

Graham City Council  
Virtual Meeting Agenda  
Tuesday, June 9, 2020 @ 6:00 P.M.



Meeting called to order by the Mayor  
Invocation

**1. Consent Agenda:**

- a. Approve Minutes – May 12, 2020 Regular Session (Virtual)
- b. Approve Tax Release
- c. Approve Resolution Authorizing the approval of a Water Service Utility Contract with the Town of Haw River
- d. Approve FY 2019-2020 Budget Amendments
- e. Approve Close Out of the Jim Minor Road Park Capital Project Budget

**2. Old Business:**

- a. Public Hearing: Petition for Voluntary Contiguous Annexation for 13.818 acres located at 919 and 957 Woody Drive (GPIN 8884821071 & 8884825405) (AN2001):
  - i. Approve Annexation Ordinance

**3. Requests & Petitions from Citizens:**

- a. Public Hearing: 810 South Main Street B-2 (RZ2002). Request by Paul Williams to rezone property at 810 South Main Street from Residential (High Density) R-7 to General Business B-2 (GPIN 8883199976)
- b. Petition for Voluntary Non-Contiguous Annexation for 77 acres located on Jim Minor Road (GPIN 8893856817 & 8893762882) (AN2002):
  - i. Approve Resolution Requesting City Clerk to Investigate Sufficiency
  - ii. Approve Resolution Fixing Date of Public Hearing on Question of Annexation
- c. Petition for Voluntary Contiguous Annexation for 6.37 acres located at 1455 East Harden Street (GPIN 8893072659) (AN2003):
  - i. Approve Resolution Requesting City Clerk to Investigate Sufficiency
  - ii. Approve Resolution Fixing Date of Public Hearing on Question of Annexation

**4. Public Hearing: Adoption of Budget Ordinance for FY 2020-2021**

**5. Approve Temporary Outdoor Dining in the General Business District (B-1) During Covid-19 Pandemic**

**6. Issues Not on Tonight's Agenda (Public Comment Period)**

**CITY OF GRAHAM  
VIRTUAL SESSION  
TUESDAY, May 12, 2020  
6:00 P.M.**

The City Council of the City of Graham met in virtual session at 6:00 p.m. on Tuesday, March 10, 2020, via livestreaming media.

**Council Members Present:**

Mayor Jerry Peterman  
Mayor Pro Tem Chip Turner  
Council Member Melody Wiggins  
Council Member Jennifer Talley  
Council Member Ricky Hall

**Staff Present:**

Frankie Maness, City Manager  
Aaron Holland, Assistant City Manager  
Darcy Sperry, City Clerk  
Bryan Coleman, City Attorney

Mayor Jerry Peterman called the meeting to order and presided at 6:00 p.m. Mayor Peterman gave the invocation.

**Consent Agenda:**

- a. Approve Minutes – March 4, 2020 Special Session*
- b. Approve Minutes – March 10, 2020 Regular Session*
- c. Approve Traffic Schedule Amendments*
- d. Approve Clean Water State Revolving Fund (CWSRF) Resolution*



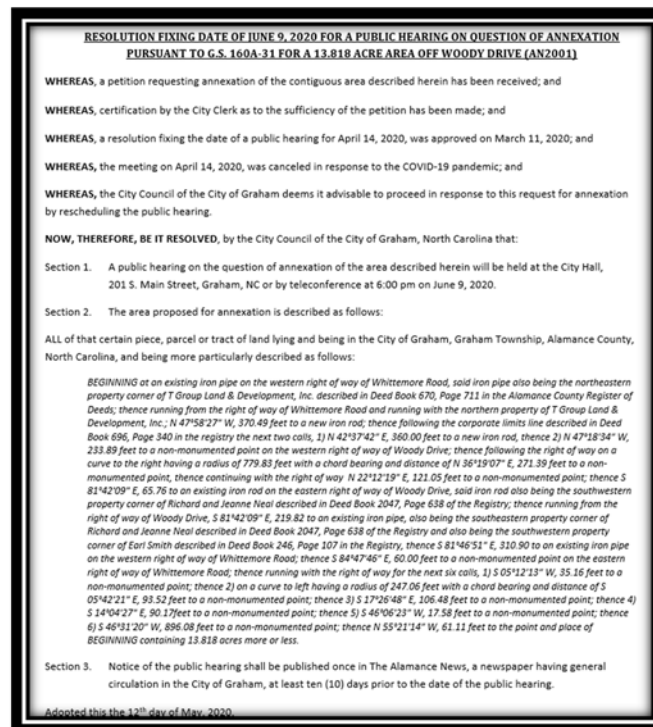
***e. Petition for Voluntary Contiguous Annexation for 13.818 acres located at 919 and 957 Woody Drive (GPIN 8884821071 & 8884825405) (AN2001):***

***i. Approve Resolution Fixing Date of Public Hearing on Question of Annexation***

Mayor Peterman asked Council Members if they would like to pull any of the items from the Consent Agenda. Council Member Jennifer Talley asked to pull item “e”.

Council Member Ricky Hall made a motion to approve items “a”, “b”, “c”, and “d” on the Consent Agenda, seconded by Council Member Melody Wiggins. All voted in favor of the motion.

Concerning item “e”, Council Member Talley asked that adjoining property owners be sent notification letters. She expressed concern that COVID-19 may prevent some people from seeing posted signs. Mayor Peterman agreed and asked staff to send notification letters to the adjoining property owners. With no further discussion, Mayor Peterman made a motion to approve item “e” on the Consent Agenda, seconded by Council Member Hall.



## **Requests & Petitions from Citizens:**

***a. Encroachment License Agreement request by Court Square Development for property located at 21 SE Court Square***

Assistant City Manager Aaron Holland explained that this is a request by Court Square Development Group, LLC for a proposed grease trap to be installed adjacent to the sidewalk at 21 SE Court Square. The intent of the grease trap is to serve a future restaurant at the location.

An encroachment license agreement approved by City Council is required pursuant to Sec. 18-2(c) of the City's Code of Ordinances. Mr. Holland advised that Council has approved similar requests in the past year.

Council Member Talley asked that she be recused, as her husband is the one asking for this request. Council Member Wiggins made a motion to recuse Council Member Talley, seconded by Mayor Pro Tem Chip Turner. All voted in favor of the motion.

With no discussion forthcoming about this request, Mayor Peterman made a motion to authorize the City Manager and City Attorney to enter into an encroachment license agreement with Court Square Development Group, LLC for a proposed grease trap at 21 SE Court Square as identified by the submitted photos with the following condition(s):

- Provide proof and maintenance of \$1,000,000 in liability insurance with the City as additional insured.
- Provide a final survey to confirm approved use of public space.
- Improvements under the Encroachment License must be made prior to the expiration of the building permit.

Council Member Wiggins made a motion to approve the Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 for a 13.818 acre area on Woody Drive, seconded by Council Member Hall. All voted in favor of the motion.

Council Member Talley returned to the meeting.

### **Issues Not on Tonight's Agenda (Public Comment Period):**

Mayor Peterman advised that the City had received an email from Jeanne Neal of 967 Woody Drive Graham. Mayor Peterman read the email. Ms. Neal asked what the City was doing to support small, locally owned businesses during this COVID-19 crisis. Ms. Neal asked if a fund could be set up which would allow people to donate to their favorite restaurant or business to help them when they are able to reopen. Mayor Peterman advised that this might be something that Council Members and staff could discuss during the upcoming budget meetings.

Council Member Talley inquired about resources for personal protective equipment (PPE) and for legal aid for small business owners, citing the challenges small business owners are facing. Mr. Maness advised that the City is faced with the same challenges concerning PPE.

Mayor Peterman thanked the City staff for everything they are doing during these challenging times.

At 6:36 p.m., Council Member Hall made a motion to adjourn, seconded by Mayor Pro Tem Turner. All voted in favor of the motion.

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Darcy Sperry, City Clerk

CITY OF GRAHAM  
RELEASE ACCOUNTS

JUNE

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<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
648047	2019	SALEM LEASING CORP	2015 INTL PROSTAR LOCATED IN DURHAM COUNTY	231.08

**TOTAL RELEASES 231.08**

# STAFF REPORT

SUBJECT:	RESOLUTION APPROVING WATER SERVICE UTILITY CONTRACT WITH THE TOWN OF HAW RIVER
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

## REQUESTED ACTION:

Adopt the Resolution to approve the Water Service Utility Contract with the Town of Haw River.

## BACKGROUND/SUMMARY:

The City of Graham and the Town of Haw River have a longstanding relationship in water and sewer utilities, dating back to at least 1967 when Haw River was an unincorporated sanitary district. Existing interconnections exist for both utilities but two interconnections for water have been inactive since 2001. Any agreement for their use is believed to be expired.

Increased demand on the Haw River distribution system, particularly for fire flows, requires that a supplemental source of water be supplied to the Town. Based on an engineered study commissioned by the Town, the City of Graham interconnections would afford the needed supply.

## FISCAL IMPACT:

Limited. The interconnections are anticipated to primarily be used during periods of low pressure or line maintenance.

## STAFF RECOMMENDATION:

Approval. The City has interconnections with a total of six distribution systems and has ample supply to afford additional allocations. In 2019, the water plant had an average daily demand of 4.37 MGD or 35% of capacity.

## SUGGESTED MOTION(S):

I move we adopt the Resolution Authorizing the approval of a Water Service Utility Contract with the Town of Haw River.

## **RESOLUTION AUTHORIZING THE APPROVAL OF A WATER SERVICE UTILITY CONTRACT WITH THE TOWN OF HAW RIVER**

**WHEREAS**, The City of Graham and the Town of Haw River have a longstanding relationship in water and sewer utilities;

**WHEREAS**, the Town of Haw River desires to supplement their water supply, particularly for system pressure and fire suppression activities, by activating an interconnection(s) with the City of Graham;

**WHEREAS**, The City of Graham has available capacity.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Graham that:

The Mayor, City Manager and City Clerk are hereby authorized to execute a contract on behalf of the City to provide a water allocation of up to 5,000,000 gallons per month.

Adopted this 9<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Mayor Jerry Peterman

Attest:

\_\_\_\_\_

**STATE OF NORTH CAROLINA  
ALAMANCE COUNTY**

**WATER SERVICE UTILITY CONTRACT**

This WATER SERVICE UTILITY CONTRACT made and entered the \_\_\_\_\_ day of \_\_\_\_\_, 2020, between the City of Graham, a North Carolina Municipality, hereinafter referred to as the “Provider” and the Town of Haw River, a North Carolina Municipality, hereinafter referred to as the “Customer”.

**WITNESSETH:**

**WHEREAS**, the Customer is chartered by the State of North Carolina as a Municipality and provides for its citizens a water supply system within its corporate limits and areas adjoining such limits as described in plans now on file with the Customer and to accomplish this service, the Customer will require a supply of treated water; and

**WHEREAS**, the Provider owns and operates a water supply distribution system with a capacity currently capable of providing its citizens, residents, and industries with treated drinking water and the estimated number of water users to be served by the said Customer as shown in the plans of the system now on file in the office of the Customer; and

**WHEREAS**, the Customer desires a supplemental supply to primarily enhance their firefighting capabilities; and

**WHEREAS**, by Resolution enacted on the 9<sup>th</sup> day of June, 2020, by the Provider, the sale of water to the Customer in accordance with the provisions of the said contract was approved, the execution of the contract carrying out of the said provisions by the City of Graham and attested by the City Clerk was duly authorized; and

**WHEREAS**, by Resolution enacted on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by Customer, the purchase of water from Provider in accordance with the terms set forth in said contract was approved, the execution of the contract by the Town of Haw River and attested by the Town Clerk.

**NOW, THEREFORE**, as authorized by NCGS 160A-322 in consideration of the foregoing and the mutual agreements hereinafter set forth,

1. **Purpose.** The purpose of this Agreement is to set forth the terms and conditions by which the Customer shall purchase and the Provider shall sell, treated drinking water for re-sale by Customer to its constituents, citizens, residents, and industries.



2. **Purchase and Sale.** Customer agrees to buy from Provider, and Provider agrees to sell and deliver to Customer, treated drinking water on the terms hereinafter set forth. The water being sold by Provider shall at all times meet the standards for safe drinking water as those standards are established by the SAFE DRINKING WATER ACT, and according to the rules set forth in 40 CFR 140-143, all as may be amended from time to time, which said standards have been adopted by the State of North Carolina, Department of the Environment and Natural Resources, and under which standards Provider produces water at its water treatment plant.
3. **Delivery.** Provider shall furnish the Customer, at the point of delivery hereinafter specified, during the term of this contract or any renewal or extension thereof, properly treated water meeting applicable standards of the State of North Carolina in such quantity as is considered by the Provider to be surplus water available at the time of need, but not to exceed 5,000,000 Gallons per month as calculated by a 12 month average.
4. **Point of Delivery and Pressure.** Provider shall provide water to Customer at a reasonably constant pressure at a point located near the intersection of Trollingwood Road and Terrywood Road or other existing or future connection. If a greater pressure than that normally available at the point of delivery is required by the Customer, the cost of providing such greater pressure shall be borne by the Customer. Emergency failures of pressure or supply due to main supply line breaks, power failure, flood, pandemic, fire, and use of water to fight fire, earthquake, or other catastrophe shall excuse the Provider from this provision for such reasonable period of time as may be necessary to restore service. It is understood, however, that the Provider shall not be liable to any person, firm, or corporation for any damages suffered from any cause arising from its failure to provide water to the Customer under the terms hereof.
5. **Billing.** Provider shall furnish the Customer not later than the 5<sup>th</sup> of each month, with an itemized statement of the amount of water furnished to the Customer during the preceding monthly calendar period. Customer shall pay the Provider, not later than the 18<sup>th</sup> of each month, for water delivered in accordance with the schedule of rates as may be established from time to time by the City Council of the Provider. The rate for the treated water sold herein will be equal to the Provider's residential inside rate per thousand gallons delivered.
6. **Equipment.** Customer shall furnish, install operate, and maintain at its own expense at point of delivery, the necessary metering equipment, including a meter house or pit, and required devices of standard type for properly measuring the quantity of water delivered to the Customer and to calibrate such metering equipment whenever requested by the Provider but not more frequently than once every twelve months or sooner in an emergency. A meter registering not more than two percent (2%) above or below the test

result shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the three (3) months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Provider and Customer shall agree upon a different amount. The metering equipment shall be read on or about the 15<sup>th</sup> day of each month. An appropriate official of the Customer at all reasonable times shall have access to the meter for the purpose of verifying its readings.

In the event that Customer desires to have delivery at a different location, then the Customer, following the issuance of all permits by the State of North Carolina, shall at its own expense, connect its water delivery system to that of the Provider, in accordance with sound engineering practices, and with the prior approval of the Provider.

7. **Term.** This contract shall extend for a term beginning on the date of last approval by both Provider and Customer, and continuing thereafter for ten (10) years, inclusive of the day of last approval. In the event that all water bills have been paid and all other conditions of this contract have been properly complied with by the Customer, said Customer may extend this Contract at the same rate established herein for an additional period of ten (10) years, with the written consent of the Provider, by giving the Provider at least sixty (60) days notice before the end of the initial ten (10) year period. The Contract may be terminated at any time prior to the initial ten (10) year term by mutual agreement of both parties. Upon approval and adoption of the annual budget by both Provider and Customer, this Contract is deemed ratified for and during the identified budget year.
8. **Breach.** In the event that either party to this contract shall breach this contract, the other party shall give notice of the alleged breach. Upon notice, the alleged offending party shall have 30 days to cure the alleged breach. Upon failure to cure, the damaged party shall have the right to immediately terminate this contract. Such termination of performance hereunder is without prejudice to any right of either party to recover damages through legal action or otherwise.
9. **Interruption of service, Water Shortage or Drought.** Temporary or partial failures to deliver water shall be remedied with all possible dispatch. Whenever practical, Provider will notify Customer with at least twenty-four (24) hours notice prior to any interruption of service necessary due to planned maintenance, repairs, or other foreseeable interruption. In the event of an extended shortage of water, or the supply of water available to the Provider is otherwise diminished over an extended period of time, the supply of water to Customer shall be reduced or diminished no more than is absolutely necessary to maintain a reasonable water supply in the corporate limits. In the event of a declared drought conditions, Customer agrees to abide by ordinances adopted or restrictions otherwise established by Provider.
10. **Long-term per Capita Reduction.** In accordance with the laws of the State of

North Carolina, all Providers, including this Provider, must include a plan for the reduction of long-term per capita demand on potable water. Provider has implemented a “Best Management Practices” (BMP) plan to meet this requirement. Customer must supply to Provider a BMP plan that addresses the following:

- A mechanism to provide per capita water audits
- A plan to abate water loss to the system found in the audits
- A practice that inspects and repairs the metering system
- A Plan to encourage and upgrade residential fixtures
- A Public Information plan on the importance of water conservation
- School Education and Outreach
- Irrigation supervision and control
- Landscaping regulations
- Other plans to address Rainwater Harvesting, Condensate Reuse, and Gray Water Use

11. **Regulatory Authority.** This contract is subject to such rules, regulations, or laws as may be applicable to similar agreements in the State of North Carolina. The Provider and Customer will cooperate in obtaining such permits, certificates, or the like, as may be required to comply with the terms of this contract.

12. **Impossibility.** In the event performance hereunder by the Customer becomes an impossibility and the Customer is incapable of performing under this contract, any successor of the Customer, where the result of legal process, assignment or otherwise, shall succeed to the rights of Customer hereunder.

13. **Indemnification:** The City of Graham to the fullest extent permitted by law shall indemnify, defend, and hold the Town of Haw River harmless from and against any and all claims, liabilities, damages, injuries, losses, costs, and expenses of any kind (including attorney’s fees and court costs) incurred by the Town of Haw River arising from suits, claims, and/or causes of action arising from or growing out of any actions or inactions on the part of the City of Graham, but only with regard to the subject matter of this Agreement. The Town of Haw River to the fullest extent permitted by law shall indemnify, defend, and hold the City of Graham harmless from and against any and all claims, liabilities, damages, injuries, losses, costs, and expenses of any kind (including attorney’s fees and court costs) incurred by the City arising from suits, claims, and/or causes of actions arising from or growing out of actions or inactions on the part of the Town of Haw River, but only with regard to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed in duplicate counterparts, each of which shall constitute an original.

Provider: City of Graham

By: \_\_\_\_\_  
Jerry Peterman, Mayor, City of Graham

Attest:

\_\_\_\_\_  
Darcy Sperry, City Clerk

State of North Carolina  
County of Alamance

I, \_\_\_\_\_, a Notary Public in the aforesaid County and State, hereby certify that Darcy Sperry, City Clerk of the City of Graham, personally appeared before me this date and acknowledged that she is the City Clerk, duly appointed by the Graham City Council, and that by authority duly given and as an act of the City of Graham, the foregoing instrument was signed by the Mayor in its name, sealed with the corporate seal, and attested to by her as its City Clerk. Witness my hand and official stamp or seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public's Printed Name

Customer: Town of Haw River

By: \_\_\_\_\_  
Kelly Allen, Mayor, Town of Haw River

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Town Clerk

STATE OF NORTH CAROLINA  
COUNTY OF ALAMANCE

I, \_\_\_\_\_, a Notary Public in the aforesaid County and State, hereby certify that \_\_\_\_\_, City Clerk of the Town of Haw River, personally appeared before me this date and acknowledged that she is the City Clerk, duly appointed by the Haw River Town Council, and that by authority duly given and as an act of the Town of Haw River, the foregoing instrument was signed by the Mary in its name, seal with the corporate seal, and attested to by her as its City Clerk. Witness my hand and official stamp or seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My Commission Expires:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public's Printed.

# STAFF REPORT

SUBJECT:	BUDGET AMENDMENTS FY 2019-2020
PREPARED BY:	FRANKIE MANESS – CITY MANAGER

## REQUESTED ACTION:

Adopt Budget Amendment Ordinance for Fiscal Year 2019-2020.

## BACKGROUND/SUMMARY:

The attached Budget Amendment Ordinance for Fiscal Year 2019-2020 reflects the changes estimated to be necessary in the budget to meet the City’s needs for the year ending June 30, 2020. These amendments generally allocate funds to specific departments that have had unexpected expenses or to account for actual receipts. Many are offset by a corresponding revenue. The amendments are sometimes referred to as “clean-up” amendments.

The proposed budget amendment ordinance, like the original budget, does not appropriate funds on a line by line basis (object basis), but rather on a departmental basis.

## FISCAL IMPACT:

None of the amendments will result in a situation where overall expenditures will exceed revenues. Many other departments are expected to experience underruns.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

I move we adopt the Budget Amendment Ordinance for Fiscal Year 2019-2020.

