

**ZEBULON
BOARD OF COMMISSIONERS
WORK SESSION
AGENDA
September 24, 2024
6:00 PM**

1. Approval of Agenda

**2. 2024 Governor’s Highway Safety Program Grant Application –
Amended Resolution 2024-21**

3. Town Manager Attributes Discussion

4. Strategic Plan Grant

5. Closed Session

As allowed by GS § 143-318.11 (a)(3) - “To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

6. Adjourn

STAFF REPORT
AMENDED RESOLUTION 2024-21
2024 GOVERNOR'S CRIME COMMISSION GRANT APPLICATION
SEPTEMBER 24, 2024

Topic: Amending Resolution 2024-21— 2024 Governor's Highway Safety Program Grant Application
Speaker: Jacqui Boykin (if pulled from Consent)
From: Jacqui Boykin, Chief of Police
Prepared by: Jacqui Boykin, Chief of Police
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will consider amending the Governor's Highway Safety Program Resolution, entering into a contract to receive grant proceeds.

Background:

The Governor's Highway Safety Program (GHSP) provides support to law enforcement agencies in their effort to increase roadway safety. GHSP's grant programs provide "seed" funding for dedicated traffic personnel and equipment. The program steps down funding over the course of four years.

The Town of Zebulon submitted a grant application to GHSP in January and has been notified that the application is moving forward in their funding process. On May 6, 2024, the Board adopted a resolution, entering into an agreement with GHSP for grant funding. The resolution had incorrect information related to "Federal Dollar Request". The amended resolution lists \$85,259 as the Federal amount requested, in lieu of the incorrect amount of \$170,518.

If adopted, this resolution would replace the previously adopted Resolution 2024-21.

Discussion:

The discussion before the Board is whether to adopt the amended resolution with the Governor's Highway Safety Program.

Policy Analysis:

The Town would be growing smart by utilizing grant funds to cover expenses associated with the new traffic unit.

Financial Analysis:

The Governor's Highway Safety Program provides funding for salary, benefits, and equipment for dedicated traffic personnel. This is the third year of the grant/project. In the first two years, the grant reimbursed a portion of salaries, benefits, and vehicle equipment for two officers. The program will fund *up to* 50% of costs related to 2 officer's base salary and traditional benefits this year. Next year, the Town will assume full financial responsibility for the program.

The matching funds required for this grant are included in the FY24 budget.

This grant will help offset a portion of the *salary and benefit* costs associated with maintaining dedicated traffic personnel within the police department. Estimated cost reimbursement is \$45,000 - \$85,000, depending on the amount of time spent on traffic enforcement.

The amended resolution bears no financial impact on the GHSP project or funding approved in the FY25 budget.

STAFF REPORT
AMENDED RESOLUTION 2024-21
2024 GOVERNOR'S CRIME COMMISSION GRANT APPLICATION
SEPTEMBER 24, 2024

Staff Recommendation:

Staff Recommends approving the amended Resolution.

Attachments:

1. Amended Resolution 2024-21

TO: Board of Commissioners
FROM: POLIHIRE
DATE: August 29, 2024
RE: Town Manager Attributes

Below are the desired attributes of a Town Manager that were discussed with Kenyatta Uzzell, Founder and CEO of recruiting firm POLIHIRE.

Desired Attributes for next Town Manager (Commissioners)

- **Strong in Personnel Policies:** Ability to develop and implement personnel policies.
- **Understands Growth & Partnerships:** Skilled in managing growth and leveraging partnerships. Strong experience, ideally in fast-growing communities.
- **Economic Development Focus:** Capable of positioning the town for economic development dollars, especially in key areas like the Mudcat stadium, Industrial Park, and partnerships with GSK.
- **Grant Writing & Management Experience:** Comfortable with grant writing and managing significant asks, particularly about economic development initiatives.
- **Infrastructure Project Experience:** Familiarity with handling infrastructure projects, especially stormwater and road infrastructure.
- **Neutral & Collaborative Leadership Style:** Ability to adapt and stay neutral to the board while balancing all citizens' needs, including lifetime residents.
- **Communication Skills:** To aid decision-making, transparency, and effectiveness in communication, both behind the scenes and with the board. Someone not afraid to push back, speak "truth to power," and handle workplace bullying.
- **Diversity & Inclusion Focus:** Preference for a candidate who understands and values diversity, reflecting the town's demographic makeup.
- **Long-term Commitment:** A candidate willing to stay and grow with the town.
- **Salary Expectations:** Most board members were open to offering a salary of \$170K—\$175K, but expect room for negotiation.

