

**ZEBULON  
BOARD OF COMMISSIONERS  
WORK SESSION  
AGENDA  
December 15, 2022  
6:00pm**

This meeting will be recorded and posted to YouTube the next day.

**1. Approval of Agenda**

**2. Fiscal Year 2022 Audit**

The Local Government Budget and Fiscal Control Act (§159-34) requires local governments to audit their accounts through independent auditors at the close of each fiscal year. Highlights of this presentation will include information on the value and makeup of the Town's tax base, the available savings ("fund balance"), and outstanding debt. Beyond meeting the statutory requirements, the Audit assesses the Town's financial capacity to support a Bond Referendum to construct capital projects such as fire stations, roadways, and parks. The Board will not vote on this item.

**3. Northeastern Wake County – Rural Microtransit Service ("GoWake SmartRide NE")**

Micro transit is an on-demand service (similar to Lyft or Uber) allowing users to request same-day transportation between specific locations. The technology provides more efficient operations than mass transit in low demand areas such as the more rural northeastern Wake County. In 2020, Wake County was awarded a Federal Transit Administration grant to implement a micro transit pilot program in northeastern Wake County. The towns of Zebulon, Wendell, and Rolesville are participants in the pilot program. The administrators of GoWake SmartRide NE will provide the Board with an update of the service history and a projection of future funding needs for consideration in the FY '24 Budget. The Board will not vote on this item.

**4. Town Hall Tree Replacement**

The trees on the front lawn of Town Hall are experiencing health and structural issues. The Board will hear options on replacing those trees. Staff is seeking a Board vote to fund the replacement of these trees.

**5. FY '23 First Quarter Reports: Parks and Recreation**

The Board of Commissioners will receive a departmental report on workload indicators, performance measures, service need projections, and updates on select projects or programs. These Quarterly Reports provide the Board with the framework to prioritize funding in the FY '24 Budget. The Board will not vote on this item.

**6. Adjourn**

**Topic:** FY 22 Audit**Speakers:** Bobby Fitts, Finance Director, introducing  
Mauldin & Jenkins, CPAs & Advisors**From:**  Joseph M. Moore II, PE - Town Manager**Executive Summary:**

The Board will receive the FY 2022 Audit as performed by Mauldin & Jenkins.

**Background:**

The Local Government Budget and Fiscal Control Act (§159-34) requires local governments to audit their accounts through independent auditors at the close of each fiscal year. Highlights of this presentation will include information on the value and makeup of the Town's tax base, the available savings ("fund balance"), and outstanding debt.

**Information:**

Beyond meeting the statutory requirements, the Audit assesses the Town's financial capacity to support a Bond Referendum to construct capital projects such as fire stations, roadways, and parks. The Board will not vote on this item.

**Policy Analysis:** N/A**Financial Analysis:** N/A**Staff Recommendation:** N/A**Attachment(s):**

1. FY 2022 Audit (distributed at the meeting)

**Topic:**  **Northeastern Wake County – Rural Microtransit Service**  
**Approved by:** Joseph M. Moore II, PE - Town Manager

**Executive Summary:**

The Board of Commissioners will receive a presentation on the status of the microtransit service in northeastern Wake County

**Background:**

Microtransit is an on-demand service (similar to Lyft or Uber) allowing users to request same day transportation between specific locations. In 2020, Wake County was awarded a Federal Transit Administration grant to implement microtransit pilot program in northeastern Wake County. The towns of Zebulon, Wendell, and Rolesville are participants in the pilot program. The administrators of GoWake SmartRide NE will provide the Board with an update of the service history and a projection of future funding.

**Information:**

The Board will not vote on this matter, but the presentation will provide the Board with information to consider when prioritizing funding in the FY '24 Budget

**Policy Analysis:** N/A

**Financial Analysis:** N/A

**Staff Recommendation:** N/A

**Attachment(s):**

STAFF REPORT  
ORDINANCE 2023-20  
TOWNHALL TREE REPLACEMENT  
DECEMBER 15, 2022

**Topic: ORDINANCE 2023-20 Budget Amendment**

Speaker: Chris Ray, Public Works Director

From: Chris Ray, Public Works Director,  
Michael Clark, AICP, CZO, Planning Director

Prepared by: Chris Ray, Public Works Director,  
Michael Clark, AICP, CZO, Planning Director

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

**Executive Summary:**

The Board of Commissioners will consider a budget amendment to allocate \$4,000 for the replacement of the trees on the front lawn of Town Hall.

