

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
February 5, 2018  
7:00pm**

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. Zebulon Elementary School*

1. Emely Rodriguez Rivera – Student
2. Timothy Chartrand – 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. CONSENT**

*A. Minutes*

1. January 8, 2018—Regular Meeting
2. January 24, 2018—Worksession

*B. Finance*

1. Monthly Items
  - a. Tax Report—November 2017
  - b. Financial Report as of January 2018
  - c. Ordinance 2018-21—Allocation of donations for Shop with a Cop

*C. Public Works*

1. Resolution 2018-10—Weavers Pond Phase 3B-1—Acceptance of Roadway and Storm Drainage Infrastructure

*D. General*

1. Quarterly Reports Public Works, Fire, Planning

*Action Requested: Adoption of All Consent Agenda Items*

## **VI. NEW BUSINESS**

### *A. Planning Department*

1. Alley Encroachment Request by Dallas Pearce

*Action Requested: Approval of Request*

### *B. Finance*

1. Audit Contract Renewal 2018-2020

*Action Requested: Approval of Contract Renewal*

## **VII. BOARD COMMENTS**

## **VIII. MANAGER'S REPORT**

**Zebulon Board of Commissioners**  
**Minutes**  
**January 8, 20108**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Isiah Gaspar-Sanjuan from Zebulon Middle School.

**AGENDA**

Commissioner Strickland made a motion, second by Commissioner Bumgarner to approve the agenda.

Lisa Markland asked Mayor Matheny about the item that needed to be removed from the consent agenda.

Mayor Matheny stated that item VI (C) needed to be pulled since the City of Raleigh was not ready for that to occur.

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

**SCHOOL RECOGNITION**

Mayor Matheny recognized student Isiah Gaspar-Sanjuan and teacher Lindsey Foushee both from Zebulon Middle School.

**PUBLIC HEARING**

Julie Spriggs presented a PowerPoint presentation on the requested annexation of the property located at 1225 Old Bunn Road which was a part of the Autumn Lakes Subdivision. Julie shared the specifics of the roads, greenways, water and sewer allocation, and the approved development for the site.

Mayor Matheny asked if there was anyone who wished to speak in favor. There were none.

Mayor Matheny asked if there was anyone who wished to speak in opposition. There were none.

Mayor Matheny closed the public hearing.

## **PUBLIC COMMENT PERIOD**

Mayor Matheny explained that 15 minutes was allotted for public comment and each speaker would have three minutes to speak.

Linda Johnson spoke stating that she was asked to speak for some in the community who were in favor of repairing the dam. Linda asked for those in the audience that were in favor of repairing the dam to please stand, which was a majority in attendance. She also asked that other funding opportunities for the site be researched.

Frank Timberlake spoke, also asking that the dam be repaired, and presented an online petition that his company did. The reason the dam should be restored was due to its historic value and so that the navigable waters could be used for canoers and kayakers.

Mary Beth Carpenter spoke on behalf of Brenda Holloman, President of the Wake County Historical Society and Preservation Zebulon. Ms. Holloman was in favor of repairing the dam due to its historical aspects. Ms. Carpenter stated that Preservation Zebulon was also in favor of restoring the dam and the history that went with it.

Faith Allen stated that she lived in the Braemar subdivision and was not in favor of repairing the dam. She stated that since the dam was damaged by Hurricane Matthew she and her children had enjoyed the Little River Park much more. Ms. Allen stated that he daughter Olivia had wanted to speak but there were not enough slots to do so. Olivia enjoyed the new opportunities and possibilities with the rock outcroppings and home school programs.

John Macon stated that he was unhappy with several of the shopping centers and their appearance as well as the safety concerns. He asked that the Town look at making the property owners repair and keep their sites safe and aesthetically pleasing and if it required that the property owner be fined then he supported that.

## **CONSENT**

### **A. Minutes**

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of December 4, 2017. There was no discussion and the motion passed unanimously.

Commissioner Clark made a motion, second by Commissioner Moore to approve the minutes of the December 13, 2017 worksession. There was no discussion and the motion passed unanimously.

### **B. Finance**

Commissioner Clark made a motion, second by Commissioner Moore to approve the tax report for October 2017. There was no discussion and the motion passed unanimously.

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

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2018-12. There was no discussion and the motion passed unanimously.

## **OLD BUSINESS**

### A. Planning

#### *Ordinance 2018-19—Annexation Request for Autumn Lakes*

Mayor Matheny asked if there were any questions or if Julie Spriggs had any further information to share. There were none.

Commissioner Beck made a motion, second by Commissioner Bumgarner to approve Ordinance 2018-19. There was no discussion and the motion passed unanimously.

### B. General

#### *Little River Dam*

Joe Moore stated that the discussion before the Board was whether to enter into negotiations with FEMA for damage reimbursement of the Little River Dam and if so what should the funds be used for. There were three options a) repair of the dam, b) improvement project or c) an alternative project.

Commissioner Strickland asked for Joe to explain the options.

Joe Moore stated that FEMA would only reimburse for the damaged sections. Repair was to put back block in the damaged section. Improvement project would reinforce that damaged section. Alternative would be that FEMA would give the equivalent amount of funds that they would give for the repair project and those funds could be used to expand the park area, improve the existing park area, clean up the site, clean up and fix the edges of the dam.

Commissioner Strickland asked if under the alternative could the hole in the dam be fixed.

Joe Moore said that the edges could be cleaned up, but if the question was to put the dam back no that was not an option.

Mayor Matheny said to repair would also allow for the Town to go after additional money to do other work in the park, which would be grants. There was also a possibility that FEMA would pay for the reinforcement but that was not known until negotiations began.

Commissioner Beck made a motion, second by Commissioner Clark to enter into an agreement with FEMA and for the funds received to go toward the alternate project.

Mayor Matheny stated that the motion was to not repair the dam. The Mayor continued that he did not want that motion adopted and thought that the dam could be repaired and there were

grants available that could be used in the park. The fact that the site was iconic to Zebulon needed to be preserved and he was passionate about keeping it.

Commissioner Beck said that he appreciated the public's feelings and the history of the dam. He thought it was extremely important that the history of the dam be preserved, and asked if anyone had history on the dam that they wanted to share it was important that it be shared with Town staff. Preservation of the history of the dam and all the stories was important and definitely wanted to make sure that was a part of the project.

Commissioner Beck continued by saying that with FEMA funds the Town could create something that everyone would be proud of, as well as not lose the cultural and historical significance of the dam. If the park was not done with the FEMA funds then it would never be done due to all the other issues that the Town was facing.

Mayor Matheny stated that he thought that both could be done.

There was discussion about voting on the motion.

Mayor Matheny asked for a vote on the motion to pursue FEMA funds and use them towards an alternate use.

The motion passed with a vote of three to two with Commissioners Beck, Strickland and Clark voting in favor and Commissioners Bumgarner and Moore voting against.

## **NEW BUSINESS**

### **A. Planning**

#### *Ordinance 2018-20—Renovation of the Planning Department Suite*

Mark Hetrick presented that due to some changes that were occurring with the permitting process with Wake County it was requiring that changes be made to how permits were handled and accepted by the Town.

Along with the renovation for permitting it would also incorporate renovation to the planning suite to enlarge the conference room which required the removal of some walls.

The total cost of the renovation would be \$39,500. A portion of the project, \$29,305 would come from cost savings realized from three projects; staff was asking for approval of the ordinance to allocate \$10,195 from fund balance.

Commissioner Bumgarner made a motion, second by Commissioner Moore to approve Ordinance 2018-20. There was no discussion and the motion passed unanimously.

#### *Historic Landmark Designation*

Mark Hetrick gave a PowerPoint presentation that would begin the process of designating the Town Hall Building as a local historic landmark. It would entail Wake County beginning the survey of the site.

The recommendation would come back before the Board for a final decision on whether they wanted to make the building a local historic landmark.

Commissioner Strickland made a motion, second by Commissioner Beck to approve moving forward with the process. There was no discussion and the motion passed unanimously.

### **BOARD COMMENTS**

Commissioner Bumgarner stated that he was disappointed in the decision to not repair the dam.

Commissioner Strickland stated that he agreed with the comments on the shopping centers and thought that lighting was a serious problem. Staff was asked to bring back information on the problem.

Mayor Matheny stated he was also very disappointed in the decision that was made to not restore the dam.

### **MANAGERS REPORT**

Joe Moore stated baseball registration was underway; there was a worksession on January 24, 2018; Family Movie night at the community center was on Friday, January 12, 2018. Town offices were closed on Monday, January 15<sup>th</sup>.

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

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Date

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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**  
**January 24, 2018**

Present: Robert S. Matheny-Mayor, Don Bumgarner, Curtis Strickland, Beverly Clark, Dale Beck, Annie Moore, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Chris Ray-Public Works, Mark Hetrick-Planning, Ashley Dixon-Police, Chris Perry-Fire, Greg Johnson-Parks & Recreation, Bobby Fitts-Finance, Toby Hampson-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.

**OLD BUSINESS**

A. Public Works

*North Arendell Avenue & Operational Improvements Update*

Joe Moore gave a little background and explained that staff was bringing back answers to the three questions that were asked at the October 2017 worksession. The central question to be answered in addition to the three asked in October was whether the Board wanted to move forward with the project, and if not then CAMPO needed to be notified and the funds released.

Chris Ray introduced Jennifer Brandenburg with Volkert Engineering.

Chris gave a PowerPoint to answer the three questions which were 1) completion of Jones Street as a stand-alone project 2) engineering of Pearces Road realignment and the four leg intersection and 3) alleviating the stacking on Pearces Road.

The cost to complete Jones Street as a stand-alone street was estimated at \$263,844 which would be a 30% increase if not completed with the Arendell Avenue project. There was discussion about the linear footage of that portion of Jones Street and what the design would entail.

The engineering of Pearces Road realignment would be approximately \$46,900 and the four leg intersection would be \$35,100. The potential savings of doing the two studies together would be 5-10%. There was discussion about the various things that would have to be accounted for such as endangered species and so on.

The Pearces Road stacking alleviation which would allow for dual lefts off Pearces, eliminate sidewalks and medians, and shorten the scope on Pearces Road. It would include restriping, signal improvements, concrete median between Arendell and Hendricks, close entrance to Dash-In off Arendell, and construct stormdrainage on Hendricks drive. The approximate cost would



be \$2,335,000 which would represent a \$578,000 savings from the base project; however with the loss of grant funds the shortfall totaled \$1,756,130.

There was discussion about the dual lefts off of Pearces Road and the concern that it would still block the Sheetz entrance on Pearces Road. Joe Moore explained that the project would not alleviate all the long term problems in that area. Additional discussion was had on adding another lane and how that created additional costs of lane widening, moving fiber, utilities and so on.

Chris Ray reviewed the options before the Board.

The first option was to move forward with CAMPO which would mean a shortfall of approximately \$704,466 and staff had identified multiple funding sources but they would not cover the entire shortfall. Additional funds would be necessary.

The second option would be to release CAMPO funds.

Mayor Matheny stated that he had spoken with those at CAMPO about the possibility of getting additional funding or reduce the scope of the project to a more affordable level. Chairman Harold Weinbrecht stated that both possibilities were open with the additional funding being a much more difficult issue, whereas reducing the scope could be easier to accomplish. They stated that they would be able to get a recommendation back by mid-February so it could be discussed at the worksession.

The suggestion was that staff needed to sit down with CAMPO's staff to discuss the reduction in the scope of the project. With the possibility it would just mean a one month delay to talk with CAMPO.

The Board stated that they were in favor of going back to CAMPO and see what they were willing to do. Mayor Matheny stated that fixing the intersection was the most hazardous part of the project and it needed to be done now. Commissioners Beck and Strickland said that Jones Street needed to be done as well to allow for people to get to a light at Dogwood.

No Managers Report.

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

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Date

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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

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JESSICA N. HOLMES, CHAIR  
SIG HUTCHINSON, VICE-CHAIR  
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LRY PORTMAN  
JAMES WEST

January 3, 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 January 2, 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,

Denise Hogan  
Clerk to the Board  
Wake County Board of Commissioners

Enclosure(s)

Tax Committee Meeting: 12/14/2017

Board of Commissioners Meeting: 01/02/2018

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:

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:

Relief Codes

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

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Late List Appealed	Appeal/Request Type	Recommendation	Relief Code
13593	PRIMO WATER CORPORATION MARVIN F POER & CO PO BOX 802206 DALLAS TX 75380-2206	BUSINESS PERSONAL PROPERTY ZEBULON	0006538809 2017 Not Paid	\$2.78	Late List Penalty	Relief	

**This List Requires Board Action**

Tax Committee Members: Natasha Baldwin, City Of Raleigh

Seth Larson, Town Of Cary

Susan McCullen, Wake County Finance

Marcus Kinrade, Revenue Director



Wake County Revenue Department

Rebate Details  
11/01/2017 - 11/30/2017  
ZEBULON

DATE 12/03/2017  
TIME 12:27:48 PM  
PAGE 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
687109	0.00	0.00	13.70	0.00	13.70	11/08/2017	0006808118	2017	2017	GRAYHAWK LEASING LLC

**SUBTOTALS FOR BUSINESS ACCOUNTS** 0.00 0.00 13.70 0.00 13.70 1 Properties Rebated

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
687378	149.50	0.00	0.00	0.00	149.50	11/13/2017	0000120198	2017	2017	ZEBULON FIRST BAPTIST CHURCH
687379	11.50	0.00	0.00	0.00	11.50	11/13/2017	0000186225	2017	2017	ZEBULON FIRST BAPTIST CHURCH

**SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS** 161.00 0.00 0.00 0.00 161.00 2 Properties Rebated

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
688508	22.59	1.25	0.00	0.00	23.84	11/29/2017	0512700899	2013	2013	TUCK, CAROLINE MAE

**SUBTOTALS FOR DMV ACCOUNTS** 22.59 1.25 0.00 0.00 23.84 1 Properties Rebated



**Wake County Revenue Department**

Rebate Details  
 11/01/2017 - 11/30/2017  
**ZEBULON**

DATE 12/03/2017  
 TIME 12:27:48 PM  
 PAGE 2

REBATE NUMBER	PROPERTY TAG	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	OWNER
	183.59	1.25	13.70	0.00	198.54					
<b>TOTAL REBATED FOR ZEBULON</b>								4	Properties Rebated for City	



STAFF REPORT  
FINANCIAL STATEMENTS UPDATE  
FEBRUARY 5, 2018

**Topic: FY 2018 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 January 22, 2018. We have received four months of sales tax and the first of the quarterly distributions of utilities sales in FY 2018. As usual, the majority of property taxes were just received in late December and early January. See notes below for analysis on those and other revenues.

For FY 2018, approximately 6 ½ months in to the new year, the Town has spent about 47% (approximately \$5,302,000) of its General Fund budget of \$11,258,822. At roughly the mid-point of the year, almost all operating lines are trending to be at or under budget. The only exception continues to be with Fire-Vehicle Maintenance which has seen an extraordinary amount of unexpected repairs that have caused it to run over budget currently. 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 October 2017 were received and were 3.9% (\$3,131) less than the distribution received for the same period in FY 2017.
- For the first four months of FY 2018 they are 4.9% (\$15,762) ahead of FY 2017.
- Article 39 receipts, proceeds returned to the county of origin, were 8.1% (\$3,052) less in October than the distribution received for the same period in FY 2017.
- Article 39 totals are ahead of last year's year-to-date total for the first four months by 4.0% (\$5,819). (Ref. attached Sales Tax Collections spreadsheet).



STAFF REPORT  
FINANCIAL STATEMENTS UPDATE  
FEBRUARY 5, 2018

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

- The first distribution for FY 2018 was received 12/15/17 for the quarter ending Sept. 30, 2017. Discussion on the first distribution was in last month's update.
- The second distribution for FY 2018 will not be received until March 15.

**Property Tax**

- Property taxes collected so far in FY 2018 are approximately \$5,949,000. This is 101% of budgeted revenues (\$5,838,800).
- This is 15.1% more than what was collected to date in FY 2017 (\$5,169,000).

