

ZEBULON
BOARD OF COMMISSIONERS
AGENDA
June 3, 2024
6:00pm

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT

All wishing to speak must sign up prior to 5:50pm. The comment period will be no longer than 15 minutes with speakers having three minutes each to speak. No speaker can speak on a public hearing item or any item that would need to be discussed under Closed Session. Speakers cannot give their minutes to another speaker. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Stacie Paratore at sparatore@townofzebulon.org by 3:00pm on June 3, 2024.

4. CONSENT AGENDA

A. Minutes

- i. March 4, 2024 regular meeting
- ii. April 1, 2024 regular meeting

B. Finance

- i. Wake County Tax Report – March 2024
- ii. FY 2025 Appointment of Tax Collector – Resolution 2024-25
- iii. Budget Amendment Request – Contract Services IT – Ordinance 2024-47

5. PUBLIC HEARING

A. FY '25 Budget

6. NEW BUSINESS

A. Budget

- i. Budget 2024-2025 (Ordinance 2024-48)

B. Parks and Recreation

- i. Sustainability
 - a. Ordinance 2024-49
 - b. Resolution 2024-26
- ii. Street Closure – Back to School Event – Resolution 2024-27

C. Administration

- i. Board Appointments
- ii. Bond Order – Resolution 2024-28 and Resolution 2024-29

7. BOARD COMMENTS

8. MANAGERS REPORT

9. ADJOURN

Zebulon Board of Commissioners
Minutes
March 4, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Bob Grossman-Police, Wayne Dupree-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:10pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Clark.

APPROVAL OF AGENDA

Mayor York moved Ordinance 2024-35, Resolution 2024-18 and Ordinance 2024-36 from consent to New Business.

Commissioner Baxter asked to pull the closed session minutes and move them to the March 28, 2024 work session.

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|----------------------|-------------------------|
| a. Approval | b. Unsealing of Minutes |
| 1. February 13, 2024 | 1. February 7, 2022 |
| 2. January 29, 2024 | 2. May 2, 2022 |
| 3. June 15, 2023 | 3. October 20, 2022 |
| 4. May 1, 2023 | 4. December 5, 2022 |
| 5. April 3, 2023 | 5. February 23, 2023 |
| 6. March 6, 2023 | 6. March 16, 2023 |
| 7. March 16, 2023 | 7. March 16, 2023 |
| 8. February 23, 2023 | 8. April 3, 2023 |
| | 9. May 1, 2023 |
| | 10. June 15, 2023 |

Commissioner Baxter asked to move the Board Comments after the Managers Report.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve the agenda as amended. There was no discussion and the motion passed unanimously.

SCHOOL RECOGNITION

Mayor York recognized student Mary Weathers Gentel and teacher Zachary Parchmenko both from Zebulon Middle School.

PROCLAMATIONS

Commissioner Baxter read the Proclamation for Women’s History Month

PRESENTATION

Bobby Fitts spoke about the Strategic Plan Grant process and introduced those non-profits present to speak.

Each group spoke about who they were and how they would use the funds if awarded:

- Preservation Zebulon
- Brown Bag Ministry of Wendell
- Positive Attitude for Life
- East Wake Education Foundation
- Zebulon Shrine Club
- James E. Shepard School Alumni Association
- The North Carolina Community of Coalitions

PUBLIC COMMENT

No one signed up to speak.

CONSENT

A. Finance

Commissioner Harrison made a motion, second by Commissioner Baxter to approve the Wake County tax report for December 2023. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Baxter to approve Ordinance 2024-34 – vehicle repairs – Appropriation of insurance proceeds. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

i. 321 Hospital Road – Ordinance 2024-37

Adam Culpepper presented the zoning map amendment request for 321 Hospital Road to rezone the .34 acres from Office Institutional (OI) to General Commercial (GC).

The standards under section 2.2.25.J for a rezoning were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The public hearing notification process was detailed. The zoning map and future land use plan was shown. The Planning Board recommended approval at their February 12, 2024 meeting.

Commissioner Baxter asked about details on the use type of business.

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Michael Germano explained the owners wished to use the business to import and export goods that would be sold elsewhere.

Commissioner Clark made a motion to approve 321 Hospital Road – Ordinance 2024-37. Motion died for lack of a second.

Commissioner Baxter made a motion, second by Commissioner Miles to table 321 Hospital Road – Ordinance 2024-37 to the April 1, 2024 meeting.

Commissioner Harrison explained she needed more clarification and time to understand the future land use plan and the plans for the property.

There was no further discussion and the motion passed with a vote 4 to 1 with Commissioners Miles, Baxter, Davis and Harrison voting in favor and Commissioner Clark voting in opposition.

B. General

i. Board Appointments

Each applicant was given three minutes to speak about their reasons for wanting to serve on an appointed board. Those who spoke were David Field, Rufus Wilson, Jr., Kyle Adams, Niya Moton, Marcus Bennett and Scott Carpenter.

Lisa Markland read comments submitted by Latoya Carter, Sylvia Wheeler, Dieva Hill, and Wendell Holden. Kyla Virden asked to have her application withdrawn.

Africa Privette was not present and did not submit comments.

The votes were done my ballot vote. Lisa Markland collected the ballots and there were write-in votes. Staff explained the Board would need to decide if they were willing to accept write-in votes.

Commissioner Miles made a motion, second by Commissioner Baxter to allow write-in votes. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Miles, Baxter and Davis voting in favor and Commissioners Harrison and Clark voting in opposition.

Lisa Markland read the voting results:

Planning Board

Kyle Adams, Niya Moton and George Roa was a write in candidate.

Parks and Recreation Advisory Board.

David Field and Marcus Bennett

Lisa Markland stated there was a write-in ballot for Rufus Wilson, Jr. Commissioner Miles made a motion, second by Commissioner Baxter. Commissioner Harrison asked if Rufus Wilson, Jr. was interested in serving on the Board of Adjustment. Lisa Markland explained his application only indicated interest in serving on the Planning Board and Parks and Recreation Advisory Board. There was no further discussion and the motion passed with a vote 3 to 2 with Commissioners

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Baxter, Miles and Davis voting in favor and Commissioners Clark and Harrison voting in opposition.

Lisa Markland read the ballot results.

Board of Adjustment

Sylvia Wheeler was appointed as an in-Town regular member

Scott Carpenter was appointed as an in-Town alternate member.

There were not enough votes for the third opening.

Commissioner Miles made a motion, second by Commissioner Davis to vote again for the Board of Adjustment appointment for the in-Town opening. There was no discussion and the motion passed with a vote 3 to 2 with Commissioners Miles, Davis and Baxter voting in favor and Commissioners Harrison and Clark voting in opposition.

Rufus Wilson, Jr. was asked if he was interested in serving on the Board of Adjustment and he stated he was not interested.

Mayor York stated there would be a 10-minute break.

The meeting reconvened at 7:38pm.

NEW BUSINESS

A. Finance

i. Auditor Recommendation

Bobby Fitts presented the history of the Request for Proposal (“RFP”) for the audit and stated the Town received three responses to the RFP from Mauldin & Jenkins, LLC, Martin Starnes & Associates, CPA’s and Thompson, Price, Scott, Adams & Co. Staff recommended Martin Starnes and spoke about the scoring criteria and results.

There was discussion about single audits and how federal funds required a single audit due to the rigorous process. Examples of grants that could require additional programs were detailed.

Commissioner Baxter asked about the duration of the auditor contract. Bobby Fitts explained the standard contract was for three years.

Commissioner Baxter asked if language could be added to the contract where it would be breached if the audit was late. Eric Vernon stated there would be a performance deadline in the contract. The contract had a deadline of October 31.

Commissioner Clark made a motion, second by Commissioner Harrison to approve a three-year contract with Martin Starnes & Associates, CPA’s beginning the fiscal year ending June 30, 2024. There was no discussion and the motion passed unanimously.

ii. Strategic Plan Grant Funding Policy

Kaleb Harmon reviewed the current Strategic Plan Grant Funding Policy and how the non-profits were made aware of the grant.

Commissioner Baxter asked if the 501(c)(3) organizations were based in Zebulon. Kaleb Harmon explained they needed to be serving the Zebulon community for the past two years.

Commissioners Miles stated most non-profits were struggling in their first two years and to look at the policy to help them sooner.

The Board would discuss feedback from the non-profits at the March work session.

B. Parks and Recreation

i. Facility Use Request – 8Kickoff Race

a. Resolution 2024-19

Sheila Long presented the request to use Town Hall for the Boys and Girls Club 8Kickoff race. The event was scheduled for September 7, 2024 and there was a request for a fee waiver.

The routes for both the 3k and 8k were shown. The route kept participants off Arendell Avenue, but required temporary closures of several streets within, and adjacent to the Wakelon Heights neighborhood.

The cost to the Town was estimated to be \$1,146.70.

John Hanlon, a Boys and Girls Club representative, spoke about what was planned for the event. Commissioner Baxter expressed concerns about there not being sidewalks on the entire race route. Mr. Hanlon stated there would be volunteers and the Police Department would be along the route. There were more details about safety precautions being taken during the race.

