

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

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. SCHOOL RECOGNITION

A. Wakelon Elementary School

1. Morgan Bulgin – Student
2. Amanda Maddox – 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. PRESENTATIONS

A. Youth Council Update

No Action Required

VI. CONSENT

A. Minutes

1. February 5, 2018—Regular Meeting
2. February 22 & 23, 2018—Board Retreat

B. Finance

1. Monthly Items
 - a. Tax Report—December 2017
 - b. Financial Report as of February 2018

C. General

1. Quarterly Reports – Parks & Recreation and Police

Action: Vote to Adopt

VII. NON-PROFIT FUNDING

A. Groups will present their requests for funding to the Board

No Action Required

VIII. OLD BUSINESS

A. Public Works

1. North Arendell Avenue Access

Action: Vote on Budget Ordinance or Resolution

IX. NEW BUSINESS

A. Budget Comments

1. Public will have three (3) minutes to present topics they want considered in this budget process.

No Action Required

B. Police

1. Ordinance 2018-23—Vehicle Replacement

Action: Vote on Budget Ordinance


X. BOARD COMMENTS

XI. MANAGER'S REPORT



STAFF REPORT
ZEBULON YOUTH COUNCIL
March 5, 2018

Topic: Zebulon Youth Council Presentation

Speakers: Victoria Curtis (Adult Leader)
Introduced by: Greg Johnson
Prepared by: Greg Johnson
Approved by:  Joseph M. Moore II, PE; Town Manager

Executive Summary:

The Board of Commissioners will be updated on the activity and business of the Zebulon Youth Council.

Background:

The Zebulon Youth Council was established in July 2013 by the Town of Zebulon. This civic group provides teenagers the opportunity to gain experience in civics, local issues, advocacy, and community service. A small sample of their recent accomplishments include collecting items to donate to a local Children's Home for Christmas, assisting Santa Claus to write reply letters to children, organizing the lineup of the Zebulon Christmas Parade, assisting the Public Works Department with Daffodil Days, and assisting with many programs of the Zebulon Parks and Recreation Department.

Discussion:

The Board will hear Mrs. Curtis speak on activities of the Zebulon Youth Council as well as the direction this organization is moving. Information will be shared on projects they have recently performed and activities planned for the coming months.

Policy Analysis:

No policy guidance available:

Fiscal Analysis: N/A

Staff Recommendation: N/A

Attachments:

None

Zebulon Board of Commissioners
Minutes
February 5, 2018

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, Tim Hayworth-Police, Eric Vernon-Attorney

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

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Emely Rodriguez Rivera from Zebulon Elementary School.

AGENDA

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

SCHOOL RECOGNITION

Mayor Matheny recognized student Emely Rodriguez Rivera and teacher Timothy Chartrand both from Zebulon Elementary School.

PUBLIC COMMENT PERIOD

Mayor Matheny reminded those speaking that they would have three minutes to speak and the lit timer would designate when their time was up.

Scott Carpenter spoke about the Moore's Mill and Little River Dam. He shared an article that spoke of the history of the 150 year old dam. Mr. Carpenter asked the Board to reconsider their vote to not repair the dam

Cynthia Privette stated that she would like to have the Little River Dam repaired and replaced and wanted the Board to revisit their vote to not repair the dam.

Denise Nowell with the Chamber said that she wanted to update the Board. The annual Chamber dinner would be February 15th, some of the downtown businesses had painted and worked to improve the appearance of their building. Finally, there were discussions with various people interested in bringing businesses to the downtown like a pub or a coffee house.

Tom Gaddy stated that he also would like to see the Little River Dam repaired and thought that FEMA money should be used for that purpose. Mr. Gaddy wanted the Board of Commissioners to revisit their vote on the Little River Dam.

CONSENT

A. Minutes

Commissioner Strickland made a motion, second by Commissioner Clark to approve the minutes of January 8, 2018. There was no discussion and the motion passed unanimously.

Commissioner Strickland made a motion, second by Commissioner Clark to approve the minutes of the January 24, 2018 worksession. There was no discussion and the motion passed unanimously.

B. Finance

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

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

Commissioner Strickland made a motion, second by Commissioner Clark to approve Ordinance 2018-21. There was no discussion and the motion passed unanimously.

C. Public Works

Commissioner Strickland made a motion, second by Commissioner Clark to approve Resolution 2018-10. There was no discussion and the motion passed unanimously.

D. General

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

NEW BUSINESS

A. Planning Department

Alley Encroachment

Mayor Matheny stated that Dallas Pearce asked to remove his request for consideration of an encroachment agreement from the agenda.

Mayor Matheny explained that he would like for staff to work with the Town Attorney to create a template for an encroachment agreement that could be used for future requests.

Commissioner Clark made a motion, second by Commissioner Moore to instruct the attorney to create an encroachment agreement template. There was no discussion and the motion passed unanimously.