**Permits & Zoning**

- Permit and zoning fees collected to date in FY 2018 are \$79,088.
- This is 93% of budgeted revenues (\$85,000) for the year.
- It is about 196% more than what was collected to date in FY 2017 (\$26,674).

**Transportation Impact Fees**

- Transportation Impact fees collected to date for FY 2018 are \$46,892.
- This is 187% of budgeted revenues (\$25,000) for the year.
- It is 291% more than what was collected to date in FY 2017 (\$11,971).
- The unaudited balance to date of Transportation Impact fees is \$46,892.
- This revenue is placed into a reserve for current and future transportation projects to be spent within 10 years.

**Policy Analysis:** The expenditures reflect the policy goals adopted in the FY '18 Budget Ordinance (Ordinance 2017-27).

**Financial Analysis:** Budgeted revenue is \$11,258,822 while year to date revenue collected is \$7,765,451 (69% of budgeted). As shown in the chart on the Revenue Statement, 78% 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 2018 Expenditure Statement and Revenue Statement (as of January 22, 2018)
2. Sales Tax – FY 2018

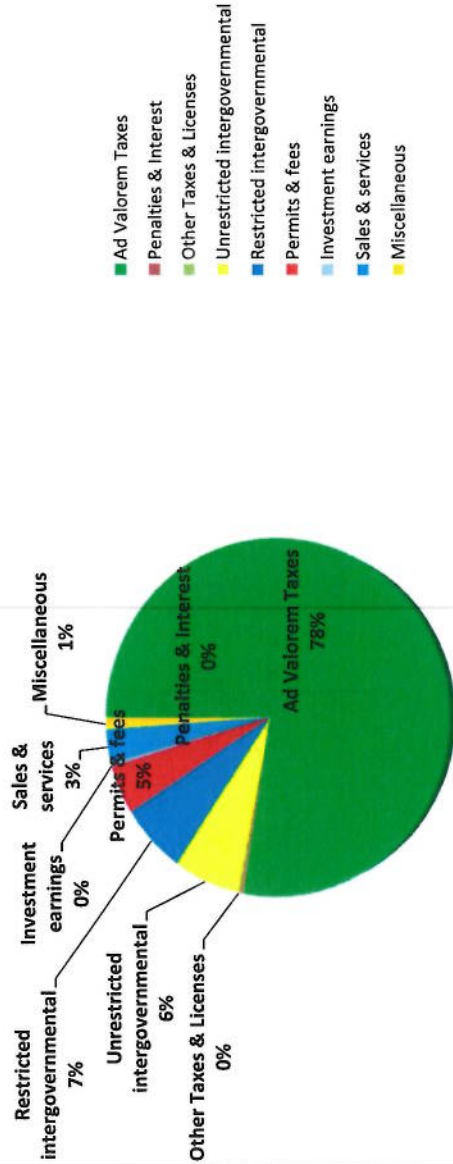


TOWN OF ZEBULON  
 Revenue Statement: 2017 - 2018  
 for Accounting Period 6/30/2018  
 GENERAL FUND

As of 1/22/2018

Revenue Categories	Estimated Revenue	Revenue YTD	% Collected	% of Total Revenue YTD
Ad Valorem Taxes	\$5,882,800	\$6,018,343	102.3%	77.5%
Penalties & Interest	\$12,500	\$19,167	153.3%	0.2%
Other Taxes & Licenses	\$35,500	\$19,993	56.3%	0.3%
Unrestricted intergovernmental	\$1,675,000	\$495,839	29.6%	6.4%
Restricted intergovernmental	\$937,300	\$502,009	53.6%	6.5%
Permits & fees	\$130,500	\$348,811	267.3%	4.5%
Investment earnings	\$15,000	\$34,444	229.6%	0.4%
Sales & services	\$587,250	\$238,305	40.6%	3.1%
Miscellaneous	\$162,500	\$88,540	54.5%	1.1%
Fund Balance Appropriated	\$1,820,472	\$0	0.0%	
<b>Total Revenues</b>	<b>\$11,258,822</b>	<b>\$7,765,451</b>	<b>69.0%</b>	<b>100%</b>

Town of Zebulon General Fund % of Total Revenue To Date - FY 2018







TOWN OF ZEBULON

Expenditure Statement: 2017 - 2018  
for Accounting Period 6/30/2018  
GENERAL FUND

As of 1/22/2018

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$357,400	\$163,856	45.8%
420	FINANCE	\$346,850	\$162,128	46.7%
430	ADMINISTRATION	\$557,450	\$225,816	40.5%
450	CONTRACTED SERVICES	\$17,000	\$14,923	87.8%
470	STADIUM	\$55,500	\$23,336	42.0%
490	PLANNING AND ZONING	\$516,400	\$201,646	39.0%
500	BUILDINGS & GROUNDS	\$1,322,035	\$672,989	50.9%
510	POLICE	\$2,153,025	\$1,270,651	59.0%
530	FIRE	\$1,705,300	\$811,371	47.6%
560	STREETS AND HIGHWAYS	\$1,345,967	\$512,286	38.1%
570	POWELL BILL	\$223,000	\$99,000	44.4%
580	SANITATION	\$1,000,250	\$525,534	52.5%
590	STORMWATER	\$336,700	\$126,420	37.5%
620	PARKS & RECREATION	\$1,195,245	\$456,710	38.2%
690	SPECIAL PROJECTS	\$126,700	\$35,583	28.1%
<b>Total Expenditures</b>		<b>\$11,258,822</b>	<b>\$5,302,248</b>	<b>47.1%</b>

Sales Tax

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	0	0	0	0	0	0	82,777	-100.0%
December	0	0	0	0	0	0	100,663	-100.0%
January	0	0	0	0	0	0	67,521	-100.0%
February	0	0	0	0	0	0	72,155	-100.0%
March	0	0	0	0	0	0	89,323	-100.0%
April	0	0	0	0	0	0	85,773	-100.0%
May	0	0	0	0	0	0	82,182	-100.0%
June	0	0	0	0	0	0	92,134	-100.0%
<b>Total</b>	<b>\$ 152,193</b>	<b>\$ 60,476</b>	<b>\$ 75,723</b>	<b>(220)</b>	<b>\$ 46,963</b>	<b>\$ 335,136</b>	<b>\$ 319,373</b>	<b>4.9%</b>

FY 2017

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 17 Totals	Prior Year (FY 2016)	% Inc (Dec) from Prior Yr
July	\$ 34,032	\$ 13,729	\$ 16,935	(44)	\$ 10,707	\$ 75,359	\$ 79,966	-5.8%
August	37,673	14,904	18,698	(1)	11,605	82,879	73,018	13.5%
September	37,017	14,249	18,357	1	10,770	80,395	77,225	4.1%
October	37,651	14,056	18,774	1	10,260	80,741	71,829	12.4%
November	37,238	15,058	18,530	3	11,949	82,777	76,904	7.6%
December	47,416	17,228	23,584	(0)	12,435	100,663	94,836	6.1%
January	30,490	12,323	15,166	0	9,542	67,521	63,979	5.5%
February	32,352	13,225	16,078	1	10,500	72,155	69,330	4.1%
March	40,433	16,157	20,137	1	12,596	89,323	85,422	4.6%
April	39,482	15,199	19,653	1	11,438	85,773	83,877	2.3%
May	38,339	14,221	19,048	1	10,572	82,182	82,551	-0.4%
June	42,330	16,282	21,063	(0)	12,450	92,134	88,447	4.2%
<b>Total</b>	<b>\$ 454,453</b>	<b>\$ 176,640</b>	<b>\$ 226,023</b>	<b>(38)</b>	<b>\$ 134,824</b>	<b>\$ 991,902</b>	<b>\$ 947,384</b>	<b>4.7%</b>

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





STAFF REPORT  
ORDINANCE 2018-21  
SHOP WITH A COP FUNDS  
February 5, 2018

**Topic: FY 2018 Budget Amendment Request – (Ordinance 2018-21)**

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 approving or denying this budget amendment request appropriating \$1,150 in donations received from local businesses and citizens for the "Shop with a Cop" event that took place on December 9 and December 15 at the Zebulon Walmart.

**Background:**

The Zebulon Police Department, as it has done in the past, took area children to Walmart for a Christmas shopping trip.

**Fiscal Impact:**

The donations totaling \$1,150.00, in addition to \$2,500 in funds from last year, were divided amongst 20 local children from 9 families.

**Procedure:**

Per NCGS 159-15, the Board must recognize revenue received in order to assign that revenue to a particular function or line item.

**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 2018-21.

**Attachments:**

1. Ordinance 2018-21

ORDINANCE 2018-21

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, 2018.

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

	INCREASE	DECREASE
REVENUES		
Shop With A Cop Donations	\$1,150.00	
EXPENDITURES		
Police—Shop With A Cop Program	\$1,150.00	

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: February 5, 2018

Effective: February 5, 2018

\_\_\_\_\_  
Robert S. Matheny—Mayor

ATTEST:

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



STAFF REPORT  
 RESOLUTION 2018-10  
 WEAVERS POND PHASE 3B-1  
 ROADWAY AND STORM DRAINAGE ACCEPTANCE  
 February 5, 2018

**Topic: Weavers Pond 3B-1 Roadway and Storm Drainage Acceptance**

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

**Executive Summary:**

The Board of Commissioners will consider acceptance and maintenance of Weavers Pond Phase 3B-1 roadway and storm drainage infrastructure within public right-of-way or public dedicated easements and acceptance of supporting documentation detailed below.

**Background:**

Phase 3B-1 is a section of 51 lots located north of Golden Plum along an extension of Lacewing Drive. The Zebulon Land Use Administrator has review and approved preliminary plats and final plats for recording on December 13, 2017.

The developer completed the infrastructure requirements consistent with the TRC approved plans dated May 23, 2017.

**List of Completed Improvements**

**Phase 3B-1 (as of January, 30 2018):**

<i>Water</i>	<ul style="list-style-type: none"> <li>• Installation of water main</li> <li>• Installation of water services</li> </ul>
<i>Sewer</i>	<ul style="list-style-type: none"> <li>• Installation of sewer main</li> <li>• Installation of sewer services</li> </ul>
<i>Storm Drainage</i>	<ul style="list-style-type: none"> <li>• Installation of storm drainage system mains**</li> <li>• Installation of catch basins**</li> </ul>
<i>Streets</i>	<ul style="list-style-type: none"> <li>• Sub grade compaction – proof rolls and density testing*</li> <li>• Installation of CABC stone – depth of stone, proof rolls, and density testing*</li> <li>• Installation of curb and gutter – temperature and slump**</li> <li>• Installation of first asphalt lift – temperature, density and core samples*</li> </ul>

\*Inspection provided by Town staff and third party engineering firm

\*\* Inspection provide by Town Staff only



STAFF REPORT  
 RESOLUTION 2018-10  
 WEAVERS POND PHASE 3B-1  
 ROADWAY AND STORM DRAINAGE ACCEPTANCE  
 February 5, 2018

**List of Documentation, Outstanding Improvements, and Fees  
 Phase 3B-1 (as of 1/30/2018):**

	Under Review	Completed	Estimated Completion Date
<i>City of Raleigh Certification Inspections Report (water and sewer services)</i>		Installation complete	Final acceptance expected 2/1/18
<i>Roadway &amp; Storm Drainage System As-Built Drawings (paper, mylar, and electronic copies)</i>		Completed	
<i>Engineer Certification (roadway and storm drainage system infrastructure compliance)</i>		Completed	
<i>Letter of Dedication of Infrastructure (includes certified values)</i>		Completed	
<i>One Year Guaranty and Warranty Letter (all dedicated infrastructure)</i>		Completed (1-year)	
<i>Geotechnical Reports for Roadway Construction (sub-grade, stone, and asphalt)</i>		Completed	
<i>Site Improvements LOC \$178,604.91 -- expires 12/18/2019 plus Cashier Check in the amount of 8,300 (sidewalk, handicap ramps, 1" final overlay, stormwater BMP, and Landscaping) Total \$186,904.91 – received 1/8/2018</i>		LOC # 1812/ Check # 853462	
<i>Punch List Items (Zebulon Public Works Department)</i>		Completed	
<i>Payment of Fees \$10,146.51 Invoice Amount \$ (zoning and streets/sidewalks/stormwater inspections)</i>		Paid in Full 12/12/17	
<i>Payment of Fees  Street Lighting –underground charges - \$8,362.05 (15- 50 Watt LED Mitchell Series – 16ft fiberglass pole)</i>		Paid in Full 12/12/17	

**Discussion:**

The discussion before the Board is the acceptance of Weaver’s Pond Phase 3B-1 roadway and storm drainage infrastructure within public right-of-way or public dedicated easements and acceptance of supporting documentation.

**Policy Analysis:**

Acceptance of this infrastructure via resolution is in compliance with §152.059 of the Town of Zebulon Code of Ordinances. All infrastructure installed complies with the



STAFF REPORT  
RESOLUTION 2018-10  
WEAVERS POND PHASE 3B-1  
ROADWAY AND STORM DRAINAGE ACCEPTANCE  
February 5, 2018

latest version of the "Town of Zebulon Street & Storm Drainage Standards and Specifications."

**Fiscal Analysis:**

The Town has received a sealed engineer letter of dedication of Weavers Pond Phase 3B-1 roadway and storm drainage infrastructure valued at \$355,817.70. This infrastructure will be added to the Town's fixed assets.

The Town has received a letter of credit and cashier check to ensure the final completion of 1" final overlay, sidewalks, landscaping and conversion of erosion control basin to stormwater BMP estimated at \$186,904.91.

**Staff Recommendation:**

Based on the information provided and attached, staff recommends approval of Resolution 2018-10 for acceptance of Phase 3B-1 roadway and storm drainage infrastructure as noted below:

- 1514 LF extension of Lacewing Drive
- 238 LF Lilac Ridge Court
- 80 LF of Carissa Lane
- 1720 LF of storm drainage infrastructure associated with above roadways.

**Attachments:**

1. Engineer Certification of Construction to Town of Zebulon standards
2. Letter of Dedication – infrastructure cost
3. Developer's Guaranty and Warranty – 1 year
4. Engineer's sealed estimate for outstanding items
5. Letter of Credit/Cashier Check
6. As-built Drawings
7. Third party certification of testing compliance
8. Playground certification
9. Engineer Certified Statement of utilities installed
10. Invoice – Planning and inspection fees
11. Payment of Fees
12. Resolution 2018-10





~~EST~~  
11/30/17  
APPROVED  
Submitted.

**Engineer's Certification**

I, MIKE SCHNEIDER, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the project segments as listed below:

Weavers Pond Phase 3B-1

for the Weavers Pond Development Co., LLC, hereby state that, to the best of my abilities; due care and diligence was used in the observation of the project construction such that the Roadway System and Stormwater Infrastructure was observed to be built within substantial compliance and general intent of the Town of Zebulon Standards and Specifications with the following incomplete exceptions:

1. 5' Concrete Sidewalks and Handicap Ramps
2. Final Asphalt Lift
3. Pavement Striping
4. Conversion of Sediment Basin to BMP
5. Mail Kiosk

Signature  Registration No. 030856

Date: 11/29/17



Weavers Pond Phase 3B-1  
Roadway and Storm Drainage

Dedicated Infrastructure Cost Estimate

*LOP*  
*11/20/17*  
*APPROVED AS*  
*Submitted.*

Description	Quantity	Unit	Price	Total
<b>Roadway:</b>				
8" ABC/3" S9.5A	6470	SY	\$ 26.81	\$ 173,460.70
4" ABC under curb	3690	LF	\$ 1.90	\$ 7,011.00
30" Curb and Gutter	3690	LF	\$ 13.50	\$ 49,815.00
Utility Adjustments	49	EA	\$ 369.00	\$ 18,081.00
<b>Total</b>				<b>\$ 248,367.70</b>
<b>Storm Drainage:</b>				
15" RCP	780	LF	\$ 24.00	\$ 18,720.00
18" RCP	520	LF	\$ 26.00	\$ 13,520.00
24" RCP	240	LF	\$ 34.00	\$ 8,160.00
15" FES	1	EA	\$ 950.00	\$ 950.00
24" FES	1	EA	\$ 1,100.00	\$ 1,100.00
Drainage Structures	20	EA	\$ 3,250.00	\$ 65,000.00
<b>Total</b>				<b>\$ 107,450.00</b>

**Grand Total \$ 355,817.70**

Roadway Lengths:

Roadway	Length
Lacewing Drive	1514 lf
Lilac Ridge Court	238 lf
Carissa Lane	80 lf



Weavers Pond Development Company, LLC  
9407 Bartons Creek Road  
Raleigh, NC 27615  
(919) 604-1928

*Check  
Approved  
As Submitted  
12/13/17*

October 27, 2017


DEVELOPER'S GUARANTY

Re : Town of Zebulon, N.C.  
Weaver's Pond Phase 3B-1

Weavers Pond Development Company LLC provides the following Statement of Warranty on the referenced project: Weaver's Pond Phase 3B-1.