**CITY OF GRAHAM  
BUDGET AMENDMENT ORDINANCE  
2019-2020**

**BE IT ORDAINED BY THE CITY COUNCIL of the City of Graham that the 2019 - 2020 Budget Ordinance shall be and is hereby amended as follows:**

**Section 1.**

**GENERAL FUND**

<b>DEPARTMENT</b>	<b>APPROVED</b>	<b>AMENDED</b>
City Council	55,700.00	55,700.00
Administrative	593,200.00	593,200.00
Information Technologies	348,700.00	348,700.00
Finance	407,100.00	407,100.00
Public Building & Ground	125,500.00	125,500.00
Police Department	4,148,700.00	4,148,700.00
Fire Department	1,184,800.00	1,184,800.00
Inspections	527,500.00	527,500.00
Traffic Engineering	92,500.00	92,500.00
Garage Warehouse	91,500.00	91,500.00
Street Department	1,730,600.00	1,730,600.00
Street Lights	132,000.00	132,000.00
Sanitation	832,600.00	832,600.00
Recreation	920,300.00	920,300.00
Graham-Mebane Lake	187,000.00	187,000.00
Athletic Facilities	397,100.00	397,100.00
Property Maintenance	788,900.00	788,900.00
Non-Departmental	995,600.00	995,600.00
	<u>13,559,300.00</u>	<u>13,559,300.00</u>

**Section 3.**

**WATER & WASTWATER**

<b>EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>
Water Billing admn	445,200.00	445,200.00
W&S Distribution	1,882,800.00	1,882,800.00
Maintenance & Lift Stations	292,100.00	292,100.00
Water Treatment Plant	1,917,200.00	1,967,200.00
Wastwater Treatment plant	1,660,800.00	1,660,800.00
Non-Departmental	1,446,900.00	1,496,900.00
	<u>7,645,000.00</u>	<u>7,745,000.00</u>

**Section 4**

**WATER & WASTWATER**

<b>REVENUES</b>	<b>APPROVED</b>	<b>AMENDED</b>
Water Charges	2,875,000.00	2,925,000.00
Sewer Charges	2,735,000.00	2,785,000.00
	<u>5,610,000.00</u>	<u>5,710,000.00</u>
Fund Total	7,645,000.00	7,745,000.00

**Section 7**

**CAPITAL PROJECTS AND  
OTHER SPECIAL FUNDS**

<b>REVENUES AND EXPENDITURES</b>	<b>APPROVED</b>	<b>AMENDED</b>
State Drug Funds	100.00	10,100.00
Federal Drug Funds	100.00	70,100.00
	<u>200.00</u>	<u>80,200.00</u>

Adopted this 9th day of June 2020.

Attest:

\_\_\_\_\_  
Mayor Jerry Peterman

# STAFF REPORT

SUBJECT:	CLOSE OUT OF JIM MINOR ROAD PARK CAPITAL PROJECT
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

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## REQUESTED ACTION:

Approve the close out of the Jim Minor Road Park (Graham Regional Park Phase 1) Capital Project Budget.

## BACKGROUND/SUMMARY:

The City acquired a 115.6 acre tract of property along Jim Minor Road in 2010 and another 3 acre tract in 2014 for the purpose of constructing a park. The City received financial assistance in the amount of \$500,000 from the North Carolina Parks and Recreation Trust Fund in July of 2011, which stipulated that the City begin development of the park by July of 2016. The grant also requires that the land be held in perpetuity as a public park. The project construction as well as post construction activities is complete.

## FISCAL IMPACT:

Expenditures within the project budget were \$28,139.97 below appropriations. There is no debt service associated with this project.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

I move we approve the close out of the Jim Minor Road Park Capital Project Budget.





**City Of Graham**  
**Expenditure Statement : 2019 - 2020**  
**for Accounting Period 6/30/2020**

**JIM MINOR ROAD PARK**

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
6200	RECREATION	\$1,000,000.00	\$0.00	\$971,860.03	\$0.00	\$28,139.97	97.19
<b>Total Fund</b>	<b>JIM MINOR ROAD PARK</b>	<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>\$971,860.03</b>	<b>\$0.00</b>	<b>\$28,139.97</b>	<b>97.19</b>



# STAFF REPORT

SUBJECT:	ANNEXATION OF A LOT ON WOODY DRIVE AND WHITTEMORE ROAD
PREPARED BY:	NATHAN PAGE, PLANNING DIRECTOR

## REQUESTED ACTION:

Approve the Annexation Ordinance to Extend the Corporate Limits of the City of Graham, North Carolina, for a lot located on Woody Drive.

## BACKGROUND/SUMMARY:

The attached petition seeks the Council’s approval for an extension of the corporate limits to include the subject property. The area being considered for annexation is between Woody Drive, and Whittemore Road (Approx 14 acres). Water and Sewer are both available at this location.

The annexation process has multiple steps. Following a public hearing, approval of an Annexation Ordinance is the final step for Council in the annexation process.



## FISCAL IMPACT:

The City will likely receive an increase in annual revenue associated with the development of this property, including property taxes, water and sewer fees, and other revenues. There will also be expenditures associated with providing City services to any new development.

## STAFF RECOMMENDATION:

Approval. The adoption of the subject property will afford the property access to City services.

## SUGGESTED MOTION(S):

1. I move we approve the Annexation Ordinance to Extend the Corporate limits of the City of Graham, North Carolina, for two parcels on Woody Drive.

## **ANNEXATION ORDINANCE**

### **TO EXTEND THE CORPORATE LIMITS OF THE**

### **CITY OF GRAHAM, NORTH CAROLINA**

### **FOR TWO PARCELS ON WOODY DR AND WHITTEMORE RD (AN2001)**

**WHEREAS**, the Graham City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the Graham City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at City Hall, 201 South Main Street, Graham at 6:00 P.M. on June 9, 2020, after due notice by publication on May 21, 2020; and

**WHEREAS**, the Graham City Council finds that the petition meets the requirements of G.S. 160A-31;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Graham, North Carolina that:

**Section 1.** By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Graham as of June 30, 2020:

ALL of that certain piece, parcel or tract of land lying and being in the City of Graham, Graham Township, Alamance County, North Carolina, and being more particularly described as follows:

BEGINNING at an existing iron pipe on the western right of way of Whittemore Road, said iron pipe also being the northeastern property corner of T Group Land & Development, Inc. described in Deed Book 670, Page 711 in the Alamance County Register of Deeds; thence running from the right of way of Whittemore Road and running with the northern property of T Group Land & Development, Inc.; N 47°58'27" W, 370.49 feet to a new iron rod; thence following the corporate limits line described in Deed Book 696, Page 340 in the registry the next two calls, 1) N 42°37'42" E, 360.00 feet to a new iron rod, thence 2) N 47°18'34" W, 233.89 feet to a non-monumented point on the western right of way of Woody Drive; thence following the right of way on a curve to the right having a radius of 779.83 feet with a chord bearing and distance of N 36°19'07" E, 271.39 feet to a non-monumented point, thence continuing with the right of way N 22°12'19" E, 121.05 feet to a non-monumented point; thence S 81°42'09" E, 65.76 to an existing iron rod on the eastern right of way of Woody Drive, said iron rod also being the southwestern property corner of Richard and Jeanne Neal described in Deed Book 2047, Page 638 of the Registry; thence running from the right of way of Woody Drive, S 81°42'09" E, 219.82 to an existing iron pipe, also being the southeastern property corner of Richard and Jeanne Neal described in Deed Book 2047, Page 638 of the Registry and also being the southwestern property corner of Earl Smith described in Deed Book 246, Page 107 in the Registry, thence S 81°46'51" E, 310.90 to an existing iron pipe on the western right of way of Whittemore Road; thence S 84°47'46" E, 60.00 feet to a non-monumented point on the eastern right of way of Whittemore Road; thence running with the right of way for the next six calls, 1) S 05°12'13" W, 35.16 feet to a non-monumented point; thence 2) on a

curve to left having a radius of 247.06 feet with a chord bearing and distance of S 05°42'21" E, 93.52 feet to a non-monumented point; thence 3) S 17°26'48" E, 106.48 feet to a non-monumented point; thence 4) S 14°04'27" E, 90.17 feet to a non-monumented point; thence 5) S 46°06'23" W, 17.58 feet to a non-monumented point; thence 6) S 46°31'20" W, 896.08 feet to a non-monumented point; thence N 55°21'14" W, 61.11 feet to the point and place of BEGINNING containing 13.818 acres more or less.

**Section 2.** Upon and after June 30, 2020, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Graham and shall be entitled to the same privileges and benefits as other parts of the City of Graham. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

**Section 3.** The Mayor of the City of Graham shall cause to be recorded in the office of the Register of Deeds of Alamance County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory described in Section 1 above, together with a duly certified copy of this Ordinance. Such a map shall also be delivered to the Alamance County Board of Elections, as required by G.S. 163-288.1.

**Adopted this, the 9<sup>th</sup> day of June, 2020.**

\_\_\_\_\_  
Gerald R. Peterman, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Darcy L. Sperry, City Clerk

\_\_\_\_\_  
Bryan Coleman, City Attorney



# Petition for ANNEXATION

P.O. Drawer 357  
 201 South Main Street  
 Graham, NC 27253  
 (336) 570-6705  
 Fax (336) 570-6703  
 www.cityofgraham.com

To the City Council of the City of Graham, NC:

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 2 below be annexed into the City of Graham.

If applicable as "income-based": We believe that this petition meets the requirements of G.S. 160A-31(b1).

If applicable as "distressed": We believe that this petition meets the requirements of G.S. 160A-31(j).

2. The area to be annexed is  contiguous  non-contiguous to the City of Graham and the boundaries of such territory are as follows:

*General description of area to be annexed*

Property located at 919 and 957 Woody Drive in Graham (PIN(s) 8884821071; 8884825405)

Attach the following:

Annexation Plat – 1 paper copy, 2 mylars and 1 pdf. In addition to standard plat information, also include tax map numbers of all parcels and total square miles and acreage of area to be annexed.

Metes and Bounds Description – 1 paper and 1 digital copy

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate yes below and attach proof.)

Name	Address	Vested rights?	Signature
Graham Exchange, LLC	305 Blandwood Ave.	Yes	
H. Frank Auman, III	Greensboro, NC 27401		
Manager			

attach additional sheets if necessary...

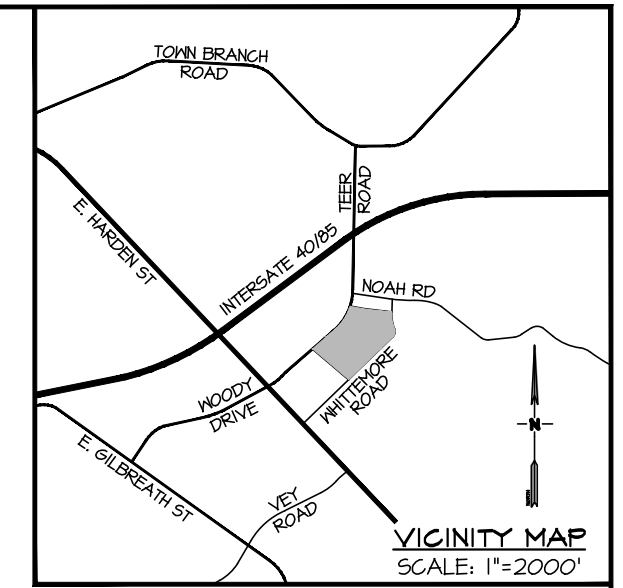
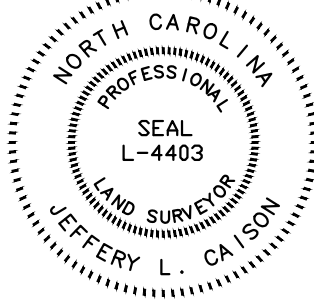
Certificate of Accuracy.

I, Jeffery L. Caison, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book AS, page SHOWN, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book AS, page SHOWN; that the ratio of precision or positional accuracy as calculated is 1:10,000; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, license number and seal this day of \_\_\_\_\_, A.D., 2020.

d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.

The provisions of this section shall not apply to boundary plats of state lines, county lines, areas annexed by Municipalities, nor to plats of municipal boundaries, whether or not required by law to be recorded.

Jeffery L. Caison
Surveyor
L-4403
License Number



REVIEW OFFICER CERTIFICATION

STATE OF NORTH CAROLINA, COUNTY OF ALAMANCE
I, REVIEW OFFICER OF ALAMANCE COUNTY, CERTIFY THAT THE MAP OF THE PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE

SITE INFORMATION:

- 1. SITE ADDRESS: 919 & 957 WOODY DR
2. OWNER: ELEVATE HAW RIVER, LLC aka (GRAHAM EXCHANGE, LLC)
3. PARCEL: 147616 & 147620
4. PIN: 8884821071 & 8884825405
5. DEED REFERENCE: DB 3909 PG 749
6. PLAT REFERENCE: PB 40 PG 150 - LOT 2
7. CURRENT ZONING: CR (CONDITIONAL RESIDENTIAL)
8. TOTAL SITE AREA: 13.818 AC±
9. THIS SITE IS NOT LOCATED IN A FLOOD RISK AREA PER FIRM PANEL 3710888400K EFFECTIVE DATE NOV. 17, 2017.

NOTE:

- 1. NO GEODETIC HORIZONTAL CONTROL MONUMENT FOUND WITHIN 2000' OF SUBJECT PROPERTY.
2. IRON RODS AT ALL PROPERTY CORNERS UNLESS OTHERWISE NOTED.
3. ANNEXATION LINE MAY OR NOT BE COINCIDENT WITH PROPERTY LINES OF RECORD.
4. AREA BY COORDINATE GEOMETRY.

ZONING ENFORCEMENT OFFICER CERTIFICATION

NO APPROVAL REQUIRED BY THE CITY OF GRAHAM DEVELOPMENTAL ORDINANCE.

ZONING ENFORCEMENT OFFICER PLANNER DATE

TOTAL ANNEXATION AREA:
13.818 AC. / 601,900 S.F.
0.021590625 SQUARE MILES

Curve Table with columns: Curve #, ARC. DIST., RADIUS, DELTA, CH. BEARING, CH. DIST.
Row C1: 272.78', 774.83', 020°02'31", N36°14'07"E, 271.39'
Row C2: 94.09', 247.06', 021°44'10", S05°42'21"E, 93.52'

GRAPHIC SCALE



( IN FEET )
1 inch = 100 ft.

LEGEND:

- EXISTING IRON PIPE
NEW IRON ROD
NON-MONUMENTED POINT
D.B. DEED BOOK
E.I.R. EXISTING IRON ROD
I.R.S. IRON ROD SET
N.I.P. NEW IRON PIN
E.I.P. EXISTING IRON PIN
E.I.P. EXISTING IRON PIPE (ONLINE)
R.O.W. RIGHT-OF-WAY
C. CENTERLINE
T.C.A. TREE CONSERVATION AREA
MON. MONUMENT
CONC. CONCRETE
POB. POINT OF BEGINNING

Statement That No Approval Is Required by NCDOT Division of Highways

This plat does not require certificate of approval by the N.C. Division of Highways as provided in G.S. 136-102.6, Subsection (g).

FINAL PLAT
CONTIGUOUS VOLUNTARY ANNEXATION
OF
919 & 957 WOODY DRIVE

GRAHAM TOWNSHIP ~ ALAMANCE COUNTY
GRAHAM ~ NORTH CAROLINA

CPT ENGINEERING AND SURVEYING, INC.
LAND DEVELOPMENT CONSULTING
CORPORATE LICENSE NUMBER C-1375
4400 TYNING STREET

HIGH POINT, NORTH CAROLINA 27265
PHONE: (336) 812-8800 ~ FAX: (336) 812-8780
PROJECT: 1581-18 DRAWN BY: JES
DATE: JANUARY 3, 2020 SCALE: 1" = 100'





# STAFF REPORT

Prepared by Nathan Page, Planning Director

## 810 South Main St B-2 (RZ2002)

**Type of Request:** Rezoning

### Meeting Dates

Planning Board on --  
City Council on June 9, 2020

### Contact Information

Paul Williams, GEMCAP Development  
418 N Marshall St, Suite 201  
Winston Salem, NC 27101  
336-724-0153; paul@gemcapdevelopment.com

### Summary

This is a request to rezone the subject property from R-7 to B-2. This lot was used as a single family detached residence until recently. The stated reason for this rezoning request is "Exploring commercial options that will allow for construction of a business more in keeping with the Highway 87 corridor than the current single family home." No other development plan has been submitted at this time.



### Location

810 S Main St

GPIN: 8883199976

### Current Zoning

Residential (High density)  
(R-7)

### Proposed Zoning

General Business (B -2)

### Overlay District

HWY 87 Overlay District

### Surrounding Zoning

B-2

### Surrounding Land Uses

Shopping, Transit, Drive-Thru

### Size

1.08 Acres

### Public Water & Sewer

Yes

### Floodplain

No

### Staff Recommendation

Approval

## Conformity to the *Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

### Applicable Policies;

- 2.2.3 Retail Centers** Because of market limitations on the amount of retail space the City can viably support, Graham promotes retail within focused centers of activity that will host a large variety of small retail spaces while generally discouraging sprawling isolated retail that does not promote a cohesive urban fabric. *This lot is adjacent to the Interchange Regional Node.*
- 2.2.1: Focused Development** In order to maintain Graham's affordability and promote growth, the city will facilitate smart growth development by promoting infill development and focused, walkable, and mixed use built environments. *As the property is within the overlay, redevelopment plans would require the installation of a sidewalk. Additionally, city services are already provided to these lots.*

### Applicable Strategies;

- 1.1.5 Discourage Strip Development** Discourage strip development along transportation arteries and proposed interstate interchanges by directing these commercial activities to proposed activity centers. *These parcels are located within the Mixed Use Commercial section of the Highway 87 Corridor.*

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### Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff recommends **approval** of the rezoning. The following supports this recommendation:

- In keeping with Policy 2.2.1, and 2.2.3, as well as Strategy 1.1.5, rezoning the subject property would permit redevelopment more fitting of a Mixed Use Commercial district in a location which is increasingly less suited for single family residences.

### Description of Development Type

Commercial Corridor; HWY 87 Corridor Overlay District; This property is located in the vicinity of a Neighborhood Activity Center

### Development Toolkit Checklist

Properties are located on a major thoroughfare and within the HWY 87 Overlay District

Single family residential along corridor is being replaced with automobile-oriented commercial uses.

Characteristics include future developments to be focused in strategically located clusters; pedestrian, bicycle and vehicular safety should be promoted through high quality planned development.

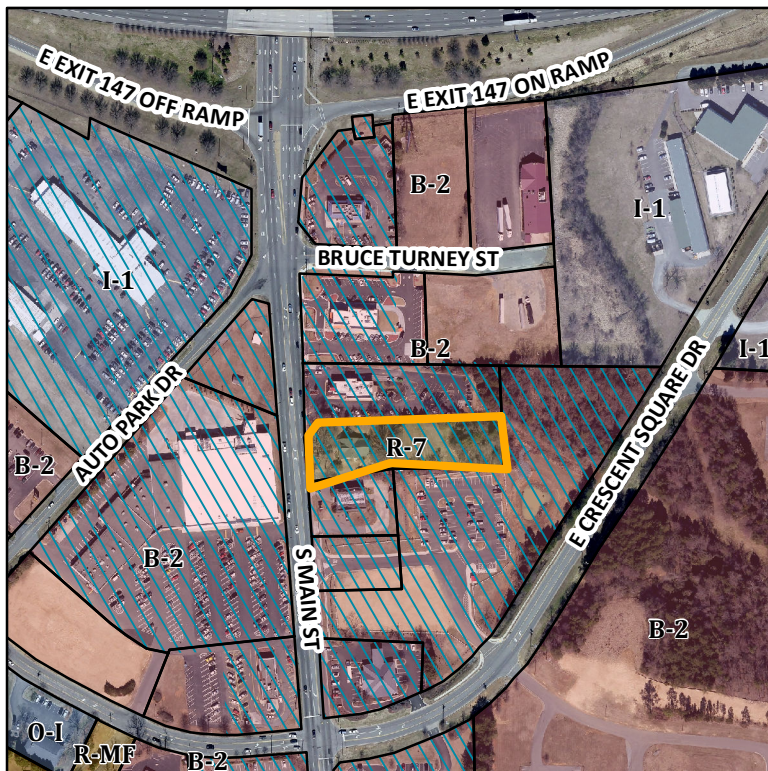
New intersections should be spaced at 1000 feet – 800 feet in order to improve access to future development and increase connectivity along the corridor.

Eliminate risk of collision by improving accessibility of business with rear alley access, divided slip lanes.

Density of 6 DU/acre; 0.5 Commercial/Industrial FAR







Request for Rezoning

To rezone the property from R-7 to B-2.

Property located at 810 S Main Street

Tax Map# 144075

GPIN# 8883199976

Application by Paul Williams, GEMCAP Development

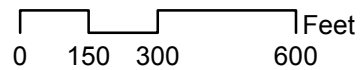


**Planning Board Meeting**

**April 21, 2020**

**City Council Meeting**

**May 12, 2020**



Prepared by the City of Graham Planning Dept. on 3/23/2020

This map was compiled from the GIS resources of the Burlington Regional GIS Partnership for public planning and agency support purposes. These resources include public information sources of different scales, time, origin, definition and accuracy, which may produce inconsistencies among features represented together on this map. Neither the City of Graham nor the Partnership shall be held liable for any errors in this map or supporting data. Primary public information sources from which this map was compiled, in conjunction with field surveys where required, must be considered for the verification of the information contained within this map.



## City Council Decision & Statement of Consistency

*Per NCGS 160A-383, zoning regulations shall be made in accordance with an adopted comprehensive plan and any other officially adopted plan that is applicable. When adopting or rejecting any zoning amendment, the City Council shall also approve a statement describing whether its action is consistent with the "The Graham 2035 Comprehensive Plan" and briefly explaining why the City Council considers the action taken to be reasonable and in the public interest. The Planning Board shall provide a written recommendation to the City Council, but a comment by the Planning Board that a proposed amendment is inconsistent with the "The Graham 2035 Comprehensive Plan" shall not preclude consideration or approval of the proposed amendment by the City Council.*

**802 S Main St  
(RZ2002)**  
**Type of Request**  
Rezoning  
**Meeting Dates**  
Planning Board on n/a  
City Council on June 9, 2020

Choose one...

- I move that the application be **APPROVED**.
- I move that the application be **DENIED**.

Choose one...

- The application is **consistent** with *The Graham 2035 Comprehensive Plan*.
- The application is **not fully consistent** with *The Graham 2035 Comprehensive Plan*.

State reasons...

This action is reasonable and in the public interest for the following reasons:

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This report reflects the decision of the City Council, this the 9<sup>th</sup> day of June, 2020.

