



City Council Meeting
February 9, 2026





Mayor Hooks Call to Order





Pastor Sammy Ballard, FBC Mebane

Invocation





Mayor Hooks Public Comments



Consent Agenda

- Approval of Minutes- January 5, 2026- Regular Meeting
- Final Plat Reapproval- Potters Mill
- FY25-26 Disposed Assets July 1 to December 31
- FY25-26 Financial Report ending December 31



Final Plat Reapproval - Potters Mill

Sergey

CERTIFICATE OF COMPLETION AND APPROVAL

This section (not the interviewee's) is free. You can

the property shown on this map, having acquired the lot to 2, by deed(s) recorded in the Monroe County, North Carolina Register of Deeds, on or about the 1st day of January, 19_____, for the sum of \$_____. The property is described as follows: _____, located in the City of Monroe, the public use of streets, easements, rights-of-way and parks shown herein for all lawful purposes to which the map may direct or allow the same to be used and upon acceptance thereof and in accordance with all city policies, ordinances and regulations or conditions of the City of Monroe for the benefit of the public, free dedication shall be irrevocable. Also, of private streets shown on this map, if any, are to be available for public use.

... by the recordation of this Plat, hereby gives, grants and conveys to a USAF and the City of Melrose, their respective successors and assigns, rights-of-way and easements to maintain and service their respective wires, lines, conduits, and pipes in their present locations within the "Common Domains" as shown herein. Together with the right of ingress and egress near and upon, said "Common Domains" for the purpose of maintaining and working wires, lines, conduits, and pipes.

LAND ACQUISITION AND DEVELOPMENT SERVICES, LLC

Signet Inc.

www.ijer.org

REVIEW OFFICES CERTIFICATIONS

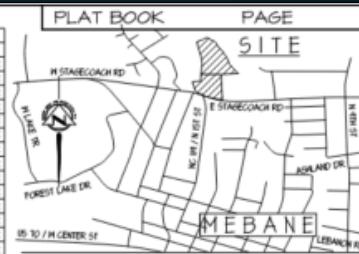
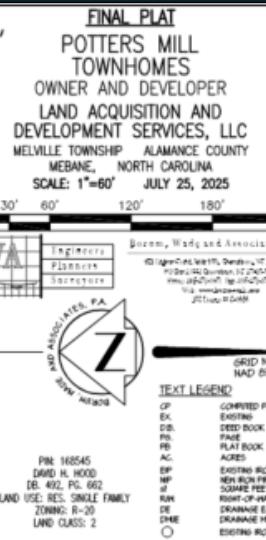
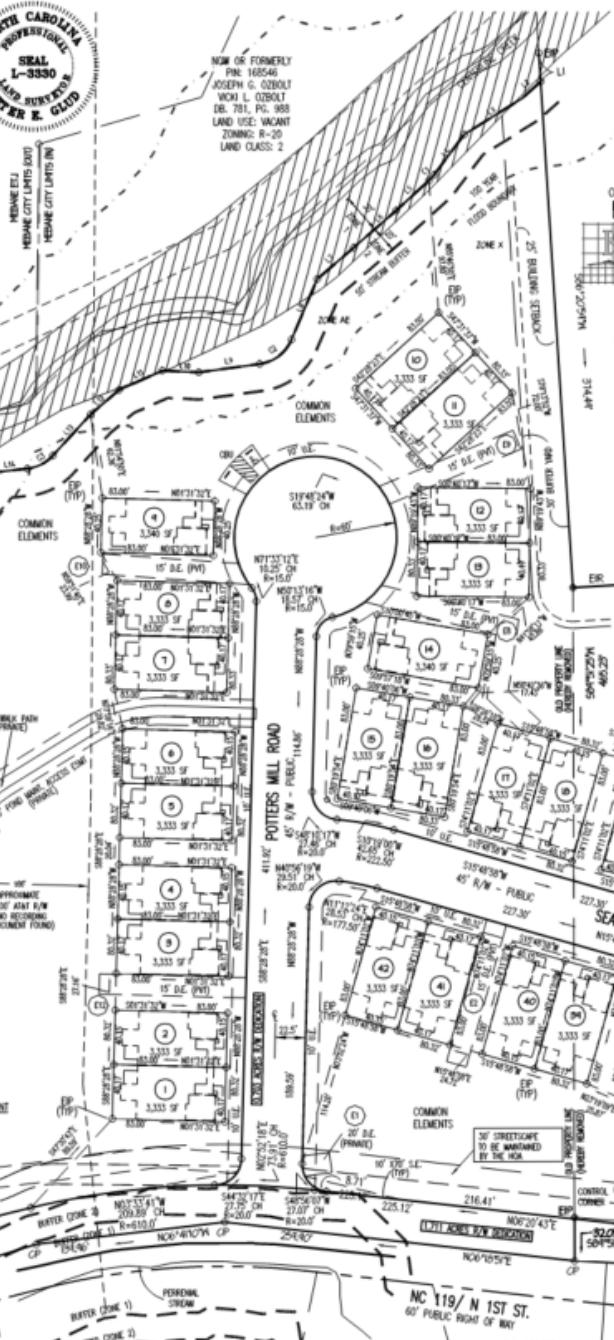
Review Officer	Date
STATEMENT OF APPROVAL AND ACCEPTANCE OF PROPOSAL	
<p>I, [REDACTED], do certify that the City of Melrose, North Dakota, has accepted the [REDACTED] of the [REDACTED] and that the [REDACTED] right-of-way and public parks above, herein, will, on occasion as responsibility to open or maintain the same, until [REDACTED] the option of the City Council of the City of Melrose it is in the public interest to do so.</p>	

City Clerk _____ Date _____

I certify that the plot, shown herein complies with Article 5, Section 3 Watershed Overlay Districts of the Webster Unified Development Ordinance and is approved for recording in the Register of Deeds Office. NOTICE: This property is located within a public drinking water supply watershed. Development problems may result.

Zoning Administrator
(Signature) (Date)

The following statement shall be placed on all subdivision plans which include property located within a watershed protection overlay district: All portions of the property contained in this subdivision are located within a Public Water Supply Protection Overlay District. Any engineering requirements regarding such matters as residential density, maximum impervious surface area, and stormwater control measures may apply to this property. Any engineered stormwater controls installed on this plot are to be operated and maintained by the property owners and/or a property owners' association, pursuant to the Operation and Maintenance Agreement, filed with the Orange/Orange County Office of the Register of Deeds, at Rockville.



I⁺ = 2,000



REGISTER OF DEEDS STAMP
PRELIMINARY
PLAT
FOR RECORDATION, CONVEYANCES,
OR SALES





Daphna Schwartz, Finance Director

Patricia Rhodes, Stout Stuart McGowen & King LLP

FY2024-25 Financial Statements and Audit





AUDIT PRESENTATION TO THE CITY COUNCIL

For Year Ended June 30, 2025

February 9, 2026

AUDIT HIGHLIGHTS

- Mebane's 15th Annual Comprehensive Financial Report
- Unmodified Opinion
- An Audit is:
 - Consideration of the system used to capture financial data
 - Consideration of the Internal Controls
 - Testing of Internal Controls
- Internal Control – No Findings
- Single Audit

COMPARATIVE INFORMATION

A Comparison of Fund Balance to Similar Municipalities

(based on most recently
available statistics)

	Population	Unassigned Fund Balance	% of General Fund Net Expenditures and Transfers to Fund Balance
City of Mebane	20,654	19,303,367	68.00%
Belmont	16,044	19,255,016	89.91%
Elon	11,282	11,871,488	122.30%
Graham	19,311	12,445,685	62.00%
Fuquay Varina	46,317	35,492,028	46.84%
Hillsborough	9,773	15,323,216	109.00%

COMPARATIVE INFORMATION

A Comparison of Utility Fund Unrestricted Net Position to Similar Municipalities

(based on most recently available statistics)

	<u>Unrestricted Net Position</u>
City of Mebane	4,146,237
Belmont	1,944,878
Elon	8,039,773
Graham	15,709,771
Fuquay Varina	46,711,694
Hillsborough	15,085,329

Thank You to the Mebane City Council,
Richard White, Preston Mitchell, Daphna
Schwartz, and their staff



Annual Comprehensive Financial Report

For the year ended June 30, 2025

Daphna Schwartz
Finance Director



Agenda

- Annual Comprehensive Financial Report (ACFR) Highlights
- General Fund
- General Capital Reserve Fund
- Occupancy Tax Special Revenue Fund
- Utility Fund
- Utility Capital Reserve Fund
- Capital Projects
- Debt Portfolio



ACFR Highlights

- “Clean” Audit Opinion
- Assets exceeded liabilities by \$176,110,178 (net position)
- Total net position increased by \$9,983,813
- Combined ending governmental fund balances of \$31,913,814, an increase of \$5,173,800. Of this increase, \$2,499,416 is in the General Fund.



General Fund

- Overall, revenues came in 8% higher than budgeted:
 - Permits and Fees
 - Miscellaneous revenues
 - \$677K revenue in lieu
 - Investment earnings
- Overall, expenditures came in 13% lower than budgeted:
 - Delayed delivery of vehicles
- Fund balance increased by \$2,499,416.
- The place to look to see if fund balance was added to or used is the net gain/(loss) line, not the Fund Balance Appropriated line item. The Fund Balance Appropriated line item is only used for budgeting purposes and will never have a balance in the actuals column.