Weavers Pond Development Company LLC guarantees and warrants that all material and equipment furnished and all work performed on the water system and sanitary sewer system installed in Weaver's Pond Phase 3B-1 conforms with the City of Raleigh's requirements, and that this warranty will remain in full force and effect for a period of one year from the date of the acceptance of the work.

Weavers Pond Development Company, LLC has executed this guarantee this 7<sup>th</sup> day of December 2017.

  
Glenn Futrell, member manager  
Weavers Pond Development Company, LLC

Sworn to and subscribed before me this 7<sup>th</sup> day of December, 2017.

Shannon Howell  
NOTARY PUBLIC

Commission Expires: 8/10/2020

SEAL  
SHANNON HOWELL  
NOTARY PUBLIC  
Wake County  
North Carolina  
My Commission Expires 8/10/2020



Piedmont Land Design, LLP

8522-204 Six Forks Road • Raleigh, NC 27615 • (919) 845-7600 • Fax (919) 845-7703

November 27, 2017

Chris Ray  
Town of Zebulon – Public Works Dept.  
100 N. Arendell Avenue  
Zebulon, NC 27597

*LEDE*  
*11/30/17*  
*APPROVED AS*  
*Submitted*

Re: Weavers Pond Subdivision Phase 3B-1 – Completion Bond

Dear Mr. Ray,

Please find below estimated quantities and cost for the completion of the Phase 3B-1 infrastructure:

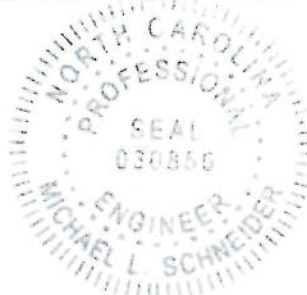
Type of Improvement	Est. Quantity	Unit Price	Total Cost
5-Foot Wide Sidewalk	18,450 SY	\$ 3.25	\$ 59,962.50
Final Asphalt Layer	6,470 SY	\$ 7.60	\$ 49,172.00
Handicap Ramps	6 EA	\$ 870.00	\$ 5,220.00
Striping	1 LS	\$ 1,500.00	\$ 1,500.00
Pocket Park Landscape/Fence	1 LS	\$ 6,300.00	\$ 6,300.00
Convert Sediment Basin to BMP	1 LS	\$ 3,500.00	\$ 3,500.00
BMP Landscaping	1 LS	\$ 6,500.00	\$ 6,500.00
Mail Kiosk Installation	1 LS	\$ 8,190.30	\$ 8,190.30
Lilac Ridge Roadway Repairs	1 LS	\$ 2,000.00	\$ 2,000.00

Sub-Total	\$142,344.80
Construction CPI @ 10%	\$ 14,234.48
Geotechnical Services Allowance	\$ 1,300.00
Construction Inspection – 6 days @ \$480/day	\$ 2,880.00
Construction Staking Allowance	\$ 1,600.00
Design/Construction Administration	\$ 15,000.00
Construction Total:	\$ 177,359.28
Bond Amount @ 110%	\$ 195,095.21

I would estimate the completion costs of these outstanding items to be a total of \$ 195,095.21 and would anticipate that this estimate would be valid for one year from this date. A portion of this, being \$16,490.30, will be paid by cashier's check. The remaining amount of 178,604.91 will be covered by a Letter of Credit.

Sincerely,

Mike Schneider



# North State Bank

<p style="text-align: center;"><b>LETTER OF CREDIT NUMBER 1812</b></p>
--

**Date of Issuance:** January 8, 2018

**Applicant:** Weavers Pond Development Company, LLC  
128 Yorkchester Way  
Raleigh, NC 27615

**Beneficiary:** The Town of Zebulon  
1003 N. Arendell Avenue  
Zebulon, NC 27597

**Amount:** One Hundred Seventy Eight Thousand, Six Hundred Four and 91/100 Dollars  
(\$178,604.91)

**Expiry Date:** January 8, 2019

**Place of Expiration:** Counters of Issuing Bank

We hereby establish our Irrevocable Standby Letter of Credit Number 1812, inclusive of the Weavers Pond Phase 3B-1 Completion Bond estimate, prepared by Piedmont Land Design and dated November 27, 2017, attached hereto as **Attachment A**, and hereinafter referenced as "Attachment A," in your favor for account of the above-referenced Applicant, available by your drafts drawn on us, payable at sight for any sum of money not to exceed a total of the Amount referenced above, which is available immediately and remaining in full force and effect until expiring, when accompanied by this Letter of Credit along with a signed statement from Beneficiary reading:

"We hereby certify that Weavers Pond Development Company, LLC has not completed the installation of final asphalt layer, sidewalks, handicap ramps, striping, and sediment basin conversion to BMP as more particularly set forth in Attachment A to Letter of Credit Number 1812, and the Phase 3B-1 plans as approved by the Town of Zebulon for Weavers Pond Subdivision."

Such statement shall be conclusive as to such matters and we will accept such statement as binding and correct without having to investigate or having to be responsible for the accuracy, truthfulness or validity thereof or any part thereof and notwithstanding the claim of any person to the contrary.

All drafts must reference the Number and Date of Issuance of this Letter of Credit.

We hereby agree with you that all Drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored upon presentation and delivery to:

North State Bank  
Credit Administration Department  
6200 Falls of Neuse Road  
Raleigh, North Carolina 27609

It is a condition of this Letter of Credit that it shall expire on the Expiry Date listed above, provided it will be deemed automatically extended without amendment for one (1) year from the present or any future expiration date of this Letter of Credit unless at least sixty (60) days prior to the then current expiration date we notify the Beneficiary by registered letter or other receipted means of postal delivery that we elect not to consider this Letter of Credit renewed for such additional period. If such notice is given, then during such notice period (i.e. the sixty (60) day period commencing on the date of such notice and ending with the then applicable expiration date of this Letter of Credit), this Letter of Credit shall remain in full force and effect and Beneficiary may draw up to the full amount of the sum when accompanied by the statement described above.

This Letter of Credit is subject to the International Standby Practices 1998 (ISP98), International Chamber of Commerce Publication No. 590.

Sincerely,

North State Bank

By:   
Debra C. Cook  
Vice President



Piedmont Land Design, LLP

8522 204 Six Forks Road • Raleigh, NC 27615 • (919) 845 7600 • Fax (919) 845 7203

November 27, 2017

Chris Ray  
Town of Zebulon – Public Works Dept  
100 N. Arendell Avenue  
Zebulon, NC 27597

Re: Weavers Pond Subdivision Phase 3B-1 – Completion Bond

Dear Mr. Ray


Please find below estimated quantities and cost for the completion of the Phase 3B-1 infrastructure

Type of Improvement	Est. Quantity	Unit Price	Total Cost
5-Foot Wide Sidewalk	18,450 SF	\$ 3.25	\$ 59,962.50
Final Asphalt Layer	6,470 SY	\$ 7.60	\$ 49,172.00
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BMP Landscaping	1 LS	\$ 6,500.00	\$ 6,500.00
Mail Kiosk Installation	1 LS	\$ 8,190.30	\$ 8,190.30
Lilac Ridge Roadway Repairs	1 LS	\$ 2,000.00	\$ 2,000.00

Sub-Total	\$142,344.80
Construction CPI @ 10%	\$ 14,234.48
Geotechnical Services Allowance	\$ 1,300.00
Construction Inspection – 6 days @ \$480/day	\$ 2,880.00
Construction Staking Allowance	\$ 1,600.00
Design/Construction Administration	\$ 15,000.00
Construction Total	\$ 177,359.28
Bond Amount @ 110%	\$ 195,095.21

I would estimate the completion costs of these outstanding items to be a total of \$ 195,095.21 and would anticipate that this estimate would be valid for one year from this date. A portion of this, being \$16,490.30, will be paid by cashier's check. The remaining amount of 178,604.91 will be covered by a Letter of Credit.

Sincerely,

  
Mike Schneider

353462

# North State Bank

Raleigh, North Carolina 27809

48.55  
1031

REMITTER: WEAVERS POND DEVELOPMENT CO LLC      DATE 010518

PAY TO THE ORDER OF TOWN OF ZEBULON      \$ 8,300.00  
EXACTLY \*\*8,300 AND 00/100 DOLLARS

## OFFICIAL CHECK

DRAWER: NORTH STATE BANK

THE PURCHASE OF AN INDEMNITY BOND WILL BE REQUIRED BEFORE ANY CASHIER'S CHECK OF THIS BANK WILL BE REPLACED OR REFURNISHED IN THE EVENT IT IS LOST, MISPLACED, OR STOLEN.

ISSUED BY: MDT/FORMA PAYMENT SYSTEMS, INC  
P.O. BOX 8478, NEWHEMPHUS, LA 70460  
DRAWEE BANK: NA EDWARDS, OK

*[Signature]*





David Berry

---

**From:** Chris Ray [cray@townofzebulon.org]  
**Sent:** Wednesday, January 03, 2018 4:11 PM  
**To:** David Berry  
**Cc:** Julie Spriggs, Mark Hetrick  
**Subject:** RE: Weaver's Pond Ph 3B-1 Completion Bond LOC

David,

Your recommendation is acceptable – please deduct the \$8,190.30 for the Mail Kiosk.

Chris D. Ray  
Town of Zebulon  
Director of Public Works  
450 East Horton Street  
Zebulon, NC 27597  
Ph# 919-269-5285  
Fax#919-269-2617

**From:** David Berry [<mailto:david@futrellproperty.com>]  
**Sent:** Wednesday, January 03, 2018 3:25 PM  
**To:** Chris Ray <[cray@townofzebulon.org](mailto:cray@townofzebulon.org)>  
**Cc:** Julie Spriggs <[jspriggs@townofzebulon.org](mailto:jspriggs@townofzebulon.org)>; Mark Hetrick <[mhetrick@townofzebulon.org](mailto:mhetrick@townofzebulon.org)>  
**Subject:** Weaver's Pond Ph 3B-1 Completion Bond LOC

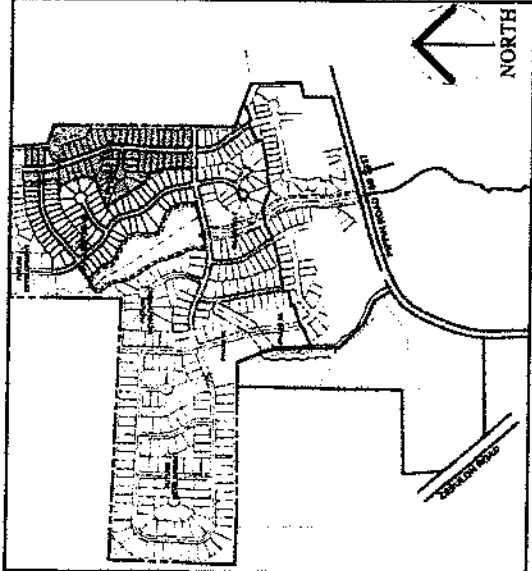
Chris,

We will have the Letter of Credit ready on Friday afternoon. I will deliver LOC to Town by Monday morning. As you may recall, we are paying a portion of the Completion Bond with a cashier's check (\$16,490.30). Since the time Completion Bond Letter was submitted and approved, the Mail Kiosk Installation has been completed. Do we deduct this amount - \$8,190.30 from the cashier's check total? Let me know what you want us to do. Thanks and hope all stay safe during this wintery weather!

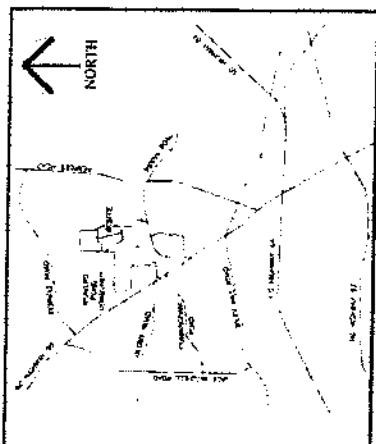
**David Berry**  
**Weavers Pond Development Co., LLC**  
**4020 Wake Forest Rd**  
**Suite 306**  
**Raleigh, NC 27609**  
**919.604.1928**  
[david@futrellproperty.com](mailto:david@futrellproperty.com)

# WEAVERS POND PHASE 3B-1 AS-BUILT PLANS

ZEBULON, NORTH CAROLINA  
WAKE COUNTY



VICINITY MAP  
Scale: 1" = 500'



VICINITY MAP  
Scale: 1" = 500'

*Handwritten notes:*  
 All as built  
 12/13/17  
 1/13/17

**PLD**  
 PERIMETER DESIGN, L.P.  
 1000 S. W. 10TH AVE. SUITE 100  
 BOCA RATON, FL 33432  
 (561) 995-1100  
 WWW.PLDDESIGN.COM



**WEAVERS POND - PHASE 3B-1  
AS-BUILT PLAN**  
 ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017  
 REVISIONS

DRAWN BY: M.S.  
 CHECKED BY: M.S.  
 PROJECT: EDOWP3AB  
 COVER SHEET

DWG. NO. AB.1

**SUBMISSION PLAN INFORMATION**

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99. PRELIMINARY PLAN
100. PRELIMINARY PLAN

**PLD**

**PREDDYLAND DESIGN, LLP**  
11845 79th Avenue  
Charlotte, North Carolina 28115  
Phone: 704.541.1100  
Fax: 704.541.1101



**WEAVERS POND - PHASE 3B-1**  
**AS-BUILT PLAN**  
ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017

REVISIONS

DRAWN BY: M.S.  
CHECKED BY: J.L.

