

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
December 7, 2020  
7:00pm**

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. Zebulon Middle School*

1. Dillon Kondylas – Student
2. Suzanne Laggenbauer – Teacher

**IV. PUBLIC COMMENT PERIOD**

Due to COVID-19 we will be taking public comments in writing. Comments will be read into the record at the meeting. Please get all comments of 400 words or less to the Deputy Town Clerk – Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on December 7, 2020.

**V. CONSENT**

*A. Minutes*

1. November 2, 2020 – Regular Meeting
2. November 18, 2020 – Work Session

*B. Finance*

1. Monthly Items
  - a. Wake County Tax Report – September 2020
  - b. Financial Report as of November 16, 2020
  - c. Budget Amendments
    - i. Police
      - a. Ordinance 2021-46 – Appropriation of Insurance Proceeds
    - ii. Planning
      - a. Ordinance 2021-47 – Professional Services

*C. General*

1. Quarterly Reports for Parks and Recreation and Police

**VI. PRESENTATION**

*A. FY 2020 Audit*

*B. Quarterly Business Retention and Expansion (BRE) report*

*C. Charter Revision Process*

**VII. OLD BUSINESS**

*A. Administration*

1. Insurance Proposal and Renewal

**VIII. NEW BUSINESS**

*A. Public Works*

1. Ordinance 2021-48 – West Lee Street Drainage System Collapse

*B. Administration*

1. Meeting Calendar 2021
2. Board Appointments

**IX. BOARD COMMENTS**

**X. MANAGER'S REPORT**

1. December Joint Public Hearing Preview
2. December Work Session Preview
3. Introduction of Police Chief Jacqui Boykin

**XI. CLOSED SESSION**

As permitted by NCGS 143-318.11(a)(6) for the purpose of personnel discussions.

**Zebulon Board of Commissioners**  
**Minutes**  
**November 2, 2020**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Larry Loucks, Shannon Baxter, Glenn York, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Chris Ray-Public Works, Bob Grossman-Police, Chris Perry-Fire, Sheila Long-Parks & Recreation, Bobby Fitts-Finance, Michael Clark-Planning, Eric Vernon-Town Attorney

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Baxter.

**APPROVAL OF AGENDA**

Commissioner Baxter asked to move Ordinance 2021-43 – Police Breakroom Renovation from the Consent Agenda to Old Business. Mayor Matheny asked to add East Wake Education Foundation Golf Ball Drop under New Business and to add a closed session for the purpose of personnel discussions.

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

**SCHOOL RECOGNITION**

Mayor Matheny recognized student Brad Orme and teacher Camesha Minto, both from Zebulon Elementary School.

**PUBLIC COMMENT PERIOD**

No one signed up to speak.

**CONSENT**

*A. Minutes*

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the minutes of the October 5, 2020 meeting. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the minutes of the October 12, 2020 Joint Public Hearing. There was no discussion and the motion passed unanimously

*B. Finance*

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the tax report – August 2020. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the financial report as of October 19, 2020. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Ordinance 2021-40 – Fire Ladder Truck Debt Service Adjustment. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve Ordinance 2021-42 – Use of Forfeiture Funds for Public Informant Fees. There was no discussion and the motion passed unanimously.

Commissioner Loucks made a motion, second by Commissioner Baxter to approve the quarterly reports for Planning, Public Works, and Fire. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### *A. Planning*

1. Economic and Community Development – Business Retention and Expansion Agreement

Michael Clark explained there was a minor modification to the Business Retention and Expansion Agreement.

Commissioner Loucks requested the quarterly reports also be in writing be added to the agreement.

Commissioner Baxter made a motion, second by Commissioner Clark to approve the Business Retention and Expansion Agreement. There was no discussion and the motion passed unanimously.

2. Text Amendments

- a. Mass Grading in Conservation Subdivisions – Ordinance 2021-44

Michael Clark explained staff was proposing a text amendment to Section 6.2 of the UDO to regulate grading within conservation subdivisions. The modification restricted the time and method of grading and would preserve the natural vegetation and topography of the area. The Planning Board unanimously recommended approval at the October 26, 2020 Planning Board meeting.

Commissioner Clark made a motion, second by Commissioner Baxter to approve Ordinance 2021-44. There was no discussion and the motion passed unanimously.

- b. Sidewalks in Conservation Subdivisions – Ordinance 2021-45

Michael Clark explained staff proposed a text amendment to Section 6.8.1 of the UDO to require sidewalks on at least one side of local streets within a conservation subdivision. Sidewalks would need to be constructed on both sides of collector and arterial roads in all subdivisions. The sidewalks would be placed in the public right-of-way. The Planning Board unanimously recommended approval at the October 26, 2020 Planning Board meeting.



Commissioner Baxter made a motion, second by Commissioner York to approve Ordinance 2021-45. There was no discussion and the motion passed unanimously.

*B. General*

1. Ordinance 2021-43 – Police Breakroom Renovation

Commissioner Baxter inquired about the costs and bid process of the Police Breakroom renovation.

Chris Ray explained the process and that they ran into unexpected design issues and the bids were higher than projected.

There was discussion about contingencies for projects and their use.

Commissioner Baxter made a motion to not approve Ordinance 2021-43. Motion died for lack of a second.

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2021-43.

Commissioner Loucks inquired about the range of bids. Chris Ray stated the low bid and the highest bid and explained that it depended on multiple factors such as the market and how much work the company had at that time.

Commissioner Baxter felt it was fiscally irresponsible to spend above the budget in the current environment.

The motion passed with a vote 4 to 1 with Commissioners Clark, Moore, Loucks, and York voting in favor, and Commissioner Baxter voting in opposition.

**NEW BUSINESS**

*A. Planning*

1. Barrington Consent Agreement

Michael Clark explained the consent agreement allowed lots 117-121 in the Barrington subdivision to remain in their proposed location and require a 15-foot landscape easement to be located on the private lots along the Old Bunn Road frontage. The easement would be maintained by the HOA in an effort to achieve the same screening intent.

There was discussion about the landscape easement. The 15-foot landscape easement would be part of the plat so it was clear that it had to be maintained and not developed.

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

*B. Administration*

1. Board Appointments

Stacie Paratore explained four people had submitted applications for the one in-Town vacancy on the Planning Board. A statement from Gilbert Todd, Jr. was read. Damon Damphie and David Lowry spoke about why they wanted to serve on the Planning Board. Dale Beck was not present to speak.

Commissioner Loucks made a motion, second by Commissioner Baxter to appoint David Lowry to the Planning Board as an in-town members, with a term expiring on June 30, 2023. There was no discussion and the motion passed unanimously.

*C. General*

1. East Wake Education Foundation Golf Ball Drop

Mayor Matheny stated East Wake Education Foundation wanted to use the Town Hall front lawn to hold their annual golf ball drop fundraiser. Mayor Matheny asked the Board if they would allow with East Wake Education Foundation to use the Town Hall front lawn and Public Works' staff and equipment to perform the golf ball drop.

Commissioner Baxter inquired about the associated costs. Joe Moore explained the event lined up when a shift was ending, and the cost would be very minimal.

Commissioner Loucks made a motion, second by Commissioner York to approve the Town's participation in the East Wake Education Foundation Annual Golf Ball Drop. There was no discussion and the motion passed unanimously.

**BOARD COMMENTS**

Commissioner Loucks shared news from his Triangle J meeting about new businesses in RTP, more people are working from home and Zebulon may have RTP employees in the future, and the box yard will open later this year.

Commissioner Baxter thanked citizen Robert Thompson who assisted with a vehicle incident in Zebulon.

Commissioner York recognized Public Works' employee, Todd Roberts, for his 20 years with the Town and encouraged people to vote tomorrow.

**MANAGER'S REPORT**

Joe Moore stated the Town hired a new Police Chief, Jacqui Boykin. Chief Boykin would be sworn in on November 16, 2020 and would have a public swearing in at the December 7, 2020 Board of Commissioners meeting.

Mayor Matheny stated they needed a motion to go into closed session as permitted by NCGS 143-318.11(a)(6) for the purpose of personnel discussions.