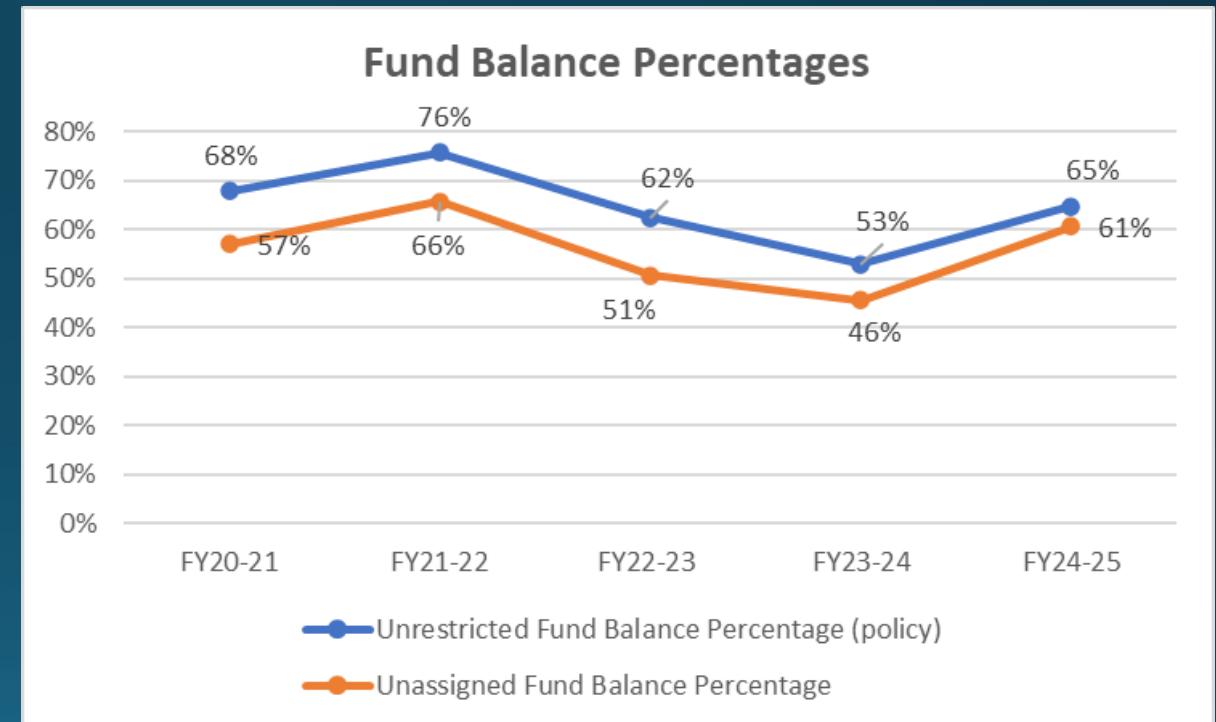
Fiscal Year 2024-2025			
General Fund - FY25 Results	Amended Budget	FY25 Actuals	% of Collected/Spent
Property Taxes	\$ 16,809,858	\$ 17,443,990	104%
Unrestricted Intergovernmental	\$ 8,920,434	\$ 9,143,137	102%
Restricted Intergovernmental	\$ 1,578,618	\$ 1,640,140	104%
Permits and Fees	\$ 1,523,704	\$ 2,048,322	134%
Sales and Services	\$ 798,586	\$ 794,231	99%
Miscellaneous	\$ 808,016	\$ 1,418,941	176%
Other taxes and licenses	\$ 900	\$ 980	109%
Investment earnings	\$ 172,000	\$ 691,168	402%
Operating Revenues	\$ 30,612,116	\$ 33,180,909	108%
Other financing sources	\$ 1,704,984	\$ 1,184,984	70%
Fund Balance Appropriated	\$ 4,192,292	\$ *	
Total Revenues and other funding sources	\$ 36,509,392	\$ 34,365,893	94%
Personnel & Benefits	\$ 16,563,045	\$ 15,524,916	94%
Operating Expenses	\$ 12,312,399	\$ 9,999,367	81%
Capital Expenses	\$ 4,132,030	\$ 2,867,058	69%
Debt Payments	\$ 2,591,054	\$ 2,539,566	98%
Transfers Out	\$ 910,864	\$ 935,570	103%
Total Expenses	\$ 36,509,392	\$ 31,866,477	87%
<i>*Net Gain - no fund balance is used/(Loss) - fund balance is used</i>		\$ 2,499,416	
<i>Purchase Orders rolled over to FY26 to be paid from Fund Balance</i>		\$ (1,335,857)	
<i>Cash Carryover from FY25 to FY26</i>		\$ (177,589)	
<i>Amount of Fund Balance that would have remained at the end of FY25 if all rolled purchase orders and the cash carryforward had been spent.</i>		\$ 985,970	

Fund Balance Trends in the General Fund - Last Five Audited Fiscal Years

The goal of the Fund Balance Policy is for unrestricted fund balance (committed, assigned, and unassigned fund balance) to cover at least 33% of the total expenditures and transfers for the year.

The graph shows that for FY25, the fund has exceeded the requirement per the policy.

The unassigned fund balance percentage is also shown since unassigned fund balance is the only part of total fund balance that is available for appropriation.





General Capital Reserve Fund

- Revenues came in slightly higher than expected because property taxes came in higher than expected.
- Per the ordinance, revenues in this fund can only be used for the following capital projects:
 - A recreation project
 - Fire Station 4
 - A new police station

Fiscal Year 2024-2025			
General Capital Reserve Fund - FY25 Results	Amended Budget	FY25 Actuals	% Collected/Transferred
Investment earnings	\$ 5,000	\$ 24,965	499%
Total Revenues	\$ 5,000	\$ 24,965	499%
Transfers from the General Fund	\$ 915,864	\$ 935,570	102%
Change in net position		\$ 960,535	
Beginning fund balance		\$ 849,162	
Ending fund balance		\$ 1,809,697	



Occupancy Tax Special Revenue Fund

- The City's only special revenue fund is the Occupancy Tax Special Revenue Fund, used for collecting occupancy taxes. The North Carolina General Assembly enacted a bill that allows the City of Mebane to levy a room occupancy tax up to 3% of the gross receipts derived from the rental of accommodation, for example, a hotel or Airbnb, within the City limits.
- The City may use funds to cover the cost of administering and collecting the tax. The City is required to use at least two-thirds of the funds to promote travel and tourism and the remaining funds for tourism-related expenditures.
- FY25 was the first year the City has collected occupancy taxes, therefore the budget was conservative.

General	Amended Budget	FY25 Actuals	% Collected/Spent
Capital Reserve Fund - FY25 Results			
Occupancy Tax	158,550	253,189	160%
Investment earnings	\$ -	\$ 839	
Total Revenues	\$ 158,550	\$ 254,028	160%
Salaries and employee benefits	\$ 68,000	\$ 69,180	102%
Social media and marketing	\$ 46,000	\$ 43,469	94%
Tourism activities	\$ 37,000	\$ 8,585	23%
Tax collection fee	\$ 7,550	\$ 7,601	101%
Total Expenditures	\$ 158,550	\$ 128,835	81%
Change in net position		\$ 125,193	
Beginning fund balance		\$ -	
Ending fund balance		\$ 125,193	



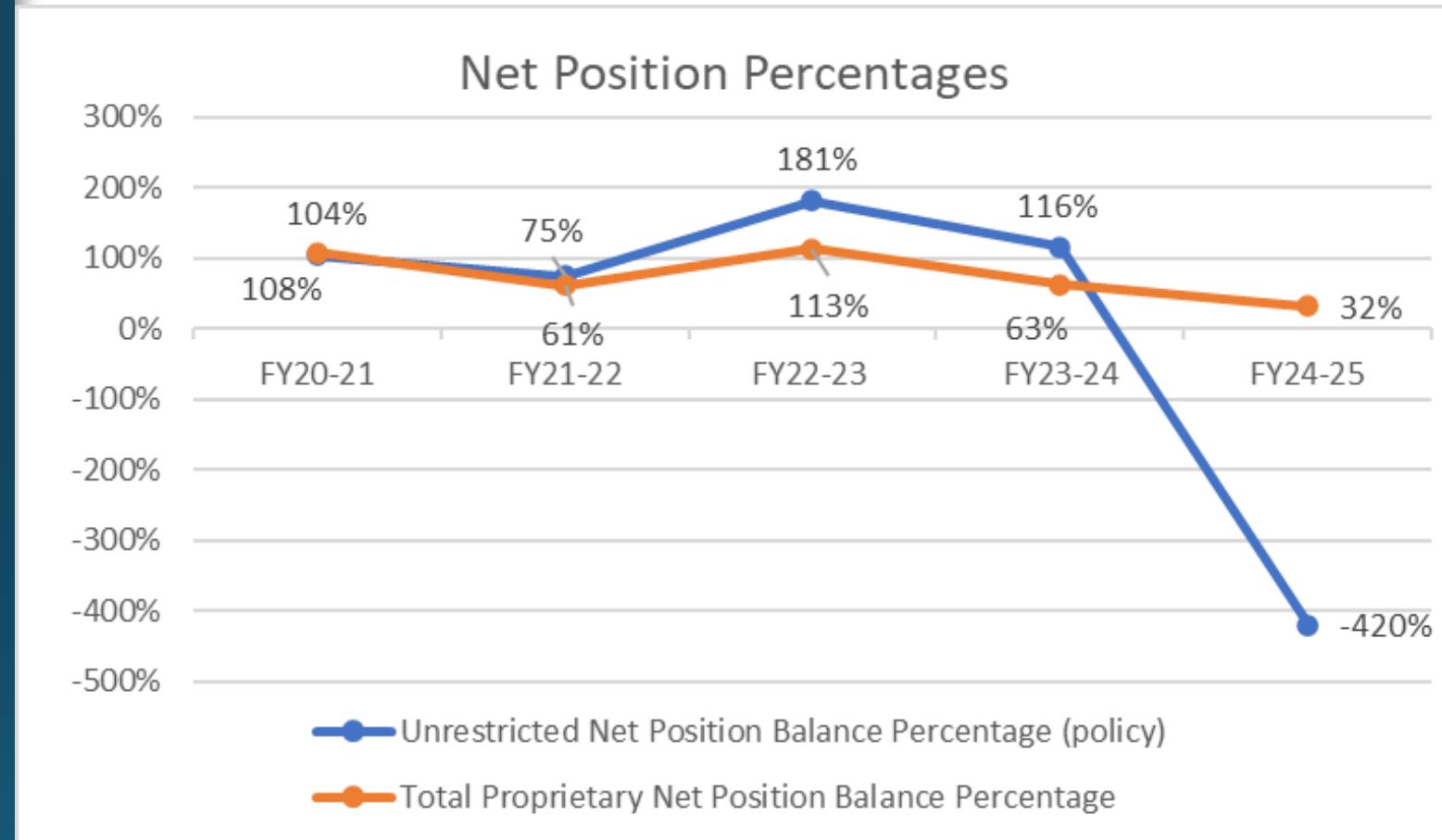
Utility Fund

- Operating revenues came in 2% higher than budgeted.
- Transfers in are from the interest earned on the American Rescue Plan revenue replacement grant.
- Overall, expenditures came in 17% lower than budgeted.
- The transfer out of \$1,635,333 was for the WRRF Upgrade & Expansion Project.
- This table is presented on the budget basis of accounting, which means long-term debt and fixed assets less depreciation is not considered.
- The fund balance decreased \$1,341,120. This was expected due to the transfer to the WRRF Upgrade & Expansion Project.
- The place to look to see if fund balance was added to or used is the net gain/(loss) line, not the Fund Balance Appropriated line item. The Fund Balance Appropriated line item is only used for budgeting purposes and will never have a balance in the actuals column.