Bob Grossman spoke about the safety and traffic measures that were taken at the race last year. There would be message boards along the race to caution drivers about the race.

Commissioner Baxter made a motion, second by Commissioner Miles to table the topic to the April meeting until the applicant had the opportunity to discuss everything the Town was asking for with their attorney. There was no discussion and the motion passed with a vote 4 to 1 with Commissioners Davis, Harrison, Miles and Baxter in favor and Commissioner Clark voting opposed.

ii. Budget Amendment – Athletics – Ordinance 2024-35

Commissioner Baxter asked about the \$20,000 increase for youth leagues.

Sheila Long explained there was a 40% increase in athletics. Staff asked the Board to recognize the increased revenues and then allocate to part-time staff and uniforms.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-35. There was no discussion and the motion passed unanimously.

C. Public Works

i. Authorize Public Auction of Knuckle boom truck – Resolution 2024-18

Commissioner Baxter asked if there was a reserve set for the knuckle boom truck. Chris Ray explained staff's estimate for the knuckle boom was greater than \$30,000 and must be approved by the Board to sell it.

Commissioner Harrison made a motion, second by Commissioner Clark to approve Resolution 2024-18. There was no discussion and the motion passed unanimously.

ii. Commissioner Public Works Emergency Generator Replacement – Ordinance 2024-36

Commissioner Miles asked what would happen to the old generator. Chris Ray stated it would be added to portable fleet and would be used for special events.

Commissioner Baxter had questions about value engineering and the difference in costs. Chris Ray explained the bids received exceeded the project's budget. The contractor recommended suggestions to modify to lower costs and staff spoke about those changes. There was detailed information given about the installation costs.

Commissioner Clark made a motion, second by Commissioner Miles to approve Ordinance 2024-36. There was no discussion and the motion passed unanimously.

MANAGER'S REPORT

Michael Clark gave a monthly development update.

Bobby Fitts reported the following budget transfers:

Police:

Moved \$10,000 from Part-time Salaries to Salaries (Overtime), Moved \$2,000 from Materials & Supplies to Community Policing

Property & Project Management:

Moved \$10,000 from Downtown Sidewalk Cleaning - \$2,000 to Water & Sewer (Stadium), \$4,000 to ZMC Maintenance and \$2,500 to Equipment Maintenance, \$890 to Vehicle Maintenance and \$610 to Insurance & Bonds (Stadium)

Operations:

Moved \$8,000 from Material & Supplies (Snow/Ice Removal) - \$4,000 to Vehicle Maintenance and \$4,000 to Materials & Supplies (Sanitation)

Engineering:

Moved 1,305 from Insurance & Bonds to Contract Services – Permitting Renewal

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Bobby Fitts handed out the invoice for the financial advisors for the bond referendum project since there was a question at the last meeting. Commissioner Baxter asked about the financial advisors' travel expenses. Staff explained some meetings were done virtually but they did attend Board Work Sessions and mini retreats.

Joe Moore stated the IT Director, Assistant Town Manager and Personnel Policy addendums were included in the packet.

Lisa Markland explained Dr. Jordon was reviewing the personnel policy and providing comments. The directors will receive a copy to provide feedback.

There was discussion about the IT Director and Assistant Town Manager positions. Commissioner Baxter spoke about how staff was wearing multiple hats and stretched thin and hiring an Assistant Town Manager would help alleviate some of the additional work for staff.

Commissioner Harrison stated the Board needed to recognize potential roadblocks to fill roles and it can be difficult to put dates on positions being filled.

Lisa Markland gave information about assessment centers and a proposed timeline to fill the positions.

BOARD COMMENTS

Commissioner Davis thanked the Board for the Women's History Month proclamation.

Commissioner Harrison also thanked the Board for the Women's History Month proclamation and spoke about the National Leave of Cities conference. Commissioner Harrison will be serving as Chair on the National League of Cities Youth Education and Families committee.

Commissioner Miles thanked those who applied to serve on an appointed board.

Commissioner Baxter spoke about the Belarus fundraiser and expressed concerns about the townhomes on Arendell Ave being too close to the road. Staff was asked to revisit sections of the UDO that allowed the development to happen.

Mayor York spoke about the upcoming NCLM elections, congratulated Zebulon Police Department for wrapping up the bank robbery case so quickly.

CLOSED SESSION

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(6) for the purpose of personnel discussions.

Commissioner Harrison made a motion, second by Commissioner Clark to go into closed session. There was no discussion and the motion passed unanimously.

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NOTE: In closed session, Commissioner Miles made a motion, second by Commissioner Davis to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Davis made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 3rd day of June 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Minutes
April 1, 2024

Present: Mayor Glenn York, Quentin Miles, Amber Davis, Jessica Harrison, Shannon Baxter, Beverly Clark, Joe Moore-Town Manager, Lisa Markland-Human Resources Director, Chris Ray-Public Works, Bob Grossman-Police, Wayne Dupree-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Kaleb Harmon-Communications, Eric Vernon-Town Attorney

Mayor York called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by student Adam Khalioui.

APPROVAL OF AGENDA

Mayor York moved Cell Tower Lease Extension and New Blue CARE Program – Appropriation Grant Proceeds – Ordinance 2024-38 from consent to New Business and added USDA Grant Resolution 2024-20 to New Business.

Commissioner Baxter made a motion, second by Commissioner Davis to approve the agenda as amended. There was no discussion and the motion passed unanimously.

SCHOOL RECOGNITION

Mayor York recognized student Adam Khalioui and teacher Porscha Lennon from Zebulon Elementary School.

PUBLIC COMMENT

Domenick Schilling spoke about concerns he had about how growth was being handled. The Board was encouraged to trust the plans that were created to guide the growth of the Town.

Susan Pearce spoke about the need for transparency and fairness and had concerns about the write in votes from the Planning Board that took place at the March meeting. The Board was encouraged to set guidelines for fair voting procedures.

CONSENT

A. Minutes

Commissioner Harrison made a motion, second by Commissioner Miles to approve the February 12, 2024 Joint Public Hearing minutes. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the February 13, 2024 regular meeting minutes. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the Wake County tax report for January 2024. There was no discussion and the motion passed unanimously.

Commissioner Harrison made a motion, second by Commissioner Miles to approve the Mack Todd Road Water Line: Easement Dedication. There was no discussion and the motion passed unanimously.

OLD BUSINESS

A. Planning

i. 321 Hospital Road – Ordinance 2024-37

Adam Culpepper explained this was a tabled item from the March 4, 2024 meeting and presented the zoning map amendment request for 321 Hospital Road to rezone the .34 acres from Office Institutional (OI) to General Commercial (GC).

The standards under section 2.2.25.J for a rezoning were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The public hearing notification process was detailed. The zoning map and future land use plan was shown. The Planning Board recommended approval at their February 12, 2024 meeting.

Cyrus Stacey stated he and his business partner owned three properties and two businesses in Town and gave details of the project.

Commissioner Baxter asked about the closing date. Mr. Stacey explained the date was different because the date was moved.

Commissioner Clark made a motion, second by Commissioner Harrison to approve Ordinance 2024-37. There was no discussion and the motion passed unanimously.

ii. Zebulon South Planned Development – Ordinance 2024-39

Michael Clark presented the planned development request to develop 320 residential units on 118.62 acres at 751 S. Wakefield Rd, 700 S. Arendell Ave., 0 S. Wakefield St., and 0 S. Arendell Ave.

The standards under section 2.2.25.J for a planned development were:

1. Health, Safety and Welfare
2. Appropriate for location
3. Reasonable in the public interest
4. Other relevant factors

The aerial map, zoning map, future land use plan, timeline, and concept plan were shown. The applicant received 68 points under the Town's Utility Allocation Policy. The applicant was proposing to dedicate a portion of the property for a proposed future fire station.

Mr. Clark explained the conditions that exceeded the UDO requirements:

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- All detached rear loaded homes shall have a sidewalk connection from the front door to the public sidewalk (Condition 7).
- The clubhouse and pool shall be completed before the 150th Certificate of Occupancy (Condition 8).
- Zebulon South will apply a maximum 35% impervious surface requirement (Condition 9).
- Provide a minimum 15% Tree Save (Condition 10)
- One bus stop area, including a shelter, a bench, a trash can, and at least 5 bicycle spaces shall be provided with the second phase of development (Condition 12).
- A single family detached home shall be developed and donated as part of Built to Honor, Wounded Warrior Homes, Operation Coming Home, Operation Finally Home, or similar organization providing homes to veterans (Condition 14).