Board of Commissioners  
Minutes  
November 2, 2020

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

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

Commissioner York made a motion, second by Commissioner Clark to have closed session personnel minutes for November 2, 2020 archived with Wyrick Robbins Yates & Ponton LLP. There was no discussion and the motion passed unanimously.

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

Adopted this the 7<sup>th</sup> day of December 2020.

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**November 18, 2020**

Present: Robert S. Matheny, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Stacie Paratore-Deputy Town Clerk, Bobby Fitts-Finance, Chris Ray-Public Works, Chris Perry-Fire, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

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

**NEW BUSINESS**

*A. Administration*

1. Insurance Renewal

Joe Moore gave an overview of the topics to be discussed.

Lisa Markland explained Human Resources' role for Town employees and the increased focus on the needs of employees, their wellness, and benefits.

Bobby Fitts spoke about how Human Resources and the Finance Department worked together on the insurance broker RFP process. The Town received proposals from eight groups and staff selected Independent Benefits Advisors (IBA) to be the Town's partner and representative in negotiations with insurance companies.

John Gasiorowski, from IBA, spoke about his firm and gave information about the 2021 health, dental, vision, and life and AD&D insurance proposals. IBA's fee was explained.

There was discussion about the quality of the benefits being offered and hoped that the staff realized how good the Town insurance was.

Commissioners Baxter, Loucks, and Moore expressed concerns about voting and wanted more time to review the information and vote at the December meeting.

Staff explained employees may not receive their insurance cards and Flexible Spending Account (FSA) cards by January 1, 2021 if the Board decided to wait until the December 7 regular meeting to approve the insurance renewal. Human Resources explained that they were creating a newsletter to let employees know about the benefits available to them.

The Board wanted more time to review the information it would come back to the December 7, 2020 meeting.

**OLD BUSINESS**

*A. Parks and Recreation*

1. Master Plan Update

Board of Commissioners  
Minutes  
November 18, 2020

Sheila Long spoke about the Master Plan process and gave an update about the data received for the Parks and Recreation Master Plan.

Brian Starkey, from Withers Ravenel, presented the data and comments received from the online survey and pop-up events.

Mayor Matheny asked specifically about the satisfaction of the Parks. Mr. Starkey explained the survey showed people were unsatisfied mainly with the appearance, maintenance, and condition of the parks. People surveyed were mostly unaware of the two elementary school parks and Gill Street park.

Sheila Long followed up with additional information and hoped to have a Master Plan draft to the Board by the end of December and ready to be voted on at the January 4, 2021 meeting.

## 2. Farm Fresh Market

Sheila Long gave background about the Town's Farm Fresh Market and how the Farm Fresh Market adapted this year due to COVID-19. It was explained how the Farm Fresh Market fit in with the Town's Strategic Plan of small-town life, growing smart, and vibrant downtown. The Board was asked to think about if the Town should continue to offer a community asset-based farmers' market.

There was discussion about the market's new downtown location.

### **CLOSED SESSION**

Mayor Matheny stated they needed a motion to go into closed session as permitted by NCGS 143-318.11(a) (5) for the purpose of property acquisition.

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

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

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

Adopted this the 7<sup>th</sup> day of December 2020.

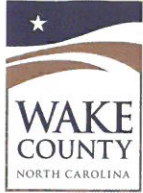
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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6180  
FAX 919 856 5699

GREG FORD, CHAIRMAN  
VICKIE ADAMSON, VICE-CHAIR  
MATT CALABRIA  
SUSAN EVANS  
JESSICA HOLMES  
SIG HUTCHINSON  
JAMES WEST

November 17, 2020

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 16, 2020, 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 "Yvonne Gilyard".

Yvonne Gilyard  
Deputy Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

Tax Committee Meeting: 10/15/2020

Board of Commissioners Meeting: 11/16/2020

TO: Wake County Board of Commissioners and Town Board of Zebulon  
FOR: Consideration of Requests for Adjustments, Rebates, and/or Refunds of Penalties

Approved by: *Marcus Kinrade*

The Wake County Tax Committee has approved the following policy to recommend relief of the late listing and/or vehicle penalties when at least one of the following conditions apply:

- 1. New to North Carolina
- 2. First time listing
- 3. Previous year listing on time
- 4. Omitted item(s) from listing - Current/previous listing on time
- 5. Military Deployment
- 6. Provided proof of timely listing

Relief Codes:

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Late List Appealed	Appeal/Request Type	Recommendation	Relief Code
16937	HAJOCA CORPORATION #593 2001 JOSHUA RD LAFAYETTE HILL PA 19444-2431	BUSINESS PERSONAL PROPERTY ZEBULON	0006560405 2020 Not Paid	\$10.70	Late List Penalty	Granted	6
16895	US FOODS INC TAX DEPT #440 PO BOX 29291 PHOENIX AZ 85038-9291	BUSINESS PERSONAL PROPERTY ZEBULON	0005198526 2020 Not Billed	\$7,697.29	Late List Penalty	<i>Deviated</i>	

**This List Requires Board Action**

Tax Committee Members: Natasha Baldwin, City Of Raleigh  
Kim Lorbacher, Wake County Finance  
Jessica Murphy-Rhem, Town Of Cary

*Marcus Kinrade*

Marcus Kinrade, Tax Administrator





**Wake County Tax Administration**

Rebate Details  
09/01/2020 - 09/30/2020

**ZEBULON**

DATE: 10/05/2020  
TIME: 8:43:28 PM  
PAGE: 1

REBATE NUMBER	PROPERTY TAG	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
<b>BUSINESS REAL ESTATE ACCOUNTS</b>										
765230	545.05	0.00	0.00	0.00	545.05	09/09/2020	0000139543	2020	000000	TIDEWATER INVESTORS I LLC
764515	7,587.48	0.00	0.00	0.00	7,587.48	09/01/2020	0000204700	2020	000000	DANIEL G KAMIN ZEBULON ENTERPRISES
765201	19,625.43	0.00	0.00	0.00	19,625.43	09/09/2020	0000024986	2020	000000	COLLADO LLC
765171	880.51	0.00	0.00	0.00	880.51	09/09/2020	0000045793	2020	000000	WAFFLE HOUSE INC
765252	724.87	0.00	0.00	0.00	724.87	09/09/2020	0000031145	2020	000000	TIDEWATER INVESTORS I LLC
766891	158.59	0.00	0.00	0.00	158.59	09/29/2020	0000048186	2020	000000	LITTLE RIVER INVESTMENTS INC

**SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS 29,521.93 0.00 0.00 0.00 0.00 29,521.93 6 Properties Rebated**

**INDIVIDUAL REAL ESTATE ACCOUNTS**

766849	591.70	0.00	0.00	0.00	591.70	09/29/2020	0000069782	2020	000000	WHITLEY, ANNE W
766403	504.55	0.00	0.00	0.00	504.55	09/29/2020	0000017279	2020	000000	DOANE, BARBARA H
765257	487.96	0.00	0.00	0.00	487.96	09/10/2020	0000010149	2020	000000	MATHENY, ROBERT S
765255	226.91	0.00	0.00	0.00	226.91	09/09/2020	0000052022	2020	000000	SINGLETARY, JANE O
765213	952.80	0.00	0.00	0.00	952.80	09/09/2020	0000096794	2020	000000	ALDRICH, PAMELA V
765236	242.87	0.00	0.00	0.00	242.87	09/09/2020	0000073640	2020	000000	PEARCE, JOHN DOUGLAS

**SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS 3,006.79 0.00 0.00 0.00 0.00 3,006.79 6 Properties Rebated**





**Wake County Tax Administration**

Rebate Details  
09/01/2020 - 09/30/2020

**ZEBULON**

PAGE

2

TIME

8:43:28 PM

DATE

10/05/2020

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

TOTAL

REBATED FOR ZEBULON

32,528.72

0.00

0.00

0.00

32,528.72

12

Properties Rebated for City



**Wake County Tax Administration**

Rebate Details  
09/01/2020 - 09/30/2020

**ZEBULON**

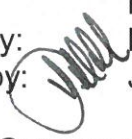
REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
<b>Grand Total:</b>	<b>541,291.33</b>	<b>4,071.25</b>	<b>791.72</b>	<b>0.00</b>	<b>546,154.30</b>			<b>347</b>	<b>Properties Rebated for All Cities</b>	

**347 Properties Rebated for All Cities**

**Topic: FY 2021 Monthly Financial Statement Update**

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

Prepared by: Bobby Fitts, Finance Director

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

**Executive Summary:**

This monthly report summarizes the status of the Town's revenues and expenditures.