**Background:**

As part of the relocation of Town Hall into the former Wakelon School building, emphasis was placed on the enhancement of the front lawn to highlight the architectural character of the structure. At that time, it was determined the Town would plant 16 Golden Rain trees (*Koelreuteria paniculate*) with a mulched base. To address budget constraints, every other tree was up-illuminated instead of every tree.

Over the past year, Staff has noted health and structural issues with the trees. One tree had to be removed due to storm damage, and two additional trees are tagged for removal due to weak branches, damage from storms, and likely decay. Upon investigation, it was discovered Golden Rain trees are not available within the State and Staff would need to acquire these from a different state if we sought to replace the missing trees.

Staff contracted Wildflower Landscape Design and Drafting to provide options for replacement. Their suggestion was to replace the existing species with either a Yoshino Cherry (*Prunus x yedoensis*) or a Main Street Maple (*Acer truncatum* 'WF-AT1'). Both trees have a similar fall color and are recognized as preferred species amongst beekeepers. The Yoshino Cherry has a more vibrant flower in the spring and will get slightly larger at maturity (40'-50' tall, 25'-40' wide) than the Main Street Maple (20'-30' tall, 20' wide).

Regardless of the species, December and January are the optimal times to plant new trees in Central North Carolina. The ground is still warm enough for planting and the trees are fully dormant, which reduces the stress and risk of shock during the planting process.

**Discussion:**

The discussion before the Board is to decide which, and how many, of the two species of trees to use as replacement of the Golden Rain trees, and to allocate funds toward the project.

STAFF REPORT  
ORDINANCE 2023-20  
TOWNHALL TREE REPLACEMENT  
DECEMBER 15, 2022

**Policy Analysis:**

The replacement of the damaged trees and those ending their lifecycle with healthy trees is in keeping with the Town's designation as a Tree City USA.

**Financial Analysis:**

The replacement was not budgeted in the FY '23 Budget. Performing this work between this December and January requires a budget amendment. Delaying this work until December '23 – January '24 requires incorporation into the FY '24 Budget.

**Staff Recommendation:**

Staff Recommends approval of Ordinance 2023-20 (funds removal of 16 trees and replacing with 8).

**Attachments:**

1. Budget Amendment Ordinance 2023-20

ORDINANCE 2023-20

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$4,000.00	
EXPENDITURES		
PW Property & Project Mgmt—ZMC Maintenance	4,000.00	

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: December 15, 2022

Effective: December 15, 2022

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Glenn L. York - Mayor

ATTEST:

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Lisa M. Markland, CMC - Town Clerk

INTRODUCTORY STAFF REPORT  
FY 23 FIRST QUARTER REPORTS  
PARKS & RECREATION  
DECEMBER 15, 2022

**Topic:** FY 23 First Quarter Reports – Parks & Recreation

**Speakers:** Sheila Long, Parks and Recreation Director

**From:** Joseph M. Moore II, PE - Town Manager

**Executive Summary:**

The Board of Commissioners will receive departmental reports on workload indicators, performance measures, service need projections, and updates on select projects or programs.

**Background:**

Quarterly Reports have traditionally been included as a part of Regular Meetings. Given the reports do not represent topics for a Board vote, and may require more detail than can be communicated in writing, they are transitioning for inclusion at work sessions.

**Information:**

The Board will not vote on this item. These reports provide the Board with the framework to prioritize funding in the FY '24 Budget.

**Policy Analysis:** N/A

**Financial Analysis:** N/A

**Staff Recommendation:** N/A

**Attachment(s):**

1. Parks and Recreation Quarterly Report (distributed at the meeting)