

**ZEBULON  
BOARD OF COMMISSIONERS  
AGENDA  
December 6, 2021  
7:00pm**

Due to COVID-19 we have limited in-person seating. If you would like to attend, please email Stacie Paratore (sparatore@townofzebulon.org) by 12:00pm on December 6, 2021 to reserve your seat.

All meetings are live streamed on YouTube (@TownofZebulon) and we share the link on Facebook.

**I. PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. SCHOOL RECOGNITION**

*A. East Wake High School*

1. Jordan Noah Sanders – Student
2. Doreen Keeler – Teacher

**IV. PUBLIC COMMENT PERIOD**

If you wish to present in-person, please contact Stacie Paratore at sparatore@townofzebulon.org to reserve your seat. If you would like to submit comments to be read into the record at the meeting, please send comments, of 400 words or less, to Stacie Paratore (sparatore@townofzebulon.org) by 3:00pm on December 6, 2021.

**V. CONSENT**

*A. Minutes*

1. November 1, 2021 – Regular Meeting

*B. Finance*

1. Monthly Items
  - a. Wake County Tax Report – September 2021
  - b. Monthly Financial Report

*C. General*

1. Quarterly reports from Fire, Public Works and Parks and Recreation
2. Resolution 2022-07 – Retention Schedule

## **V. NEW BUSINESS**

### *A. Administration*

1. Board Appointments
2. Meeting Calendar 2022

## **VI. BOARD COMMENTS**

## **VII. MANAGER'S REPORT**

## **VIII. CLOSED SESSION**

Per N.C. General Statute § 143-318.11(a)(5): "... to instruct the [Town] staff or negotiating agents concerning the position to be taken by or on behalf of the [Town] in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; ..."

### *A. General*

1. Resolution 2022-08 – Acquire a Temporary Construction Easement by Condemnation

**Zebulon Board of Commissioners**  
**Minutes**  
**November 1, 2021**

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

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

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mayor Matheny.

**APPROVAL OF AGENDA**

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

**SCHOOL RECOGNITIONS**

Mayor Matheny recognized student Christien Ward and teacher Keoshia Allen, both from Wakelon Elementary School.

Don Bumgarner presented Mayor Matheny with a bench made from old timbers from Town Hall.

**PUBLIC COMMENT PERIOD**

No one signed up to speak.

**PUBLIC HEARING**

*A. Annexations*

1. Pony Road Subdivision

Mayor Matheny opened the public hearing.

Meade Bradshaw stated the annexation request was for approximately 163 acres located at 705 Pony Road, 0 Harmonica Drive and 0 Mack Todd Road. The three properties were zoned Suburban Residential (R2), Residential Neighborhood (R4), and Heavy Commercial (HC). Annexation is a condition of water service provided by the City of Raleigh

The aerial map, zoning map and photos of the property were shown. The Town would collect approximately \$550,000 in taxes, if the property was annexed.

Mayor Matheny asked if the Board had questions. There were none.

Mayor Matheny asked if anyone wished to speak.

Board of Commissioners  
Minutes  
November 1, 2021

A resident asked for more details about the Pony Road Subdivision. Staff provided the details and stated a meeting could be scheduled with the resident to answer any further questions about the subdivision.

Jean Keys asked about the implications of granting the annexation. Meade Bradshaw explained the 162 acres were currently located in the ETJ and the properties needed be annexed to connect the new homes to water and sewer.

It was asked about the type of strain the subdivision would put on the water and sewer resources. Meade Bradshaw stated there would not be an impact with the water or water pressure as well as the sewer services.

Mayor Matheny asked if anyone else wished to speak. There were none.

Mayor Matheny closed the public hearing.

2. Jasper Place

Mayor Matheny opened the public hearing.

Meade Bradshaw stated the annexation request was for approximately 51.19 acres located at 1317 W. Gannon Avenue and 0 W. Gannon Avenue. The property at 1317 W. Gannon Avenue was zoned Suburban Residential (SR) and 0 W. Gannon Avenue was zoned Office and Institutional. The subject properties had a 97-lot single family detached, conservation subdivision currently in review with the Town. The annexation was required due to the connecting water and sewer services.

The aerial map, zoning map and photos of the property were shown. The Town would collect approximately \$130,000 in taxes, if the property was annexed

Mayor Matheny asked if the Board had questions. There were none.

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

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

Mayor Matheny closed the public hearing.

3. SPC Mechanical

Mayor Matheny opened the public hearing.

Meade Bradshaw stated the annexation request was for approximately 4.76 acres located at 700 E. Gannon Avenue and was designated as General Commercial (GC). The annexation was required due to the connecting water and sewer services.



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The aerial map, zoning map and photos of the property were shown. The Town would collect approximately \$7,000 in taxes, if the property was annexed  
Mayor Matheny asked if the Board had questions. There were none.

Mayor Matheny asked if anyone wished to speak.

Patrick Barbello, the Senior Project Manager at the Timmons Group, spoke about SPC Mechanical's plans for the property.

Mayor Matheny asked if anyone else wished to speak. There were none.

Mayor Matheny closed the public hearing.

### **CONSENT**

Mayor Matheny asked to amend the consent agenda to move Resolution 2022-06 Intent to Purchase East Wake EMS Property to Old Business

#### *A. Minutes*

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the September 20, 2021 Joint Public Hearing. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the October 4, 2021 regular meeting. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the October 4, 2021 closed session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the October 20, 2021 work session. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the minutes of the October 20, 2021 closed session. There was no discussion and the motion passed unanimously.

#### *B. Finance*

Commissioner Baxter made a motion, second by Commissioner York to approve the Wake County tax report – August 2021. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the monthly financial report. There was no discussion and the motion passed unanimously.

#### *C. General*

Commissioner Baxter made a motion, second by Commissioner York to approve the quarterly reports from Police and Planning. There was no discussion and the motion passed unanimously.

Commissioner Baxter made a motion, second by Commissioner York to approve the acceptance of gift dedication to Town Hall. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

*A. Parks and Recreation*

1. Impact Fee Study

Sheila Long asked the Board to consider adoption of the Parks and Recreation Impact Fee Study and recommended fee to help fund growth-related projects identified in the Comprehensive Parks and Recreation Master Plan. Details and results of the Impact Fee Study were given. The Play Zebulon plan recommended fee of \$3,000 for a single-family unit and \$2,500 for a multi-family unit.

It was explained the acreage calculation in the plan was not based on the number of acres to acquire but on the level of service currently offered with land owned as park land.

Commissioner Clark made a motion, second by Commissioner York to approve the Parks and Recreation Impact Fee Study. There was no discussion and the motion passed with a vote 4 to 1 with Commissioner York, Clark, Moore and Loucks voting in favor and Commissioner Baxter voting in opposition.

2. Ordinance 2022-26 – Fee Schedule Amendment – PR Impact Fee

Commissioner Clark made a motion, second by Commissioner Moore to approve Ordinance 2022-26.

Commissioner Loucks inquired about the effective date of the fee schedule. Sheila Long stated staff's recommendation was for the effective date to be January 1, 2022 to give staff time to work with developers and have processes in place.