**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. The enclosed statements are through November 16, 2020.

**Information:**

Expenditures

At 4 ½ months into Fiscal Year 2021, the Town has spent approximately 30% (~\$4,172,000) of its General Fund budget of \$13,943,975.

Revenues

- Property Tax (largest revenue stream)
  - + \$2,038,000 collected to date (26.9% of budgeted revenues (\$7,579,300)).
  - + 35.3% more than collected this time last fiscal year (\$1,505,600).
  - + Monitoring corporate equipment investments for impact to the FY '22 Budget.
- Sales Tax (second largest revenue stream)
  - + FY 2021 (August totals (sales tax reports lag 3-months))
  - + \$1,314 (1.4%) collected over FY 2020 actual for August
  - + \$43 (0.1%) collected over FY 2020 actual in August on Article 39 (from the county of origin).
- Utilities Sales Tax (5% of revenue stream): first disbursement due December 15
- Permits & Zoning
  - + \$111,088 collected to date (74.1% of budgeted revenues (\$150,000))
  - + 44% more than what was collected this time last fiscal year (\$77,212).
  - + An indication of development activity and corresponding support services.
- Transportation Impact Fees
  - + \$199,294 collected to date (142% of budgeted revenues (\$140,000)).
  - + 61% more than what was collected to date this time last fiscal year (\$199,294).
  - + Revenue placed in reserve for transportation projects to be spent within 10 years.

**Policy Analysis: N/A**

**Financial Analysis:** Budgeted revenue is \$13,943,975 while year to date revenue collected is \$3,333,903 (23.9% of budgeted). As shown in the chart on the Revenue Statement, 63% 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 2021 Expenditure Statement and Revenue Statement (as of November 16, 2020)
2. Sales Tax – FY 2021

**Sales Tax**

**FY 2021**

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 21 Totals	Prior Year (FY 2020)	% Inc (Dec) from Prior Yr
July	\$ 46,727	\$ 19,891	\$ 23,331	(7)	\$ 16,351	\$ 106,293	\$ 94,711	12.2%
August	42,713	18,626	21,327	11	15,457	98,134	96,820	1.4%
September	-	-	-	-	-	-	98,482	-100.0%
October	-	-	-	-	-	-	101,205	-100.0%
November	-	-	-	-	-	-	100,498	-100.0%
December	-	-	-	-	-	-	108,478	-100.0%
January	-	-	-	-	-	-	84,115	-100.0%
February	-	-	-	-	-	-	85,027	-100.0%
March	-	-	-	-	-	-	96,647	-100.0%
April	-	-	-	-	-	-	81,112	-100.0%
May	-	-	-	-	-	-	93,940	-100.0%
June	-	-	-	-	-	-	112,742	-100.0%
<b>Total</b>	<b>\$ 89,440</b>	<b>\$ 38,517</b>	<b>\$ 44,658</b>	<b>3</b>	<b>\$ 31,809</b>	<b>\$ 204,427</b>	<b>\$ 191,532</b>	<b>6.7%</b>

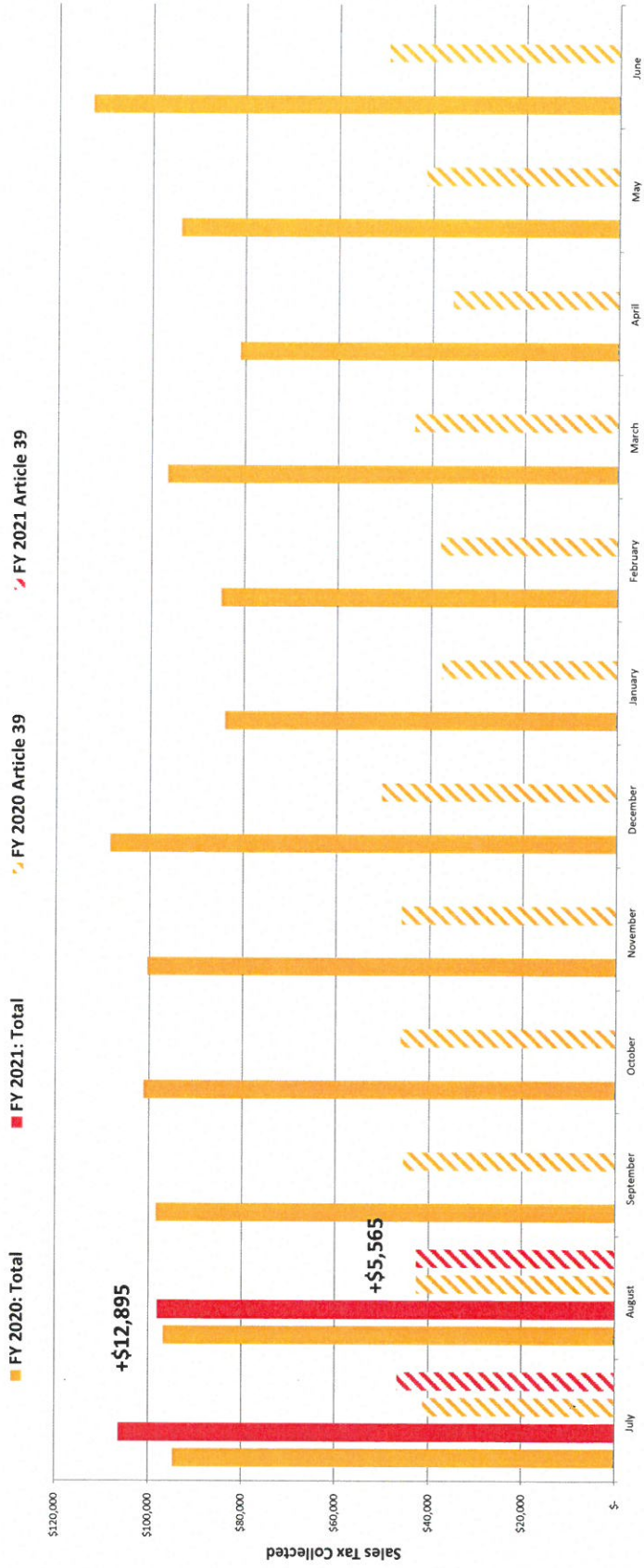
**FY 2020**

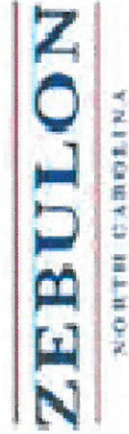
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 20 Totals	Prior Year (FY 2019)	% Inc (Dec) from Prior Yr
July	\$ 41,205	\$ 17,900	\$ 20,548	43	\$ 15,016	\$ 94,711	\$ 82,490	14.8%
August	42,670	18,069	21,290	1	14,791	96,820	90,393	7.1%
September	45,534	17,330	22,718	1	12,899	98,482	89,061	10.6%
October	46,223	17,994	23,069	(1)	13,920	101,205	89,671	12.9%
November	46,102	17,842	22,999	9	13,546	100,498	97,904	2.6%
December	50,451	18,922	25,168	2	13,935	108,478	104,983	3.3%
January	37,739	15,421	18,827	0	12,127	84,115	76,871	9.4%
February	38,082	15,647	18,979	0	12,318	85,027	75,834	12.1%
March	43,777	17,750	21,887	(1)	13,235	96,647	104,736	-7.7%
April	35,710	15,381	17,829	(0)	12,193	81,112	97,795	-17.1%
May	41,524	17,658	20,749	(0)	14,009	93,940	101,771	-7.7%
June	49,544	21,107	24,751	(0)	17,341	112,742	105,892	6.5%
<b>Total</b>	<b>\$ 518,561</b>	<b>\$ 211,021</b>	<b>\$ 258,812</b>	<b>54</b>	<b>\$ 165,330</b>	<b>\$ 1,153,778</b>	<b>\$ 1,117,401</b>	<b>3.3%</b>