Attest:

\_\_\_\_\_  
Gerald R. Peterman, Mayor

\_\_\_\_\_  
Darcy L. Sperry, City Clerk

# STAFF REPORT

SUBJECT:	ANNEXATION OF TWO LOTS OFF JIM MINOR ROAD
PREPARED BY:	NATHAN PAGE, PLANNING DIRECTOR

## REQUESTED ACTION:

Approve the Resolution Fixing Date of July 14, 2020, for a Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 for two lots off Jim Minor Road.

## BACKGROUND/SUMMARY:

The 77+/- acre area being considered for annexation is noncontiguous. While sewer is near the lot, the applicant anticipates extending municipal water service to the location.

Approval of this resolutions does not finalize the annexation as Council is required to advertise and conduct a public hearing, followed by a vote on an annexation ordinance.



## FISCAL IMPACT:

Due to the proposed density of the development, and assuming a similar selling price to Forks of the Alamance, the neighborhood is likely to supply a positive revenue for the City of Graham. It is worth noting that a reduction in density without a corresponding reduction in road lengths would likely result in an imbalance wherein the neighborhood had costs in excess of the potential revenues.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

1. I move we approve the Resolution Directing the Clerk to Investigate a Petition Received Under G.S. 160A-31 for two parcels on Jim Minor Road.
2. I move we approve the Resolution Fixing Date of July 14, 2020, for a Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 for a 77 (+/-) acre site on Jim Minor Road.

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE**  
**A PETITION RECEIVED UNDER G.S. 160A-31**  
**FOR TWO PARCELS ON JIM MINOR ROAD.**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on June 2, 2020, by the Graham City Council; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

**WHEREAS**, the City Council of the City of Graham deems it advisable to proceed in response to this request for annexation.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Graham:

That the City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

\_\_\_\_\_  
Gerald R. Peterman, Mayor

ATTEST:

\_\_\_\_\_  
Darcy Sperry, City Clerk

**RESOLUTION FIXING DATE OF JULY 14, 2020 FOR A PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31 FOR A 77 ACRE LOT OFF JIM MINOR ROAD (AN2002)**

**WHEREAS**, a petition requesting annexation of the contiguous area described herein has been received; and

**WHEREAS**, certification by the City Clerk as to the sufficiency of the petition has been made; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Graham, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the City Hall, 201 S. Main Street, Graham, NC or by teleconference at 6:00 pm on July 14, 2020.

Section 2. The area proposed for annexation is described as follows:

A CERTAIN TRACT OF LAND SITUATED IN MELVILLE TOWNSHIP, ALAMANCE COUNTY, NORTH CAROLINA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING 3/4 INCH IRON PIPE ON THE NORTHERN MARGIN OF THE MAINTENANCE RIGHT OF WAY FOR N. JIM MINOR ROAD (SR #2135) AND BEING A SOUTHEAST CORNER OF HEREIN DESCRIBED, SAID EXISTING 3/4 INCH IRON PIPE ALSO BEING A SOUTHWESTERLY CORNER OF CHRISTOPHER A. MITSCHERLICH AS DESCRIBED RECORDED IN DEED BOOK 3937 PAGE 0089, THENCE WITH THE WESTERN LINE OF SAID CHRISTOPHER A. MITSCHERLICH AS DESCRIBED RECORDED IN DEED BOOK 3937 PAGE 0089 SOUTH 03 DEG. 26 MIN. 27 SEC. WEST DISTANCE BEING 31.28 FEET TO A POINT IN THE CENTERLINE OF NORTH JIM MINOR ROAD (STATE ROAD#2135) AND THE NORTHERN LINE OF FORMERLY RALPH SCOTT PROPERTY AS SHOWN RECORDED ON PLAR BOOK 15 PAGE 68 NORTH 86 DEG. 27 MIN. 08 SEC. WEST DISTANCE BEING 175.06 FEET TO A POINT IN THE CENTER OF SAID NORTH JIM MINOR ROAD, THENCE WITH AN EASTERN LINE OF GREGORY N BARKMAN AND MARTHA BARKMAN AS DESCRIBED IN DEED BOOK 801 PAGE 646 NORTH 03 DEG. 27 MIN. 57 SEC. EAST DISTANCE BEING 30.89 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE SAME NORTH 03 DEG. 27 MIN. 57 SEC. EAST DISTANCE BEING 402.15 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH A NORTHERN LINE OF THE SAME NORTH 86 DEG. 32 MIN. 57 SEC. WEST DISTANCE BEING 325.22 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH A WESTERN LINE OF THE SAME SOUTH 03 DEG. 25 MIN. 57 SEC. WEST DISTANCE BEING 402.23 TO EXISTING 1/2 INCH IRON PIPE, ON THE AFORESAID NORTHERN MARGIN OF THE MAINTENANCE RIGHT OF WAY FOR N. JIM MINOR ROAD, THENCE WITH A WESTERN LINE OF THE SAME SOUTH 03 DEG. 25 MIN. 57 SEC. WEST DISTANCE BEING 30.25 FEET TO A POINT IN THE CENTERLINE OF NORTH JIM MINOR ROAD (STATE ROAD#2135) AND THE NORTHERN LINE OF FORMERLY RALPH SCOTT PROPERTY AS SHOWN RECORDED ON PLAR BOOK 15 PAGE 68, THENCE WITH THE NORTHERN LINE OF SAID PROPERTY FORMERLY OWNED BY RALPH SCOTT AS SHOWN RECORDED IN PLAT BOOK 15 PAGE 68 NORTH 86 DEG. 27 MIN. 08 SEC. WEST DISTANCE BEING 116.81 FEET TO A POINT IN THE CENTER OF SAID NORTH JIM MINOR ROAD, THENCE WITH THE SAME NORTH 84 DEG. 03 MIN. 37 SEC. WEST DISTANCE BEING 203.60 FEET TO A COMPUTED POINT, THENCE WITH THE SAME NORTH 82 DEG.

26 MIN. 18 SEC. WEST DISTANCE BEING 86.92 FEET TO A NAIL IN THE SOUTHERN EDGE OF PAVEMENT ON NORTH JIM MINOR ROAD, THENCE WITH A WESTERN LINE OF HEREIN DESCRIBED ALSO BEING THE WEST LINE OF MICHAEL AND CAROLYN WHITE AS DESCRIBED IN DEED BOOK 1035 PAGE 627 AND BEING THE EASTERN LINE OF ALAMANCE ACRES SUBDIVISION AS SHOWN RECORDED ON PLAT BOOK 74 PAGE 354 NORTH 13 DEG. 24 MIN. 20 SEC. EAST DISTANCE BEING 39.09 FEET TO AN EXISTING 1/2 INCH IRON PIPE ON THE NORTHERN 30 FOOT RIGHT OF WAY FOR AFORESAID NORTH JIM MINOR ROAD AS SHOWN RECORDED ON PLAT BOOK 74 PAGE 354, THENCE WITH THE SAME NORTH 13 DEG. 24 MIN. 20 SEC. EAST DISTANCE BEING 282.61 FEET TO AN EXISTING 1/2 INCH IRON PIPE BEING THE SOUTHEAST CORNER OF LOT 2 OF THE AFORESAID ALAMANCE ACRES SUBDIVISION, THENCE WITH THE SAME NORTH 13 DEG. 16 MIN. 35 SEC. EAST DISTANCE BEING 263.92 FEET TO AN EXISTING 1/2 INCH IRON PIPE BEING THE SOUTHEASTERN CORNER OF LOT 3 OF THE SAID ALAMANCE ACRES SUBDIVISION, THENCE WITH THE SAME NORTH 13 DEG. 18 MIN. 58 SEC. EAST DISTANCE BEING 309.15 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE NORTH LINE OF SAID MICHAEL AND CAROLYN WHITE AS DESCRIBED IN DEED BOOK 1035 PAGE 627 AND BEING THE SOUTHERN LINE OF LOT 4 OF THE SAID ALAMANCE ACRES SUBDIVISION SOUTH 87 DEG. 07 MIN. 14 SEC. EAST DISTANCE BEING 10.05 FEET TO AN EXISTING 1/2 INCH IRON PIPE BEING THE SOUTHWEST CORNER OF SCOTT

ASSOCIATES AS DESCRIBED IN DEED BOOK 1044 PAGE 467, THENCE WITH THE EASTERN LINE SAID ALAMANCE ACRES SUBDIVISION AND A WESTERN LINE OF SCOTT ASSOCIATES AS DESCRIBED IN DEED BOOK 1044 PAGE 467 NORTH 13 DEG. 23 MIN. 39 SEC. EAST DISTANCE BEING 41.08 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF NORTH 24 DEG. 19 MIN. 53 SEC. WEST CHORD DISTANCE BEING 952.95 FEET ARC-LENGTH BEING 1,025.30 FEET AND HAVING A RADIUS OF 779.37 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME NORTH 61 DEG. 59 MIN. 03 SEC. WEST DISTANCE BEING 70.09 FEET TO A NEW IRON PIPE, THENCE WITH THE SAME BEING A CURVE TO THE LEFT A CHORD BEARING OF SOUTH 76 DEG. 12 MIN. 07 SEC. WEST CHORD DISTANCE BEING 606.70 FEET ARC-LENGTH BEING 664.09 FEET AND HAVING A RADIUS OF 455.00 FEET TO A NEW IRON PIPE ON THE NORTHERN TERMINUS OF ATLAS DRIVE,

THENCE WITH THE EASTERN LINE OF LOT 11 OF THE SAID ALAMANCE ACRES NORTH 32 DEG. 21 MIN. 31 SEC. WEST DISTANCE BEING 743.90 FEET TO A PINCH TOP IRON PIPE IN THE SOUTHERN LINE OF JANET L. SCOTT AND OTHERS AS RECORDED IN DEED BOOK 323 PAGE 513 TRACT 1, SAID EXISTING PINCH TOP IRON PIPE ALSO HAVING 83 NORTH CAROLINA GRID COORDINATES OF N=835,570.3559 FEET AND E=1,896,696.1015 FEET, SAID PINCH TOP IRON ALSO BEING THE NORTHWESTERN MOST CORNER OF HEREIN DESCRIBED, THENCE WITH THE SOUTHERN LINE OF SAID JANET L. SCOTT AND OTHERS AS RECORDED IN DEED BOOK 323 PAGE 513 TRACT 1 AND AS SHOWN AS LOT 1 RECORDED IN PLAT BOOK 73 PAGE 135 NORTH 72 DEG. 59 MIN. 41 SEC. EAST DISTANCE BEING 1206.16 FEET TO AN EXISTING IRON PIPE ON THE TOP OF THE BANK FOR MILL CREEK, THENCE NORTH 72 DEG. 59 MIN. 41 SEC. EAST DISTANCE BEING 24.00 FEET TO THE CENTER OF SAID MILL CREEK, THENCE WITH THE CENTER OF MILL CREEK AND THE SOUTHERN LINE OF CARL A. WESTMAN AS DESCRIBED IN DEED BOOK 2976 PAGE 166 SOUTH THE FOLLOWING 27 CALLS:

1. SOUTH 33 DEG. 53 MIN. 04 SEC. EAST DISTANCE BEING 45.11 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
2. SOUTH 55 DEG. 57 MIN. 33 SEC. EAST DISTANCE BEING 24.07 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
3. NORTH 76 DEG. 48 MIN. 13 SEC. EAST DISTANCE BEING 130.48 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
4. NORTH 66 DEG. 17 MIN. 28 SEC. EAST DISTANCE BEING 53.20 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
5. NORTH 41 DEG. 59 MIN. 56 SEC. EAST DISTANCE BEING 38.01 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
6. NORTH 59 DEG. 48 MIN. 51 SEC. EAST DISTANCE BEING 44.91 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
7. NORTH 76 DEG. 32 MIN. 19 SEC. EAST DISTANCE BEING 35.56 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
8. SOUTH 70 DEG. 10 MIN. 34 SEC. EAST DISTANCE BEING 44.07 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK

9. NORTH 85 DEG. 16 MIN. 13 SEC. EAST DISTANCE BEING 37.48 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
10. NORTH 50 DEG. 51 MIN. 30 SEC. EAST DISTANCE BEING 47.84 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
11. SOUTH 72 DEG. 12 MIN. 13 SEC. EAST DISTANCE BEING 28.85 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
12. SOUTH 28 DEG. 12 MIN. 08 SEC. EAST DISTANCE BEING 26.02 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
13. SOUTH 64 DEG. 22 MIN. 58 SEC. EAST DISTANCE BEING 29.18 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
14. SOUTH 82 DEG. 58 MIN. 28 SEC. EAST DISTANCE BEING 77.81 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
15. SOUTH 54 DEG. 00 MIN. 59 SEC. EAST DISTANCE BEING 27.61 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
16. SOUTH 31 DEG. 08 MIN. 07 SEC. WEST DISTANCE BEING 36.79 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
17. SOUTH 17 DEG. 23 MIN. 16 SEC. WEST DISTANCE BEING 24.12 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
18. SOUTH 36 DEG. 34 MIN. 02 SEC. EAST DISTANCE BEING 29.60 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
19. NORTH 72 DEG. 03 MIN. 37 SEC. EAST DISTANCE BEING 35.84 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
20. SOUTH 81 DEG. 37 MIN. 23 SEC. EAST DISTANCE BEING 57.59 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
21. SOUTH 88 DEG. 43 MIN. 16 SEC. EAST DISTANCE BEING 14.97 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK
22. SOUTH 04 DEG. 53 MIN. 15 SEC. EAST DISTANCE BEING 54.10 FEET,  
THENCE WITH THE CENTER OF SAID MILL CREEK



23. SOUTH 33 DEG. 19 MIN. 54 SEC. EAST DISTANCE BEING 31.05 FEET,

THENCE WITH THE CENTER OF SAID MILL CREEK

24. SOUTH 80 DEG. 44 MIN. 54 SEC. EAST DISTANCE BEING 23.36 FEET,

THENCE WITH THE CENTER OF SAID MILL CREEK

25. SOUTH 42 DEG. 50 MIN. 06 SEC. EAST DISTANCE BEING 17.97 FEET,

THENCE WITH THE CENTER OF SAID MILL CREEK

26. NORTH 87 DEG. 54 MIN. 46 SEC. EAST DISTANCE BEING 152.20 FEET,

THENCE WITH THE CENTER OF SAID MILL CREEK

27. SOUTH 85 DEG. 45 MIN. 40 SEC. EAST DISTANCE BEING 22.11 FEET,

THENCE WITH THE SOUTHERN LINE OF SAID CARL A. WESTMAN AND LEAVING THE AFORESAID MILL CREEK SOUTH 49 DEG. 54 MIN. 10 SEC. EAST DISTANCE BEING 505.10 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME SOUTH 49 DEG. 54 MIN. 10 SEC. EAST DISTANCE BEING 461.68 FEET TO A REBAR IN CONCRETE, THENCE WITH A NORTHER LINE OF EDWARD A. FRESHWATER AND WIFE IVA FRESHWATER AS DESCRIBED IN DEED BOOK 3563 PAGE 388 SOUTH 74 DEG. 12 MIN. 04 SEC. WEST DISTANCE BEING 50.36 FEET TO AN EXISTING IRON PIPE, THENCE WITH THE SAME SOUTH 74 DEG. 12 MIN. 04 SEC. WEST DISTANCE BEING 433.94 FEET TO AN EXISTING REBAR IN CONCRETE, THENCE WITH A WESTERN LINE OF THE SAME SOUTH 03 DEG. 27 MIN. 56 SEC. WEST DISTANCE BEING 930.51 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE SAME SOUTH 03 DEG. 26 MIN. 55 SEC. WEST DISTANCE BEING 290.49 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE WESTERN LINE OF RUTH A. FRESHWATER AS DESCRIBED IN DEED BOOK 989 PAGE 370 SOUTH 03 DEG. 26 MIN. 11 SEC. WEST DISTANCE BEING 130.12 FEET TO AN EXISTING 3/4 INCH IRON PIPE, THENCE WITH A NORTHER LINE OF CHRISTOPHER A. MITSCHERLICH AS DESCRIBED RECORDED IN DEED BOOK 3937 PAGE 0089 NORTH 86 DEG. 32 MIN. 06 SEC. WEST DISTANCE BEING 149.94 FEET TO AN EXISTING 1/2 INCH IRON PIPE, THENCE WITH THE WESTERN LINE OF SAID CHRISTOPHER A. MITSCHERLICH SOUTH 03 DEG. 26 MIN. 27 SEC. WEST DISTANCE BEING 439.64 FEET TO THE POINT AND PLACE OF BEGINNING CONTAINING 77.25 ACRES MORE OR LESS.

Section 3. Notice of the public hearing shall be published once in The Alamance News, a newspaper having general circulation in the City of Graham, at least ten (10) days prior to the date of the public hearing.

Adopted this the 9<sup>th</sup> day of June, 2020.

\_\_\_\_\_  
Gerald R. Peterman, Mayor

ATTEST:

\_\_\_\_\_  
Darcy L. Sperry, City Clerk



# Petition for ANNEXATION

P.O. Drawer 357  
 201 South Main Street  
 Graham, NC 27253  
 (336) 570-6705  
 Fax (336) 570-6703  
 www.cityofgraham.com

To the City Council of the City of Graham, NC:

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 2 below be annexed into the City of Graham.

If applicable as "income-based": We believe that this petition meets the requirements of G.S. 160A-31(b1).

If applicable as "distressed": We believe that this petition meets the requirements of G.S. 160A-31(j).

2. The area to be annexed is  contiguous  non-contiguous to the City of Graham and the boundaries of such territory are as follows:

General description of area to be annexed

77.08 ACRES ON NORTH JIM MANDR ROAD BETWEEN ATLAS DRIVE & KIMREY ROAD

Attach the following:

Annexation Plat – 1 paper copy, 2 mylars and 1 pdf. In addition to standard plat information, also include tax map numbers of all parcels and total square miles and acreage of area to be annexed.

Metes and Bounds Description – 1 paper and 1 digital copy

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate yes below and attach proof.)

Name	Address	Vested rights?	Signature
MICHAEL & CAROLYN WHITE TRUSTEE	5500 TILLEY LN. GASTONIA, NC 28056		DocuSigned by: Carolyn Scott White 5/19/2020   8:24 PM CDT 3068770EAB6743B
SCOTT ASSOCIATES	5500 TILLEY LN. GASTONIA, NC 28056		DocuSigned by: Mike White 5/19/2020   8:24 PM CDT 3068770EAB6743B

attach additional sheets if necessary...



# STAFF REPORT

SUBJECT:	ANNEXATION OF 1455 E HARDEN STREET
PREPARED BY:	NATHAN PAGE, PLANNING DIRECTOR

## REQUESTED ACTION:

Approve the Resolution Fixing Date of July 14, 2020, for a Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 for a 6.37 acre area on E Harden Street.

## BACKGROUND/SUMMARY:

The area being considered for annexation is contiguous along the South side. Water is available at this location, with the applicant to extend private lines internal to the lot.

Approval of this resolutions does not finalize the annexation as Council is required to advertise and conduct a public hearing, followed by a vote on an annexation ordinance.



## FISCAL IMPACT:

The fiscal impact to the City is expected to be negligible. There are already water and lines available at the property, and the City provides trash service in the vicinity.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

1. I move we approve the Resolution Directing the Clerk to Investigate a Petition Received Under G.S. 160A-31 for a parcel located at 1455 E Harden Street.
2. I move we approve the Resolution Fixing Date of July 14, 2020, for a Public Hearing on Question of Annexation Pursuant to G.S. 160A-31 for a 6.37 acre site on E Harden Street.

**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE**  
**A PETITION RECEIVED UNDER G.S. 160A-31**  
**FOR PROPERTY AT 1455 E HARDEN STREET**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on June 2, 2020, by the Graham City Council; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

**WHEREAS**, the City Council of the City of Graham deems it advisable to proceed in response to this request for annexation.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Graham:

That the City Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the City Council the result of her investigation.

\_\_\_\_\_  
Gerald R. Peterman, Mayor

ATTEST:

\_\_\_\_\_  
Darcy Sperry, City Clerk

**RESOLUTION FIXING DATE OF JULY 14, 2020 FOR A PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO G.S. 160A-31 FOR A 6.37 ACRE LOT AT 1455 E HARDEN STREET (AN2003)**

**WHEREAS**, a petition requesting annexation of the contiguous area described herein has been received; and

**WHEREAS**, certification by the City Clerk as to the sufficiency of the petition has been made; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Graham, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the City Hall, 201 S. Main Street, Graham, NC or by teleconference at 6:00 pm on July 14, 2020.