The conditions meeting the UDO included:

- All Road Improvements on a DOT road will be approved by NCDOT (Condition 11)
- Some of the following amenities will be included:
 - a minimum of two larger parking spaces designed for food trucks or delivery vehicles (mobile vendors), with an electrical outlet available;
 - one covered seating area with at least 10 designated public seating spaces will be provided adjacent to the Mobile Vendor spaces.
 - at least one outdoor grill will be provided adjacent to the covered seating area.
- Greenway Alignment will be reviewed and approved by TRC during construction drawings.
- The grave site(s) located at 0 N Arendell Ave (PIN 2705513114) shall be relocated prior to approval of construction drawings

The conditions deviating from the UDO included:

- Minimum driveway stem length shall be 20' (Condition 2).
- Single family detached rear load lots shall have a minimum lot size of 4,800sf (Condition 3)
- Single family detached front load lots shall have a minimum lot size of 6,000sf (Condition 4)
- Single family attached lots shall have a minimum lot size of 1,260sf (Condition 5)
- The minimum lot width for front loaded lots shall be 50' reduced from 70' (Condition 6)

The road improvements would include:

- NC-96 / Site Access 1:
 - 50-foot southbound right-turn lane (with appropriate taper)
 - 100-foot IPS (Internal Protected Stem) along Site Access 1**
- NC-96 / Site Access 2:
 - 50-foot southbound right-turn lane (with appropriate taper)
 - 100-foot IPS along Site Access 2**
- South Wakefield Street / Site Access 3:
 - 50-foot southbound left-turn lane (with appropriate taper)
 - 100-foot IPS along Site Access 3**
- Wakefield/Morpheus Bridge Road:
 - Review and construct safety improvements

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Staff explained the developer dedicated 2.1 acres at the north end of the site and to do all the road improvements. Chief Perry gave details on the preliminary design that was done for the property and explained the location was consistent with the Fire Department's needs. The developer would donate the land at the time of plat.

Additional enhancements included 50% open space, 15% tree save, enhanced landscape buffers, additional amenity features.

Staff stated there had been concerns about traffic, but the volumes were lower than anticipated and delays were just seconds.

Ashley Terrazas Honeycutt, the attorney for the applicant, introduced those who were in attendance at the meeting and could give details about the proposed development.

Rob Rudloff spoke about Poulte Homes and their vision for the community. There was discussion at the last meeting regarding rentals and a condition was added to only allow 20% of homes to be rental homes. The amenities were reviewed including a greenway trail, on street parking, a centralized bus location, a pool and a mobile vendor space. There was discussion at the Joint Public Hearing about adding items for teens so yard games were also added to the amenity plan.

Commissioner Baxter asked about exercise equipment in the amenity plan. Rob Rudloff explained three exercise stations were added along the trails.

Commissioner Baxter stated a Poulte representative said they committed to building 1% of affordable housing in other communities and that would be 3.2 homes for the proposed community.

Ashley Honeycutt Terrazas reviewed the updates to the plan including donating the land to the Town even if it was not used for a Fire Station. Information about road improvements was given and it was explained the developer was complying with the 25' driveway length requirements. Another update included increasing the HOA requirements to have two on the Board at each phase for a total of six representatives. As requested by the Board, there would be three affordable rear-loaded townhomes for low-income families and each townhome would be on a different street in the neighborhood.

There was information given about the roadway safety improvements.

Staff spoke about the alternatives if the development did not move forward. A developer could construct 140 units on well and septic since it was located within the ETJ without any amenities and features. The home prices would increase, and the land would not be dedicated to the Town for a future Fire Department. The Town would not receive any tax revenue, transportation impact fees or Parks and Recreation fees.

The Planning Board voted 4 to 3 recommending denial at their March 11, 2024 meeting. Staff recommended approval of the Zebulon South Planned Development.

Commissioners Miles asked how the Planning Department justified adding another subdivision. Michael Clark explained staff looked at the area as a whole and it was s a supply and demand issue. Without homes it would create an area where people could not afford to live.

Commissioner Baxter asked about the increase in wait times. Jeff Hochanadel, the traffic engineer, gave details of the traffic analysis. There was some queuing shown for traffic but did operate acceptably.

Commissioner Baxter asked about the buildout timeline. Rob Rudloff stated it would be approximately three years when the first residents would move in and discussed the timeline for the development. There were concerns expressed about the price of the homes being over \$500,000 and unaffordable.

Commissioner Baxter stated she was told by Mary Beth Carpenter there were six gravesites and wanted clarification. Ashley Honeycutt Terrazas explained cemetery relocation was regulated by the state and county. A historian and archaeologist was doing the work for them and explained how they searched for the gravesites.

The developer agreed to provide five affordable townhomes which would be over 1% of the homes in the development.

Commissioner Miles asked what staff was doing for economic development in that area. Michael Clark explained the Board of Commissioners adopted the Future Land Use Plan that showed the site as a residential area. Staff was following the guidelines of the adopted plan. The Economic Development specialist was working on an Economic Development Strategic Plan.

Commissioner Baxter made a motion, second by Commissioner Harrison to table Zebulon South Planned Development – Ordinance 2024-39 to the May 6, 2024 meeting to be able to consider the additional offer of affordable homes and presentation changes.

Commissioner Miles stated he wanted more time to assess the new information and a decision would be made in May.

There was no further discussion and the motion passed unanimously.

Mayor York stated there would be a five-minute recess.

The meeting reconvened at 8:03pm.

B. Parks and Recreation

i. 8Kickoff Race – Resolution 2024-19

Sheila Long stated the race would take place on September 7, 2024, and the applicant was the Boys and Girls Club. The 8K and 3K routes were shown on a map. The route was moved off Arendell Avenue due to safety concerns that were voiced at the March 4 meeting when the Board tabled their decision. Staff met with the applicant and added volunteers to ensure a continuous line of

sight, safety education for participants and an emergency operations plan review with the committee prior to the event. The applicant requested a fee waiver for the event.

The request of the Town was the use of the municipal complex, temporary closures, and a fee waiver of the costs to the Town which would be \$1,146.70.

Commissioner Baxter asked about the total costs to use the municipal complex. The total of all fees was \$2,622.70 which would be the cost to the applicant if fees were waived.

There was discussion about adding special event standards and a fee waiver discussion to a future work session.

Commissioner Clark made a motion, second by Commissioner Miles to approve Resolution 2024-19 and to waive all fees for the event.

Commissioner Baxter asked staff to add special event standards to a future work session.

Commissioner Harrison reminded the Board to consider the services the groups provide to the community and each organization needs to be considered individually.

There was no further discussion and the motion passed unanimously.

NEW BUSINESS

A. Planning

i. Public Hearing – 901 Proctor Street Annexation

Adam Culpepper stated the applicant Shepard School LLC was requesting to have 7.19 acres at 901 Proctor Street annexed into the corporate limits. The public hearing notification process was detailed.

The annexation standards under section 2.2.2G were as follows:

1. Owner approval
2. Services can be provided
3. Debt obligations
4. Public health, safety and welfare

ii. 901 Proctor Street Annexation – Ordinance 2024-40

Mayor York opened the public hearing.

Mayor York asked if anyone wished to speak in favor. There were none.

Mayor York asked if anyone wished to speak in opposition.

Nicholas Walton stated he was not in opposition but had concerns about the height of the building. Mr. Walton spoke about the high costs for skyscrapers.

Mayor York asked if anyone else wished to speak. There were none.

Mayor York closed the public hearing.

Commissioner Baxter asked for clarification about the height of the building. Adam Culpepper stated the building would be a one-story building.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Ordinance 2024-40. There was no discussion and the motion passed unanimously.

B. Fire

i. Fire/EMS Station USDA Grant Acceptance – Resolution 2024-20

Chris Perry presented the acceptance of conditions related to US Congressionally directed spending grant funds of \$7,500,000 towards construction of a Fire/EMS station.

Commissioner Miles made a motion, second by Commissioner Davis to approve Resolution 2024-20. There was no discussion and the motion passed unanimously.

ii. Fire/EMS Station – Construction Manager at Risk (CMAR)

Chris Perry presented the authorization of Construction Management at Risk (CMAR) Services in the design and construction of the Fire/EMS Station project.

Commissioner Miles made a motion, second by Commissioner Baxter to approve Construction Manager at Risk (CMAR). There was no discussion and the motion passed unanimously.

iii. Fire/EMS Station – Memorandum of Understanding with Wake County
(Ordinance 2024-41 and Ordinance 2024-42)

Chris Perry presented the amendment to the existing Memorandum of Understanding with Wake County dedicating funds to complete design of the Fire/EMS station project.

Commissioner Miles made a motion, second by Commissioner Clark to approve the Memorandum of Understanding with Wake County-First Amendment. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Harrison to approve Ordinance 2024-41. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-42. There was no discussion and the motion passed unanimously.

C. General

i. Cell Tower Lease Extension

Commissioner Miles asked about the lease term and if it could be shortened. Bobby Fitts stated the original agreement was signed in 1994 for a 15-year lease. In 2009 three five-year extensions were added and the new proposal would add another 15 years. Crown Castle requested 30 years and wanted longer terms. The Town was able to negotiate a 15-year lease extension.

Commissioner Miles made a motion, second by Commissioner Baxter to approve the Cell Tower Lease Extension. There was no discussion and the motion passed unanimously.

ii. New Blue CARE Program – Appropriation of Grant Proceeds – Ordinance 2024-38
Commissioner Davis did not have any questions but wanted to give the Chief an opportunity to share the information. Jacqui Boykin gave an overview of the New Blue CARE Program.

Commissioner Miles asked how long the intern would be on staff. Internships lasted a semester each time and would be able to partner with colleges to give experiences to more people.

Commissioner Baxter asked how the success of the program would be gauged. Jacqui Boykin explained the program provided guidance and performance measures.