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



# Monthly Summary of Sales Tax Collected





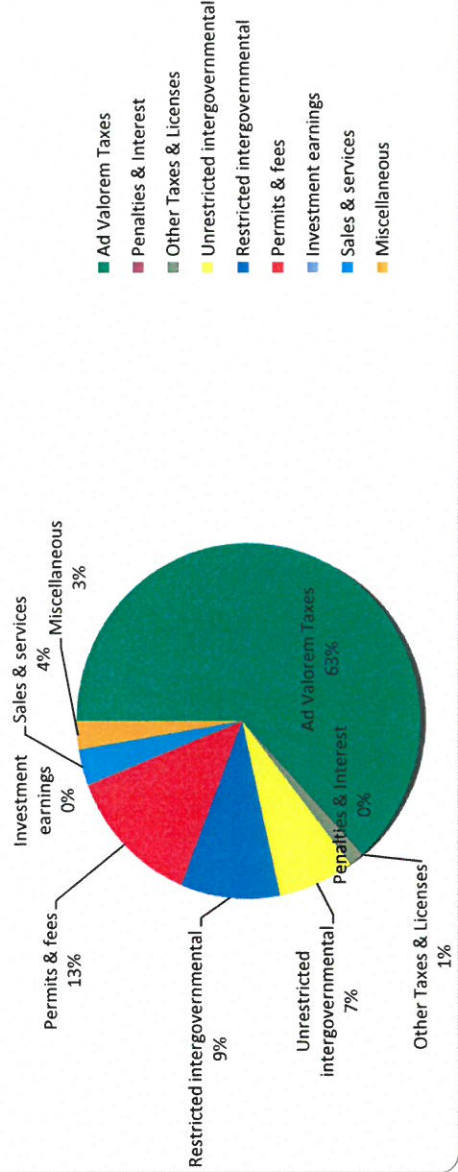
TOWN OF ZEBULON

Revenue Statement: 2020 - 2021  
for Accounting Period 6/30/2021  
GENERAL FUND

As of 11/16/2020

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$7,623,800	\$2,103,238	27.6%	63.1%
Penalties & Interest	\$11,000	\$2,327	21.2%	0.1%
Other Taxes & Licenses	\$95,500	\$43,225	45.3%	1.3%
Unrestricted intergovernmental	\$1,742,600	\$233,327	13.4%	7.0%
Restricted intergovernmental	\$884,500	\$311,873	35.3%	9.4%
Permits & fees	\$412,500	\$437,077	106.0%	13.1%
Investment earnings	\$120,000	\$1,947	1.6%	0.1%
Sales & services	\$699,500	\$112,429	16.1%	3.4%
Miscellaneous	\$58,769	\$88,459	150.5%	2.7%
Fund Balance Appropriated	\$2,295,806	\$0	0.0%	0.0%
<b>Total Revenues</b>	<b>\$13,943,975</b>	<b>\$3,333,903</b>	<b>23.9%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2021





TOWN OF ZEBULON  
 Expenditure Statement: 2020 - 2021  
 for Accounting Period 6/30/2021  
 GENERAL FUND


As of 11/16/2020

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$437,594	\$126,676	28.9%
420	FINANCE	\$412,250	\$117,658	28.5%
430	ADMINISTRATION	\$999,030	\$323,942	32.4%
490	PLANNING AND ZONING	\$908,257	\$230,846	25.4%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,228,127	\$630,915	28.3%
510	POLICE	\$2,645,242	\$913,704	34.5%
520	PUBLIC WORKS-OPERATIONS	\$2,134,558	\$661,506	31.0%
530	FIRE	\$2,703,024	\$784,004	29.0%
570	POWELL BILL	\$129,500	\$74,663	57.7%
620	PARKS & RECREATION	\$1,116,706	\$292,739	26.2%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$229,687	\$15,574	6.8%
<b>Total Expenditures</b>		<b>\$13,943,975</b>	<b>\$4,172,227</b>	<b>29.9%</b>



STAFF REPORT  
ORDINANCE 2021-46  
POLICE VEHICLE - APPROPRIATION OF  
INSURANCE PROCEEDS  
DECEMBER 7, 2020

**Topic: Police Vehicle – ORDINANCE 2021-46 - Appropriation of Insurance Proceeds**

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

**Executive Summary:**

The Board of Commissioners will consider appropriating insurance proceeds towards Police Vehicle replacement.

**Background:**

On October 3, 2020 the Town's 2018 Dodge Charger was involved in an accident resulting in total loss of the vehicle. Insurance proceeds of approximately \$34,400 will go towards replacement of the totaled Charger.

**Discussion:**

The Board of Commissioners must recognize insurance proceeds through a Budget Adjustment in order to appropriate those funds towards repair work or replacement. Adoption of the attached ordinance will appropriate funds toward replacing this vehicle.

**Policy Analysis:**

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

**Staff Recommendation:**

Staff recommends approval of Ordinance 2021-46

**Attachments:**

1. Ordinance 2021-46

ORDINANCE 2021-46

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, 2021.

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

	INCREASE	DECREASE
REVENUES		
Insurance Proceeds	\$34,415.00	
EXPENDITURES		
Police—Vehicles	\$34,415.00	

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 7, 2020

Effective: December 7, 2020

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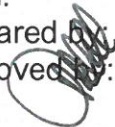
Robert S. Matheny - Mayor

ATTEST:

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Lisa M. Markland, CMC - Town Clerk

**Topic: ORDINANCE 2021-47 – Funds Transfer**

Speaker: Michael J. Clark, AICP, CZO, Planning Director (if pulled from Consent)  
From: Michael J. Clark, AICP, CZO, Planning Director  
Prepared by: Michael J. Clark, AICP, CZO, Planning Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider transferring funds from the Planning-Part-time Salaries line item to the Planning-Professional Services line item.

**Background:**

Zebulon's acceptance into the NC Main Street Program as a Downtown Associate Community (DAC) required funding of a Coordinator position to oversee the Town's three-year matriculation to full membership. This funding was budgeted in the Planning Part-Time Salaries line item with the adoption of the FY 2021 Budget Ordinance.

Zebulon's DAC Coordinator, Teresa Piner, is operating as an independent contractor instead of a part-time employee. Contracting with independent contractors offers greater flexibility to secure more experienced staffing for specific purposes and terms.

Transferring more than \$5,000 between line items requires Board approval.

**Discussion:**

The discussion before the Board is whether to approve the transfer of funds that were that were allocated for the same purpose, just with a different operating arrangement.

**Policy Analysis:**

This transfer allows us to retain an exceptional contractor that would not be able to otherwise provide services for the Town of Zebulon as a staff member, and is an example of Growing Smart and Downtown Revitalization as we can tap into her years of knowledge.

**Financial Analysis:**

If the funds are not transferred, staff would need to expend resources finding a qualified person to work part time in this position. Approving the funds transfer eliminates training costs that come with a new staff person.

**Staff Recommendation:**

Staff Recommends approval of the transfer of \$20,000 from Planning-Part Time Salaries to Planning-Professional Services and adoption of Ordinance 2021-47.

**Attachments:**

1. Ordinance 2021-47

ORDINANCE 2021-47

BE IT ORDAINED by the Board of Commissioners of the Town of Zebulon, that pursuant to North Carolina General Statutes 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

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

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
Planning—Professional Services	\$20,000.00	
Planning—Part-time Salaries		20,000.00

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 7, 2020

Effective: December 7, 2020

---

Robert S. Matheny - Mayor

ATTEST:

---

Lisa M. Markland, CMC - Town Clerk



# ZEBULON

NORTH CAROLINA

The 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.



We will preserve and enhance our small town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.



Participants enjoyed outdoor fitness programs.



Participants enjoyed art programs.



Participants enjoyed summer camp.



Participants enjoyed sport clinics and programs.