Section 2. The area proposed for annexation is described as follows:

ALL of that certain piece, parcel or tract of land lying and being in the City of Graham, Graham Township, Alamance County, North Carolina, and being more particularly described as follows:

*A certain tract or parcel of land situated in Graham Township, Alamance County, North Carolina, adjoining the lands of NC Highway 54 (E. Harden Street), City of Graham and Michael P Hodges and wife Brenda B. Hodges and being more particularly described as follows:*

*Beginning at an existing iron pin in the southern margin of the 120 feet right of way of NC Highway 54 (E. Harden Street) and in the western line of the City of Graham; running thence along and continuous with the existing corporate limits line of the City of Graham S 5° 49' 00" W 178.23 feet to an existing iron pin, corner with the City of Graham; running again along and continuous with the northern corporate limits line of the City of Graham, N 88° 27' 00" W 551.88 feet to an existing iron corner pin in the property line of the City of Graham, continuing with the City of Graham N 87° 42' 00" W 401.42 feet to an existing iron pin in the property line of the City of Graham, continuing with the City of Graham N 87° 42' 00" W 223.70 feet to an existing iron pin in the property line of the City of Graham, continuing with the City of Graham and the eastern boundary of Michael P Hodges and wife Brenda B Hodges, N 67° 30' 31" E 827.12 feet to an existing iron pin, continuing again with Hodges, N 83° 53' 02" E 35.15 feet to an existing iron pin, corner of Hodges, continuing again with Hodges N 60° 22' 57" E 170.18 feet to an existing iron pin corner with Hodges in the southern margin of the 120 feet right of way of NC Highway 54(E. Harden Street); thence along the southern margin of the 120 feet right of way of NC Highway 54(E. Harden Street) S 42° 41' 58" E 12.00 feet to an existing iron pin; running thence again with the southern margin of the 120 foot right of way of NC Highway 54(E. Harden Street), S 42° 48' 33" E 351.87 feet to the point of beginning and containing 6.37 acres ± (0.0099 square miles) and being an extension of the City of Graham Corporate Limits.*

*The foregoing description was taken from a map prepared by Boswell Surveyors, Inc. dated 5/21/2020 entitled Final Plat, Voluntary Satellite Annexation Corporate Limits Extension City of Graham.*

Section 3. Notice of the public hearing shall be published once in The Alamance News, a newspaper having general circulation in the City of Graham, at least ten (10) days prior to the date of the public hearing.

Adopted this the 9<sup>th</sup> day of June, 2020.

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Gerald R. Peterman, Mayor

ATTEST:

---

Darcy L. Sperry, City Clerk



# Petition for ANNEXATION

**RECEIVED**  
**JUN 02 2020**  
**PLANNING DEPT.**

P.O. Drawer 357  
 201 South Main Street  
 Graham, NC 27253  
 (336) 570-6705  
 Fax (336) 570-6703  
 www.cityofgraham.com

To the City Council of the City of Graham, NC:

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 2 below be annexed into the City of Graham.

If applicable as "income-based": We believe that this petition meets the requirements of G.S. 160A-31(b1).

If applicable as "distressed": We believe that this petition meets the requirements of G.S. 160A-31(j).

2. The area to be annexed is  contiguous  non-contiguous to the City of Graham and the boundaries of such territory are as follows:

General description of area to be annexed

± 6 Acres at 1455 E Harden St.

Attach the following:

Annexation Plat – 1 paper copy, 2 mylars and 1 pdf. In addition to standard plat information, also include tax map numbers of all parcels and total square miles and acreage of area to be annexed.

Metes and Bounds Description – 1 paper and 1 digital copy

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate yes below and attach proof.)

Name	Address	Vested rights?	Signature
Kenneth [Signature]	1455 EAST HARDEN ST		Kenneth [Signature]
Anita A. Smith	1455 E HARDEN ST GRAHAM		Anita A Smith

attach additional sheets if necessary...

SURVEYOR'S CERTIFICATION

I, J. Eric Miles certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 3974, Page 567.); that the boundaries not surveyed are clearly indicated as broken or dashed lines; that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended; that the survey is one of an existing parcel or parcels of land and does not create a new street or change an existing street;

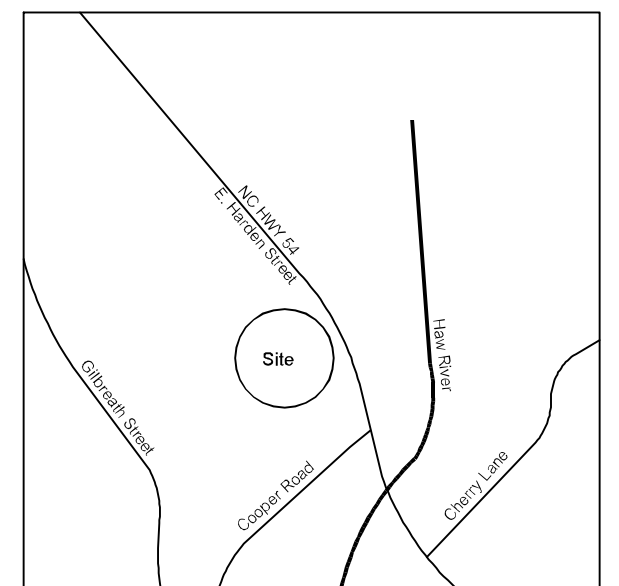
Witness my original signature, registration number and seal this 27th day of May, A.D., 2020.

Professional Land Surveyor L- 4498

P.B. 38 PG. 77

**Preliminary Plat**  
Not for Recordation, Conveyance or Sales

**Vicinity Map**



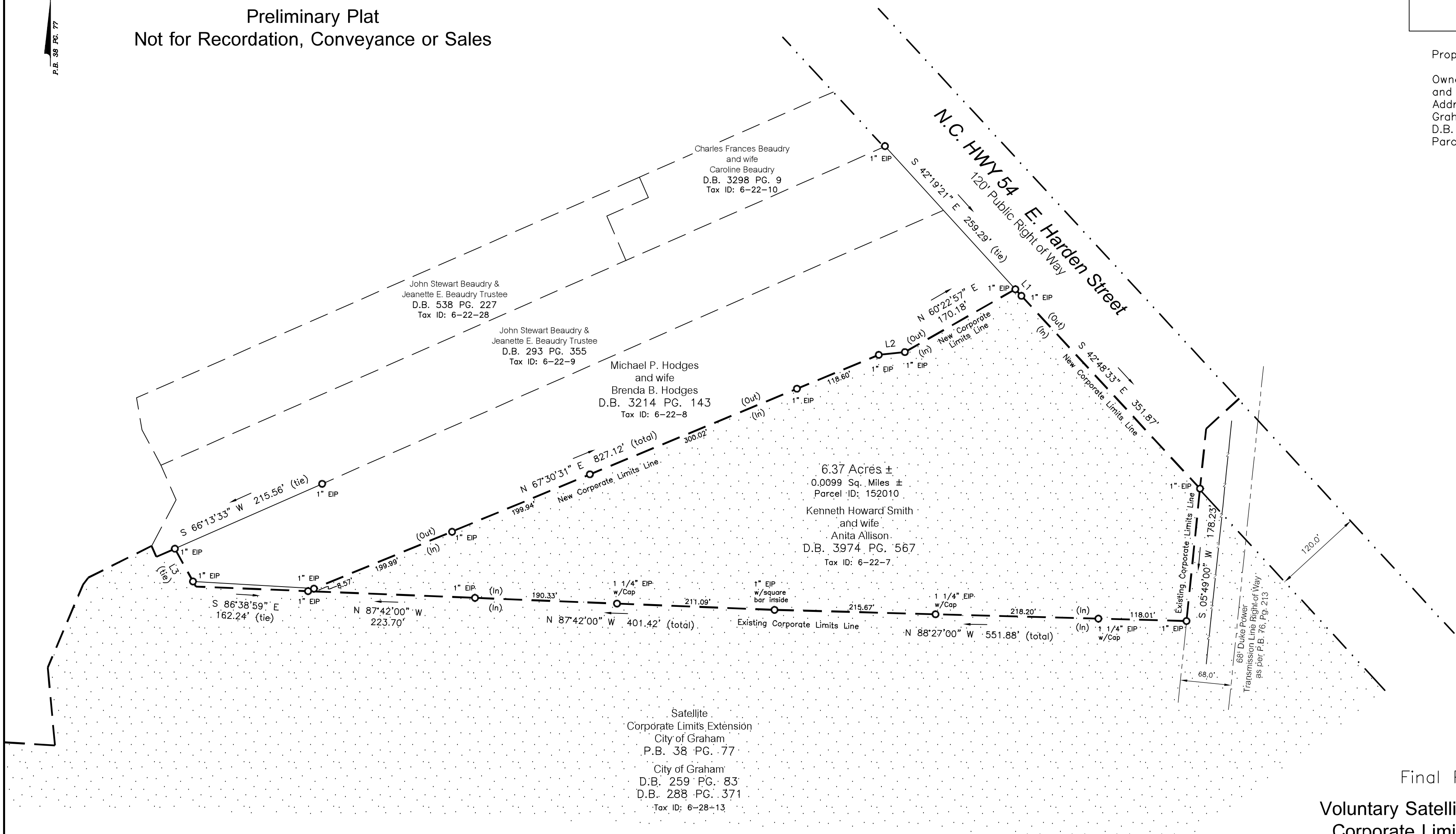
LEGEND

- Existing Iron Pipe (EIP)
- New Iron Pipe (NIP)
- Property Line
- - - Adjoiner's Property Line
- · - · - Right of Way Line
- Overhead Utility Lines

Line Table		
Line	Bearing	Distance
L1	S 42°41'58" E	12.00'
L2	N 83°53'02" E	35.15'
L3	S 28°56'44" E	50.10'

Property Information:

Owner: Kenneth Howard Smith and wife Anita Allison  
Address: 1455 E. Harden Street, Graham, NC 27253  
D.B. 3974 PG. 567  
Parcel ID: 152010



- Notes:
- 1) No title search was performed by this firm during the course of this survey.
  - 2) The property shown hereon is subject to all easements of record affecting same.
  - 3) This firm makes no guarantee as to the existence or location of any burial sites, underground improvements, or utilities across this property. Any underground utilities or improvements shown hereon have been located from visible evidence and available information.
  - 4) No internal inspection of this property was made by this firm during the course of this survey.
  - 5) Areas are calculated by coordinate geometry.
  - 6) No geodetic monuments were found within 2000' of the subject property.

**Final Plat**  
**Voluntary Satellite Annexation**  
**Corporate Limits Extension**  
**City of Graham**

Graham Township, Alamance County, North Carolina  
J. Eric Miles L-4498  
Firm License Number C - 664

GRAPHIC SCALE: 100 0 50 100 (IN FEET)

**BOSWELL SURVEYORS, INC.** Date: 5/21/2020

505 East Davis Street  
Burlington, NC 27215  
336.227.8723 (phone)  
336.222.9917 (fax)  
surveyor@boswellsurveyors.com

Scale: 1" = 100'  
Drawn By: JGW  
Job No.: 20-139-200



# STAFF REPORT

SUBJECT:	BUDGET ORDINANCE
PREPARED BY:	FRANKIE MANESS, CITY MANAGER

## REQUESTED ACTION:

Adopt Budget Ordinance for Fiscal Year 2020-2021.

## BACKGROUND/SUMMARY:

The Budget Ordinance is the financial plan for the City for the fiscal year 2020-2021. State law requires that the City adopt a balanced annual budget following a public hearing prior to July 1<sup>st</sup>. The attached budget ordinance accounts for all anticipated revenues and expenditures for all operating funds for the upcoming fiscal year, including capital expenditures and other special funds. The proposed budget ordinance does not appropriate funds on a line by line basis (object basis), but rather on a departmental basis.

The budget ordinance captures all revenues and expenditures outlined in the [City Manager's Recommended Budget](#). Most notably is the revenue and expenditures for added debt service for the Boyd Creek Pump Station (\$130,000) and preparation for the Waste Water Treatment Plant Improvements and Expansion Project that has an estimated debt service of \$1,250,000.

## FISCAL IMPACT:

The total of all funds is \$28,035,640. The tax rate remains at \$.455 per one hundred dollars (\$100.00) of valuation and all General Fund fees remain unchanged. Water and sewer user charges are adjusted to reflect the actual costs as well as upcoming debt service requirements. Average water users will see a decrease in charges while average sewer users would realize an increase. Average users of both will see an overall increase in charges as the increase in sewer rates exceeds the reduction in water rates. A handful of customers with minimal usage may actually realize a decrease.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

I move we adopt the Budget Ordinance for Fiscal Year 2020-2021.

## Budget Ordinance FY 2020-2021

---

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM,  
NORTH CAROLINA:

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of City Government; its activities and capital improvements for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established for the City:

City Council	\$44,600
Administration	\$616,500
Information Technology	\$384,000
Finance	\$394,900
Public Buildings	\$132,600
Police	\$4,385,300
Fire	\$1,553,300
Inspections	\$550,600
Traffic Engineering	\$92,000
Garage and Warehouse	\$95,300
Streets & Highways	\$1,514,300
Street Lights	\$132,000
Sanitation	\$872,400
Recreation	\$917,900
Lake	\$177,400
Athletic Facilities	\$392,300
Property Maintenance	\$758,900
Non-Departmental	\$1,053,500
<b>FUND TOTAL</b>	<b>\$14,067,800</b>

**Section 2.** It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Ad Valorem Taxes	\$5,713,600
Investment Earnings	\$87,000
Miscellaneous	\$415,600
Other Taxes/Licenses	\$100
Permits/Fees	\$136,000
Restricted Intergovernmental	\$534,500
Sales/Services	\$638,300
Unrestricted Intergovernmental	\$5,049,500
Fund Balance	\$1,493,200
<b>Fund Total</b>	<b>\$14,067,800</b>

**Section 3.** The following amounts are hereby appropriated in the Water & Sewer Fund for its operations, activities and capital improvements for the Fiscal Year beginning July 1, 2020

and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established for the City:

Water and Sewer Billing	\$415,500
Water and Sewer Distribution	\$1,860,300
Maintenance & Lift Station	\$221,800
Water Treatment Plant	\$2,011,100
Wastewater Treatment Plant	\$1,586,600
Non Departmental Admin	\$2,055,500
<b>FUND TOTAL</b>	<b>\$8,150,800</b>

**Section 4.** It is estimated that the following revenues will be available in the Water & Sewer Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Non-Operating	\$187,000
Operating	\$180,600
Other Financing Sources	\$634,200
Services	\$7,149,000
<b>FUND TOTAL</b>	<b>\$8,150,800</b>

**Section 5.** The following amounts are hereby appropriated in the Garage Fund for operations and activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, in accordance with the Chart of Accounts heretofore established for the City:

<b>Garage Fund</b>	951,700
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**Section 6.** It is estimated that the following revenues will be available in the Garage Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021 based on a labor rate of \$75 per hour.

Ala Co Fuel	189,100
City Of Graham Parts	281,600
City Of Graham Labor	218,000
City Of Graham Fuel	225,100
Graham Housing Parts	3,500
Graham Housing Labor	3,700
Graham Housing Fuel	7,600
Green Level Parts	4,500
Green Level Labor	4,700
Green Level Fuel	9,900
ABC Parts	200
ABC Fuel	3,100
Interest On Investments	600
Miscellaneous Income	100
<b>Total</b>	<b>\$951,700</b>

**Section 7.** The following amounts are hereby anticipated and appropriated for the City's Special Funds:

	Revenues	Expenditures
FEDERAL DRUG MONIES	\$100	\$100
STATE DRUG MONIES	\$100	\$100
GRAHAM MEMORIAL PARK	\$0	\$0
GRAHAM REGIONAL PARK INCLUSIVE PLAYGROUND	\$903,140	\$903,140
JIM MINOR ROAD PARK	\$0	\$0
BOYD CREEK PUMP STATION	\$3,962,000	\$3,962,000
<b>TOTALS:</b>	<b>\$4,865,340</b>	<b>\$4,865,340</b>

**Section 8.** There is hereby levied a tax at the rate of \$.455 per one hundred dollar (\$100.00) of valuation of property as listed for taxes as of January 1, 2020 for the purpose of raising the Revenue listed as “Ad Valorem Taxes” in Section 2. Such rates are based on an estimated total valuation of property for the purposes of taxation of \$1,279,000,000 (100% valuation) with an anticipated collection rate of 97%.

**Section 9.** The City of Graham Fee Schedule shall be amended as follows and effective December 31, 2020 and water and sewer under billings are limited to a 1 year look back period:

Sewer Rate (per 1,000 gallons)	\$7.76
Sewer Base Rate	\$3.30
Unmetered Sewer Charge (per month)	\$46.56
Outside User Sewer Surcharge (per month)	\$19.80
Water Rate (per 1,000 gallons)	\$3.47
Water Base Rate	\$3.30
Water Rate (Outside City Limits)	\$6.94
Water Base Rate (Outside City Limits)	\$6.60
Municipal Customers (per 1,000 gallons)	\$3.47

**Section 10.** The City of Graham Capital Improvement Plan 2020-2025 is hereby approved and amended per the appropriations for improvements contained herein. For the purpose of tracking capital items, there shall be a threshold of \$5,000.

**Section 11.** Copies of this Ordinance shall be furnished to the City Manager and the Finance Officer to be kept on file by them for their direction in the disbursement of City Funds.

Adopted this 9<sup>th</sup> day of June 2020.

Mayor Jerry Peterman

Attest:

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**CITY MANAGER'S  
RECOMMENDED BUDGET**

***FY 2020-2021***



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## INTRODUCTION

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May 12, 2020

Dear Mayor and Council:

In the fiscal year 2020-2021, the City of Graham will celebrate its Septuagintcentennial anniversary (don't ask me to pronounce). In these 170 years the City has withstood pandemics, The Great Depression, two world wars, civil unrest and a civil war. Today the City again stands ready to assist our citizens through this latest test of strength and continue to address the needs associated with a growing community.

Within the following document you will find the recommended budget for Fiscal Year 2020-2021, which begins our journey towards recovery. The development of the budget has been one of, if not the most difficult of my career, which spans over two decades. As I compose this document, we are in the midst of the COVID-19 pandemic that has shuttered a large portion of the local, state and national economy in favor of social distancing to curb the spread.

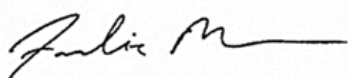
Notwithstanding a global pandemic, the citizens of the City of Graham require and deserve that our municipal services continue, limiting interruption where possible. I'm proud to report that to date we have successfully maintained our essential services, in the face of increased demand, all the while protecting employees and doing our part to slow the spread of the disease. We also must not lose sight of longer term needs and projects that require attention now.

While many are sounding alarms, the sky doesn't appear to be completely falling, at least not in Graham. The property tax base is increasing, hundreds of new residents are now calling Graham home, economic development interest is high and despite the pandemic, new housing starts in April remain steady. In fact, a recent analysis of the online real estate database of Zillow, places the Graham area as having the fastest growing home values in the area.

Mean Home Values						
Zip Code	Value in 2012	Projected 2020	Updated Projection	Actual Increase	Percent Increase Estimated/Actual	
<b>27253 (Graham)</b>	<b>\$117,000</b>	<b>\$160,000</b>	<b>\$165,000</b>	<b>\$48,000</b>	<b>37%</b>	<b>41%</b>
27215 (Macintosh)	\$123,000	\$161,000	\$163,000	\$40,000	30%	32%
27217 (Western Elec)	\$82,000	\$103,000	\$106,000	\$24,000	25%	29%
27302 (Mebane)	\$141,000	\$192,000	\$195,000	\$54,000	36%	38%

While it's inevitable that we will experience financial turbulence, the City is well positioned financially and remains flexible to ensure continuity of service to our citizens. The FY 2020-2021, as proposed, embodies this notion. Thank you in advance for your consideration.

Sincerely,



Frankie Maness  
City Manager

## 1. FY 2020-2021 SUMMARY

The total of all budgets, for the City of Graham in FY 2020-2021, is estimated at \$28,035,640, that's within .07% of the appropriations for the current year. Appropriations across ten (10) different funds include operating, internal service and capital projects. Operational funds tend to get the most attention during the budgeting process, but all funds are generally dependent on the year in and year out financial resources of the City and thus must be considered in formulating the overall picture of the City's finances and appropriations.

Speaking of operating funds, the backbone of all City functions depends on the efforts of over 250 dedicated personnel. I consider these individuals the unsung heroes in the fight against the COVID-19 pandemic. City forces continue to process clean potable water, remove solid waste, respond to requests for emergencies and even provide a day camp for the children of select essential employees throughout the county. Their efforts continue to maintain essential life and safety operations that most take for granted, even as their own lives are forced into transition.

I would be remiss if I didn't consider these individuals and their efforts when programming the FY 2020-2021 budget. The proposed budget continues to afford performance and COLA adjustments in keeping with historical practices based on the Consumer Price Index for all urban consumers (CPI-U), and the referenced CPI-U for FY 2020-2021 is 2.3%. Therefore, two adjustments of 1% each are proposed on July 1, 2020 and January 1, 2021.

The division of the traditional COLA is not the only measure recommended for expenditure control as we enter the new year and wait for the recovery from the COVID-19 epidemic. There are also no new positions included and total employment is recommended at fewer positions, 157 FTEs vs. 160 FTEs in the current year. No new programs nor expansion of service levels are requested. In fact, some programs, particularly recreational programs may not happen at all due to social distancing requirements. Travel appropriations across all funds are reduced by nearly 25%, and over \$1,500,000 in identified expenses are subject to delay or suspension. A total of \$2,128,554 of requested expenditures were not included in the proposed budget.

All Funds Summary				
REVENUE	FY 2019-2020	FY 2020-2021 REQUESTED	MANAGER'S RECOMMENDATION	Difference
GENERAL FUND	\$13,559,300	\$16,078,247	\$14,067,800	(\$2,010,447)
FEDERAL DRUG MONIES	\$100	\$100	\$100	\$0
STATE DRUG MONIES	\$100	\$100	\$100	\$0
WATER & SEWER CAPITAL RESERVE	\$40,000	\$0	\$0	\$0
WATER & SEWER	\$7,645,000	\$8,204,232	\$8,150,800	(\$53,432)
CITY GARAGE	\$935,600	\$952,376	\$951,700	(\$676)
GRAHAM MEMORIAL PARK	\$64,000	\$64,000	\$0	(\$64,000)
GRAHAM REGIONAL PARK INCLUSIVE PLAYGROUND	\$850,000	\$903,140	\$903,140	\$0
JIM MINOR ROAD PARK	\$1,000,000	\$0	\$0	\$0
BOYD CREEK PUMP STATION	\$3,962,000	\$3,962,000	\$3,962,000	\$0
<b>TOTALS:</b>	<b>\$28,056,100</b>	<b>\$30,164,194.20</b>	<b>\$28,035,640</b>	<b>(\$2,128,554.20)</b>



Unfortunately, one of the largest expenditures for the City, our group health insurance plan for employees and retirees, must be adjusted as costs are far outpacing our growth in revenue and general inflation. Maintenance of the existing plan would require a 16% increase in premiums, which is a doubling rate of every six years, and claims for the most recent quarter are averaging \$5,700 per day, thus signaling future strife. The City is also facing a long term liability for post-employment benefits of \$12,001,297, which is 264.30% of the covered payroll. Therefore, adjustments to the plan were made to balance the cost to our employees and to the City's annual budget as well as long term liability. Employees who desire additional coverage are being offered new pre-tax options through payroll deduction. Popular employee benefits such as annual physicals, age appropriate screenings and Teledoc are still offered at no charge, as each are effective in mitigating employee illness and absenteeism as well as costs. These adjustments did not relieve the City of additional expense for next year as the City will still see a 3.28% increase, an amount that still exceeds normal inflation.

