

**ZEBULON
BOARD OF COMMISSIONERS
WORK SESSION
AGENDA
JANUARY 16, 2025
6:00 PM**

1. APPROVAL OF AGENDA

2. OLD BUSINESS

A. Administration

- i. Budget Amendments Administration*
 - a. Professional Services - Ordinance 2025-18
 - b. Advertising – Ordinance 2025-19

B. IT

- i. Budget Amendments IT*
 - a. Technology Projects - Ordinance 2025-20

C. GENERAL

- i. Strategic Plan Grant*

3. CLOSED SESSION

As Allowed Per NC General Statute § 143-318.11

To consult with the attorney and preserve the Attorney-Client privilege concerning Deacon Development Group, LLC v. Town of Zebulon / Case #24-CVS-020692-910.

4. ADJOURN

**Topic: Budget Amendment Administration – Ordinance 2025-18,
Ordinance 2025-19,**

Speaker: Lisa M. Markland, Human Resources Director
Prepared by: Lisa M. Markland, Human Resources Director
Bobby Fitts, Finance Director
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

Budget amendments to address the shortage in the Administration Department line items of Professional Services and Advertising.

Background:

When the Professional Services line item was developed for FY '25, it did not include the cost of paying out severance and vacation for the former Town Manager, hiring a search firm for the Planning Director, background investigations, and the contract for an Interim Town Manager for a six-month period. The Police Chief resignation makes it necessary to allocate funding to hire a search firm for that position, as well

The breakdown of the budget amendment is as follows:

- Good Hope Works (Planning Director) - \$27,000
- Developmental Associates (Police Chief) - \$25,000

The cost to cover these services would be \$52,000 (Ord 2025-18).

Finally, the Advertising line item budget was not sufficient due to the increase in the number of positions that we needed to hire this fiscal year. There was an effort to diversify the pool of candidates and that entailed advertising in specialized places such as NOBLE (National Organization of Black Law Enforcement) and NLPOA (National Latino Peace Officers Association) in addition to NCLM (North Carolina League of Municipalities), LinkedIn and others. The need for a budget amendment to cover the shortage and for future advertising would be \$26,000 (Ord 2025-19).

Policy/Program Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

Fiscal Analysis:

The cost to fund these requests is \$78,000. The budget ordinances appropriate Fund Balance to the various line items to cover the shortages already incurred and to fund the last half of FY '25. If the fund balance allocation is approved, the total Unassigned Fund Balance available will be \$6,719,295. The fund balance appropriated for FY '25 will increase to \$11,256,995 YTD.

Staff Recommendation:

Staff recommends the approval of Ordinance 2025-18, Ordinance 2025-19.

Attachments:

1. Ordinance 2025-18
2. Ordinance 2025-19

ORDINANCE 2025-18

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$52,000.00	
EXPENDITURES		
Administration – Professional Services	52,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

ORDINANCE 2025-19

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$26,000.00	
EXPENDITURES		
Administration – Advertising	26,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 6, 2025
Effective: January 6, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2025-20
BUDGET AMENDMENT APPROPRIATING FUNDING
FOR TECHNOLOGY PROJECTS
JANUARY 16, 2025

Topic: FY 2025 Budget Amendment Request – Ordinance 2025-20

Speaker: Tonya Easterwood, Chief Information Officer (CIO)

Prepared by: Tonya Easterwood, Chief Information Officer (CIO)

Bobby Fitts, Finance Director

Approved by: Gilbert Todd Jr., Town Manager

Executive Summary:

The Board of Commissioners will consider appropriating \$25,000 to fund unforeseen projects.

