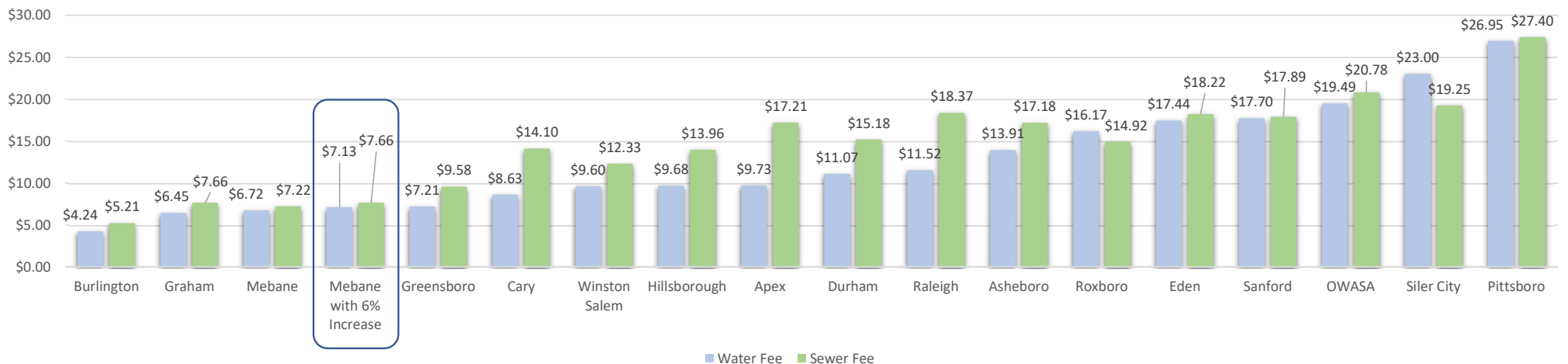
*Proposed water and sewer rates reflect a 6% increase.



FEE CHANGES

| Fiscal Impacts to Customers with a 6% Rate Increase | | | | | | | | | |
|---|-------------|-------|---------------|-------------|---------------|---------------------------|-------------|-------------|------------|
| Customer | Consumption | | Current Rates | | | Proposed 6% Rate Increase | | | Difference |
| | Water | Sewer | \$6.72 | \$7.13 | Total Current | \$7.13 | \$7.66 | Total @ 10% | |
| 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 |



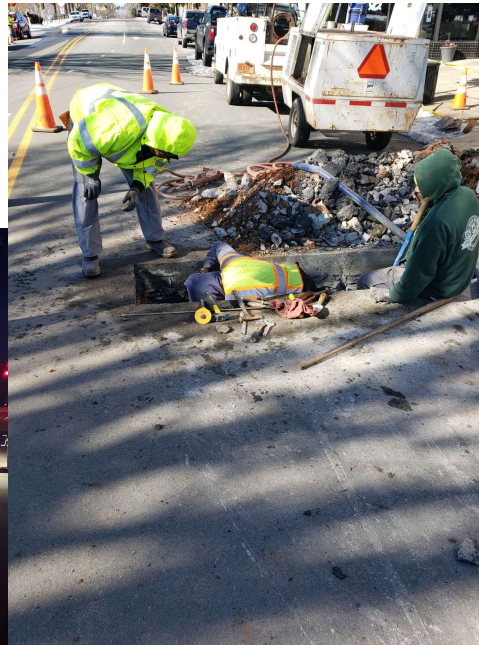


PROJECTED REVENUES

| 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 | <u>2,457,500</u> | |
| 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 | <u>4,305,683</u> | |

| | | | | |
|---------------------------|---|---|----------------------|---|
| 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

Position Rank (1 = most important/mission critical)

2

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? _____