Michael Clark stated the Planning Board had recommended an immediate effective date but stated it would take time to transition and they needed to allow time to amend software and give the development community a definitive date of adoption.

Commissioner Baxter asked about the homes completed by January 1, 2022, that would not fall under the ordinance. Michael Clark explained there were approximately 175 to 200 lots currently under construction and 20 applications in process, but the number of homes who could take advantage of the change was very marginal.

There was no further discussion and the motion passed unanimously.

3. Resolution 2022-06 Intent to Purchase East Wake EMS Property

Mayor Matheny gave some background about the purchase of the East Wake EMS Property.

Joe Moore stated Eastern Wake EMS ceased operations in May 2021. The property at 131 E. Vance Street was offered to the Town of Zebulon for purchase for \$1.00. The due diligence was complete, and staff recommended approval of Resolution 2022-06.

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Eric Vernon spoke about his meeting with Garland Tant, the recent Chief of the Eastern Wake EMS, and the motivation to sell the Eastern Wake EMS to the Town.

Commissioner York made a motion, second by Commissioner Baxter to approve Resolution 2022-06. There was no discussion and the motion passed unanimously.

## **NEW BUSINESS**

### **A. Planning**

#### **1. Ordinance 2022-27 - Annexation Request – Pony Road Subdivision**

Commissioner York made a motion, second by Commissioner Loucks to approve Ordinance 2022-27. There was no discussion and the motion passed unanimously.

#### **2. Ordinance 2022-28 - Annexation Request – Jasper Place**

Commissioner Baxter made a motion, second by Commissioner Clark to approve Ordinance 2022-28. There was no discussion and the motion passed unanimously.

#### **3. Ordinance 2022-29 - Annexation Request – SPC Mechanical**

Commissioner Clark made a motion, second by Commissioner York to approve Ordinance 2022-29. There was no discussion and the motion passed unanimously.

## **BOARD COMMENTS**

Commissioner York encouraged citizens to vote in the election.

Commissioner Baxter thanked Zebulon Police Department and Fire Department for their help with trick-or-treating on Halloween and encouraged citizens to vote in the election.

Commissioner Clark thanked Zebulon Police Department for keeping the trick-or-treaters safe and encouraged citizens to vote in the election.

Commissioner Moore stated voting was from 6:30am to 7:30pm and encouraged citizens to vote in the election.

Commissioner Loucks thanked Mayor Matheny for his more than 40 years of service and spoke about the Mayor's Celebration scheduled for November 18.

Mayor Matheny stated it was a pleasure serving for his 44 years of service to the Town of Zebulon.

## **MANAGER'S REPORT**

Joe Moore encouraged citizens to vote and invited the public to the Mayor's celebration scheduled for November 18 at Old Raleigh from 4:00pm to 8:00pm.

Joe Moore thanked Mayor Matheny for his years of service.

Board of Commissioners  
Minutes  
November 1, 2021

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

Adopted this the 6<sup>th</sup> day of December 2021.

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Glenn L. York—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk



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

TEL 919 856 6180  
FAX 919 856 5699

MATT CALABRIA, CHAIR  
VICKIE ADAMSON, VICE-CHAIR  
MARIA CERVANIA  
SUSAN EVANS  
SIG HUTCHINSON  
SHINICA THOMAS  
JAMES WEST

November 2, 2021

Ms. Lisa Markland  
Town Clerk  
Town of Zebulon  
1003 North Arendell Avenue  
Zebulon, North Carolina 27597

Dear Ms. Markland:

The Wake County Board of Commissioners, in regular session on November 1, 2021, approved and accepted the enclosed tax report for the Town of Zebulon.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in cursive script that reads "Yvonne Gilyard".

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

Enclosure(s)

Tax Committee Meeting: 10/14/2021

Approved by: Kim Lorbacher

Board of Commissioners Meeting: 11/01/2021

TO: Wake County Board of Commissioners and Town Board of Zebulon

FOR: Consideration of Requests for Value/Special Situations

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Value Appealed	Appeal/Request Type	Recommendation
17771	AARON'S LLC #1335 SILVER OAK ADVISORS PO BOX 2437 SMYRNA GA 30081	BUSINESS PERSONAL PROPERTY ZEBULON	0006520265 2021 Not Paid	\$432,274	Value Only	Denied

**This List Requires Board Action**

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



Marcus Kinrade, Tax Administrator



Wake County Tax Administration

Rebate Details

09/01/2021 - 09/30/2021

ZEBULON

DATE  
10/03/2021

TIME  
2:40:14 PM

PAGE  
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REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
<b>BUSINESS ACCOUNTS</b>											
795713	22.65	0.00	0.00	0.00	22.65	09/15/2021	0005005790	2021	2021	007200	COCA COLA COMPANY
<b>SUBTOTALS FOR BUSINESS ACCOUNTS</b>	<b>22.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22.65</b>	<b>1</b>	<b>Properties Rebated</b>				
<b>BUSINESS REAL ESTATE ACCOUNTS</b>											
794854	47.91	0.00	0.00	0.00	47.91	09/03/2021	0000054282	2021	2021	000000	JACH LLC
<b>SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS</b>	<b>47.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.91</b>	<b>1</b>	<b>Properties Rebated</b>				
<b>INDIVIDUAL PROPERTY ACCOUNTS</b>											
797049	521.78	0.00	0.00	0.00	521.78	09/30/2021	0006948702	2021	2021	000000	BANK OF MONTREAL
<b>SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS</b>	<b>521.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>521.78</b>	<b>1</b>	<b>Properties Rebated</b>				



Wake County Tax Administration

Rebate Details

09/01/2021 - 09/30/2021

ZEBULON

DATE

10/03/2021

TIME

2:40:14 PM

PAGE

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REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR TYPE	OWNER
TOTAL REBATED FOR ZEBULON	592.34	0.00	0.00	0.00	592.34		3		Properties Rebated for City	





**Wake County Tax Administration**  
**Rebate Details**  
09/01/2021 - 09/30/2021  
**ZEBULON**

DATE  
10/03/2021

TIME  
2:40:14 PM

PAGE  
1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR FOR TYPE	OWNER
<b>Grand Total:</b>	<b>202,655.50</b>	<b>16,680.00</b>	<b>4,828.48</b>	<b>0.00</b>	<b>224,163.98</b>		<b>116</b>	<b>Properties Rebated for All Cities</b>		

**Topic:** FY 2022 Monthly Financial Statement Update  
**Speaker:** Bobby Fitts, Finance Director (if pulled from Consent)  
**Prepared by:** Bobby Fitts, Finance Director  
**Approved by:**  Joseph M. Moore II, PE, Town Manager

**Executive Summary:**

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

**Background:**

The attached financials are a summary of revenues and expenditures to date. These monthly reports are provided to inform the Board of revenue and expenditure trends throughout the year. The enclosed statements are through November 19, 2021.