Commissioner Baxter made a motion, second by Commissioner Davis to approve Ordinance 2024-38 – the New Blue CARE Program – Appropriation of Grant Proceeds. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Clark stated she did not understand why the write-ins were done during the board appointment process and stated that type of action did not look good for the Board of Commissioners. Commissioner Clark encouraged the Board to be transparent to the community and asked staff to develop a policy for future board appointments.

Commissioner Harrison spoke about her experience at the National League of Cities conference. Staff was asked to bring back information on the Youth Council. Commissioner Harrison thanked Nicholas Walton for his comments and offered to help him with public speaking protocol.

Commissioner Baxter spoke about events coming up, voiced concerns about the newly installed dugouts not providing appropriate coverage from the sun and agreed there needed to be clear reasons for the board appointments. Citizens were encouraged to contact her if they wanted to discuss votes for the board appointments.

Commissioner Miles spoke about his reasons for the write-in votes for board appointments and also encouraged people to contact him with questions. Staff was asked to look at costs to add a bathroom at Gill Street Park.

Commissioner Clark stated Wyrick Robbins was having their 45th anniversary.

Mayor York thanked the Board for making approvals for the Town's first new fire station.

MANAGER'S REPORT

Joe Moore asked for clarification about directives from the Board about an appointed board policy. There was consensus among the Board to have a board appointment policy.

Commissioner Miles asked to ensure everyone who applied was contacted in a timely manner.

Commissioner Harrison clarified that all the information needed to be complete and included with an application.

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Minutes
April 1, 2024

Lisa Markland further clarified that the application in question did not have the correct email address and the emails were being sent to the incorrect email address that was on the application. Staff reached out by phone, and the applicant said they would send in their license a week prior. The license was received by staff the day of the meeting. The applicant was fine with the application going before the Board at the May meeting since they had missed the deadline.

Commissioner Miles made a motion, second by Commissioner Davis to direct staff to analyze Gill Street Park for the installation of bathrooms.

Commissioner Baxter asked if staff could come back with the information in a reasonable amount of time. Joe Moore stated the information may not be ready before the budget but would be a budget amendment if they decided to move forward.

There was no further discussion and the motion passed unanimously.

Michael Clark gave a monthly development update.

Lisa Markland provided a Human Resource update.

Bobby Fitts reported the following budget transfers:

Administration:

Moved \$10,000 from Salaries to Contract Services – I.T.

CLOSED SESSION

The Board needed a motion to go into closed session under NC GS 143-381.11(a)(5) for the purpose of discussing property acquisition.

Commissioner Miles made a motion, second by Commissioner Baxter to go into closed session. There was no discussion and the motion passed unanimously.

NOTE: In closed session, Commissioner Miles made a motion, second by Commissioner Baxter to come out of closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

Adopted this the 3rd day of June 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL. 919 856 6180
FAX 919 856 5699

SHINICA THOMAS, CHAIR
SUSAN EVANS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
DON MIAL
CHERYL STALLINGS
TARA WATERS

May 7, 2024

Ms. Lisa Markland
Town Clerk
Town of Zebulon
1003 North Arendell Avenue
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on May 6, 2024, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in blue ink that reads "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board

Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

Rebate Details
03/01/2024 - 03/31/2024

ZEBULON

DATE 04/13/2024

TIME 8:54:41 PM

PAGE 1

REBATE NUMBER	PROPERTY CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
875114	0.00	19.43	0.00	19.43	03/22/2024	0006123829	2023	007200	PAWNEE LEASING CORP

BUSINESS ACCOUNTS

SUBTOTALS FOR BUSINESS ACCOUNTS	0.00	19.43	0.00	19.43	1	Properties Rebated
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INDIVIDUAL PROPERTY ACCOUNTS

875384	27.76	0.00	2.78	0.00	03/25/2024	0006941548	2023	000000	SCHULIZ, GREGORY SCOTT
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SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	27.76	0.00	2.78	0.00	1	Properties Rebated
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TOTAL REBATED FOR ZEBULON	27.76	0.00	22.21	0.00	2	Properties Rebated for City
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Wake County Tax Administration

Rebate Details
03/01/2024 - 03/31/2024
ZEBULON

DATE: 04/13/2024
TIME: 8:54:41 PM
PAGE: 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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Grand Total:	26,455.66	805.00	570.36	0.00	27,831.02			69	Properties Rebated for All Cities	
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STAFF REPORT
RESOLUTION 2024-25
APPOINTMENT OF TAX COLLECTOR
JUNE 3, 2024

Topic: FY 2025 Appointment of Tax Collector – (Resolution 2024-25)

Speaker: Bobby Fitts, Finance Director (if pulled from the Consent Agenda)

From: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts, Finance Director

Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider appointing the Wake County Revenue Administrator as Tax Collector for the Town of Zebulon.

Background:

Wake County has levied and collected taxes for the Town of Zebulon for more than 20 years. This annual appointment is required for the County to levy and collect taxes for Fiscal Year 2025.

Discussion:

The discussion before the Board is whether to appoint the Wake County Revenue Administrator or Town Staff member as the Tax Collector for the Town of Zebulon.

Policy and Program Analysis:

Section 5.6 of the Town of Zebulon Charter authorizes the Board of Commissioners to appoint a Tax Collector. The Town does not have the capacity or expertise to levy and collect taxes.

Fiscal Analysis:

Wake County handles collections for property taxes for a total cost to the Town of approximately \$63,000 annually. The Town would have to hire additional staff, as well as other incidental costs such as materials, legal and other maintenance costs to provide this service. Their collection rates are also over 99% each year.

Staff Recommendation:

Staff recommends appointing the Wake County Revenue Administrator as Tax Collector for the Town of Zebulon by approval of Resolution 2024-25.

Attachments:

1. Resolution 2024-25

RESOLUTION 2024-25

**APPOINTMENT OF TAX COLLECTOR
FOR THE TOWN OF ZEBULON**

WHEREAS, the Charter for the Town of Zebulon, Section 5.6, authorizes the Board of Commissioners to appoint a Tax Collector, and;

WHEREAS, the Wake County Revenue Administrator is hereby authorized, empowered and commanded to levy and collect taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth, and;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Zebulon that the Wake County Revenue Administrator has full and sufficient authority to levy and collect any real or personal property taxes on behalf of the Town of Zebulon, North Carolina.

Adopted the 3RD day of June 2024.

Glenn L. York—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

STAFF REPORT
ORDINANCE 2024-47
BUDGET AMENDMENT FOR CONTRACT SERVICES IT
JUNE 3, 2024

Topic: Ordinance 2024-47 – Budget Amendment for Contract Services IT

Speaker: Lisa M. Markland, HR Director (if pulled from consent)

From: Lisa M. Markland, HR Director

Prepared by: Lisa M. Markland, HR Director

Bobby Fitts, Finance Director

Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

Budget amendment to continue funding the third-party IT firm with the workload of Information Technology.

Background:

The FY '24 Budget funded an IT Director to oversee the Information Technology for the Town of Zebulon. The IT Specialist left just prior to the budget being approved and it was necessary to hire a third-party firm to handle all aspects of the IT infrastructure and day-to-day needs of staff.

The cost of these services averaged approximately \$8,000 per month. These services were paid through monthly transfers from lapsed salaries of the IT Director position. The line item for Contract Services IT was not funded to handle the additional cost. Staff is recommending transferring funds from the salaries line item (lapsed salaries) to fund the services for the remainder of the fiscal year.

Discussion:

The discussion before the Board is the approval of Budget Amendment (Ordinance 2024-48).

Policy/Program Analysis:

This request recognizes that an IT Director will be hired at the beginning of the fiscal year and continuing with the services an IT Director can perform will not be necessary.

Fiscal Analysis:

The cost to fund this service is \$40,000. The budget ordinance transfers lapsed salaries of the IT Director position.

Staff Recommendation:

Staff recommends approval of Ordinance 2024-47.

Attachments:

1. Ordinance 2024-47

ORDINANCE 2024-47

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, 2024.

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

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
Administration—Contracted Services (I.T.)	40,000.00	
Administration—Salaries		40,000.00

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: June 3, 2024

Effective: June 3, 2024

Glenn L. York - Mayor

ATTEST:

Lisa M. Markland, CMC - Town Clerk

STAFF REPORT
ORDINANCE 2024-48
FISCAL YEAR 2025 BUDGET ORDINANCE
JUNE 3, 2024

Topic: Fiscal Year 2025 Town of Zebulon Budget Ordinance
Speaker: Joseph M. Moore, II, PE – Town Manager
Approved by: Joseph M. Moore, II, PE – Town Manager

Executive Summary:

The Board will consider the Town of Zebulon Fiscal Year 2024 - 2025 Budget Ordinance.

Background:

In accordance with the Local Government Budget and Fiscal Control Act (NC General Statute 159), the Town Manager submitted the FY '25 Budget Message to the Board of Commissioners on May 9, 2024.

The Board subsequently convened additional Budget Work-Sessions on May 15, 21, and 30.

The Board scheduled a Budget Public Hearing on June 3, 2024, and upon its conclusion has satisfied all statutory requirements to adopt the FY 2024 - 2025 Budget Ordinance.