Personnel expenses for the City's participation in the Local Government Employees Retirement System for FY 2020-2021 is set to increase once again as the required contributions are rising. Since FY 2016-2017, contribution rates have increased by 40% for General and Firefighter classes and 35.5% for law enforcement officers.

The foremost challenge for the City of Graham in FY 2020-2021 is the Water and Sewer Fund rather than the General Fund. This enterprise operation is capital intensive, requiring constant maintenance, replacement and upgrading. Couple those aspects with significant regulatory oversight and challenges compound. In FY 2020-2021, the City must begin to appropriate funds to cover the debt service on recent projects and look ahead towards major projects that have a significant financial impact. On the bright side of things, almost 95% of all user accounts are residential and our largest consumers are essential businesses and bulk sales, therefore the impact from COVID-19 on user charges is estimated to be nominal.

Further looking at the glass as half full, the proposed budget for FY 2020-2021 is able to maintain the existing services and service levels that our citizens are accustomed to. The budget also forwards our investment in much needed capital expenditures and improvements to aging infrastructure with over \$5.5 million in projects. This is accomplished with no increase to the Ad Valorem tax rate, no new fees and only a delayed adjustment to water and sewer fees; and the adjustment to water and sewer fees will serve to minimize future adjustments.

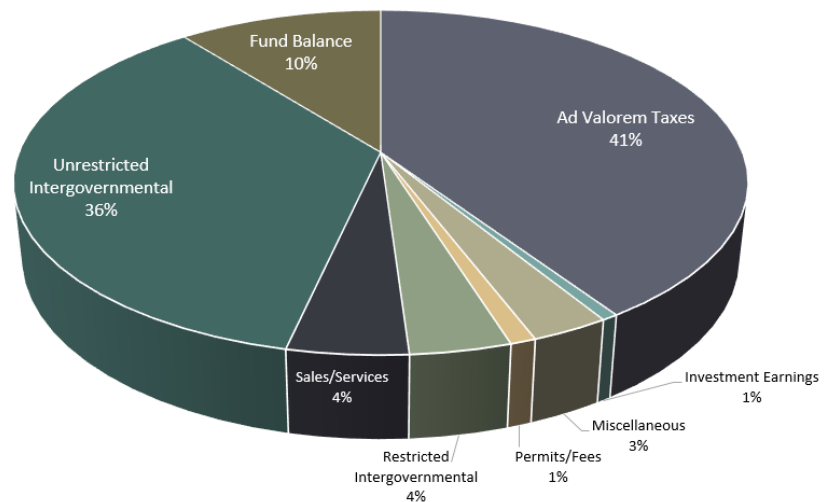
All Funds Annual Comparison				
REVENUE	FY 2019-2020	FY 2020-2021	Difference	% Difference
GENERAL FUND	\$13,559,300	\$14,067,800	\$508,500	3.75%
FEDERAL DRUG MONIES	\$100	\$100	\$0	0.00%
STATE DRUG MONIES	\$100	\$100	\$0	0.00%
WATER & SEWER CAPITAL RESERVE	\$40,000	\$0	(\$40,000)	-100.00%
WATER & SEWER	\$7,645,000	\$8,150,800	\$505,800	6.62%
CITY GARAGE	\$935,600	\$951,700	\$16,100	1.72%
GRAHAM MEMORIAL PARK	\$64,000	\$0	(\$64,000)	-100.00%
GRAHAM REGIONAL PARK INCLUSIVE PLAYGROUND	\$850,000	\$903,140	\$53,140	6.25%
JIM MINOR ROAD PARK	\$1,000,000	\$0	(\$1,000,000)	-100.00%
BOYD CREEK PUMP STATION	\$3,962,000	\$3,962,000	\$0	0.00%
<b>TOTALS:</b>	<b>\$28,056,100.00</b>	<b>\$28,035,640.</b>	<b>(\$20,460.00)</b>	<b>-0.07%</b>

## 2. GENERAL FUND

### Revenues

The revenues of the City's general government fund, the General Fund, is most affected by fluctuations in the economy since the City's second largest revenue, the sales and use tax, is particularly elastic. However, all is not lost for the General Fund. Growth in recent years has fueled an increase in the taxable valuation of property in the City. In fact, it is estimated that the tax base will continue to grow and outpace inflation for the coming year. For FY 2020-2021, the General Fund has a total budget of \$14,067,800.

- Ad Valorem Taxes:** Local property tax receipts are nearly 41% of the total revenue in the General Fund. Growth in the tax base, not the rate, is estimated to increase Ad Valorem Receipts by 5.82% to \$5,713,600. Although increases are expected, a conservative collection percentage estimate of 97% is calculated. A budgeting bellwether for the City in terms of the Ad Valorem Tax, in recent years, has been the cost of public safety. This year public safety expenses are estimated to outpace Ad Valorem Receipts by \$225,000, which typically would suggest the tax rate is insufficient to support the continued level of service. However, when accounting for a single expenditure of \$250,000, tax receipts are effectively where they need to be for the current levels of service.
- Investment Earnings:** Formerly a large revenue source for the City, investment earnings have dipped from receipts that were realized a decade or so ago when they were easily into six figures. The estimated receipts for FY20-21 remain at \$87,000, which is a tax rate equivalent of \$0.007.
- Miscellaneous Receipts:** Contributing about 3% of our total General Fund revenue is the "catch all" category of Miscellaneous Receipts. The NCCP partnership represents the overwhelming majority of these receipts at \$310,000. The partners in the NCCP are expected to share receipts on \$190,000,000 in tax base.
- Other Taxes and Licenses:** Nominal revenue is still generated from local levies on licenses for alcohol sales. General Privilege Licenses are no longer authorized to be levied.
- Permits and Fees:** Various fees incident to development are included here. The most notable revenues are permit fees for the building trades with estimated revenue of \$135,000. Permit fees obviously vary with the amount of development activity in the City, making precise estimates challenging. While permit fees do not offset the expenditures to the department, no changes to permit fees or any other development fee is proposed.
- Restricted Intergovernmental:** As the name indicates, specific expenditure functions must follow the revenues in this group. The most notable revenue here is the Powell Bill street aid distribution from the State. Estimates for this



revenue are slightly decreased by 0.38%, or \$1,500, to \$388,500. While the City has options to use these funds for other street related functions, this year's proposed budget continues the practice of spending the entirety of the distribution on street resurfacing activities.

- Sales and Services:** Many different revenue sources make up this group of revenues and their general purpose is to offset the cost of services rendered to specific users. While revenues from these fees are comingled within the General Fund, they are the closest thing to an exchange transaction. Therefore, constant monitoring of the costs for these specific services must be monitored and the fees aligned accordingly. While it is proposed to hold the line on fees in this category for FY20-21 to assist in recovery from the COVID-19 economic downturn, several fees are receiving mounting pressure to adjust. Chief among those are fees for recycling and sanitation (\$358,000) where growth and demand are outpacing our ability to service, and contracted providers for recycling have already indicated that costs will at least triple upon the expiration of the existing contract.
- Unrestricted Intergovernmental:** This group of revenues provide over 37% of the total General Fund revenue, totaling \$5,079,500. The chief revenue generator in this category is the aforementioned sales and use tax, which alone is the second largest revenue for the City. Next year's sales tax receipts are budgeted at no change. While it is inevitable that receipts will be affected by the COVID-19 pandemic, this budget must look beyond now and into receipts that may not be received until September of 2021. Conservative estimates in prior years has afforded the City the ability to hold the line in this revenue estimate at \$3,782,500, helping us avoid drastic action. As example, in FY 2018-2019 the City actually collected over \$40,000 more than this estimate. Other major revenues in this group include the Utility Franchise Taxes (\$960,000) and ABC Profit Distribution (\$80,000).
- Fund Balance:** The upcoming year will require a higher appropriation of fund balance (\$1,493,200) than normal. However, all or more can be offset by expenditures that can be delayed or suspended, thus limiting dependence if necessary. At the beginning of the current fiscal year the City retained \$8,866,165 in available fund balance and it is estimated that this amount will increase by the end of the year.

### Summary of General Fund Revenues with Annual Comparison

	FY19-20	FY 20-21	Difference	% Difference
<b>Ad Valorem Taxes</b>	\$5,399,600	\$5,713,600	\$314,000	5.82%
<b>Investment Earnings</b>	\$87,000	\$87,000	\$0	0.00%
<b>Miscellaneous</b>	\$429,100	\$415,600	-\$13,500	-3.15%
<b>Other Taxes/Licenses</b>	\$100	\$100	\$0	0.00%
<b>Permits/Fees</b>	\$131,000	\$136,000	\$5,000	3.82%
<b>Restricted Intergovernmental</b>	\$501,000	\$534,500	\$33,500	6.69%
<b>Sales/Services</b>	\$670,000	\$638,300	-\$31,700	-4.73%
<b>Unrestricted Intergovernmental</b>	\$5,060,500	\$5,049,500	-\$11,000	-0.22%
<b>Fund Balance</b>	\$1,281,000	\$1,493,200	\$212,200	16.57%
<b>Grand Total</b>	<b>\$13,559,300</b>	<b>\$14,067,800</b>	<b>\$508,500</b>	<b>3.75%</b>

## Expenditures

While pressure mounts on the City's revenues, added challenges present themselves on the other side of the ledger as the general cost of doing business is increasing and growth in the City, particularly residential growth, is fueling a greater

demand for services. Although expenditures are anticipated to increase, the aforementioned cost saving measures impact the General Fund more so than any other fund. Below is a summary by department or function.

- **City Council:** Proposed appropriations are \$11,100 less than FY2019-2020 for a total of \$44,600. The most notable difference in appropriations is a reduction of \$10,000 due to 2020 not being a municipal election year. Like most departments the travel appropriations are also reduced, from \$5,000 to \$3,000.
- **Administration:** Appropriations seek to maintain existing staffing levels at 5 FTEs and no capital improvements are included. Salaries and other personnel costs account for \$586,400 of the total departmental budget of \$616,500.
- **Information Technology:** Growing dependence on computer technology and applications as well as aging IT infrastructure is driving greater demand on our Information Technology Department. Recommended appropriations are increased by \$35,000 or 10.12% to continue to maintain and support the nearly 700 managed devices (servers, switches, routers, firewalls, PCs, access points, etc...) and systems. Personnel expenses required to maintain the current staffing level are \$175,500. Capital expenses and other equipment is estimated at \$105,200 and includes the [PC replacement program](#), [server replacements](#) and other [networking upgrades](#) that are prerequisites for future network enhancements. While an overall increase is recommended, requested appropriations were reduced by nearly \$90,000. Notable exclusions include Phone System Replacements (\$25,000), RFID Badge Printer Replacement (\$5,000) and Downtown Networking (\$34,600).
- **Finance:** A team of 3 employees manage the City's financial operations where personnel related costs are \$306,200 of the \$394,900 in total appropriations. There are no capital expenses requested and total appropriations are down 3% from the current year.
- **Public Buildings:** Having no full time employees, the primary purpose of the department is to account for contracts, utilities and other general maintenance items for buildings within the City Hall campus. Utilities (\$55,000) are the largest expense for the department, followed by general maintenance and repair (\$42,500).
- **Police:** The largest public safety service department, both in terms of employees (45 FTEs) and budget (\$4,385,300), responds to over 26,000 calls for service annually. Total appropriations are recommended to increase by \$236,600 where personnel costs (\$3,352,200 total) are the largest contributor to the difference. Capital expenditures totaling \$205,000 are recommended, which include vehicle replacements (\$135,000) and long overdue [HVAC change-outs \(\\$70,000\)](#). The replacement of various equipment needs, such as radios, Tasers, and in-car systems are estimated at \$74,600 for the upcoming year. Requested appropriations were reduced by \$265,361, omitting expenditures such as building renovations (\$20,000), 2 vehicle replacements (\$88,380) and various small equipment purchases (\$28,000). Nevertheless, appropriations are sufficient to continue to afford existing services and maintain the Department's Advanced Accreditation with Excellence designation from the Commission on Accreditation of Law Enforcement Agencies (CALEA).
- **Fire:** The greatest departmental variance from the current year to FY 20-21 can be found in the Fire Department, where a single expenditure of [\(\\$250,000\) for professional services](#) related to planning and design of a secondary fire station(s) is the primary difference. Driving this expenditure is the growth of the city, both in terms of population and geographic footprint. As development continues outward, fire station proximity becomes a greater concern in order for the properties to remain covered by the City's improved fire suppression rating of 3. In the

The Graham Police Department was awarded national accreditation with excellence on March 21, 2020 by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The Department was first accredited in 1998 and this designation maintains the highest possible honor through the Commission



future, there will be concern over staffing levels to support expanded coverage. Speaking of staffing levels, the Department is serviced by 13.85 FTE personnel and supplemented by 23 volunteer firefighters. Personnel expenditures are estimated at \$887,800 for the upcoming year. There are no capital improvements proposed and \$756,325 worth of expenditures were reduced from the departmental request. A fire engine replacement (\$640,000) is the majority of the difference.

- Inspections:** Like the fire department, the City's Inspections Department received an improved effectiveness rating recently, where improvements were noted for both residential and commercial effectiveness. Appropriations seek to maintain the effectiveness levels of the department. Like many other General Fund departments, personnel expenditures account for \$497,100 of the \$550,600 proposed budget. There are no capital expenditure requests and the balance of the appropriations are normal operating expenses.
- Transportation:** The Street Department and two smaller departments (Traffic Engineering & Street Lighting) constitute the City's transportation function. Recommended appropriations for transportation are \$1,738,300, a decrease from \$1,955,100 in the current year. Street Department personnel (9 FTEs) are responsible for maintaining the City's 63 miles of streets, sidewalk network and stormwater infrastructure with a proposed budget of \$1,514,300. Other than personnel expenses (\$553,700), the largest expenditure is for [street resurfacing \(\\$480,000\)](#) followed by [sidewalk installations \(\\$100,000\)](#). Street Lighting and Traffic Engineering have proposed budgets of \$132,000 and \$92,000, respectively. A carryover appropriation for the traffic signal upgrades to the Burlington-Graham Computerized Traffic Signal System at E. Pine Street and Melville Street is also included at \$63,000.
- Garage and Warehouse:** An offshoot of the City's central garage, the Garage and Warehouse department administers the distribution and inventory of fuel and other materials used by the Garage and other departments. The proposed budget of \$95,000 is up by \$3,800 from the current year.
- Sanitation:** Five (5) employees provide nearly 300,000 curbside pickups each year in the Sanitation Department. Of all City departments, the Sanitation Department is most encumbered by growth in recent years and is approaching the inability to continue to provide the current level of service. Although it is believed that operations can sustain themselves until we can revisit the issue a year from now, with hopefully a more predictable economic outlook, discussions about service level, fees, contracts and additional personnel should begin now. Personnel expenses (\$374,200) are the largest expenditure within the department, followed by landfill tipping fees (\$190,000) and truck fuel and maintenance (\$150,000). Speaking of tipping fees, the City will fully realize fee increases from the Alamance County Landfill in FY 2020-2021. It should be noted that a sixth (6<sup>th</sup>) employee is administratively assigned to the Sanitation Department, but serves in an auxiliary role for curbside collection.
- Recreation:** The City's recreational opportunities are divided among three (3) General Fund Departments: Recreation, Lake and Athletic Facilities. In aggregate, recommended appropriations total \$1,487,600, a decrease of \$16,800 from the current year. Notable Recreation expenditures include: event Security Bollards for Downtown (\$20,000), [Energy Efficient Lighting Upgrades \(\\$20,000\)](#), [Marina Master Plan \(\\$18,000\)](#), [Skid Steer Loader Replacement \(\\$46,000\)](#) and in 2021 the Graham Sports Hall of Fame Banquet (\$10,000) is scheduled. A request for tennis court replacements (\$500,000) is not recommended for approval. It should be noted that the bollard project is supported by a \$5,000 grant, and the lighting upgrades are supported by a 50% contribution from Duke Energy and is estimated to generate nearly \$7,000 in annual savings.

#### DID YOU KNOW?

4 miles of streets should to be resurfaced each year to keep pace with street degradation. This would require an appropriation of approximately \$900,000 in FY 2020-2021 based on current pricing. This feat has been achieved once (2019) in the City's history.

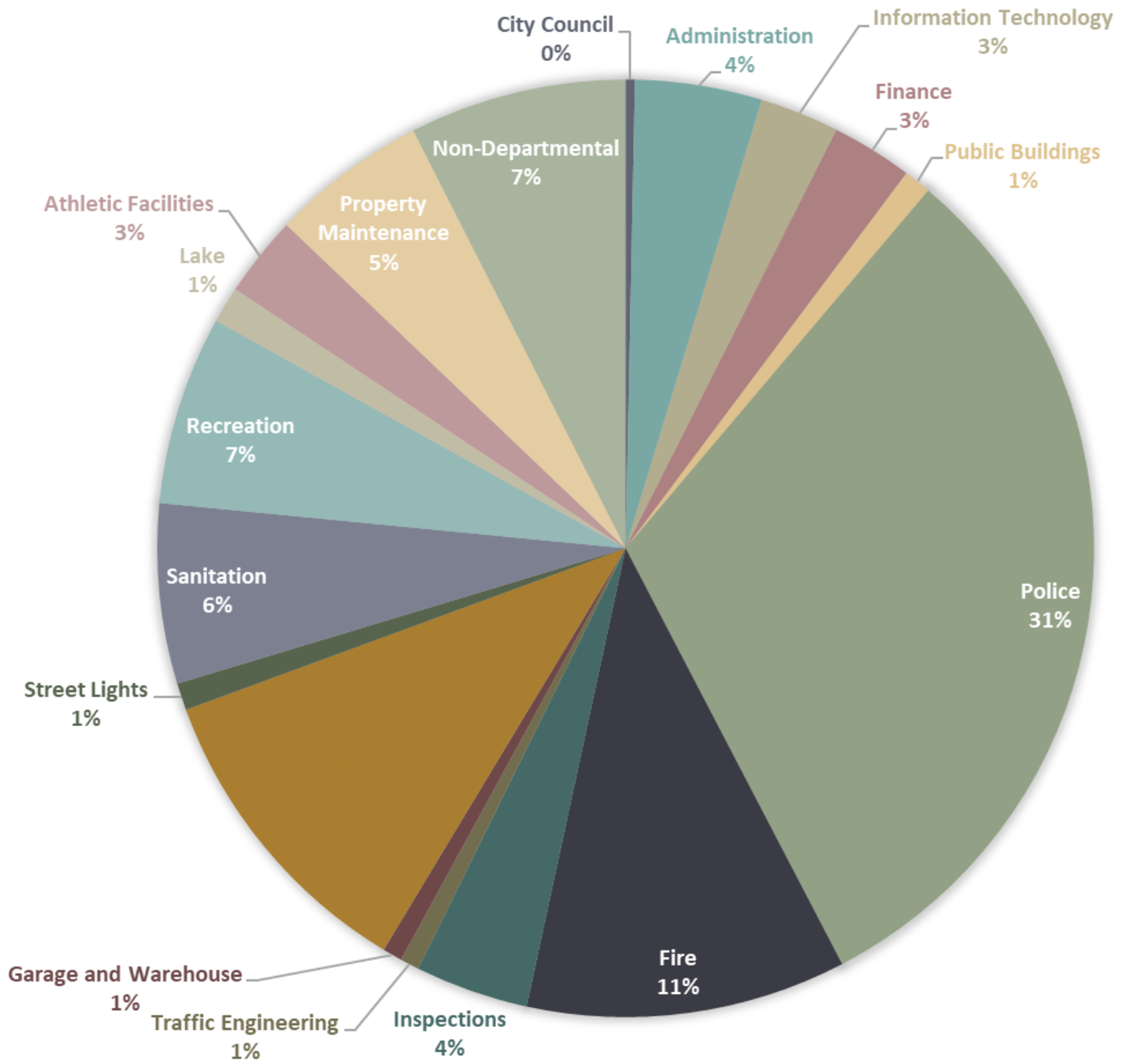
- Property Maintenance:** The Swiss Army knife within public works is the Property Maintenance Department which serves to maintain the grounds on most all City properties, administer the leaf collection program and maintain and oversee the cemeteries. They also serve as back-up and support for Sanitation and Street Department services. Personnel expenses (\$500,200) account for the majority of the expenditures proposed for next year followed by a [truck replacement \(\\$48,000\)](#). A request for a bucket truck replacement (\$142,000) is excluded.
- Non-Departmental Appropriations:** Expenses common to all General Fund departments and interlocal contracts are captured in a department ironically referred to as Non-Departmental. Post-employment Benefits (\$228,000), the General Fund 's portion of risk management policies (\$210,000), Animal Shelter (\$107,000) and Economic Development initiatives (\$245,000) are the largest non-departmental expenses. Funding for the Façade Grant Program (\$30,000) and Business Beautification Grant Program (\$25,500) each are seeing an increase, but with \$25,500 of the appropriations requested as a carryover to existing grantees that were unable to complete their projects in the current year due to COVID-19. This would leave \$15,000 in each program available for new projects. The required outlay for the Downtown Associate Community program (\$5,000) is also included. An outside agency request from ACTA (\$6,500) was not included in the recommended budget.