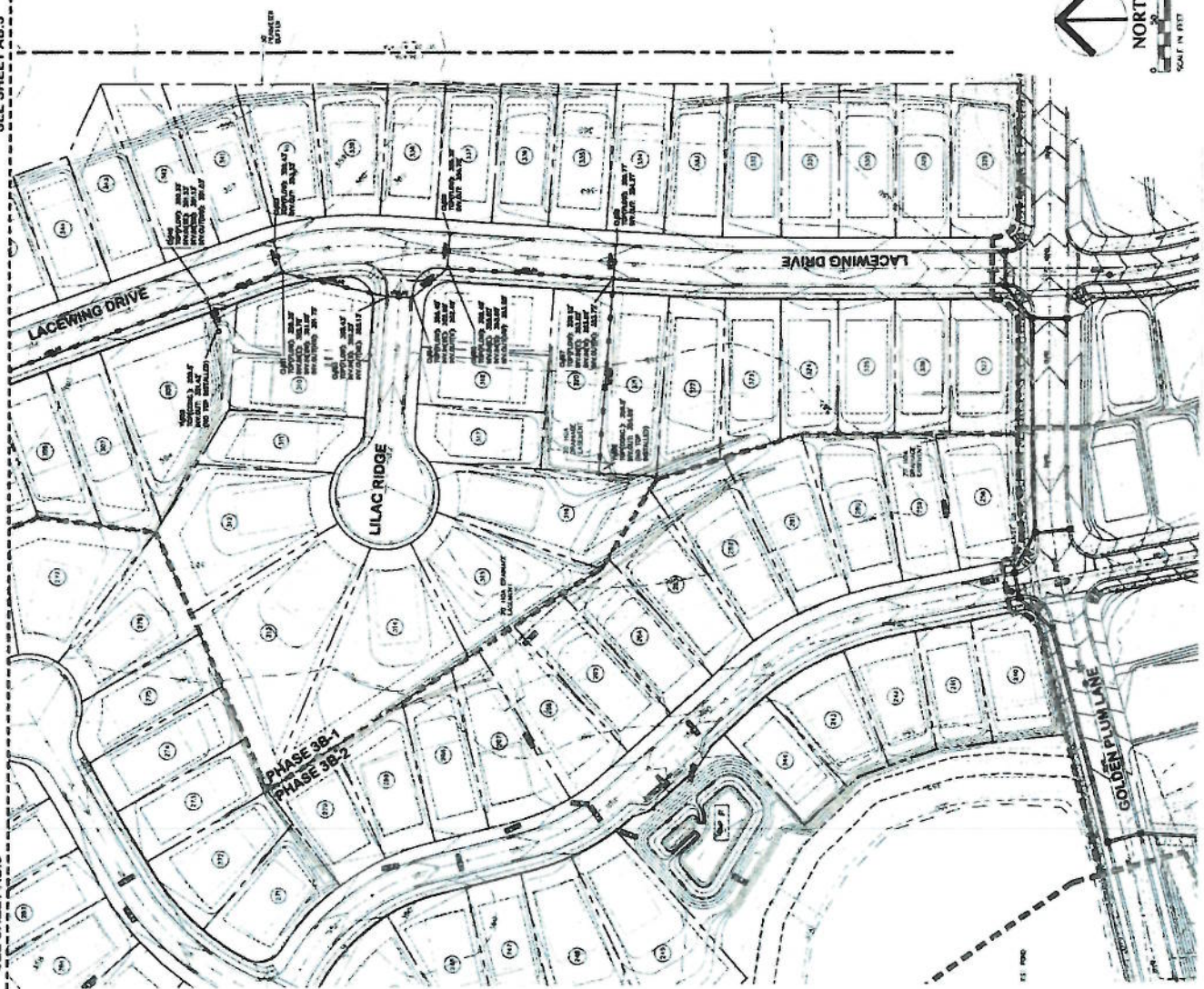
PROJECT: FDCWPSAB

GRADING AND  
DRAINAGE PLAN  
SHEET 1 OF 2

DWG NO AB.2

SEE SHEET AB.3

SEE SHEET AB.3



# PLD

**PEDIMONT LAND DESIGN, LLP**  
10000 WOODHOLLOW DRIVE  
SUITE 200  
DURHAM, NORTH CAROLINA 27715  
PHONE: 919.484.7500  
FAX: 919.484.7503  
WWW.PLD.COM



## WEAVERS POND - PHASE 3B-1 AS-BUILT PLAN

ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017

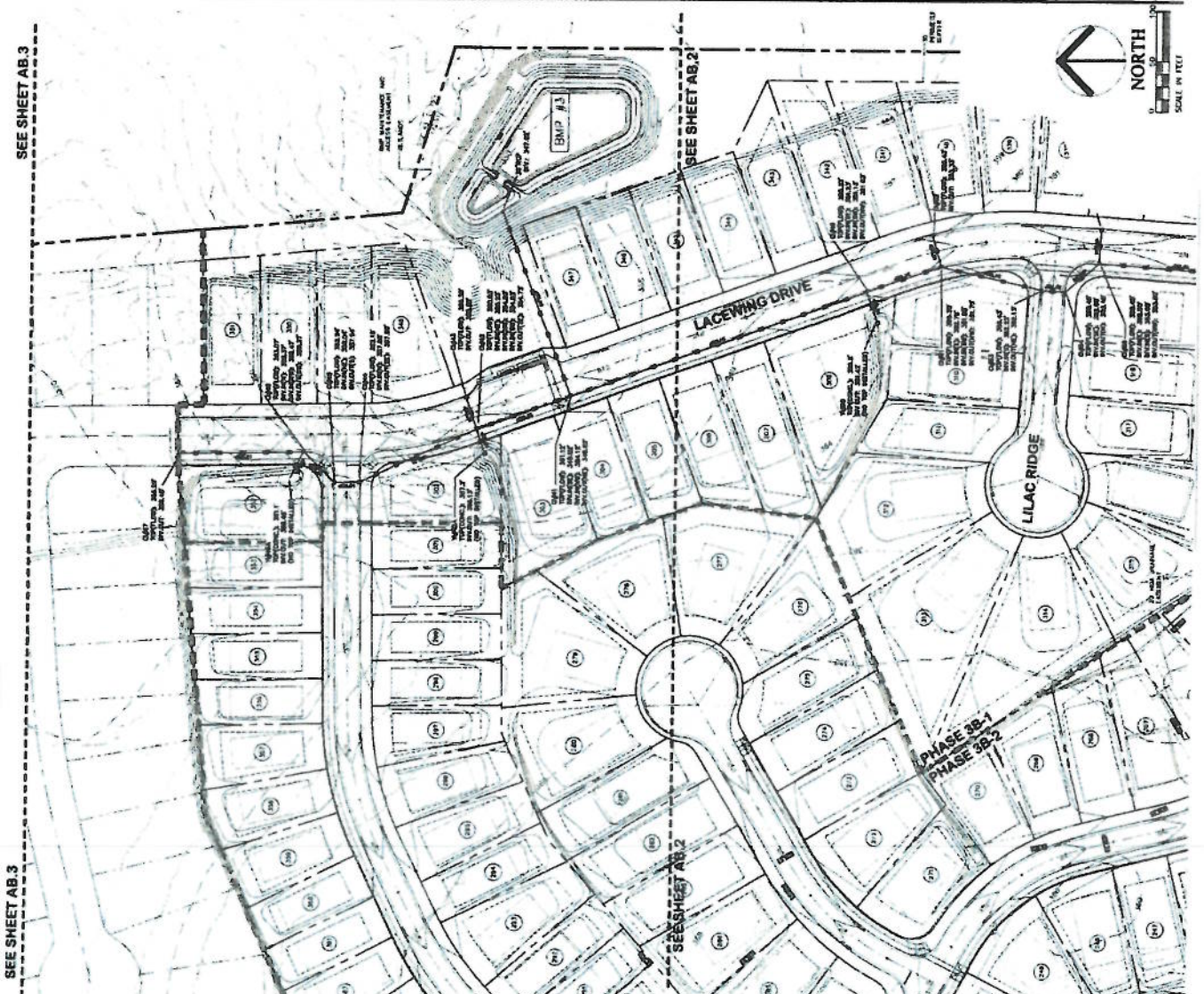
REVISIONS

DRAWN BY: M.S.  
CHECKED BY: J.R.

PROJECT: FDDHP3AB

GRADING AND  
DRAINAGE PLAN  
SHEET 2 OF 2

DWG NO. AB.3



SEE SHEET AB.3

SEE SHEET AB.3

SEE SHEET AB.2

SEE SHEET AB.2

PHASE 3B-1  
PHASE 3B-2





**PLD**

**PIDMONT LAND DESIGN, LLP**  
4512-2041 96th STREET BLDG  
ALLENDALE, NORTH CAROLINA 27015  
919-882-2700 FAX  
919-882-2701  
FORM # 17-0643



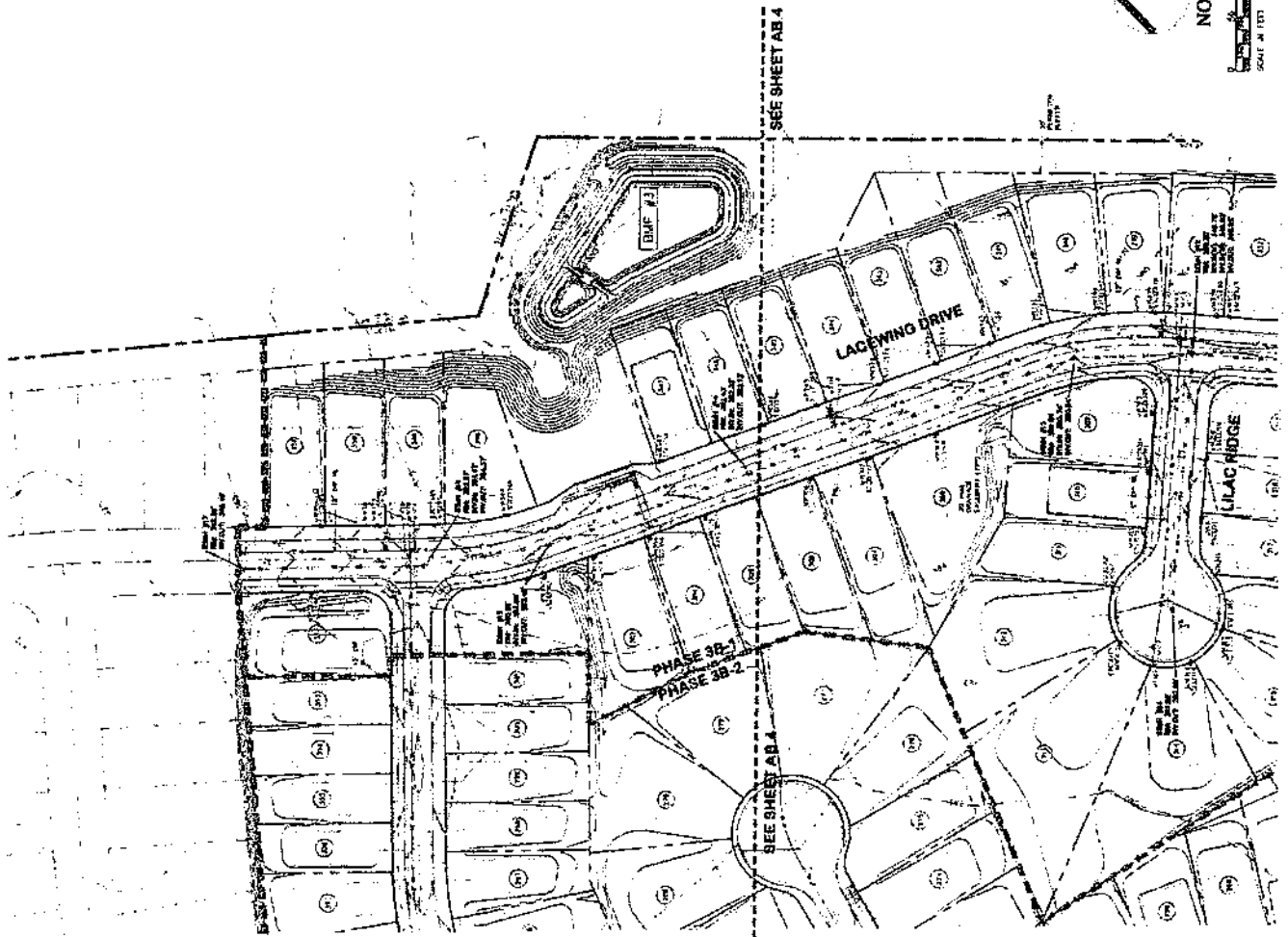
**WEAVERS POND - PHASE 3B-1**  
**AS-BUILT DRAWINGS**  
ZEBULON, NORTH CAROLINA

ISSUED: 09 DEC 2017  
REVISIONS

DRAWN BY: MLE  
CHECKED BY: JDL  
PROJECT: PDCWP3AB

UTILITY PLAN  
SHEET 2 OF 2

DWG. NO. AB.5



# PLD

**PERMONTLAND DESIGN LLP**  
5500-001 5th FLOOR, RDC  
11100 W. NORTH GREENWAY  
FISHERS, NC 27834  
PHONE: 717-350-1000



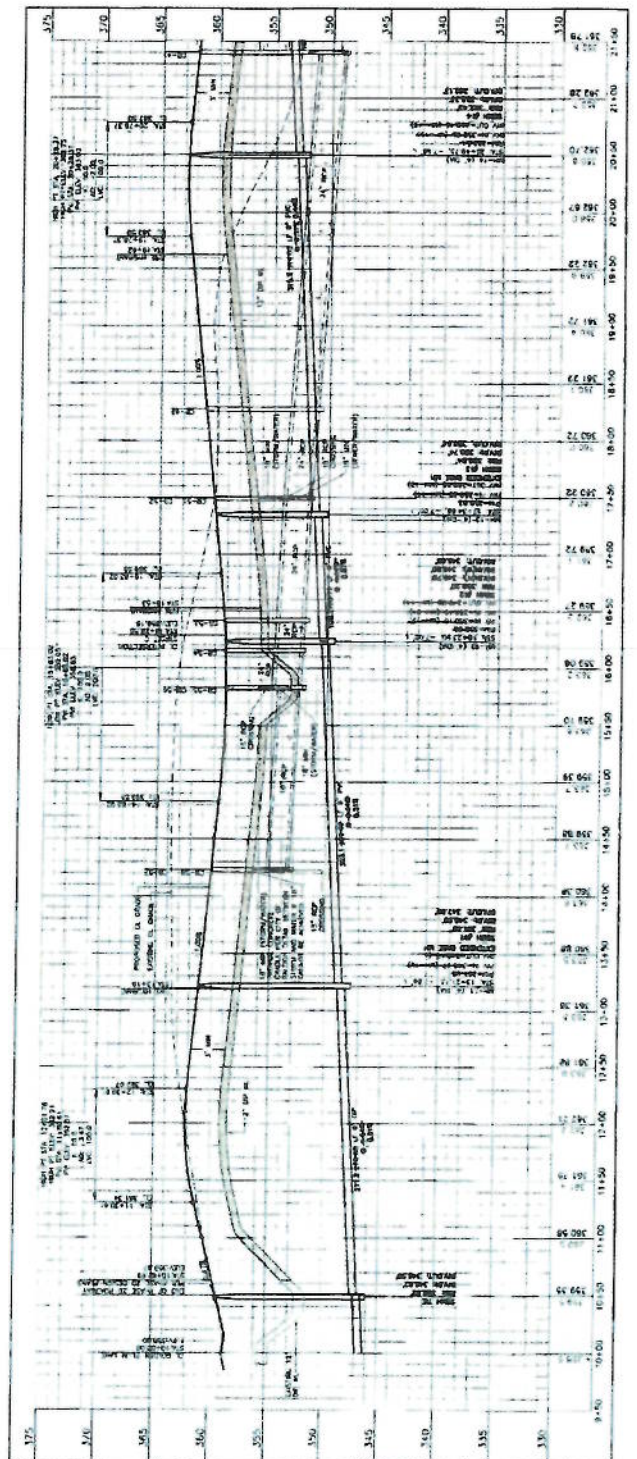
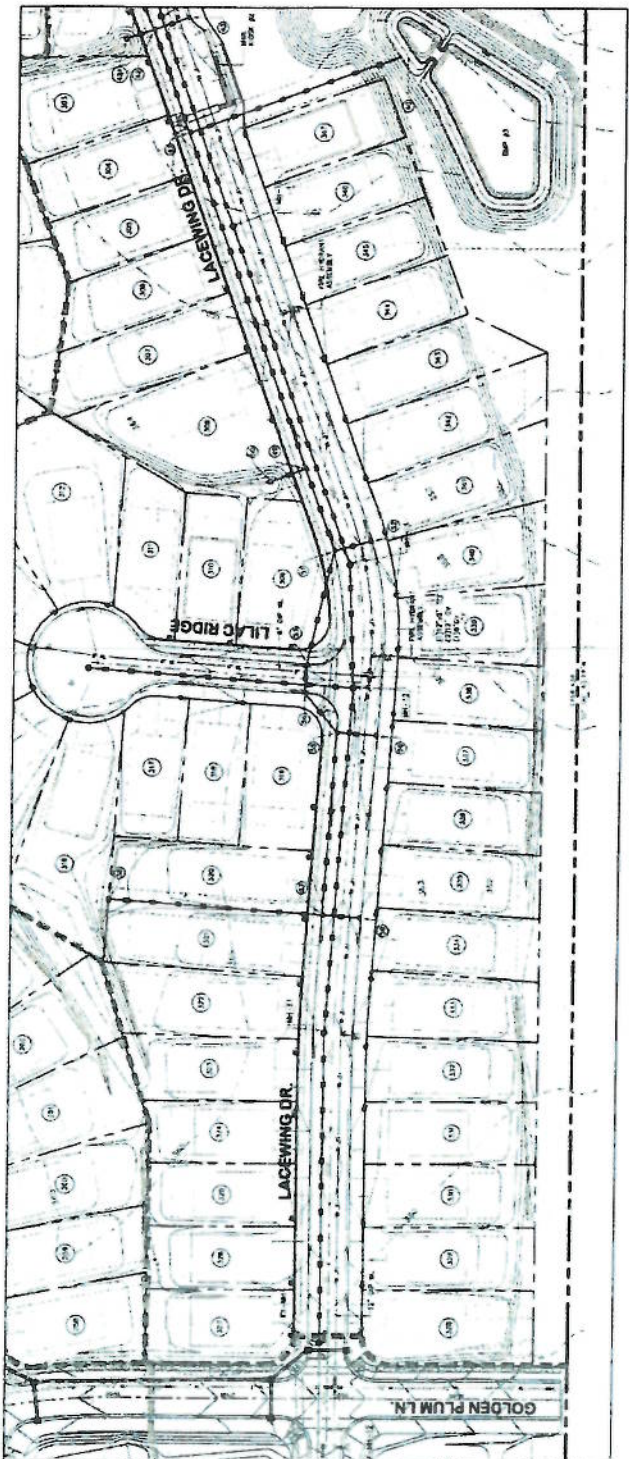
**WEAVERS POND - PHASE 3B-1**  
**AS-BUILT DRAWING**  
ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017  
REVISIONS