Discussion:

The Board may:

1. Adopt the Budget Ordinance as submitted.
2. Modify the Budget Ordinance.
3. Table the discussion until a meeting on, or before, June 30.

Policy Analysis

The Budget Ordinance funds the programs and projects consistent with Zebulon's Strategic Plan.

Fiscal Analysis

The Budget Ordinance establishes the expected revenues and expenditures for the coming fiscal year.

Staff Recommendation:

Staff recommend adopting the Recommended FY '25 Budget Ordinance as submitted.

Attachment(s):

1. Ordinance 2023-48 (FY '25 Budget)

ORDINANCE 2024-48

Town of Zebulon Fiscal Year 2024-2025 Budget Ordinance

BE IT ORDAINED, consistent with North Carolina General Statutes, Chapter 159-13, that on June 3, 2024, the Board of Commissioners for the Town of Zebulon approved the operating budget for Fiscal Year 2024-2025. Certain other authorizations and restrictions also are adopted.

Section I. Levy of Taxes.

An Ad Valorem tax rate of \$0.575 per \$100.00 assessed valuation for taxable property listed as of January 1, 2024 is hereby established as the tax rate for the Town of Zebulon for Fiscal Year 2024-2025. Under authority of NC General Statute 20-97, an annual license tax of \$30.00 is levied on each vehicle in the Town of Zebulon.

Section II. General Fund.

A. Anticipated Revenues & Funding Sources

Property Taxes-Current Year	\$ 14,450,000
Property Taxes-Prior Years	28,000
Tax Penalty & Interest	25,000
Rental Vehicle Taxes	17,500
Privilege License Taxes	500
Motor Vehicle Decal Fees	205,000
Wake County Sales Tax -1 Cent (Article 39)	1,110,000
Wake County Sales Tax – ½ Cent (Articles 40 & 42)	1,025,000
Wake County Sales Tax – ½ Cent (Article 44)	380,000
NC Utilities Franchise Taxes	750,000
NC Video Programming Taxes	33,000
NC Beer & Wine Taxes	30,000
PEG Channel Funds	52,000
NC Powell Bill Funds	254,500
Wake County Fire Tax Distribution	1,466,514
Additional Fire Tax Revenue	17,500
Solid Waste Disposal Tax	6,000
Interest Earnings-General Fund	500,000
Bond Proceeds	250,000
Officer & Jail Fees	2,500
Zoning Permits & Fees	250,000
Street & Sidewalk Inspection Fees	70,000
PW Inspection Fees	17,000
Stormwater Mapping Fees	20,000
Transportation Impact Fees	300,000

Recreation Impact Fees	1,000,000
Fire Inspection Fees	20,000
Refuse Collection Fees	816,500
Youth Athletic League Fees	50,000
Recreation Program Sponsorships	2,500
Recreation Class Fees	30,000
Park Facility Rental Fees	3,000
Community Center Rental Fees	15,000
Recreation Camp Fees	15,000
Lease Payments-Stadium	5,000
Lease Payments-Cell Towers	90,000
Miscellaneous Revenues	10,000
Wake County ABC Distribution	55,000
Fund Balance Appropriation	5,147,500
	<hr/>
Total Revenues & Funding Sources	\$28,519,514

B. Authorized Expenditures

Governing Body	
Operating	\$977,800
Budget & Finance	
Operating	714,362
Administration	
Operating	1,736,325
Capital	12,000
Planning	
Operating	1,096,924
Capital	15,250
Public Works - Proj/Prop Mgmt	
Operating	1,406,650
Capital	1,920,000
Debt Service	263,450
Police	
Operating	3,992,375
Capital	407,250
Public Works -- Operations	
Operating	2,901,600
Capital	2,767,250
Debt Service	130,000

Fire	
Operating	3,375,774
Capital	1,458,014
Debt Service	167,000
Powell Bill	
Operating	19,500
Capital	235,000
Engineering	
Operating	202,500
Capital	60,000
Parks & Recreation	
Operating	2,028,090
Capital	2,044,750
Community & Economic Development	
Operating	487,650
Capital	100,000
Total Authorized Expenditures	<u>\$28,519,514</u>

Section III. N. Arendell Avenue Capital Project Fund.

A. Anticipated Revenues & Funding Sources

Bond Proceeds	\$ 4,000,000
Total Revenues & Funding Sources	<u>\$ 4,000,000</u>

B. Authorized Expenditures

Construction	\$ 4,000,000
Total Authorized Expenditures	<u>\$ 4,000,000</u>

Section IV. Fee Schedule

There is hereby established for Fiscal Year 2024-2025 a schedule of various fees, penalties, privilege license taxes, and fines as included as an attachment to this ordinance as an appendix.

Section V. Purchase Orders.

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases over \$2,000.00.

Section VI. Budget Officer Authorization.

- A. The Budget Officer or his/her designee shall be authorized to reallocate operational or capital appropriations within a department and between departments within a fund up to \$10,000.00 as deemed necessary. These reallocations shall be reported to the Board at the first regularly scheduled meeting of the month.
- B. Interfund transfers established by this ordinance may be accomplished without additional approval from the Board.
- C. The Budget Officer shall be authorized to hire personnel in positions and set the compensation in accordance with the Salary Schedule and the Personnel Policy.
- D. The Budget Officer shall be authorized to award merit increases to employees as deemed appropriate after consultation with appropriate personnel, in accordance with the Salary Schedule and the Personnel Policy.

Section VII. Board Budget Responsibilities.

- A. Reallocations between operational or capital appropriations within a department and between departments in excess of \$10,000.00 shall require Board authorization.
- B. Reallocations between operational appropriations and capital appropriations within and between departments and reallocations between capital appropriations within and between departments shall require Board authorization.
- C. Interfund transfers, except as noted in Section VIII, Item B, shall require Board authorization.
- D. The utilization of any unappropriated fund balance shall require Board authorization.

Section VIII. Utilization of Budget Ordinance.

This ordinance shall be the basis of the financial plan for the Town of Zebulon during the Fiscal Year 2024-2025. The Budget Officer shall administer the budget and shall insure the operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The Budget & Finance Department shall establish and maintain all records which are in consonance with this ordinance, and the appropriate statutes of the State of North Carolina.

Adopted this 3rd day of June, 2024.

Effective July 1, 2024.

Glenn L. York — Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

STAFF REPORT
ORDINANCE 2024-49
RESOLUTION 2024-26
SUSTAINABILITY BOARD
JUNE 3, 2024

Topic: Ordinance 2024-49 and Resolution 2024-26 - Sustainability Board
Speaker: Sheila Long, Parks & Recreation Director
From: Sheila Long, Parks & Recreation Director
Approved by: Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider adopting Ordinance 2024-49 creating the Sustainability Board and repealing the Tree Board ordinance.

Background:

The Board of Commissioners funded expanding the sustainability efforts related to joining Bee City USA with adoption of the FY '24 Budget Ordinance. A Sustainability Board, advising the Board of Commissioners regarding environmental sustainability issues such as environmental protection and urban forestry, recycling, and energy use, can support obligations of the Bee City USA and Tree City USA programs.

At the May 15, 2024 work session, the Board of Commissioners provided direction to staff to bring forward Ordinance changes that create the Sustainability Board and possibly assign the duties to the Parks and Recreation Advisory Board. The Board also requested to hear from the Parks and Recreation Advisory Board on serving as the Sustainability Board. The Parks and Recreation Advisory Board met on May 20, 2024. The Advisory Board by unanimous vote provided the below feedback to the Board of Commissioners:

The Parks & Recreation Advisory Board believes that bees and trees are critical to the environment. There is a concern that there might be a lack of knowledge and interest on the Advisory Board in order to see it through to make a lasting impact. While they feel that there may be some connection to the Parks & Recreation Advisory Board, they feel there may be some in the community with more interest and expertise that would be a better fit. If it is assigned to the Parks & Recreation Advisory Board, they want to make sure they have access to the resources and consultants needed to see it through.

Discussion:

Ordinance 2024-49 replaces the Tree Board with a Sustainability Board. The Board will also consider whether to appoint the duties of the Sustainability Board to the Parks & Recreation Advisory Board until members of the Sustainability Board can be appointed.

In order to join Bee City, the Board of Commissioners must adopt a resolution.

Fiscal Analysis:

The Fiscal Year 2025 proposed budget includes \$5,000 to support Sustainability efforts. Additional funds may be needed to provide necessary resources and consultants to the Parks and Recreation Advisory Board. Depending upon the depth of the Pest Management Plan, additional staff, equipment and supply costs could apply and will need to be considered as the plan is developed.

Attachments:

1. Ordinance 2024-49
2. Resolution 2024-26

ORDINANCE 2024-49
ESTABLISHMENT OF THE SUSTAINABILITY BOARD

§31.80 ESTABLISHMENT

There is hereby established a Sustainability Board under the authority of the general statutes of the state.

§31.81 MEMBERSHIP; TERM OF OFFICE

(A) (1) Membership on the Sustainability Board shall consist of seven members. In making the appointment, the Board should ensure that the diversity of the community is represented on the Advisory Board taking into consideration gender, age and racial characteristics of the town community, as well as making sure that appointees live within the corporate limits or extraterritorial jurisdiction of the town.