Fiscal Year 2024-2025			
Utility Fund - FY25 Results	Amended Budget	FY25 Actuals	% of Collected/Spent
Charges for services	\$ 10,300,957	\$ 10,420,797	101%
Other operating revenues	\$ 623,540	\$ 775,613	124%
Operating revenues	\$ 10,924,497	\$ 11,196,410	102%
Non-operating revenues	\$ 200,000	\$ 395,228	198%
Transfers In	\$ 32,864	\$ 32,864	100%
Debt Proceeds	\$ 758,750	\$ 758,750	100%
Fund Balance Appropriated	\$ 4,663,591	\$ *	
Total Revenue	\$ 16,579,702	\$ 12,383,252	75%
Personnel & Benefits	\$ 3,632,780	\$ 3,255,444	90%
Operating Expenses	\$ 6,258,482	\$ 4,502,165	72%
Capital Expenses	\$ 1,695,816	\$ 1,306,276	77%
Debt Payments	\$ 3,324,427	\$ 3,025,154	91%
Transfers Out	\$ 1,668,197	\$ 1,635,333	98%
Total Expenses	\$ 16,579,702	\$ 13,724,372	83%
* Revenues and other sources over expenditures and other uses		\$ (1,341,120)	
Purchase Orders rolled over to FY26 to be paid from Fund Balance		\$ (517,377)	
Amount of Fund Balance that would have been used in FY25 if all rolled purchase orders and the cash carryforward had been spent.			\$ (1,858,497)

Net Position Trends in the Utility & Proprietary Funds Last Five Audited Years

- The goal of the Fund Balance Policy is for the Utility Fund unrestricted net position to cover at least 33% of the total expenditures and transfers for the year.
- For example, if \$100 was 33% of total expenditures and transfers, then unrestricted net position must be at least equal \$100, which covers what is required at least 1.0 times.
- This table is presented on the full-accrual basis of accounting, which means that long-term debt and fixed assets less depreciation are considered.
- The Utility Funds long term debt increased by \$66.4 million dollars from FY24 to FY25, due to the issuance of revenue bonds for the WRRF Expansion and Upgrade. However, the project was still in its early stages as of June 30, 2025, so there were very few assets added to the Utility Fund to offset the debt for the project. Therefore, net position in the Utility Fund fell dramatically. (blue line).
- The orange line shows the net position of all of the Utility Proprietary Funds, which consists of the Utility Fund, Reserve Fund, and Capital Project Funds, which includes the unused revenue bond debt proceeds for the WRRF Expansion and Upgrade. The net position for Utility Proprietary Funds is much closer to the required 33%.





System Development Capital Reserve Fund

- Revenues came in higher than budgeted due to growth and a high rate of return on investments.
- Statutorily, the use of system development fees are restricted. In general, the fees can be used to fund future water or sewer capital projects.
- The transfer was to the WRRF Upgrade and Expansion Project.
- The net position in the fund as of June 30, 2023, was \$4,150,543.

Fiscal Year 2024-2025			
System Development Capital Reserve Fund - FY25 Results	Amended Budget	FY25 Actuals	% of Collected/Spent
Charges for Services	\$ 3,472,000	\$ 3,654,226	105%
Other nonoperating revenues	\$ 40,000	\$ 127,215	318%
Appropriated Fund Balance	\$ 7,337,136		
Total Revenues	\$ 3,512,000	\$ 3,781,441	108%
 Transfers	 \$ 7,337,136	 \$ 7,337,136	 100%
Change in fund balance		\$ (3,555,695)	
Beginning fund balance		\$ 7,706,238	
Ending fund balance		\$ 4,150,543	



Governmental Capital Projects

Capital Project Funds as of June 30, 2025	Amended Budget	Actuals as of 6/30/25	% of Collected/Spent
Cates Farm Park			
Transfer from General Fund	\$ 1,377,809	\$ 1,377,810	100%
Investment earnings	\$ -	\$ 15,153	
Expenditures	\$ 1,377,809	\$ 1,370,433	99%
Fund Balance		\$ 22,530	
Lake Michael Dam Spillway			
Transfer from General Fund	\$ 908,240	\$ 322,433	36%
Investment earnings	\$ -	\$ 260,628	
Debt Proceeds	\$ 7,255,000	\$ 7,255,000	100%
Expenditures	\$ 7,559,500	\$ 3,501,391	46%
Fund Balance		\$ 4,336,670	



Governmental Capital Projects

Capital Project Funds as of June 30, 2025	Amended Budget	Actuals as of 6/30/25	% of Collected/Spent
Transload Facility			
State Grant Proceeds	\$ 2,600,000	\$ 2,600,000	100%
Alamance County Portion	\$ 300,843	\$ -	0%
Investment earnings	\$ -	\$ 138,806	
Total revenues	\$ 2,900,843	\$ 2,738,806	94%
Transfer from General Fund	\$ 300,843	\$ 300,843	100%
Total revenues and other financing sources	\$ 3,201,686	\$ 3,039,649	95%
Expenditures	\$ 3,201,686	\$ 2,451,081	77%
Fund Balance		\$ 588,568	
Greenway			
Investment earnings	\$ -	\$ 41,040	N/A
Total revenues	\$ -	\$ 41,040	
Transfer from General Fund	\$ 1,274,946	\$ 1,274,946	100%
Total revenues and other financing sources	\$ 1,274,946	\$ 1,315,986	103%
Expenditures	\$ 1,274,946	\$ 1,208,141	95%
Fund Balance		\$ 107,845	



Utility Capital Projects

Capital Project Funds as of June 30, 2025	Amended Budget	Actuals as of 6/30/25	% of Collected/Spent
WRRF Renovation			
Total financing sources	\$ 8,951,942	\$ 8,951,942	100%
Investment earnings	\$ -	\$ 186,114	
Total Expenditures	\$ 8,951,942	\$ 8,747,293	98%
Transfer to GKN Pump Station Capital Project	\$ -	\$ (390,763)	
Fund Balance		\$ -	
WRRF Upgrade & Expansion			
ARP Grant Proceeds	\$ 11,925,000	\$ 2,047,428	17%
Transfers from Utility Fund	\$ 5,215,522	\$ 5,215,522	100%
Transfer from Capital Reserve Fund	\$ 7,012,136	\$ 7,012,136	100%
State Grant Proceeds	\$ 2,055,000	\$ -	0%
Debt Proceeds	\$ 67,260,146	\$ 67,177,074	100%
Investment earnings	\$ -	\$ 1,649,902	0%
Expenditures	\$ 93,467,804	\$ 19,080,649	20%
Fund Balance		\$ 64,021,413.00	
American Rescue Plan (ARP) Grant Project			
ARP Grant Proceeds	\$ 5,182,658	\$ 5,182,658	100%
Investment proceeds	\$ -	\$ 32,864	
Transfer to Utility Fund	\$ -	\$ 32,864	
Expenditures	\$ 5,182,658	\$ 5,182,658	100%
Fund Balance		\$ -	



Utility Capital Projects

Capital Project Funds as of June 30, 2025	Amended Budget	Actuals as of 6/30/25	% of Collected/Spent
Elevated Water Tank			
American Rescue Plan Grant Proceeds	\$ 2,502,990	\$ 2,115,517	85%
State Capital Infrastructure Grant Proceeds	\$ 150,000	\$ 150,000	100%
Debt proceeds	\$ 5,772,010	\$ 5,773,000	100%
Investment earnings	\$ -	\$ 165,258	
Total revenues and other financing sources	\$ 8,425,000	\$ 8,203,775	97%
Expenditures	\$ 8,425,000	\$ 8,216,590	98%
Fund Balance		\$ (12,815)	
GKN Pump Station			
Debt proceeds	\$ 1,853,159	\$ 1,853,159	100%
Investment earnings	\$ -	\$ 228,522	
Transfer from WRRF Renovation Capital Project	\$ -	\$ 390,763	
Expenditures	\$ 1,853,159	\$ 51,094	3%
Fund Balance		\$ 2,421,350	