**Information:**

FY '22 Expenditures

Four and a half months into Fiscal Year 2022, the Town has spent approximately \$4,236,000 (~25% of its General Fund budget of \$16,989,562). Some larger expenditures are made earlier in the fiscal year, such as debt service payments on the fire pumper truck, ladder truck, leaf truck, payloader and other vehicle purchases; and premiums on annual property & liability insurance and workers compensation.

FY '22 Revenues

The following summary provides insight into some of the early revenue activity in the current fiscal year:

- Property Tax (largest revenue stream)
  - + FY 2022 collections: \$2,254,855 collected to date (30% of \$7,628,000 budget).
  - + Observations:
    - # 10.7% more than collected last fiscal year (\$2,037,753).
    - # Majority of property taxes are received later in the calendar year.
- Sales Tax (second largest revenue stream)
  - + Comparisons (August's sales (reports lag 3-months)):
    - # \$63,966 (65.2%) more collected than last August for all sales tax.
    - # \$28,195 (66.0%) more collected than last August for "local" sales tax.
  - + Year-to-Date comparisons (sales through the first two months of the fiscal year)
    - # \$83,233 (+40.7%) more collected than at this time last year for all sales tax
    - # Collections are 22% of budgeted revenues (ahead of schedule).
- Utilities Sales Tax (5% of revenue stream):
  - + first disbursement due December 15
  - + Reflects natural gas and electricity sales and heavily weather dependent

- Permits & Zoning
  - + \$51,888 collected total (24% of budgeted revenues (\$220,000))
  - + 53.6% less than what was collected this time last fiscal year (\$111,863).
  - + An indication of development activity and corresponding support services.
  
- Transportation Impact Fees
  - + \$71,885 collected to date (35.9% of budgeted revenues (\$200,000)).
  - + 63.9% less than what was collected last fiscal year (\$199,294).
  - + Revenue placed in reserve for transportation projects to be spent within 10 years

**Policy Analysis: N/A**

**Financial Analysis:**

FY '22 Budgeted revenue is \$16,989,562 while year to date revenue collected is \$3,853,734 (22.7% of budgeted). As shown in the chart on the Revenue Statement, 61.6% of year-to-date revenues come from property taxes as the total for the year has been collected.

**Staff Recommendation:**

No staff recommendation or Board action is necessary. These are informational only.

**Attachments:**

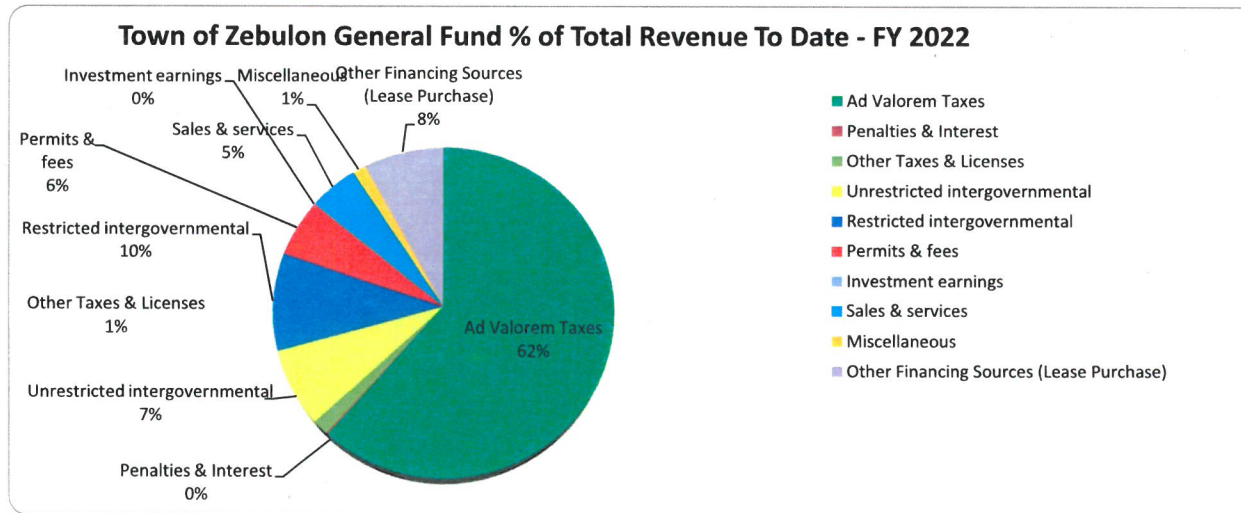
1. General Fund Fiscal Year 2022 Expenditure Statement and Revenue Statement (as of November 19, 2021)
2. Sales Tax – FY 2022

# ZEBULON

NORTH CAROLINA

TOWN OF ZEBULON  
 Revenue Statement: 2021 - 2022 As of 11/19/2021  
 for Accounting Period 6/30/2022  
 GENERAL FUND

<u>Revenue Categories</u>	<u>Estimated Revenue</u>	<u>Revenue YTD</u>	<u>% Collected</u>	<u>% of Total Revenue YTD</u>
Ad Valorem Taxes	\$7,672,000	\$2,371,976	30.9%	61.6%
Penalties & Interest	\$13,500	\$6,595	48.9%	0.2%
Other Taxes & Licenses	\$145,400	\$58,296	40.1%	1.5%
Unrestricted intergovernmental	\$1,927,500	\$287,660	14.9%	7.5%
Restricted intergovernmental	\$926,500	\$368,817	39.8%	9.6%
Permits & fees	\$551,500	\$218,698	39.7%	5.7%
Investment earnings	\$3,500	\$494	14.1%	0.0%
Sales & services	\$931,400	\$187,620	20.1%	4.9%
Miscellaneous	\$67,840	\$48,577	71.6%	1.3%
Other Financing Sources (Lease Purchase)	\$315,000	\$305,000	0.0%	7.9%
Fund Balance Appropriated	<u>\$4,435,422</u>	<u>\$0</u>	<u>0.0%</u>	<u>0.0%</u>
<b>Total Revenues</b>	<b>\$16,989,562</b>	<b>\$3,853,734</b>	<b>22.7%</b>	<b>100%</b>





TOWN OF ZEBULON  
Expenditure Statement:2021 - 2022  
for Accounting Period 6/30/2022  
GENERAL FUND

As of 11/19/2021

<u>Dept #</u>	<u>Department</u>	<u>Approp Amount</u>	<u>Expenditure YTD</u>	<u>% Exp.</u>
410	GOVERNING BODY	\$435,015	\$87,887	20.2%
420	FINANCE	\$407,016	\$140,473	34.5%
430	ADMINISTRATION	\$1,021,700	\$310,651	30.4%
490	PLANNING AND ZONING	\$652,366	\$230,935	35.4%
500	PUBLIC WORKS-PROPERTY & PROJECT MGMT	\$2,854,915	\$345,501	12.1%
510	POLICE	\$2,746,880	\$1,157,546	42.1%
520	PUBLIC WORKS-OPERATIONS	\$3,333,400	\$743,494	22.3%
530	FIRE	\$3,038,614	\$822,887	27.1%
570	POWELL BILL	\$351,500	\$1,653	0.5%
620	PARKS & RECREATION	\$1,783,011	\$358,887	20.1%
690	COMMUNITY & ECONOMIC DEVELOPMENT	\$365,145	\$36,095	9.9%
	<b>Total Expenditures</b>	<b>\$16,989,562</b>	<b>\$4,236,008</b>	<b>24.9%</b>