DESIGNED BY: JLS  
CHECKED BY: JLS  
PROJECT: FDCWP248

**LACEWING DRIVE**  
**PLAN & PROFILE**

DWG NO AB.6



# PLD

**Piedmont Land Design, LLP**  
 6232-404 56 FORDS ROAD  
 WILSON, NORTH CAROLINA 27154  
 919.842.7700 FAX  
 919.842.7700

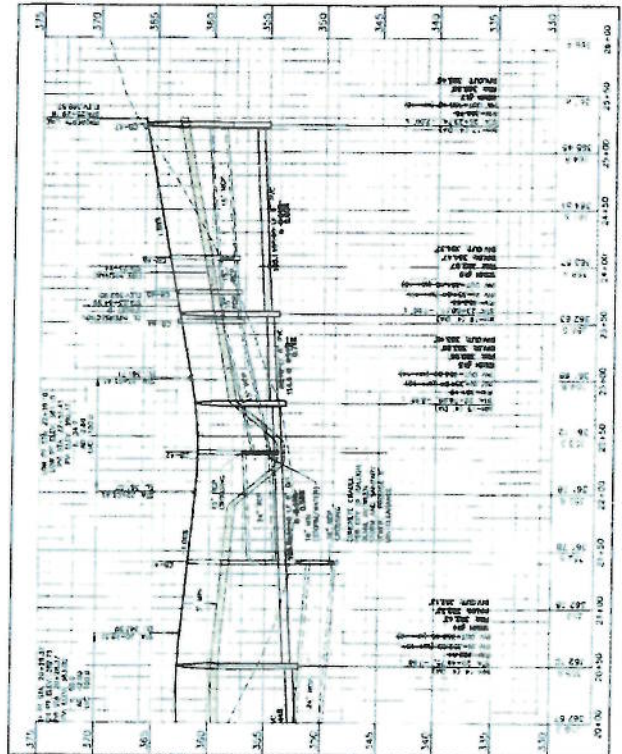
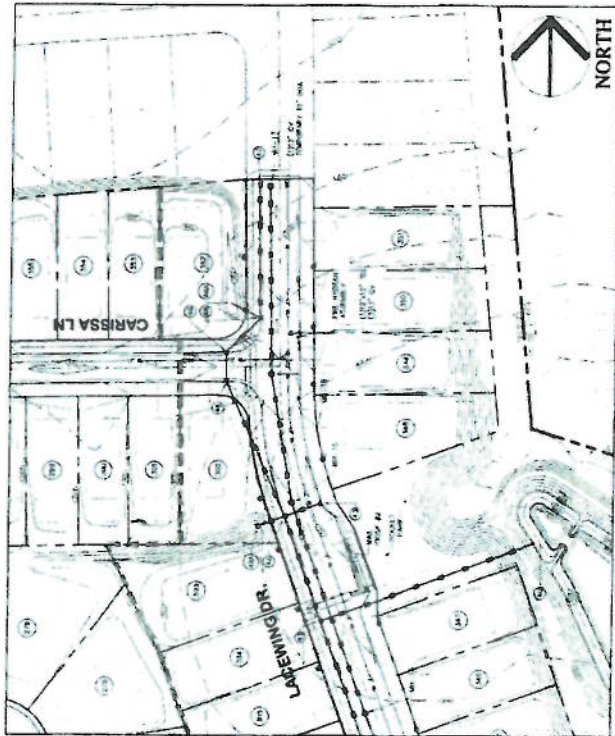
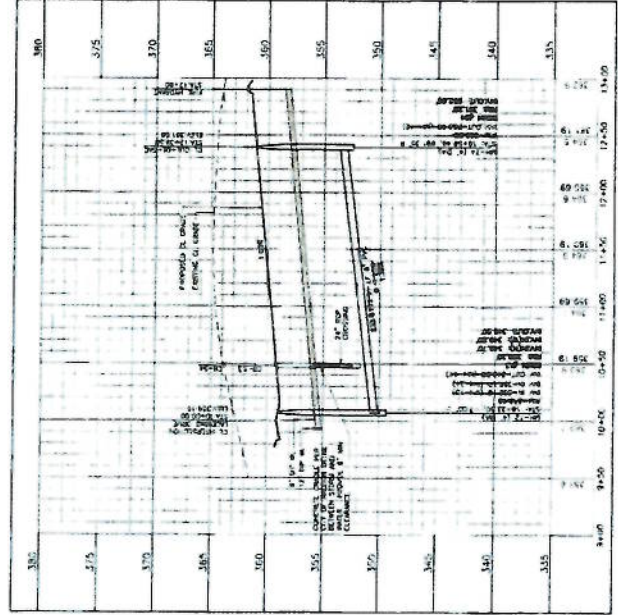
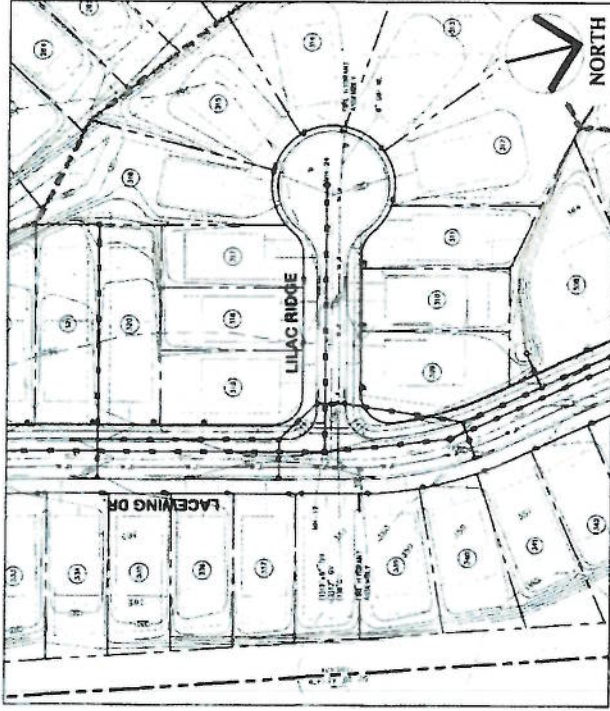


**WEAVERS POND - PHASE 3B-1**  
**AS-BUILT DRAWING**  
 ZEBULON, NORTH CAROLINA

ISSUED: 06 DEC 2017

REVISIONS

DRAWN BY: MLS  
 CHECKED BY: JDL  
 PROJECT: FDCWP3AB  
 LACEWING DRIVE  
 AND  
 ST. JAMES C  
 PLAN & PROFILE







Geotechnical and Construction Materials Testing Services

December 11, 2017

**Weavers Pond Development, LLC**  
4020 Wake Forest Road, Suite 306  
Raleigh, NC 27609

*LEAD*  
*APPROVED AS*  
*SUBMITTED*  
*12/13/17*

Reference: Phase 3B Roadway Amended Certification  
Weavers Pond Phase 3B  
Zebulon, North Carolina  
GeoTechnologies Project No. 1-17-0068-CA

Dear Sir:

GeoTechnologies, Inc. has been providing the construction testing services for the Weavers Pond Subdivision - Phase 3B project located in Zebulon, North Carolina. Our services included inspections and testing for the roadways within the subdivision.

Subgrade conditions were evaluated by proofrolling with a tandem axle dump truck and probing with a one-half inch steel probe rod. During the proofroll our representative noted movement. Geo Technologies observed recommended repairs on a full time basis, and in-place density testing was performed on the sub grade soils. Based upon the results of our testing the sub grade soils were compacted to a minimum of 100 percent compaction (ASTM D-698).

The aggregate base course was tested by our field representatives and was found to conform to the specified density requirements with compaction exceeding the density of 100% compaction (ASTM D-1557). The CABC stone thickness exceeded 8" plus at all test locations on the sub divisions roads. The CABC was also proof rolled with a tandem axle dump truck. No movement was noted.

Geo Technologies representatives returned to the site to obtain 7 each, 6" asphalt core samples, within Phase 3B of the sub division. Locations were determined by using the NCDOT random sampling guidelines for verification of pavement thickness and density. The RS 9.5B was placed on the sub division road, and was placed in 1 lift. Thickness of the core samples ranged from 2.50 inches to 1.125 inches with an average thickness of 1.86 inches. Density of the RS 9.5B core samples ranged from 89.7% to 93.3% with an average density of 92.0%. The required average compaction of RS 9.5B is 92% compaction. Asphalt mix design was provided by the paving contractor. The summary of the asphalt core results and a copy of the asphalt mix design data are attached to this letter.


As requested, GeoTechnologies, Inc. resampled the asphalt adjacent to core location number 6. New cores (6A & 6B) were cut within ten feet of the initial core (6).


It is our understanding that the area adjacent to cores number 6, 6A, and 6B will be milled at a future date and re-paved. Additional cores will be obtained after new pavement is put down.

GeoTechnologies appreciates that opportunity to be of service on this project. Please do not hesitate to contact us if you have any questions regarding this submittal.

Sincerely,

GeoTechnologies, Inc.

  
Allen K. Henry  
Asst. Manager of Construction Services

  
Mark R. Potratz, P.E.  
NC Registration No. 25955



**Table 1**

**Asphalt Thickness And Density Measurements  
Weavers Pond - Phase 3B  
Zebulon, NC**

**Geotechnologies Project No.: 1-17-0068-CA**

Core #	Mix Type	Dry Weight	Weight in Water	SSD Weight	Volume	Specific Gravity	Rice	Percent Compaction	Thickness (in.)
1	RS 9.5B	2294.8	1274.0	2296.3	1022.3	2.245	2.420	92.8	2.50
2	RS 9.5B	1750.7	972.5	1752.2	779.7	2.245	2.420	92.8	1.875
3	RS 9.5B	1880.8	1036.7	1882.3	845.6	2.224	2.420	91.9	2.00
4	RS 9.5B	2175.0	1207.7	2176.4	968.7	2.245	2.420	92.8	2.25
5	RS 9.5B	1663.9	928.1	1665.2	737.1	2.257	2.420	93.3	1.75
6	RS 9.5B	1106.7	600.5	1110.0	509.5	2.172	2.420	89.8	1.25
6A	RS 9.5B	1293.9	713.5	1296.6	583.1	2.219	2.420	91.7	1.50
6B	RS 9.5B	983.9	532.1	985.5	453.4	2.170	2.420	89.7	1.125
7	RS 9.5B	2382.6	1326.6	2384.1	1057.5	2.253	2.420	93.1	2.50
							<b>Average RS 9.5B</b>	<b>92.0</b>	<b>1.86</b>

Note: The required average compaction for RS 9.5B is 92%.

# Roadway Certification Data

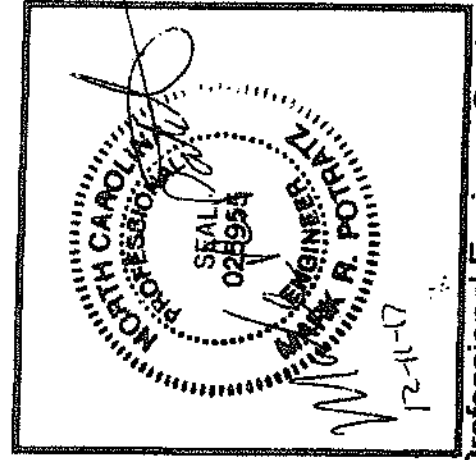
Station	Subgrade		Stone		Asphalt			
	Density*	Thickness	Density**	Thickness	Core #	Type	Density***	Thickness
Subgrade-Sub Division Rds	proofrolled				1	RS 9.5B	92.8%	2.5
Subgrade-Sub Division Rds	100+				2	RS 9.5B	92.8%	1.875
					3	RS 9.5B	91.9%	2
					4	RS 9.5B	92.8%	2.25
					5	RS 9.5B	93.3%	1.75
					6	RS 9.5B	89.8%	1.25
					6A	RS 9.5B	91.7%	1.5
					6B	RS 9.5B	89.7%	1.125
					7	RS 9.5B	93.1%	2.5
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Lacewing Drive	proofrolled		100+	9.5				
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Lacewing Drive	proofrolled		100+	8				
CABC-S/D Street C	proofrolled		100+	8				

January 2012 NCDOT Standard Specifications for Roads and Structures

\*In accordance with Article 500-2c

\*\*In accordance with Article 520-9

\*\*\*In accordance with Article 609-9(D)2.3



Professional Engineer Seal

Attach a diagram of the roadway layout and indicate core locations.



*Let  
Approved  
AS submitted  
12/13/17*

**To: Whom It May Concern,  
Job Name: Weavers Pond III**

**12/04/2017**

May This Letter **Confirm** that Playground Safety Services Furnished, Delivered and Installed The IPEMA Certified Engineered Wood Fiber In Accordance with the Following Specifications Certified by TUD-SUD America and the Information Listed Below:

- ASTM-2075-15 – Conformance of Specifications for Engineered Wood Fiber Under and Around the Use Zone of Public Play Equipment.
- ASTM F1292-17 – Standard for Impaction Attenuation – Engineered Wood Fiber
- ASTM F1951-14 – Standard for Determining the Accessibility of Surface Systems Under and Around Playground Equipment – (Wheelchair Accessibility)

**PSSI follows Manufacturers Recommendations In Regards to the Installation of the Engineered Wood Fiber Material Which Includes But Not Limited To:**

- The Sub-Grade Compaction, Slope of No More Than 2% and Adequate Drainage
- Gravel and/or Landscape Fabric Were Determined By Site Conditions and Installed As Needed
- Engineered Wood Fiber Material Will Be Installed In 4" Layers – Wet Down and Compacted for Firmness

I **Confirm** that the Engineered Wood Fiber Was Installed at the Correct Depth and Meets the Requirements of the 3 Standards Listed Above

Sincerely,

*Roger D Davis* - President

---

Signature & Title

6/21/2017

---

Date



**IPEMA ASTM F1292-13 (SECTION 4.2) CERTIFICATE OF COMPLIANCE**

**ISSUE DATE:** December 04, 2017

**Requested By:** Roger Davis

**Project:** Weavers Pond III

In the interest of public playground safety, IPEMA provides a third party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to ASTM F1292 B Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment Standard, Section 4.2, Performance Criterion.

The manufacturers listed below have received written validation from TÜV SÜD America that the products listed conform with the requirements of ASTM F1292-13, Section 4.2.

The validation is made by testing at the specified fall height rating requested by the manufacturer, based upon its experience and knowledge of its products, instead of the "critical fall height" used in ASTM F1292 B. TÜV SÜD America validates that the impact attenuating performance criterion specified by ASTM F1292 B (Section 4.2) has been met or exceeded.

