



The Mebane City Council met for a Special Meeting at 1:30 p.m. on Thursday, March 30, 2023 in the Council Chambers of the Glendel Stephenson 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 Absent:

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
Franz Holt, City Engineer
Kirk Montgomery, IT Director
Dennis Hodge, WRRF Director
Kyle Smith, Utilities Director

This meeting was live streamed on YouTube: <https://www.youtube.com/watch?v=EtlPaVEh0FU>

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

The following departments presented their departments budget requests for FY 2023/2024 as shown on the attached PowerPoint, overviewing current year highlights, goals for FY 23-24, proposed fee schedule changes, projected revenues, capital improvement project requests, and operating expenditure requests:

- a. Police – Chief Terrance Caldwell and Lieutenant Adam Cole
- b. Recreation and Parks – Director Aaron Davis and Recreation Superintendent Kris Kloopping

Mr. Rollins spoke concerning the Greenway Project. He stated that Mr. Mitchell has been working with a family for two years to acquire the last easement and it seems that it may take a bit longer to acquire, staff is proposing a shift of the trail slightly to the existing street right-of-way. He stated that Mr. Holt feels that the shift can be done with out much change in the cost of the project. Mr. Rollins said he would like to put the project out for bids in order to find out the real cost so that a decision can be made about proceeding or postponing. Council was in agreement.

- c. Engineering – Franz Holt, City Engineer, Alley Williams Carmen and King
- d. Information Technology – Director Kirk Montgomery

Mayor Hooks called for a break 2:45 p.m. Mayor Hooks called the meeting back to order at 3:05 p.m.

The following departments continued presentations.

- e. Water Resource Recovery Facility – Director Dennis Hodge, Lead Operator Toney Bowes and Laboratory Supervisor Amanda Hill
- f. Utilities Engineering and Administration – Director Kyle Smith

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 3:45 p.m.

Ed Hooks, Mayor

ATTEST:

Stephanie W. Shaw, City Clerk

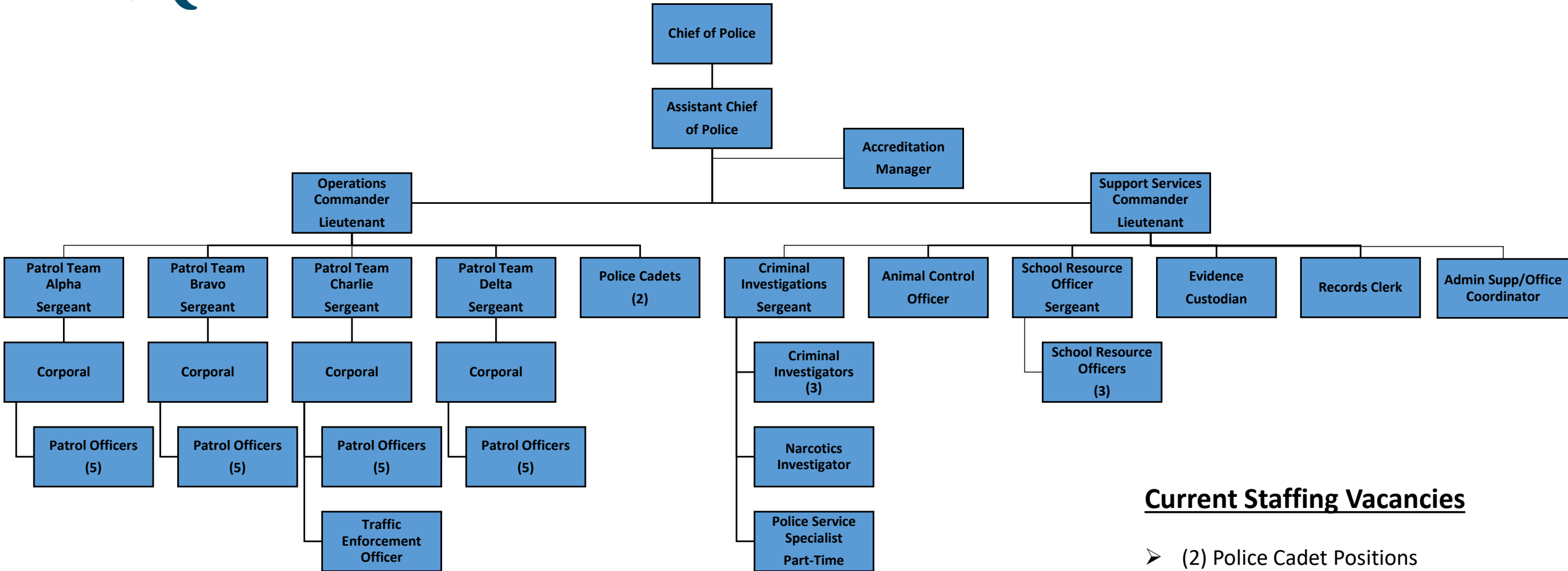


POLICE DEPARTMENT

BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART



Current Staffing Vacancies

- (2) Police Cadet Positions
- (1) Criminal Investigator Position
- (5) Police Officer Positions



