

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
December 3, 2018  
7:00pm**

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. East Wake High School*

1. Blake Boyette – Student
2. Jennifer Carnes – Teacher

**IV. PUBLIC COMMENT PERIOD**

All wishing to speak must sign up prior to 6:50pm. 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.

**V. PRESENTATION**

**VI. CONSENT**

*A. Minutes*

1. October 1, 2018 – Closed Session
2. November 5, 2018 – Regular Meeting
3. November 5, 2018 – Closed Session
4. November 26, 2018 – Special Called Meeting
5. November 26, 2018 – Closed Session

*B. Finance*

1. Monthly Items
  - a. Tax Report – September 2018
  - b. Financial Report as of November 19, 2018
2. Budget Amendment
  - a. Ordinance 2019-16—NC Rural Economic Development Grant

*C. Administration*

1. Quarterly Report for Police and Parks and Recreation
2. Review Officer Appointments
  - a. Resolution 2019-14—Appointing Review Officers
  - b. Resolution 2019-15—Removing Review Officers
3. Meeting Calendar 2019

## **VII. OLD BUSINESS**

### *A. Board*

1. Town Manager

## **VIII. NEW BUSINESS**

### *A. Police*

1. Purchase of Replacement Police K-9
  - a. Ordinance 2019-17

### *B. Administration*

1. 2019 Health and Dental Insurance Renewal

## **IX. BOARD COMMENTS**

## **X. MANAGER'S REPORT**

**Zebulon Board of Commissioners**  
**Minutes**  
**November 5, 2018**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Dale Beck, Don Bumgarner, Beverly Clark, Annie Moore, Joe Moore-Town Manager, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Tim Hayworth-Police, Chris Perry-Fire, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Mark Hetrick-Planning, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:00pm.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Wakelon Elementary School student, Liam Mitchell.

**APPROVAL OF AGENDA**

Commissioner Moore made a motion, second by Commissioner Clark to approve the agenda. There was no discussion and the motion passed unanimously.

**SCHOOL RECOGNITION**

Mayor Matheny recognized student Liam Mitchell and teacher Richard Gray, both from Wakelon Elementary School.

**PUBLIC HEARING**

*A. Hendricks Drive Street Closure*

Mark Hetrick gave a general overview regarding SC 2019-01—Hendricks Drive Right-of-Way closure. It was explained the application was filed on August 13, 2018.

Aerial views and information about the location of Hendricks Drive and adjoining properties were shown. The abandonment length was 262 liner feet. Half of the right-of-way would go to each adjoining property owner, Wilcohes LLC and BB&T Corporation. All of the requirements of NCGS §160A-299 had been met.

Staff recommended approval of Resolution 2019-11 (SC 2019-01).

Mayor Matheny asked if anyone wished to speak.

Mark Van Sickle, from Little Diversified Architectural Consulting representing BB&T, stated he was present to answer any questions from the Board.

The Board did not have any questions.

Mayor Matheny closed the public hearing.

### **PUBLIC COMMENT PERIOD**

Denise Nowell, from the Zebulon Chamber of Commerce, read remarks from Zebulon Next Conference keynote presenter, Chris Chung. Denise Nowell stated she attended the North Carolina Economic Development Association Luncheon with Commissioner Clark in Rocky Mount and learned about economic development efforts taking place in that area. Lastly, Denise reminded them Holiday Happenings would be November 16 and 17 at the Zebulon Community Center. The downtown Christmas tree lighting would be December 1 from 4pm to 8pm and the parade was December 2 at 2pm. The 2<sup>nd</sup> annual commemorative Zebulon Christmas ornament was shown to the Board.

### **CONSENT**

#### *A. Minutes*

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the minutes of the October 1, 2018 meeting. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the minutes of the October 17, 2018 work session. There was no discussion and the motion passed unanimously.

#### *B. Finance*

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the tax report for August 2018. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the financial reports as of October 22, 2018. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the sales tax reports for fiscal year 2018. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Bumgarner to approve the quarterly reports for planning, fire, and public works. There was no discussion and the motion passed unanimously.

### **PRESENTATION**

#### *A. FY 2018 Audit Presentation*

Bobby Fitts presented the Board with the NC Comprehensive Annual Financial Report for the Fiscal Year that ended June 30, 2018. Bobby Fitts thanked auditor, Shelton Ennis from Joyce and Company, CPA for his help throughout the audit process. Shelton Ennis explained the audit process and reviewed some of the highlights. The Town had received the prestigious award of the Certificate of Excellence for Financial Reporting for FY 2017 from the Government Officers Association and was applying for FY 2018 which was the Town's 25<sup>th</sup> consecutive year.

Mayor Matheny stated the valuation subject to tax jumped significantly and asked how much was attributed to new growth. Shelton Ennis explained there was significant investment from

commercial businesses in Town. Real estate property attributed to the residential growth, but stated he could research further for more detail.

Mayor Matheny inquired about the water and sewer debt that was paid off. It was explained there was debt for the infrastructure assets that were turned over to the City of Raleigh in 2006. The Town had to pay the debt, and then the City of Raleigh reimbursed the Town for the debt payments according to the terms of the Merger Agreement. The debt was now completely liquidated.

Bobby Fitts clarified the debt service payments were complete, and were paid by utility revenue, not from tax revenue.

Mayor Matheny asked if there were any questions. There were none.

## **OLD BUSINESS**

### *A. Planning*

1. Hendricks Drive Street Closure
  - a. Resolution 2019-11

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve Resolution 2019-11. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### *A. Administration*

1. Personnel Policy Amendments

Chris Perry presented the proposed birthday policy and accrual policy. The birthday policy would entitle an employee to take their birthday off and receive one day of pay. The accrual policy allowed employees to accrue additional vacation time based on their years of service and hours worked in a typical workweek.

Mayor Matheny asked if the Board had any questions.

Commissioner Strickland asked if taking the day off for the birthday was optional.

Chris Perry explained the day off had to be coordinated with the department head to adjust work schedules or workloads. The day off had to be within the two week work cycle.

Commissioner Strickland made a motion, second by Commissioner Clark to approve amendments to the Personnel Policy. There was no discussion and the motion passed unanimously.

2. Business Development Grant Policy

Joe Moore explained the proposed Town of Zebulon Economic Development Incentive Policy was last updated in 2008 and included one incentive tier offering up to 100% of new ad valorem taxes received. It was difficult for businesses to meet the thresholds of the current incentive tier. Zebulon's Heavy Industry Zoning area included small lots which limited the investment potential for businesses also making it difficult to meet the thresholds. The Board was shown Wake County's Business Development Grant Policy which included the new Targeted Growth

Area/Vulnerable Communities tier. Wake County's new targeted growth area tier limited the incentive to 30% of ad valorem taxes received, deviated from the job numbers and the investment threshold.

Mayor Matheny suggested dropping the jobs minimum from 50 to 25 employees on the current tier in the proposed policy.

Commissioner Bumgarner made a motion, second by Commissioner Moore to approve the proposed Town of Zebulon Business Development Grant Policy with a 25 job minimum. There was no discussion and the motion passed unanimously.

*B. Public Works*

1. Taryn Lakes Phase 2-B Roadway and Storm Drainage Acceptance

- a. Resolution 2019-12—Resolution Accepting Roadway and Storm Drainage Infrastructure for Taryn Lakes Phase 2-B

Chris Ray asked the Board to consider acceptance and maintenance of Taryn Lakes Phase 2-B roadway and storm drainage infrastructure within public right-of-way. The infrastructure was valued at \$353,886.00 and would be added to the Town's fixed assets. Staff recommended approval of Resolution 2019-12.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2019-12. There was no discussion and the motion passed unanimously

2. Weaver Pond 3B-2 Roadway and Storm Drainage Acceptance

- a. Resolution 2019-13—Resolution Accepting Road and Storm Drainage Infrastructure for Weavers Pond 3B-2

Chris Ray asked the Board to consider acceptance and maintenance of Weavers Pond Phase 3B-2 roadway and storm drainage infrastructure within public right-of-way. The infrastructure was valued at \$396,146.15 and would be added to the Town's fixed assets. Staff recommended approval of Resolution 2019-13.

Commissioner Clark made a motion, second by Commissioner Moore to approve Resolution 2019-12. There was no discussion and the motion passed unanimously

*C. Fire*

1. Service Level Agreement for Use of Mass Notification System with Wake County

Chris Perry presented the service level agreement with Wake County to use their Countywide Mass Notification System. Wake County purchased the system and allowed municipalities in Wake County to use at no cost through the Service Level Agreement. The system allowed for emergency notifications such as notifying for a lost child. There was also a non-emergency side for instances such as street closures.

Commissioner Bumgarner made a motion, second by Commissioner Clark to approve the Service Level Agreement for Use of Mass Notification System with Wake County. There was no discussion and the motion passed unanimously.

Board of Commissioners  
Minutes  
November 5, 2018

### **BOARD COMMENTS**

Don Bumgarner thanked staff for their work at the Trunk-or-Treat event.

Beverly Clark stated she enjoyed the Economic Development Luncheon in Rocky Mount.

Mayor Matheny handed out Joe Moore's evaluation to the Board.

The Mayor also handed out an invitation to the Wake County Mayor's Association Christmas Dinner which would be in Wake Forest.

### **MANAGERS REPORT**

Veteran's Day Celebration was Friday, November 9 at the Community Center. Wake County Veterans Services Officer, Douglas Johnson was the featured speaker.

That same night at 7pm was the Family Movie night showing Peter Rabbit.

The Farm Fresh Market would be at the Community Center on November 16 and 17 featuring food vendors, 25 local craft vendors, dance, music, Santa Claus, Cousins Main lobster truck, and Koi Pond Brewery.

Joe Moore reminded everyone to go vote on Tuesday, November 6. The Community Center and Regional Center were polling places.

The Mayor stated he would not be able to attend the Veteran's Day Celebration.

### **CLOSED SESSION**

Mayor Matheny explained the Board needed a motion to go into closed session as permitted by NCGS §143-318.11(a)(4) for the purpose of discussing economic development.

Commissioner Clark made a motion, second by Commissioner Bumgarner to go into closed session as allowed by NCGS §143-318.11(a)(4) for the purpose of discussing economic development. There was no discussion and the motion passed unanimously.

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

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

Adopted this the 3<sup>rd</sup> day of December, 2018.

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Minutes**  
**Special Called Meeting**  
**November 26, 2018**

Present: Robert S. Matheny—Mayor, Curtis Strickland, Dale Beck, Don Bumgarner, Beverly Clark, Annie Moore, Joe Moore—Town Manager

Mayor Matheny called the meeting to order at 2:00pm.

Commissioner Beck made a motion, second by Commissioner Clark to approve the agenda. There was no discussion and the motion passed unanimously.