Sales Tax

FY 2022

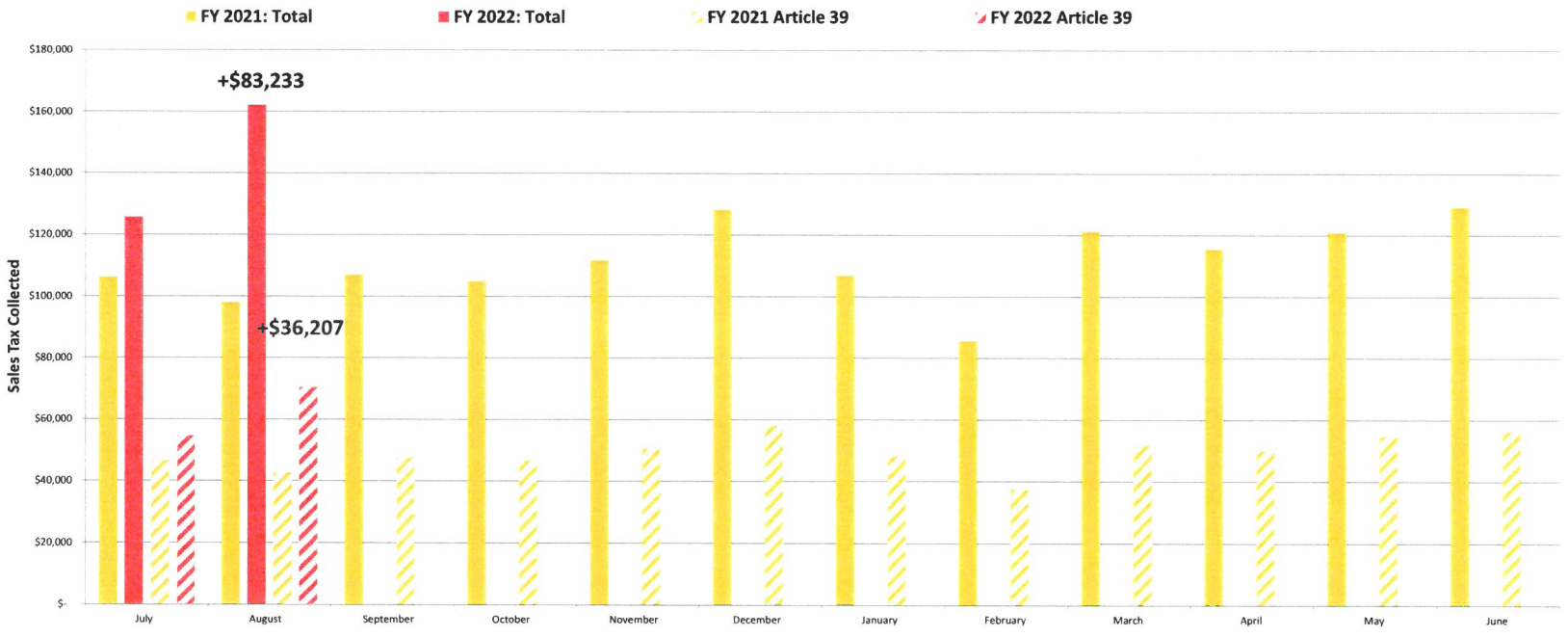
Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 22 Totals	Prior Year (FY 2021)	% Inc (Dec) from Prior Yr
July	\$ 54,740	\$ 23,633	\$ 27,374	\$ (8)	\$ 19,820	\$ 125,560	\$ 106,293	18.1%
August	70,908	30,305	35,575	0	25,312	162,100	98,134	65.2%
September	-	-	-	-	-	-	107,017	-100.0%
October	-	-	-	-	-	-	105,056	-100.0%
November	-	-	-	-	-	-	111,773	-100.0%
December	-	-	-	-	-	-	128,204	-100.0%
January	-	-	-	-	-	-	107,034	-100.0%
February	-	-	-	-	-	-	85,810	-100.0%
March	-	-	-	-	-	-	121,143	-100.0%
April	-	-	-	-	-	-	115,436	-100.0%
May	-	-	-	-	-	-	120,866	-100.0%
June	-	-	-	-	-	-	129,315	-100.0%
<b>Total</b>	<b>\$ 125,648</b>	<b>\$ 53,938</b>	<b>\$ 62,950</b>	<b>\$ (8)</b>	<b>\$ 45,132</b>	<b>\$ 287,660</b>	<b>\$ 106,293</b>	<b>170.6%</b>

FY 2021

Month	Article 39 (1) *	Article 40 (1/2)	Article 42 (1/2)	Article 44 (1/2)	City Hold Harmless	FY 21 Totals	Prior Year (FY 2020)	% Inc (Dec) from Prior Yr
July	\$ 46,727	\$ 19,891	\$ 23,331	\$ (7)	\$ 16,351	\$ 106,293	\$ 94,711	12.2%
August	42,713	18,626	21,327	11	15,457	98,134	96,820	1.4%
September	47,770	19,733	23,858	(2)	15,658	107,017	98,482	8.7%
October	46,956	19,326	23,433	(13)	15,354	105,056	101,205	3.8%
November	50,717	20,199	25,285	(2)	15,574	111,773	100,498	11.2%
December	58,329	23,016	29,146	10	17,704	128,204	108,478	18.2%
January	48,410	19,425	24,185	1	15,012	107,034	84,115	27.2%
February	37,570	16,223	18,734	1	13,282	85,810	85,027	0.9%
March	51,917	23,270	25,950	(2)	20,007	121,143	96,647	25.3%
April	50,198	21,765	25,058	(3)	18,418	115,436	81,112	42.3%
May	54,888	21,736	27,402	0	16,841	120,866	93,940	28.7%
June	56,533	24,213	28,255	2	20,313	129,315	112,742	14.7%
<b>Total</b>	<b>\$ 592,728</b>	<b>\$ 247,422</b>	<b>\$ 295,964</b>	<b>\$ (4)</b>	<b>\$ 199,972</b>	<b>\$ 1,336,082</b>	<b>\$ 1,153,778</b>	<b>15.8%</b>

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

# Monthly Summary of Sales Tax Collected



# TOWN OF ZEBULON FIRE DEPARTMENT 1ST QUARTER REPORT (JULY-SEPTEMBER) DECEMBER, 2021



## EXECUTIVE SUMMARY

The Fire Department quarterly report summarizes the service trends/benchmarks, personnel updates, project updates, and emerging issues. Incident workload is trending in a steep increase with increasing demands for fire code enforcement and fire/life safety education programs.

## NEWS OF THE YEAR – ISO CLASS 2!

The North Carolina Department of Insurance announced on September 1, 2021 that our department had been reclassified from an ISO class 3 to an ISO class 2 in our municipal limits. Additionally, we were re-rated as a Class 3 from Class 4 in the unincorporated areas we serve. Zebulon Fire is in the top 38% of all fire departments in North Carolina.