HIGHLIGHTS OF FY 22-23

- Four vehicles were approved and purchased for this fiscal year
- School Resource Officers in every public school within Mebane City Limits
- Helped 361 families in Mebane with Christmas through our annual toy drive
- Replacing HVAC systems throughout the police facility





GOALS FOR FY 23-24

- Recruitment and retention of quality police officers
- Reimplement the Police Explorers program
- Continued planning for new police facility





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23 Budget Impact	FY 24 Budget Impact	FY 25 Budget Impact
1	Vehicles (3 New / 3 Replacement)	\$413,058	\$223,051	\$240,895
2	Land/Planning		\$1,750,000	
3	Police Facility			\$15,000,000
4	Roof Replacement		\$260,000	





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 2023-24 Budget Request.



QUESTIONS?



Recreation and Parks

BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART

Recreation & Parks
Director
Aaron Davis



Recreation
Superintendent
Kris Kloeping



Parks Superintendent
Shawna Joplin



Athletic Supervisor
Matt Simmons



Programs Coordinator
Taylor Ford



MACC Supervisor
Amy Pendergraph



Parks Operations &
Maintenance Supervisor
(Community Park)
Cy Allmond



Parks Operations &
Maintenance Supervisor
(Lake, Cates, MACC)
Keith Withers



Parks Operation &
Maintenance Supervisor
(Old Rec, Holt St.)
Ray Sharpe



Parks Operations &
Maintenance Supervisor
(Athletic Fields)
Chris Johnson





HIGHLIGHTS OF FY 22-23

- Basketball Court
- Youth/Walker Lights
- Blue Light Installed
- Juneteenth Event
- Movies in the Park
- Eggtravaganza and Bunny Hop
- Hometown Holiday Movie
- Fiddler Stage*
- Master Plan*





GOALS FOR FY 23-24

Continuing the 3 C's

- Completion
 - Cates Farm Park Playground Phase 1
 - Woodlawn Entrance & Parking Area at Community Park
 - Lake Michael Park Connector Trail
- Correction
 - Lake Michael Spillway Renovation
 - Lake Michael Piers, & Building
 - MACC Roof repairs
 - Fix the Old Rec Gym Floor & Replace Basketball Hoops
- Companion Construction
 - Outdoor Pickleball Lines & Nets @ Old Rec
 - Design work for addition Trails added at Lake Michael
- Continue to offer positively charming programs and events to the community!





Lake Michael Park Spillway Renovation

- Design Work
 - As of 2/23/23, the Design is 95% almost complete
 - Submittal expected to the City by April 2023
- Timeline
 - Permitting: Will be completed by August 2023
 - Bid Timeline: Will end in November 2023
 - Construction Start Date: Spring 2024
 - Entire Lake Property Closed: 3/15/24 – 2/15/25
 - Project Completion Date: March 2025





Cates Farm Park Playground Construction Update

- Tentative Timeline
 - Utility Work
 - Completed by: Spring 2023
 - Entry Way + Parking Lot
 - Completed by: Summer 2023
 - Playground Grading + Restrooms etc.
 - Completed by Fall 2023
 - Playground Construction Start Date
 - October 2023
 - Playground Phase 1 Grand Opening
 - Spring 2024





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 24-25 Budget Impact	FY 25-26 Budget Impact	FY 26-27 Budget Impact
1	Back Entrance to Community Park (Woodlawn)	\$480,000	0	0
2	Lake Michael Connector (Lebanon)	\$375,000	0	0
3	MACC Roof Restoration	\$295,000	0	0
4	Lake Michael Boat House Removal	\$50,000	0	0
5	Gym Floor Restoration @ Old Rec	\$85,000	0	0
6	Lake Michael Trails (Around the Lake)	\$55,900	\$69,500	\$327,000
7	Cates Farm Playground (Phase 2)	\$0.00	\$500,000	0



CAPITAL REQUESTS

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

Ranking	Item	FY 24-25 Budget Impact
1	Lake Michael Pier Repairs	\$24,500
2	New Basketball Hoops at Old Rec Gym - Replacement	\$20,000
3	MACC Office/Storage area - New	\$10,000
4	Automatic Height Adjusters for Basketball Goals @ MACC - Replacement	\$20,000
5	Water Bottle Fillers @ Various Parks x 3 (phase 2) - New	\$12,000
6	Retrofit Equipment Storage Building @ Youth/Walker Field	\$13,000
7	Automatic Door Locks and Access to Community Park Restrooms	\$12,500



FEE CHANGES

Fee	Current Rate	Proposed Rate	Projected Annual Impact
Resident/Non-Resident - Athletic Fees	\$15/\$40	\$20/\$50	\$10,000
All Youth Sports Camp Fees	\$35/\$45	\$45/\$55	\$750
Christmas Parade Business Float Fee	\$75	\$100	\$700
Pickleball/Open Gym Fee	\$0/\$0	\$0/\$2 per day	\$2,500
Leader supervision for outdoor rentals	\$15	\$25	TBD
Field Prep Crew	\$15	\$25	TBD