B. Finance

Audit Contract

Bobby Fitts presented that staff was recommending that the Town renew their contract with Joyce and Company to do the audit for the Town. Bobby explained that Joyce and Company had been doing the audit since 2003 and would like to extend the contract for three years.

Commissioner Beck made a motion, second by Commissioner Clark to approve extending the contract with Joyce and Company for three years. There was no discussion and the motion passed unanimously.

BOARD COMMENTS

Commissioner Bumgarner thanked those that came and spoke on the dam.

MANAGERS REPORT

Joe Moore stated that Friday was movie night at the Community Center.

Mark Hetrick stated that he had been in contact with the various shopping center owners or property managers and stated that they had agreed to get the lighting repaired. He also let them know how to report a street light outage with Duke Energy.

The UDO project would allow for the Board to incorporate uniform maintenance codes for non-residential or commercial shopping centers. Light bleed would also be considered so as to not disturb the adjoining residential property owners

Commissioner Strickland asked about the problem with Dollar Tree having no lights. Mark explained that Kamin Realty had their electrician looking into the problem.

Tim Hayworth introduced Christopher Hamm who was the newest police officer. He came from North Hampton County where he worked for four years.

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

Date

Robert S. Matheny—Mayor

SEAL

Lisa M. Markland, CMC—Town Clerk

Zebulon Board of Commissioners
Minutes
February 22 & 23, 2018

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, Tim Hayworth-Police, Eric Vernon-Attorney

Mayor Matheny called the retreat to order at 8:35am.

Joe Moore gave an overview presentation of what the goal would be for the day. The visioning process for the Board and gave an example of how Brevard developed their vision for their community by drawing on their strengths and learning from the past.

A 15 minute break was taken at 9:35

Paul Brooks, a consultant hired to evaluate the fire station facilities, and location, gave his presentation and recommendations.

Joe reviewed the questions posed to the Board in a memo contained in their packets. He stated that they may have to do a bond referendum in November 2019 for the project.

Broke for lunch at 11:45

At 1:05 Julie Brenman, with Fountainworks, began the strategic planning process by reviewing the comments gathered from the citizen focus groups, staff and the Board. She gathered additional input on what the Board thought the goals of the strategic plan should be.

The Board and Staff were separated into two groups to come up with a headline for 10 years from now. Next, the group had to state what needed to be done to reach that headline in the next five years; write three statements of what Zebulon was not and three questions that needed to be answered. The groups presented their results.

Recessed until Friday February 23rd at 8:30am

Reconvened at 8:30

Joe gave a recap from the previous day's process on strategic planning. Julie began by stating that she and Joe had spoken and presented what they thought the focus areas or goals should be 1) Vibrant Downtown 2) Growing Smart 3) Small Town Life. The Board seemed happy with those goals.

Break was taken at 10:00 for 15 minutes.

Board of Commissioners
Minutes
February 22 & 23, 2018

The Board was given four dots a piece and had to put them on the various statements, from the breakout groups designating what they thought was important. These were then discussed by the group and explanations of why they put their dots where they did and thought it was important.

The group stated what they were excited about and a summary was created.

They talked about the vision and mission statements; goals, tasks and priorities; and how it all tied into the budget and work plans for the Town.

Broke for lunch at 11:30

Reconvened at 1:05

Joe Moore introduced the presenter for the Wake County Public School System who talked about how a school site was chosen and the time frame for building. There was discussion with the Board on what they thought and questions were answered.

A break was taken at 2:30 for 15 minutes

Joe Moore introduced four presenters from Wake County Government to present on Affordable Housing. The presenters talked about the median household income in Zebulon, the amount of affordable housing in the area as well as why affordable housing was needed and necessary. There was discussion with the Board on their thoughts and questions.

Joe wrapped up the retreat by asking the group what they liked, what they didn't like and general comment.

Adjourned at 4:15

Date

Robert S. Matheny—Mayor

SEAL

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
JOHN D. BURNS
MATT CALABRIA
GREG FORD
ERV PORTMAN
JAMES WEST

February 6, 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 February 5, 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)



Wake County Revenue Department

Rebate Details
12/01/2017 - 12/31/2017

ZEBULON

DATE 01/02/2018
TIME 12:22:56 PM
PAGE 1

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

690186	110.95	0.00	11.09	0.00	122.04	12/21/2017	0006819210	2017	2017 000000	WELCOME FEDERAL CREDIT UNION
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SUBTOTALS FOR BUSINESS ACCOUNTS 110.95 0.00 11.09 0.00 122.04 1 Properties Rebated

INDIVIDUAL PROPERTY ACCOUNTS

690491	45.78	0.00	4.58	0.00	50.36	12/29/2017	0006815516	2017	2017 000000	PASSIVE INVESTMENT GROUP INC
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SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS 45.78 0.00 4.58 0.00 50.36 1 Properties Rebated

TOTAL REBATED FOR ZEBULON 156.73 0.00 15.67 0.00 172.40 2 Properties Rebated for City



STAFF REPORT
FINANCIAL STATEMENTS UPDATE
MARCH 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 February 19, 2018. We have received five 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 recently received in late December and early January. See notes below for analysis on those and other revenues.