Background:

This request seeks \$25,000 to fund unforeseen Information Technology (I.T.) project costs. Our infrastructure remains resilient though we have experienced hardware failures and connectivity issues. We have installed access points at the firehouse and Parks and Recreation maintenance locations improving wireless coverage and reliability for staff. A connectivity improvement project is underway at Public Works to transition the building from DSL internet to fiber which will increase wireless connectivity, including phones. We have committed to leveraging technology for better accessibility, transparency and operational efficiency. These efforts have streamlined digital access for employees to better support the public. Without this increase to the I.T. budget, critical daily operations will continue to experience access disruptions which impact employee productivity and services that support our community. This will improve operational downtime and improve the infrastructure to support daily service delivery.

Fiscal Analysis:

The cost associated with the unforeseen technology projects is \$25,000. If the fund balance allocation is approved, the total Unassigned Fund Balance available will be \$6,719,295. The fund balance appropriated for FY '25 will increase to \$11,256,995 YTD.

Policy Analysis:

NCGS 159-15, as part of The Local Government Budget and Fiscal Control Act, allows amendments to the budget ordinance with Board approval.

Staff Recommendation:

Staff recommends approval of Ordinance 2025-20.

Attachments:

1. Ordinance 2025-20

ORDINANCE 2025-20

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

Section 1. To amend the General Fund budget as follows:

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$25,000.00	
EXPENDITURES		
Information Technology – Contracted Services-I.T.	25,000.00	

Section 2. Copies of this amendment shall be furnished to the Town Clerk, and to the Budget Officer, and to the Finance Officer for their direction.

Adopted: January 16, 2025

Effective: January 16, 2025

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
STRATEGIC PLAN GRANT
JANUARY 16, 2025

Topic: Strategic Plan Grant
Speaker: Kellianne Williams, Assistant Town Manager
Prepared by: Kellianne Williams, Assistant Town Manager
Approved by: Gilbert Todd, Jr., Town Manager

Executive Summary:

The Board of Commissioners will engage in discussion about the drafted Strategic Plan Grant.

Background:

The current Strategic Plan Grant program offers \$5,000 total in grants up to \$1,000 for many years. Per policy, these grants must meet a Strategic Plan Focus Area and are available to 501(c)(3) organizations that have been operating for at least two years.

At the September 2024 Work Session, the Board engaged in discussion about the Strategic Plan Grant that allowed staff to draft updates to the grant program. Key takeaways from the Board's discussion were used to develop a draft for the Board's consideration.

A draft update to the grant was emailed to the Board on November 1st. The Board provided direction at the November 22nd work session to return with the grant for Board action on December 2nd. The only revision requested by the Board included adding a statement that organizations are only eligible for one Strategic Plan Grant per fiscal year.

At the December 19th Board meeting, the Board requested further discussion at the January 6, 2025 regular meeting. At the January 6, 2025 regular meeting, the Board requested further discussion at the January 16, worksession.

Fiscal Analysis:

The Board authorized \$25,000 in strategic plan grants. On September 9th, the Board awarded the original \$5,000 to 5 non-profits. A new process needs to be determined for the remaining \$20,000.

Discussion:

The Board will consider approval of the Strategic Plan Grant.

Attachment:

1. FY 2025 Strategic Plan Grant
2. Grant Scoring Rubric

Town of Zebulon

ZEBULON

NORTH CAROLINA

Strategic Plan Mini-Grant
Request for Proposals

Application for Funding
Due January 31st, 2025

Available Grant Funds:

The Town of Zebulon will be distributing \$20,000 in mini grant funding. The Town intends to award two \$5,000 grants and five \$2,000 grants.

Purpose:

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding selection and distribution of Strategic Plan Mini-Grants. The Town of Zebulon wishes to contribute to the efforts of non-profit organizations whose focus areas align with those of the ***Town of Zebulon Vision 2030 Strategic Plan***.