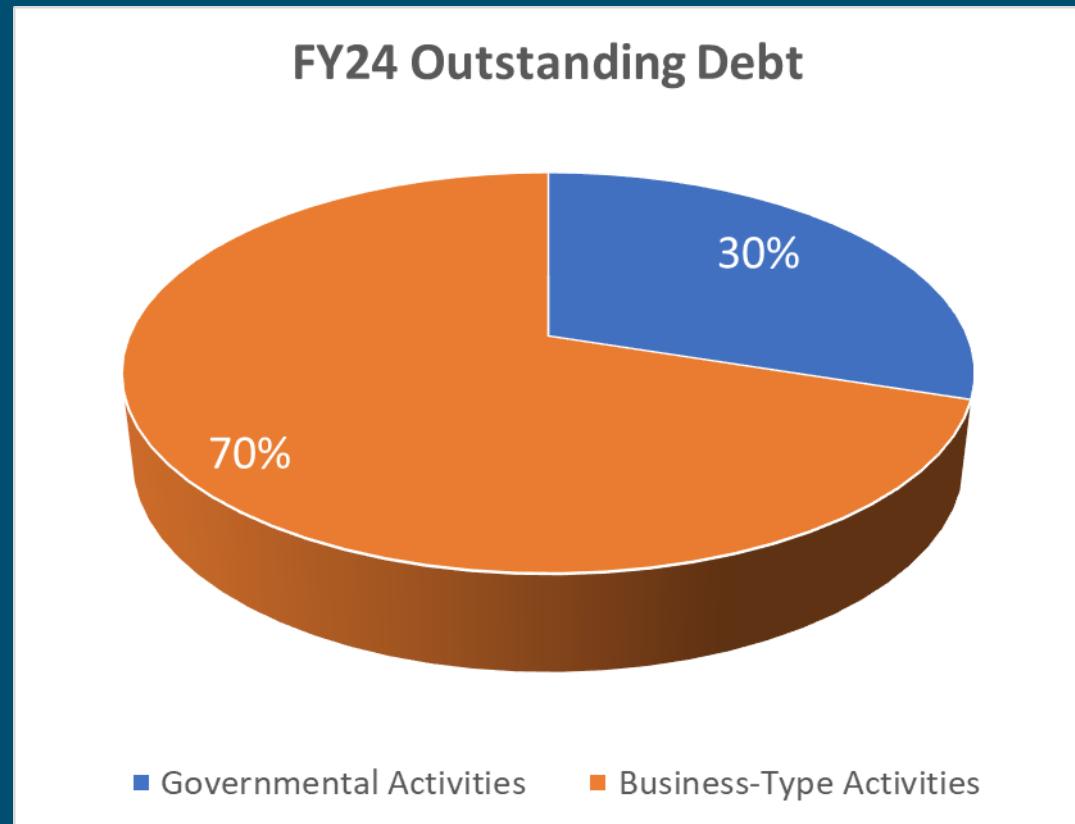


Utility Capital Projects

Capital Project Funds as of June 30, 2025	Amended Budget	Actuals as of 6/30/25	% of Collected/Spent
West Ten Road Water Connector			
Investment earnings	\$ -	\$ 7,035	N/A
Local Government Contribution	\$ 325,000	\$ -	
Transfers from Utility Fund	\$ 135,000	\$ 135,000	100%
Transfers from Utility Capital Reserve Fund	\$ 325,000	\$ 325,000	100%
Expenditures	\$ 135,000	\$ -	
Fund Balance		\$ 467,035	
Sewer Rehabilitation			
Investment earnings	\$ -	\$ -	
State Directed Grant	\$ 900,000	\$ -	
BRIC FEMA Grant	\$ 2,250,000	\$ -	
Expenditures	\$ 3,150,000	\$ 1,835	0.06%
Fund Balance		\$ (1,835)	



Debt Portfolio



- Debt Portfolio remains well within legal limits
- Governmental Activities \$13.9 M
- Business-Type Activities \$84.0 M
- In FY25 the General Fund issued \$1.2 M of debt for rolling stock, and \$7.3 M for the Lake Michael dam spillway renovation
- In FY25, the Utility Fund issued \$758,750 of debt for rolling stock and 67.2 M of Revenue Bonds for the WRRF Expansion.



Summary

General Fund

The fund balance increased by \$2.5 million, however, after taking purchase order roll overs and cash carryforwards into consideration, the true amount is \$985,970.

This is still an excellent result, considering as of June 30, 2025, the appropriated fund balance was \$4.2 million.

Management will continue to monitor the funds financial status.

Staff recommends the Fund Balance Policy be changed to require the unassigned fund balance in the General Fund and the net position of the proprietary funds be equal to or greater than 33% of total expenditures and transfers for each fund.

Utility Fund

Unrestricted net position decreased significantly for the Utility Fund and decreased by \$2.1 million for total proprietary funds.

The Utility Fund issued \$67.2 million in revenue bond debt, so the reduction in net position was expected.

The City's utility rate model is being updated by a consultant with Stantec to ensure the appropriate rate is charged to cover current and future expenses.

Management will continue to monitor the funds financial status.

Thank you

The 6/30/25 Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR) are available on the City's website.

Daphna Schwartz
Finance Director
dschwartz@cityofmebane.com





Beatrice Hunter, Director of Human Resources and Risk Management
DeLane Huneycutt, Compensation and Classification Consultant

Compensation Study Findings and Recommendations





City of Mebane Compensation Study

February 9, 2026

Presented by DeLane Huneycutt, HR Consultant

Purpose

To complete a compensation study for the City of Mebane to ensure that salaries and salary ranges are competitive with the regional labor market and that salaries are internally equitable to meet the City's current and future business needs to attract and retain well-qualified, high-performing employees.

Need for the Study

- ▶ Last study of these positions occurred in FY21-22
- ▶ This is the third year of the three-year compensation study cycle
- ▶ Competitive salaries are a critical tool to ensure Mebane's ability to attract qualified applicants and retain quality employees
- ▶ City is impacted by growing economy in Triangle and Triad
- ▶ 4.4% unemployment rate
- ▶ Salaries are increasing nationally by 3.6% per year
- ▶ Cost of Living at 2.7% is eroding wage gains

Goals for the Study

- ▶ Assess the competitiveness of the City's salary ranges and salaries using a custom salary survey
- ▶ Compare salaries with benchmark municipalities and counties in the region
- ▶ Ensure that job classifications accurately reflect organizational changes and job responsibilities
- ▶ Propose any job classifications that need to be created to aid in recruitment challenges and create career paths
- ▶ Determine market adjustments to enhance recruitment and retention of qualified staff in job classifications determined to be below market

Compensation Review – Regional Salary Survey

- ▶ Select 30 Administration, Finance, Human Resources, Information Technology, Inspections, Planning Department positions, along with Assistant City Manager, Department Directors and Administrative Support positions
- ▶ Identify 18 benchmark organizations in region
- ▶ Request the following data:
 - ▶ Actual salaries/average actual salaries being paid
 - ▶ Salary Ranges – Minimum-Midpoint-Maximum
 - ▶ # of employees in each job classification
 - ▶ Reporting structure

Benchmark Municipalities and Counties

- ▶ Alamance County
- ▶ Apex
- ▶ Archdale
- ▶ Burlington
- ▶ Carrboro
- ▶ Chapel Hill
- ▶ *Clayton*
- ▶ Elon
- ▶ Graham
- ▶ Greensboro
- ▶ High Point
- ▶ Hillsborough
- ▶ Holly Springs
- ▶ Knightdale
- ▶ *Kernersville*
- ▶ Morrisville
- ▶ Orange County
- ▶ Thomasville

Salary Survey Results

- ▶ Surveyed one-third of City job classifications
- ▶ All surveyed municipalities responded
- ▶ Calculated median job rates & median salaries
- ▶ 4 classifications were competitive with the market and 26 were below market

Salary Range Methodology

- ▶ Calculating a Pay Range
 - ▶ Job Rates 5% apart
 - ▶ Range Minimum (bottom of scale / lowest rate paid) 80% of job rate
 - ▶ Range Maximum (top of scale / highest rate paid) 125% of job rate

Salary Range Methodology (continued)

- ▶ Calculating a Market Rate:
 - ▶ Median - 50th percentile (excludes outliers) of job rates in the market for each job classification
 - ▶ Compare Job Rate of current range to Market Rate
 - ▶ Mebane Job Rate should be +/- 5% of Market Rate

Salary Range Methodology (continued)

- ▶ Calculating Median Salary – 50th percentile of salaries in the market for each job classification
 - ▶ Compare Employee Salaries to Survey Median Salaries

Job Classifications at or Above Market

- ▶ 1 Inspections Class Above Market
(Building Code Inspector II)
- ▶ 3 Inspections Classes at Market
(Building Code Inspector I, III, Plan Reviewer)

Job Classifications Below Market

- ▶ 13 Management & Leadership Classes
(Assistant City Manager, all Department Heads)
- ▶ 5 Finance Classes
(Accounting Supervisor, Customer Service Representative)
- ▶ 1 Human Resources Class
(Human Resources Analyst)
- ▶ 2 Information Technology Classes
(Network Services Manager, Information Technology Specialist)

Job Classifications Below Market (continued)

- ▶ 2 Development & Planning Classes
(Planner, Planning Technician)
- ▶ 2 Inspections Classes
(Code Enforcement Inspector, Permit Specialist)
- ▶ 1 Administrative Support Class
(Administrative Support Specialist)

Pay Grade Movement

- ▶ Management & Leadership Classes
 - ▶ All increase by 10% with following exceptions:
 - Assistant City Manager, Police Chief, Finance Director, Information Technology Director, and Public Works Director by 5%
 - Public Information Officer by 15%
 - ▶ Propose adding an additional 5% pay grade to accommodate Assistant City Manager Job Rate increase of 5%
- ▶ Finance Classes
 - ▶ All increase by 10%
- ▶ Human Resources Class
 - ▶ One increases by 5%

Pay Grade Movement (continued)

- ▶ Information Technology Classes
 - ▶ One increases by 10%:
Network Services Manager
 - ▶ One increases by 5%:
Information Technology Specialist
- ▶ Planning & Development Classes
 - ▶ Both increase by 10%:
Planner and Planning Technician

Pay Grade Movement (continued)