For FY 2018, approximately 7 ½ months in to the new year, the Town has spent about 52% (approximately \$5,850,000) of its General Fund budget of \$11,259,972. At just past 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 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 November 2017 were received and were 9.6% (\$7,945) more than the distribution received for the same period in FY 2017.
- For the first five months of FY 2018 they are 5.9% (\$23,707) ahead of FY 2017.
- Article 39 receipts, proceeds returned to the county of origin, were 11.2% (\$4,175) more in November 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 five months by 5.4% (\$9,994). (Ref. attached Sales Tax Collections spreadsheet).



STAFF REPORT
FINANCIAL STATEMENTS UPDATE
MARCH 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 \$6,010,000. This is 103% of budgeted revenues (\$5,838,800).
- This is 15.2% more than what was collected to date in FY 2017 (\$5,215,000).

Permits & Zoning

- Permit and zoning fees collected to date in FY 2018 are \$85,821.
- This is 101% of budgeted revenues (\$85,000) for the year.
- It is about 185% more than what was collected to date in FY 2017 (\$30,150).

Transportation Impact Fees

- Transportation impact fees collected to date for FY 2018 are \$50,219.
- This is 201% of budgeted revenues (\$25,000) for the year.
- It is 233% more than what was collected to date in FY 2017 (\$15,080).
- The unaudited balance to date of Transportation Impact fees is \$50,219.
- 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 \$11,259,972 while year to date revenue collected is \$8,027,282 (71% of budgeted). As shown in the chart on the Revenue Statement, 76% 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 February 19, 2018)
2. Sales Tax – FY 2018

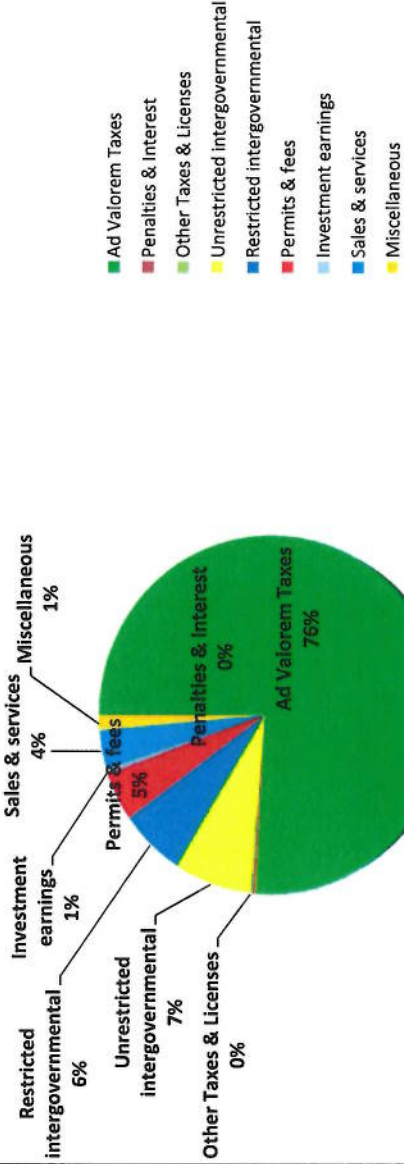


TOWN OF ZEBULON
 Revenue Statement: 2017 - 2018
 for Accounting Period 6/30/2018
 GENERAL FUND

As of 2/19/2018

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$5,882,800	\$6,083,849	103.4%	75.8%
Penalties & Interest	\$12,500	\$20,608	164.9%	0.3%
Other Taxes & Licenses	\$35,500	\$23,143	65.2%	0.3%
Unrestricted intergovernmental	\$1,675,000	\$586,561	35.0%	7.3%
Restricted intergovernmental	\$937,300	\$502,852	53.6%	6.3%
Permits & fees	\$130,500	\$359,303	275.3%	4.5%
Investment earnings	\$15,000	\$45,415	302.8%	0.6%
Sales & services	\$587,250	\$289,731	49.3%	3.6%
Miscellaneous	\$163,650	\$115,820	70.8%	1.4%
Fund Balance Appropriated	\$1,820,472	\$0	0.0%	
Total Revenues	\$11,259,972	\$8,027,282	71.3%	100%