Commissioner Bumgarner made a motion, second by Commissioner Moore to go into closed session as permitted by NCGS 143-318.11(a) for the purpose of personnel discussion. There was no discussion and the motion passed unanimously.

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

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

Adopted December 3, 2018

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk





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

TEL 919 856 6160  
FAX 919 856 5699

JESSICA N. HOLMES, CHAIR  
SIG HUTCHINSON, VICE-CHAIR  
JOHN D. BURNS  
MATT CALABRIA  
GREG FORD  
ERV PORTMAN  
JAMES WEST

November 8, 2018

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 November 7, 2018, 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 cursive script that reads "Denise Hogan".

Denise Hogan  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)



**Wake County Revenue Department**

Rebate Details

09/01/2018 - 09/30/2018

**ZEBULON**

PAGE

1

TIME

10:48:05 PM

DATE

10/06/2018

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
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**BUSINESS ACCOUNTS**

708290	0.00	0.00	75.28	0.00	75.28	09/07/2018	0006517973	2018	2018 000000	WALGREEN CO (001)
708289	0.00	0.00	44.47	0.00	44.47	09/07/2018	0006654404	2018	2018 000000	GPM SOUTHEAST LLC

SUBTOTALS FOR BUSINESS ACCOUNTS: 0.00 0.00 119.75 0.00 119.75 2 Properties Rebated

TOTAL REBATED FOR ZEBULON: 0.00 0.00 119.75 0.00 119.75 2 Properties Rebated for City



STAFF REPORT  
FINANCIAL STATEMENTS UPDATE  
DECEMBER 3, 2018

**Topic: FY 2019 Monthly Financial Statement Update**

From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The attached financials are for Board of Commissioners review only. See discussion below for details on statements.

**Background:**

The attached financials are a summary of revenues and expenditures to date. These are provided to keep the Board informed, on a monthly basis, of how revenues and expenditures are trending throughout the year.

**Information:**

These financial statements are through November 19, 2018. We've now received two of the twelve months of sales tax monthly distributions in FY 2019. As usual, the majority of property taxes will be received in the next couple months (November – December). See notes below for analysis on those and other revenues.

For FY 2019, approximately 4 ½ months in to the new year, the Town has spent about 39% (approximately \$5,572,000) of its General Fund budget of \$14,359,184. It is too early in the year to discuss trends in revenues or expenditures. It is important to note some larger early year expenditures – payment has been made on the ladder and pumper trucks totaling approximately \$1.6 million as well as some other capital expenditures in Police (vehicles and radios totaling \$147,000) and Sanitation (the knuckleboom purchase) and debt service payments totaling \$585,000. This is why these departments have disproportionate amounts of percent of budget spent at this early point in the year. Some discussion on some early revenue activity such as zoning fees and property taxes are below. The revenue and expenditure statements are included for your review.

A few highlights to date include:

**Sales Tax**

- Sales taxes collected in August 2018 were received and were 7.28% (\$6,137) more than the distribution received for the same period in FY 2018.
- For the year-to-date total of FY 2019 they are 1.67% (\$2,845) ahead of FY 2018.
- Article 39 receipts, proceeds returned to the county of origin, were 7.43% (\$2,837) more than the distribution received for the same period in FY 2018.
- Article 39 receipts year-to-date for FY 2019 are 0.27% (\$206) more than FY 2018. (Ref. attached Sales Tax Collections spreadsheet).



STAFF REPORT  
FINANCIAL STATEMENTS UPDATE  
DECEMBER 3, 2018

**Utilities Sales Tax (Sales tax on natural gas, electricity, telecommunication services and video programming)**

- The first distribution for FY 2019 will not be received until December 15.

**Property Tax**

- Property taxes collected so far in FY 2019 are approximately \$901,100. This is 14.1% of budgeted revenues (\$6,379,500).
- This is 15% more than what was collected to date in FY 2018 (\$781,400).

**Permits & Zoning**

- Permit and zoning fees collected to date in FY 2019 are \$37,363.
- This is 39.3% of budgeted revenues (\$95,000) for the year.
- It is about 40% less than what was collected to date in FY 2018 (\$62,536).

**Transportation Impact Fees**

- Transportation Impact fees collected to date for FY 2019 are \$37,142.
- It is 16% less than what was collected to date in FY 2018 (\$44,173).
- The unaudited balance to date of Transportation Impact fees is \$99,829.
- This revenue is placed into a reserve for current and future transportation projects to be spent within 10 years.

**Policy Analysis: N/A**

**Financial Analysis:** Budgeted revenue is \$14,359,184 while year to date revenue collected is \$3,607,227 (25% of budgeted). As shown in the chart on the Revenue Statement, 51% of year to date revenues come from property taxes.

**Staff Recommendation:**

No staff recommendation or Board action is necessary. These are informational only.

**Attachments:**

1. General Fund Fiscal Year 2019 Expenditure Statement and Revenue Statement (as of November 19, 2018)
2. Sales Tax – FY 2018

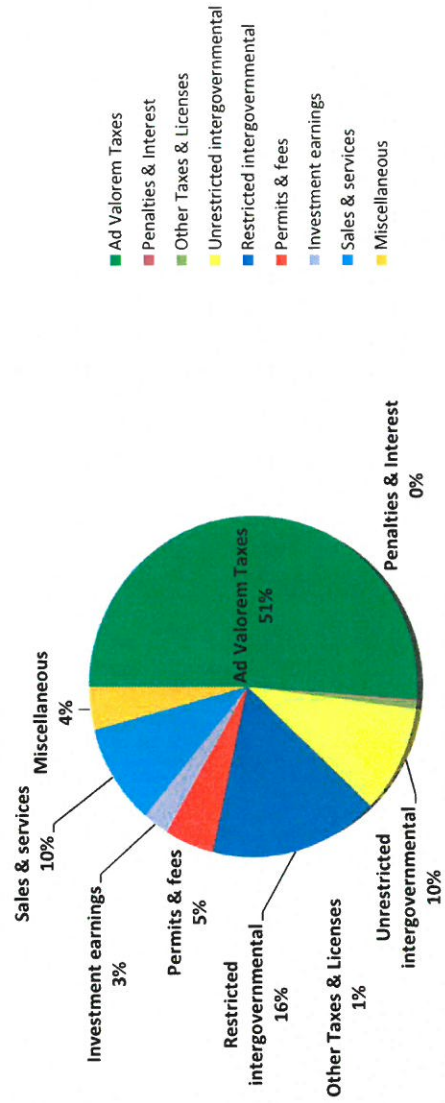


TOWN OF ZEBULON  
 Revenue Statement: 2018 - 2019  
 for Accounting Period 6/30/2019  
 GENERAL FUND

As of 11/19/2018

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$6,433,471	\$975,844	15.2%	51.2%
Penalties & Interest	\$12,500	\$2,244	18.0%	0.1%
Other Taxes & Licenses	\$39,500	\$14,805	37.5%	0.8%
Unrestricted intergovernmental	\$1,685,500	\$188,607	11.2%	9.9%
Restricted intergovernmental	\$789,170	\$314,260	39.8%	16.5%
Permits & fees	\$149,500	\$93,184	62.3%	4.9%
Investment earnings	\$60,000	\$51,684	86.1%	2.7%
Sales & services	\$631,275	\$186,083	29.5%	9.8%
Miscellaneous	\$166,500	\$80,517	48.4%	4.2%
Lease Purchase Proceeds	\$2,629,000	\$1,700,000	64.7%	0.0%
Fund Balance Appropriated	\$1,762,768	\$0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$14,359,184</b>	<b>\$3,607,227</b>	<b>25.1%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2019





TOWN OF ZEBULON  
 Expenditure Statement: 2018 - 2019  
 for Accounting Period 6/30/2019  
 GENERAL FUND  
 As of 11/19/2018

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$354,450	\$107,845	30.4%
420	FINANCE	\$359,100	\$117,956	32.8%
430	ADMINISTRATION	\$616,965	\$206,499	33.5%
450	CONTRACTED SERVICES	\$22,000	\$4,050	18.4%
470	STADIUM	\$51,600	\$17,365	33.7%
490	PLANNING AND ZONING	\$896,310	\$128,445	14.3%
500	BUILDINGS & GROUNDS	\$1,395,941	\$469,455	33.6%
510	POLICE	\$2,268,285	\$1,027,771	45.3%
530	FIRE	\$3,318,581	\$2,269,758	68.4%
560	STREETS AND HIGHWAYS	\$712,900	\$194,610	27.3%
570	POWER BILL	\$256,000	\$1,294	0.5%
580	SANITATION	\$1,179,100	\$522,672	44.3%
590	STORMWATER	\$1,328,650	\$90,207	6.8%
620	PARKS & RECREATION	\$1,469,552	\$368,478	25.1%
690	SPECIAL PROJECTS	\$129,750	\$45,535	35.1%
<b>Total Expenditures</b>		<b>\$14,359,184</b>	<b>\$5,571,940</b>	<b>38.8%</b>