<b>PRODUCT</b>	<b>PRODUCT LINE</b>	<b>THK/HT</b>	<b>MANUFACTURER</b>	<b>DESCRIPTION</b>
15698	SoftOne	12" / 12'	PalletOne of NC	SoftOne Playground



**IPEMA ASTM F2075-15 CERTIFICATE OF COMPLIANCE**

**ISSUE DATE:** December 04, 2017

**Requested By:** Roger Davis

**Project:** Weavers Pond III

In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV SÜD America validates a manufacturer's certification of conformance to the ASTM F2075-15 Standard Specification For Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment.

The manufacturer listed below has received written validation from TÜV SÜD America that the product(s) listed conform with the requirements of ASTM F2075-15.

<b>PRODUCT</b>	<b>PRODUCT LINE</b>	<b>THK/HT</b>	<b>MANUFACTURER</b>	<b>DESCRIPTION</b>
15698	SoftOne	12" / 12'	PalletOne of NC	SoftOne Playground



REPORT NUMBER  
72112884



America

**PREPARED FOR**  
PALLET ONE, INC  
010 26<sup>TH</sup> ST  
BUTNER, NC 27509

**ATTENTION**  
MICHAEL ALLGOOD

**PO#**  
28588

**REPORT DATE**  
MARCH 18, 2016

**TUV SUD America, Inc.**  
1755 Atlantic Blvd  
Auburn Hills, Michigan 48326 USA  
Phone: 616.546.4600  
Fax: 248.393.6994  
[www.TUVAmerica.com](http://www.TUVAmerica.com)

TUV SUD America, Inc. letters, reports and data are for the exclusive use of our customers to whom they are addressed and shall not be reproduced, except in full, without the written approval of the Laboratory. Our letters and reports apply only to those samples tested and are not necessarily indicative of the qualities of apparent identical or similar products. Samples not destroyed in testing are retained for a maximum of thirty (30) days. The use of the name TUV SUD America, Inc. or its Seal or Insignia, are not permitted to be used by the customer on their communications, brochures, advertising, reports or other forms of media, without prior written approval. Reported test parameters are generally specified as set points of testing equipment. All documentation and data utilized in the generation of this report are available upon request.





---

**REPORTED / APPROVED BY:**

**TÜV SÜD America, Inc.**

A handwritten signature in black ink, appearing to read 'Joe McGuan'.

Reported by: Joe McGuan, Project Coordinator  
CERTIFICATION TEST PROGRAMS

A handwritten signature in black ink, appearing to read 'David Splane'.

Approved by: David Splane, Regional Manager  
CERTIFICATION TEST PROGRAMS



---

## PURPOSE

The purpose of this test report is to present the test results obtained during the performance of a test program. This report includes a brief description of the samples presented for test, a list of the documents presented as test instructions, and a summary of the testing performed and the results obtained. Applicable requirements and conclusions are based on the criteria provided by our client, or as specified in the reference document(s).

## WORK REQUESTED / REFERENCE DOCUMENT(s)

Perform testing in accordance with ASTM F1951-14, Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.

## TEST SEQUENCE

1. Wheelchair work measurement method – straight propulsion with no material on a flat surface with a grade of 7.1%.
2. Wheelchair work measurement method – straight propulsion with material and no grade.
3. Wheelchair work measurement method – turning 90° with no material on a flat surface with a grade of 7.1%.
4. Wheelchair work measurement method – turning 90° with material and no grade.

Testing was performed March 18, 2016.

## SAMPLE DESCRIPTION

PALLET ONE, INC submitted approximately 60 cubic feet of loose fill wood material, identified as SoftOne.



---

## TESTING PERFORMED

### ACCESSIBILITY OF SURFACE SYSTEMS

#### Procedure

Sample material, SoftOne, was installed in TÜV SÜD America, Inc.'s test fixture in four inch increments, and tamped using a 10 inch X 10 inch hand tamper, until a depth of 12 inches was achieved. The sample material was tested, propelling the wheelchair with four even propulsion strokes, per trial, across the material 5.56 feet, within eight seconds. This process was repeated five times for each test, (straight and 90° turn propulsions).

Per ASTM F1951-14, section 5.1, no additional compaction or modification occurred between propulsion trials. Installation instructions were not provided by the manufacturer.

#### Results

The average work force over one foot, in pound force-inch values, for straight propulsion and for turning with material surface in place, shall be less than the average work per foot values for straight propulsion and for turning, respectively, on a hard, smooth, surface with a grade of  $7.1\% \pm 2\%$  (1:14).

Discard the high and low work per foot values and average the remaining three trials to determine the average work per foot required to negotiate the test surface and the hard, smooth surface with a grade of  $7.1\% \pm 2\%$  (1:14).

#### Conclusion

The average work force over one foot, in pound force-inch values, measured lower when propelling the wheelchair over the SoftOne sample material than when propelling the wheelchair over a flat surface with a grade of 7.1%.

The material met the requirements of ASTM F1951-14.

#### Sample Disposition

The sample material will be retained by TÜV SÜD America, Inc., for fifteen (15) days, then disposed of at the discretion of TÜV SÜD America, Inc., unless otherwise requested by Pallet One Inc..



**TEST EQUIPMENT**

TÜV SÜD America, Inc.'s calibration system meets the requirements of ISO 17025.

TÜV ID	Description	Manufacturer	Model	Calibration Due
PLYP00043	Signal Conditioner	Daytronics	3370	04/16
PLYP00047	Reaction Torque Sensor	Lebow	2110220500	04/16
PLYP00015	Digital Protractor	Mitutoyo	Pro 360	05/16
PLYP00151	Wheelchair	Quickie	Q2	NCR
PLYP00084	Penetration Thermocouple	Omega	K Type	12/15
PLYP00068	Digital Thermometer	Omega	HH11	12/15
PLYP00152	Accessibility Fixture	DTL	N/A	NCR
PLYP00136	Balance	Toledo Scale	4181	10/16
PLYP00145	Air Pressure Gauge	Westward	2HKX9	04/16
PLYP00071	Thermohygrometer	Extech Instruments	445702	12/15
PLYP00114	Tape Measure	Stanley	25ft. (7.6m) LeverLock	12/16

NCR – No Calibration Required

**REMARKS**

- Per ASTM F1951-14, section 7.1.2 Test Wheelchair Rider; a 165 + 11, -4.4lb test wheelchair rider shall propel the wheelchair during testing. The rider's weight was measured at 187 pounds prior to testing.
    - The wheelchair rider weight was 187 pounds, which combined with the wheelchair for a total of 235.7 pounds.
- Per section 7.1.3 Weight of Total System - The total weight of the wheelchair Rider System, including any distance measurement or data acquisition equipment residing on the wheelchair shall be a minimum of 187.2 lb and a maximum of 255 lb.



**Test Date:** 3/18/2016 **Surface Temperature:** 23.5°C  
**Project No.:** 72112884 **Ambient Temperature:** 23.8°C  
**Customer:** Pallet One, Inc. **Ambient Humidity:** 27%

**Product Brand Name:** SoftOne

Run #	No Material (work per foot) (lbf-in)	With Material (work per foot) (lbf-in)
Straight Run 1:	124.375	91.1603
Straight Run 2:	119.464	89.7552
Straight Run 3:	120.587	88.9977
Straight Run 4:	120.554	83.4749
Straight Run 5:	123.298	84.7232
<b>Average:</b>	121.48	87.8254
Turn Run 1:	168.719	140.695
Turn Run 2:	172.251	135.592
Turn Run 3:	170.007	133.527
Turn Run 4:	174.16	122.595
Turn Run 5:	179.753	124.967
<b>Average:</b>	173.167	131.362

**Results are specific to the samples described above.**

Wheelchair Rider Weight: 176 Lbs.  
 Wheelchair tire pressures checked / Confirmed:  Yes



Piedmont Land Design, LLP

8522-204 Six Forks Road • Raleigh, NC 27615 • (919) 845-7600 • Fax (919) 845-7703

Engineer's Certified Statement of Cost of Utilities Installed

✓ EDC  
11/28/17  
Approved  
AS  
Submitted

The City of Raleigh has asked for a certified statement as to the quantities and cost of public utilities that have been installed for;

Weavers Pond Phase 3B-1

Public Sewer

1,385 lf 8" PVC @ \$25.00/lf = \$34,625.00

1179 lf 8" DIP @ \$32.00/lf = \$37,728.00

Public Water

2,000 lf 12" DIP @ \$41.00/lf = \$82,000.00

360 lf 8" DIP @ \$30.00/lf = \$10,800.00

439 lf 6" DIP @ \$26.00/lf = \$11,414.00

Signature

Registration No. 030952

Date:

10/27/17

**COPY**

**TOWN OF ZEBULON PLANNING DEPARTMENT**

1003 N. Arendell Avenue  
Zebulon, NC 27597  
(919) 269-7455  
(919) 269-6200 (fax)  
www.townofzebulon.org



Date: 12/7/2017  
Prepared by: JES  
Invoice No. : 2018-0230

**INVOICE**

Qty	Description	Unit Price	Total
	<b>Utility Fees</b>		
	Code 41		\$ -
	Code 42		\$ -
	Code 43		\$ -
	Code 45		\$ -
	Code 47		\$ -
	Code 48		\$ -
	<b>Inspection Fees</b>		
	Code 46		\$ 4,798.00
	Code 47		\$ 1,720.00
	Code 99		\$ -
	<b>Transportation Impact Fees</b>		
	Code 44		\$ -
	<b>Zoning Fees</b>		
	Code 40		\$ -
	<b>Case Fees</b>		
	Code 40		\$ 655.00
	<b>Development Fees</b>		
	Code 78		\$ -
	Code 79		\$ -
	Code 65		\$ 2,973.51
	<b>Residential Permitting Fees</b>		
	Code 40		\$ -
	Code 76		\$ -
	<b>Non-Residential Permitting Fees</b>		
	Code 40		\$ -
	Code 76		\$ -
	<b>Other Fees</b>		
1	Duke Energy - Street Lights	\$8,362.05	\$ 8,362.05
			\$ -
			\$ -
			\$ -
	<b>Detailed Fee Calculations Available Upon Request</b>		

Building Permit: **PR 2018-03**  
Applicant/Owner: Weaver's Pond Development Co  
Contact Number: 919.604.1928  
Development Subdivision: Weaver's Pond  
Lot Number: Plat Review Phase 3B-1  
Physical Address: Lacing Drive  
PIN: 1797 80 1099

SubTotal	\$	18,508.56
Shipping & Handling		
Taxes		
<b>TOTAL</b>	<b>\$</b>	<b>18,508.56</b>

\*\*Checks Made Payable to the Town of Zebulon\*\*

**PAID**

ER *[Signature]*

2530

66 1235 531

CHECK NUMBER

DATE 12-13-17

\$ 18,508 56

DOLLARS



COMMERCIAL ANALYSIS

MP

WEAVERS POND DEVELOPMENT CO LLC  
9407 BARTONS CREEK ROAD  
RALEIGH, NC 27815

PAY TO THE ORDER OF Town of Zebulon  
Eighteen thousand five hundred eight & 56/100

NORTH STATE BANK

Raleigh, NC 27601

FOR 103 2018 - 0230

*Jan R. Street*

COPY



**RESOLUTION 2018-10**

**RESOLUTION ACCEPTING ROADWAY AND STORM DRAINAGE  
INFRASTRUCTURE FOR WEAVERS POND 3B-1**

**WHEREAS**, Weavers Pond Development, LLC., the developer of Weavers Pond 3B-1, has requested the Town of Zebulon to assume ownership and maintenance of the roadway, and storm drainage infrastructure within public right-of-way or dedicated easements; and

**WHEREAS**, the Town of Zebulon Public Works Department has inspected said infrastructure; and

**WHEREAS**, the Town of Zebulon Public Works Director has received all required documentation needed for Dedication and Warranty; and

**WHEREAS**, the Town of Zebulon has received a site improvements Letter of Credit and Cashier Check for completion of final roadway overlay, sidewalk, handicap ramps, mail kiosk, landscaping and conversion of erosion control basin to storm water BMP; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Town of Zebulon accepts dedication of aforementioned Roadway, and Storm Drainage Infrastructure as described in attached documents.

Adopted this 5<sup>th</sup> day of February, 2018

---

Robert S. Matheny—Mayor

SEAL

---

Lisa M. Markland, CMC—Town Clerk

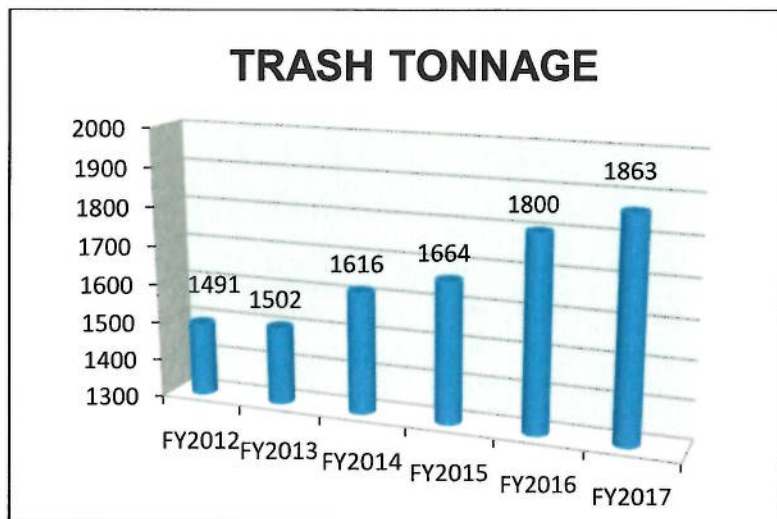
**Town of Zebulon Public Works Department  
Quarterly Report (October 2017- December 2017)  
January 2018**



**Executive Summary:**

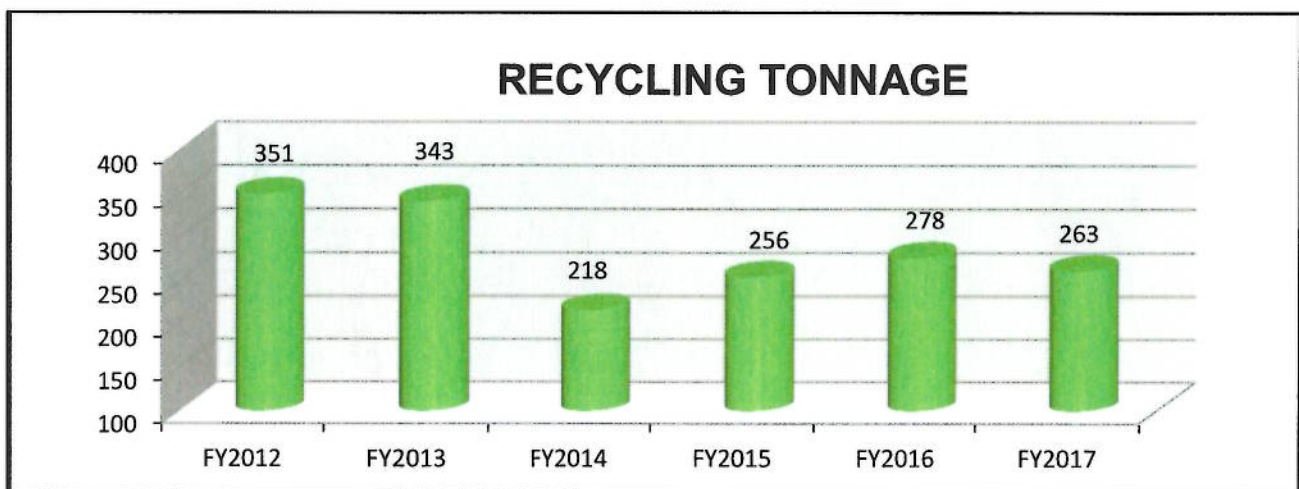
The Public Works Department's quarterly report is compiled to provide the Board of Commissioners with information on departmental activities. This report summarizes service trends, personnel changes, capital project updates, Public Works trivia, and emerging issues.