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 2/19/2018

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$357,400	\$177,878	49.8%
420	FINANCE	\$346,850	\$189,932	54.8%
430	ADMINISTRATION	\$557,450	\$258,265	46.3%
450	CONTRACTED SERVICES	\$17,000	\$15,554	91.5%
470	STADIUM	\$55,500	\$24,698	44.5%
490	PLANNING AND ZONING	\$516,400	\$232,051	44.9%
500	BUILDINGS & GROUNDS	\$1,322,035	\$717,295	54.3%
510	POLICE	\$2,154,175	\$1,406,435	65.3%
530	FIRE	\$1,705,300	\$898,060	52.7%
560	STREETS AND HIGHWAYS	\$1,345,967	\$547,516	40.7%
570	POWELL BILL	\$223,000	\$99,000	44.4%
580	SANITATION	\$1,000,250	\$605,587	60.5%
590	STORMWATER	\$336,700	\$138,957	41.3%
620	PARKS & RECREATION	\$1,195,245	\$503,525	42.1%
690	SPECIAL PROJECTS	\$126,700	\$35,583	28.1%
Total Expenditures		\$11,259,972	\$5,850,337	52.0%

Sales Tax

FY 2018

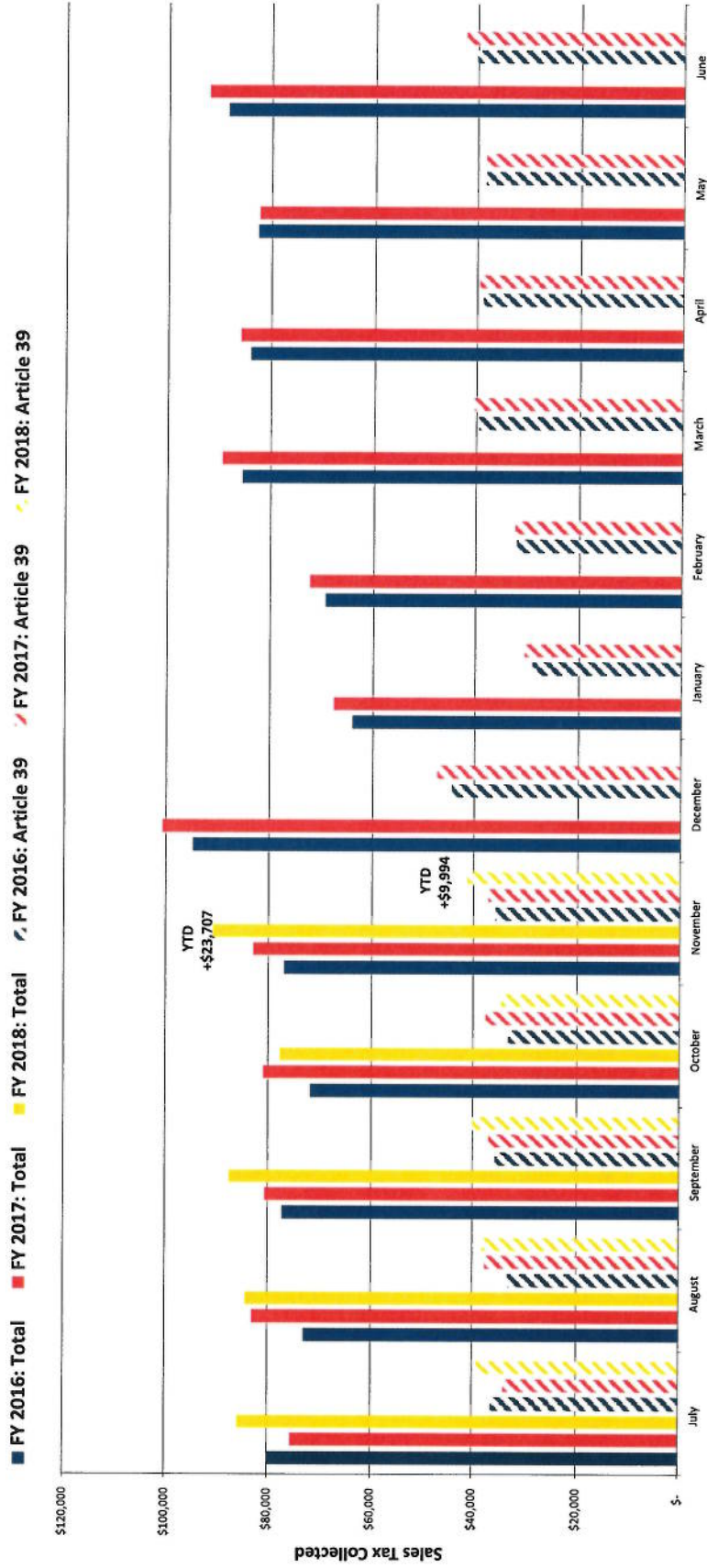
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 18 Totals	Prior Year (FY 2017)	% Inc (Dec) from Prior Yr
July	\$ 39,291	\$ 15,388	\$ 19,542	(205)	\$ 11,766	\$ 85,782	\$ 75,359	13.8%
August	38,167	15,189	18,990	0	11,909	84,256	82,879	1.7%
September	40,136	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	41,413	16,168	20,614	0	12,527	90,722	82,777	9.6%
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%
Total	\$ 193,605	\$ 76,644	\$ 96,337	(\$ 220)	\$ 59,490	\$ 425,858	\$ 402,150	5.9%

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	16,292	21,063	(0)	12,450	92,134	88,447	4.2%
Total	\$ 454,453	\$ 176,640	\$ 226,023	(\$ 38)	\$ 134,824	\$ 991,902	\$ 947,384	4.7%

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

Monthly Summary of Sales Tax Collected



TOWN of ZEBULON PARKS AND RECREATION DEPARTMENT

2nd QUARTER REPORT

October-December 2017



EXECUTIVE SUMMARY

This Zebulon Parks and Recreation Department Quarterly Report focuses on promoting a healthy community by providing play, education, and opportunities for moving through exercise.