Policy Statement:

The Town of Zebulon is committed to providing financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens. Non-profit agencies should also focus on one or more of the Town of Zebulon's focus areas defined in the Strategic Plan. The focus areas and priority goals within those areas are:

- ***Focus area 1: Vibrant Downtown*** – We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.
 - ***Goal:*** Revitalize downtown Zebulon
 - ***Goal:*** Develop events, entertainment, and cultural attractions to draw people downtown

- ***Focus area 2: Small Town Life*** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.
 - ***Goal:*** Promote more community events and festivals
 - ***Goal:*** Enhance and create more community gathering places
 - ***Goal:*** Increase the connectedness and walkability in the community

- ***Focus area 3: Growing Smart*** – Our community is growing, and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community
 - ***Goal:*** Plan for appropriate land use to meet transportation and housing needs
 - ***Goal:*** Pursue economic development opportunities with our community partners
 - ***Goal:*** Maintain appropriate staffing to support expected service levels for the growing community

Projects & Initiatives:

The Board of Commissioners are interested in projects that meet the above focus areas and will help fill gaps in services in the following areas:

- Transportation
- Youth and senior services
- Education enhancements to meet grade level standards
- Family health
- Services to traditionally underserved communities

Consideration will not be limited to above projects. The Board will be looking for projects that will offer a measurable and visible direct impact to the citizens of Zebulon. The Board also seeks projects that will offer opportunities to engage the growing Latino population in Zebulon.

The Board of Commissioners will also consider:

- Projects that promote an established Town initiative
- Projects that provide a public purpose outside the Town's focus areas
- Organizations with a substantial presence in the community
- Organizations with a proven track record over time of contributions to the benefit of the Town, its institutions and citizens
- Projects that stimulate or encourage community participation in non-profit activities

Eligibility:

The Town of Zebulon will consider providing assistance to non-profit agencies meeting the criteria detailed below.

- The organization's proposal must offer a service that will directly benefit the citizens of Zebulon.
- If selected for funding, non-profits shall verify their non-profit status by submitting an IRS determination letter confirming 501(c)(3) status and sign an acknowledgement statement that their status has not been revoked.
- One application per organization will be accepted.
- To be eligible for a \$5,000 grant, the applicant must have operated for two years preceding the application deadline. Start up organizations will be eligible for \$2,000 grants only.
- Applicants may partner with another non-profit agency.
- Grants will not fund research, maintenance, repair, personnel, or benefit costs.
- Organizations are only eligible for one strategic plan grant from the Town of Zebulon per Fiscal Year.

Insurance Requirements:

Grant recipients provide a general liability insurance policy in the amount of \$1,000,000 (or higher dependent upon the size or nature of activities defined in the grant) per claim naming the Town of Zebulon as additional insured covering claims for injuries, deaths, and/or property damage arising out of the use of the premises by Licensee. Proof of this liability insurance coverage must be provided to the Town of Zebulon.

The Certificate Holder address should read:

Town of Zebulon, 1003 North Arendell Avenue, Zebulon, North Carolina, 27597

Coverages: Insurance must cover activities as identified for the event. The Town may request specific activities be listed on the COI.

Please note that the policy coverage period should cover the time period of the event, contract and/or project. Be sure to obtain an updated COI for the period and duration of the event, contract and/or project.

Any recipients that are recommended to have more than \$1,000,000 general liability insurance coverage will be noted during the Board of Commissioner selection process.

Accountability:

Non-profits agencies shall adhere to accountability standards set by the Town and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Recipients will be expected to submit quarterly progress reports and a final report detailing the outcomes and impact of their projects.
- Recipients will also be required to submit quarterly financial records related to their funded projects.
- Recipients will comply with program performance measurement requirements including quarterly reports to the Board of Commissioners.
- Recipients must adhere to all applicable local, state, and federal regulations, as well as Town of Zebulon policies and procedures.

