

**ZEBULON  
BOARD OF COMMISSIONERS  
WORK SESSION  
AGENDA  
September 21, 2023  
5:00 PM**

Work Sessions are structured primarily as opportunities for the Board to engage in dialogue with each other and deliberate upon the components of legislation slated for a vote at an upcoming Regular Meeting. The meetings also provide an opportunity for Staff to highlight the need for future projects and programs to serve the community.

**1. Approval of Agenda**

**2. FY '24 Quarterly Reports: Police, Parks & Recreation, Planning & Economic Development**

The Board of Commissioners receive quarterly reports from departments to assess how their policy decisions (specifically the budget ordinance) can address service needs within the community. The First Quarterly Reports include an assessment of the previous year and highlight observations from trends to convey the need for future projects or programs to serve the community.

**3. Mighty Con Sponsorship**

The Board adopted a Cost Recovery Policy (Ordinance 2022-51) on June 13, 2022 and a Fee Schedule (Ordinance 2023-48) on June 20, 2023. Both policies establish the process and cost to reserve community facilities. At their Regular Meeting on September 11, 2023, the Board placed sponsorship of Mighty Con (a comic convention) as an item of discussion at this Work Session. Staff will present the Mighty Con application received as an example of how the Fee Schedule and Cost Recovery Policy is applied. Staff will also review the process and schedule the Board must follow to change their Fee Schedule and Cost Recovery Policy to apply to all reservations, and amend the FY '24 Budget to consider funding a sponsorship of Mighty Con.

**4. Governing Board Procedure Manual:**

**A. Remote Meetings**

The Board has expressed an interest in the ability to meet remotely (i.e., participate in a meeting without being physically present). The latest draft of the policy was introduced for Board consideration at their Regular Meeting on September 11, 2023. The Board tabled discussion to this Work Session.

**B. Travel and Training**

The FY '24 Budget includes funds for Board members to attend conferences and classes. These funds are an increase from previous years to reflect the Town's membership into the N.C. Main Street program and the National League of Cities. Board members have discussed the potential need to create criteria and responsibilities associated with attending conferences and classes. This discussion is an opportunity for the Board to provide direction to Staff in crafting a procedure for future consideration.

**5. Governing Board Meeting Schedule**

The Board may be interested in revising the start time of their September Mini-Retreat.

**6. Adjourn**