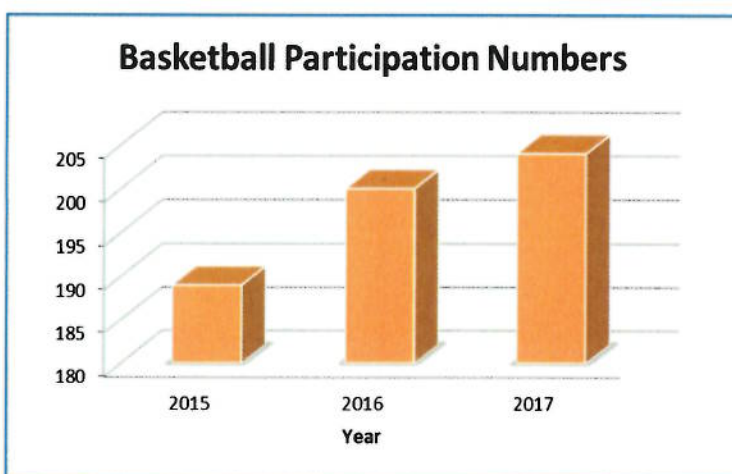
WE PLAY

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

Youth Winter Athletics Recap

The Winter sports season has been a success with over 200 participants taking part in our youth basketball league.

Children, ages twelve and under, have enjoyed in-house competition while players aged twelve and up have had the privilege to represent Zebulon in neighboring towns. Our players proudly wear their professional style **ZEBULON** jerseys when competing with our friends in Wendell and Knightdale



Basketball participation has increased in each of the past three years.

“Did you know?” A recent survey and numerous verbal comments have indicated interest in Adult Basketball and Youth Summer League basketball programs.

SWAC All-Star Tournaments

Our most talented basketball players get a chance to compete against All-Star basketball teams from other towns and cities in the annual Statewide Athletics Committee sectional tournament conducted by the NC Parks and Recreation Association.

The 9-10 boys basketball team will play their tournament in Wendell, 11-12 All-Stars will compete in Nash County while the 13-14-year-olds will play in Knightdale.



The winner of the SWAC Sectional tournaments move on to compete in the State Championships.

WE EDUCATE

Programs such as The Farm Fresh Market, Summer Camps, and planning projects such as the Little River Park Public Engagement Project provide wonderful opportunities to educate our citizens and staff

Biltmore on Christmas

Seniors from Zebulon traveled to Asheville to visit the historic Biltmore Mansion to see and learn about Christmas traditions in the mountains.



The Biltmore Mansion is the largest privately owned home in America.

Veteran's Day Celebration

Veterans from the Zebulon community joined us to celebrate and honor all of the men and women that have served our great country.



Brigadier General Alan Boyette gives thanks to our servicemen and women and their families during our annual Veteran's Day Celebration.

"Did you know?" Tracked out students can participate in our School's Out Fun programs like Weird Science and Crafty New Year Countdown.

Santa Letter Replies

Zebulon Youth Council members partnered with Santa's workshop and answered over 60 letters this year. The special delivery mailbox is placed outside of the Community Center and kids are encouraged to drop off their letters to Santa and the North Pole. Youth Council members along with advisor, Victoria Curtis, work hard to make sure each child receives a reply from Santa's workshop. This is the third year of the mailbox program.



Kris Kringle truly appreciates the support of the Zebulon Youth Council.

Zebulon Farm Fresh Market

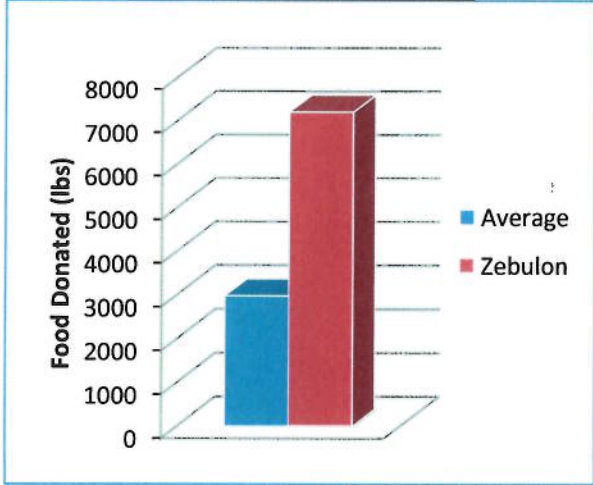
The Zebulon Farm Fresh Market provides a place in which our citizens can gather and enjoy being a part of the community. Shoppers will always find locally grown healthy foods; handmade skin and body products; and household goods such as candles and air fresheners. Entertainment might include live music, dancing, children’s activities, and fun games.