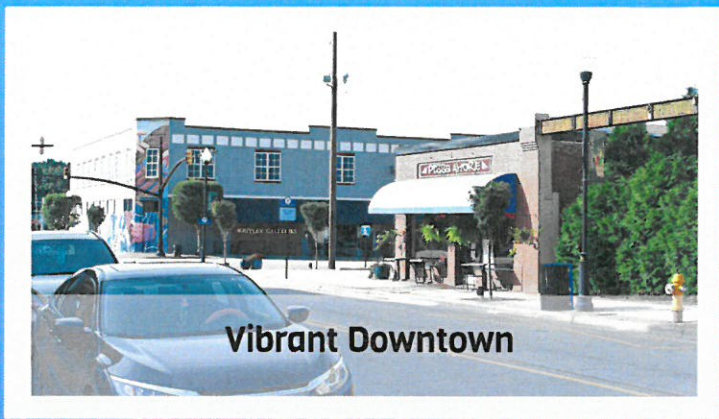
Participants enjoyed a Drive In Movie Experience.



*Due to COVID-19 restrictions, types of programs offered and maximum capacity for programs was limited.*



We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.

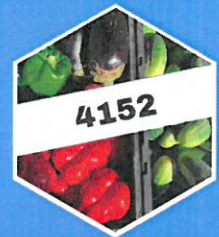


**Vibrant Downtown**



An Alley Activation project is being led by ZPRD and the Economic & Community Development Committee to enhance pedestrian connection, create a space for people to gather, and growing arts and culture.

Farm Fresh Market participants enjoyed access to local products.



**Growing Smart**

Our community is growing and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community.



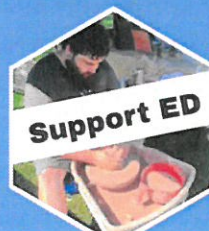
Facebook reaches on the ZPRD page with 100 posts.



Contracted general landscaping of four parks following successful pilot program last year. This is in lieu of hiring additional staff.



Continued public input gathering for the Comprehensive Parks and Recreation Master Plan.



Connected Farmer's Market vendor, Zebulon Pottery, with available space which became their brick and mortar home!





**JULY - SEPT.**  
**2020**

**1ST QUARTER**  
**REPORT**

**ZEBULON POLICE DEPARTMENT**



Q1



Overview

2↑

*newly hired officers*

2↓

*officers on paternity  
leave during this quarter*

8

*community events attended*

1↓

*officer injured*

11%↓

*decrease in call volume  
compared to FY19' Q1*

96

*overtime hours worked*

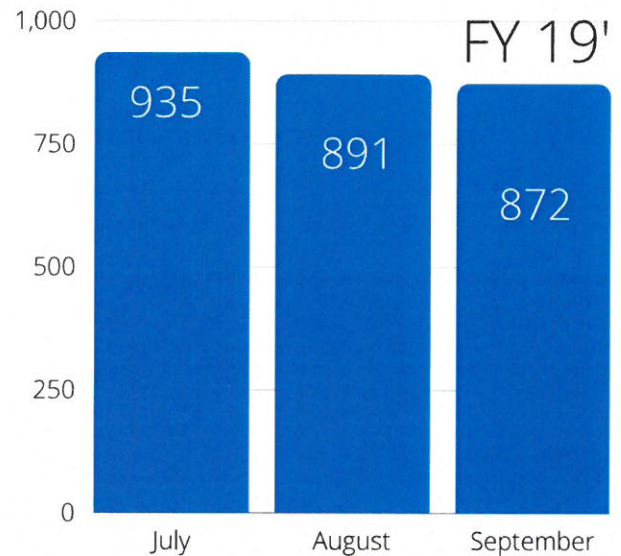
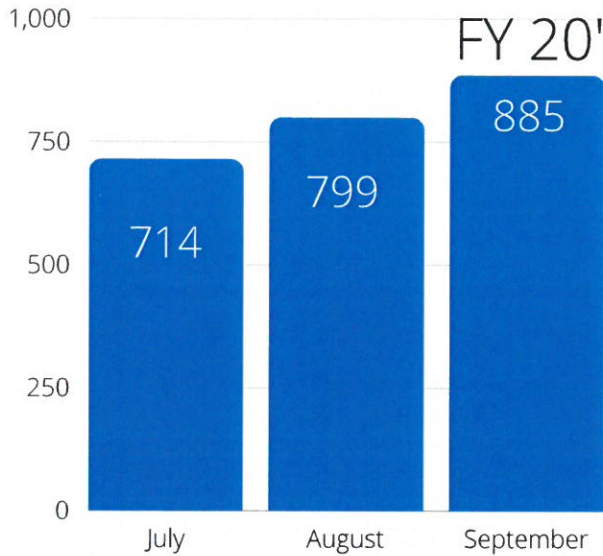
39%↓

*decrease in traffic citations  
issued compared to FY19' Q1*



# 2,398

*total calls for  
service this quarter*



### *Possible reasons for decline...*

- *Self initiated activity was at an all time low due to COVID.*
- *Call volume was extremely low beginning in March 20' but has steadily increased. Although we have not reached numbers of FY19' - this number is a 19% increase from FY 20' last quarter.*

## **STEP** statistics

# 92

*hours worked*

# 17

*citations  
written*

# 39

*warnings  
written*

*This program is to direct police traffic enforcement activity to preselected times, locations and specific types of traffic violations. This can include citizen complaints of traffic areas, or high probability crash locations. This calendar is changed monthly by the Traffic Officer.*



## AVERAGE RESPONSE TIMES



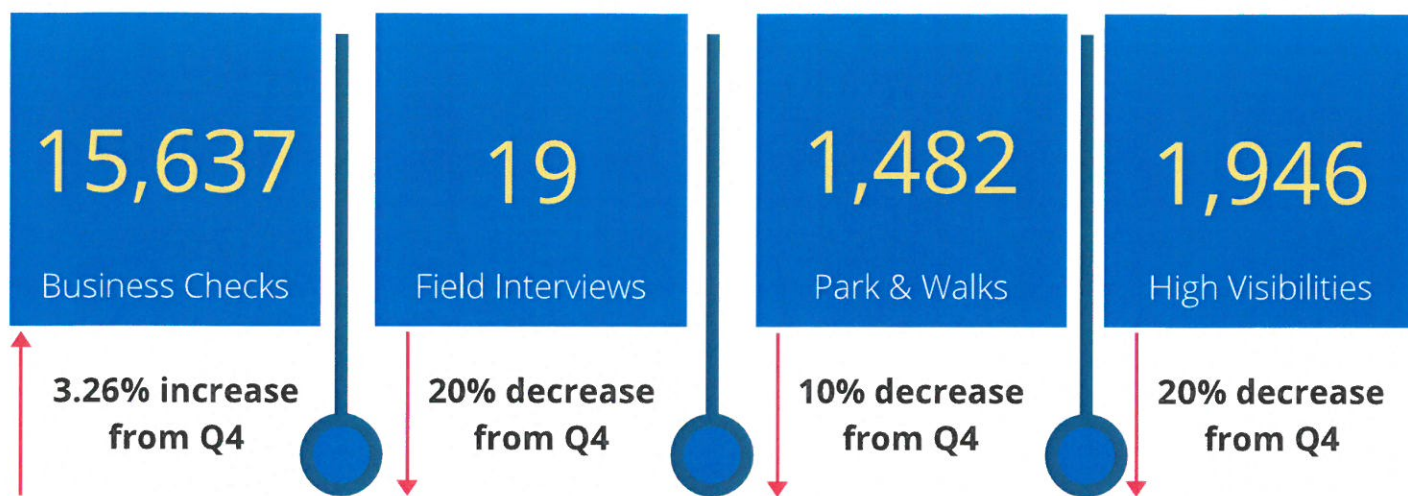
U.S. National Standard Response  
is **10 minutes.**

## What Factors are Considered?



- *Number of incoming calls at the time of the call.*
- *Number of officers on duty to respond.*
- *Number of officers needed to respond to specific situation. (Are other officers required or needed?)*
- *Call priority based on emergency.*





### Explanation of Change:

Down  
Personnel  
(military, light duty,  
vacancies, & COVID)

Implications  
of  
COVID

### Benefits of each Category:

#### Business Checks

Building partnerships.  
Providing them with crime  
prevention tips and resources.