FEE CHANGES – Field Rentals

Fee	Current Rate	Proposed Rate	Projected Annual Impact
Community Park Non-Resident Rate	\$40	\$50	\$500
CP - Tournament Rental 1 Field/1 Day	\$200	\$400	\$1000
CP - Tournament Rental Both Fields/Day	\$400	\$800	\$800
CP - Tournament Rental Weekend	\$600	\$1500	\$1,400
MACC Athletic Complex Hourly Rate	\$15/\$25	\$25/\$50	\$1,500
MACC Tournament Field Rental Field/Day	\$100	\$250	\$500
MACC Entire Baseball/Softball or Soccer Complex Rental (4 Fields)	N/A	\$750	\$1500



FEE CHANGES - Sponsorships

Fee	Current Rate	Proposed Rate	Projected Annual Impact
Baseball/Softball/T-Ball Team	\$300	\$500	\$800
Baseball/Softball 5 Team Package	n/a	\$2000	\$2000
Football Team	\$2,500	\$3,500	\$0.00
Entire Football Program	\$7,500	\$10,000	\$0.00
Basketball Team	\$200	\$400	\$1,000
Basketball League	\$5,000	\$6,000	\$0.00

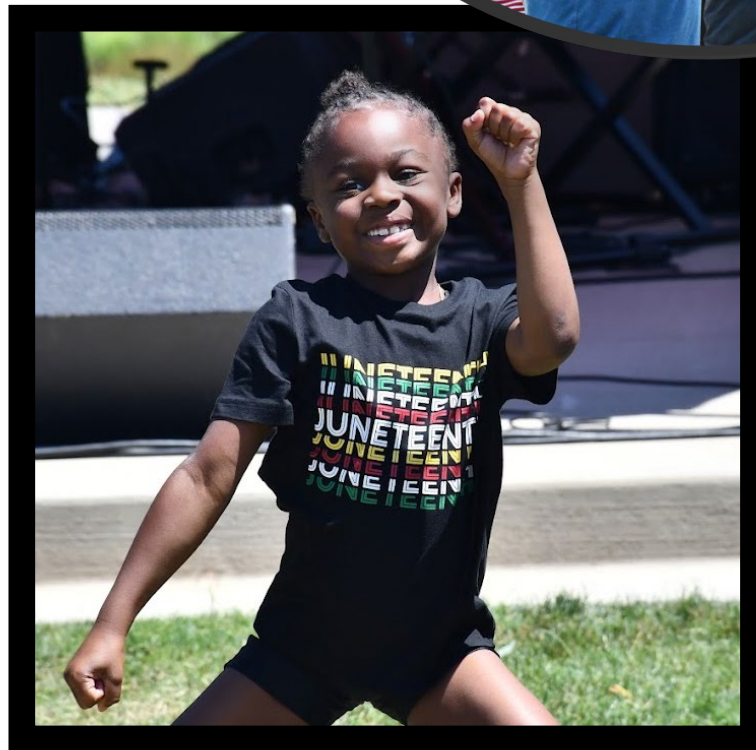


PROJECTED REVENUES

Line Item	FY 23-24 Revenue Budget	Projected FY 24-25 Revenue	Increase Amount
Field/Room Rentals	\$70,000	\$100,000	\$30,000*
Event Fees	\$7,000	\$7,000	\$0.00
Athletic Program Fees	\$21,000	\$40,000	\$19,000*
Camp Fees	\$13,000	\$15,000	\$2,000
Lake Fees	\$5,000	\$0	-\$5,000**
Rec – Other	\$2,000	\$1,000	-\$1,000
Rec - Donations	0	\$2,000	\$2,000
OC – Rec Contribution	\$5,450	\$5,450	0
	\$123,450	\$135,450	\$12,000

* FY 23-24 Revenue have exceeded projections and FY 24-25 have increased as a result.

** Unable to charge fees because the facility will be closed for repairs. Have not been charging fees since 2020



#RowTheBoat



QUESTIONS?