### Summary of General Fund Departmental Expenditures with Annual Comparison

Department	FY 2019-2020	FY 2020-2021	Difference	% Difference
City Council	\$55,700	\$44,600	(\$11,100)	-19.93%
Administration	\$593,200	\$616,500	\$23,300	3.93%
Information Technology	\$348,700	\$384,000	\$35,300	10.12%
Finance	\$407,100	\$394,900	(\$12,200)	-3.00%
Public Buildings	\$125,500	\$132,600	\$7,100	5.66%
Police	\$4,148,700	\$4,385,300	\$236,600	5.70%
Fire	\$1,184,800	\$1,553,300	\$368,500	31.10%
Inspections	\$527,500	\$550,600	\$23,100	4.38%
Traffic Engineering	\$92,500	\$92,000	(\$500)	-0.54%
Garage and Warehouse	\$91,500	\$95,300	\$3,800	4.15%
Streets & Highways	\$1,730,600	\$1,514,300	(\$216,300)	-12.50%
Street Lights	\$132,000	\$132,000	\$0	0.00%
Sanitation	\$832,600	\$872,400	\$39,800	4.78%
Recreation	\$920,300	\$917,900	(\$2,400)	-0.26%
Lake	\$187,000	\$177,400	(\$9,600)	-5.13%
Athletic Facilities	\$397,100	\$392,300	(\$4,800)	-1.21%
Property Maintenance	\$788,900	\$758,900	(\$30,000)	-3.80%
Non-Departmental	\$995,600	\$1,053,500	\$57,900	5.82%
	\$13,559,300	\$14,067,800	\$508,500	3.75%

### General Fund Departmental Appropriations Illustration



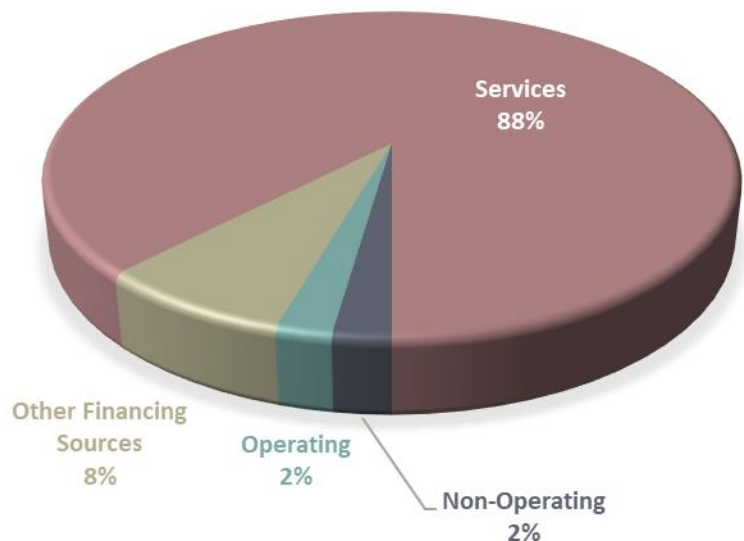
### 3. WATER AND SEWER FUND

Contrary to assumption, the foremost challenge for the City of Graham in FY 2020-2021 is the Water and Sewer Fund rather than the General Fund. This enterprise operation is capital intensive, requiring constant maintenance, replacement and upgrading. Couple those aspects with significant regulatory oversight and challenges compound. In FY 2020-2021, the City must begin to appropriate funds to cover the debt service on recent projects and look ahead towards major projects that have a significant financial impact.

## Revenues

Adhering to the nature of a public enterprise, the Water and Sewer Fund is highly dependent on charges for service. In fact, water and sewer charges account for 76.37% of the total revenues for the fund. Considering almost 95% of all user accounts are residential and our largest consumers are essential businesses and bulk sales, the impact from COVID-19 on user charges is estimated to be nominal. Below is a summary of our estimated revenues by category:

- Non-Operating:** The revenues from partnerships, leases and interest on investments make up the entirety of Non-Operating Revenue for FY2020-2021. Interest on investments are anticipated to have a slight uptick from \$60,000 to \$70,000 and so too are revenues from the NCCP partnership from \$75,000 to \$90,000. Revenues generated from leases will remain steady at \$27,000. An intergovernmental revenue from Alamance County in the amount of \$100,000 expired in the current year and thus will not be available for appropriation in FY 2020-2021.
- Operating:** Accounting for only 2% of total revenues for the fund, Operating Revenues include receipts such as assessments, taps, and system development fees. System Development Fees are estimated to generate \$60,000 in the coming year, all of which are prohibited from being used for operational costs and must be transferred to the Water and Sewer Capital Reserve Fund.
- Other Financing Sources:** Regional partnerships for both water and sewer (\$376,000) and Retained Earnings Appropriations (\$257,200) are the primary sources of Other Financing. Sale of surplus properties would fall into this category, but little is anticipated for the coming year. Timber harvest under the City's forest management program is a possibility in the next year, but uncertainties in the market may result in delays, therefore no income is included.
- Services:** As previously mentioned, the lion's share of revenues is in the form of charges to our customers for water and sewer services. The current rates have held steady for several years now as the Fund itself has made a remarkable recovery from the struggles of a decade ago. However, revenue generated from our current rates and the rate structure is insufficient to support payment for major capital projects on the horizon. In FY 2020-2021, added debt service for the Boyd Creek Pump Station (\$130,000) must be supported by our rates and we must not lose sight of the





debt service requirements for the Waste Water Treatment Plant Improvements and Expansion Project that has an estimated debt service of \$1,250,000 in just a few years from now. To wait to account for this debt service in a single year would require a 46% increase in sewer revenue, all at once. This type of increase would be considered “rate shock” as it would provide little time for individuals and businesses to adjust their finances. Therefore, a graduated approach, over the next four (4) fiscal years, to adjust rates to accommodate the current and future demands, as well as align expenses for the respective services with their rates is recommended. For FY 2020-2021, the following adjustments to rates are recommended with a delayed implementation date of December 31, 2020:

- **Water Rates:** For FY 2020-2021, water rates must cover operational, administrative and debt service expenditures of approximately \$2,300,000. Based on these expenditures, water rates are recommended to **decrease from \$4.81 per thousand gallons to \$3.47, with a base rate of \$3.30.**
- **Sewer Rates:** Just like the analysis for our system development fees from FY 2018-2019, where sewer connection fees were found to be less than required, the same can be said for our sewer rates. Sewer charges must generate enough revenue to cover approximately \$3,900,000 in expenditures. Included in this expenditure calculation is the aforementioned new debt service for the Boyd Creek Pump station and one fourth (1/4) of the anticipated debt service for Waste Water Treatment Plant Improvements and Expansion. To cover these expenditures, sewer rates are recommended to **increase from \$5.97 per thousand gallons to \$7.76, with a base rate of \$3.30.**

## A cautionary note:

Estimates for rate adjustments and future debt service are based on favorable financing through the Clean Water State Revolving Fund. If financing is required from the private market, debt service requirements could increase substantially and affect rates even more.

In summary, average water users would see a decrease in charges while average sewer users would realize an increase. Average users of both will see an overall increase in charges as the increase in sewer rates exceeds the reduction in water rates. A handful of customers with minimal usage may actually realize a decrease. Even with the proposed increases for FY 2020-2021, our rates are still below the median rates for North Carolina. An unintended benefit of rate restructuring may be the easing of requirements for any Federal funds the City may be eligible for as they typically stipulate that pricing for water and sewer services must accurately reflect the true costs of providing services to consumers.

Summary of Water and Sewer Fund Revenues with Annual Comparison				
	FY 2019-2020	FY 2020-2021	DIFFERENCE	% DIFFERENCE
Non-Operating	\$262,000	\$187,000	(\$75,000)	-28.63%
Operating	\$140,600	\$180,600	\$40,000	28.45%
Other Financing Sources	\$776,400	\$634,200	(\$142,200)	-18.32%
Services	\$6,466,000	\$7,149,000	\$683,000	10.56%
<b>TOTALS</b>	<b>\$7,645,000</b>	<b>\$8,150,800</b>	<b>\$505,800</b>	<b>6.62%</b>

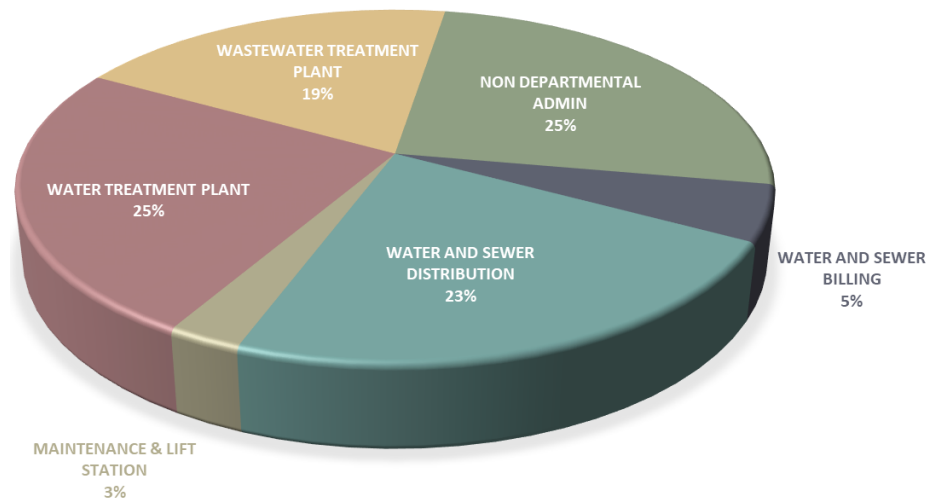
## Expenditures

Overall expenditures for the Water and Sewer Fund are proposed at an increase of \$505,800 over the current year. The primary difference between the two years are outlays for the aforementioned debt services (\$452,500) and a transfer

(\$60,000) to the Water and Sewer Capital Reserve Fund. If these items were exempted, overall expenditures would realize a slight decrease. Below are highlights from the various departments:

- **Water and Sewer Billing:** Supporting the billing, collections, metering and customer service functions, the 4FTEs in this department have a proposed budget of \$415,500, which represents a 6.67% reduction from the current year. Personnel costs (\$251,500) are the largest expense followed by bank fees (\$65,000) and postage (\$35,000). No capital expenses are included, but a policy change to limit under billing collections to one (1) year is requested.

- **Water and Sewer Distribution and Lift Stations:** These two departments and the 11 FTEs support the maintenance of nearly 200 miles of water and sewer lines, outfalls, force mains and their associated lift stations. Total appropriations are \$2,082,100, a reduction of \$92,800 from the current year. Proposed are expenditures (\$285,000) that continue to investigate and address collection system [infiltration and inflow](#), particularly in the Boyd Creek Sewershed and for phase 3 of the Advance Metering Infrastructure Project (\$350,000). The lone capital expenditure is the much needed replacement of the water line in [Cedar Street \(\\$300,000\)](#).



- **Water Treatment Plant:** The only operating department with a recommended increase over the prior year, the Water Plant has expenditures that are estimated at \$2,011,100, a 4.90% increase. Operational costs, particularly chemical costs, are increasing rapidly. As an example, costs for our primary coagulate are up by 37% this year with further increases expected. Although appropriations for chemicals is increased by 10% to \$550,000, the possibility exists that this increase is insufficient and may require adjustments throughout the year. Capital improvements total \$245,000 and include [resurfacing](#), basin repair, a [knife valve](#) and the balance of spillway repairs.
- **Wastewater Treatment Plant:** Although our plant primarily provides biological treatment of wastewater, certain chemicals are still required and like the Water Treatment Plant, chemical costs are increasing rapidly and represent the largest expenditure at \$185,000 behind personnel (\$718,300) and capital improvements (\$235,000). Capital improvements to upgrade or replace the [influent bar screen](#), [grit chamber](#) and [sludge mixer](#) are included in the \$235,000 estimate.
- **Non-Departmental:** As described in the departmental highlights above, operational costs have been trimmed where possible in an effort to lessen the impact of new and emerging debt service. In fact, departmental operating costs are down by \$102,800 from the previous year. Conversely, non-departmental expenses are estimated to increase drastically (\$608,600) due primarily to added debt service. In total, nearly \$1,100,000 is devoted to debt service in the coming year. Of this, \$312,500 is set aside for the Waste Water Treatment Plant Improvements and Expansion. These funds are anticipated to cover preliminary costs associated with engineering, bidding, permitting and financing. Any balance may be transferred to the future capital project budget. The most important aspect is that it begins to prepare the City's annual budget to absorb the added debt service and avoid the aforementioned "rate shock". Second only to debt service are the costs associated for intergovernmental sewage treatment (\$460,000), followed by insurance and bonds (\$110,000) and post-employment benefits (\$70,000).

Departmental Summary and Annual Comparison				
Department	FY 2019-2020	FY 2020-2021	Difference	% Difference
WATER AND SEWER BILLING	445,200	415,500	(29,700)	-6.67%
WATER AND SEWER DISTRIBUTION	1,882,800	1,860,300	(22,500)	-1.20%
MAINTENANCE & LIFT STATION	292,100	221,800	(70,300)	-24.07%
WATER TREATMENT PLANT	1,917,200	2,011,100	93,900	4.90%
WASTEWATER TREATMENT PLANT	1,660,800	1,586,600	(74,200)	-4.47%
NON DEPARTMENTAL ADMIN	1,446,900	2,055,500	608,600	42.06%
	<b>7,645,000</b>	<b>8,150,800</b>	<b>505,800</b>	<b>6.62%</b>

## 4. OTHER FUNDS

The City operates several capital project funds, an internal service fund and other non-major funds. Some may or may not require budgets due to the type of fund, but nevertheless are subject to our internal controls and placeholder entries are made at minimum. Below is a brief description of each and any changes necessary.

- Garage Fund:** The Garage operations are responsible for the maintenance of the City's entire equipment and vehicle fleet, as well as maintains contracts with ACTA, Graham Housing Authority, the Alamance Municipal ABC Board and the Town of Green Level. The City's garage also provides fuel services for Alamance County, excluding the Sheriff's Office. The operations necessary to support these entities will require a \$1 increase in the labor rate to offset rising personnel costs.

Revenues are generated largely from our own operations (\$727,700) with the balance from sales and services to other contracted entities. There are no fund balance appropriations requested this year and total revenue is estimated at \$951,700. Major expenditures include Fuel Inventories (\$434,800) and Parts Inventories (\$289,800). Overall expenditures within the fund are estimated at \$951,700 which represents an increase of 1.7%.
- Cemeteries Perpetual Care Fund:** Established in 2015, the fund ensures the perpetual care and beautification of the City's cemeteries. In fiscal year 2019-2020, there was an appropriation of \$64,000. For FY 2020-2021, no appropriations are requested.
- Water & Sewer Capital Reserve Fund:** Less of an independent fund and more of a sub-fund of the Water & Sewer Fund, this capital reserve fund accounts for receipts from the levy of System Development Fees. No appropriations are requested for the operating budget, but the possibility of an appropriation to a capital project budget sometime in the year cannot be ruled out. The fund is estimated to receive a transfer of \$60,000 from the Water & Sewer Fund to be retained as equity.
- Asset Forfeiture Funds:** The City operates both a state and Federal asset forfeiture fund whereby assets seized from certain law enforcement activities are accounted for. Revenues are highly unpredictable as well as the timing of their receipt. Expenditures are regulated by the terms of the agreement with the associated agencies/programs and generally cannot be used to subsidize any operating budgets. Therefore, only nominal placeholder entries are included in the budget adoption to ensure against it.
- Graham Regional Park Capital Project Fund:** This fund accounts for the initial development phase of the Graham Regional Park. The initial phase is complete and so too are the post-construction requirements. Therefore, the fund can be closed at the end of FY 2019-2020 with the equity (\$28,140) in the fund transferred to the Graham Regional Park Inclusive Playground Fund to further park development and finalize that phase.
- Graham Regional Park Universal Playground Capital Project Fund:** The City was awarded \$500,000 from a Connect NC Bond Grant to construct a one of a kind playground in our area. This intergenerational playground, designed for individuals to play together regardless of physical challenges or disabilities goes beyond ADA accessibility by focusing on all types of disabilities. A match of at least \$350,000 is required and is accounted for independent of the initial phase to simplify grant requirements. For the upcoming year the equity in the fund for the initial phase is requested to be transferred as



well as a carryover of unspent funds from the FY 2019-2020 recreation budget. The completion of this project is expected in FY 2020-2021.

- **Boyd Creek Pump Station Capital Project Fund:** This fund actually accounts for two projects in one. The first, and most significant, being the replacement of the Boyd Creek Pump Station. The second, and smaller part of the project, is an upgrade to the Back Creek #2 lift station which is now complete. In August of 2017, the City was awarded \$612,500 in grant funds and \$1,837,500 in zero interest loan funds. The total fund budget is \$3,962,000.

## 5. APPENDIX 1: INCLUDED CAPITAL IMPROVEMENTS

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### Types of Projects that are Considered Capital Improvement Projects

The following are types of projects that are included in the CIP:

- Any acquisition of land for a public purpose;
- Any construction of a new facility (a public building, or water lines, playfield etc.), or an addition to, or extension of, such a facility;
- A nonrecurring rehabilitation (something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of a building, its grounds, or a facility, or of equipment, provided that the cost is \$5,000 or more and the improvement will have a useful life of 10 years or more;
- Purchase of major equipment (items with a cost individually, or in total, like radios), of \$5,000 or more, which have a useful life of five years or more;
- Any planning, feasibility, engineering, or design study related to an individual capital improvement project, or to a program that is implemented through individual capital improvement projects;
- Street resurfacing, sewer slip-lining or similar recurring maintenance projects that exceed \$5,000 in aggregate.

#### Priority

HIGH priority projects:

- Are mandated by local, state or federal regulations, or;
- Result in unacceptable outcomes if the project is deferred, or;
- Are a high priority for City Council, or;
- Substantially reduce losses or increase revenues.

MEDIUM priority projects:

- Maintain or improve existing service levels, or;
- Result in better efficiency or service delivery, or;
- Reduce operational costs, or;
- Improve workforce morale.

LOW priority projects:

- Improve quality of life, or;
- Are not high or medium priority.

#### Categories

- I. Health/Safety/Welfare – projects that protect the health, safety and welfare of the community and the employees serving it.
- II. Maintenance/Replacement – projects that provide for the maintenance of existing systems and equipment.
- III. Expansion of Existing Programs – projects which enhance the existing systems and programs allowing for expansion of existing services.
- IV. New Programs – projects that allow for expansion into new programs and services.

### Prioritization Matrix

A “prioritization matrix” helps to select which projects will be recommended. Each project will be assigned a level of funding consideration based on its priority and category.

- **Level A** (green) projects will receive the highest consideration for funding.
- **Level B** (yellow) projects will receive moderate consideration for funding.
- **Level C** (pink) projects will receive the lowest consideration for funding.

		Priority		
		High	Medium	Low
Category	I	A		
	II		B	
	III			
	IV			C



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



Project Title: HVAC replacement as needed

### Description and Scope

Replace two HVAC units per year until all units are replaced.

Priority:

High

Category:

II. Maintenance/Replaceme

### History and Current Status

Current equipment has gotten close or past the life expectancy for service.

### Impact if Delayed/Alternatives

Run the risk of not having sufficient heating or air conditioning for the building

### Operating Impact/Other Comments

Simply an unacceptable circumstance

### Justification/Purpose

All of the current HVAC systems are the original systems installed in the building when it was originally built and are in need of replacement. Due to the age we are seeing continuous operational issues and parts are becoming difficult to replace due to the age of the systems.

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase		\$ 70,000	\$ 70,000	\$ 35,000			
Construction							
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 70,000	\$ 70,000	\$ 35,000			
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Contact Person: Lt. Duane Flood

Department: Police (5100)





## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:** Satellite Fire Station & Training Facility

### Description and Scope

This CIP Project adds an additional fire station and training facility for the City of Graham.

### Priority:

High

### Category:

I. Health/Safety/Welfare

### History and Current Status

A satellite station and training facility as been needed for sometime. With the economy changing and growth occurring it has to be a high priority for the city to expand fire services to these areas.

### Impact if Delayed/Alternatives

Fires double in size every minute. Without a staffed satellite station we are faced with more dangerous situations due to travel time. Longer travel times also create an environment where the apparatus driver will try to make up time by driving faster and in some cases carelessly to make up time.

### Justification/Purpose

As the city continues to grow it is necessary to build out fire stations to meet the growing demands and coverage areas. Currently the GFD operates out of 1 fire station that is no longer centrally located in the city. The growth is extending southeast and southwest without a fire station and personnel to handle the calls for service within the recommend 4 minutes according to NFPA 1710/1720. GFD operates under a 5 mile insurance district which means that any property in the coverage area outside of 5 miles will have a Class 10 ISO rating causing insurance premiums to double and triple. A satellite station could also function as a satellite police station as well.

### Operating Impact/Other Comments

A satellite station and training facility would allow for a faster response in the growing parts of the city and would also give the GFD a place to training and enhance our skills. Our current location does not allow for this due to location, traffic, and facilities.

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design		\$ 250,000					
Purchase			\$ 2,300,000				
Construction							
Equipment			\$ 200,000				
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 250,000</b>	<b>\$ 2,500,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 250,000	\$ 2,500,000				
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 250,000</b>	<b>\$ 2,500,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Contact Person: Tommy Cole, Fire Chief

Department: Fire (5300)



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



Project Title:

### Description and Scope

Standardize all computer replacements throughout city. Each computer would be replaced every four years by IT.