**Service Trends:**



**FY2012 → FY2017**

**362 New Stops  
for Trash Service**



**Change in recycling service FY2014 – weekly pickup to bi-weekly pickup**

**Growth in tonnage due to growth in new stops**

**Projects:**

**Street Paving**



**Street Treatments:  
AR= Asphalt Repairs, AS = Asphalt Surface**

Milling and Paving

- N. Wakefield (Judd to Gannon) - 115 Tons AR/408 Tons AS
- Pineview Dr. Entrance – 93 Tons AS

Slurry Seal/Cape Seal

- W. Franklin (Arendell to Parkside) – 73 Tons AR/18 Tons AS
- Franklin (Parkside to Stratford)
- Lakeside (Franklin to Dead End)
- Parkside Place (Franklin to Dead End) – 65 Tons AR
- Emorywood Court (Parkside to Dead End) – 16 Tons AR
- Glenn Street (Arendell to Dead End) – 32 Tons AR
- Smokey Mountain (Southland to Dead End) – 11 Tons AR

Crackfilling

- Sycamore St (Poplar to Arendell) – 420 Lbs of asphalt emulsion
- Dulcimer (Southland to Dead End) – 420 Lbs of asphalt emulsion



**Town's First Christmas Tree**

**Made possible by a Streetscape Grant in partnership with Zebulon Woman's Club & Zebulon Chamber of Commerce**



**Public Outreach Events:**



Zebulon Community Park  
October 21, 2017

Boy Scouts and Girl Scouts plant daffodil bulbs along the park trail hoping for beautiful blooms this Spring.



Members of the Rotary Club of Zebulon help Public Works collect trash along Alt-Hwy 264. In addition to being unsightly, roadside trash can pollute nearby streams and rivers.

**Holiday Happenings  
December 2, 2017**



**Did You Know?** Public Works set up and took down 38 tents, 38 tables, 6 picnic tables, and 6 trash/recycling carts for this event. We also provided electrical power to 7 vendors and the stage.

**Personnel Updates:**

**2017 Five Star Award  
Tony Rose  
Stormwater Superintendent**



Awarded to  
the Public Works Employee  
who Most Exemplified  
the following five traits:

- ★ High Character
- ★ High Performance Level
- ★ Dependability
- ★ Team Player
- ★ Positive Attitude

Tony is an 18-year veteran of Zebulon Public Works who is skilled in both operational and administrative facets of the department.

**SAFETY HERO**



**Corbin Johnson** was recognized as a "Safety Hero" on November 29, 2017. Corbin shared additional safety information on silica dust exposure to his coworkers.





Institute for Transportation Research and Education (ITRE)  
 Located at North Carolina State University, ITRE plays a leading role in helping state and local government agencies assess and apply new transportation technologies through a broad spectrum of highway research, training and transportation planning activities.

Yrs  
Service

3



**Sam Jarquin**  
 Basic Work Zone Safety, 12/4/2017  
 Roads Scholar Certification, 12/4/2017

6



**Corbin Johnson**  
 Intermediate Work Zone Safety, 12/5/2017

17



**Todd Roberts**  
 Effective Team Building, 10/13/2017  
 OSHA 10 Hour Safety Training, 10/19-10/20/2017

1



**Jordan Perry**  
 Intermediate Work Zone Safety, 12/5/2017

12



**Roger Silvers**  
 Certified Flagger Training, 12/15/2017

<1



**Will Gay**  
 Basic Work Zone Safety, 12/4/2017  
 Certified Flagger Training, 12/15/2017  
 Commercial Driver License Permit, 12/21/2017

**T  
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**Roger Silvers**  
 completed ICS-100 and ICS-700 training for the National Incident Management System (NIMS) on 10/27/2017. NIMS is designed by FEMA to train personnel in all functions of emergency management.

**Jason Brown**  
 became a certified QMS Roadway Technician on November 20, 2017. The coursework is part of the QMS Asphalt School managed by NCDOT.



← Tony and Scott stacking yardwaste to make room for more.

**Did you know?** The knuckleboom truck collects debris 5 days a week. Since July, we have collected 4,368 cubic yards of leaves and yardwaste.



*"Public Works is committed to providing the citizens of the Town of Zebulon with the highest level of service and protection of the environment."*

# TOWN OF ZEBULON FIRE DEPARTMENT 2<sup>ND</sup> QUARTER REPORT (OCTOBER-DECEMBER) FEBRUARY, 2018



## EXECUTIVE SUMMARY

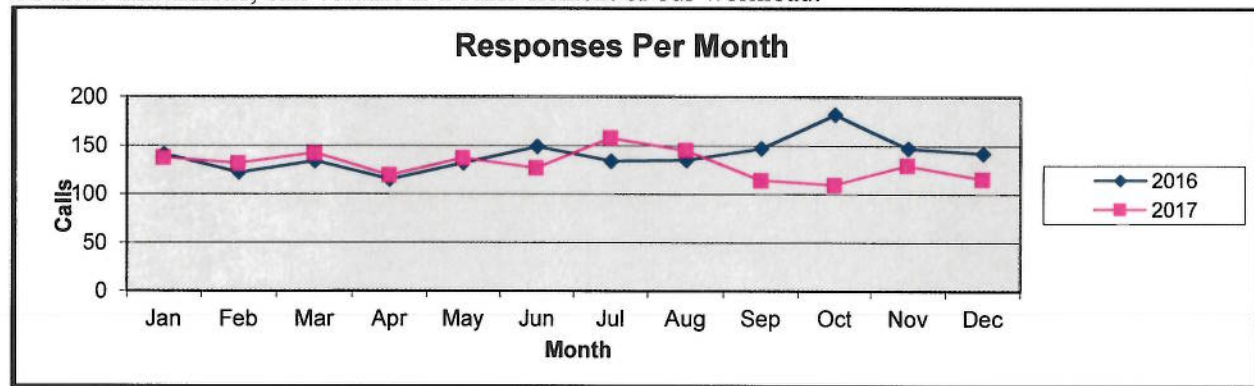
The Fire Department quarterly report summarizes the service trends/benchmarks, personnel updates, project updates, and emerging issues. Incident workload continues to trend on a slight increase with increasing demands for fire code enforcement and fire/life safety education programs.

## SERVICE TRENDS/BENCHMARKS

Several dimensions are constantly monitored to track trends related to our service delivery, identify emerging needs and/or issues, and as a means of quality control. Call volume and the departmental activities are two of the workload indicators.

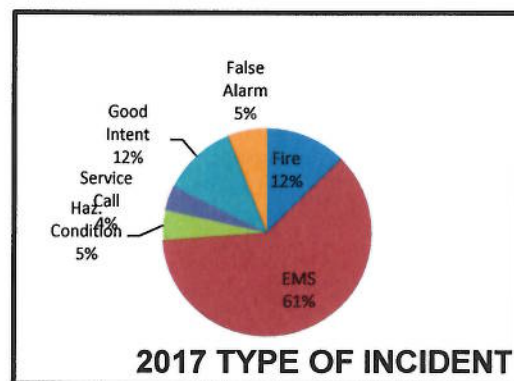
## CALL VOLUME

Of these dimensions, call volume is a basic element of our workload.



## Take-Aways:

- Call volume in 2016 was higher than typical, due in large part by Hurricane Matthew. 2017 call volume is less than 2016, but consistent with past year trends.
- Trending over the last ten years indicates that call volume continues to increase each year.
- Emergency medical service calls continued to be the majority of responses, but are decreasing as part of total. In 2016, EMS calls were 63% of the total.



**Did you know?** During 2017, the fire department responded to more incidents on Monday's than any other day. And...do you know what hour of the day is the busiest? It's the Noon hour, followed by the 5PM to 6PM hour.



## OUTREACH/EDUCATION

The months of October, November, and December are always busy months for outreach and education for our department, from Fire Prevention Week to the open house during the Zebulon Christmas Parade. Additionally, a smoke detector campaign was held in the Pineview Subdivision in cooperation with the East Wake Academy Health Club. Shown below are pictures from just a few of the events from the last quarter.

**2017 Fire Prevention Week Activities(October 8-14, 2017)**



**2017 Zebulon Night Out (October 10, 2017)**



**EWA Health Club Smoke Detector Campaign**



**Did you know?** During 2017, our fire department's "face-to-face" outreach efforts reached over 3,000 children and nearly 1,500 adults. These were primarily through presentations and public education programs, educating people on fire safety and on the fire department's services.

## STATION AND FLEET STUDY UNDERWAY

Brooks Innovative Solutions has been contracted to evaluate our fire station and fire apparatus fleet to help us make future decisions. During this quarter, Mr. Paul Brooks has:

- Held orientation sessions with both fire department personnel and elected officials
- Surveyed fire department personnel on facility needs and priorities
- Collected incident response data, response maps, planning information, and station data



Mr. Brooks is scheduled to present to the Board at their upcoming retreat on his findings and recommendations.

## PERSONNEL UPDATES

Since the last quarterly report, the following individuals received these recognitions:



**Lieutenant Taylor Andrews** completed the coursework and testing to become certified as a N.C. Fire Inspector Level II.



**Senior Firefighter Zachary McLeod** received the 2017 Career Firefighter of the Year award. During this quarter, he was also promoted to Senior Firefighter from Firefighter.



**Firefighter Chad Kamping** received the 2017 Volunteer Firefighter of the Year award.



**Senior Firefighter Brian Buckman** was promoted to Senior Firefighter from Firefighter.

## PROJECT UPDATES

Listed below are updates to projects currently in progress:

- **Self-Contained Breathing Apparatus (SCBA)** – Replacement SCBA were purchased from Wake County and have been placed in service. Work is in progress to surplus the old breathing equipment.
- **800 Mhz Public Safety Radio Replacement** – The replacement mobile and portable radios have been received. They are being programmed and installed.



## EMERGING ISSUES/PROJECTS

The items below are on the top of our list of things to come:

- **Fire Station Needs Analysis** –With the limitations of our existing facility and growing impacts of development in the Town, the needs related to future fire stations remain a priority. Brooks Innovative Solutions is developing a recommendation and these needs will be further discussed at the upcoming retreat in mid-March.
- **Engine and Ladder Replacement** - Our 1997 Pierce Engine's and the 1987 Grumman Ladder's maintenance costs are very high, while their reliability is getting lower. We are working to refine needs and determine funding options.

## PARTING SHOTS

Shown below are a few miscellaneous pictures from the quarter.



2017 Firefighter of the Year Award Winners



Retired Firefighters in Attendance at the Christmas Party



Christmas Parade Open House Attendees



Explorers Training on SCBA



Christmas Parade (with Explorers and Family Members)

# Planning Department

## 2Q Report

### Shepard Greene Starts



626 Shepard School Road

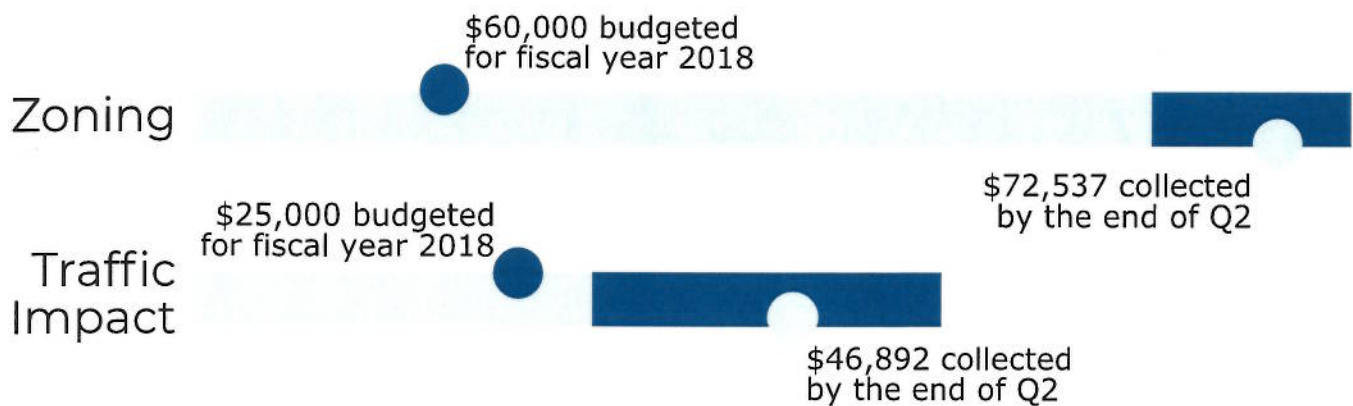


Ground breaking at the site took place November 14th.



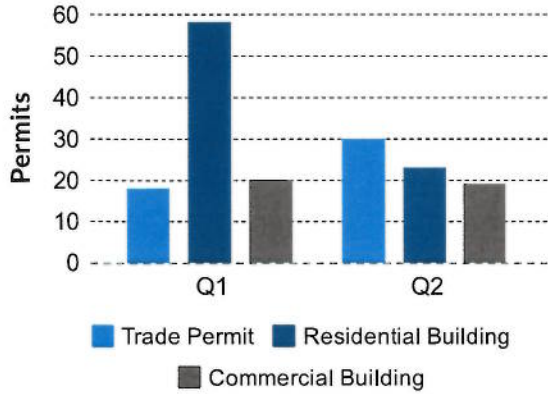
The finished apartment building will have 50 age restricted units.

### Fees Collected

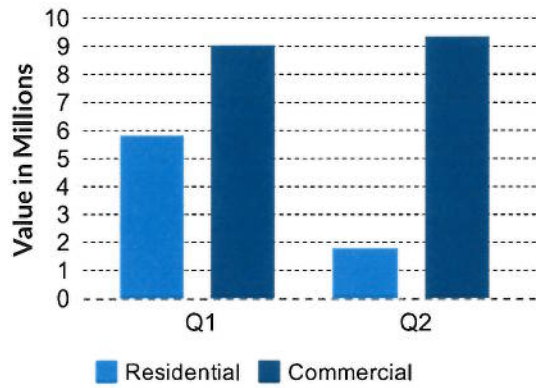


# Permitting

## Permits Issued



## Value of Work Permitted



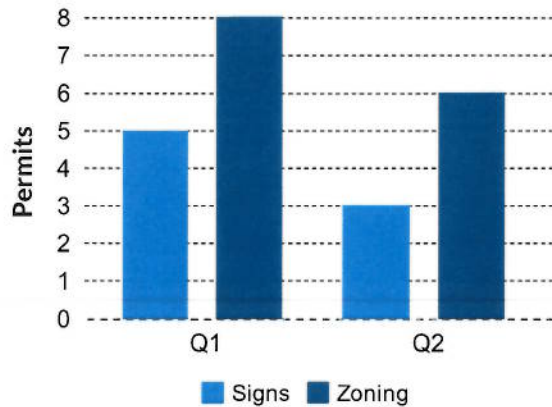
[ Residential permits slowed down in Q2 as expected, but commercial permits stayed consistent in both number and value. ]

## New Homes Permitted



Bill Clark Homes, a builder in Weavers Pond, was acquired by Beazer Homes in Q2. Even with the transition, new home permits were stronger than Q2 of the previous year.

## Zoning Permits



## Case Work

### Q2 Conservation Subdivision Cases

Special Use Permit

Approved Nov. 6th - Weavers Pond Amendment (276 units)

### Other Q2 Cases

Plat Review

Nov. - Meeler Recombination: N Church St

Construction Plan Review Approvals

Nov. 15th - Auto Sales: 414 Shepard School Rd

Nov. - Eddins Oil: 1342 Old US 264 Hwy

Nov. - Suntrust ATM: 506 W Gannon Ave

Appeal

Nov. 23rd - Minimum Housing: 114 E Lees St

## Completed TRC Projects

### Landon Heating & Cooling



111 N Church Street

### Insight Residential Realty



713 N Arendell Avenue

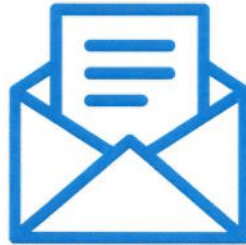
## Code Enforcement

Three



Stop Work Orders  
Issued

Eight



Violation Cases  
Opened

Two



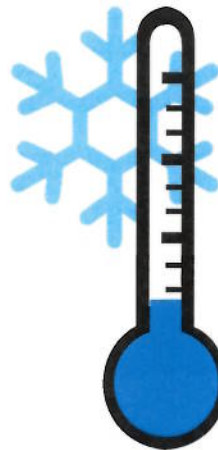
Violation Cases  
Closed

## Minimum Housing

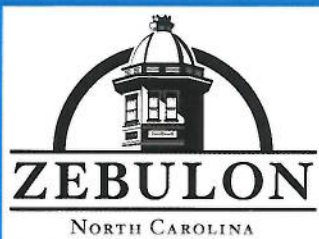
One



Minimum Housing  
Case Remains from Q1



As winter continues and temperatures may drop below freezing at night, heat is a key minimum housing concern.