- ▶ Inspections Classes
 - ▶ All increase by 10% with following exceptions:
No change to Building Code Inspector I, II, III and Plan Reviewer
- ▶ Administrative Support Class
 - ▶ Administrative Support Specialist increases by 10%

Study Implementation & Cost – Market Adjustments

- ▶ Eligible employees are those hired prior to July 1, 2025, whose range is moving, and who are currently below recommended job rate (unless fall below recommended minimum, then increase to minimum)
- ▶ If current salary below market (survey median salary), then 5% increase with following exceptions:
 - ▶ One employee with 10% pay grade movement brought to minimum with 10% increase
 - ▶ One employee with 15% pay grade movement recommended to receive 10% increase

Study Implementation & Cost – Market Adjustments

- ▶ If current salary less than 5% below recommended job rate, bring to job rate (increase pro-rated)
- ▶ 33 employees in surveyed job classes were considered for market adjustment increases
- ▶ 16 employees recommended to receive market adjustment
 - ▶ Salary cost - \$58,612
 - ▶ Cost including benefits - \$75,489

Compensation Analysis & Recommendations

- ▶ Proposals effective July 1, 2026:
 - ▶ Employee market adjustments
 - ▶ Develop Position Classification & Pay Plan
 - ▶ Align job classifications in appropriate pay grades
 - ▶ Adjust pay ranges by approved COLA

Next Steps

- ▶ Approve as part of the City Manager's recommended budget:
 - ▶ Compensation Study recommendations
 - ▶ Market adjustment implementation costs
 - ▶ Cost of Living Adjustments (COLA)
 - ▶ Proposed Position Classification & Pay Plan

Future Market Studies

- ▶ Conduct a salary study on one-third of jobs (WRRF, Public Utilities and Public Works) during FY26-27 for FY27-28 implementation)
- ▶ Conduct a salary study on one-third of jobs (Police, Fire, and Recreation & Parks) during FY27-28 for FY28-29 implementation
- ▶ Update the salary study for each job every 3 years to keep pace with the market

Questions?



Aaron Davis, Recreation and Parks Director

City Event Street Closures- NCDOT



NCDOT Street Closures – 2026 City Events

- **Council Action:** Adopt an ordinance authorizing the temporary closure of designated **NCDOT-maintained streets** for City-sponsored special events
- **Requirement:** NCDOT requires **Governing Board approval by ordinance** for special event closures on state roadways
- **2026 Events Covered:** **4th of July Event** and **Christmas Parade** (dates, times, and locations identified in ordinance)
- **City Responsibility:** City coordinates with NCDOT and is responsible for traffic control, public safety, and event operations
- **Non-City Events:** Non-government, non-sponsored events must submit a **Special Events Request Form directly to NCDOT**
 - A letter of support from the City may be required





Lawson Brown, City Attorney

Purchase of Property- 200 S. Fifth Street



200 S. Fifth Street

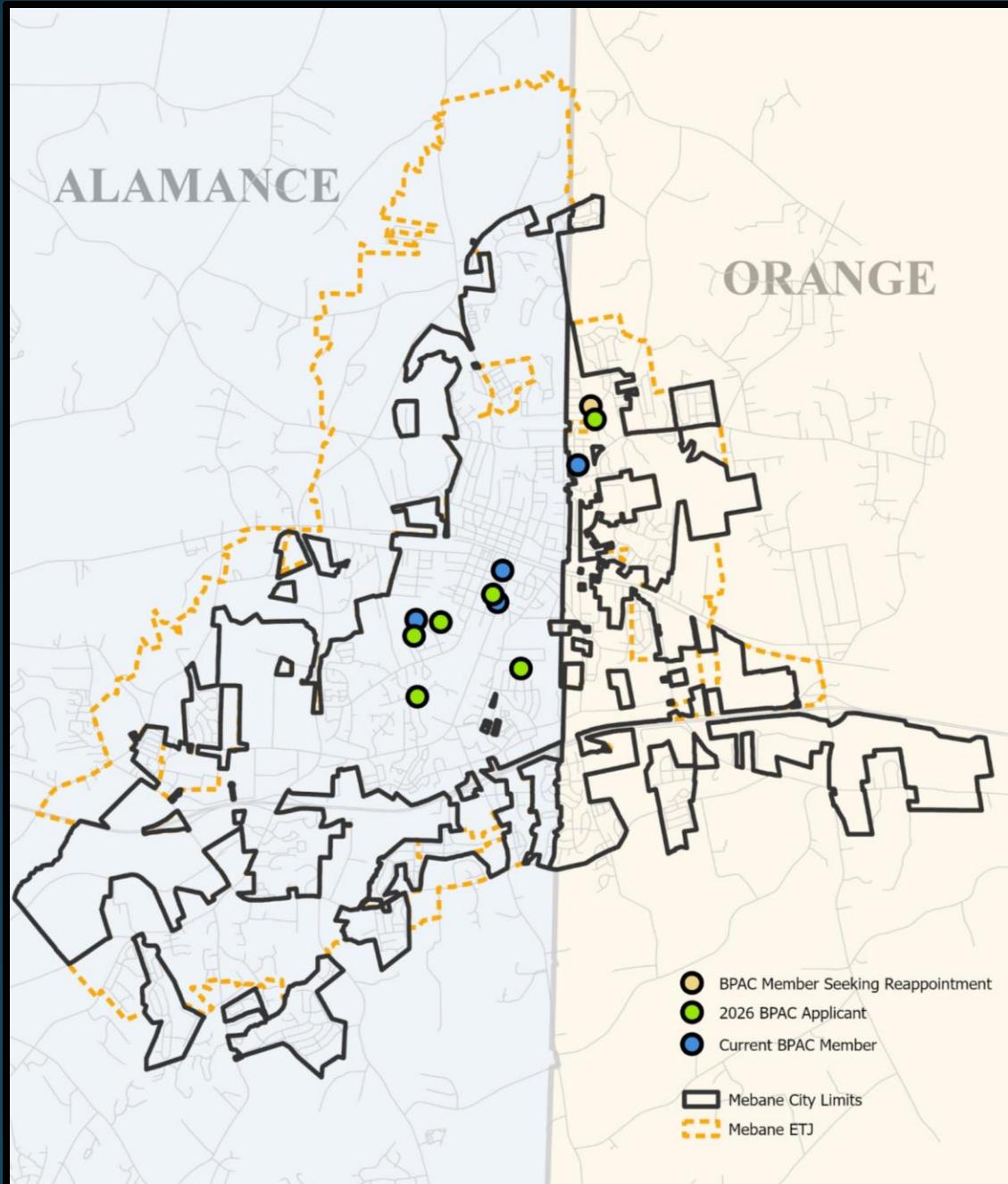




Ashley Ownbey, Development Director

Bicycle and Pedestrian Advisory Commission
Appointments





Two Openings:

- City
- City (Vacant)

One Recently Vacated Seat:

- City

Applicants:

- Josh Johnson, Current BPAC Member
- Dustin Davis
- Rachel Fiorentino
- Erik MacIntosh
- Adam McGovern
- Ryan Sheehy
- James Thrasher





Ms. Ownbey, Development Director

Downtown Exterior Improvements
Grant Award- 109 N. Fourth Street



Downtown Exterior Improvements Grant

MEBANE DOWNTOWN EXTERIOR IMPROVEMENTS GRANT



WHAT DOES THE GRANT FUND?

The City will provide a grant in an amount up to 50% of the total cost for approved exterior renovation projects, maximum grant of \$10,000 per property. Grants are limited to one per property each year and fund the following items/work:

- Façade Improvements & Renovations, including:
 - Restoration of original façade;
 - Repairs to external features such as storefronts, trim, cornices, etc.;
 - Painting (see Requirements);
 - Replacement of windows with windows of appropriate style and materials
- Preservation of unique architectural and/or historic properties and/or features
- Permanent art such as murals on exterior walls – does not include window art
- Exterior Seating on private property owned or leased by applicant to serve related Downtown business uses

GRANT CONDITIONS

- ◊ Properties must be within the area of focus in the City's adopted *Downtown Vision Plan*.
- ◊ Grants are subject to available funding. \$50,000 is available in FY21-22.
- ◊ Property owner is required to contribute a minimum of 50% of funds to the project and will be reimbursed for qualifying expenses upon report that includes total cost of project with copies of paid receipts.
- ◊ All encroachments into City rights of ways and easements subject to City approval
- ◊ A grant must be approved prior to commencement of any construction work, or reimbursement may not be assured.
- ◊ Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to reimbursement by the grant. Grant applications are subject to fair and impartial review of the merits of the project, completeness of the application, availability of grant funds, and other factors.
- ◊ A project that deviates from the submitted plans without prior City approval will not be eligible for reimbursement of costs.

APPLICATION AND APPROVAL PROCESS

- ◊ Submit an application to the City of Mebane no later than February 15, 2022.
- ◊ All projects must comply with the requirements of the City of Mebane's ordinances and NC State Building Codes.
- ◊ All rehabilitations on buildings will attempt, as feasible, to follow the "Secretary of the Interior's Standards for Rehabilitation" of commercial buildings (see attached).
- ◊ All applicants must obtain at least two cost estimates for labor and materials and provide copies of each quote attached to the application.
- ◊ All projects shall be delivered 12 months following award.

CITY OF MEBANE • 106 E. Washington St. • Mebane, NC 27302 • 919 563 9990
Mainstreet@CityofMebane.com • cityofmebanenc.gov

- \$50,000 allocated by City Council in FY 25-26 Budget
- Program adopted at the November 1, 2021, meeting
- The City is still accepting applications.



Downtown Exterior Improvements Grant

MEBANE DOWNTOWN EXTERIOR IMPROVEMENTS GRANT

WHAT DOES THE GRANT FUND?