Sales Tax

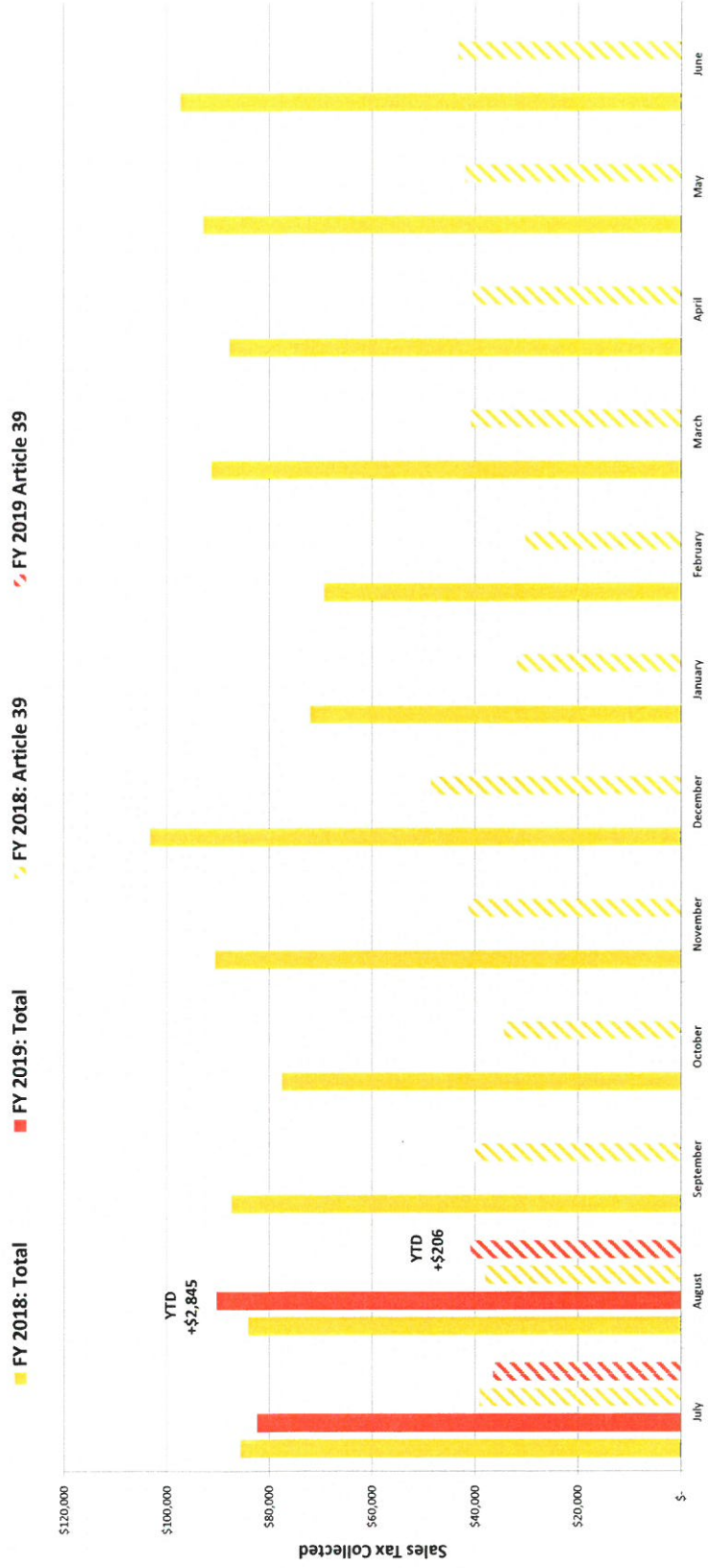
FY 2019

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 19 Totals	Prior Year (FY 2018)	% Inc (Dec) from Prior Yr
July	\$ 36,660	\$ 15,288	\$ 18,274	(2) \$	\$ 12,269	\$ 82,490	\$ 85,782	-3.8%
August	\$ 41,003	\$ 16,254	\$ 20,432	(1) \$	\$ 17,704	\$ 90,393	\$ 84,256	7.3%
September	0	0	0	0	0	0	87,489	-100.0%
October	0	0	0	0	0	0	77,610	-100.0%
November	0	0	0	0	0	0	90,722	-100.0%
December	0	0	0	0	0	0	103,358	-100.0%
January	0	0	0	0	0	0	72,080	-100.0%
February	0	0	0	0	0	0	69,386	-100.0%
March	0	0	0	0	0	0	91,420	-100.0%
April	0	0	0	0	0	0	87,894	-100.0%
May	0	0	0	0	0	0	93,063	-100.0%
June	0	0	0	0	0	0	97,465	-100.0%
<b>Total</b>	<b>\$ 77,664</b>	<b>\$ 31,542</b>	<b>\$ 38,706</b>	<b>(2) \$</b>	<b>\$ 24,973</b>	<b>\$ 172,883</b>	<b>\$ 170,037</b>	<b>1.7%</b>

FY 2018

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 18 Totals	Prior Year (FY 2017)	% Inc (Dec) from Prior Yr
July	\$ 39,291	\$ 15,388	\$ 19,542	(205) \$	\$ 11,766	\$ 85,782	\$ 75,359	13.8%
August	\$ 38,167	\$ 15,189	\$ 18,990	0	\$ 11,909	\$ 84,256	\$ 82,879	1.7%
September	\$ 40,136	\$ 15,606	\$ 19,988	(4)	\$ 11,763	\$ 87,489	\$ 80,395	8.8%
October	\$ 34,599	\$ 14,293	\$ 17,203	(11)	\$ 11,526	\$ 77,610	\$ 80,741	-3.9%
November	\$ 41,413	\$ 16,168	\$ 20,614	0	\$ 12,527	\$ 90,722	\$ 82,777	9.6%
December	\$ 48,633	\$ 17,785	\$ 24,242	3	\$ 12,695	\$ 103,358	\$ 100,663	2.7%
January	\$ 31,988	\$ 13,416	\$ 15,916	(1)	\$ 10,761	\$ 72,080	\$ 67,521	6.8%
February	\$ 30,459	\$ 13,038	\$ 15,127	0	\$ 10,763	\$ 69,386	\$ 72,155	-3.8%
March	\$ 40,989	\$ 16,725	\$ 20,435	0	\$ 13,270	\$ 91,420	\$ 89,323	2.3%
April	\$ 40,662	\$ 15,444	\$ 20,227	1	\$ 11,559	\$ 87,894	\$ 85,773	2.5%
May	\$ 42,066	\$ 16,797	\$ 20,917	(6)	\$ 13,288	\$ 93,063	\$ 82,182	13.2%
June	\$ 43,512	\$ 17,893	\$ 21,693	2	\$ 14,365	\$ 97,465	\$ 92,134	5.8%
<b>Total</b>	<b>\$ 471,915</b>	<b>\$ 187,743</b>	<b>\$ 234,894</b>	<b>(220) \$</b>	<b>\$ 146,191</b>	<b>\$ 1,040,523</b>	<b>\$ 991,902</b>	<b>4.9%</b>

# Monthly Summary of Sales Tax Collected







STAFF REPORT  
DOWNTOWN REVITALIZATION GRANT  
ORDINANCE 2019-16  
DECEMBER 3, 2018

**Topic: Downtown Revitalization Grant – (Ordinance 2019-16)**

Speaker: Bobby Fitts, Finance Director

Prepared by: Bobby Fitts and Joe Moore

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

**Executive Summary:**

The Zebulon Board of Commissioners will consider recognizing a grant to fund the Town's Streetscape Match and Façade Improvement Grant programs.

**Background:**

In passing NC Session Law 2018-5, the General Assembly identified the Town of Zebulon as an eligible recipient of \$50,000 for downtown revitalization projects. The Town's Streetscape Match and Façade Improvement Grant programs are established programs meeting the eligibility requirements.

**Discussion:**

The discussion before the Board is whether to recognize grant receipts and dedicate them towards the Town's Streetscape Match and Façade Improvement Grant programs.

**Policy Analysis:**

The Streetscape Match Grant and the Façade Improvement Grant programs are tactical actions consistent with the goal of Zebulon 2030's Vibrant Downtown focus area to "have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors."

**Fiscal Analysis:**

This grant will supplement existing funds budgeted in the FY 2019 Budget Ordinance. Unspent grant receipts will rollover to the FY 2020 Budget Ordinance.

**Staff Recommendation:**

Staff recommends equally dividing the \$50,000 grant between the Streetscape Match Grant and Façade Improvement Grant programs by adopting the attached Ordinance.

**Attachment(s):**

1. Ordinance 2019-16
2. 2018-2019 Downtown Revitalization and Economic Development Proposal

ORDINANCE 2019-16

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, 2019.

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

	INCREASE	DECREASE
REVENUES		
NC Dept of Commerce-Rural Economic Development Grant	\$50,000.00	
EXPENDITURES		
Community Development—Façade Improvement Grant		\$25,000.00
Community Development —Streetscape Match		\$25,000.00

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

Adopted: December 3, 2018

Effective: December 3, 2018

\_\_\_\_\_  
Robert S. Matheny—Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC—Town Clerk



North Carolina  
Department of Commerce  
Rural Economic Development Division

2018-2019  
Downtown Revitalization and  
Economic Development  
Proposal Package

Grants are authorized under 2018-5 Sections 15.8(a) and 15.8(b), as construed by The Joint Conference Committee Report, and as amended by North Carolina Session Law 2018-97 for Downtown Revitalization and Economic Development Projects. The Rural Economic Development Division of the North Carolina Department of Commerce (DOC), will administer the grants.

**Downtown Revitalization: Local governments identified in NC Session Law 2018-5 Section 15.8 (a) should complete the proposal form describing the downtown revitalization project proposed.**

Downtown revitalization projects can include:

- Planning costs to produce a final plan for physical improvements, including architectural and engineering design;
- Streetscape design and implementation;
- Public infrastructure including water, sewer, electric, lighting, sidewalk, traffic, road and/or digital infrastructure;
- Façade or building improvements and/or property acquisition;
- Wayfinding signage; or
- Art or cultural installations.

**Economic Development: Local governments identified in NC Session Law 2018-5 Section 15.8 (b) should complete the proposal form describing the economic development project proposed.**

Acceptable expenses for all projects include labor and materials necessary to carry out respective economic development projects. Operational expenses including salary or wages for local government employees and/or food, refreshment and entertainment expenses are not allowable.

**Local governments identified in the Joint Conference Committee Report should complete the proposal form describing the proposed activities only for the project identified in Joint Conference Committee Report.**

Acceptable expenses for all projects include labor and materials necessary to carry out the identified project. Operational expenses including salary or wages for local government employees and/or food, refreshment and entertainment expenses are not allowable.

**Funding Distribution Process**

- Local governments should complete the proposal form and submit to DOC. The proposal form is included below and found at [www.nccommerce.com/rd/rural-grants-programs/forms](http://www.nccommerce.com/rd/rural-grants-programs/forms).
- Once a completed proposal form is received, DOC will mail contract documents to the local government.
- Once signed contract documents are received, DOC will issue a check in the full amount of the grant.
- Local governments should submit a progress report each January and July 15, and once all funds are expended, should submit a final report detailing the outcomes and expenditures of the grant including copies of invoices/receipts for each expenditure paid with grant funds. The progress/final report form can be found at [www.nccommerce.com/rd/rural-grants-programs/forms](http://www.nccommerce.com/rd/rural-grants-programs/forms).