(2) Members shall be appointed for terms of three years with terms expiring on June 30. Appointments to the Board shall be staggered so that no more than three members' terms will expire in the same year. They shall serve until the expiration of their terms or until their successors have been appointed. The members shall serve without compensation. Vacancies in the Commission shall be filled by appointment of the Board of Commissioners. There will be no term limits for those serving on the Sustainability Board Advisory Board.

(B) The Sustainability Board, at its first meeting, shall appoint from among its members a Chairperson and Vice Chairperson to govern its procedures.

§31.82 COMPENSATION

Members of the Sustainability Board shall serve without compensation.

§31.83 DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the Sustainability Board to serve as an advisory committee to the Board of Commissioners regarding environmental sustainability issues such as environmental protection and urban forestry, recycling, and energy use. Their duties include:

- Advise, deliberate, and make recommendations on tree and urban forestry related matter, recycling, and energy use.
- Assist in the development and implementation of any ordinances, policies, or plans related to tree and urban forestry, recycling, and energy use.
- Assist in the community outreach and public education related to urban forestry and environmental protection related matters.
- Assist in the planning of community events related to urban forestry and environmental protection.
- Provide support and oversight of the Tree City USA and Bee City USA programs.

§31.84 ORGANIZATION, MEETINGS QUORUM, CONFLICTS OF INTEREST, VOTING

(A) The Sustainability Board may adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations. That record shall be a public record. The Board shall hold at least one meeting quarterly, and all of its meetings shall be open to the public.

(B) A quorum shall consist of a majority of actual membership excluding vacant seats. All members, both those living within the town limits and those living within the extraterritorial area, shall have voting power on all matters of business.

(C) Any member who is a party in interest to matters under consideration by the Board shall declare that interest prior to a discussion of the Board on the question and abstain from voting on the question. However, this provision shall not prohibit those members from participation in discussions of the Board on those matters prior to a vote.

This ordinance repeals ordinance 2006-42 and ordinance 2019-24 pertaining to the Tree Board.

Date

SEAL

Glenn L. York—Mayor

Lisa M. Markland, CMC—Town Clerk

RESOLUTION 2024-26
BEE CITY USA AFFILIATE DESIGNATION

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honeybees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, Zebulon, NC should be certified a *BEE CITY USA* community because we value engaging with our community on sustainable experiences such as native and pollinator gardens, recycling events, nature education and Arbor Day programs and tree planting; and

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, Zebulon chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The Town of Zebulon Parks and Recreation Department is hereby designated as the BEE CITY USA sponsor.
 - a. The Town Manager may designate another department as the sponsor at a future date.
2. The Director of Parks and Recreation or designee is designated as the BEE CITY USA Liaison.

- a. The Town Manager may assign the liaison to an alternate position at a future date.
3. Facilitation of Zebulon's BEE CITY USA program is assigned to the Sustainability Board.
4. The Sustainability Board is authorized to and shall:
 - a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase Zebulon's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
 - b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on The Town of Zebulon website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
 - c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, identifying and inventorying Zebulon's real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
 - d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods when possible.
 - e. **Policy & Plans:** Establish, through the Town of Zebulon, a policy in the Comprehensive Land Use Plan to acknowledge and commit to the BEE CITY USA designation and review the Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
 - f. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of Zebulon's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on Zebulon's population.

ADOPTED this the 3rd day of June, 2024.

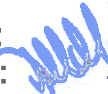
Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk



STAFF REPORT
RESOLUTION 2024-27
STREET CLOSURES FOR EVENT
JUNE 3, 2024

Topic: Resolution 2024-27 –Street Closures for Event
Speaker: Sheila Long, Parks & Recreation Director
From: Sheila Long, Parks & Recreation Director
Prepared by: Sheila Long, Parks & Recreation Director
Approved by:  Joseph M. Moore II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider a request to close a road to support a Back to School event hosted by Zebulon Parks and Recreation and Mt Zion Holiness Church.

Background:

The Town seeks to continue to engage the community surrounding Gill St Park. Mt Zion Holiness Church is located across the street and has 100+ years of ties to community members. Working with Mt. Zion Holliness Church will bring a back to school event with kid friendly activities, school resources, food and more. The event will include Gill St Park and the church property. Closing the street will provide more space to support the event and provide a safer event.

Event	Date	Time	Closure Needed	Closure Time
Back to School Event	August 3 rd , 2024	10-2 PM	Gill St: From East Stronach Ave to Cemetery Road	7 AM- 5 PM

Staff will coordinate and communicate with emergency services and Public Works regarding street closures.

Discussion:

The Board will consider closing public right of way for the back to school events held at Gill St Park and Mt Zion Holiness Church.

Policy Analysis:

Community surveys collected during the development of Zebulon's 2030 Strategic Plan revealed an interest in "more community events/activities". These events are consistent with the goal of *Small-Town Life* Focus Areas of the *Zebulon 2030* Strategic Plan.

The proposed event expands existing efforts such as the Gill St Park Community Cookout and Coat Drive and specifically address a recommendation of the *Play Zebulon* Parks and Recreation Master Plan: "Offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement".

Fiscal Analysis:

Programs and events within FY 2025 will need to be budgeted in the FY 2025 budget. The staff proposed budget will support this event and is pending Board adoption.



STAFF REPORT
RESOLUTION 2024-27
STREET CLOSURES FOR EVENT
JUNE 3, 2024

Staff Recommendation:

Staff recommends approval of Resolution 2024-27.

Attachments:

1. Resolution 2024-27

RESOLUTION 2024-27
STREET CLOSURE: BACK TO SCHOOL ST CLOSURE

WHEREAS, the *Zebulon 2030* Strategic Plan includes a *Small-Town Life* goal to “promote more community events and festivals”; and

WHEREAS, the *Play Zebulon* Parks and Recreation Master recommends recreational programs that “offer comprehensive services through programs, events, facilities, marketing, partnerships, and community engagement”; and

WHEREAS, the Town has hosted programs and events that may require the closure of public access such as streets.

NOW, THEREFORE, BE IT RESOLVED, the Town of Zebulon will plan and implement a Back to School event and authorizes closure of public right of way as follows:

Event	Date	Time	Closure Needed	Closure Time
Back to School Event	August 3 rd , 2024	10-2 PM	Gill St: From East Stronach Ave to Cemetery Road	7 AM- 5 PM


Adopted the 3rd day of June 2024

SEAL

Glenn L. York – Mayor

Lisa M. Markland, CMC – Town Clerk

STAFF REPORT
BOARD APPOINTMENTS
JUNE 3, 2024

Topic: Board Appointments
Speaker: Lisa Markland, CMC, Human Resources Director/Town Clerk
From: Lisa M. Markland, CMC, Human Resources Director/Town Clerk
Michael J. Clark, AICP, CNU-A, Planning Director
Shella Long, Parks and Recreation Director
Prepared by: Lisa Markland, CMC, Human Resources Director/Town Clerk
Michael J. Clark, AICP, CZO, Planning Director
Approved by:  Joseph M. Moore, II, PE, Town Manager

Executive Summary:

The Board of Commissioners will consider applicants interested in serving on appointed boards.

Background:

The Board of Commissioners appoints members to volunteer Boards (Planning Board, Board of Adjustment, and Parks and Recreation Advisory Board) who make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards present applications to the Board of Commissioners for consideration.

Discussion:

The discussion among the Board is who to appoint to the advisory boards.

Planning Board

There is one ETJ vacancy.

The Town received the following applications:

- Laura Johnson applied for re-appointment as an ETJ member.

Parks and Recreation Advisory Board

There are two vacancies.

The Town received an application from the following:

- Garrett Underhill applied for re-appointment.

Board of Adjustment

There are three in-town vacancies, one ETJ vacancy, and one alternate ETJ vacancy.

The Town received an application from the following:

- Dr. Don Crohan applied for appointment as in-Town member (1st choice)

Policy Impact:

Municipalities are statutorily required to have a Planning Board to make recommendations on applications for rezoning, text amendments, and comprehensive land use plan updates or rewrites (§ 160D-604)

STAFF REPORT
BOARD APPOINTMENTS
JUNE 3, 2024

Municipalities are statutorily required to have a Board of Adjustment to hear appeals and variances for development projects (§ 160D-303(b)). Zebulon's Unified Development Ordinance lists processes and procedures to hear appeals (Article 2), and the powers, duties, and composition of the Board of Adjustment (Section 10.2). Much like the Planning Board, the Board of Adjustment requires ETJ representation because, the UDO has jurisdictional authority over both the Corporate Limits and ETJ. A Board of Adjustment without ETJ representation is open to challenges of their decisions on variances or appeals. A non-functioning Board of Adjustment is also in violation of state statutes, and effectively dilutes or nullifies the Town's development standards by rendering them unenforceable. Any ETJ representation on a board requires approval from the Zebulon Board of Commissioners and the Wake County Board.

Fiscal Impact:

NA

Staff Recommendation:

No recommendations on Board appointments.