The City will provide a grant in an amount up to 50% of the total cost for approved exterior renovation projects, maximum grant of \$10,000 per property. Grants are limited to one per property each year and fund the following items/work:

- Façade Improvements & Renovations, including:
 - Restoration of original façade;
 - Repairs to external features such as storefronts, trim, cornices, etc.;
 - Painting (see Requirements);
 - Replacement of windows with windows of appropriate style and materials
- Preservation of unique architectural and/or historic properties and/or features
- Permanent art such as murals on exterior walls – does not include window art
- Exterior Seating on private property owned or leased by applicant to serve related Downtown business uses

GRANT CONDITIONS

- ◊ Properties must be within the area of focus in the City's adopted *Downtown Vision Plan*.
- ◊ Grants are subject to available funding. \$50,000 is available in FY21-22.
- ◊ Property owner is required to contribute a minimum of 50% of funds to the project and will be reimbursed for qualifying expenses upon report that includes total cost of project with copies of paid receipts.
- ◊ All encroachments into City rights of ways and easements subject to City approval
- ◊ A grant must be approved prior to commencement of any construction work, or reimbursement may not be assured.
- ◊ Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to reimbursement by the grant. Grant applications are subject to fair and impartial review of the merits of the project, completeness of the application, availability of grant funds, and other factors.
- ◊ A project that deviates from the submitted plans without prior City approval will not be eligible for reimbursement of costs.

APPLICATION AND APPROVAL PROCESS

- ◊ Submit an application to the City of Mebane no later than February 15, 2022.
- ◊ All projects must comply with the requirements of the City of Mebane's ordinances and NC State Building Codes.
- ◊ All rehabilitations on buildings will attempt, as feasible, to follow the "Secretary of the Interior's Standards for Rehabilitation" of commercial buildings (see attached).
- ◊ All applicants must obtain at least two cost estimates for labor and materials and provide copies of each quote attached to the application.
- ◊ All projects shall be delivered 12 months following award.

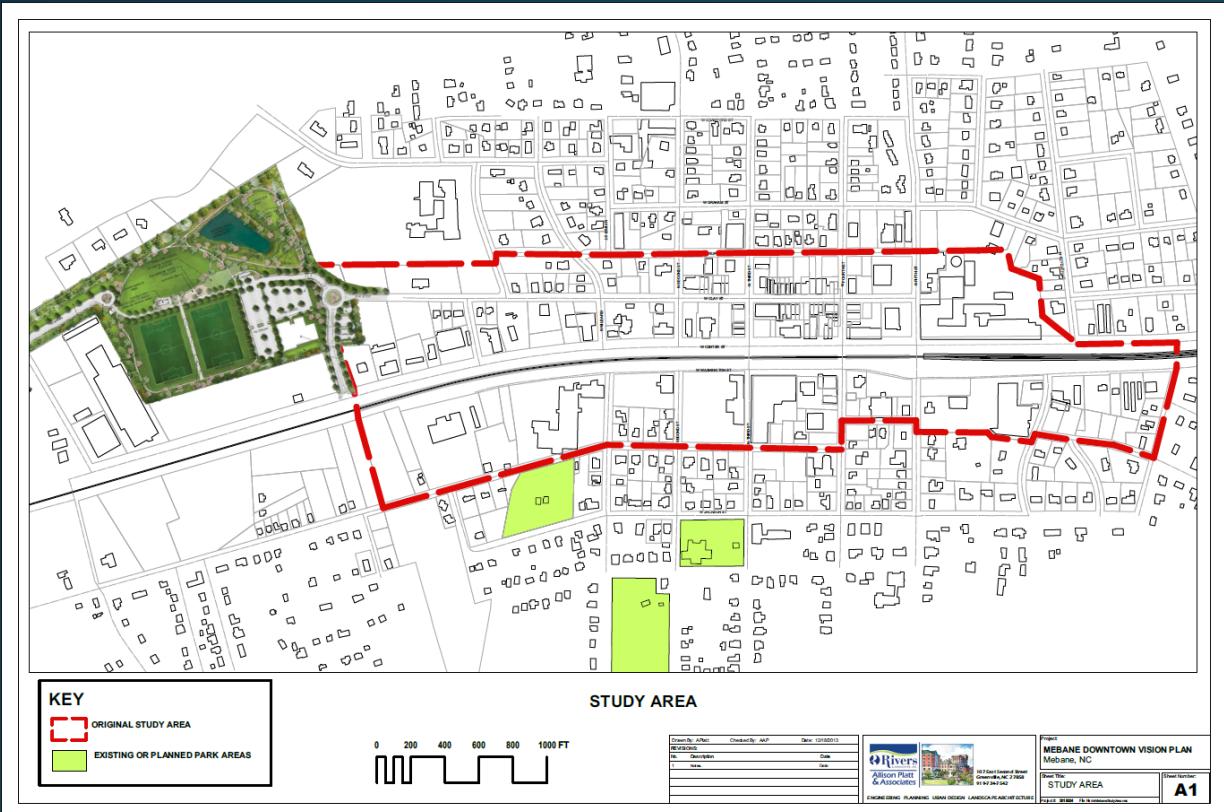
CITY OF MEBANE • 106 E. Washington St. • Mebane, NC 27302 • 919 563 9990
Mainstreet@CityofMebane.com • cityofmebanenc.gov



- Must have two quotes, minimum
- Tenants must have documented property owner approval
- Offsite commitments must have written permission, inc. from City ROW/sidewalk
- Changes to application after awarded must be pre-approved by staff



Downtown Exterior Improvements Grant



- Properties must be within area of *Downtown Vision Plan*
- 50/50 match for proposed project, to be reimbursed following project completion and inspection
- Up to \$10,000
- First-come, first-served



Downtown Exterior Improvements Grant



- Façade Improvements
- Historic Preservation
- Art
- Outdoor Seating





109 N. Fourth Street

- Request by property owner, Yonnie Butler
- Façade and drainage improvements
- Requesting \$8,500