#### Field Interviews

Consensual yet limited  
encounter. Information gaining.  
Puts individuals in a certain  
place at a certain time.

#### Park & Walks

Fostering trust and building  
positive contact with the  
community.

#### High Visibilities

Problem Identification / used as a  
deterrent in problem traffic or  
high crime areas.



# HIGHLIGHTED COMMUNITY EVENTS

Heritage  
Christian  
Academy's  
Career Day  
7/8



Handing  
out  
popsicles  
to VBS kids  
7/21



KONA Ice  
truck event  
on Silver  
Street! 60  
cups were  
given out  
on  
7/8



ZPD  
purchased  
16  
backpacks  
for Share  
His Glory  
non-profit  
on 8/15



Ofc. Pulley  
completed  
a virtual  
truck fair  
video for  
Zebulon  
Middle on  
9/9 for  
Career Day



*What Police  
Departments use Social  
Media for...*

*Community Engagement*

*Sharing Safety Concerns*

*Public Relations*

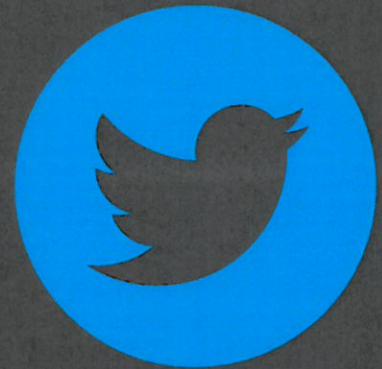
*Soliciting Crime Tips*

*Assessing Public  
Sentiment*

*Intelligence Gathering*



+266



+ 27

**TRAINING**

Firearms Qualification  
CPR Recert  
DCI - Ofc. Mancini





# WELCOME TO ZEBULON PD



Ofc. Anthony Mancini

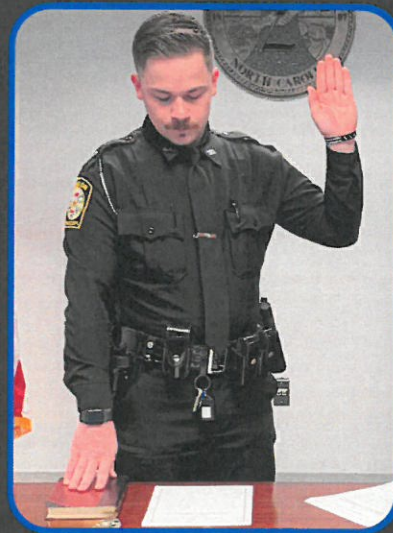
Date Sworn: August 11th

Ofc. Mancini came from Vance County Sheriffs Office with less than one year of experience.

Ofc. Dustin Elliott

Date Sworn: September 4th

Ofc. Elliott came from Raleigh Police Department with two years of experience.





**Topic: FY 2020 Audit Presentation**

Speaker: Bobby Fitts, Finance Director introducing:  
Keith Joyce and Shelton Ennis of Joyce and Company, CPA  
From: Bobby Fitts, Finance Director  
Prepared by: Bobby Fitts, Finance Director  
Approved by: Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Fiscal Year 2020 annual audit will be presented tonight for your review.

**Background:**

The annual audit represents the conclusion of the FY '20 Budget process. Joyce and Company, CPA has completed the audit of the Town of Zebulon for Fiscal Year 2020. Preliminary work begins in late Spring each year for that year's audit and continues through the opinion date of the financial statements (November 12, 2020). The auditor's responsibility is to express opinions on the financial statements based on their audit. The audit is conducted in accordance with generally accepted auditing standards in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

**Discussion:**

Keith Joyce and Shelton Ennis of Joyce and Company, CPA will present their findings. Some items worth noting include:

- The Town's total assessed valuation increased 5.3%.
  - Real Property had 0.12% growth
  - Personal Property saw 11.3% growth
  - Residential growth continues to increase the revenue tax base.
- Total General Fund balance (12,012,000) is up 18.1% from FY 2019.
  - Unassigned fund balance (7,279,000) is up 7.2% from FY 2019.
  - Unrestricted fund balance (10,017,000) is up 15.6% from FY 2019
  - Fund Balance percentage per Town adopted Policy = 74% (*Policy requires Unrestricted Fund Balance to be at least 50% of projected expenditures*)
- Tax collections were up 8.1% from FY 2019.
- The Town's outstanding debt decreased by \$450,000

**Policy Analysis:**

The annual audit of a local government is required by NCGS 159-34. It shall be done by a CPA or accountant certified by the Local Government Commission as qualified to audit local government accounts. The audit shall be performed in conformity with generally accepted auditing standards.

**Staff Recommendation:**

No staff recommendation or Board action is necessary. This is informational only, but the attached Comprehensive Annual Financial Report (CAFR) serves as a useful tool to prepare for Retreat 2021. Staff recommends review of the document with specific attention paid to the following sections: *Management Discussion and Analysis* (with particular attention paid to sub sections *Governmental Activities*, *Governmental Funds*, and *Economic Factors*), *Notes to Financial Statements* (focusing particularly on the *Fund Balances* sub section), and the *Statistical Section* (with attention focused on the *Assessed Value* and *Principal Property Tax Payers* tables (Table 10 on page 93 and Table 12 on page 95 respectively)).

**Attachments:**

1. Town of Zebulon, NC Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2020.
2. Fiscal Year Ending June 30, 2020 Audit Highlights



**TOWN OF ZEBULON**  
**Audit Highlights**  
June 30, 2020

	Page Number	June 30, 2020	June 30, 2019
Cash balances	<b>24</b>	\$ 13,527,000	\$ 11,795,000
Fixed Assets			
Governmental-net	<b>24</b>	32,795,000	30,409,000
General fund			
Total fund balance	<b>26</b>	12,012,000	10,175,000
Unassigned fund balance	<b>26</b>	7,279,000	6,790,000
Increase in fund balance	<b>28</b>	1,837,000	797,000
Water and sewer fund			
Change in net position	-	-	26,000
Ad Valorem taxes			
Tax collections	<b>79</b>	7,105,000	6,562,000
Valuation subject to tax	<b>80</b>	1,164,534,000	1,106,088,000
Overall collection percentage	<b>80</b>	99.50%	99.60%
Long-term debt			
General governmental	<b>57</b>	3,499,000	3,948,000

**Other Highlights:**

Audit opinion-Unmodified -"Clean"-This means that the financial statements present fairly in all material respects the financial position and the results of the operations and the cash flows of it's proprietary fund types of the Town of Zebulon for the year ended June 30, 2020.

Certificate of Excellence-The Town received the "Certificate of Achievement of Excellence in Financial Reporting" from the Government Officer's Association for the June 30, 2019 CAFR. This is a prestigious certificate given only to financial reports achieving the highest standards in government accounting and financial reporting. The Town has received this certificate for the past twenty six years. The CAFR for June 30, 2020 will be submitted for review this year.

\*\*Note that all numbers have been rounded to the nearest \$1,000. Page numbers in parenthesis are from the June 30, 2020 financial statements.

**Topic: CHARTER AMENDMENT PROCESS**

Speaker:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

An overview of the Charter Amendment process and a review of previous amendments.

**Background:**

North Carolina's municipalities are created by the North Carolina General Assembly through the adoption of a Charter. A municipality's Charter also dictates a town's powers, boundaries (and ability to expand those boundaries), governing board composition and election procedure, and its administrative organization. As a "Dillon Rule" state, the authority of North Carolina's towns are strictly limited to the authorities expressly granted them by the North Carolina General Assembly and codified in the North Carolina General Statutes (historically referenced as the "Municipal Corporations" section of the General Statutes) .

A town may approach their Local Delegation (those North Carolina Senators and Representatives who represent the jurisdiction) and request a local bill be introduced onto the floor of the General Assembly to revise their Charter.

