

**ZEBULON BOARD OF COMMISSIONERS
WORK SESSION
AGENDA
FEBRUARY 19, 2026
6:00 PM**

1. APPROVAL OF AGENDA

2. OLD BUSINESS

A. Finance

1. Ordinance 2026-23 General Fund Budget Amendment – Governing Body

3. PRESENTATIONS

A. Community & Economic Development

1. Economic Development Advisory Board Research
2. Main Street Program (ZDDA) Impact Report 2025

4. ADJOURN

STAFF REPORT
ORDINANCE 2026-23
BUDGET AMENDMENT TRANSFERRING FUNDS
WITHIN THE GOVERNING BOARD BUDGET
FEBRUARY 19, 2026

Topic: FY 2026 Budget Amendment Request – Governing Board

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

Prepared by: Jeremy Crawford, Town Clerk
Bobby Fitts, Finance Director

Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will consider transferring budgeted funds between line items totaling \$93,300 to adjust for unplanned use of previously budgeted funds.

Background:

The Board of Commissioners will consider a budget amendment reallocating \$93,300 within the General Fund. This request aligns existing appropriations with actual expenditure requirements for the first half of the fiscal year. This amendment requires no additional funding or use of Fund Balance. This request seeks balance needed funding based on personnel vacancies and the contract for the interim clerk. When the clerk position was being filled by an interim, they were paid from Professional Services and their travel reimbursements were paid from Travel & Training. Funds from lapsed salaries due to the clerk's vacancy are available to transfer to these line items. We are requesting \$50,500 be transferred from Salaries, FICA, Group Insurance and Retirement to Professional Services and Travel & Training.

Higher-than-anticipated legal expenses were incurred during the first half of the year. To cover these costs, funds are available from the Elections line item (due to actual costs being below budget) and Professional Services-Bond Counsel. Specifically, \$7,800 is being transferred from Elections and \$35,000 from Bond Counsel to the Professional Services account.

Fiscal Impact:

This reallocation ensures no additional funding is required while maximizing the use of the available resources. There is no net impact on the General Fund total.

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 2026-23.

Attachments:

1. Ordinance 2026-23

ORDINANCE 2026-23

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, 2026.

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

	INCREASE	DECREASE
REVENUES		
EXPENDITURES		
Governing Board – Salaries		\$32,000.00
Governing Board – Professional Services	83,300.00	
Governing Board – Professional Services-Bond Counsel		35,000.00
Governing Board – FICA		2,000.00
Governing Board – Group Insurance		11,000.00
Governing Board – Retirement		5,500.00
Governing Board – Travel & Training	10,000.00	
Governing Board – Elections		7,800.00

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 19, 2026

Effective: February 19, 2026

Jessica D. Harrison - Mayor

ATTEST:

Jeremy Crawford – Town Clerk

STAFF REPORT
ECONOMIC DEVELOPMENT ADVISORY BOARD RESEARCH
February 19, 2026

Topic: Economic Development Advisory Board Research
Speaker: Shannon Johnson, Community & Economic Development Director
From: Shannon Johnson, Community & Economic Development Director
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will receive:

- A presentation and report summarizing staff research about Economic Development Advisory Boards from other NC municipalities.
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Background:

The Community & Economic Development annual report was presented to the Zebulon Board of Commissioners in December of 2025. Commissioner Roa suggested that an Economic Development Advisory Board be appointed. After the discussion, the staff agreed to research the use of advisory boards in other municipalities.

Board Goals:

This action supports the Town's strategic goals:

- **Growing Smart** – Research on practical and sensible strategies to achieve the goals set by the Economic Development Strategy exemplifies Growing Smart.
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Fiscal Impact:

There is no fiscal impact for this report.

STAFF REPORT
MAIN STREET PROGRAM (ZDDA)
IMPACT REPORT 2025
February 19, 2026

Topic: Main Street Program (ZDDA) Impact Report 2025
Speaker: Teresa Piner, Main Street Coordinator & ZDDA Board Representatives
From: Shannon Johnson, Community & Economic Development Director
Approved by: Taiwo Jaiyeoba, Interim Town Manager

Executive Summary:

The Board of Commissioners will receive:

- A presentation showing the accomplishments of the Zebulon Downtown Development Association board in 2025.
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Background:

The revitalization of Downtown Zebulon is driven by a strategic commitment to transform the town's historic district into a vibrant, walkable core. The Zebulon Downtown Development Association (ZDDA), a 501(c)(3) nonprofit, was established in 2024 to fulfill this commitment. Guided by the NC Main Street Program, this initiative utilizes a proven four-pillar approach—**Promotion, Economic Vitality, Design, and Organization**—to foster long-term sustainable growth while preserving the area's unique small-town character.

Staff prepares an annual impact report to showcase the accomplishments of the ZDDA while adhering to the National Main Street principles.

Board Goals:

This action supports the Town's strategic goals:

- **Vibrant Downtown** – ZDDA activities are grounded in adding to the vibrancy of downtown.
 - **Small Town Life** – Preserving the charm of Zebulon is paramount in all activities of the ZDDA.
 - **Growing Smart** – Practical and sustainable growth is a core principle adhered to when creating the work plan of the ZDDA.
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Fiscal Impact:

There is no fiscal impact for this annual report.