We were last rated in 2014 and expect to be rated again in 2026. This excellent score is a testament to the dedication of our personnel and our department's excellent equipment. Elements of the rating inspection include:

- Emergency communications and dispatching systems
- Equipment, staffing, training, geographic distribution of fire companies, and operational considerations of the fire department
- Water supply, including fire hydrants and available supplies
- Community risk reduction programs such as fire inspections, public fire education, and fire investigation programs.

ISO ratings are designed solely on structure fire protection for insurance purposes and does not look at non-structure fire calls, such as medical calls, motor vehicle accidents, or outside fires.



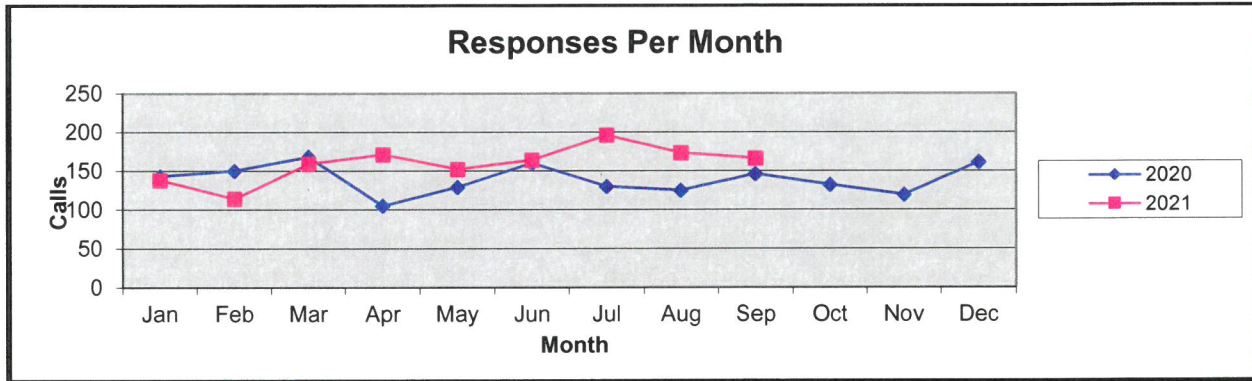


**SERVICE TRENDS/BENCHMARKS**

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 is one of the workload indicators.

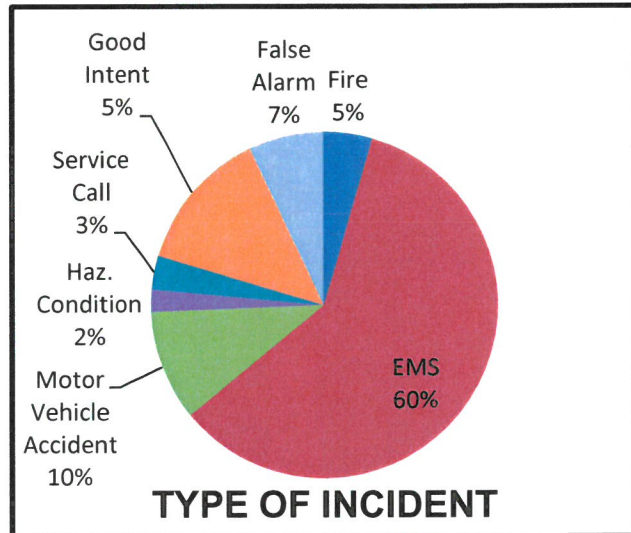
**CALL VOLUME**

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



Take-Aways:

- Overall call volume (year to date) is 12.4% higher than last year. Call volumes in this quarter were significantly higher than in 2020.
- Call volume increase is based primarily upon increased medical calls and motor vehicle accidents.
- The breakdown by call types shows that the medical calls are significantly less during the pandemic.



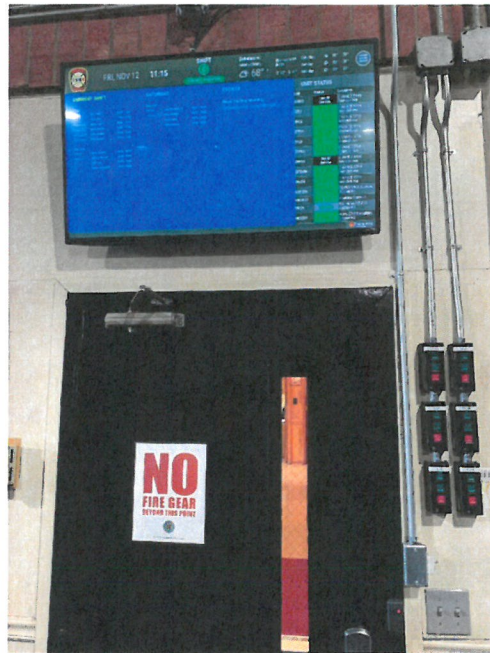
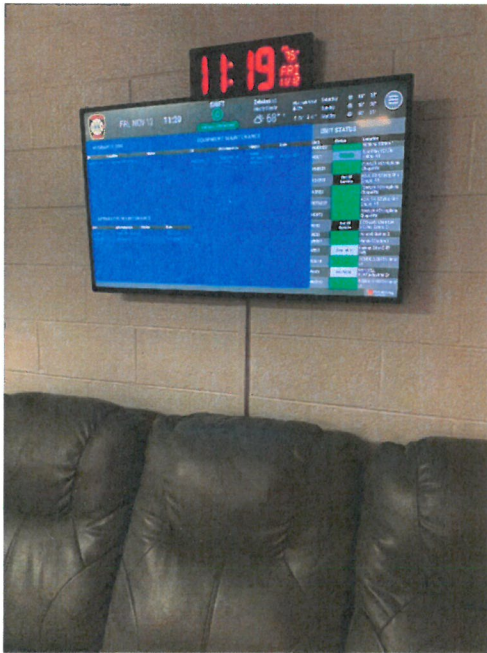
**SIMULTANEOUS CALLS**

With the increased call volume, we are also tracking simultaneous calls – how often calls occur when our staff is already dedicated on an earlier event. This often results in a delayed response since staffing may not be available to handle the call. This is handled by additional personnel from Zebulon (i.e. volunteers) or by responders from other departments.

In August and September, our number of simultaneous calls was at its highest in history at 88 and 101, respectively. We will continue to track these occurrences and identify related trends.

## DASHBOARD IMPLEMENTATION

This quarter, the fire department began using a dashboard system to improve our department's situational awareness, provide real-time updates, and improve department performance. Existing station monitors have been adapted to provide revolving screens which include weather information, traffic camera pictures, call type and turnout time data, incident and unit status updates, and other valuable information for personnel.



**CHEST PAIN 10B9** **00:04:00**  
**413 N Whitley St, Zebulon**  
ZFB99 EMS64 TT\_FFED  
[1] Class of Service: wireless - Cell,[2] LAT: 35.822212 LON: 78.309647,[3] CHEST PAINS,[4] Automatic Case Number(s) issued for Incident #[21-0163041], Jurisdiction: Zebulon Fire Department. Case Number(s): 21-001596. requested by ZFB99.,[5] Automatic Case Number(s) issued for Incident #[21-0163041], Jurisdiction: Wake Co EMS System. Case...