The Town of Zebulon has requested their Local Delegation revise their Charter five-times over 47-years:

- 1973: Modernization and consolidation of the original Charter
- 1989: Adding new sections regarding site plan approvals (§ 8.29 - § 8.33)
- 2004: Filling vacancies on the Board of Commissioners (§ 3.3)
- 2015: Creating Capital Reserve Funds (§ 6.29)
- 2018: Appointment and evaluation of the Town Clerk (§ 5.4)

The latest revision was the result of an initiative to address what had historically been a fragmented administration of human-resource support within the Town. The Human Resources Director / Town Clerk and Human Resource Analyst / Deputy Town Clerk positions were created to dedicate more resources to human-resource support. Given the amount of oversight these positions would require of the Town Manager, the Charter Amendment modifying the appointment and evaluation of the Town Clerk duties was brought before the Board of Commissioners. This amendment was open to comment during a Public Hearing. The approval of the amendment by the Board of Commissioners, and the subsequent adoption by the North Carolina General Assembly, were required in advance of budgeting and filling the noted positions.

**Information:**

Staff is prepared to offer information on previous revisions and recommendations on future revisions if the Board is interested.

**Policy Analysis:**

Staff can return with a policy analysis on any directive supported by a majority of the Board.

**Fiscal Analysis:**

Staff can return with a fiscal analysis on any directive supported by a majority of the Board.

**Staff Recommendation:**

N/A. Staff is only providing information to the Board.

**Attachment(s):**

**Topic: 2021 Insurance Proposal and Renewal**

Speaker: Bobby Fitts - Finance Director and Lisa Markland – HR Director  
John Gasiorowski - IBA  
From: Bobby Fitts, Finance Director and Lisa Markland, HR Director  
Prepared by: Bobby Fitts, Finance Director and Lisa Markland, HR Director  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will consider insurance quotes to carry the 2021 Benefits Plan.

**Background:**

The Town renews employee benefit plans on January 1 each year. The process of renewing insurance has been handled by Debnam Insurance, acting as the broker for the Town, for over 25 years.

This year the Town requested proposals from broker/consultants to assist in managing the Town insurance. The request included health, dental, vision, life, wellness and long term disability information, and how the broker/consultant could partner with the Town, to secure better benefits and competitive pricing. Independent Benefits Advisors (IBA) was selected to be the Town's partner and representative in negotiating with the insurance companies.

Currently, the Town offers medical, dental, basic life and accidental death and dismemberment (AD&D) insurance for the employees. Vision is a voluntary benefit available to the employee at their own cost. Providing vision as a paid benefit for employees is not uncommon.

The current basic life insurance and AD&D benefit for employees is \$25,000. This has been the benefit for over 25 years. The industry standard for municipalities is 1 x the annual salary for employees.

**Discussion:**

The Discussion before the Board is what plan provides the most effective and efficient coverage.

**Fiscal Analysis:**

General Summary

- A 10% increase was included in this year's budget (\$22,000)

**HEALTH**

- UHC proposed a 6% rate increase from the current employee rate
- IBA, negotiated to keep UHC at a 0% rate increase



**DENTAL**

- IBA went out to market for dental insurance
- *Delta Dental* came back with 0.7% decrease in rates
- Delta proposed better benefits including brush biopsy for cancer screening and a premium holiday meaning the Town would receive a free month of service.

**VISION**

- IBA went out to market for vision insurance
- *Superior Vision* came in with a 0% increase in rates and substantially enhanced benefits
- This is an increase to the Town budget of \$6000 since the Town has not previously paid for this benefit (\$7.26/employee/month)

**LIFE & AD&D INSURANCE**

- IBA went out to market for life and AD&D insurance
- USABLE is the current insurer at \$0.25 per \$1000 benefit
- Quotes were received from Unum and Hartford
- Hartford's quote was the lowest at \$0.19 per \$1000 benefit for the proposed 1 x the annual salary up to \$135,000 (an increase of \$3,102)

- Through negotiated reductions, the enhanced benefits are within budget.

**Policy:**

Continuing to provide better benefits to our employees has always been the Town's goal and is in keeping with the Family Core Value of "supporting our families at home, work and in the community". This also meets the goal of the 2030 Strategic Plan of growing smart by using the savings to grow the benefits offered to employees so that we can recruit and retain high quality employees. The financial savings achieved by IBA negotiating on the Town's behalf makes it possible to reinvest it in our employees by enhancing the benefits the Town provides.

**Staff Recommendation:**

Staff recommends the following be a paid insurance benefit for Town employees for 2021:

- UnitedHealthCare for medical insurance – no increase
- Delta Dental insurance – decrease of 0.7%
- Superior Vision insurance – increase of \$7.26/employee/month
- Hartford Life and AD&D insurance – increase to 1 x annual salary up to \$135,000

**Attachments:**

None

**Topic: FY2021 Budget Amendment – Ordinance 2021-48 - West Lee Street Drainage System Collapse**

Speaker: Chris D. Ray, Director of Public Works  
From: Chris D. Ray, Director of Public Works  
Prepared by: Chris D. Ray, Director of Public Works  
Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider a budget amendment to fund the installation of new storm drainage infrastructure.

**Background:**

In mid-October, during the renovation of the house located at 701 North Arendell Ave, a delivery truck backed into the driveway access on West Lee Street and collapsed a 40" by 30" stormwater corrugated metal pipe (CMP). The collapse occurred due to improper installation of pipe without the adequate pipe cover. The minimum cover requirement is 12-inches, and the existing pipe had 6-inches or less of cover. CMP is designed to support a 25-ton truck/vehicle with proper bedding and cover.

Temporary repairs were made immediately by staff to facilitate and maintain water flow, while Staff and an engineer reviewed potential repair options. Staff used a storm drain camera to photograph the existing stormwater lines to better understand their condition, and exposed an existing 6" ductile iron water line to determine conflicts with potential repair options. Staff discovered several pipes and junction boxes in poor condition or improperly designed around the intersection of W. Lee Street and N. Arendell.

A new design would reconfigure the existing substandard drainage pipes to achieve adequate cover and replace deteriorated junction boxes and tops. The design would also address other maintenance issues as well (e.g. compromised pipes due to tree root intrusion, soft roadway shoulders and pavement support). Following the installation of the stormwater infrastructure, the roadway would be spot-repaired and given a 1.5" asphalt overlay (this segment of road was scheduled for paving as part of this year's paving project, but the drain collapse delayed the work pending the repair). According to the U.S. Army Corps of Engineers, a properly installed Reinforced Concrete Pipe (RCP) drainage system will have a useful life of 70 to 100 years. The use of RCP is consistent with the Town of Zebulon's stormwater infrastructure standards and specifications.

**Policy Analysis:**

The project is consistent with the Street and Storm Drainage Specifications Manual regarding ownership and maintenance responsibilities of the Town of Zebulon.

The project is consistent with 2030 Strategic Plan focus area of Growing Smart by investing in infrastructure to support the transportation and drainage systems of the town, and avoid costly emergency repairs in the future.



**Fiscal Analysis:**

There are two options for consideration:

1. Temporary spot repair damage (i.e., stop-gap measure), and complete permanent repair in FY2022
2. Complete permanent repair in FY2021

**Option # 1 (Stop-Gap Measure)**

- Scope: 1) Replace damaged pipe and two damaged junction boxes (36" HE Class IV RCP)  
2) 1.5" Roadway overlay with spot repairs

	Description of Work	Cost
A)	Survey/Design/Permitting	\$ 11,500.00
B)	Estimated Construction Cost	\$ 65,500.00
C)	Construction Contingency @ 15%	\$9,750.00
D)	Construction Adm. and Inspection	\$ 7,000.00
	<b>Total Estimated Construction Cost</b>	<b>\$93,750.00</b>
	<b>Recommend Budget Amount</b>	<b>\$95,000.00</b>

Pro's :

- 1) Less expensive in the short term
- 2) Less immediate construction time/interruption of traffic

Con's

- 1) The damaged pipe flows into smaller pipes downstream that cannot handle the volume of water and this produces back-ups and blockages. This results in flooding the yard and intersection which has prematurely degraded the asphalt roadway and undermined the stability of the shoulders.
- 2) Pipe along south side of West Lee Street is damaged from tree root intrusion, which produce the same problems associated with the damaged pipe.
- 3) All of the boxes connecting the area pipes are undersized and damaged, which produce the same problems associated with the damaged pipe.
- 4) The drainage swales are not designed to convey the water and need to be replaced by pipes.
- 5) Pushing the full repairs to a later date increases construction costs (typically 10% per year) and loses economies of scale from a larger project.
- 6) Breaking the project into two phases is more expensive because of doubled efforts (e.g. additional mobilization, traffic control, engineering, bidding process, and observation for two projects instead of one).
- 7) The horizontal elliptical pipe used for temporary repair is more expensive due to its non-standard size.
- 8) Total construction time and interruption of traffic will be greater.