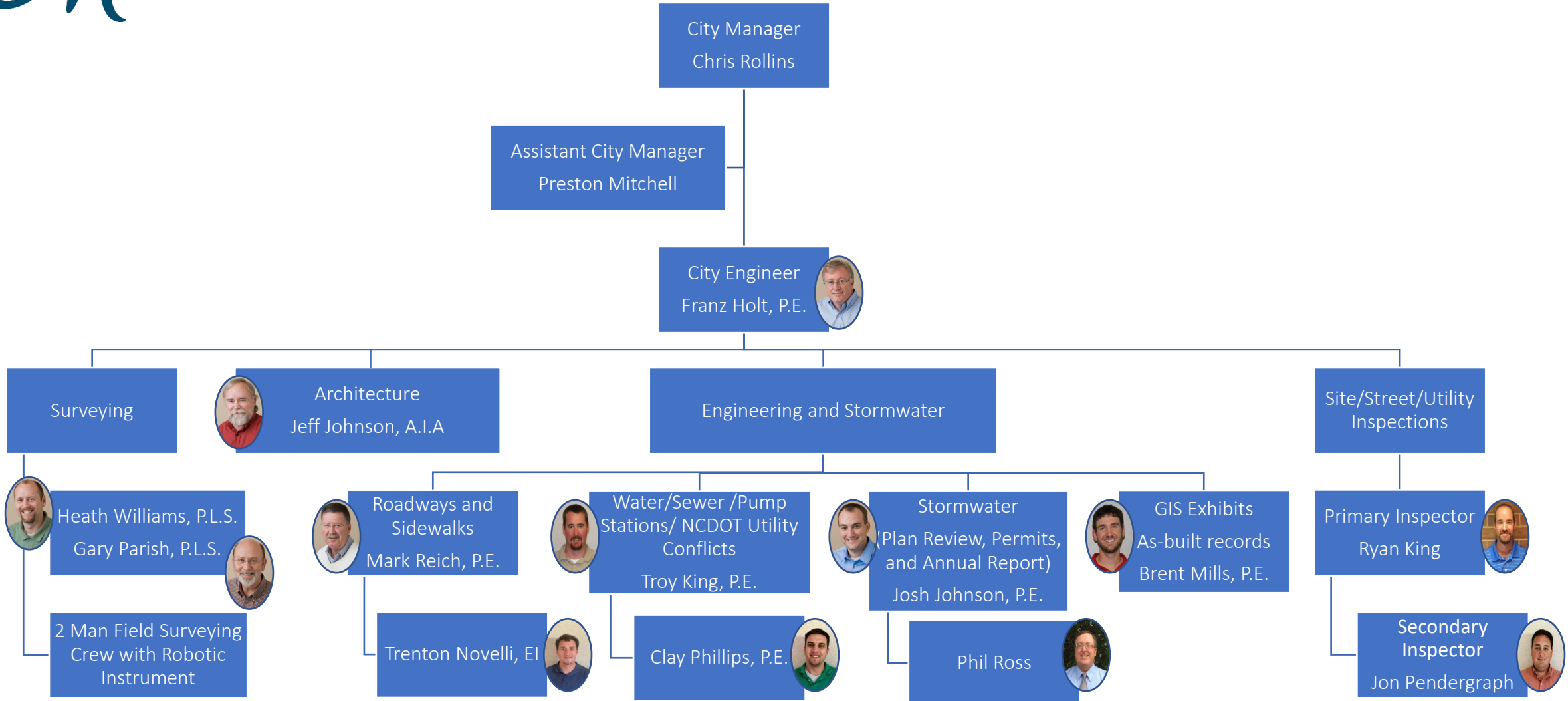


Engineering Department

BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART





Mebane

Positively Charming





Engineering Department Highlights

- Departmental Support with Funding Assistance Applications
 - NCDWI AIA Grant for Water – Received in July 2022
 - NCDWI AIA Grant for Sewer – Applied in September 2022
 - FEMA BRIC 2022 Floodwall and I&I – Applied in October 2022
 - NC Recreation and Parks AFP - Cates Farm Phase 2 – Applied in November 2022
- Departmental Assistance with CIP Planning
 - Siting Fire Station #4 at Buckhorn Business Center
 - Siting Fire Station #5 at NCCP
 - Clay Street infrastructure improvements
 - WRRF Expansion
 - LRUP Update
- Annual street repair/resurfacing (Resurfacing of 1.87 miles of city streets)
- Inspection of new developments (city accepted and maintained infrastructure)
 - 2.53 miles of water line
 - 4.58 miles of sewer main
 - 2.64 miles of storm drain
 - 2.59 miles of new development streets
 - 3.39 miles of new sidewalks
- Stormwater Engineering
 - 7 Stream Buffer Authorizations approved
 - 4 Stormwater permits approved
 - 4 stormwater structures certified
 - 31 stormwater ponds inspected
 - 10 watershed water quality ponds inspected





Goals

Final Months of FY 23 and into FY 24

- Present the Long-Range Utility Plan Update to staff and Council – FY 23
- Completion of FY 23 Paving and Resurfacing Project (Resurfacing 15 Streets and 13 Streets receiving patching)
- Provide departmental support for:
 - Response to economic development RFIs
 - Funding assistance applications
 - CIP Planning (Police, Fire, Recreation & Parks, and Utilities & Public Works)
 - WRRF renovation and expansion
 - Lake Michael Spillway replacement project
- NCDEQ approval of the City of Mebane sewer flow reduction study to the Graham Wastewater Treatment Plant



Projected FY23 Revenue from Engineering Construction Plan Review and Inspection Fees

FY 22-23	Collected Fees	Anticipated Fees	Totals
First 6 Months	\$232,228		
Expected by FY end		\$691,350	
Total			\$923,578

Revenue by type:

FY 22-23	Collected Fees	Anticipated Fees	Totals
General Engineering	\$106,812	\$352,256	\$459,068
Utility Engineering	\$125,416	\$339,094	\$464,510
Total	\$232,228	\$691,350	\$923,578



Projected FY 23-24 Revenue

Engineering Construction Plan Review and Inspection Fees

Project	Lots/Units/Sites	FY 23 Estimated Fees
Residential-Single Family & Multi-Family	1,026 lots/units	\$686,797
Commercial/Institutional/Industrial	2 sites	\$79,920
Total		\$766,717