Complete proposals should be submitted no later than **October 5, 2018** by one of the following delivery options:

Via e-mail as a signed PDF to: [rgpreports@nccommerce.com](mailto:rgpreports@nccommerce.com)

Or via postal or overnight delivery to:

Melody Adams, Director, Rural Grant Programs  
North Carolina Department of Commerce, Rural Economic Development Division  
301 N. Wilmington Street (For Overnight Delivery Services)  
4346 Mail Service Center (For US Postal Service)  
Raleigh, NC 27699

# 2018-2019 Downtown Revitalization/Economic Development Proposal Form

## Local Government Information

**Legal Name of Local Government:** Town of Zebulon County: Wake Tier # 3  
**Name of Chief Elected Official:** Robert S. Matheny Title: Mayor  
**Mailing Address:** 1003 N. Arendell Avenue **Street Address:** 1003 N. Arendell Avenue  
**City:** Zebulon **State:** NC **Zip:** 27597  
**Primary Telephone(s):** (919) 823-1813 **Fax:** (919) 269-6200  
**Email:** bmatheny@townofzebulon.org **Federal Tax ID #:** 56-6001378

### Local Government Project Contact:

**Name:** Mark Hetrick **Title:** Planning Director  
**Primary Telephone:** (919) 823-1808 **Email:** mhetrick@townofzebulon.org

### Grant Administrator (if applicable)

**Name:** same as above  
**Mailing Address:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Primary Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Federal Tax ID #:** \_\_\_\_\_

## Community Information

- |   |  | Check One                           |                                     |
|---|--|-------------------------------------|-------------------------------------|
|   |  | Yes                                 | No                                  |
| 1 | Is your community designated by the Department of Commerce as a NC Main Street community?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 | Is your community designated by the Department of Commerce as a NC Small Town Main Street community?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3 | Is your community receiving downtown strategic economic development planning services through the NC Main Street & Rural Planning Center's Downtown Associate Community program? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4 | Has your community received strategic economic development planning services through the NC Main Street & Rural Planning Center's Rural Planning program in the last 3 years?    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5 | Would you like for the staff at the Department of Commerce, NC Main Street & Rural Planning Center to contact you regarding strategic economic development planning services?    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

1. If yes, please provide the contact information for the person to contact:

**Name:** Joe Moore **Title:** Town Manager  
**Phone:** (919) 823-1801 **Email:** jmoore@townofzebulon.org

## Project Information

- 1 Provide a description of the downtown revitalization/economic development activities to be funded by the grant along with the estimated cost for each activity.

Facade Grants: This annual program is a means to incentivize the private sector (specifically property owners within the Town's Downtown Overlay District) to improve their building's appearance. Each grant is \$2500.  
 Streetscape Match Grant: This annual program is a means to incentivize the non-profit sector (any nationally chartered, tax exempt, service organization) to improve the appearance, access, and walkability of public right of way and public property within the Downtown Overlay District. Each grant is a maximum of \$2000.

2. Provide a description of the proposed outcomes of the downtown revitalization/economic development project/activity.  
 Qualitatively, we're looking to give the appearance that the Downtown Overlay District is tended to and has activity. Both the Façade Grant and the Streetscape Match have improved, and will continue to improve the appearance, but the Streetscape Match in particular has been very effective in promoting activity by engaging non-profit membership in events, programs, and service projects within the District. Quantitatively, we're looking to see how much change is seen in property tax value, vacancy rates, and as much as possible, ascertain the level of sales tax generated within the District.
3. Provide a timeline for the implementation of the downtown revitalization/economic development project/activity.  
 These are continuous, annual programs. The intent is to cycle through all of the buildings and public places within the Downtown Overlay District and then begin the cycle anew. Both programs have completed two full years. The Façade Grant program issued no grants in the first year, four grants the following year, and we anticipate at least four in the upcoming fiscal year based upon inquiries. The Streetscape Match grant issued one grant per each of the first two years. Two months into the new fiscal year has already seen two applications, and we anticipate at least two more based upon inquiries.
4. Include photos of the area where the project/activity will take place and provide a description of the photos below.  
 See attached photos and copies of policies.

### Applicant Certifications

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

- 1 as Authorized Representative, the signatory has been authorized to file this application;
- 2 that the governing body or agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project; and
- 4 that as of the date listed below, the applicant is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

  
 \_\_\_\_\_  
 Signature of Chief Elected Official or Authorized Representative

Robert S. Matheny  
 \_\_\_\_\_  
 Typed Name

Mayor  
 \_\_\_\_\_  
 Typed Title

September 6, 2018  
 \_\_\_\_\_  
 Date

Complete proposals should be submitted no later than **October 5, 2018** by one of the following delivery options:

**Via e-mail as a signed PDF to:** [rgpreports@nccommerce.com](mailto:rgpreports@nccommerce.com)

**Or via postal or overnight delivery to:**

Melody Adams, Director, Rural Grant Programs  
 North Carolina Department of Commerce, Rural Economic Development Division  
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 Raleigh, NC 27699



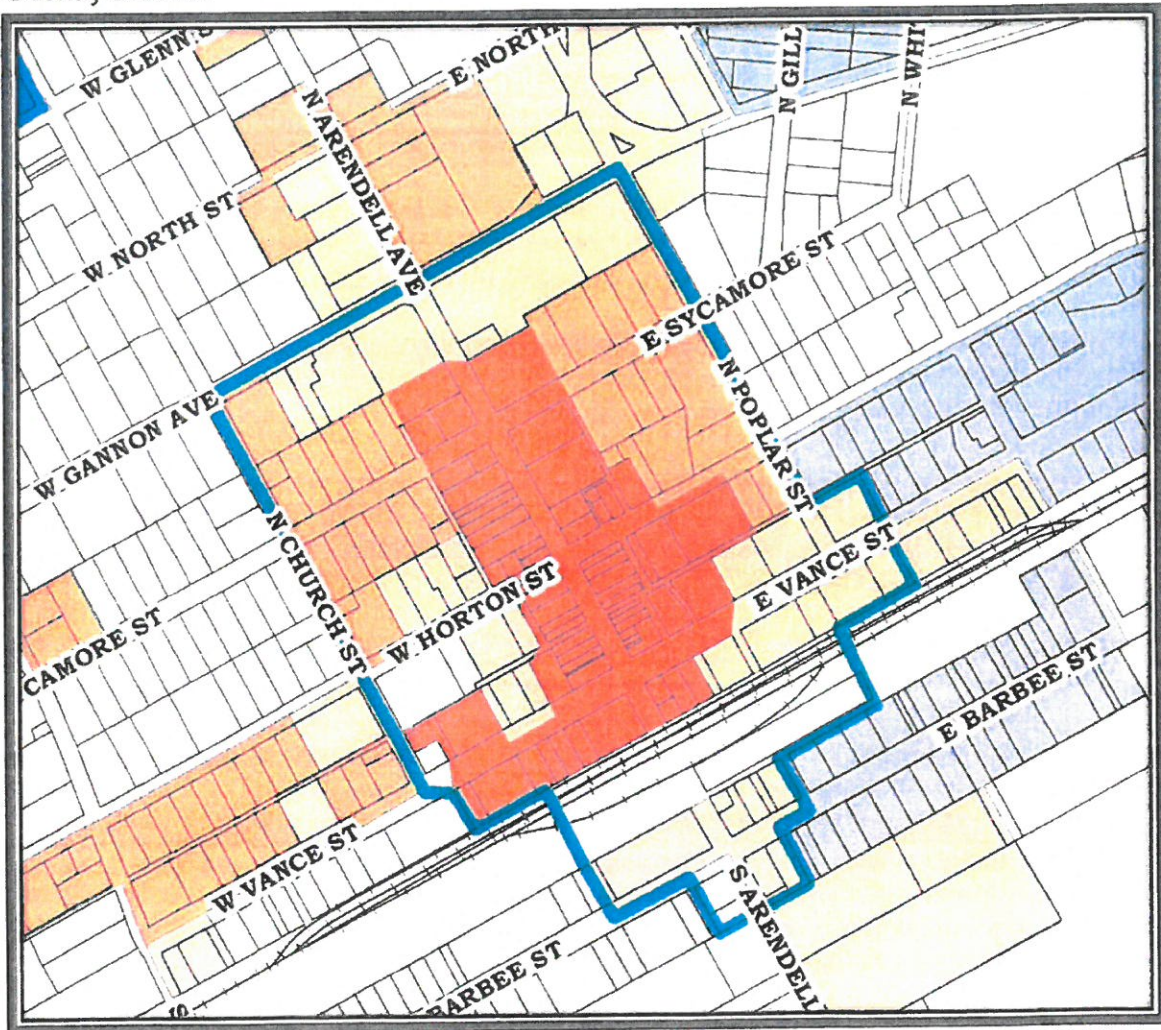
## FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES

### Program Purpose and Objectives

The Façade Improvement Grant Program is designed as a mechanism to stimulate and leverage private investment and as a way to enhance the appearance and condition of commercial structures in downtown Zebulon. Improving the appearance of building facades supports local businesses and can have a significant impact on the attractiveness and marketability of the surrounding area.

### Program Target Area

The program eligible boundaries mirror the boundaries of the Town of Zebulon Downtown Overlay District.



**Program Budget**

The Façade Improvement Grant Program is funded on an annual basis through the Town of Zebulon and will vary based on the yearly budget. Façade grant applications are accepted on a rolling basis until annual funds are fully expended.

**Program Funding**

The Façade Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$2,500. Grant funds shall be disbursed to the grant recipient only upon the satisfactory completion of the project in accordance with a design for the project that has been approved by the Town.

Once grant funds expire for the fiscal year, applicants shall continue to be forwarded for consideration to the approval entity pending any additional funds allocated by the Board of Commissioners for the Façade Improvement Grant Program. Grant amounts will be based on allocated funds available in the budget.

<p align="center"><b>SAMPLE GRANT FUNDING SCENARIO</b></p> <p><b><u>Sign/Awning Replacement Grant</u></b></p> <p>1. Total cost of new sign or awning: \$2,000</p> <ul style="list-style-type: none"> <li>• Grant – up to \$1,000</li> <li>• Private Match – minimum \$1,000</li> </ul> <p>2. Total cost of new sign or awning: \$7,000</p> <ul style="list-style-type: none"> <li>• Grant – up to \$2,500</li> <li>• Private Match – minimum \$4,500</li> </ul>
---

**Program Eligibility**

Any building owner or business proprietor/tenant with lease authority and authorization from the property owner can apply for funding. Eligible properties can be commercial, including non-profits, as long as they are located within the Downtown Overlay District.

A property may be judged to be eligible for a second façade improvement grant if at least five (5) years have elapsed since the first grant was awarded and the façade is in need of further improvement.

For the purposes of this program, the definition of façade is: An individual storefront or building side which faces a public right-of-way or is otherwise visible to the general public. A property owner of a single building with separate addresses may apply for a separate façade grant for each address.

***Eligible Improvements:***

- Doors (exterior) – repair and replacement of exit doors and hardware to provide public access.
- Walls (exterior) – repair and replacement of exterior wall surface coatings with appropriate materials.
- Painting (exterior) – painting of the exterior surface of buildings.
- Awnings – repair and replacement or addition of exterior awnings.
- Windows – repair and replacement of exterior windows.
- Lighting – repair and replacement of exterior mounted lights on a building that illuminates the façade or signage.

***Ineligible Expenditures:***

- New building construction
- Building permit fees, legal fees and related costs
- Extermination of insects, rodents, vermin and other pests
- Acquisition real or personal property, inventory or equipment
- Sweat equity
- Improvements made prior to grant approval
- Interior rehabilitation or repairs not integral to the building's exterior façade improvement
- General, routine, or deferred maintenance and cleaning

Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility with initial review and recommendation by the Review Committee and final approval or disapproval by the Planning Department.