Distance: 0.2 miles / Time: 00:00:00

Google



## PERSONNEL UPDATES

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



**Firefighter Austin Morgan** was promoted to Senior Firefighter with the department. This step requires two additional years of experience as a Firefighter I and the successful completion of preliminary driver/operator training and training in public fire education programs.



**Firefighter Dustin Thorne** was promoted to Senior Firefighter with the department. This step requires two additional years of experience as a Firefighter I and the successful completion of preliminary driver/operator training and training in public fire education programs.



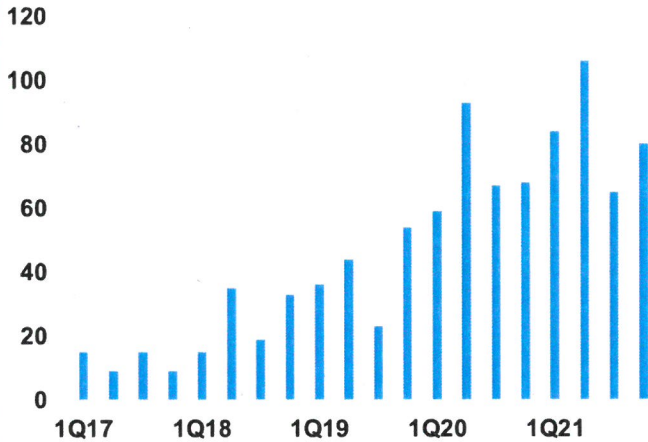
**Fire Chief Chris Perry** received his Fire Officer III certification from the N.C. Office of State Fire Marshal. This certification comes after meeting all the prerequisites, completing 80 hours of coursework, and passing the state exam.



**Fire Inspector Chris Bissette** was promoted to the position of Fire Marshal/Town Safety Officer. As Town Safety Officer, he will be our liaison with the N.C. Department of Labor and will work to reduce workplace injuries.

## Construction Inspection & Asset Management

**Site Finals FY2017-FY2021**



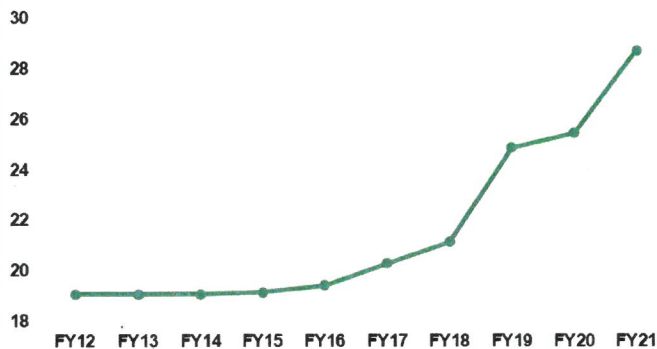
Assets Accepted

Roadway: 2.74 Miles      Sidewalk: 1.45 Miles  
 Storm Pipe: 3.41 Miles      Greenway: 0.67 Miles

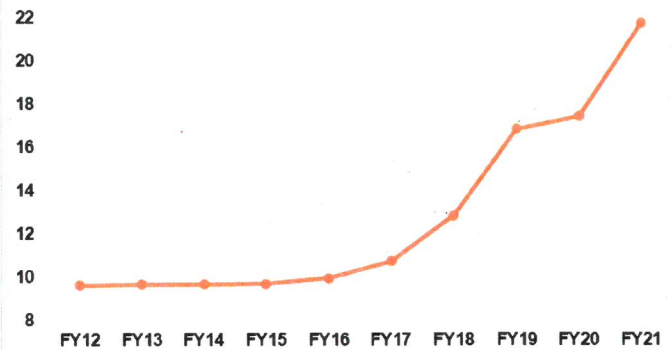
Value of Assets Accepted

\$3,232,941.59

**Miles of Town-Owned Streets**



**Town-Owned Drainage Pipe (Miles)**



## Beaverdam Creek Greenway

**5100 Linear Feet of Paved Trail**

**Construction Grant Funds:**

**\$1,924,051**

**Grant Funds Reimbursed to date:**

**\$1,295,845**

### FY2021 Annual Street Paving

1.94 Miles      \$282,113

### Surplus Vehicles & Equipment

7 vehicles & 5 pieces of equipment  
 \$38,183.79

### FY2021 Stormwater Maintenance

Pipe Cleaned:      Structures Inspected:  
 20,659 LF      211

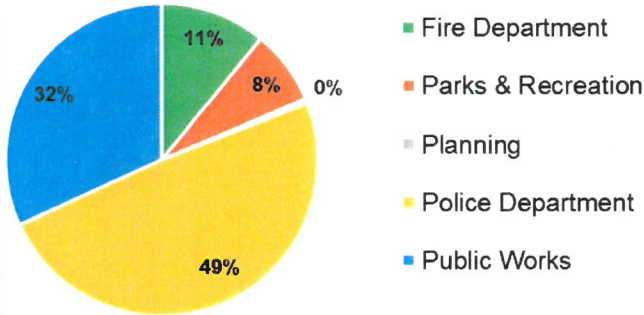


# Operations

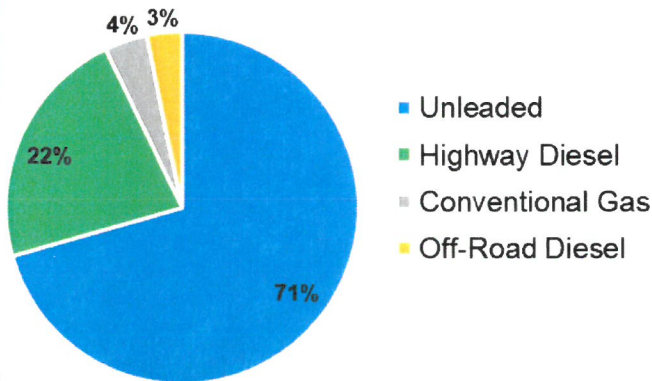
## Fuel Used in FY2021

# 47,025 Gallons

### FY2021 Fuel Usage by Department



### FY2021 Fuel Usage by Type



## FY2021 Solid Waste Collection

### Curbside Collections

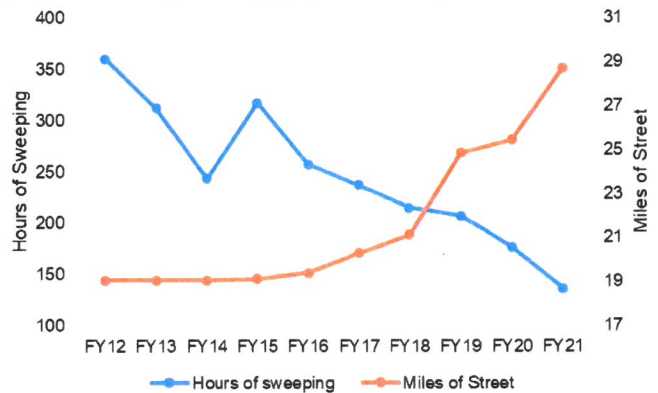
Trash: 2,360.69 Tons  
 Recycling: 342.70 Tons  
 Bulk Waste: 149.28 Tons  
 Yard Waste: 1,783.60 Tons



### June Community Recycling Day

Antifreeze/Oil: 105 Gallons  
 Paper: 4500 Pounds  
 Tires: 180 Pounds  
 Electronics: 1352 Pounds  
 Lamps/Bulbs: 89 Pounds  
 Paint: 67 Gallons

Due to residential growth, we're spending more time collecting yard waste, leaves, and bulky waste, with less time available for street sweeping.