Attachments:

1. Applications

TOWN OF ZEBULON
Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment Planning Board Parks & Recreation Advisory

Name Laura J. Johnson

Address 2429 Morphis Bridge Rd

E-mail LJJJOHNS@gmb.l.com Date of Birth (month & Day) 01-23-1953

Phone (Home) _____ (Work) _____ (Cell) 919-414-0477

Employer _____ Occupation Retired

Do you live in the Zebulon Corporate Limits _____ ETJ Years in Zebulon _____

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes No _____ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>PLANNING BOARD</u>	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No _____

Describe extent and meetings attended _____

Why do you want to serve on this board or commission? _____

Why would you be an asset to this board or commission? I have owned businesses in Zebulon, I am on other boards in town.

What are your qualifications? _____

What areas of concern would you like to see the Board or Commission address? The Town of Zebulon Progress.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 4/26/2021 Signature Laura J. Johnson

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

TOWN OF ZEBULON
Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

1 Board of Adjustment 2 Planning Board _____ Parks & Recreation Advisory

Name Dr. Don Crohan

Address 450 Proctor St. Zebulon, NC 27597

E-mail _____ Date of Birth (month & Day) 12/7/66

Phone (Home) _____ (Work) 919-604-6745 (Cell) 919-604-6745

Employer City of Raleigh Occupation Psychologist

Do you live in the Zebulon Corporate Limits ETJ _____ Years in Zebulon 5

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes _____ No If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No _____
Frequent Commissioner meetings & Planning Board (no)

Describe extent and meetings attended Adjustment Board meetings have convened

Why do you want to serve on this board or commission? Have been repeated requested by citizens

Why would you be an asset to this board or commission? My objective, evidenced-based training.

What are your qualifications? Expert in human behavior; considerable court experience.

What areas of concern would you like to see the Board or Commission address? _____

Transparency of activity, access of citizens to the process, and fiscal accountability and responsibility.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 5-10-24 Signature Dr. Don Crohan II

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

Garrett

TOWN OF ZEBULON Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

_____ Board of Adjustment _____ Planning Board Parks & Recreation Advisory

Name Garrett Underhill

Address 120 West North St. Zebulon, NC, 27597

E-mail glunderhill@yahoo.com Date of Birth (month & Day) 09/30

Phone (Home) _____ (Work) _____ (Cell) 919-255-2284

Employer Taylor Morrison Occupation Purchasing Agent

Do you live in the Zebulon Corporate Limits ETJ _____ Years in Zebulon 6

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes No _____ If you answered yes, please list them below (use the back if necessary).

Board/Commission/Committee	From	To
<u>Parks & Recreation Advisory</u>	<u>2019</u>	<u>Current</u>
_____	_____	_____
_____	_____	_____

Have you taken the opportunity to attend any previous board meetings prior to the notice of this vacancy? Yes No _____

Describe extent and meetings attended Current Advisory board member

Why do you want to serve on this board or commission? To keep doing the work of helping grow our Parks and Recreation to match we are seeing our community grow

Why would you be an asset to this board or commission? I have worked for the Parks and Recreation department and understand what it takes to run all parks + prog

What are your qualifications? Lived, worked, grew up in this community and also work for a national home builder that looks at all the things we do.

What areas of concern would you like to see the Board or Commission address? Look heavily in buying and growing our parks to match the growth we are seeing in Zebulon

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.

Date 05/18/2024 Signature Garrett Underhill

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

2024 BOND REFERENDUM: BOND ORDER & SETTING PUBLIC HEARING AND
AUTHORIZING FILING OF DEBT STATEMENT
JUNE 3, 2024**Topic:** 2024 Bond Referendum: Bond Order & Setting Public Hearing and
Authorizing Filing of Debt Statement**Speaker:** Joseph M. Moore II, PE, Town Manager**Prepared by:** Joseph M. Moore II, PE, Town Manager**Executive Summary:**

The Board of Commissioners will consider resolutions introducing the Bond Order as well as setting the public hearing and authorizing the filing of the statement of debt.

Background:

The Board adopted a resolution on May 9, 2024 stating its intent to issue general obligation bonds to pay capital costs of providing streets and sidewalks improvements and authorized application to the Local Government Commission (LGC). The Town has now applied to the LGC and that application has been accepted.

Discussion:

The Board of Commissioners will decide on whether to issue General Obligation Bonds to finance Streets and Sidewalks through two actions. First, adoption of the Bond Order and secondly, setting the public hearing.

Policy Analysis:

Funding transportation projects to address growth and provide appropriate service levels are clearly goals of the Town's Strategic Plan and Comprehensive Transportation Plan. Projects, such as N. Arendell Improvements, Jones Street Connector, East Gannon Widening, Proctor/Old Bunn Widening, intersection improvements at Arendell/Gannon and Arendell/Judd, and sidewalk improvements are all examples eligible for funding through a Street and Sidewalk Bond Referendum over the bond's seven-year disbursement period.

Financial Analysis:

The Equivalent Tax Impact of the total \$20,000,000 is 4.23¢ in FY '26. Actual tax impact would vary by the increment and year of the issuance if the Board decided to raise the tax rate by year instead of up-front. By example, issuing \$4M of roadway debt in FY '25 and \$8M in FY '27, in conjunction with financing for the Fire/EMS facility, is estimated to have the following incremental tax impacts:

Fiscal Year	'26	'27	'28
Tax Rate increase	2.49¢	0.1¢	2.85¢

**STAFF REPORT
RESOLUTION 2024-28
RESOLUTION 2024-29****2024 BOND REFERENDUM: BOND ORDER & SETTING PUBLIC HEARING AND
AUTHORIZING FILING OF DEBT STATEMENT
JUNE 3, 2024****Staff Recommendation:**

Staff recommends adopting the attached resolutions authorizing issuance of general obligation bonds in the maximum amount of \$20,000,000 and setting a public hearing with regards to this for June 13, 2024 at 6:00 PM.

Attachments:

1. Resolution 2024-28 (Proposed Bond Order)
2. Resolution 2024-29 (Setting Public Hearing & Authorizing Filing of Debt Statement)

Resolution 2024-28

BOND ORDER AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION STREETS AND SIDEWALKS BONDS IN THE MAXIMUM AMOUNT OF \$20,000,000

WHEREAS --

The Board of Commissioners of the Town of Zebulon, North Carolina, by resolution adopted on May 9, 2024, has stated its proposal to issue general obligation bonds to pay capital costs of providing streets and sidewalks improvements.

The Town has applied to the North Carolina Local Government Commission for its approval of the proposed bonds, and the Commission has accepted the Town's application.

BE IT ORDERED by Board of Commissioners of the Town of Zebulon, North Carolina, as follows:

1. There are hereby ordered to be issued general obligation bonds to pay capital costs of providing streets and sidewalks improvements, including without limitation, streets, sidewalks, curbs and gutters, drains, traffic signals and lighting, together with related financing and other necessary or incidental costs.
2. The maximum aggregate principal amount of the bonds issued for this purpose will be \$20,000,000.
3. Taxes will be levied in an amount sufficient to pay the principal of and interest on the bonds so issued.
4. A sworn statement of debt prepared by the Town's Finance Officer has been filed with the Town Clerk and is open to public inspection.

5. This Bond Order will take effect when approved by the Town's voters in the manner provided by law.

ADOPTED this the 3rd day of June, 2024.

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

Resolution 2024-29

WHEREAS, there has been introduced at this meeting a bond order entitled as follows: **BOND ORDER AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION STREETS AND SIDEWALKS BONDS IN THE MAXIMUM AMOUNT OF \$20,000,000;**

AND WHEREAS, Section 159-57 of the North Carolina General Statutes (the "General Statutes") requires that a public hearing be held on the bond order prior to its adoption, Section 159-56 of the General Statutes requires publication of a notice of the hearing, and Section 159-55 of the General Statutes requires the filing of a statement of the Town's debt with the Town Clerk prior to the public hearing;

BE IT THEREFORE RESOLVED by the Board of Commissioners of the Town of Zebulon, North Carolina, (1) that a public hearing on the bond order will be held at 6:00 p.m. (or as soon thereafter as the matter may be heard) on June 13, 2024, in the Board's regular meeting room, Town Hall, 1003 N. Arendell Ave., Zebulon, North Carolina, and (2) that the Town Clerk is directed to publish a notice of the public hearing, in the form provided for in Section 159-56 of the General Statutes, one time, not less than six days prior to the hearing date, in a newspaper having general circulation in the Town;

AND BE IT FURTHER RESOLVED that the Town's Finance Officer is directed to prepare and file, prior to the publication of the notice of public hearing, a sworn statement of the Town's net debt in the form prescribed by statute.

ADOPTED this the 3rd day of June, 2024.

Glenn L. York - Mayor

Attest:

Lisa M. Markland, CMC - Town Clerk

Topic: FY 2024 Monthly Financial Report Addendum**Executive Summary:**

A monthly report summarizing the status of the Town's revenues and expenditures.

Background:

Monthly Financial Reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through May 17, 2024.

Information:**Expenditures**

Approximately 87.5% (10 ½ months) through Fiscal Year 2024, the Town has spent approximately 55.1% (~ \$16,440,343) of its General Fund budget of \$29,852,743.