Priority:

Category:

### History and Current Status

Departments would budget for a few computers each year as needed. Currently, IT has taken control of purchasing computers, helping keep technology updated across the city.

### Impact if Delayed/Alternatives

Computers will become out of warranty and could cause productivity issues in the event of a hardware failure. IT man hours are also increased with older technology. Outdated software and/or hardware can also be a security risk to the network.

### Justification/Purpose

Computers would stay updated with current technology. Departments would no longer need to budget for computers. IT would handle all budgeting reducing overall cost through bulk discounts.

### Operating Impact/Other Comments

IT would handle all computer budgeting reducing overall cost by purchasing with bulk discounts. Computers are standardized across the city.

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase	\$ 50,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 60,000	\$ 60,000	\$ 60,000
Construction							
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 50,000</b>	<b>\$ 52,000</b>	<b>\$ 54,000</b>	<b>\$ 56,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund	\$ 50,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 60,000	\$ 60,000	\$ 60,000
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 50,000</b>	<b>\$ 52,000</b>	<b>\$ 54,000</b>	<b>\$ 56,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>

Contact Person:

Department:



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



Project Title:

### Description and Scope

Current VMware servers are due to expire this year. Both servers need to be upgraded and support renewed. We are no longer able to add new servers as we have outgrown our current solution. New servers would be upgraded and larger size to handle growth.

### Priority:

### Category:

### History and Current Status

Servers and software were purchased 5 years ago. It is recommended to replace equipment every 3-5 years depending on usage. This keeps performance optimal and hardware warranties current. We are also at max capacity and can not create any new servers in VMware. We are in need of adding two more servers and can't due to the amount of growth over the years. These two new servers would cost about \$16K alone. Adding them virtual would cost the city \$700 each in Microsoft licenses .

### Impact if Delayed/Alternatives

Current servers will not be under warranty soon. Replacement time and cost of replacement parts is high. If one of these servers were to go offline, there would be outages felt across the city while they were repaired or replaced. Outages could last days to months depending on severity. Also can not add any new servers to current virtual infrastructure. If servers are needed, we would have to purchase hardware based servers that cost more.

### Operating Impact/Other Comments

The average cost of a small server today is about \$8,000. Some of ours could be up to 20K for just one. 28 servers @ \$8,000 is \$224,000 = a huge savings for the city staying mostly virtual.

### Justification/Purpose

These servers are the heartbeat of the city's virtual infrastructure. These VMware servers are hosts for over 30 servers across the city which include Logics, SQL, RMS, Optimum, and more. Not only does having a virtual environment save the city money, it allows us to manage all servers from one central location.

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase		\$ 26,000					\$ 38,000
Construction							
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 26,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 38,000</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 26,000					\$ 38,000
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 26,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 38,000</b>

Contact Person:

Department:



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



Project Title:

### Description and Scope

The city's hardware license for all network devices (switches, firewalls, wireless access points) expire.

Priority:

Category:

### History and Current Status

We currently have eight security devices (Firewalls), seventeen network switches, and nineteen wireless access points.

### Impact if Delayed/Alternatives

On June 4, 2021, all network devices across the city will stop working unless the licenses are extended or new units purchased. There is no work around.

### Justification/Purpose

Network devices are what control the network traffic and connectivity across the city. Every building across the city has at least one device providing network connectivity to the users. These devices create the internal network and connect the city to the outside world.

### Operating Impact/Other Comments

The city can not function without these devices.  
Plan: Obviously the city can not replace all of these devices in one year. Recently, they changed how we can license and purchase their products. I have changed the license portal to allow all devices to be separately licensed. We will renew all licenses to keep the city running, but we can now stagger them different years to make budgeting easier. Renewal plan attached.

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase		\$ 18,700	\$ 20,700	\$ 39,000	\$ 15,000	\$ 16,400	
Construction							
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 18,700</b>	<b>\$ 20,700</b>	<b>\$ 39,000</b>	<b>\$ 15,000</b>	<b>\$ 16,400</b>	<b>\$ 0</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 18,700	\$ 20,700	\$ 39,000	\$ 15,000	\$ 16,400	
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 18,700</b>	<b>\$ 20,700</b>	<b>\$ 39,000</b>	<b>\$ 15,000</b>	<b>\$ 16,400</b>	<b>\$ 0</b>

Contact Person:

Department:



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:** Pedestrian Sidewalks

**Description and Scope**

Install walking paths in various parts of the City as identified in the Pedestrian Plan.

**Priority:**

Medium

**Category:**

II. Maintenance/Replaceme

**History and Current Status**

Currently have projects in progress waiting on easements to move forward.

**Justification/Purpose**

Pedestrian Transportation Plan. Walking paths are necessary as to connect citizens to recreational, social and commercial areas.

**Impact if Delayed/Alternatives**

**Operating Impact/Other Comments**

**Cost**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Funding**

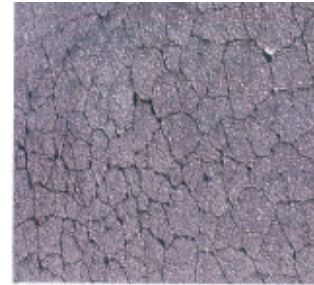
	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

Contact Person: Rod Payne

Department: Streets and Highways (5600)



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:**

**Description and Scope**

To run an effective street maintenance program to improve street conditions, reduce cost and improve safety.

**Priority:**

**Category:**

**History and Current Status**

Our street survey recommends paving 4 miles to achieve a 15 year paving cycle. We currently have been paving a little more than a mile in the last 20 years. We are working towards a 20 year life cycle on new construction to help alleviate back log.

**Justification/Purpose**

At current asphalt and labor prices it cost about \$195,000.00 per mile of 31' BOC road with minor repairs included and 4 miles about \$780,000.00. Narrower roads will be less and wider roads more. A dollar of timely maintenance spent today will save three dollars just a few years later. We are trying to reach 4 miles a year.

**Impact if Delayed/Alternatives**

Already aged streets will continue to deteriorate causing potholes and alligator cracking allowing moisture into sub-grade resulting in extensive and expensive repairs.

**Operating Impact/Other Comments**

Sufficient funding of street maintenance program reduces crew time spent repairing streets and reduces long term cost of street repair and reconstruction. Increasing funding each year to help keep up with inflation.

**Cost**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction		\$ 700,000	\$ 725,000	\$ 750,000	\$ 775,000	\$ 800,000	
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 700,000</b>	<b>\$ 725,000</b>	<b>\$ 750,000</b>	<b>\$ 775,000</b>	<b>\$ 800,000</b>	<b>\$ 0</b>

**Funding**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund		\$ 700,000	\$ 725,000	\$ 750,000	\$ 775,000	\$ 800,000	
General Obligation Bonds							
Grants							
Other							
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 700,000</b>	<b>\$ 725,000</b>	<b>\$ 750,000</b>	<b>\$ 775,000</b>	<b>\$ 800,000</b>	<b>\$ 0</b>

**Contact Person:**

**Department:**



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Removable Bollards for Event Safety

**Description and Scope**

Removable Bollards: High impact bollards are meant to stand strong against vehicles to protect pedestrians and infrastructure, as well as control traffic flow. They can be taken down in minutes, allowing for temporary perimeter security.

6" removable bollard, 36" high, security level-medium

(12 bollards each on E. & W. Elm St.; 14 bollards each on N. & S. Main St. = 52 total @ \$413.26 ea. = \$21,489.52)  
 (add'l sleeves needed for crosswalks at E. & W. Elm = 28 total @ \$241.46ea. = \$6,760.88)  
 S&H = \$1,227.46; Taxes = \$1,989.76    TOTAL = \$31,467.62  
 (Bollards set 4' apart)

**Priority:**  
High

**Category:**  
I. Health/Safety/Welfare

**History and Current Status**

We currently use temporary plastic barricades and/or vehicles to block access to closed streets on which we invite 1,000s of community members to our special events. These measures are not sufficient or ideal safety measures for our visitors. The increase in event popularity with citizens and businesses will likely attract more visitors to our events, making the need for proper safety barriers more necessary.

**Justification/Purpose**

Safety for our visitors and employees is the top priority at GRPD special events, especially the downtown events that attract 1,000s of visitors. Proper barricades will provide the best protection to prevent vehicles from entering the event site, thus keeping employees and vendors safe during set-up and breakdown and visitors safe during the event itself. In addition to providing safety from vehicles, barricades will also help to direct pedestrian traffic, guiding pedestrians to safe walkways or paths surrounding and within the venue. These barricades will also allow the GRPD and GPD to perform safety checks and manage entry points to the events.

**Impact if Delayed/Alternatives**

We will continue to use temporary plastic barricades and/or emergency service vehicles to block streets, providing less safety and crowd control.

**Operating Impact/Other Comments**

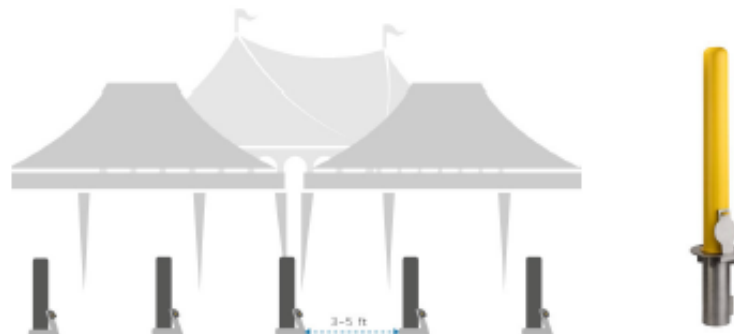
No additional staff, equipment or set-up time to close and secure streets will be required to set the bollards in place.  
 If a new barricade system is not approved, we will continue to do our best to secure streets with temporary barricades and vehicles but will also continue to explore better methods to secure event sites.

**Cost**

	Total Cost
Planning/Design	
Purchase	
Construction/Installation	\$ 5,000
Equipment	\$ 20,000
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 25,000</b>

**Funding**

General Fund	\$ 20,000
General Obligation Bonds	
Grants	\$ 5,000
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 25,000</b>



Contact Person: Brian Faucette, Director

Department: Recreation (6200)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

Project Title: **Lighting updates @ Graham Recreation Center**

### Description and Scope

Replacement/retrofit of lighting fixtures and bulbs throughout the Graham Recreation Center to a LED system.

Priority:

Medium

Category:

II. Maintenance/Replaceme

### History and Current Status

A changeover to high efficient, LED lighting has been planned for the Rec. Center but progress has been slow.

### Impact if Delayed/Alternatives

A slow changeover to LED lighting will continue but the entire cost will be paid by the City and the annual savings from a high efficiency lighting system will not be realized as quickly.

### Justification/Purpose

Through the Energy Saver Program, Duke Energy will provide the City an incentive to update the lighting system in the Recreation Center. Estimated annual savings = \$6,800+.

### Operating Impact/Other Comments

This will result in an estimated annual savings of \$6,859.99.

### Cost

	Total Cost
Planning/Design	
Purchase	
Construction	
Equipment	\$ 39,071
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 39,071</b>

### Funding

General Fund	\$ 19,463
General Obligation Bonds	
Grants	
Other - Duke Energy Incentive	\$ 19,608
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 39,071</b>



Contact Person: **Brian Faucette, GRPD Director**

Department: **Recreation (6200)**





## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Alamance Arts - Interior Painting of Capt. White House

**Description and Scope**

The interior of the Capt. White House is due to be repainted.

**Priority:**

Low

**Category:**

II. Maintenance/Replaceme

**History and Current Status**

The interior of the house was repainted in 2014.

**Impact if Delayed/Alternatives**

**Operating Impact/Other Comments**

**Justification/Purpose**

General maintenance needed every 5 - 6 years.

**Cost**

	Total Cost
Planning/Design	
Purchase	
Construction	\$ 9,000
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 9,000</b>

**Funding**

General Fund	\$ 9,000
General Obligation Bonds	
Grants	
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 9,000</b>



**Contact Person:** Brian Faucette, GRPD Director

**Department:** Recreation (6200)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:**

**Description and Scope**

Create a master plan to cover the revitalization of the lake facilities. This plan would cover the repair/replacement of current facilities, the addition of new structures, and identify the most efficient timing of projects.

Five of the six other projects in the Lake's 2021 CIP request would be governed by this master plan.

**Justification/Purpose**

Several facilities at the lake are in need of repair/replacement. The limited area available for new growth and the repair of existing facilities requires careful planning. A guiding document would be of great use in planning the order of projects, aid in determining costs, and identify areas where savings might be gained. A plan would also be used to apply for various grants that would off-set costs.

**Priority:**

**Category:**

**History and Current Status**

The precursor physical survey of the facility was performed in Fall of 2019.

**Impact if Delayed/Alternatives**

Projects will continue to be completed without direction from a comprehensive plan.

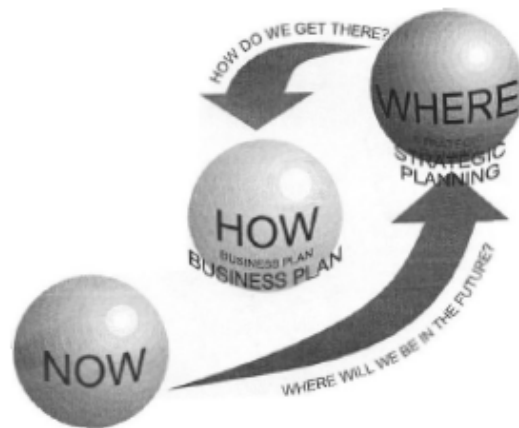
**Operating Impact/Other Comments**

**Cost**

	Total Cost
Planning/Design	\$ 18,000
Purchase	
Construction	
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 18,000</b>

**Funding**

General Fund	\$ 18,000
General Obligation Bonds	
Grants	
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 18,000</b>



**Contact Person:**

**Department:**



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Kubota SVL65-2W Track Loader

### Description and Scope

SVL65-2W Kubota skid steer. 15" rubber tracks with a V2607-CE-TE4 Tier 4 Final Diesel Engine. This is a compact track loader able to maneuver easily in tight areas. It also has a large assortment of attachments.

The quote includes a 4-in-1 bucket and pallet forks attachments.

### Justification/Purpose

A track loader will allow staff to work in various surface conditions and complete landscape renovation projects in a more effective and efficient manner.

### Priority:

High

### Category:

II. Maintenance/Replaceme

### History and Current Status

The current skid steer inherited by the Park Maintenance Division is in constant need of repair, thus delaying completion of multiple projects.

### Impact if Delayed/Alternatives

Projects such as the replacement of safety surfacing at playgrounds, replacement of mulch in landscaped areas and grading projects will continue to be delayed.

### Operating Impact/Other Comments

The current skid steer may become more costly to repair than it is worth which would force the Division to borrow equipment from the Public Works Dept., creating delays in projects for both divisions.

### Cost

	Total Cost
Planning/Design	
Purchase	
Construction	
Equipment	\$ 46,000
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 46,000</b>

### Funding

General Fund	\$ 46,000
General Obligation Bonds	
Grants	
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 46,000</b>



**Contact Person:** Tel Fehlhafer, Parks Maintenance Supervisor

**Department:** Athletic Facilities (6220)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

Project Title:

### Description and Scope

3500 Ext Cab 4 WD service body truck.

Priority:

Category:

### History and Current Status

This truck would replace a 2004 truck of like description that is being driven daily by the Property Maintenance Superintendent that is over 100,000 miles.

### Impact if Delayed/Alternatives

We could expect elevated maintenance cost as this truck is over 100,000 miles.

### Operating Impact/Other Comments

### Justification/Purpose

This truck will be purchased with the snow plow package. This truck has an 8 ft. tool body to carry tools and supplies that are need for various jobs throughout the city. The snow plow on a smaller truck would aid in intersection clean up and back up if other units go down.

### Cost

	Total Cost
Planning/Design	
Purchase	
Construction	
Equipment	\$ 48,000
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 48,000</b>

### Funding

General Fund	\$ 48,000
General Obligation Bonds	
Grants	
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 48,000</b>



Contact Person:

Department:



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:**

**Description and Scope**

Eliminate and reduce inflow and infiltration through leaking joints with a protective coating on the walls of the sewer manhole.

**Priority:**

**Category:**

**History and Current Status**

The City has conducted investigative testing of problem areas, particularly the Boyd Creek Sewershed.

**Justification/Purpose**

The City experiences infiltration and inflow during rain events, sometimes overcoming the capacity of our systems.

**Impact if Delayed/Alternatives**

Environmental impacts, civil penalties or 3rd party lawsuits.

**Operating Impact/Other Comments**

Reduces degradation of the system, maintenance calls and opens up capacity.

**Cost**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**Funding**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund							
General Obligation Bonds							
Grants							
Other	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**Contact Person:**

**Department:**



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:**

### Description and Scope

Hire contractor to chemically treat areas with root problems.

**Priority:**

**Category:**

### History and Current Status

We have been using chemical for several years in addition to manual pruning efforts.

### Impact if Delayed/Alternatives

Blockages resulting in service interruption and property damage.

### Justification/Purpose

Root infiltration can cost you millions of dollars. Sanitary sewer stoppages and overflows cost municipalities millions of dollars each year—and their primary cause is tree roots. Roots also cause structural deterioration, grease and debris buildup, and toxic and corrosive atmospheres in sewer pipes. Root infestation costs are easily avoided when we implement a root control program. It is a vital, cost-saving, infrastructure-preserving program for municipalities.

### Operating Impact/Other Comments

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction							
Equipment							
Other	\$ 35,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 0</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund							
General Obligation Bonds							
Grants							
Other	\$ 35,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 0</b>

Contact Person:

Department:



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:** Sewer Main Cured in Place Pipe Lining

**Description and Scope**

Line aging and hard to maintain area of outfall piping. Reduce I and I volumes.

**Priority:**

Medium

**Category:**

II. Maintenance/Replaceme

**History and Current Status**

**Impact if Delayed/Alternatives**

**Justification/Purpose**

Line aging and hard to maintain area of outfall piping. Reduce I and I volumes.

**Operating Impact/Other Comments**

**Cost**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction		\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 300,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Funding**

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund							
General Obligation Bonds							
Grants							
Other		\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 300,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

Contact Person: Ladd Nail

Department: Water and Sewer Distribution (46)



## 2021-2025 CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION



**Project Title:** Risk and Resilience Assessment

### Description and Scope

Assessment of the water system's risks and resilience.

**Priority:**

Medium

**Category:**

II. Maintenance/Replaceme

### History and Current Status

Effective October, 2018  
Completed by June 30, 2021

### Impact if Delayed/Alternatives

Federal regulatory requirement

### Justification/Purpose

American's Water Infrastructure Act of 2018-  
Each community system serving 3,300 persons  
shall conduct an assessment of the risks to, and  
resilience of, its system.

### Operating Impact/Other Comments

### Cost

	Prior	20-21	21-22	22-23	23-24	24-25	Future
Planning/Design							
Purchase							
Construction		\$ 30,000	\$ 30,000				
Equipment							
Other							
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

### Funding

	Prior	20-21	21-22	22-23	23-24	24-25	Future
General Fund							
General Obligation Bonds							
Grants							
Other		\$ 30,000	\$ 30,000				
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Contact Person:** Ladd Nail

**Department:** Water and Sewer Distribution (46)





## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Cedar St. Water Line Renewal

**Description and Scope**

Install 1000' of 6" ductile iron water main. Install two fire hydrants and renew all water services.

**Priority:**

Medium

**Category:**

II. Maintenance/Replaceme

**History and Current Status**

We have made several spot repairs to the leaking main.

**Impact if Delayed/Alternatives**

Continued leak repair.

**Operating Impact/Other Comments**

Continued leak repair and response to customer complaints.

**Justification/Purpose**

Cedar St is currently served by a 2" diameter corroded galvanized water main.

**Cost**

	Total Cost
Planning/Design	\$ 26,000
Purchase	
Construction	\$ 270,000
Equipment	
Other	\$ 4,000
<b>TOTAL PROJECT COSTS</b>	<b>\$ 300,000</b>



**Funding**

General Fund	
General Obligation Bonds	
Grants	
Other	\$ 300,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 300,000</b>

**Contact Person:** Ladd Nall

**Department:** Water and Sewer Distribution (46)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Resurface Plant Drive

### Description and Scope

Resurface the asphalt drive.

**Priority:**

Medium

**Category:**

II. Maintenance/Replaceme

### History and Current Status

Drive was paved in 2002.

### Impact if Delayed/Alternatives

Asphalt will show more wear as cracks become larger and more widespread.

### Operating Impact/Other Comments

### Justification/Purpose

Surface of asphalt has cracks.

### Cost

	Total Cost
Planning/Design	
Purchase	
Construction	\$ 100,000
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 100,000</b>

### Funding

General Fund	
General Obligation Bonds	
Grants	
Other	\$ 100,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 100,000</b>



**Contact Person:** Tonya Mann

**Department:** Water Treatment Plant (4800)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Knife Gate at Raw Water Station

### Description and Scope

Purchase and installation of a 24" stainless steel knife gate.

### Priority:

High

### Category:

II. Maintenance/Replaceme

### History and Current Status

Sluice gate was put in place in 1990. It is not operational. Divers are required to open and close it currently. In current closed position it is not closed completely.

### Impact if Delayed/Alternatives

Major impact would be draining the lake if it failed to a further extent. Minor impact is wasting potential stored raw water into downstream creek. This waste of potential stored water could be a very important loss during times of drought.

### Justification/Purpose

Advantages of a knife gate vs. a gate valve or a sluice gate are that all of the components of the knife gate are contained and there are no push/pull items to fail. Knife gates have a typical life expectancy of 50 years. The replacement of the knife gate will make the gate operational again for control of the lake levels if conditions dictate.