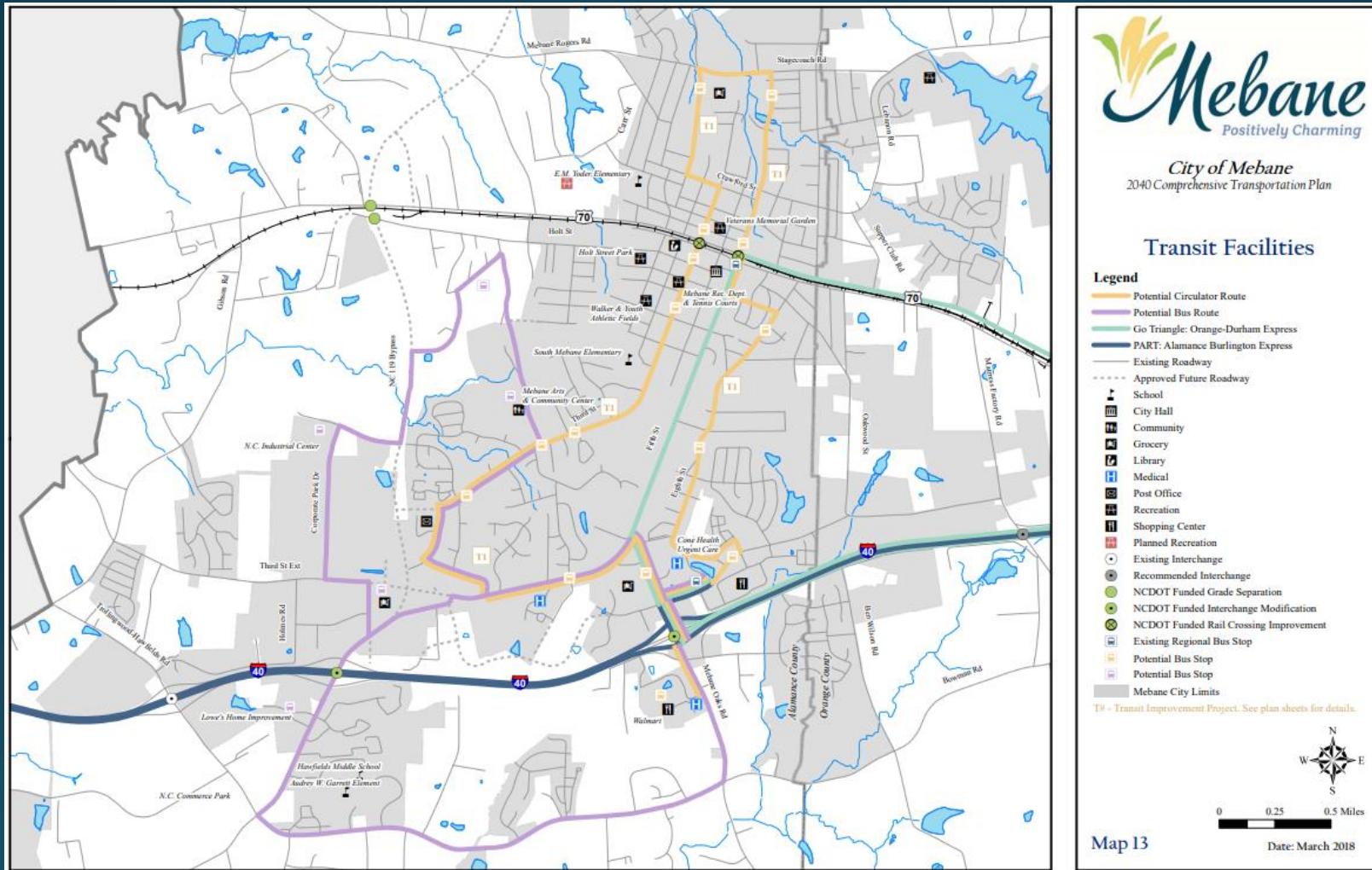
Ms. Ownbey, Development Director

Sarah Williamson, Orange County Transportation Services Interim Director

Informational Item- Pilot Circulator
by Orange County Public Transit



Adopted Long-Range Plans: Local CTP



2040 Comprehensive Transportation Plan, Chapter 5



Adopted Long-Range Plans: Mebane 2045

GOAL 9, OBJECTIVE C



GOAL #9: RANGE OF COMMUNITY SERVICES

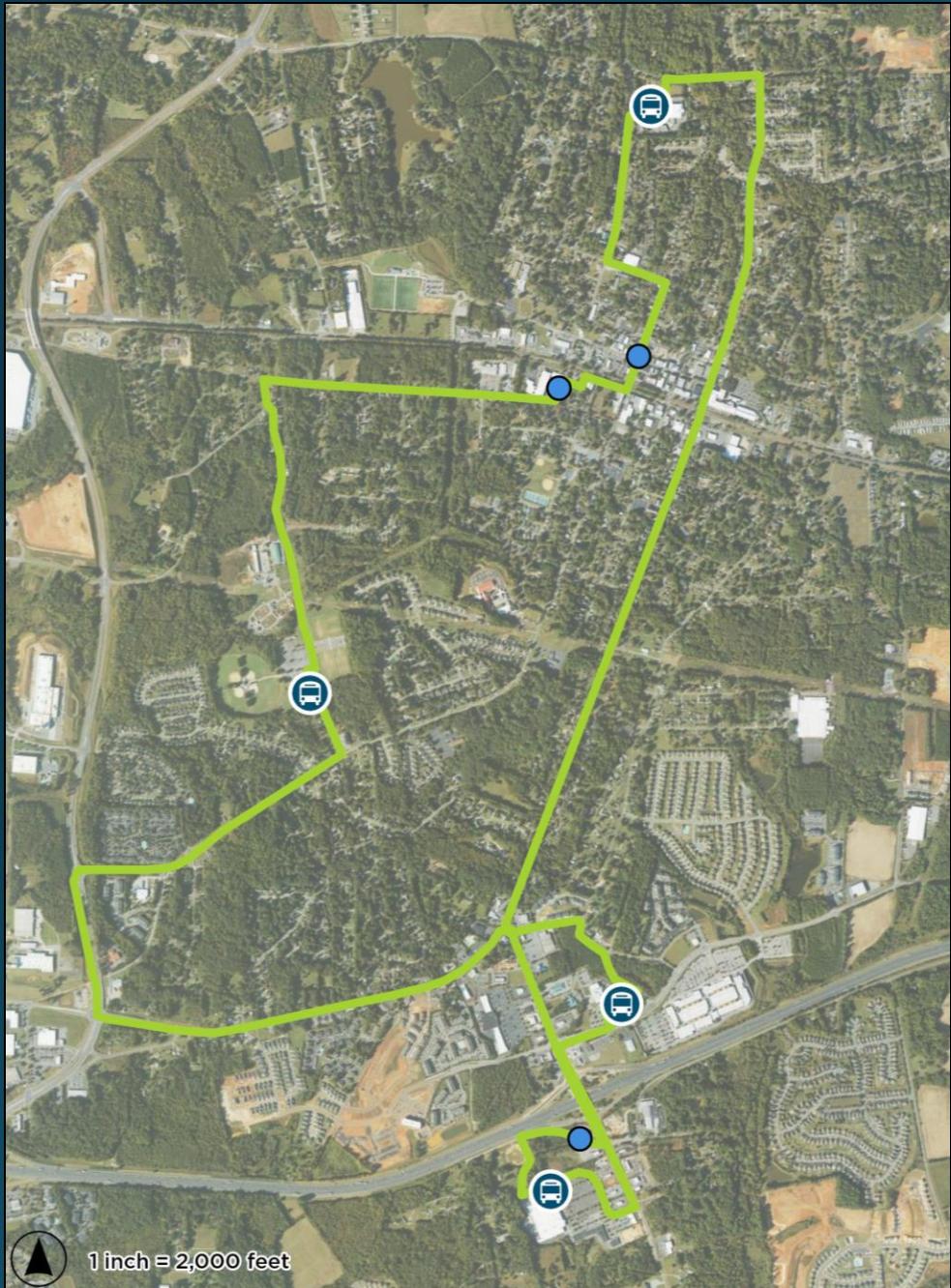
- a. Recruitment of diversity of businesses expands local offerings and increases local spending
- b. Range of health care, service, and entertainment options helps residents meet needs locally
- c. Range of travel options, including public transportation, helps residents and workers access local and regional destinations
- d. Municipal services expand with growth to ensure full coverage

IMPLEMENTATION PROJECT 9.04

9.04: Secure partnerships to advance delivery of transit services in Mebane

Work collaboratively to develop appropriate transit service for Mebane.





Proposed Route

Primary Stops:

- Mebane Cone Health
- Oak Manor Market (Food Lion)
- Mebane Arts & Community Center
- Walmart

Additional Stops:

- Downtown Mebane (Third & Clay)
- Mebane Public Library & Mebane Mill Lofts
- Brundage Lane