Preliminary Site or Subdivision Plan Review Fees

Project	Lots/Units/Sites	FY 23 Estimated Fees
Residential Single Family & Multi-Family	500 lots/units	\$12,500
Commercial/Institutional/Industrial	2 sites	\$20,000
Total		\$32,500
FY 23-24 Total Anticipated Engineering Fees		\$799,217



Budget Request

Line Item	FY 22-23 Budget	Projected FY 23-24 Budget	Increase Amount
Utility Engineering	\$298,097.75	\$285,000	-\$13,097.75
General Engineering	\$445,500	\$460,000	\$14,500

Tanger Wet Detention Pond Protects offsite water quality.
Annual inspections ensure structure is operating correctly and properly maintained.
Picture shows removal of invasive plant growth.





QUESTIONS?



INFORMATION TECHNOLOGY

BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 22-23

- Centralized Access Control System
 - Upgrade to door systems
 - City Hall, Old Rec, MACC, FD, PW, WWRF, Museum.
 - Set up a centralized server to manage all access controls and cameras
- Upgrade of Servers
 - City Hall, WWRF
- Desktop replacements
- Camera install
 - City Hall, Old Rec
- Wi-Fi Upgrade - City Wide
 - Upgraded our internal Wi-Fi network devices
 - This is for city use only.
 - Citizens still have access to Spectrum's free Wi-Fi
 - We have installed, per the helping hand grant, free Wi-Fi at the Old Rec, Youth Walker, and Holt Street Park. We are in the process of setting up Giles Park as well
- Help Desk system implementation





GOALS FOR FY 23-24

- Fiber Installation at City locations
- Centralized Access Controls PH II and III
- SharePoint deployment
- Upgrade the PD Camera system
- Alarm system integration w/door system
- Train Museum door controls





CAPITAL REQUESTS

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

Ranking	Item	FY 23-24 Budget Impact
1	Fire Department Copiers	\$15,924



CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23-24 Budget Impact	FY 24-25 Budget Impact	FY 25-26 Budget Impact
1	Fiber installation	\$95,702		
2	Centralized Access controls PH II & III	\$43,500		



REQUESTED OPERATING EXPENDITURES

Line Item	FY 22-23 Budget	Requested FY 23-24 Budget	Increase Amount
Software Licenses	\$149,000	\$336,972	\$187,972
Telecommunications	\$71,125	\$301,245	\$230,120
Departmental Supplies	\$5,090	\$13,400	\$8,310
Professional Services	\$149,000	\$248,664	\$99,664

The increase to the overall IT budget comes from transitioning all city-wide services that are managed by IT to being funded through IT. In prior fiscal years, these items were funded by departments.



We are moving forward with expanding the security needed for the City, both physically and technologically. By providing dedicated fiber to the City, we can meet the growing needs across Mebane. Our highest priority is providing these and many other services to the City and our citizens.





QUESTIONS?