**Application Process and Requirements**

Funding will be provided to those applicants whose projects most effectively meet the program criteria until such time as all grant funds are exhausted. Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed and the Town of Zebulon, or other licensing authority issues a certificate of occupancy or other form of government approval is granted. Work completed prior to the award letter will not be eligible for grant funding.

The grant application must include a recent price quote from either an architect, engineer or licensed contractor. This quote shall be utilized for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the sole responsibility of the applicant, not the Town of Zebulon.

If a grant recipient becomes unable to fulfill the grant requirements or removes a project from consideration, the Town will reallocate those funds to an eligible, alternative project.

**Project Selections**

Applications will be evaluated by the Review Committee and approved by the Planning Department. Depending on the number of applications, the Planning Department may assign "waiting list" status to projects that qualify for selection, but are not selected during this current funding period. The grant is limited to one grant application per property per calendar year unless otherwise approved by the Planning Department. Applicant approval is at the sole discretion of the Planning Department.

The evaluation criteria are as follows:

- Overall impact of the project on the Downtown Overlay District
- Is the project feasible from a cost and schedule point of view
- Level of deterioration of building materials and finishes
- Improvement to the appearance of the site
- Contribution to historic rehabilitation or restoration
- Will serve as a catalyst for redevelopment



- Consistency with the context and character of the remainder of the block and/or surrounding properties
- Amount of additional contribution to the project by applicant



### **Award Notification**

Upon approval of the award by the Planning Department, staff will notify applicants of project funding approval or denial by letter mailed to the applicant at the address provided on the application. No grant funds will be paid in advance of work being performed.

### **Pre-Construction Meeting**

A pre-construction meeting with the Town will be required prior to any work commencing on a project.

### **Notice to Proceed**

After the Planning Department has approved all design elements and all required permits, the Town will issue a Notice to Proceed. No work funded by the grant shall proceed until on or after the date of the Notice to Proceed. No reimbursement from grant funds will be made for work carried out before the date of the Notice to Proceed.

### **Design Assistance Funding**

The Planning Department may provide up to \$500 for professional architectural and design services. This must be from a professional firm not associated with the contractor performing the work. Like construction costs, these funds will be reimbursed once construction is completed and a final certificate of occupancy or other form of government approval is granted.

### **Design Guidelines**

All projects must be approved in the applicable local, state, federal, and/or other licensing authority. It is the responsibility of the applicant to apply for, and pay for, these permits.

### **Invoice Review/Approval**

Prior to payment of any invoice for completed work, the invoice must be provided to the appropriate town staff members for review and signed approval that work was completed per the approved drawings and specifications. Without this prior approval, grant funds

will not be made available for a project. The final invoice will be paid by check made out to the grant recipient after the Town has conducted a final inspection and signed off that all work has been satisfactorily completed. Each invoice must be from the grant recipient with all contractor, designer, or supplier invoices attached for the period of time covered by the invoices. The Town is under no obligation to advance funds in addition to those specified in the grant approval by Town.

### **Other Provisions**

*Eligible Contractors:* The applicant shall award contracts for work to qualified contractors only.

*Property Taxes, Special Assessments:* No financial assistance will be provided from the Façade Grant Improvement Program if property taxes, fees, judgements, special assessments, or liens are outstanding or in default to the Town of Zebulon or Wake County and have no outstanding code violations. Improvements made pursuant to the grant shall be considered real estate fixtures.

### **Amendments**

These program guidelines, terms and conditions may be amended from time to time by the Town for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable federal, state, or local regulations affecting the administration of the program.

### **Alterations**

The property owner and tenant shall be responsible for maintaining the façade improvements without alteration for three (3) years unless approved by the Town. The Planning Department may approve such alterations, modifications, or removal of the improvements when it determines that the proposed work would not undermine the goals, objectives and policies of the grant program. If changes are made without seeking approval of the Planning Department, the Town may take legal action to recoup some of the grant dollars.

### **Contact Information**

For more information about this program or to schedule a meeting with town staff to discuss your project, please contact the following Façade Grant Program representatives:

Mark Hetrick, Planning Director

(919)823-1808

[mhetrick@townofzebulon.org](mailto:mhetrick@townofzebulon.org)

Julie Spriggs, Senior Planner

(919)823-1809

[jspriggs@townofzebulon.org](mailto:jspriggs@townofzebulon.org)



## STREETSCAPE MATCH POLICY

### Purpose

The purpose of this policy is to provide the Board with guidelines in making decisions regarding funding requests by local non-profit organizations to further the Town's efforts in creating a resilient downtown. The qualities of a resilient downtown include retail development, residential population, diversity, civic and cultural facilities, designated historic/heritage property, design guidelines, pedestrian friendliness, a downtown gathering place, civic leadership, and a downtown development authority.<sup>1</sup> The Town of Zebulon, as part of its civic leadership to foster these concepts of downtown resilience, wishes to partner with the efforts of those organizations that create a resilient downtown.

### Eligibility

To be eligible to apply for funding from the Town of Zebulon, an organization must meet the following criteria:

1. The organization must be able to provide documentation that shows compliance with all applicable federal and state laws related to tax-exempt status.
2. The operations of the organization must benefit the residents of the Town of Zebulon by assisting the Town in creating a resilient downtown by:
  - a. Increasing Property Values within the Downtown Overlay District
  - b. Decreasing Vacancy Rates within the Downtown Overlay District
  - c. Promoting event-related population within the Downtown Overlay District
  - d. Increasing day-time population within the Downtown Overlay District
  - e. Establishing residential population within the Downtown Overlay District
3. The organization is governed by a volunteer board of directors that serves without compensation.
4. The organization provides a report to the Zebulon Governing Board at one of its Regular Meetings.
5. The organization is subject to an independent audit or review annually.

### Criteria

Requests for support from non-profit organizations will be submitted to the Board of Commissioners for consideration. The organization's effort must be located within the Downtown Overlay District Boundary, and address one of the following goals:

- 1) Promotes the establishment of design guidelines (e.g. landscaping, signage, receptacles)
- 2) Facilitates pedestrian access into and within the District (e.g. wayfinding, street furniture)
- 3) Creates temporary or permanent gathering places (e.g. tree ceremony, mini-park, art sculptures or exhibits)

### Funding

Requests from non-profit organizations will be reviewed on first come – first serve basis within a fiscal year. Town participation is limited to ½ of the cost of donation, not to exceed \$1000, when partnering with one non-profit organization; or in cases where two or more non-profit organizations seek to collaborate together and partner with the Town, this participation is limited to the proportional share of cost, not to exceed \$2000.

Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. Proof of expenditures may be requested as verification by the

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<sup>1</sup> Burayidi, M. Resilient Downtowns: A New Approach to Revitalizing Small- and Medium-City Downtowns. New York: Routledge, 2013



## STREETSCAPE MATCH POLICY

Town. In the event that funds are not used as indicated, the full amount of funding may be required to be returned to the Town.

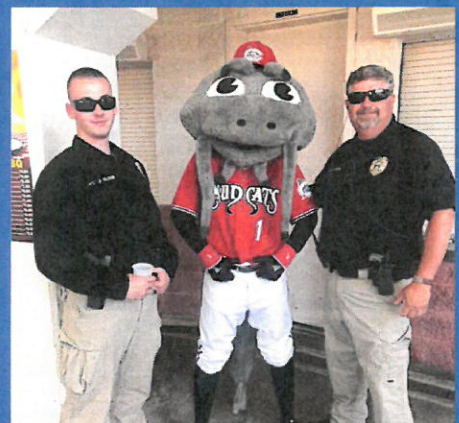
Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.



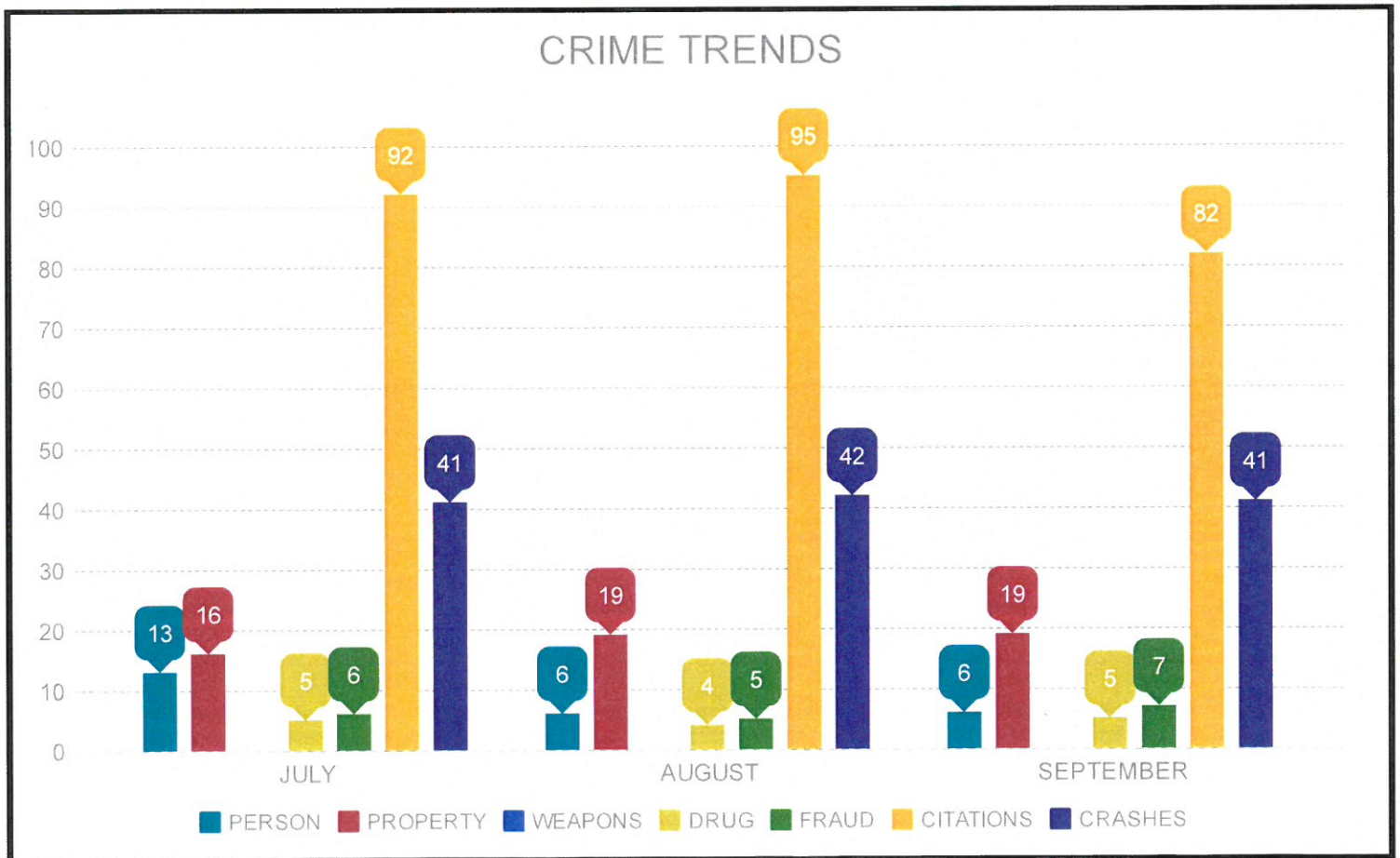
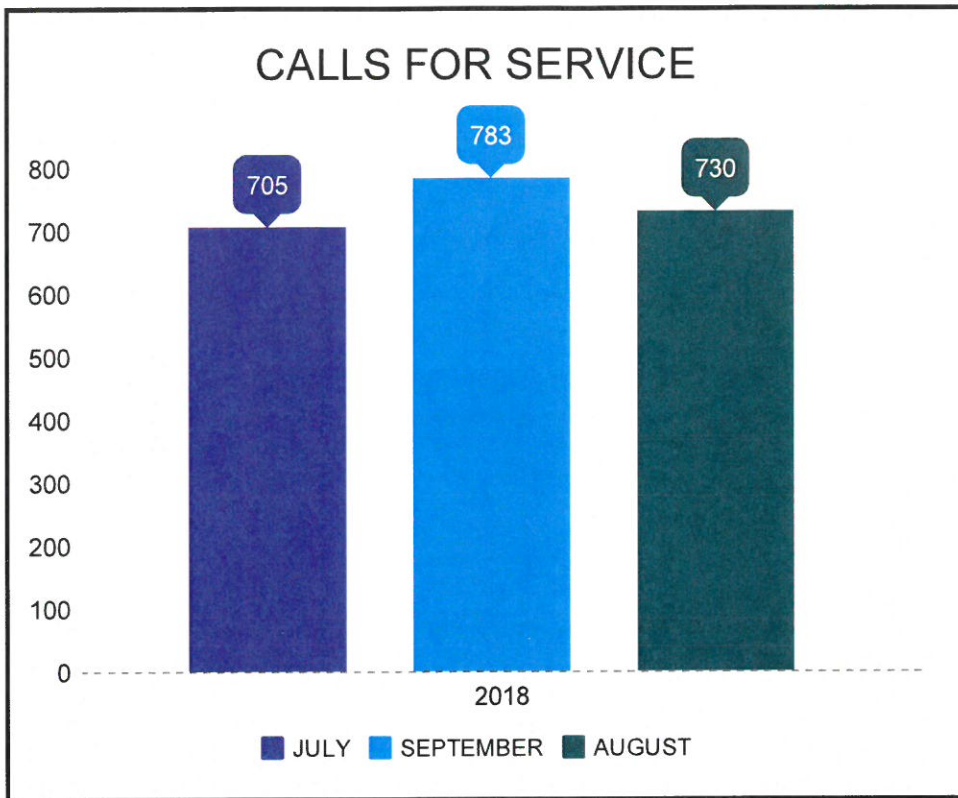
# 1ST QUARTER REPORT (JULY - SEPTEMBER)