Holiday Farm Fresh Market



The Holiday Market brings different seasonal vendors so shoppers can find their Christmas gifts.

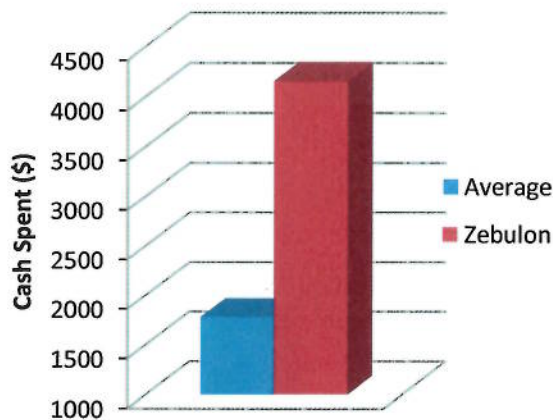
Food Donated at ZFFM



Zebulon Farm Fresh Market doubled the amount of food donated compared to the averages across all triangle area Farmer Foodshare Donation Stations.

“Did you know?” Farmer’s Markets are better for the environment because there is less travel for the food to get from farm to table which lessens the carbon footprint.

Cash Spent at ZFFM



Twice as much money was donated to the ZFFM Farmer Foodshare Donation Station compared to the averages across all triangle area stations.

3rd Highest Donation Station



The ZFFM was the third highest donation station in the state behind Southern Durham and Carrboro.

WE MOVE

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

Cardio Dance

Even the most sedentary adults look forward to this new fitness class. This exercise in disguise is great for people to dance to upbeat music from the past and present.

More physically active programs like Fall Tennis Lessons and 14-18 year old Open Gym are available for children who want to stimulate the body as much as the brain.



Cardio dance gets the heart rate up while enjoying positive tunes

“Did you know?” Regular exercise that increases blood flow and increases oxygen to the brain can improve memory and brain activity.

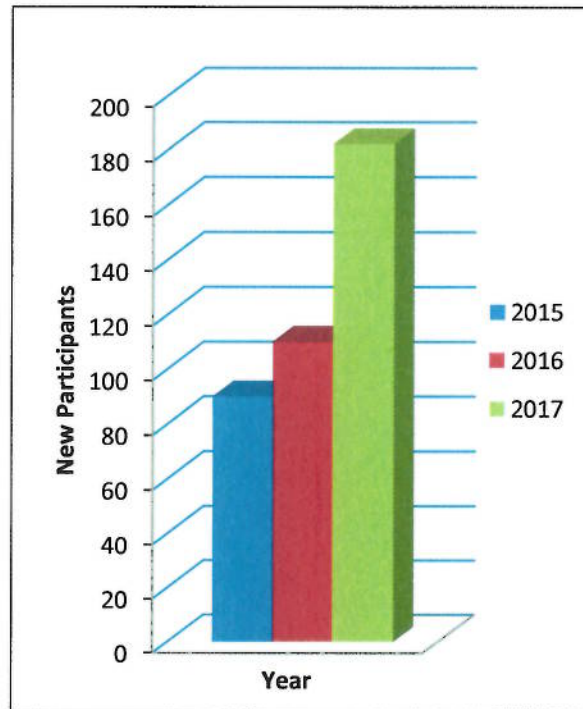
Senior Aerobics

A mix of low impact and chair aerobics help improve strength, flexibility, balance and endurance for older adults that wish to stay energetic. This relieves the stress of traditional workouts can cause.



Seniors stay active with chair aerobics and stretches that can improve blood flow and reduce health concerns.

Number of New Fitness Participants




The total number of new fitness class participants has risen each of the past three years.



STAFF REPORT
NORTH ARENDELL AVENUE ACCESS
OPERATIONAL PLAN – NCDOT AGREEMENT
March 5, 2018

Topic: N. Arendell Avenue Access/Operational Plan – NCDOT Agreement

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

Executive Summary:

The Board of Commissioners will receive an update on Staff's meeting with CAMPO and NCDOT on possible project scope changes and savings. Board of Commissioners will discuss whether to move forward with the design of the project.

Background:

On January 24, 2018, the Board of Commissioners asked for Staff to meet with CAMPO and NCDOT on possible scope changes which could result in savings.