Desired Attributes for next Town Manager (Directors)

- **Relationship Builder:** Crucial understanding of regional relationships and economic development. A leader who can navigate infrastructure and growth challenges while prioritizing community support.
- **Negotiator & Mediator:** Leader who can manage complaints objectively. Someone prepared for the political environment, including managing relationships and potential pressures from others.
- **Decisiveness & Integrity:** Decisive leader, ethical, and able to handle difficult situations with moral clarity.
- **Team Empowerment & Open Communication:** A leader who fosters an open-door policy, empowering staff and facilitating quick feedback.
- **Diplomacy & Strategic Vision:** Ability to provide diplomatic feedback, act as a thought partner, and make wise decisions while leading from behind.
- **Neutrality:** Focusing on transparency and avoiding favoritism within the town's administration.
- **Community Relations:** Strong relationships with known community members and a deep understanding of the town's vision.
- **Unifying Personality Type:** A person of strong character who can unite different perspectives and is not a "yes man."

Topic: Strategic Plan Grant
Speaker: Sheila Long, Parks & Recreation Director
Kaleb Harmon, Communications Director
From: Sheila Long, Parks & Recreation Director
Kaleb Harmon, Communications Director
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will engage in discussion to shape how the expansion of the Strategic Plan Grant program will move forward.

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 Areas and are available to 501(c)(3) organizations that have been operating for at least two years. These focus areas are:

1. Vibrant Downtown
 - i. Revitalize downtown Zebulon
 - ii. Develop events, entertainment, and cultural attractions to draw people
2. Small Town Life
 - i. Promote more community events and festivals
 - ii. Enhance and create more community gathering places
 - iii. Increase the connectedness and walkability in the community
3. Growing Smart
 - i. Plan for appropriate land use to meet transportation and housing needs
 - ii. Pursue economic development opportunities with our community partners
 - iii. Maintain appropriate staffing to support and expected service levels for a growing community

Projects eligible for consideration included operating expenses and not capital purchases. Applications are due annually at the end of January. Applicants would make a presentation to the Board of Commissioners at the March regular meeting and grants recipients would be selected when the Budget was adopted, typically in June.

Staff held a meeting with local non-profits interested in the FY 2025 Grant process in January of 2024. The Town hosted 25 participants. While explaining the application process, we asked for feedback from those in attendance on the grant program and needs of their non-profits. Feedback received include:

- Non-profits wanted opportunity to collaborate both through networking and grant funding
- \$1000 is not a lot of funding to support major initiatives and projects.
- A total of \$5,000 felt as if the grant program was not built to really enact change or support for work in the community but given as an afterthought.
- A competitive process would be welcomed if more funding could be obtained (i.e.: greater than \$1000).
- Eligibility of applicants must serve Zebulon, but there was no consensus on length of service in the community.

STAFF REPORT
STRATEGIC PLAN GRANT
SEPTEMBER 24, 2024

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 engage in discussion to guide staff in developing a process that meets the goals and intent of the Board and community aspirations through the Grant Program. Consider the following in preparation:

- What should be the goals and priorities in offering a grant?
- What types of projects or initiatives do you want to see?
- What are the measures of success for a grant?
- What criteria is important to consider both from non-profits and their proposals?
- How do you want grants awarded (ex: 20 \$1000 grants, 4 \$5000 grants, etc..)?
- What can Staff do to help facilitate your discussion and selection process?