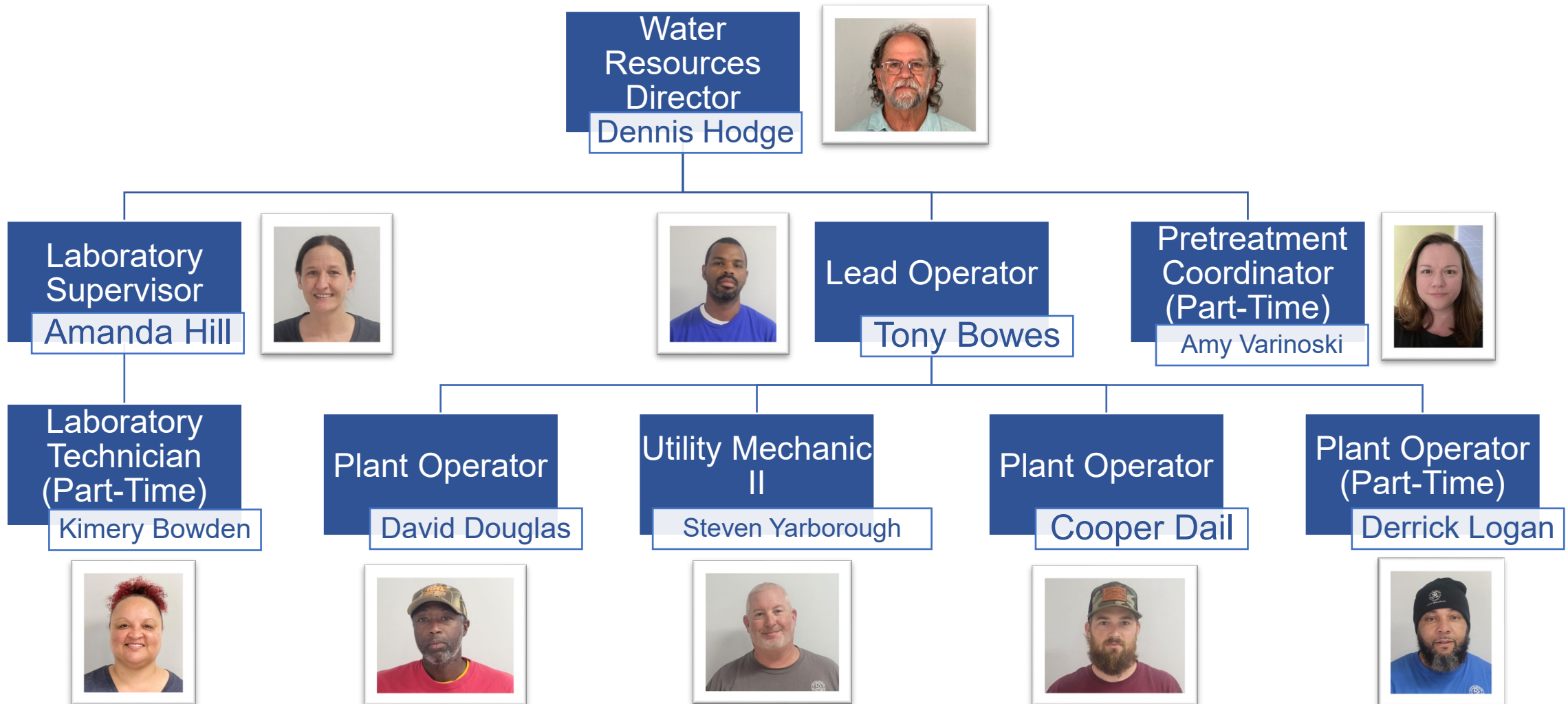


WATER RESOURCE RECOVERY FACILITY

BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART





HIGHLIGHTS OF FY 22-23

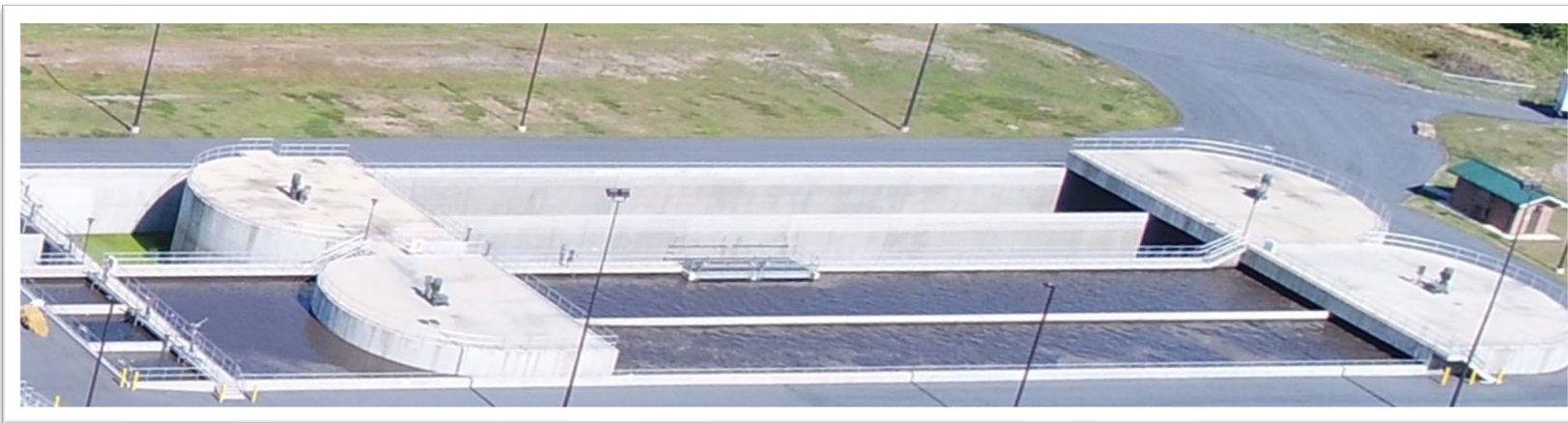
- Facility renovations
- Kenaf pilot presented at Annual Global Wastewater Conference (WEFTEC)
- Employee certifications
- Expansion progress





GOALS FOR FY 23-24

- Facility renovation
- Continue expansion design
- Additional staffing
- Sludge building roof
- Online monitoring equipment





PERSONNEL REQUESTS

Ranking	Position/Title	FY 23-24 Budget Impact	FY 24-25 Budget Impact
1	Laboratory Technician	\$52,355	\$51,555
2	Wastewater Treatment Plant Operator	\$60,040	\$58,280

*Both positions are currently part-time and are being requested to become full-time.



CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 23-24 Budget Impact	FY 24-25 Budget Impact	FY 25-26 Budget Impact
1	Roofing-Sludge Building - (Replacement of existing roof)	\$40,000		
2	City of Graham	\$60,000	\$64,800	\$68,040



CAPITAL REQUESTS

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

Ranking	Item	FY 23-24 Budget Impact
1	Chlorine Analyzer (New)	\$13,342
2	Aeration Basin Online Monitoring (New)	\$12,720
3	Aerator (Replacement of existing aerator)	\$11,000



REQUESTED OPERATING EXPENDITURES

Line Item	FY 22-23 Budget	Requested FY 23-24 Budget	Increase Amount
Chemicals	\$134,716	\$271,273	\$136,557
SCADA Services	\$30,506	\$42,985	\$12,479



“We forget that the water cycle and the life cycle are one”
-Jacques Cousteau



QUESTIONS?