STAFF REPORT  
BUDGET AMENDMENT – ORDINANCE 2021-48  
WEST LEE STREET DRAINAGE SYSTEM COLLASPE  
DECEMBER 7, 2020

Appropriations from General Fund-Fund Balance (GFFB) are required to complete the Option # 1 project, with \$80,000 from Stormwater Capital Reserves and \$15,000 from Unassigned Fund Balance. The completion of the West Vance Street Drainage Project is expected to return \$15,000 to Unassigned Fund Balance in FY 2022.

**Option # 2 (Permanent Repair)**

- Scope: 1) Remove all damage and clogged piping  
2) Install all new standard RCP pipe and five junction boxes/inlets  
3) 1.5" Roadway overlay with spot repairs

	Description of Work	Cost
A)	Survey/Design/Permitting	\$ 11,500.00
B)	Estimated Construction Cost	\$ 112,000.00
C)	Construction Contingency @ 15%	\$16,800.00
D)	Construction Adm. and Inspection	\$ 8,000.00
	<b>Total Estimated Construction Cost</b>	<b>\$148,300.00</b>
	<b>Recommend Budget Amount</b>	<b>\$150,000.00</b>

Pro's:

- 1) Permanent Repair – hydraulic model works (no back-ups)
- 2) Address maintenance and nuisance related issues (associated with other pipes, boxes, and swales)
- 3) Standardize pipe sizes (less expensive than ordering and installing non-standard)
- 4) Long term – less expensive option with least construction time/traffic impact
- 5) Fewer projects to manage and coordinate (administrative savings)

Con's

- 1) More expensive upfront

Appropriations from General Fund-Fund Balance (GFFB) are required to complete the Option # 2 project, with \$80,000 from Stormwater Capital Reserves and \$70,000 from Unassigned Fund Balance. The completion of the West Vance Street Drainage Project is expected to return \$15,000 to Unassigned Fund Balance in FY 2022.

**Staff Recommendation:**

Staff recommends approval of the permanent repair (Option # 2) and approval of Ordinance-2021-48B.

**Attachments:**

1. Ordinance 2021-48A
2. Ordinance 2021-48B

ORDINANCE 2021-48A

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, 2021.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated (Stormwater Cap Reserve)	\$80,000.00	
Fund Balance Appropriated (Unassigned)	\$15,000.00	
EXPENDITURES		
Public Works (Operations)—W. Lee St Storm Drainage Improvements		\$95,000.00

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 7, 2020

Effective: December 7, 2020

\_\_\_\_\_  
Robert S. Matheny - Mayor

ATTEST:

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

ORDINANCE 2021-48B

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, 2021.

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

	INCREASE	DECREASE
REVENUES		
Fund Balance Appropriated (Stormwater Cap Reserve)	\$80,000.00	
Fund Balance Appropriated (Unassigned)	\$70,000.00	
EXPENDITURES		
Public Works (Operations)—W. Lee St Storm Drainage Improvements		\$150,000.00

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 7, 2020

Effective: December 7, 2020

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Robert S. Matheny - Mayor

ATTEST:

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Lisa M. Markland, CMC - Town Clerk

STAFF REPORT  
MEETING CALENDAR 2021  
DECEMBER 7, 2020

**Topic: MEETING CALENDAR 2021**

Speaker: Lisa Markland, Town Clerk  
From: Lisa Markland, Town Clerk  
Prepared by: Lisa Markland, Town Clerk  
Approved by:  Joseph M. Moore II, PE, 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 2021.

**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 2021 schedule for the Board of Commissioners regular meetings, worksessions, budget meetings and retreat. Regular meetings and work sessions are held at 7:00pm unless otherwise stated.

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 2021.

**Attachments:**

1. Proposed meeting schedule

**ZEBULON BOARD OF COMMISSIONERS  
2021 Regular Meeting Schedule**

**Day and Date**

**Board of Commissioners Meeting**

Monday	January 4, 2021	
Monday	February 1, 2021	
Thursday	February 18-19, 2021	<b>RETREAT</b>
Monday	March 1, 2021	
Monday	April 12, 2021	
Monday	May 3, 2021	
Monday	June 7, 2021	<b>Budget Public Hearing</b>
No Meeting in July		
Monday	August 2, 2021	
Monday	September 13, 2021	
Monday	October 4, 2021	
Monday	November 1, 2021	
Monday	December 6, 2021	
Monday	January 10, 2022	

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

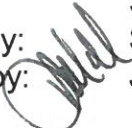
Work Sessions are not held every month  
but held on an as needed basis.

Please contact Lisa Markland to inquire if one is scheduled.  
919-823-1800

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

Wednesday	January 20, 2021	meeting starts at 2:00pm
No Meeting in February		
Wednesday	March 17, 2021	
Wednesday	April 21, 2021	
Tuesday	May 11, 2021	} <b>Budget - No Additional Items</b>
Wednesday	May 18, 2021	
Thursday	May 27, 2021	
Wednesday	June 16, 2021	
No Meeting in July		
Wednesday	August 18, 2021	
Wednesday	September 22, 2021	
Wednesday	October 20, 2021	
Wednesday	November 17, 2021	
Wednesday	December 15, 2021	
Wednesday	January 19, 2022	

**Topic: BOARD APPOINTMENTS**

Speaker: Stacie Paratore, CMC, Deputy Town Clerk  
From: Stacie Paratore, CMC, Deputy Town Clerk  
Prepared by: Stacie Paratore, CMC, Deputy Town Clerk  
Approved by:  Joseph M. Moore, II, PE, Town Manager

**Executive Summary:**

The Board of Commissioners will consider persons interested in serving on the Board of Adjustment.

**Background:**

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

**Discussion:**

The discussion before the Board is whether to appoint those interested in serving on the Board of Adjustment. Currently, there is one alternate in-Town vacancy with a three year term expiring on June 30, 2023. The following have submitted an application for appointment:

- Damon Damphie

**Staff Recommendation:**

No recommendations on Board appointments.

**Attachments:**

1. Application



# TOWN OF ZEBULON

## Application for Board Appointments

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3).

Board of Adjustment     
  2 Planning Board     
  1 Parks & Recreation Advisory

Name Damon M. Damphie

Address 415 Parkside Pl. Zebulon, N.C. 27597

Phone (Home) 313-417-9255 (Work) \_\_\_\_\_ (Cell) 313-404-9089

Employer N/A Occupation Chaplain

Do you live in the Zebulon Corporate Limits  YES ETJ \_\_\_\_\_ Years in Zebulon 1

E-mail ddamphie@yahoo.com

Do you currently, or have you previously, served on any Town of Zebulon, or other municipal board, commission or committee? Yes \_\_\_\_\_ No  If you answered yes, please list them below.

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

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

Describe extent and meetings attended \_\_\_\_\_

Why do you want to serve on this board or commission? My understanding is that there's a vacancy and my purpose is to serve. I also like to be involved in my community.

Why would you be an asset to this board or commission? What I'd bring is a perspective different from someone's that's been here their entire life. A fresh set of eyes if you will. I have a heart for people.

What are your qualifications? I'm a licensed ordained minister. I served on the Executive Board in my former community. I also implemented a organization for dads at my kids school.

What areas of concern would you like to see the Board or Commission address? Possibly bringing a public pool back to Zebulon. And Christmas decorations celebrating in Whitley Park with live music, like downtown.

I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 12-months from the date of application.

Date 11-19-2019 Signature Damon Damphie

Please fill out the form completely and return it to Lisa Markland at Town Hall. If you have any question call 919-823-1800.