Revenues

The status of the Town's noteworthy revenue streams for Fiscal Year 2024 follows:

- Property Tax (the Town's largest revenue stream)
 - + FY 2024 collections: \$10,128,965 collected to date (~ 95% of budget).
 - + Observations:
 - # 1.8% more than collected last fiscal year (\$9,951,133).
 - # Nine months of vehicle taxes have been collected for FY 2024.
- Sales Tax (second largest revenue stream)
 - + February sales (reports lag 3-months):
 - # \$37,478 (25.9%) more collected than last February for all sales tax.
 - # \$19,930 (32.7%) more collected than last February for "local" sales tax.
 - # "Local" sales tax (Article 39) is generated within, and returns to, Wake County.
 - # For every \$100,000 in local sales, \$3.68 comes back to the Town of Zebulon.
- Utilities Tax (~ 5% of revenue stream): Third quarter distribution arrives June 15.
- Permits & Zoning (development growth indicator)
 - + \$255,039 collected total (102% of budgeted revenues (\$250,000))
 - + 29.1% more than what was collected this time last fiscal year (\$197,590).
- Parks & Recreation (service and programming growth indicator)
 - + \$178,015, collected total (146% of budgeted revenues (\$122,000))
 - + 10.4% more than what was collected through this month last fiscal year (\$161,188).
- Transportation Impact Fees (development growth indicator)
 - + \$362,375 collected to date in FY 2024
 - + 51.4% less than what was collected last fiscal year (\$745,394).
 - + Revenue placed in reserve for transportation projects to be spent within 10 years

- Recreation Impact Fees (development growth indicator)
 - + \$1,107,000 collected to date in FY 2024
 - + 53.3% less than what was collected last fiscal year (\$2,370,000).
 - + Collections since inception of fee (January 2022) ~ \$4,838,000
 - + Revenue is reserved for growth-related projects (e.g., new parks or expansions)

Policy Analysis: N/A

Financial Analysis:

Budgeted revenue in FY 2024 is \$29,852,743 while year to date revenue collected is \$20,306,888 (68.0% of budgeted). Budgeted revenue includes \$8.84M Fund Balance.

Staff Recommendation: N/A

No staff recommendation or Board action is necessary. Financial Report is information only.

Attachments:

1. General Fund Fiscal Year 2024 Expenditure Statement and Revenue Statement (as of May 17, 2023)
2. Sales Tax Collection Report – FY 2024

ZEBULON

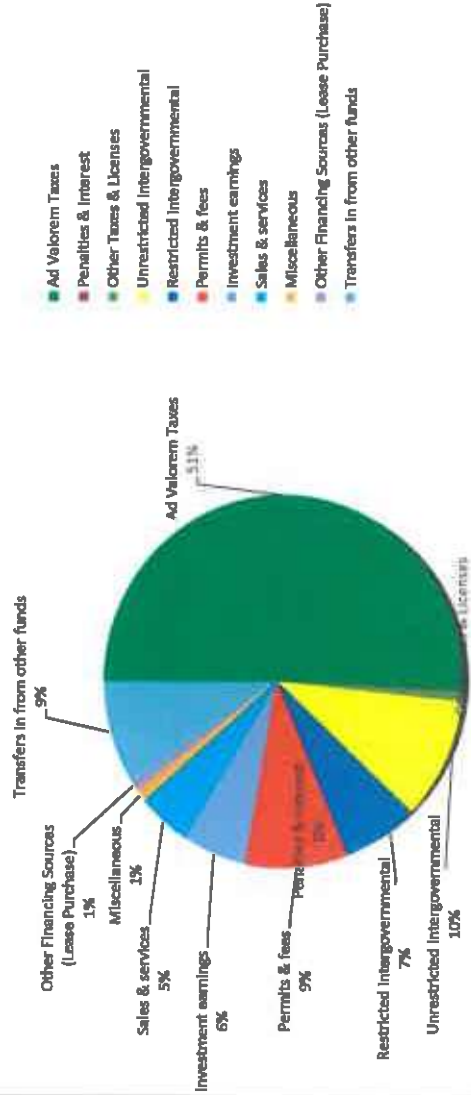
NORTH CAROLINA

TOWN OF ZEBULON
 Revenue Statement: 2023 - 2024
 for Accounting Period 8/30/2024
 GENERAL FUND

As of 5/17/2024

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$10,722,500	\$10,297,054	96.0%	50.7%
Penalties & Interest	\$15,000	\$26,744	178.3%	0.1%
Other Taxes & Licenses	\$185,500	\$162,302	87.5%	0.8%
Unrestricted Intergovernmental	\$3,233,000	\$2,071,948	64.1%	10.2%
Restricted Intergovernmental	\$2,512,000	\$1,359,009	54.1%	6.7%
Permits & fees	\$797,750	\$1,867,381	234.1%	9.2%
Investment earnings	\$300,000	\$1,210,461	403.5%	6.0%
Sales & services	\$1,027,175	\$995,144	96.9%	4.8%
Miscellaneous	\$100,089	\$216,113	215.9%	1.1%
Other Financing Sources (Lease Purchase)	\$232,000	\$215,000	92.7%	1.1%
Transfers in from other funds	\$1,885,733	\$1,885,733	100.0%	9.3%
Fund Balance Appropriated	\$8,841,886	\$0	0.0%	0.0%
Total Revenues	\$29,862,743	\$20,306,888	68.0%	100%

Town of Zebulon General Fund % of Total Revenue To Date - FY 2024



ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON

Expenditure Statement: 2023 - 2024
for Accounting Period 6/30/2024

GENERAL FUND

As of 5/17/2024

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$776,116	\$416,411	53.7%
420	FINANCE	\$517,155	\$454,427	87.9%
430	ADMINISTRATION	\$1,600,725	\$916,270	57.2%
490	PLANNING AND ZONING	\$825,330	\$571,552	69.3%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,881,930	\$1,538,235	53.4%
510	POLICE	\$3,989,940	\$3,169,745	79.4%
520	PUBLIC WORKS-OPERATIONS	\$11,225,660	\$4,398,195	39.2%
530	FIRE	\$3,956,504	\$2,734,729	69.1%
570	POWELL BILL	\$232,686	\$207,623	89.2%
590	ENGINEERING	\$165,000	\$51,596	31.3%
620	PARKS & RECREATION	\$2,064,097	\$1,401,719	67.9%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$1,617,600	\$579,841	35.8%
	Total Expenditures	\$29,852,743	\$16,440,343	55.1%

Sales Tax

FY 2024

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 24 Totals	Prior Year (FY 2023)	% Inc (Dec) from Prior Yr
July	\$ 89,122	\$ 38,656	\$ 44,762	(0)	\$ 32,237	\$ 204,776	\$ 187,311	9.3%
August	93,423	40,589	46,952	0	34,081	215,045	203,381	5.7%
September	89,799	37,462	45,090	0	29,862	202,153	202,821	-0.3%
October	92,175	37,812	46,268	(9)	30,232	206,484	197,664	4.5%
November	99,162	39,407	49,722	2	30,628	218,921	188,169	16.3%
December	105,335	44,069	52,957	(1)	35,438	237,799	225,594	5.5%
January	81,953	34,721	41,092	(2)	28,462	186,226	187,985	-0.9%
February	80,960	33,635	40,579	(1)	26,918	182,092	144,614	25.9%
March	-	-	-	-	-	-	212,514	-100.0%
April	-	-	-	-	-	-	177,123	-100.0%
May	-	-	-	-	-	-	207,702	-100.0%
June	-	-	-	-	-	-	216,208	-100.0%
Total	\$ 751,928	\$ 306,351	\$ 367,361	(4)	\$ 247,859	\$ 1,653,495	\$ 1,537,289	7.6%

Sales Tax

FY 2023

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 23 Totals	Prior Year (FY 2022)	% Inc (Dec) from Prior Yr
July	\$ 81,324	\$ 35,456	\$ 40,808	(1)	\$ 29,723	\$ 187,311	\$ 125,560	49.2%
August	89,152	37,948	44,690	1	31,591	203,381	162,100	25.5%
September	90,401	37,188	45,331	(9)	29,910	202,821	167,094	21.4%
October	88,774	35,842	44,468	(2)	28,631	197,664	167,586	17.9%
November	82,782	35,160	41,563	1	28,664	188,169	169,657	10.9%
December	100,596	41,335	50,512	0	32,950	225,394	201,425	11.9%
January	83,332	34,713	41,782	0	28,106	187,935	140,273	34.0%
February	61,030	28,403	30,601	(6)	24,586	144,614	148,707	-2.8%
March	94,803	38,927	47,461	9	31,315	212,514	181,841	16.9%
April	75,803	34,229	38,068	(10)	29,036	177,123	186,154	-4.9%
May	91,708	38,501	45,971	0	31,521	207,702	180,133	15.3%
June	93,423	40,893	47,128	10	34,328	216,208	195,892	10.4%
Total	\$ 1,083,506	\$ 438,596	\$ 518,383	(6)	\$ 360,358	\$ 2,350,837	\$ 2,026,362	16.0%

* Net proceeds of the Article 39 tax are returned to the county of origin.

Monthly Summary of Sales Tax Collected