### Operating Impact/Other Comments

### Cost

	Total Cost
Planning/Design	
Purchase	
Construction	
Equipment	\$ 76,440
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 76,440</b>

### Funding

General Fund	\$ 76,440
General Obligation Bonds	
Grants	
Other	
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 76,440</b>



Contact Person: Shelby Smith

Department: Water Treatment Plant (4800)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Mechanical Bar Screen

### Description and Scope

Mechanical Bar Screen is used to remove heavy solids from treatment process

**Priority:**

High

**Category:**

II. Maintenance/Replaceme

### History and Current Status

Was installed in 2001 upgrade. Still in fair/good condition but replacement has been recommended.

### Impact if Delayed/Alternatives

Failure would be catastrophic to operation of plant. Screening of influent would be greatly affected.

### Operating Impact/Other Comments

### Justification/Purpose

### Cost

	Total Cost
Planning/Design	
Purchase	\$ 60,000
Construction	
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 60,000</b>



### Funding

General Fund	
General Obligation Bonds	
Grants	
Other	\$ 60,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 60,000</b>

**Contact Person:** Tonya Mann

**Department:** Wastewater Treatment Plant (59)



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

Project Title:

### Description and Scope

Pump removes grit (inorganic materials such as sand, gravel, etc.) from wastewater

Priority:

Category:

### History and Current Status

Current pump has been in service since 2001. Efficiency of pump is continuing to decrease. Base is badly rusting due to water splash and poor drainage.

### Impact if Delayed/Alternatives

Failure to properly remove grit from wastewater will damage other pumps in the plant

### Operating Impact/Other Comments

### Justification/Purpose

### Cost

	Total Cost
Planning/Design	
Purchase	\$ 25,000
Construction	
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 25,000</b>



### Funding

General Fund	
General Obligation Bonds	
Grants	
Other	\$ 25,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 25,000</b>

Contact Person:

Department:



## CIP CAPITAL IMPROVEMENT PROJECT DESCRIPTION

**Project Title:** Sludge mixer pump

### Description and Scope

Mixer Pumps are used to condition, mix and pump digested sludge to transport trucks that is ready for application at the city farm.

**Priority:**

High

**Category:**

II. Maintenance/Replaceme

### History and Current Status

Other two pumps have been replaced in recent years; this pump runs almost continuously and has been pulled many times for repairs due to decay

### Impact if Delayed/Alternatives

Pump failure would hinder mixing of sludge possibly affecting quality that is applied.

### Operating Impact/Other Comments

### Justification/Purpose

### Cost

	Total Cost
Planning/Design	
Purchase	\$ 33,000
Construction	
Equipment	
Other	
<b>TOTAL PROJECT COSTS</b>	<b>\$ 33,000</b>

### Funding

General Fund	
General Obligation Bonds	
Grants	
Other	\$ 33,000
<b>TOTAL FUNDING SOURCES</b>	<b>\$ 33,000</b>



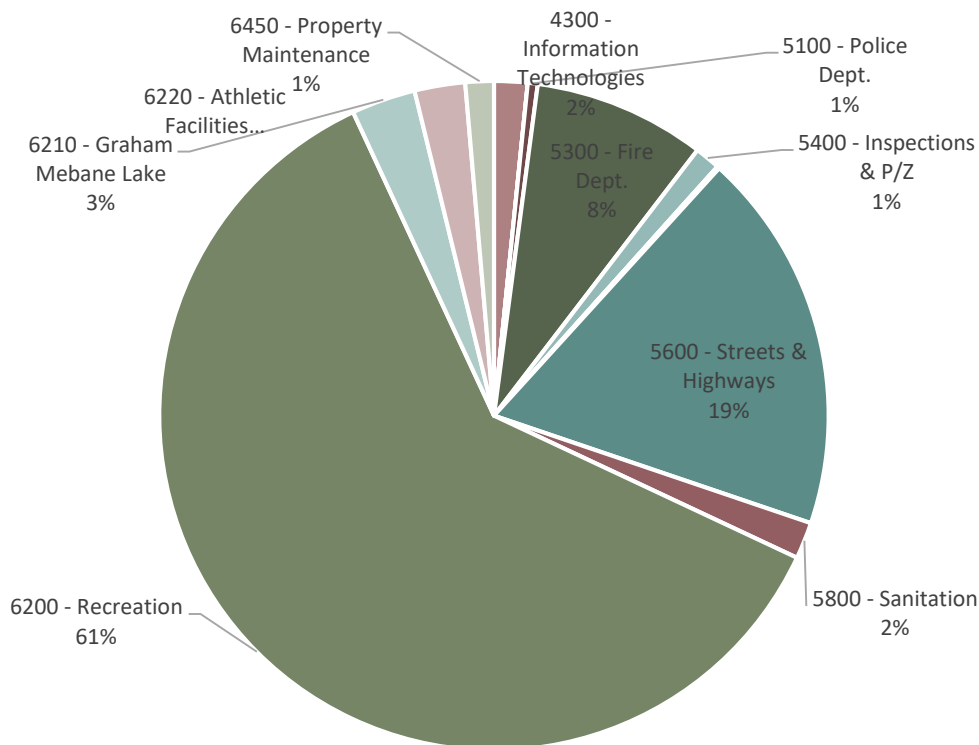
**Contact Person:** Tonya Mann

**Department:** Wastewater Treatment Plant (59)

## 6. APPENDIX 2: GENERAL FUND CAPITAL IMPROVEMENT SCHEDULES

### General Fund Summary

Request	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	Total
Administration	0	0	0	0	0	0
Information Technologies	144,200	125,300	121,600	152,600	110,500	654,200
Finance	0	0	0	0	0	0
Public Bldgs. & Grounds	0	0	0	0	0	0
Police Dept.	90,000	70,000	35,000	0	0	195,000
Fire Dept.	875,000	2,500,000	0	0	0	3,375,000
Inspections & P/Z	100,000	175,000	75,000	75,000	75,000	500,000
Traffic Engineering	0	0	0	0	0	0
City Garage/Warehouse	0	0	0	0	45,000	45,000
Streets & Highways	1,369,500	979,000	1,476,975	1,927,700	1,736,825	7,490,000
Sanitation	0	0	0	0	720,000	720,000
Recreation	6,542,675	405,500	2,200,000	0	15,652,125	24,800,300
Graham Mebane Lake	18,000	100,000	190,000	400,000	550,000	1,258,000
Athletic Facilities	307,000	544,000	81,000	50,000	10,000	992,000
Property Maintenance	285,000	78,500	85,000	109,000	0	557,500
<b>Subtotal</b>	<b>9,731,375</b>	<b>4,977,300</b>	<b>4,264,575</b>	<b>2,714,300</b>	<b>18,899,450</b>	<b>40,587,000</b>



## Department Schedules

### Information Technologies

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Computer Replacements	52,000	54,000	56,000	60,000	60,000	282,000
Downtown Wi-Fi Project		34,600	9,600	9,600	9,600	63,400
Network Refresh	18,700	20,700	39,000	15,000	16,400	109,800
City Hall Rewire	25,000					25,000
City Phone System Replacement	22,500	16,000	17,000	18,000	24,500	98,000
VM Replacement	26,000			50,000		76,000
						0
<b>Subtotal</b>	<b>144,200</b>	<b>125,300</b>	<b>121,600</b>	<b>152,600</b>	<b>110,500</b>	<b>654,200</b>

### Police Department

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
HVAC System Replacement	70,000	70,000	35,000			175,000
Flooring replacement	20,000					20,000
						195,000
<b>Subtotal</b>	<b>90,000</b>	<b>70,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	

### Fire Department

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Fire Engine	625,000					625,000
Satellite station and training facility	250,000	2,500,000				2,750,000
						0
						0
						0
						0
<b>Subtotal</b>	<b>875,000</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Inspections P/Z

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Transportation Plan- w/ MPO Match		75,000	75,000			150,000
Development Ordinance Rewrite	100,000	100,000				200,000
Comprehensive Plan Update				75,000	75,000	150,000
						0
						0
						0
						500,000
<b>Subtotal</b>	<b>100,000</b>	<b>175,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	

## City Garage & Warehouse

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Fuel System Upgrade					45,000	45,000
						0
						0
						0
						0
						0
						45,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	

## Streets & Highways

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Marshall, Travora, Pomeroy Storm Drain Project	70,000	70,000	455,475	1,004,700	359,825	1,960,000
Pickup Truck Replacement	35,000					35,000
Skid Steer					60,000	60,000
Track Loader Replacement	235,000					235,000
Truby Drive Repair Design	7,500	15,000	7,500			30,000
Wheel Loader					225,000	225,000
Pedestrian Sidewalks	100,000	100,000	100,000	100,000	100,000	500,000
Street Resurfacing	700,000	725,000	750,000	775,000	800,000	3,750,000
Accubatch Brine Maker			32,000			32,000
Church/Municipal Parking Lot					62,000	62,000
Elm and Maple Municipal Parking lot	32,000					32,000
Harden and Maple Municipal Parking Lot				48,000		48,000
Main and Marshall Municipal Parking Lot		54,000				54,000
Marshall and Elm Parking Lot			32,000			32,000
Tandem Dump Truck	175,000					175,000
Mini Excavator					130,000	130,000
Public Works Asphalt Repair and Resurface	15,000	15,000	100,000			130,000
<b>Subtotal</b>	<b>1,369,500</b>	<b>979,000</b>	<b>1,476,975</b>	<b>1,927,700</b>	<b>1,736,825</b>	<b>7,490,000</b>

## 5800-Sanitation

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Automated Garbage Truck Replacement					295,000	295,000
Rear Loading Refuse Truck Replacement					220,000	220,000
Knuckle Boom Truck					180,000	180,000
Self-Contained Trash Compactors					25,000	25,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>720,000</b>	

## 6200-Recreation

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Multi-purpose Fields	4,716,250					4,716,250
Baseball/Softball Complex					4,892,750	4,892,750
Amphitheater			2,145,000			2,145,000
Recreation Center at GRP					10,759,375	10,759,375
Graham Regional Park Land Acquisition		150,000				150,000
Graham Regional Mountain/Hiking Trail		75,000				75,000
Portable Stage- Covered			55,000			55,000
Portable Stage- Sections		5,500				5,500
Lighting updates at Rec Center	19,500					19,500
Graham Rec Center Gym Floor Replacement		145,000				145,000
Projection Center at Civic Center	6,300					6,300
Alamance Arts Interior Painting	18,000					18,000
Recreation Center- Power Operated Goals		30,000				30,000
Removable Bollards for E. and W. Elm St.	36,500					36,500
Concrete Barriers	12,500					12,500
Floor scrubber	6,000					6,000
Graham Regional Park Water Line	1,702,625					1,702,625
Graham Rec Center Retractable Bleachers	25,000					25,000
<b>Subtotal</b>	<b>6,542,675</b>	<b>405,500</b>	<b>2,200,000</b>	<b>0</b>	<b>15,652,125</b>	

## 6210-Graham Mebane Lake

	Fiscal Year	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>							
Boat Dock System				90,000			90,000
Boat Launch Ramp Project			100,000				100,000
Land Acquisition Bason				100,000			100,000
Marina Building					500,000		500,000
Lake Overlook					50,000		50,000
Site Master Plan		18,000					18,000
Retaining Wall bank fishing area					400,000		400,000
<b>Subtotal</b>	<b>0</b>	<b>18,000</b>	<b>100,000</b>	<b>190,000</b>	<b>400,000</b>	<b>550,000</b>	

## 6220-Athletic Facilities

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
Skid Steer	46,000					46,000
Cooke Park- Parking Lot & Track repaving	235,000					235,000
Cooke Park Tennis Courts		500,000				500,000
Greenway Park New Playground				50,000		50,000
Kabuto Zero Turn mower		18,000				18,000
Marshall Street Playground			50,000			50,000
Cameras at S. Graham Park	6,000					6,000
Park Signs replacements		20,000				20,000
Expand Basketball Court at Bill Cooke	20,000					20,000
S. Graham Park- Perimeter Track Renovation			16,000			16,000
Public Art			15,000		10,000	25,000
Scoreboards- Cooke Park		6,000				6,000
<b>Subtotal</b>	<b>307,000</b>	<b>544,000</b>	<b>81,000</b>	<b>50,000</b>	<b>10,000</b>	

## 6450-Property Maintenance

	FY 2020- 2021	FY 2021- 2022	FY 2022- 2023	FY 2023- 2024	FY 2024- 2025	Total
<b>Request</b>						
New Public Works Building						0
3500 4WD Extended Cab Service Body Truck	48,000					48,000
24000 LBS Flatbed Trailer		9,500				9,500
Bucket Truck	142,000					142,000
Compost Screener			85,000			85,000
F550 Dump Truck		55,000				55,000
Graham Memorial Paving	75,000					75,000
Tub Grinder				95,000		95,000
Automatic Gate	10,000					10,000
Metal Carport	10,000					10,000
Zero Turn Mower		14,000		14,000		28,000
<b>Subtotal</b>	<b>285,000</b>	<b>78,500</b>	<b>85,000</b>	<b>109,000</b>	<b>0</b>	



Relocation of Department		900,000						900,000
Truck Replacement		70,000					75,000	145,000
Risk and Resilience Assessment	30,000	30,000						60,000
Sewer Main Cured in Place Pipe Lining	300,000	100,000	100,000	100,000	100,000		125,000	825,000
<b>Subtotal</b>	<b>715,000</b>	<b>2,471,300</b>	<b>210,000</b>	<b>1,610,080</b>	<b>910,000</b>		<b>9,920,470</b>	

### Maintenance & Lift Stations

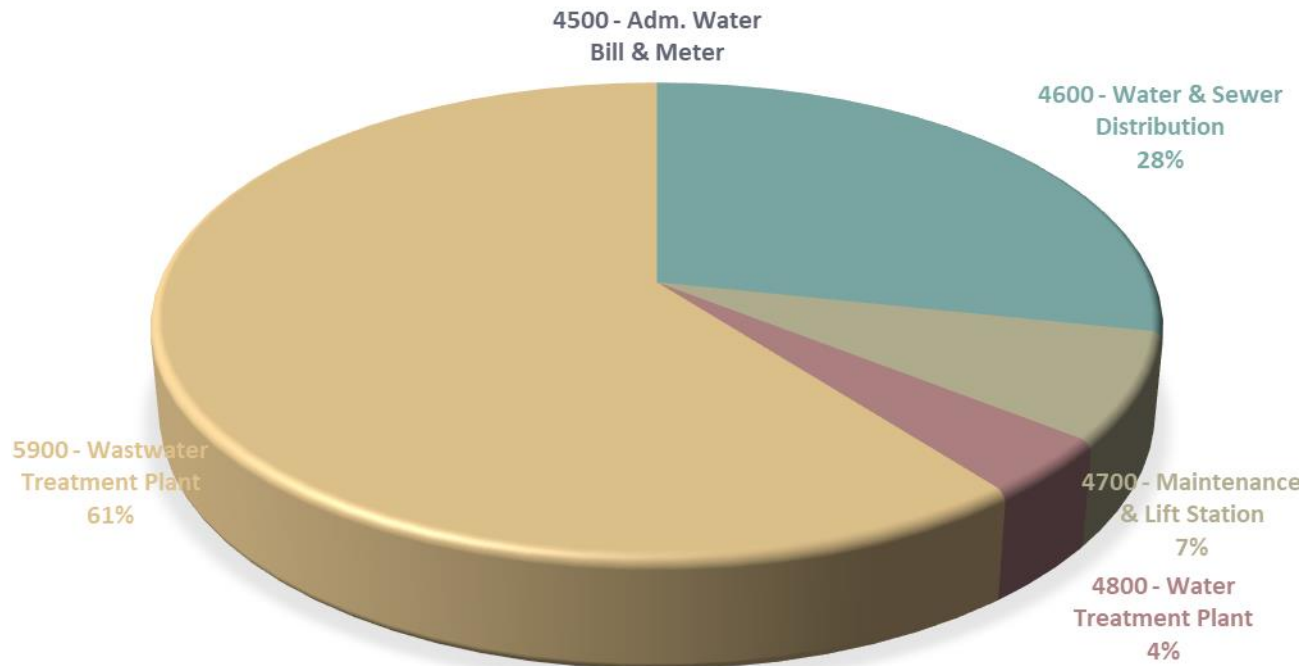
	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FUTURE 2025-2030	Total
<b>Request</b>							
Back Creek 1 Upgrade					600,000		600,000
Haw River Upgrade						700,000	700,000
Old Field Lift Station			450,000				450,000
Old Fields Outfall Project- Phase 1	1,275,000						1,275,000
Old Fields Outfall Project- Phase 2	875,000						875,000
Spare Pumps For Lift Stations	40,000	20,000	20,000	25,000	25,000	30,000	160,000
Truck Replacement						35,000	35,000
<b>Subtotal</b>	<b>2,190,000</b>	<b>20,000</b>	<b>470,000</b>	<b>25,000</b>	<b>625,000</b>	<b>765,000</b>	<b>4,095,000</b>

### 4800-Water Treatment Plant

	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FUTURE 2025-2030	Total
<b>Request</b>							
Deionized Water System		6,500				7,000	13,500
DR6000 Spectrophotometer				13,000			13,000
THM Analyzer					45,000		45,000
TOC Analyzer		30,000					30,000
Air Scour Backwash			700,000				700,000
Recoating Clear Wells	300,000					200,000	500,000
SCADA Upgrade		15,000				15,000	30,000
Enclose Bleach Bulk Tanks		150,000					150,000
Upgrade Raw Water #3 pump		115,000					115,000
Resurface Plant Drive	100,000						100,000
Knife Gate at Raw Water Station	76,440						76,440
Settle Basin 1 & 2 Rehab		150,000					150,000
Filter Rehabs				125,000		125,000	250,000
<b>Subtotal</b>	<b>476,440</b>	<b>466,500</b>	<b>700,000</b>	<b>138,000</b>	<b>45,000</b>	<b>347,000</b>	<b>2,172,940</b>

**5900-Wastewater Treatment Plant**

	Fiscal Year	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FUTURE 2025-2030	Total
<b>Request</b>								
Primary Scum Pump		35,000						35,000
Sludge Mixer Pump		33,000				35,000	35,000	103,000
BOD Incubator					7,000			7,000
Deionized Water System		7,500					7,500	15,000
Fume Hood			10,000					10,000
Sterilmatic Sterilizer			16,900					16,900
Vacuum Pump					6,000			6,000
BNR Process Upgrade			31,000,000					31,000,000
Mechanical Bar Screen		60,000						60,000
Influent Grit Pump & Base		25,000						25,000
SCADA Upgrade				15,000			20,000	35,000
#3-4 Secondary Clarifier			100,000	100,000				200,000
Secondary Clarifier Rehabs 1-2							300,000	300,000
Transport Pump on Transport Truck		8,000						8,000
Class A Biosolids							2,000,000	2,000,000
Sludge Transport Truck							200,000	200,000
								34,020,900
<b>Subtotal</b>		<b>168,500</b>	<b>31,126,900</b>	<b>115,000</b>	<b>13,000</b>	<b>35,000</b>	<b>2,362,500</b>	





## STAFF REPORT

SUBJECT:	TEMPORARY OUTDOOR DINING IN B-1
PREPARED BY:	MARY FAUCETTE, DOWNTOWN DEVELOPMENT COORDINATOR

### REQUESTED ACTION:

Provide the City Manager or his designee authority to approve outdoor dining on the sidewalks and parking spaces within the B-1 zoning district.

### BACKGROUND/SUMMARY:

On March 17, 2020 Governor Roy Cooper issued Executive Order 118 closing indoor dining for restaurants and bars. At this time food and beverage services in downtown Graham transitioned to curbside take out.

On May 20, 2020 Governor Roy Cooper issued Executive Order 141 permitting the opening of restaurants for on-premises service meeting certain requirements, including; *Limiting the number of customers in the restaurant to 50% of stated fire capacity, limiting number of people in the space maintaining 6' apart, no more than 10 people shall sit together unless they are of the same household, etc.*

A recent survey sent to Graham's B-1 business owners returned 58.3% of respondents stating a need to extend their outdoor seating space. On behalf of the downtown restaurants, I am requesting the City Council grant outdoor dining on the sidewalks and parking spaces in the B-1 during the ongoing State of Emergency. With this approval the B-1 business owners will not have to submit a Temporary Encroachment application, until business capacity is returned to pre-COVID levels.

The downtown businesses will be permitted to use the on-street parking in front of their businesses (if applicable based on location), as well as the sidewalk space. This would extend out into the right-of-way (ROW) as if the property lines were continued perpendicularly from the portion of the lot which touches the ROW. Businesses would be responsible for removing their tables and chairs each night, and replacing them during operating hours. The duration of the Temporary approval for outdoor dining will cease when Governor Roy Cooper reinstates indoor dining capacity to Pre-COVID levels.

The City regulated conditions accompanying approval will be:

1. Tables and Chairs are placed where a 5' pedestrian path is accommodated to meet ADA requirements upon the sidewalks.
2. On-street dining shall allow for at least two feet of the striped parking to be clear of obstructions.
3. [Other Conditions as Inserted by City Council].

**FISCAL IMPACT:**

Negligible. While there may be some administration time spent measuring distances to determine conformance, there is also likely to be an increase in sales from the establishments which may result in business stability.

**STAFF RECOMMENDATION:**

Staff recommends approval.

**SUGGESTED MOTION(S):**

I move the City Manager or his designee the authority to approve outdoor dining in the B-1 upon sidewalks and parking spaces (where applicable), until Governor Roy Cooper reinstates indoor dining capacity to Pre-COVID levels.