# Personnel



**Josh Beddingfield**  
 \* New Equipment Operator I  
 September 8  
*Welcome!*



**Steven Holmquist**  
 \* Certified Work Zone Supervisor  
*Congrats!*



**Trace Johnson**  
 \* Future PW Director  
*Congrats, Corbin & Hillary!*

**Daniel Baxley**  
 \* Promoted to Crew Leader October 1.  
 \* Certified Work Zone Supervisor  
*Congrats!*



**Cody Hamilton**  
 \* New Class B CDL holder  
*Congrats!*







**Parks & Recreation  
Department**

July- Sept 2021

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

Parks & Recreation

# ZEBULON

NORTH CAROLINA

The Mission of the Zebulon Parks and Recreation Department is to connect all people and the community through quality parks, facilities, and programs.



**Small Town Life**



Participants enjoyed youth and adult art programs.



Uses of fitness programs such as walking, karate, yoga, line dancing and the fitness room.



Participants enjoyed events such as Popsicles in the Park & Market Days

Participants registered for FALL sports.



Participants in youth summer camps (June, July, August).



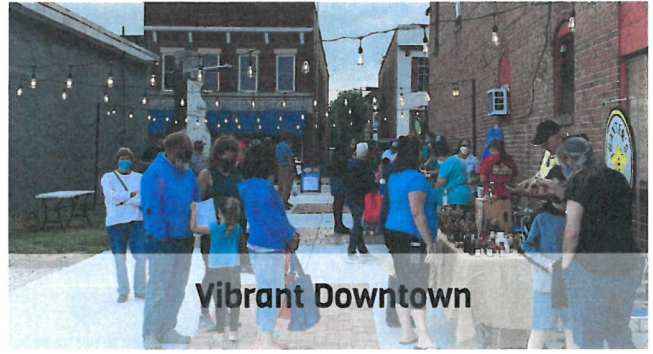
Participants supported the Artist Mixer.



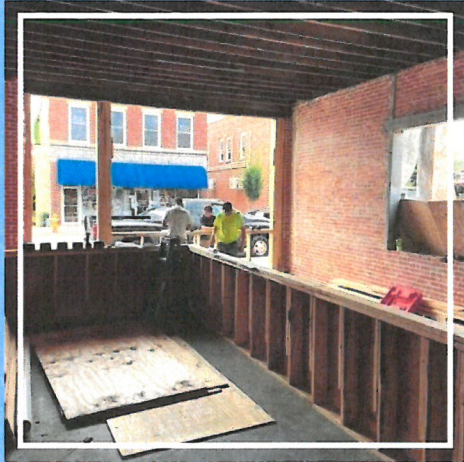
*Due to COVID-19 restrictions, types of programs offered and maximum capacity for programs continued to be modified and at times limited.*



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



**Vibrant Downtown**



The first Alley Activation project led by the Parks and Recreation Department is now complimented by a \$500,000 renovation investment.

Secured \$5,000 from United Arts to add a mural in downtown Zebulon



**Growing Smart**

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



Facebook reaches on the ZPRD page with 80 posts.



Finalized and adopted the Town's first Comprehensive Parks and Recreation Master Plan.



The department completed reorganization and filled two vacancies. Hannah Hayworth, Recreation Assistant, and Scott Graley, Maintenance Worker, have been added to our team.





STAFF REPORT  
RESOLUTION 2022-07  
MUNICIPAL RECORDS RETENTION  
AND DISPOSITION SCHEDULE UPDATE  
DECEMBER 6, 2021

**Topic: Resolution 2022-07—Municipal Records Retention and Disposition  
Schedule Update**

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

**Executive Summary:**

The Board of Commissioners will consider the adoption of revisions to the North Carolina Archives Municipal Records Retention and Disposition Schedule.

**Background:**

The Board of Commissioners adopted the Division of Archives and Records Municipal Records Retention and Disposition Schedule, which provides instructions on the disposition of records.

**Discussion:**

The discussion before the Board is whether to adopt the amendments made to the Municipal Records Retention and Disposition Schedule.

**Policy Analysis:**

The Board of Commissioners has adopted the Municipal Records Retention and Disposition Schedule to specify what and how long documents are retained by the Town of Zebulon, as well as when and how those same documents can be disposed of.

**Staff Recommendation:**

Staff recommends approval of Resolution 2022-07.

**Attachments:**

1. Resolution 2022-07



**RESOLUTION 2022-07**  
**RESOLUTION ADOPTING THE**  
**RECORDS RETENTION AND DISPOSITION SCHEDULE:**  
**GENERAL RECORDS SCHEDULE AND THE**  
**PROGRAM RECORDS SCHEDULE**  
**FOR LOCAL GOVERNMENT AGENCIES**

**WHEREAS**, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the 2021 General Records Schedule and Program Records Schedule for Local Government Agencies, which supersede the 2012 Municipal Schedule and the 2019 Local General Schedule, and;

**WHEREAS**, the document attached to this Resolution is the form acknowledging the approval of the schedule as required by the North Carolina Division of Archives and Records, Government Records Section;

**NOW THEREFORE BE IT RESOLVED** by the Zebulon Board of Commissioners that the Board adopts the North Carolina General Records Schedule and the Program Records Schedule for Local Government Agencies, as updated by the North Carolina Department of Natural and Cultural Resources in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina, dated October 1, 2021, a copy of which is on file in the office of the Town Clerk.

**BE IT FURTHER RESOLVED** this schedule is to remain in effect from the date of approval until it is reviewed and updated.

Approved this 6<sup>th</sup> day of December 2021

\_\_\_\_\_  
Glenn L. York—Mayor

Seal

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

## **2021 General Records Schedule: Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

### **Destructions**

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

### **Audits and Litigation Actions**

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

### **Electronic Records**

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

"Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

### **Reference Copies**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when *"reference value ends."* All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction *"destroy when reference value ends."* If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction *"destroy when reference value ends."*

### **Record Copy**

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."<sup>1</sup> The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

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<sup>1</sup> Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.


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<sup>2</sup> Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

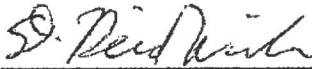
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: \_\_\_\_\_

Effective: October 1, 2021

## **Program Records Schedule: Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

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3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
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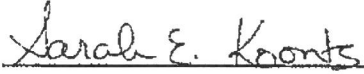
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<sup>2</sup> Ibid.