Staff and Jennifer Brandenburg (the Town's Consulting Engineer) met with Chris Lukasina (CAMPO), Gretchen Vetter (CAMPO) and Jennifer Evans (NCDOT) on February 5, 2018 and discussed the following options:

- A. Elimination of 5' concrete median on Arendell Avenue between Hendricks Drive and Dogwood Drive
- B. Removal of sidewalks throughout the project and removal of curb and gutter, with associated storm drain, on both sides of Sheetz
- C. Consideration of a shorter taper on Arendell Avenue north of Pearces Road
- D. Consideration of additional funds toward the project.

The responses from CAMPO/NCDOT are:

- A. Elimination of the median does not meet the safety goals of the grant; therefore, it cannot be eliminated from the project and be eligible for grant funds.
- B. Sidewalks/curb and gutter can be eliminated with a potential savings of \$100,920. These items can be bid as an alternate to the project to determine the actual value.
- C. The taper can only be shortened if there is no traffic flow impact on Arendell Avenue and Pearces Road. Jennifer Brandenburg, P.E.'s professional opinion is the shortened taper would not impact the traffic flow. Estimated cost savings is \$37,000. The reduced taper can be bid as an alternate to the project to determine the actual value.
- D. The appropriation of additional funds is a decision of CAMPO's Executive Board and unlikely to receive a positive endorsement given the response of other communities within the planning organization's boundary when faced with a scenario similar to this project.



STAFF REPORT
NORTH ARENDELL AVENUE ACCESS
OPERATIONAL PLAN – NCDOT AGREEMENT
March 5, 2018

Discussion:

The discussion before the Board is whether to move forward with the design of the project.

Fiscal Analysis:

If the Board moves forward with the design, they need to adopt the attached Budget Amendment appropriating an additional \$55,000 to cover unbudgeted work. The initial design estimate did not include the completion of Jones Street or the Phase I Environmental Assessment and Phase II Environmental Survey associated with the Eddins site. The development and review of cost-saving alternate design options incurred additional costs. These funds will be paid out of the 20% match for the CAMPO grant through Budget Ordinance 2018-22.

If the Board does not move forward with the design, they need to adopt the attached Resolution releasing the CAMPO grant funds of \$956,000 in order for CAMPO to reappropriate these funds within the expected timeframes of the Federal Highway Administration (FHWA).

Staff Recommendation:

Staff recommends moving forward with the design and approval of Budget Ordinance 2018-22.

Attachments:

1. Budget Ordinance 2018-22
2. Resolution 2018-11

ORDINANCE 2018-22

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 N. Arendell Avenue Capital Project Fund budget as follows:

	INCREASE	DECREASE
EXPENDITURES		
N. Arendell Avenue Construction		\$55,000.00
Engineering Design	\$54,250.00	
NCDOT Review Fees	\$ 750.00	

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: March 5, 2018

Effective: March 5, 2018

Robert S. Matheny—Mayor

ATTEST:

Lisa M. Markland, CMC—Town Clerk

RESOLUTION 2018-11

**RESOLUTION AUTHORIZING RETURN OF GRANT PROCEEDS FOR
N. ARENDELL AVENUE ACCESS/OPERATIONAL PLAN**

WHEREAS, Town of Zebulon entered into an agreement with the North Carolina Department of Transportation for Transportation Improvement Program grant funds, No. U-5118 FB, on August 1, 2016; and

WHEREAS, Town of Zebulon appreciates being the recipient of a grant award from North Carolina Department of Transportation and Capital Area Metropolitan Planning Organization; and

WHEREAS, Town of Zebulon completed approximately 90% of the design of access and operational improvements along N. Arendell Avenue and Pearces Road; and

WHEREAS, Town of Zebulon determined the construction costs in Wake County and the State of North Carolina have significantly increased since August 2016; and

WHEREAS, Town of Zebulon can no longer financially invest the grant requirement match funds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Zebulon directs Town of Zebulon staff to terminate Agreement No. U-5118 FB and release the grant funds of \$956,000.

Adopted this 5th day of March, 2018

Robert S. Matheny –Mayor


TOWN SEAL

Lisa M. Markland, CMC— Town Clerk



STAFF REPORT
ORDINANCE 2018-23
VEHICLE REPLACEMENT
March 5, 2018

Topic: Budget Amendment Request – Police Vehicle Replacement

Speaker: Tim Hayworth, Chief of Police
From: Tim Hayworth, Chief of Police
Prepared by: Tim Hayworth, Chief of Police
Approved by:  Joe Moore, Town Manager

Executive Summary:

The Board of Commissioners will consider the use of General Fund to assist in the replacement of a wrecked vehicle.