Fixed Route Service in Mebane

Starting in 2026

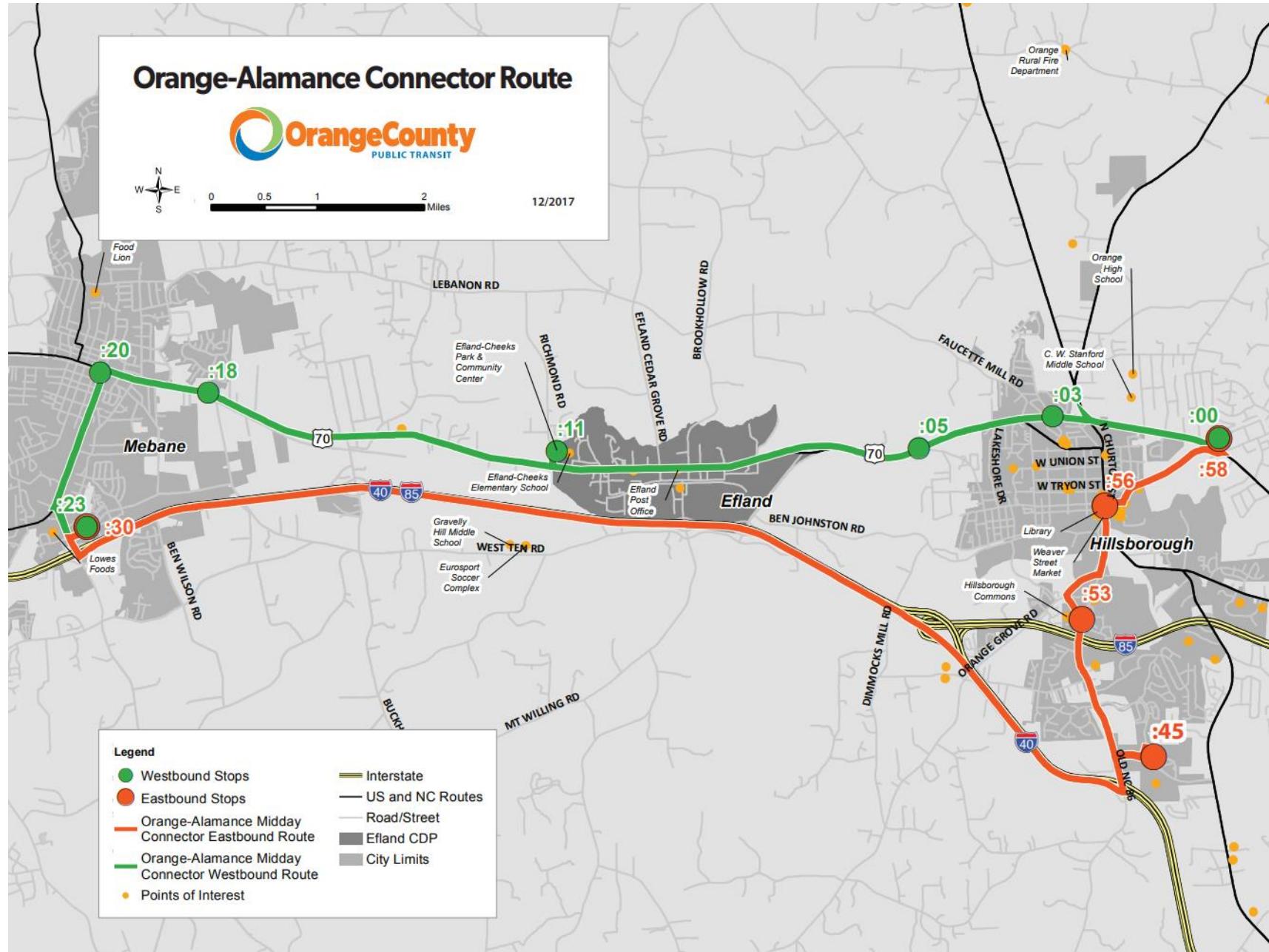


OCPT

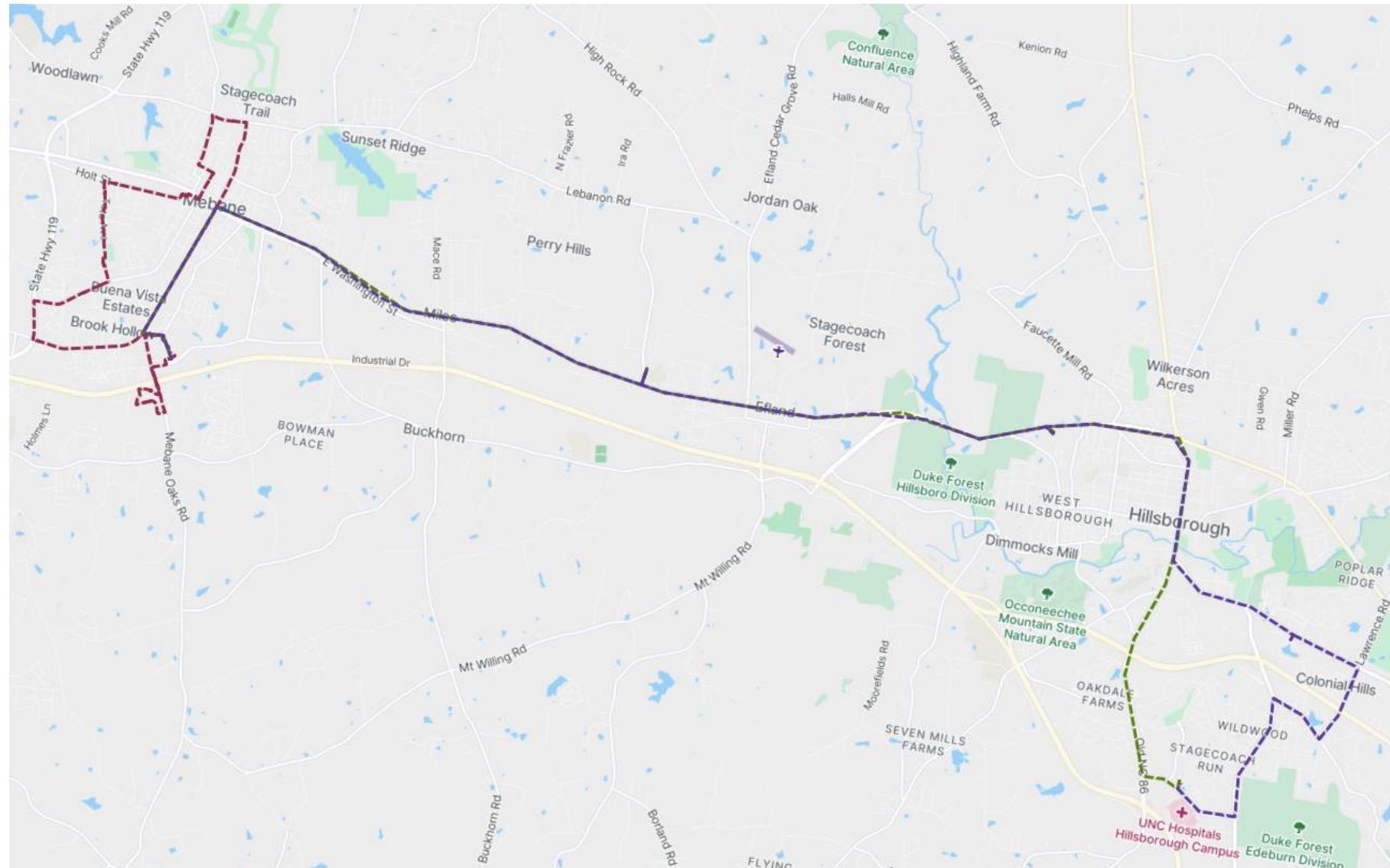
- Four Fixed Routes
- Large Volume of On-Demand
- 98% On Time
- Fare Free Fixed Routes



Current Service



Pilot Service



Schedule

Morning

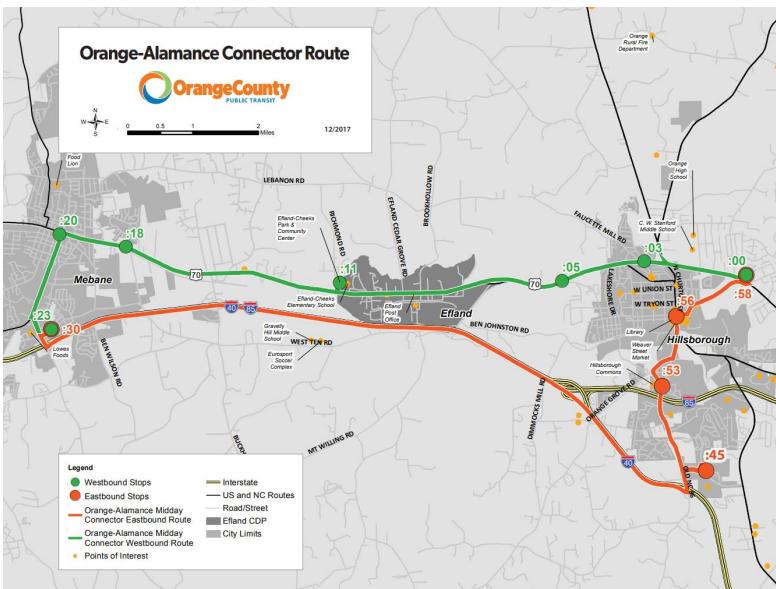
- Hillsborough to Mebane
- Mebane to Hillsborough
- Hillsborough to Mebane
- Mebane Loop
- Mebane to Hillsborough

Afternoon

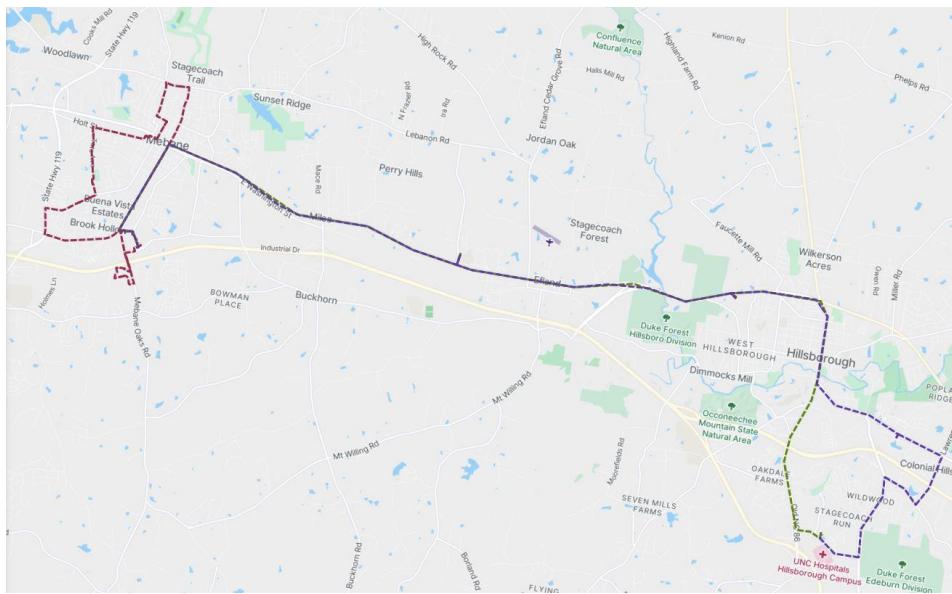
- Hillsborough to Mebane
- Mebane Loop
- Mebane Loop
- Mebane Loop
- Mebane Loop
- Mebane to Hillsborough
- Hillsborough to Mebane
- Mebane to Hillsborough



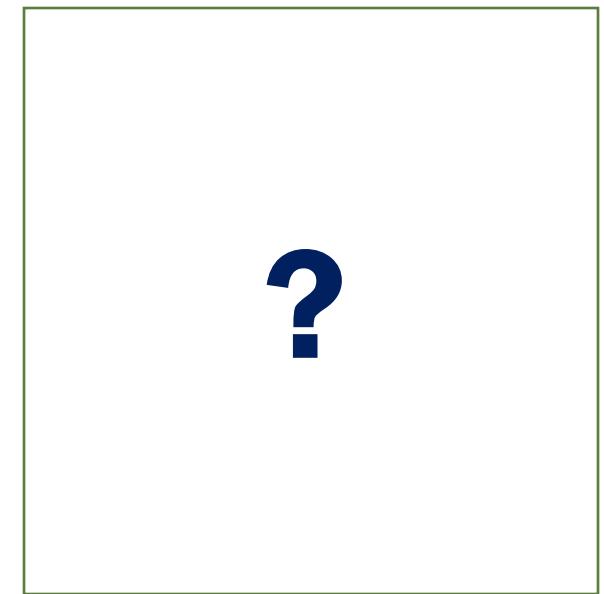
Phased Approach



Current Route
O-A Express



Short Term
O-A Mebane Combined



Long Term
Two Routes

Phased Approach

Current OA Express		Short Term OA-Mebane Combined	Long Term OA Express	Long Term Mebane Circulator
Operating (Estimates)	1 Bus	1 Bus	1 Bus	1 Bus
	1.25 Drivers	1.25 Drivers	1.25 Drivers	1.25 Drivers
	.3 Dispatch & Support Staff	.3 Dispatch & Support Staff	.3 Dispatch & Support Staff	.3 Dispatch & Support Staff
Funding	Orange County	Orange County	Orange County	
	TWTPO	TWTPO	TWTPO	
	Transit Tax	Transit Tax	Transit Tax	

Next Steps



- Jan. 20: BGMPO
- Feb. 2: Mebane City Council
- Feb. 16: OUTBoard (County)
- March 5: Board of County Commissioners
 - Public Hearing
- Spring: Service Change

Fixed Route Service in Mebane

Starting in 2026





Mayor Hooks
Closed Session for Legal Claim Pursuant
to N.C.G.S. 143-318.11(a)3



Upcoming Special Events

Mar.
28



Downtown
Mebane
Eggstravaganza
and Bunny Hop



Apr.
4



City Offices
closed for Good
Friday!

Apr.
5

Happy
FIRST
DAY

DOWNTOWN
Mebane
FARMERS MARKET

Downtown Mebane 8:30am-12pm

Apr.
6

Happy Easter!

Apr.
11



DOWNTOWN
Mebane
FARMERS MARKET

Downtown Mebane 8:30am-12pm

Apr.
18



DOWNTOWN
Mebane
FARMERS MARKET

Downtown Mebane 8:30am-12pm

REPEATS EVERY
SATURDAY UNTIL
NOVEMBER 14TH!

Apr.
24-25



Downtown Mebane Friday 6-10pm
and Saturday 10am-7pm

Mebane Business
Association's 38th
Dogwood Festival

REPEATS EVERY
SATURDAY UNTIL
NOVEMBER 14TH!



Mayor Hooks Adjournment