APPROVAL RECOMMENDED

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED

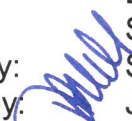
\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

County/Municipality: \_\_\_\_\_

Effective: October 1, 2021

**Topic: Board Appointments**

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

**Executive Summary:**

The Board of Commissioners will consider persons interested in serving on the Board of Adjustment and Parks and Recreation Advisory Board.

**Background:**

The Board of Commissioners appoints In-Town seats, and recommends appointments to the Wake County Board of Commissioners for ETJ seats, to Boards (Planning Board, Board of Adjustment, Parks and Recreation Advisory Board). These Boards make recommendations or decisions in their respective areas. Persons interested in serving on these appointed Boards submit applications, and may also offer presentations, to the Board of Commissioners for consideration.

**Discussion:**

The discussion before the Board is whether to appoint those interested to the Parks & Recreation Board and Board of Adjustment, and to recommend to Wake County that they be appointed (if they reside in the ETJ).

The following Boards have vacancies:

*Parks and Recreation Adivosry Board (2 vacancies)*

- Adrian Harris (2<sup>nd</sup> choice)
- Quinton Crosson-Taylor (1<sup>st</sup> choice)

*Board of Adjustment (3 vacancies)*

There is one in-Town alternate vacancy, **one** ETJ regular vacancy and **one** ETJ alternate vacancy. All positions are three-year terms expiring on June 30, 2024. The following have submitted an application for appointment:

In Town Seats

- Adrian Harris (3<sup>rd</sup> choice)

**Policy Analysis:**

The Code of Ordinances states that there will be seven members on the Planning Board and Parks & Recreation Board and five members on the Board of Adjustment.

**Staff Recommendation:**

If the Board chooses to make appointments staff requests that the persons be appointed to the specific terms per position.

**Attachments:**

1. Applications

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

Board of Adjustment       Planning Board       Parks & Recreation Advisory

Name Quinton Crosson-Taylor

Address 508 Carissa Ln Zebulon, NC 27597

E-mail QC678433@gmail.com      Date of Birth (month & Day) Dec 4th

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) (717) 635-5096

Employer East Wake Collective      Occupation Owner

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

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

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

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

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

Why do you want to serve on this board or commission? Growing up, my family always instilled a high importance in the strength of our community. Being raised with such ideals, I am happy to be raising my children with my wife here in Zebulon.

Why would you be an asset to this board or commission? My vision, passion and energy is fully committed to helping the town of Zebulon become the community it strives to be.

What are your qualifications? Realtor, (former) Parkour Coach, (Zebulon) Business Owner, Zebulon Youth Basketball Coach

What areas of concern would you like to see the Board or Commission address? \_\_\_\_\_  
Community amenities and events such as: Dog Parks, events for children, family oriented events, outdoor sport facilities/programs

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date November 10th, 2021      Signature 

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**TOWN OF ZEBULON**  
**Application for Board Appointments**

Please indicate which board you are interested in serving on. If you are interested in more than one board please list them by preference by using numbers (1,2,3). Please attach a copy of your driver's license for proof of eligibility to serve.

3 Board of Adjustment      1 Planning Board      2 Parks & Recreation Advisory

Name Adrian Harris

Address 528 Golden Plum Lane Zebulon, NC 27697

E-mail ajharris1911@gmail.com Date of Birth (month & Day) 9-30

Phone (Home) \_\_\_\_\_ (Work) 919-515-9078 (Cell) 252-289-2404

Employer NC State University Occupation Human Resources Lead

Do you live in the Zebulon Corporate Limits  ETJ \_\_\_\_\_ Years in Zebulon 4

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

Board/Commission/Committee	From	To

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

Describe extent and meetings attended attended planning board meetings for zebulon and public works meetings for weavers pond community.

Why do you want to serve on this board or commission?

Serving on the board would allow me the opportunity to make a difference and give back to my community.

Why would you be an asset to this board or commission? My experience in working with people being the "human" resource recognizing and supporting the needs of others through skills and abilities

What are your qualifications? BSBA; currently pursuing MBA at NC State; Board of Directors for many years in human resources; volunteer for non-profit. Sherrad foundation wes.

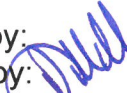
What areas of concern would you like to see the Board or Commission address? Traffic safety and roads

*I certify that the above information is correct. I understand that this is an application to be considered for appointment to a Town of Zebulon board, commission or committee and that final appointment is made by the Zebulon Board of Commissioners. I also understand that any service, if appointed, would be without compensation. This application will remain on file for a period of 6-months from the date of application.*

Date 11-9-2021 Signature Adrian J. Harris

Please fill out the form completely and return it to Stacie Paratore at Town Hall. If you have any question call 919-823-1802.

**Topic: MEETING CALENDAR 2022**

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

**Executive Summary:**

The Board of Commissioners 2022 meeting calendar.

**Background:**

General Statutes require the Board set their meeting schedule for the coming year at their organizational meeting in December. Included is a 2022 schedule for the Board of Commissioners' Regular meetings, Worksessions, Budget meetings, and Retreats.

The schedule proposes Regular meetings on the first Monday of each month at 7:00pm, unless otherwise stated, Work Sessions on the third Thursday at 6:00pm, unless otherwise stated, and no meeting in July, unless action on an issue is time-critical.

**Discussion:**

The discussion before the Board is whether to adopt or modify the proposed meeting schedule for 2022.

**Policy Analysis:**

N/A

**Staff Recommendation:**

Staff recommends adopting the proposed meeting schedule for 2022.

**Attachments:**

1. Proposed meeting schedule

**ZEBULON BOARD OF COMMISSIONERS  
2022 Regular Meeting Schedule**

**Day and Date**

**Board of Commissioners Meeting**

Monday	January 3, 2022	
Wed & Thurs	January 12 & 13	<b>Strategic Planning Retreat</b>
Thursday	January 27, 2022	<b>Mini Retreat</b>
Monday	February 7, 2022	
Wednesday	February 23, 2022	<b>Mini Retreat</b>
Monday	March 7, 2022	
Thursday	March 24, 2022	<b>Mini Retreat</b>
Monday	April 4, 2022	
Monday	May 2, 2022	
Monday	June 6, 2022	<b>Budget Public Hearing</b>
No Meeting in July		
Monday	August 1, 2022	
Monday	September 12, 2022	
Monday	October 3, 2022	
Monday	November 7, 2022	
Monday	December 5, 2022	
Monday	January 9, 2023	

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

Thursday	January 20, 2022	
Thursday	February 17, 2022	
Thursday	March 17, 2022	
Thursday	April 21, 2022	
Tuesday	May 10, 2022	} <b>Budget - No</b> all budget r <b>Additional Items</b> need recor
Wednesday	May 18, 2022	
Thursday	May 16, 2022	
Thursday	June 16, 2022	
No Meeting in July		
Thursday	August 18, 2022	
Thursday	September 22, 2022	
Thursday	October 20, 2022	
Thursday	November 17, 2022	
Thursday	December 15, 2022	
Thursday	January 26, 2023	