Grant Timeline:

Month	Action
January 1 st , 2025	Release application & host an informational meeting
January 7 th , 2025	Informational Meeting & Lunch Noon-1 PM Zebulon Community Center
January 31 st , 2025	Applications due by 5 PM.
March 3 rd , 2025 Regular Meeting	Proposals presented to the Board
March 20 th , 2025 Work Session	Board discussion and award selection
April 7 th , 2025 Regular Meeting	Announcement of grant awards
April 30 th , 2025	Contract Disbursement
Project Period	May 1 st , 2025- April 30, 2026
Quarterly Report (\$5,000 grants)	August 15 th , November 14 th , February 13 th , May 15 th
Biannual Reports (\$2,000 grants)	November 14 th , May 15 th

Application Process:

The application will be available on the Town of Zebulon website (www.townofzebulon.org).

Completed applications must be submitted online no later than the date indicated in the public notice. Applications will not be considered if submitted after the deadline passes.

A complete application includes any support documentation required submitted before the deadline. Incomplete applications will not be considered.

All applicants are asked to provide a short video, no more than 3 minutes, and include a short introduction to their organization and an overview of their grant proposal. The video will be shown at the Boards of Commissioners March regular meeting and made available to them for further review. Applicants are welcome to attend the March regular meeting and present to the Board in lieu of submitting a video. If reasonable accommodation is needed to complete an application or to otherwise participate in the application process, please contact x at xxx@townofzebulon.org.

The application will include the following elements:

- Project statement

- Organization history and key projects
- Description of activities that will be conducted or service provided
- Description of public engagement
- Project timeline
- Description of stakeholders or partners
- Description of measured impact
- Description of funds requested and how they will be spent

Selection & Criteria Matrix

Each application will be blindly reviewed by a committee and scored against the Strategic Plan Grant Matrix. Identifying factors such as the organization's name, staff members, board members, and project titles will be removed from all applications for the committee to review. Only complete applications submitted by the deadline will be reviewed.

The committee will have 6 members and a staff liaison. Each Commissioner and the Mayor will select someone to participate on the committee. Committee members may not be an applicant or have a leadership role in an organization with an application being considered.

Committee members will review applications and score them independently. The committee will meet to review the score summary, address any scoring discrepancies, and prepare a recommendation for the Board of Commissioners.

The Board of Commissioners will select applications to be awarded. Commissioners will receive a copy of each application, a summary of scoring, and the Committee recommendation. The applicants will have an opportunity to present their request at the March regular meeting.

At the Board of Commissioner's March work session, the Board will be asked to rank their top two \$5000 projects, and top five \$2000 projects individually. The projects with the highest scores in each respective category will be presented to the Board to consider as a recommendation for funding. The Board will engage in discussion and recommend award of projects by way of motion and vote. The Board is not bound to the recommendation of the Committee.

Funding Award

Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. In the event funds are not used as indicated, the full amount of funding will be required to be returned to the Town.

Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.

A grant agreement will be executed between the Town of Zebulon and the awarded organization. The agreement will include a W9 and a Certificate of Insurance naming the Town of Zebulon as

additionally insured in the amount of \$1,000,000. Once executed, funds will be made available to the organization by check within 30 days of contract execution.

Grant Reporting and Monitoring

Each funded agency must submit a grant project status report. Each report will include a description of the status activities related to the project, an expenditure report for related expenses, and a summary of results. This report will be due no less than 9 months after the grant agreement is executed. Reports will be shared with the Board of Commissioners.

Funded agencies who do not submit reports will not be eligible for consideration of Town grants in the next fiscal year.

Strategic Plan Mini Grant Matrix

ORGANIZATION INFORMATION

EIN	
Organization Name	
Representative	

GRANT PROPOSAL INFORMATION

Eligibility

Proposal Requirements - The organization provides all required documentation including proof of insurance, IRS Letter, IRS 990 Form, and solicitation license. Organization is willing to adhere to accountability standards. The application includes all required sections.

Confined Status?

Previously Funded?

In good standing?

