

Zebulon Board of Commissioners
Work Session
Minutes
April 21, 2022

Present: Glenn York, Beverly Clark, Quentin Miles, Shannon Baxter, Larry Loucks, Jessica Harrison, Joe Moore-Town Manager, Lisa Markland-Town Clerk, Bobby Fitts-Finance, Sheila Long-Parks and Recreation, Chris Perry-Fire, Chris Ray-Public Works, Jacqui Boykin-Police, Michael Clark-Planning, Eric Vernon-Attorney

Mayor York called the meeting to order at 4:00pm.

APPROVAL OF AGENDA

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

Joe Moore gave an overview of the topics to be discussed at the meeting.

WAKE COUNTY RETENTION INCENTIVES

Ashley Jacobs, the Deputy County Manager for Wake County, spoke about retention issues and how the county faced the highest turnover rate in 17 years. Key positions remained vacant which caused strain and stress on the employees and budget.

The retention incentives were based on an employee's salary. American Rescue Plan funds would be used to cover the costs of the retention pay. The county paid for a portion of the salaries in the Fire Department. and the county's share was 39.95%. The incentive pay would cost the county \$30,828 and the Town of Zebulon's share would be \$46,337, if they chose to adopt this incentive plan.

Joe Moore stated some fire employees' salaries had changed and would bring a more precise number for the Board as well as information if the Board wanted to extend the program to all Town employees.

COMMUNITY NEEDS ASSESSMENT: ADMINISTRATION

Joe Moore spoke about the needs for an engineer, economic development director and public information officer positions for the Town. There was also a need for training in diversity, equity and inclusion, generational, supervisory/management and routine topics (e.g. harassment and bullying). The retention issues within the director positions were explained.

There was discussion about the need for separate Human Resources and Information Technology Departments and showed how they may look in the future.

FY '23 BUDGET PREVIEW

Bobby Fitts spoke about the revenue and expenditure projections for the FY '23 proposed budget. The tax base value was \$1.61 billion made up from 40% residential and 60% commercial. Real property totaled \$1.02 billion and personal property totaled \$586 million.

There were questions about how Town money was invested. Staff explained the Town's investments were in the local bank or North Carolina Capital Management Trust.

The concept of revenue neutral was explained. The FY '22 fund balance was estimated to be \$12.9 million. The Town's policy was 50% of expenditures had to be maintained in fund balance which would be approximately \$4.4 million and to retain the current credit rating the balance needed to be no less than \$4.2 million.

BOND REFERENDUM: GENERAL INFORMATION

Some of the possible projects and costs were detailed. Those included roads, parks and facilities projects.

The road projects were estimated to be \$10.5 million and included intersections and road widenings. The parks project was estimated to be \$59.4 million and were detailed in the Play Zebulon Master Plan. The facility projects were estimated to cost \$9 million and included the Fire/EMS building, Public Works storage/renovation and expansion of Police/Town Hall renovation, restoration.

There were questions about the parks cost. Sheila Long stated the number included all projects and the Board could decide which projects were a priority from the Play Zebulon Master Plan for the bond referendum. The Master Plan included recommended projects for each year.

It was clarified the unreleased funds of \$350,000 for the Public Works building expansion, yard expansion and new building were included in the bond total.

If the Board wanted a bond referendum added to the November 2022 election, a notice of intent would need to be adopted at the May 2, 2022 meeting.

There were concerns about the bond referendum being rushed. Commissioner Loucks stated pushing it out would delay the building of the fire station. Joe Moore explained pushing the bond referendum would not delay the construction of the new Fire/EMS station.

It was decided that they would wait on the bond referendum.

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

Adopted this the 2nd day of May 2022.



Glenn L. York

Glenn L. York—Mayor

Lisa M. Markland

Lisa M. Markland, CMC—Town Clerk