

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**May 11, 2020**

Present: Robert S. Matheny-Mayor, Beverly Clark, Annie Moore, Glenn York, Shannon Baxter, Larry Loucks, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Michael Clark-Planning, Bobby Fitts-Finance, Eric Vernon-Attorney

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

**APPROVAL OF AGENDA**

Mayor Matheny asked to amend the agenda to change the wording in section III from call for special meeting to amend the meeting schedule. Commissioner Loucks made a motion, second by Commissioner Moore to approve the agenda as amended. There was no discussion and the motion passed unanimously.

**PRE-BUDGET REVIEW**

Joe Moore gave thorough explanation of the budget process and schedule, general fund balance, property value and tax, revenue neutral tax rate, and revenue projections.

It was explained how a 1 cent property tax increase would change the annual property tax on residential and commercial buildings. An example of a \$100,000 value building and property would pay \$10 per year more in taxes with the proposed 1 cent property tax increase. Sales tax revenue, property tax revenue collection rate, personal property tax revenue, and parks and recreation fees were expected to decline due to COVID-19. Delays were to be expected with vehicle renewals, sanitation and recycling fee collections, and personal property tax revenue.

Joe Moore stated the Board's budget presentation was scheduled for May 20. The first budget work session was scheduled for June 10 and the topics would include community and economic development, property management, and greenways/bicycles/pedestrians walkability group. The second budget work session would be June 17 on the subjects of fleet management, streets and thoroughfares, and information technology. The budget public hearing would be June 22 and the Board could adopt the budget at the June 22 meeting, but was required to be adopted by June 30.

There was an inquiry about the reduction in property tax revenue collection rate. The Wake County tax collector provided the guidance regarding tax percentages.

It was encouraged for everyone to respond to the 2020 Census so Zebulon had an accurate count. The Town was currently estimated to be at a 55% response rate, but staff was working on ways to increase the response rate numbers.

There was a question about increasing the payout schedule to reduce the water rates. The contract with the City of Raleigh increased the water rates by 5% annually until it was paid in full. Staff would follow-up with the City of Raleigh regarding other options.

**AMEND THE MEETING SCHEDULE**

Joe Moore explained the Board missed meetings due to the COVID-19 restrictions and staff had proposed a new meeting schedule.

Lisa Markland stated the meeting on May 20 would become a regular meeting and the June 1 regular meeting would stay the same. June 10 and June 17 would be a budget work session and June 22 would be the budget public hearing. The Board could adopt the budget on June 22 or call a special meeting in June to adopt the budget.

Commissioner Loucks made a motion, second by Commissioner Baxter to amend the meeting schedule as proposed by staff. There was no discussion and the motion passed unanimously.

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

6/1/2020

Date

Robert S. Matheny—Mayor



Lisa M. Markland, CMC—Town Clerk