DECEMBER 2018

# ZEBULON POLICE DEPARTMENT



**A FAMILY BORN NOT FROM A BLOOD LINE; BUT BONDED IN LIFE BY A BLUE ONE.**



**JULY: 705**

**CALLS FOR SERVICE**

**AUGUST: 783**

**SEPTEMBER: 730**



# K-9 STATISTICS



## JULY

Dispatched Calls:	14
Assist other Agency:	1
Vehicle Searches:	13
Building Searches:	0
Tracks:	2

## SEPT.

Dispatched Calls:	14
Assist other Agency:	3
Vehicle Searches:	11
Building Searches:	0
Tracks:	1

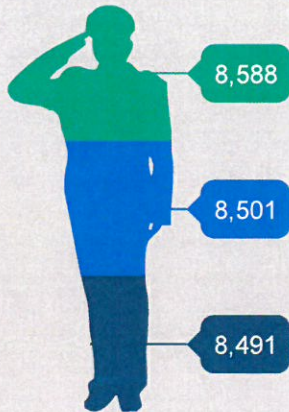
## AUG.

Dispatched Calls:	10
Assist other Agency:	1
Vehicle Searches:	9
Building Searches:	0
Tracks:	1

Ofc. Pulley & K-9 Pas attended a total of four public events this quarter and attended a decoy class at Ventosa Kennels.

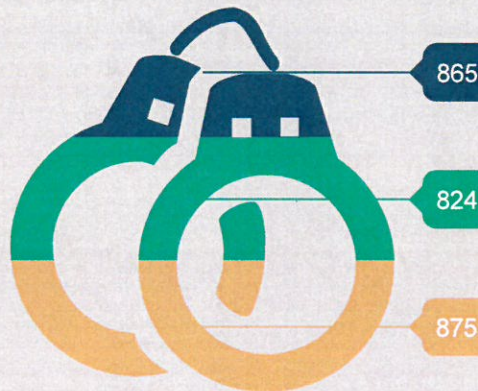
# PATROL STATISTICS

## Business Checks



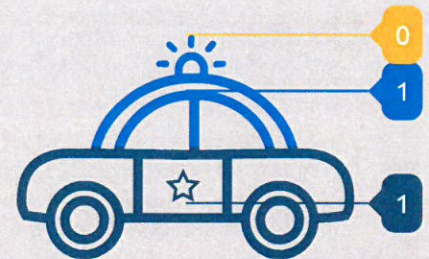
■ July (33.19%) ■ August (33.23%)  
■ September (33.57%)

## Park & Walks



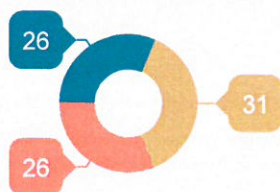
■ July (34.13%) ■ August (32.14%)  
■ September (33.74%)

## Directed Patrols



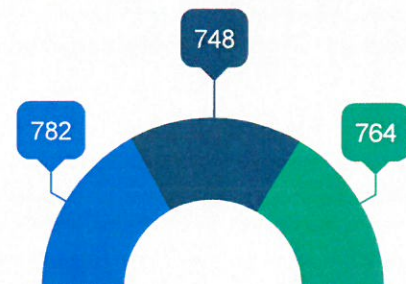
■ July (50%) ■ August (50%)  
■ September (0%)

## Field Interviews



■ July (31.33%) ■ August (37.35%) ■ September (31.33%)

## High Visibilities



■ July (34.09%) ■ August (32.61%) ■ September (33.30%)

JULY

4 MIN.

AUGUST

4.5 MIN.

SEPTEMBER

5 MIN.

AVERAGE RESPONSE TIME



Directed Patrol #1  
07-31-2018

Squad D



Squad D went to the Boys & Girls Club and had a fun afternoon playing pool, foosball and ping pong with the kids. This kind of interaction improves the relationship barriers between our youth and the police.



## Directed Patrol #2



08-23-2018

Squad D along with Zebulon PD SERT Team took a proactive approach regarding our active warrants. During this time, they attempted multiple warrants within our jurisdiction - serving **THREE** and sending back those who no longer live within our jurisdiction. This was effective in minimizing our warrant stack.



# COMMUNITY INVOLVEMENT



JULY



On July 21st Officers collected donations for our upcoming Shop with a Cop program. We collected \$200.00!



Ofc. Pulley & K-9 Pas attended Knightdale PD's Camp PRIDE on July 26th.

ZPD hosted Wedgewood Community Watch on July 9th.



Ofc. Denny discussed bicycle safety at Heritage Christian Academy on July 23rd.





# AUGUST



15th



Officers Pulley & Prichard were invited to Kids Educational Center of Wake Forest for Community Helpers Day.

25th



Officer Hamm attended the Backpack Jamboree hosted by Hand of God Church at Zebulon Community Park.

# SEPTEMBER

8th



Emergency Management updates were posted continuously throughout Hurricane Florence in order to keep citizens updated regarding the path.

9th - 13th



Sgt. Lane met with the congregation of Zebulon First Baptist and answered questions concerning how to start a Community Watch Group.

27th



We had a successful Coffee with a Cop at the Waffle House on Sept. 27th.



# SOCIAL MEDIA STATS



## DID YOU KNOW?

ZPD has responded to over 130 messages sent through FB messenger this year!



+237 new friends



ZPD responded to 57 independent messages over the quarter.



+ 41 new followers

## TRAINING

### Classes Attended...

#### JULY

Radar Recert  
Spanish for Patrol Officers  
Public Speaking  
Taser Instructor Recert  
Critical Incident Stress Management

#### AUGUST

Police Law Institute  
Police Law Institute Refresher  
NIBRS training

#### SEPTEMBER

DCI training  
Advanced Psychopathy for Cops

# ADDITION TO OUR TEAM



## OFC. HEATH WHITE



- ✓ Born and raised in Zebulon
- ✓ Served in the US Army; deployed three times since graduating high school
- ✓ Attended Nash Community BLET; graduated June 5th
- ✓ Swear in ceremony was conducted on Sept. 18th



# ZEBULON PARKS AND RECREATION DEPARTMENT

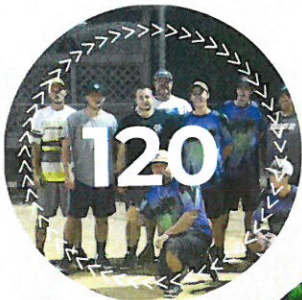
## 2019 1ST QUARTER REPORT

### JULY - SEPTEMBER



Zebulon Parks and Recreation Department works to enhance the lives of our citizens and visitors by providing beautiful parks, play opportunities, wellness programs, and educational opportunities. From sports leagues, fitness classes, art programs, travel experiences, educational presentations, summer camps, to the Zebulon Farm Fresh Market, there is something for everyone.

Youth team sports provide great benefits to our children, their families, and the community. Playing sports builds confidence, provides consistent exercise, develops relationships, contributes to stronger academics, teaches respect, and encourages family involvement in the community.

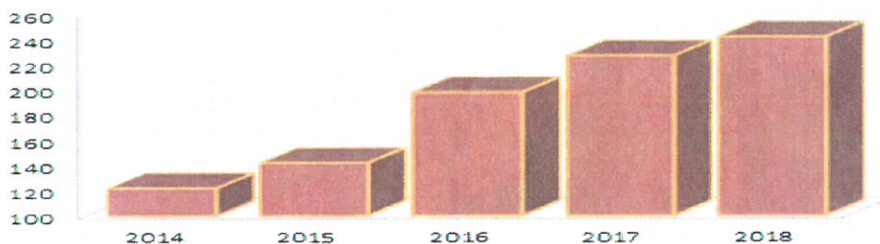


Adult participants competed in our Adult Softball League this summer. Each team played nine games with a single elimination tournament to round out the season.