Director: Mark Hetrick  
(919) 823-1808  
mhetrick@townofzebulon.org

Senior Planner: Julie Spriggs  
(919) 823-1809  
jspriggs@townofzebulon.org

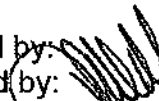
Planner I: Mackenzie Day  
(919) 823-1811  
mday@townofzebulon.org

Permitting & Code Enforcement  
Officer: Davida Moore  
(919) 823-1810  
dmoore@townofzebulon.org



**STAFF REPORT**  
**ALLEY ENCROACHMENT REQUEST**  
 February 5, 2018

**Topic: Alley Encroachment Request**

Speaker: Mark Hetrick, Planning Director  
 Prepared by: Mark Hetrick, Planning Director  
 Approved by:  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

The Board will consider an alley encroachment request.

**Background:**

The Town's Code of Ordinances allows residences to be located on the second floor of downtown buildings. Dallas Pearce is interested in renovating 113 N. Arendell Avenue to accommodate a commercial use on the first floor and two apartments or condominiums on the second floor. The proposed floor plan (Attachment 2) includes an outdoor "Patio Dining" area on the ground level along with several balconies on the second level. The chart below details the proposed encroachment impact, overall alley width, and remaining accessible alleyway:

Proposed Improvement	Proposed Encroachment (Width)	Overall Alley Right-of-Way (Width)	Remaining Alleyway (Width)
Patio Dining Area (Tables/Chairs)	9'	15'	6'
Balconies	5'	15'	10'

There are no utilities (water, sewer, storm sewer) located within the alley that would be affected by the proposed encroachments.

**Discussion:**

The discussion before the Board is whether or not to allow encroachments in the Town's public alleyway.

**Policy Analysis:**

An action item listed in Zebulon's Comprehensive Plan is to "encourage mixed-use development within the Downtown that provides residential units as well as compatible retail and commercial uses"<sup>1</sup>.

**Fiscal Analysis:**

None

**Staff Recommendation:**

Staff recommends approval of the patio dining and balcony encroachments as proposed.

**Attachments:**

1. Letter -- Provided by Dallas M. Pearce, Realtor, GRI
2. Proposed Floor Plan -- Provided by Triangle Residential Design Inc.
3. Zebulon Code of Ordinances - §99.03, §99.16, §99.17

<sup>1</sup> Zebulon Comprehensive Plan, pg.62



January 13, 2018

Town of Zebulon  
Board of Commissioners  
1003 North Arendell Avenue  
Zebulon, NC 27597

Dear Mayor and Commissioners:

I am writing to you concerning property located at 113 North Arendell Avenue (formerly Debnam Insurance building) which I am in the process of purchasing. The plan is to develop the property for commercial use on the first floor for something like a coffee shop, sandwich shop or a combination of the two. The second floor is intended for residential use; either two apartments or two condos. (See enclosed floor plan for visual).

It is desirable to have outside dining in the alleyway on the left side of the building. The alleyway is 15 feet wide and it is estimated the dining area would use about nine feet. Although the plan currently utilizes only a portion of the alleyway, approval to use the alleyway for the entire length of the building is requested for possible future expansion. It is also requested that outside balcony porches from the second floor residential units be included in the development. These would consist of two balconies overlooking the alleyway on the left (south) side of the building and one overlooking the alleyway at the rear (west) of the building. These balconies would be roughly five feet by eight feet. (See floor plan for visual)

Your favorable consideration regarding this project would be greatly appreciated. Please advise if I can provide additional information or if there are questions.

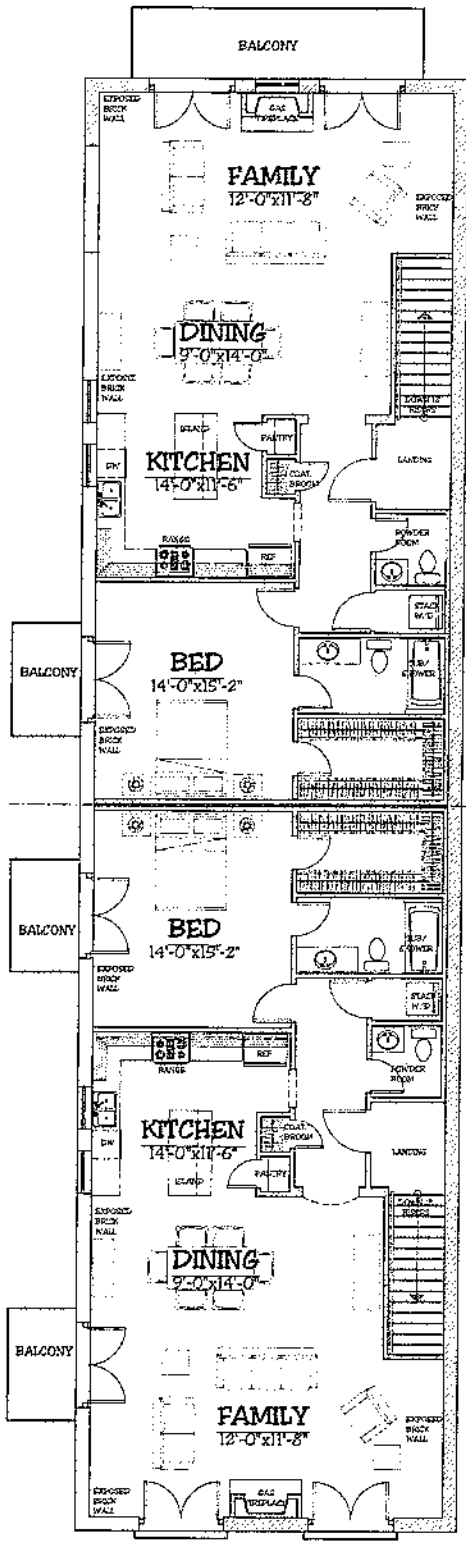
Sincerely,

Dallas M. Pearce, Realtor, GRI  
State Certificated General Appraiser  
Owner of Dallas Pearce Realty

Enclosure



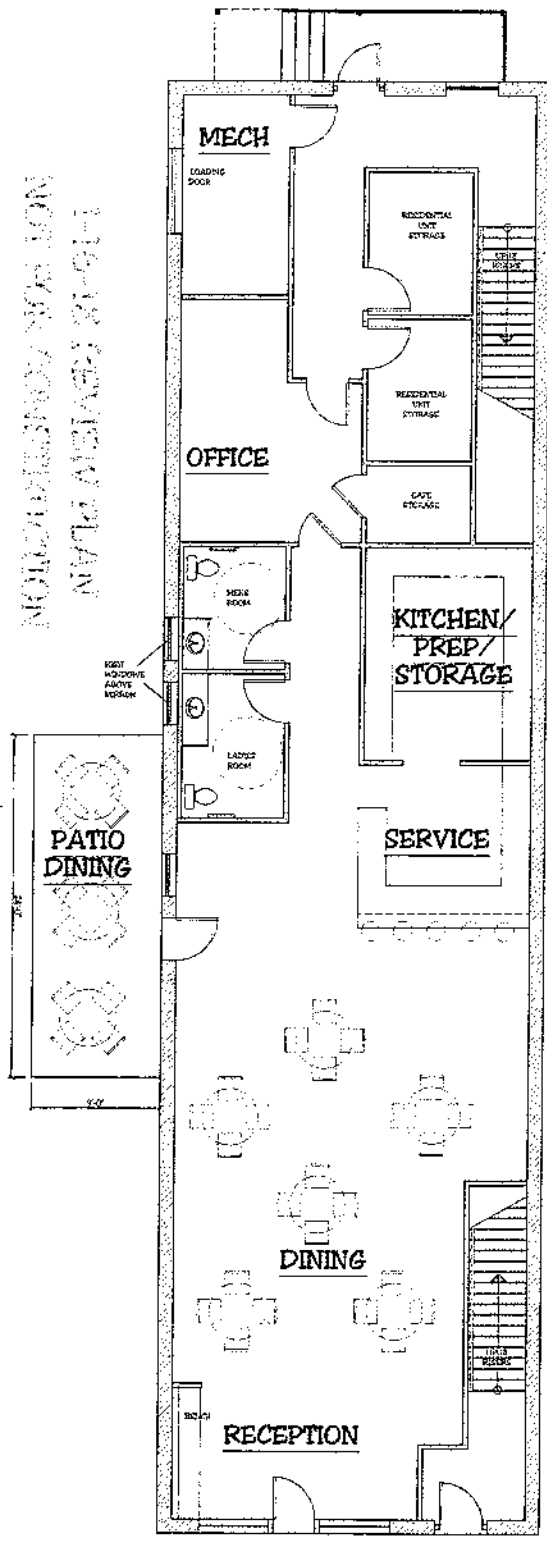
COPYRIGHT 2007, DAVIS BRUNTT & TAVOLATTO RESIDENTIAL DESIGN, ALL RIGHTS RESERVED. DO NOT REPRODUCE WITHOUT PERMISSION.



**SECOND FLOOR PLAN**  
SCALE: 1/4"=1'-0"

1244 sqft PER UNIT

16'-0" SERVICE PLAN  
NOT FOR CONSTRUCTION



**FIRST FLOOR PLAN**  
SCALE: 1/4"=1'-0"



Client:	DALLAS PEACE
Project:	
Sheet:	
of	
Drawn:	
Checked:	
Approved:	



**Triangle Residential Designs Inc**

408 S. Lakeville Dr. Raleigh, NC 27606 Tel: (919) 852-3500 www.trd-dhp.com



**§ 99.03 BLOCKING STREETS AND ALLEYS.**

(A) No person shall block, obstruct or otherwise impede passage through any street, alley, road or by-way by placing therein any rubbish, junk, garbage or other obstruction, or by parking a vehicle therein for the purpose of repairing the vehicle or any other reason, nor shall any person use any alley, street or public passage to carry on the purposes of his or her business or profession.

(B) No person shall install equipment that prevents any street, alley, road or by-way from being accessed and maintained by public utility, emergency and street maintenance equipment and vehicles.

(1985 Code, § 99.03) (Ord 2005-18, passed 11-1-2004) Penalty, see § [10.99](#)

**§ 99.16 REQUIREMENTS FOR ESTABLISHMENT AND PLACEMENT OF SIGNS AND SIMILAR STRUCTURES.**

(A) It shall be unlawful, except with the express approval of the Board of Commissioners of the town for any person, firm or corporation to construct or maintain any awning, canopy, marquee, sign or other structure with its supports on the street right-of-way within the corporate limits of the town.

(B) All signs, awnings and structures other than canopies and marquees shall be at their lowest point nine feet above the ground or sidewalk when projecting over street right-of-way. Canopies and marquees shall have a minimum height of ten feet, unless otherwise approved by the Board of Commissioners of the town. No structure shall extend closer than 18 inches from the back of the curb.

(1985 Code, § 99.11) Penalty, see § [10.99](#)

**§ 99.17 ENCROACHMENTS ABOVE RIGHT-OF-WAY SURFACE.**

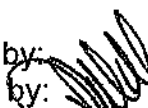
Unless otherwise prohibited, encroachments above the surface of the right-of-way will be permitted which are fastened securely to the walls of the buildings and are of a height at least nine feet above the surface of the sidewalk, and which do not in any way obstruct, delay or endanger the free and safe passage of persons thereupon. The encroachments shall be in all cases erected under the supervision of the Building Inspector. In addition, signs may be erected above the sidewalk, on permission of the Building Inspector. Permission shall be evidenced by issuance of a building permit therefor if the sign is firmly affixed to the building so it cannot fall, and if the sign is erected under the supervision of the Building Inspector.

(1985 Code, § 99.12) Penalty, see § [10.99](#)



STAFF REPORT  
AUDIT CONTRACT RENEWAL  
February 5, 2018

**Topic: Audit Contract Renewal**

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 approving or denying this contract renewal for an additional three year term.

**Background:**

The completion of the FY 2017 audit ended our previous contract with Joyce & Company, CPAs. Joyce & Company has been the Town's audit firm since the FY 2003 audit.

**Information:**

Joyce & Company has sent a proposal to continue to provide audit services to the Town for the next three fiscal years (FY 2018-2020).

**Policy Analysis:** There is no policy or regulation setting a time limit on contracting with CPA firms for government audits (i.e., we are not required to go through the RFQ process just because a certain amount of time has elapsed).

**Financial Analysis:** The three year proposal is for the following fees:

- o FY 2018: not to exceed \$30,600
- o FY 2019: not to exceed \$31,800
- o FY 2020: not to exceed \$33,000

**Staff Recommendation:**

Staff recommends approval of the renewal of audit services for an additional three year term. Joyce & Company is one of only a handful of firms in the state with experience in governmental auditing. They have a good understanding of the changing environment in which governments operate, such as fast changing governmental accounting standards.

**Attachments:**

1. Joyce & Company, CPA Audit Proposal for FY 2018-2020.



Certified Public Accountants

104 Brady Court, Cary, North Carolina 27511  
Phone 919-466-0946 Fax 919-466-0947

December 8, 2017

Town of Zebulon  
1001 N. Arendell Avenue  
Zebulon, NC 27597

We are pleased to propose the following services for the Town of Zebulon for the periods ending June 30, 2018-2020. We will audit the basic financial statements of the Town of Zebulon as of and for the periods ending June 30, 2018-2020. Also, we will conduct an examination of your compliance with laws, rules, and regulations related to the receipts and expenditure of Federal and State assistance.

Our audits will be made in accordance with generally accepted auditing standards and will include tests of the accounting records of the Town of Zebulon and other procedures we consider necessary to enable us to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. We will request written representation from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit is based primarily on the selective testing of accounting records and related data; therefore, our audits will involve judgement about the number of transactions to be examined and the areas to be tested. Because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements remains with you.

This responsibility includes the maintenance of adequate records and related controls, the selection and application of accounting principles, and the safeguarding of assets.

We understand that your employees will type all cash or other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We expect to begin our audit approximately June 1 of each year and to issue our report no later than October 31 of each year.

Our fees for these services will be based on the actual time spent at our special municipal hourly rates, plus other out-of-pocket costs such as report production, typing, postage, etc. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our fees for the audit will be as follows:

	<u>Audit</u>		<u>Other Non-audit Work</u>	
June 30, 2018	Not to exceed	\$ 30,600	Based on municipal hourly rates	
June 30, 2019	Not to exceed	\$ 31,800	Based on municipal hourly rates	
June 30, 2020	Not to exceed	\$ 33,000	Based on municipal hourly rates	

Hourly rates are as follows:

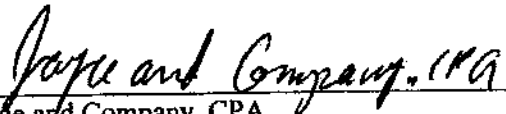
	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>June 30, 2020</u>
Partner	\$ 160.00	\$ 165.00	\$ 165.00
Manager	130.00	132.00	132.00
Senior	118.00	121.00	121.00
Junior	88.00	90.00	90.00
Clerical	74.00	76.00	76.00

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, or if any component unit audits are required, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Zebulon and believe this letter accurately summarizes the significant terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Attached is the additional information you have requested.

Very truly yours,

  
\_\_\_\_\_  
Joyce and Company, CPA

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Zebulon.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_