UTILITIES ENGINEERING & ADMINISTRATION


BUDGET REQUEST 2023-2024



ORGANIZATIONAL CHART



Public Utilities Director
Kyle Smith



Utility Maintenance Supervisor
Greg Barts



Utility Maintenance Supervisor
Chris Crutchfield



Water Meter Technician
Philip Carreiro



Utility System Mechanic
Jeff Jobe



Equipment Operator I
Max Hersinger



Equipment Operator II
Thomas Whitmore



Equipment Operator II
Travis Bevill



Utility Locates Technician
Donnie Oakley



Equipment Operator I
Leslie Hester



Utilities System Mechanic I
Rickey Connally



Equipment Operator I
Dennis Warren



Equipment Operator I
Garry Jeffries



Maintenance Technician
Ricard Merritt



Maintenance Technician
Brian Fields



Maintenance Technician
Mark Porcher



HIGHLIGHTS OF FY 22-23

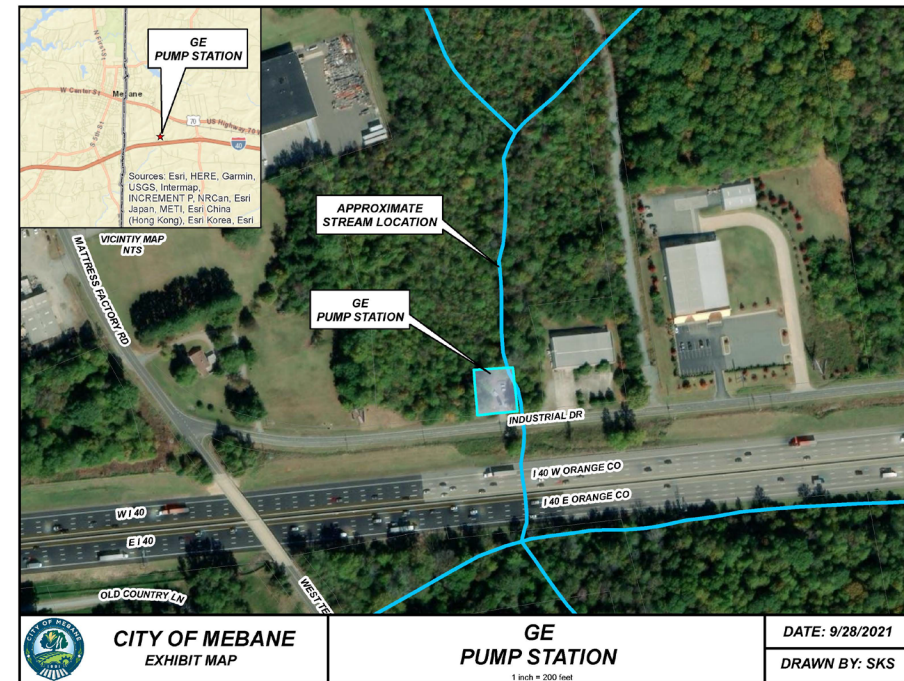
- New elevated water storage tank
- Water pressure monitoring stations
- McKinley Street Water Line Replacement
- Lake Michael Pump Station
- GKN Force Main Relocation
- WaterScope





GOALS FOR FY 23-24

- Water pressure monitoring stations
- Water line replacements and water line rehabilitation projects
- Preliminary engineering for grant funding opportunities
- Check meters on fire lines
- Fire hydrant replacements
- Meter setter upgrades
- Replacement of large meters