Project & Initiative Goals

Grants to community-based organizations will be considered based on the following criteria:

- **Project Fit** - The project's goals and activities clearly fit one or more of the Strategic Plan's focus areas.
- **Population to be served** - The organization provides services which supplement the Town services. Project must offer a measurable and visible direct impact to the citizens of Zebulon. Project provides services to populations of interest, including youth, low income, seniors, families, or Latino population.
- **Outcomes** - The expected outcomes, or results, of the project are clearly stated and correlated with the project's goals. Project fills gaps in transportation, education, underserved communities, family health, and youth and senior services.
- **Project Implementation Evaluation** - The organization has a clear definition of success and specific metrics to measure success.
- **Funding Request** - The funding request clearly shows how the expenses requested support the goals outlined in the proposal.

PROJECT FIT WITH THEME AREAS

Project Fit

Are the goals and activities of the project aligned with the Town of Zebulon's focus areas highlighted in the 2030 Strategic Plan?

Does it promote an established Town initiative?

Does the entity provide a public purpose outside the Town's focus areas?

Ratings

3 — Yes to all three questions

2—Yes to two questions

1—Yes to one question

Does the entity have a substantial community presence?

0— No

1— Yes

Does the entity stimulate or encourage community participation in town activities, non-profits, civic groups, etc.?

0— No

1—Yes

Strategic Plan Mini Grant Matrix

POPULATIONS TO BE SERVED IN TOWN OF ZEBULON	
<p>Population To Be Served</p> <p><i>Does the entity have a proven track record over time of contributions to the benefit of the Town, its institutions and citizens?</i></p> <p><i>Will the project offer a visible and measurable impact on the citizens of Zebulon?</i></p> <p><i>Will the project provide services for populations of interest?</i></p>	<p>Ratings</p> <p>3— Yes to all three questions</p> <p>2—Yes to two questions</p> <p>1—Yes to one question</p> <p>0— Yes to none of the questions</p>
OUTCOMES	
<p>Project Outcomes</p> <p><i>Are the expected outcomes, or results, of the project clearly stated and correlated with the project's goals?</i></p> <p><i>Will the project fill gaps in transportation, family health, or education?</i></p>	<p>Ratings</p> <p>2— Yes to both questions</p> <p>1—Yes to one question</p> <p>0— Yes to neither question</p>
PROJECT IMPLEMENTATION	
<p>Project Implementation Evaluation</p> <p><i>Does the project have a clear definition of success and specific metrics to measure success?</i></p> <p><i>Will the entity collaborate with any community partners?</i></p> <p><i>Will the entity offer resources in Spanish?</i></p>	<p>Ratings</p> <p>3 — Yes to all three questions</p> <p>2 — Yes to two questions</p> <p>1 — Yes to one question</p> <p>0 — Yes to none of the questions</p>
FEASIBILITY	
<p>Amount Requested</p> <p>\$5,000 Grant: Has the organization operated for two years preceding the application?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Strategic Plan Mini Grant Matrix

<p>Uploaded Budget <i>Special Note:</i> Grants will not fund research, maintenance, repair, personnel, or benefit costs.</p> <p>Funding Request: Reviewer Rating and Comments</p> <p><i>Do the expenses requested support the goals of the project?</i></p> <p><i>Does the request for funding seem reasonable?</i></p>	<p>Ratings</p> <p>2— Yes to both questions</p> <p>1—Yes to one question</p> <p>0— Yes to neither question</p>
FUNDING RECOMMENDATION	
<p>Initial Funding Recommendation: Reviewer Rating and Comments</p> <p>Based on your initial impression of this proposal, would you recommend it for funding?</p>	<p>Ratings</p> <p>5 - Highly recommend without reservation</p> <p>4 -Recommend</p> <p>3 - Recommend, but with some reservations</p> <p>2 - Neutral</p> <p>1 - Do not recommend</p>
FINALIZATION	
<p>Finalization: Total Score and Signature</p> <p>Total Score:</p> <p>*Highest possible score is 20.</p> <p>Signature:</p>	<p>Notes</p> <p>Please list any questions, comments or concerns.</p>