Youth Athletes participated in the Fall Baseball, Softball and Soccer leagues. Open Day Celebration for Fall Soccer was played in the Zebulon Town Hall backyard and complimented the Farm Fresh Market.

**Yearly Fall Sport Participation Numbers**



Steady growth in Fall Sports participation numbers show a healthy future for Zebulon Athletics.

Many recreation programs are designed to teach, such as Kids in the Kitchen, NC Art Class, and classes in nutrition. Programs such as Farmers Market and summer camps also present learning opportunities.



Customers visited the Farm Fresh Market this year up 16% from last year's attendance.

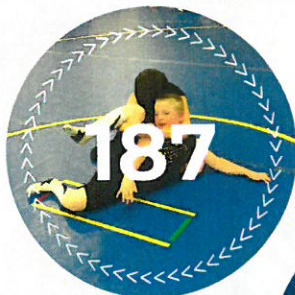


Seniors took a trip to Music-City, USA in Nashville Tennessee. Highlights included visiting Andrew Jackson's home, Nashville War Memorial Auditorium, and watching a 9/11 tribute concert at the Grand Ole Opry.



Adults took part in educational classes such as Adult Art Class and Fall Color Pot Class and also took day trips to the theatre.

Providing opportunities for our citizens to walk, exercise, and move to improve and maintain their health is a major goal of the Town of Zebulon in its effort to build and sustain a healthy and walkable community.



Campers took part in physically active camps such as Cheer, Basketball, Wrestling, and Dance.



Girls participated in three free Basketball Clinics hosted by our 10u and 12u girls basketball coach, Michelle Whitley.



Adults took advantage of our Get Fit Pass and participated in classes such as Yoga, Pilates, Line Dancing, Fit & Fun Aerobics, and Dance Xross Fitness.



STAFF REPORT  
REVIEW OFFICER APPOINTMENTS  
RESOLUTION 2019-14 AND RESOLUTION 2019-15  
DECEMBER 3, 2018

**Topic: Review Officer Appointments**

Speaker: Joe Moore

Prepared by: Lisa Markland, HR Director / Town Clerk and Joe Moore

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

**Executive Summary:**

The Zebulon Board of Commissioners will consider appointment of Review Officers.

**Background:**

State law establishes procedures for recording maps and plats. Specifically, allowing the transfer of plat review, to determine whether they meet recording requirements, from the Register of Deeds to a Review Officer.

The Town of Zebulon may appoint Review Officers for consideration by the Wake County Board of Commissioners as a means to ensure an expeditious review of all maps and plats before they are presented to the Wake County Register of Deeds for recording.

Staff changes have revealed the need to update the current list of Review Officers appointed by the Town of Zebulon.

**Discussion:**

The discussion before the Zebulon Board of Commissioners is whether to remove the Review Officers identified by the attached Resolution; and whether to add Joseph M. Moore, II, Town Manager; Teresa Piner, Interim Planning Director; and Chris Ray, Public Works Director as Review Officers.

**Policy Analysis:**

Amending the Town of Zebulon's Review Officers is a tactical action consistent with Zebulon 2030's Growing Smart focus area to "plan for the growth with appropriate staffing and service levels to address land use and transportation concerns"

**Fiscal Analysis:**

A fuller, and updated, list of Review Officers will ensure an expeditious review of all maps and plats before they are presented to the Wake County Register of Deeds for recording.

**Staff Recommendation:**

Staff recommends updating the Town's Review Officers by adopting both of the attached Resolutions.

**Attachment(s):**

1. Resolution 2019-14
2. Resolution 2019-15

**RESOLUTION 2019-14**  
**RESOLUTION APPOINTING REVIEW OFFICERS**

**WHEREAS**, State Law 1997-309 establishes procedures for recording maps and plats;

**WHEREAS**, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer;

**WHEREAS**, NC GS 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as a Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording;

**WHEREAS**, it is the desire of the Town of Zebulon to ensure an expeditious review of all maps and plats as required by NC GS 47-30.2 before they are presented to the Wake County Register of Deeds for recording.

**NOW THEREFORE, BE IT RESOLVED**, that the following people in the Town of Zebulon employment are hereby appointed to perform all responsibilities as required for Review Officers under the appropriate North Carolina General Statutes for all plats and maps within the Town of Zebulon's jurisdiction.

- |                        |                           |
|------------------------|---------------------------|
| 1. Joseph M. Moore, II | Town Manager              |
| 2. Teresa Piner        | Interim Planning Director |
| 3. Chris Ray           | Public Works Director     |

**BE IT FURTHER RESOLVED** that a copy of this Resolution designating the Review Officers be forwarded to the Wake County Register of Deeds Office.

Adopted this 3<sup>rd</sup> day of December 2018.

\_\_\_\_\_  
Robert S. Matheny—Mayor

SEAL

\_\_\_\_\_  
Lisa M. Markland, CMC—Town Clerk



**RESOLUTION 2019-15**  
**A RESOLUTION REMOVING REVIEW OFFICERS**

**WHEREAS**, State Law 1997-309 establishes procedures for recording maps and plats;

**WHEREAS**, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer;

**WHEREAS**, NC GS 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as a Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording;

**WHEREAS**, it is the desire of the Town of Zebulon to ensure an expeditious review of all maps and plats as required by NC GS 47-30.2 before they are presented to the Wake County Register of Deeds for recording.

**NOW THEREFORE, BE IT RESOLVED**, that the following Town of Zebulon employees no longer be designated review officer for the Town of Zebulon and no longer are required to be appointed to perform all responsibilities as required for Review Officers under the appropriate North Carolina General Statutes for all plats and maps within the Town of Zebulon's jurisdiction:

1. Lyddia Pritchard effective 2006
2. Richard D. Hardin effective 2014
3. Mark A. Hetrick effective November 21, 2018

**BE IT FURTHER RESOLVED** that a copy of this Resolution removing the designation of Lyddia Pritchard, Richard D. Hardin and Mark A. Hetrick as a Review Officer for the Town of Zebulon is forwarded to the Wake County Register of Deeds office.

Adopted this 3<sup>rd</sup> day of December.

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Robert S. Matheny—Mayor

SEAL


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Lisa M. Markland, CMC—Town Clerk



STAFF REPORT  
MEETING CALENDAR 2019  
DECEMBER 3, 2018

**Topic: Meeting Calendar 2019**

From: Lisa Markland, Town Clerk  
Prepared by: Lisa Markland, Town Clerk  
Approved by:  Joseph M. Moore, II—Town Manager

**Executive Summary:**

The Board of Commissioners adopts a calendar for the next year at the meeting in December and staff is presenting their recommendation for 2019.

**Background:**

General Statutes require that a meeting schedule be set each year and staff has included their proposal for the Board to consider.

**Discussion:**

Included is a 2019 schedule for the Board of Commissioners regular meetings, worksessions, budget meetings and retreat.

Staff is proposing that no worksession be held in February due to the two day retreat and that there would be no meeting in the month of July unless necessary due to a joint public hearing in June.

**Policy Analysis:**

N/A

**Staff Recommendation:**

Staff is recommending that the Board adopt the proposed meeting schedule for 2019.

**Attachments:**

1. Proposed meeting schedule

**ZEBULON BOARD OF COMMISSIONERS  
2019 Regular Meeting Schedule**

**Day and Date**

**Board of Commissioners Meeting**

Monday	January 7, 2019	
Monday	February 4, 2019	
Thursday	February 21-22, 2019	<b>RETREAT</b>
Monday	March 4, 2019	
Monday	April 1, 2019	
Monday	May 6, 2019	
Monday	June 3, 2019	<b>Budget Public Hearing</b>
No Meeting in July		
Monday	August 5, 2019	
Monday	September 9, 2019	
Monday	October 7, 2019	
Monday	November 4, 2019	
Monday	December 2, 2019	
Monday	January 6, 2020	

IF YOU HAVE QUESTIONS ABOUT SPEAKING AT A MEETING PLEASE CONTACT  
LISA MARKLAND-TOWN CLERK AT 823-1800

Work Sessions are not held every month  
but held on an as needed basis.  
Please contact Lisa Markland to inquire if one is scheduled.  
919-823-1800

**Day and Date of Board of  
Commissioners Work Session**

Wednesday	January 23, 2019	
No Meeting in February		
Wednesday	March 20, 2019	
Wednesday	April 17, 2019	} <b>Budget - No Additional Items</b>
Tuesday	May 14, 2019	
Wednesday	May 22, 2019	
Thursday	May 30, 2019	
Wednesday	June 19, 2019	
No Meeting in July		
Wednesday	August 21, 2019	
Wednesday	September 18, 2019	
Wednesday	October 23, 2019	
Wednesday	November 20, 2019	
Wednesday	December 18, 2019	
Wednesday	January 22, 2020	



STAFF REPORT  
PURCHASE OF REPLACEMENT POLICE K-9  
ORDINANCE 2019-17  
DECEMBER 3, 2018

**Topic: Purchase of Replacement Police K-9**

From: Tim Hayworth, Chief of Police  
Prepared by: Tim Hayworth, Chief of Police – Bobby Fitts, Finance Director  
Presented by: Tim Hayworth, Chief of Police  
Approved by: Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider approval of a request to purchase and train a Police K-9 as a replacement for the recently retired “Rocco”.

**Background:**

The Board of Commissioners previously discussed and approved the staffing of two K-9 Units. Approval of this proposed budget amendment would allow the department to return to having two K-9 Units working in the Town.

On May 29, 2018, our Senior Police K-9 “Rocco” was retired in conjunction with the resignation of his handler, Officer Jesse Brown. While “Rocco” was retired two years earlier than planned, it would have proved difficult, if not impossible, to train him with a new handler for his remaining years of service. With this retirement the Police Department was back to patrolling with just one K-9. The result being, the use of a K-9 on all shifts was no longer possible and therefore limited their patrol capabilities.

The decision to replace Rocco was intentionally delayed to allow the Police Department dedicated time to acclimate the newly acquired K-9 “Pas” and his handler to operations, instead of training two new dogs at the same time. This training is now complete and the Department is in a position to bring the second K-9 on board.

Given the infrequency of training schools and the time needed to achieve certification, waiting to fund this request with the upcoming budget ordinance will delay bringing the second K-9 on board until January 2020. An earlier training school begins January 28, 2019. Participating in this school will allow us to restore full service by May 2019.

**Discussion:**

The discussion before the Board is whether to restore the K-9 unit by May 2019 or January 2020. If the Board chooses to restore earlier, they need to adopt the attached Ordinance 2019-17.