Background:

1. January 30, 2018, a ZPD Officer was involved in a vehicle crash that resulted in the total loss of a 2012 Dodge Police Vehicle.
2. The vehicle was wrecked while an officer was responding to a call utilizing blue lights and siren. The other driver in the crash was at fault and was cited for Failing to Heed Blue Lights and Siren and for No Insurance. The owner of the vehicle, however, did have an insurance policy and a claim has been filed against that policy (the driver was not the vehicle owner).
3. Police vehicles are only manufactured three (3) months out of the year. When the budgeted FY2019 vehicles are ordered, in July, it will take two to five months for delivery. It then takes an additional one to two months to get the vehicles through installation and ready for the road. Due to the department being down a vehicle we are putting a heavier work load on other vehicles. It is imperative that we purchase a vehicle in this budget year to help in the wear and tear on other fleet vehicles. By replacing a vehicle at this point in the budget year we can save approximately 11 months of wear on other vehicles.
4. The purchase request is for a 2018 Dodge Charger. This particular vehicle is the new All Wheel Drive (AWD) design and will assist the department during in climate weather situations, as well as, functioning in its patrol capacity.
5. This purchase will include all equipment needed to completely outfit the vehicle for patrol (emergency lighting, siren, console, in car camera, laptop, radar, security barrier, miscellaneous patrol items, etc.).

Discussion:

The discussion before the Board is whether to adopt the Budget Adjustment Ordinance allocating purchase funds from unassigned General Fund Fund Balance.

Policy Analysis:

1. The Board has not adopted a policy of fleet management and rotation. However, in keeping with the Fleet presentation made at the March 2016 retreat, this purchase assists in maintaining the police fleet in either the Equal Distribution or the First Rate Fleet options, as recommended by staff.



STAFF REPORT
ORDINANCE 2018-23
VEHICLE REPLACEMENT
March 5, 2018

2. The replacement of this vehicle is essential to fulfill the duties of the Police Department as defined in §34.03.

Fiscal Analysis:

1. The base purchase price of the replacement Charger is \$24,241.00. Equipment cost is \$16,198.84, DMV tax is \$750.00 at total of \$41,189.84 (see attachment).
2. Replacement in the current budget year will allow for the use of \$13,137.50 in insurance proceeds (from the totaled vehicle). This would mean \$28,052.34 is needed from the general fund to purchase the vehicle in the current budget year, including all equipment as previously mentioned and detailed in the attached breakdown sheet.
3. The at fault vehicle (owners) insurance company has been notified that we are seeking the replacement of equipment that was damaged in the crash at a cost of \$12,670.82. The insurance company has related that they will pay for the replacement of damaged equipment only after such equipment has been purchased and a copy of the invoice is submitted to them for reimbursement.
4. If all damaged equipment is appropriately reimbursed the total out of pocket the total expense to the Town of Zebulon would be reduced to \$15,381.52. NOTE: If the insurance company fails to reimburse items as invoiced; the Town could be placed in a position to pursue other legal remedies to recoup the funds still owed.
5. At the end of the current fiscal year, unassigned fund balance for the General Fund was \$7,097,301, or 81% of total general fund expenditures for the fiscal year.¹

Staff Recommendation:

Staff recommends adoption of Ordinance 2018-23 allocating \$29,000 for the purchase of a 2018 Dodge Charger (AWD) to replace the totaled 2012 Dodge Charger.

Attachments:

1. Vehicle Replacement Breakdown
2. Ordinance 2018-23

¹ TOZ, CAFR pg.15, 4th point

Dodge Charger Replacement Cost Breakdown

February 16, 2018

1) 2018 Dodge Charger (AWD): \$24,241.00

- Estimate Tax: \$750.00

2) Vehicle equipment replacement cost: \$16,198.84

- Emergency equipment: \$10,948.67
- In Car camera: \$4,825.00
- Printer: \$425.17
- Computer: \$0.00 – reused from damaged vehicle
- AVL: \$0.00 – reused from damaged vehicle
- Radar: \$0.00 – reused from damaged vehicle
- Radio: \$0.00 – reused from damaged vehicle

3) Amount Insurance Company is paying for totaled vehicle: \$13,137.50

4) Requested reimbursement amount for damaged equipment: \$12,670.82

- Emergency lighting; \$4,042.65
- Siren/switch box: \$550.80
- Prisoner partition: \$545.00
- Equipment console/computer stand: \$1,044.77
- Prisoner seat: \$712.60
- In-car camera: \$4,825.00
- Labor/cost of installation: \$950.00

Total amount needed:

1) New vehicle cost:	\$24,241.00
2) Vehicle equipment cost:	\$16,198.84
3) DMV tax:	<u>\$750.00</u>

Total: \$41,189.84

-13,137.50 insurance payment for vehicle

Total: \$28,052.34

-12,670.82 proposed reimbursement equipment

Total cost to town if equipment reimbursement is paid at requested amount: \$15,381.52

ORDINANCE 2018-23

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		
Insurance Proceeds	\$13,125.00	
Fund Balance Appropriated	\$28,075.00	
EXPENDITURES		
Police—Vehicles	\$41,200.00	

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: March 5, 2018

Effective: March 5, 2018

Robert S. Matheny—Mayor

ATTEST:

Lisa M. Markland, CMC—Town Clerk