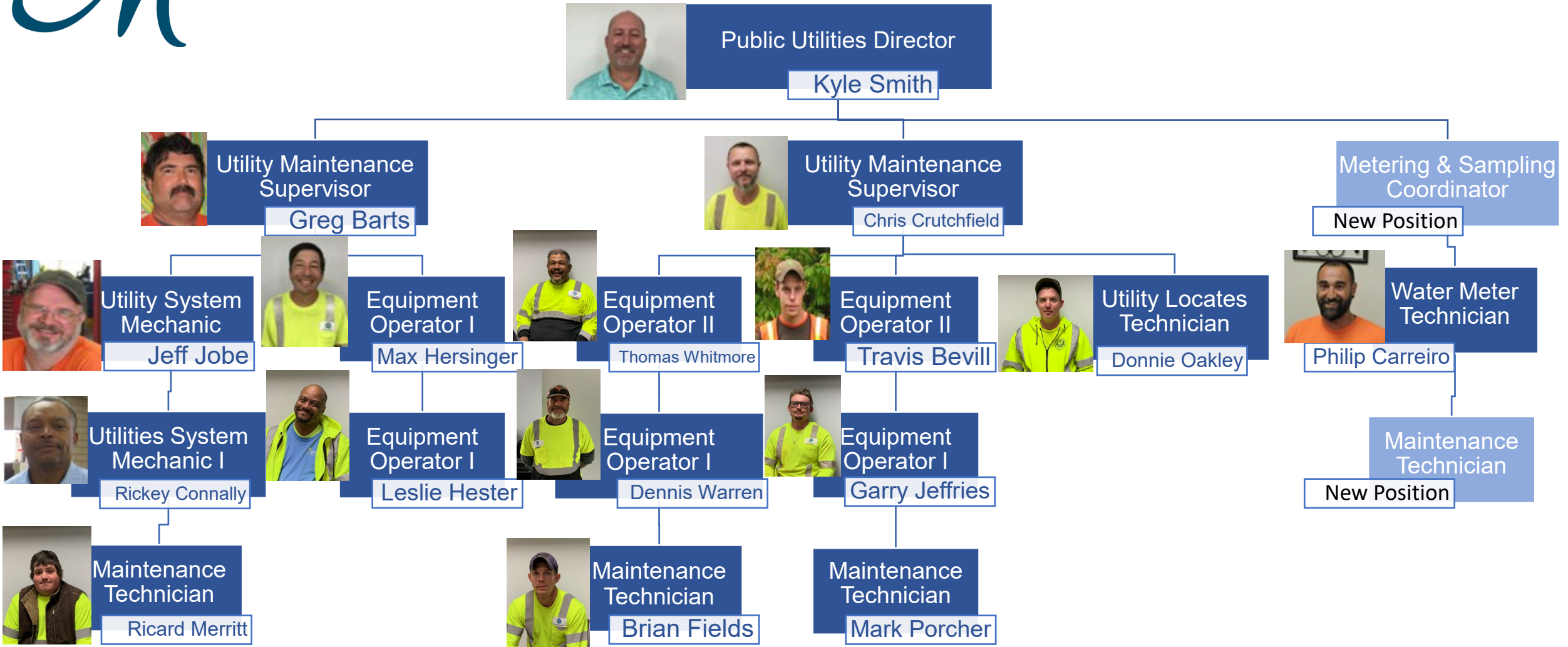


PERSONNEL REQUESTS

Ranking	Position/Title	FY 24-25 Budget Impact	FY 25-26 Budget Impact
1	Metering & Sampling Supervisor	\$108,673	\$107,541
2	Maintenance Technician	\$67,674	\$66,542



PROPOSED ORGANIZATIONAL CHART





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 24-25 Budget Impact	FY 25-26 Budget Impact	FY 26-27 Budget Impact
1	Water Meters	\$180,000	\$180,000	\$180,000
2	Truck Replacements	\$112,000	\$46,000	\$50,600
3	Sewer Jetter Replacement	\$136,818	\$0	\$0
4	Air Compressor Replacement	\$25,000	\$0	\$0
5	Bowman – West Ten Road Water Connector	\$865,625	\$0	\$0





CAPITAL IMPROVEMENT PROJECT REQUESTS

Ranking	Project Title	FY 24-25 Budget Impact	FY 25-26 Budget Impact	FY 26-27 Budget Impact
6	OAWS Interconnect Engineering	\$93,750	\$0	\$0
7	2" Water Line Replacements	\$50,000	\$145,000	\$205,000
8	GE Pump Station Preliminary Engineering	\$50,000	\$0	\$0
9	Third Street Outfall Preliminary Engineering	\$50,000	\$0	\$0
10	Waterline Rehabilitation Projects	\$38,000	\$17,000	\$250,000
11	Utility Oversizing	\$150,000	\$150,000	\$150,000
12	Water Plant Capital	\$200,000	\$200,000	\$200,000



CAPITAL REQUESTS

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



Ranking	Item	FY 24-25 Budget Impact
1	11 th Street Water Tower Security Cameras	\$6,146
2	Pump Station Lawn Mower Replacement	\$11,620
3	Sewer Jetter Camera Nozzle	\$8,500





FEE CHANGES

Fee	Current Rate	Proposed Rate	Projected Annual Impact
¾" Water Tappage Fee (Inside)*	\$800	\$1,500	\$7,000
¾" Water Tappage Fee (Outside)*	\$1,600	\$3,000	-
1" Water Tappage Fee (Inside)*	\$1,000	\$2,000	-
1" Water Tappage Fee (Outside)*	\$2,000	\$4,000	-

* Single Family Infill Lots Only



REQUESTED OPERATING EXPENDITURES

Line Item	FY 23-24 Budget	Requested FY 24-25 Budget	Increase Amount
Professional Services	\$93,500	\$103,500	\$10,000
Small Equipment	\$9,900	16,650	\$6,750
Laboratory Analysis	\$10,000	\$15,000	\$5,000



PROJECTED REVENUES

Line Item	FY 23-24 Budget	Projected FY 24-25 Budget	Increase Amount
Water System Development Fees	\$460,000	\$500,000	\$40,000
Sewer System Development Fees	\$1,138,000	\$1,170,000	\$32,000





QUESTIONS?