**Fiscal Impact:**

It is too early in the year to determine whether or not a “surplus” of ad valorem or sales tax revenue might fund this purchase. Therefore, we are proposing funding it through an appropriation of fund balance. Should there be a surplus of those revenues, it would roll back into fund balance and essentially replace this appropriation



STAFF REPORT  
PURCHASE OF REPLACEMENT POLICE K-9  
ORDINANCE 2019-17  
DECEMBER 3, 2018

NOTE: This purchase would not require a vehicle purchase as the current K-9 vehicles would remain on the regular fleet rotation plan.

**Policy Analysis:**

The Board funded a K-9 Officer and Handler to straddle each shift as a means to disrupt the activities (i.e. corridor crimes) associated with Zebulon's location on heavily traveled US routes connected to Interstates.

**Staff Recommendation:**

Staff recommends that the Town Board approve the purchase and training of a new Police K-9.

**Attachments:**

1. Cost Estimates
2. Ordinance 2019-17

Email from Lt. Grossman concerning cost for new K-9. Mid Year FY2019

Here is the estimated cost for the new K9 and equipment:

Canine, training 6wks & lodging: \$12,000

Per Diem \$45 day (6wks): \$1,350

Kennel & Dog house: \$500

Bricks for floor: \$180

Uniforms (duty uniforms, t-shirts, duty belt, Boots): \$1,100

Outer carrier vest: \$280

1st vet visit: \$150

Estimated Total: 15,560

class starting January 28, 2019

ORDINANCE 2019-17

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, 2019.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated	\$15,560.00	
EXPENDITURES		
Police—K-9 Unit	\$12,000.00	
Police —Travel & Training	1,350.00	
Police —Uniforms	1,100.00	
Police —Canine Unit	1,110.00	

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 3, 2018

Effective: December 3, 2018

\_\_\_\_\_  
Robert S. Matheny—Mayor

ATTEST:

\_\_\_\_\_  
Lisa M. Markland, CMC—Town Clerk



STAFF REPORT  
HEALTH INSURANCE RENEWAL  
DECEMBER 3, 2018

**Topic: 2019 Health and Dental Insurance Renewal**

Speaker: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Lisa Markland, HR Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will consider insurance quotes to carry the 2019 Benefits Plan.

**Background:**

The Town renews employee benefit plans on January 1 each year. All benefit plans (health, dental, life, vision) were with Blue Cross/Blue Shield (BCBS) last year. The renewal quote received was for a 4.2% increase to current costs.

Quotes for the 2019 Benefits Plan were received from BCBS, Municipal Insurance Trust (MIT) of NC (NCLM) and UnitedHealthCare (UHC). Aetna did not submit a quote as they did not feel they could submit a competitive bid.

**Discussion:**

The Discussion before the Board is what plan provides the most effective and efficient coverage. Specifically, does the League's provision of additional benefits offset the financial difference in coverage of BCBS?

**Fiscal Analysis:**

General Summary

- A 10% increase was budgeted in this year's budget
- BCBS proposes a 4.2% rate increase over their current employee rates.
- MIT (NCLM) proposes a 6.0% rate increase (\$8,700 more annually than BCBS renewal rate).
  - Quote is for an 18 month period (ending 6/30/2020).
  - Requires mandatory participation in wellness program or 10% higher premium (average participation (15) in the Town's Wellness program would increase annual premiums \$25,000).
- UHC proposes a 36.7% rate increase (\$124,600 more annually than BCBS renewal rate).
- All three benefit plans are essentially the same (see benefit comparison below).
- NCLM side benefits:
  - \$10,000 Wellness grant (the Town's Wellness program is eligible)
  - Unlimited physical therapy





STAFF REPORT  
HEALTH INSURANCE RENEWAL  
DECEMBER 3, 2018

Health Insurance Summary

- “+ Child(ren)” costs for NCLM are below BCBS and UHC.
- “+ Spouse” and “+ Family” costs for BCBS are below NCLM and UHC.
- Employee opt-out rates (based on BCBS’ rates (\$457.94)):
  - \$412.15/mo. who roll money into the flexible spending account program,
  - \$343.46/mo. who take the cash option.

Plan	Current BCBS Rate	Renewal BCBS Rate *	Proposed NCLM Rate	Proposed UHC Rate
Employee Only (covered by Town)	\$439.65	\$457.94	\$466.00	\$601.08
+ Child(ren)	\$462.65	\$481.89	\$473.00	\$609.63
+ Spouse	\$584.32	\$608.62	\$620.00	\$799.30
+ Family	\$1,070.08	\$1,114.59	\$1,134.00	\$1,463.35

Benefit Comparison	BCBS	NCLM	UHC
Primary Care	\$25	\$25	\$25
Specialist	\$50	\$50	\$50
Preventive Care (exams, screenings)	100% covered	100% covered	100% covered
Urgent Care	\$60	80% after deductible or \$25	\$50
ER Visit	\$250	\$300	\$350
Deductibles (In-Network)	\$1,000/\$2,000	\$1,000/\$2,000	\$1,000/\$2,000
Coinsurance Coverage (In-Network)	80%	80%	80%
OOP Maximum (In-Network)	\$3,000/\$6,000	\$3,000/\$6,000	\$3,000/\$6,000
Deductibles (Out-Network)	\$2,000/\$4,000	\$2,000/\$4,000	\$2,000/\$4,000
Coinsurance Coverage (Out-Network)	50%	50%	60%
Benefit Comparison	BCBS	NCLM	UHC
OOP Maximum (Out-Network)	\$6,000/\$12,000	\$6,000/\$12,000	\$6,000/\$12,000
Mental Health Office Visits	\$50	\$0	\$50
Annual Vision Exam	\$0	\$0	(Refer to Vision Insurance)
Prescriptions	\$10/\$35/\$60	\$5/\$30/\$50	\$10/\$35/\$60

\* BCBS rates include package discount (taking dental and vision coverage)



STAFF REPORT  
HEALTH INSURANCE RENEWAL  
DECEMBER 3, 2018

Dental Insurance Summary

- All plans include:
  - 100% coverage of preventive care,
  - 80% for basic procedures (fillings, sealants, etc),
  - 50% for major procedures (crowns, dentures, root canals, child orthodontics).
- BCBS's quote:
  - 0.2% increase (no change in coverage).
  - Deductible: \$25/person, \$75/family, maximum coverage \$1,000.
- NCLM's quote:
  - 1.4% more than BCBS's renewal rate for employees;
  - 27.4% more for "+Child(ren)".
  - Deductible: \$50/person, \$100/family, maximum coverage \$1,000.
- UHC's quote:
  - 3% less than BCBS's renewal rate for employees;
  - Deductible: \$50/person, \$100/family, maximum coverage \$1,000.
- Employee opt-out rates (based on BCBS' rates (\$29.08)):
  - \$26.17/mo. who roll money into the flexible spending account program,
  - \$21.81/mo. who take the cash option.

Plan	Current BCS Rate	Renewal BCBS Rate	Proposed NCLM Rate	Proposed UHC Rate
Employee Only (covered by Town)	\$29.00	\$29.08	\$29.50	\$28.17
+ Child(ren)	\$41.87	\$42.00	\$53.50	\$37.44
+ Spouse	\$29.00	\$29.08	\$29.50	\$28.17
+ Family	\$79.53	\$79.76	\$64.50	\$70.60

Vision Insurance Summary

- BCBS's (Blue 20/20) covers (\$10) and lenses each year and 1 pair of frames over the 2-year period (\$25 copay) with \$130 frame allowance and \$130 per year contact allowance, along with other benefits (no change in current plan).
- UHC covers exams (\$10) and lenses each year and 1 pair of frames over the 2-year period (\$25 copay) and \$130 frame allowance.
- NCLM covers exams (\$10) and lenses each year and 1 pair of frames every 12 months (\$20 copay) and \$120 and \$140 (featured) frame allowance; \$120 contact allowance.

Plan	BCBS Current/Proposed	BCBS Proposed	NCLM Proposed	UHC Proposed
Employee Only	\$7.85	\$7.85	\$7.00	\$6.25
Employee + Child(ren)	\$15.70	\$15.70	\$13.00	\$13.90
Employee + Spouse	\$14.92	\$14.92	\$13.00	\$11.85
Employee + Family	\$23.08	\$23.08	\$20.00	\$19.55



STAFF REPORT  
HEALTH INSURANCE RENEWAL  
DECEMBER 3, 2018

Total (including FSA administration):

Plan (Health, Dental & FSA)	Current-BCBS	Renewal-BCBS	Proposed-NCLM	Proposed-UHC
Total Cost/Employee	\$468.65	\$487.02	\$496.91	\$629.25
Approx. Annual Cost	\$410,500	\$426,600	\$435,300	\$551,200

Life Insurance Summary

The Town offers \$25,000 of group-term life and Accidental Death and Dismemberment (AD&D) to each employee through BCBS (USable Life) at a rate of \$6.25 per employee per month. The renewal rate will remain the same.

BCBS is offering the same \$25,000 at a rate of \$6.25 per employee per month.

UHC is offering the \$25,000 at a rate of \$8.50 per employee per month.

Flexible Spending Account/COBRA Summary

The Town currently offers the opportunity to voluntarily contribute to a flexible spending account (FSA) program administered by BCBS for free. The Town does not contribute funds to the FSA. This program continues to be very successful and popular with our employees. The COBRA is also currently administered by BCBS at no charge.

BCBS will administer the program for free. In addition to administering the FSA at no charge, BCBS also would administer our compliance with COBRA regulations at no charge.

NCLM will administer the FSA program for a fee of \$3.50/month/employee and \$1.35/month/card. With our current participation (20 people), this would equate to an additional \$1,200 per year.

Supplemental Insurance Summary

The Town offers the opportunity to enroll in Colonial Life products. There are no proposed changes to these plans.



STAFF REPORT  
HEALTH INSURANCE RENEWAL  
DECEMBER 3, 2018

**Operational Analysis:**

*(MIT) –*

- Staff researched the MedCost network by surveying employees to find out if their doctors participated in the network. Of those that answered, six stated that their doctors were not in the network, which totaled 10 doctors that don't accept MedCost.
- Dental – there is no expressed network to see if each employee's dentist accepts MedCost insurance.
- Switching providers to MIT would cause a possible delay in enrollment in that there is a 30 day enrollment window.
- There is no additional training available above and beyond what is already available through the Town's membership in the League's risk pools.

*(Blue Cross/Blue Shield) –*

- Staying with BCBS as our provider would be a seamless process with no delay in new health and FSA cards, or disruption in providers.

**Staff Recommendation:**

Staff recommends Blue Cross/Blue Shield as the Town provider for 2019. This is due to operational advantages in that it would be a seamless process. Their network of doctors is wider for our employees than that of MedCost. This would allow employees to continue on as they are now without having to find new doctors. There is also a financial advantage in that it would cost \$8,700/year less than MIT and \$124,600 less than UHC.

**Attachments:**

None